

EGRA SARADA SHASHI BHUSAN COLLEGE

ESTD. : 1968

(Reaccredited by NAAC with – ‘B’ Grade with a CGPA of 2.32)

Post – Egra : Dist – Purba Medinipur (West Bengal) : Pin – 721429.

President : Mr. Samares Das, M.L.A., W.B.

Principal : Dr. Dipak Kumar Tamili.

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Memo No. :

Date :

2015-16

An extract of the proceedings of the meeting of the finance sub-committee held on 20.05.2016 at 2.00pm in the chamber of the Principal

Member Present:

1. Dr D.K Tamili
2. Prof. Sohanjoyti Maity
3. Prof. Janesh Ranjan Bhattachariya
4. Mr. Sankar Bera

Dr. D.K Tamili presided over the meeting.

Agenda 1 :

To consider the letter of Br Manager HDFC and Br Manager V.C.C Bank and allied matter.

Resolution: Letter of Concerned manager is read and discussed.

Be it resolved Banking transactions for both banks be introduced from the session 2016-2017 Bank officials are requested to scope continuous process of admission at the time of Hons. Counseling and Pass Counseling.

Agenda 2 :

To Consider the fees structure of B.A /B.Sc /B.Com 1st Year w.e.f 2016-2017

Be it resolved Rs- 2000/- per student per annum be introduced as Lab fee from the session 2016-2017.

Agenda 3:

To consider the letter of casual teaching and non teaching staff from 1st April 2016.

After thread bare discussion it is decided Remuneration be increased for every casual teaching & non teaching staff . after completion of 1st year admission on basis of student strength .

Agenda4:

To frame the rules and regulation for passing bill and maintained financial discipline towards any kind of expenditure.

The following dissection taken in the Finance sub Committee.

- a. Introduction of bill receive register.
- b. Any kind of expenditure except budget allocation must be approved by financed GB.
- c. Payment of more than Rs- 10000/- A/c payee cheque issued in case of a special case principal will approved the matter.

- d. For payment of bill following procedure will be maintained.
 - i) After passing bill voucher will be entry the register and cheuqe will be issued in the same of cashier
 - ii) After drawing with case from bank cashier will pay the amount against cash voucher and these are entered in daily cash book .After that paid voucher will be deposited to the accounts dept.
 - iii) In case of cheque the same procedure the maintained.
- e. In case of emergency expenditure in advanced Rs.10000/- will be kept in the hand of cashier as earnest money.
- f. In case of construction repairing work the following procedure to be maintained.
 - i) Through the meeting of the building sub committee .
 - ii) Procedure of work (tendure /daily/labour) will be decided.
- g. To introduce log book in case of running generator indicating time of start and adopt this also be authenticated from head clerk without adjustment of 1st advance for purchase diesel no further advanced be made.

The meeting ends with a vote thanks to the chair.

Principal
EGRA S.S.B COLLEGE