

## NARULA INSTITUTE OF TECHNOLOGY

**MINUTES** of the 13<sup>th</sup> Finance Committee meeting of Narula Institute of Technology held on 6<sup>th</sup> March,2016 at 3.00p.m.at the conference room of the Institute.

Date:06.03.16

Time:3.00P.M.

### Members Present

- |                          |                             |
|--------------------------|-----------------------------|
| • 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.Neelajan 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 12<sup>th</sup> meeting held on 05<sup>th</sup> Dec,2015 was read out by the convener and confirmed by the members present in the meeting.

### Agenda-2: Proposed Budget approval of 2016-17

Resolution: Mr Kallol Paul presented the proposed budget of 2016-17 with its allocation in front of the committee. The committee discussed it at length with its members & after careful scrutiny budget was confirmed as the final budget (As per annexure A) and it was proposed to put it further to BOG for sanction.

Agenda-3: Discussion on proforma un-audited balance sheet of 2015-16

Resolution: Draft un-audited balance sheet of Narula Institute of Technology was presented by accounts officer in front of the committee. It was discussed at length and was resolved that chairman will request the management to place the proforma balance sheet to statutory auditor for audit at an early date.

Agenda-4: Any other point

It was decided to hold a meeting somewhat in the month of December 2016 for finalization of audited balance sheet.

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



Prof.(Dr)M R Kanjilal

Chairman-Finance Committee