

MEMO. NO. NIT/TEQIP/NOTICE/FAC/12/01

**NARULA INSTITUTE OF TECHNOLOGY**

**TECHNICAL EDUCATION QUALITY IMPROVEMENT PROGRAMME(Phase-II)**

**NOTICE**

Date: 6-03-2012

All the Nodal Officers of the Finance committee of TEQIP Phase –II are to attend the meeting on 7/03/2012 at 3pm in the Conference Room of NIT for the following topics of discussion:-

**Agenda:**

- To appraise all members regarding the financial procedures, documentation and budgetary allocation and expenditure as and when to be processed and verified by the members.
- Any other relevant matter.



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Mr. Kallol Paul

Account Officer - NIT

MEMO. NO. NIT/TEQIP/MINUTES/FAC/12/01

## NARULA INSTITUTE OF TECHNOLOGY

### TECHNICAL EDUCATION QUALITY IMPROVEMENT PROGRAMME(Phase-II)

**Minutes** of the meeting of TEQIP (Finance Committee) held on 7/03/2012 at 3pm in the Conference Room of NIT.

Members Present:

The following agenda(s) was discussed and the resolution so, reached are as follows:-

**Agenda:** To appraise all members regarding the financial procedures, documentation and budgetary allocation and expenditure as and when to be processed and verified by the members.

**Resolution:** Mr. Kallol Paul Accounts Officer of NIT briefed about the financial report and the procedural protocols as envisaged in accounts manual along with TEQIP. He also narrated the balance sheet, financial Monitoring report (FMR)—Quarterly, half yearly and annually in a cumulative manner and how to develop the process of the forecasted amount for the new Financial year. All members paid full attention on the detailed discussion.

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



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Prof. (Dr.) J.K. Das  
Principal, NIT; Chief TEQIP Coordinator