

NARULA INSTITUTE OF TECHNOLOGY

MINUTES of the 12th Finance Committee meeting of Narula Institute of Technology held on 5th December, 2015 at 3.00p.m. at the conference room of the Institute.

Date: 05.12.15

Time: 3.00P.M.

Members Present

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| • Prof.(Dr)M R Kanjilal | Principal & chairman |
| • Prof.C Sen Majumdar | Professor & Member |
| • Mr.T K Bandyopadhyay | Permanent Invitee & Advisor |
| • Mr.Kallol paul | Accounts Officer & Convenor |
| • Mr.Neelanjana Mitra | Accounts Executive |
| • Mr.Abhijit Chakraborty | Manager-Audit |

Prof.(Dr)M R Kanjilal, Principal was requested to preside over the meeting and hold the chair. To start with, the chairman welcomed the members present and officially commended the meeting for agenda wise discussion. The following resolutions were adopted after detail deliberation.

Agenda-1:

Confirmation of the minutes of the previous meeting

Resolution: Minutes of the 11th meeting held on 05th Sept, 2015 was read out by the convener and confirmed by the members present in the meeting.

Agenda-2:Department wise Budget & method of allocation of 2016-17

Resolution:Convener presented the proforma of departmental budget and deliberately described the preparation process.Further,he explained that allocation will be done after detailed discussion with all HOD members on actual requirement.

Hence,immediately a NOTICE needs to be served to all the departments to prepare their departmental budget for the accounting year 2016-17 latest by 18th February,2016.

Agenda-3:Any other point

It was decided to hold a meeting in the month of April,16 for discussion of department wise budget allocation for 2016-17.

The meeting ended with a vote of thanks to the chair and other members.



Prof.(Dr)M R Kanjilal

Chairman-Finance Committee