

NARULA INSTITUTE OF TECHNOLOGY

MINUTES of the 20th Finance Committee meeting of Narula Institute of Technology held on 11th Feb ,2020 at 2.00p.m.at the conference room of the Institute.

Date:11.02.20

Time: 2.00P.M.

Members Present

- | | |
|--------------------------|-----------------------------|
| • Prof.(Dr)M R Kanjilal | Principal & chairman |
| • Mr.T K Bandyopadhyay | Permanent Invitee & Advisor |
| • Mr.Kallol paul | Accounts Officer |
| • Mr.Neelanjana Mitra | Accounts Executive |
| • Mr.Abhijit Chakraborty | Manager-Audit |
| • Mrs. Nidhi Singh | Registrar |
| • Dr. B.K. Medya | HOD, IT |
| • Dr. Sumit Nandi | HOD, BSHU |

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 19th meeting held on 20th Nov, 2019 was read out by the convener and confirmed by the members present in the meeting.

Agenda-2: Proposed Budget approval of 2020-21

Resolution: Mr Neelanjan Mitra presented the proposed budget of 2020-21 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: Any other point

It was decided to hold a meeting somewhat in the month of Nov 2020 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

NARULA INSTITUTE OF TECHNOLOGY

MINUTES of the 21st Finance Committee meeting of Narula Institute of Technology held on 25th Nov,2020 at 2.00p.m. in online platform.

Date:25/11/2020

Time: 2.00P.M.

Members Present

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| • Prof.(Dr)M R Kanjilal | Principal & chairman |
| • Mr.T K Bandyopadhyay | Permanent Invitee & Advisor |
| • Mr.Kallol paul | Accounts Officer |
| • Mr.Neelajan Mitra | Accounts Executive |
| • Mr.Abhijit Chakraborty | Manager-Audit |
| • Mrs. Nidhi Singh | Registrar |
| • Dr. B.K. Medya | HOD, IT |
| • Dr. Sumit Nandi | HOD, BSHU |

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 20th meeting held on 18th Feb, 2019 was read out by the convener and confirmed by the members present in the meeting.

Agenda-2: Revision of approved Budget for the FY: 2020-21 due to pandemic

Resolution: Mr Neelanjan Mitra presented the revised budget of 2020-21 with its allocation in front of the committee, considering the pandemic situation.

Convener also presented the utilization as on 31.08.2021 and discuss the changes with earlier approved budgeted figures due to pandemic. 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: Finalization of Balance Sheet of 2019-20

Resolution: Convener presented the finalized Balance Sheet of NIT for 2019-20 in front of the committee. Auditor clarified all the questions raised by the members and finally it was accepted and found inclusive by the committee.

Agenda-4: Outstanding fees receivable from students

Resolution: The committee observed that NIT has a huge outstanding fees receivable from students as 31th August, 2020. Convener presented the proper department wise outstanding report before the committee. He clarified that notice regarding outstanding fees has already been sent through mail and sent to every HODs to settle their dues within a stipulated time.

Due to pandemic situation Chairman proposed to waive the late fine from students on humanitarian ground and allows part payment as per their convenience and finally it was accepted and found inclusive by the committee.

Agenda-5: Any other point

The committee advised the chairman to submit outstanding fees dues status in committee's next meeting.

It was also decided to hold next meeting on the basis of pandemic situation.

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

A handwritten signature in blue ink, consisting of a circular loop followed by a diagonal stroke.

Prof.(Dr)M R Kanjilal

Chairman-Finance Committee

NARULA INSTITUTE OF TECHNOLOGY

MINUTES of the 22nd Finance Committee meeting of Narula Institute of Technology held on 15th March,2021 at 2.00p.m. in online platform.

Date:15.03.21

Time: 2.00P.M.

Members Present

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|-------------------------|----------------------------|
| • Prof.(Dr)M R Kanjilal | Principal & chairman |
| • Dr. Atri Bhowmik | Finance Officer, Makaut WB |
| • Dr. B. K Medya | HOD IT Dept |
| • Mr. Kallol Paul | Accounts Officer-NIT |

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 21th meeting held on 30th Nov, 2020 was read out by the convener and confirmed by the members present in the meeting.

Agenda-2: Proposed Budget approval of 2021-22

Resolution: Mr Neelanjan Mitra presented the proposed budget of 2021-22, considering the pandemic situation, 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: Any other point

The committee advised the chairman to submit outstanding fees dues status in committee's next meeting.

It was decided to hold a meeting somewhat in the month of September 2021 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

NARULA INSTITUTE OF TECHNOLOGY

MINUTES of the Finance Committee meeting of Narula Institute of Technology held on 14th March ,2022 at 3.00 p.m.at the conference room of the Institute.

Date:14.03.2022

Time:3.00P.M.

Members Present

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| • Prof.(Dr)M R Kanjilal | Principal & chairman |
| • Dr. Atri Bhowmik | Finance Officer, Makaut, W.B |
| • Dr. B. K Medya | HOD, IT Dept. |
| • Mr. Kallol Paul | Accounts Officer, NIT |

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 22th meeting held on 08th March 2021 was read out by the convener and confirmed by the members present in the meeting.

Agenda-2: Finalization of Balance Sheet of 2020-21

Resolution: convener presented the finalized Balance Sheet of NIT for 2020-21 in front of the committee. Committee checked the Balance sheet and called to Auditors regarding few points and after clarification approved the Balance Sheet..

Agenda-3: Discussion regarding Utilization and Allocation of Funds for FY 2021-22

Resolution: As the FY 2021-22 not completed this point will discussed in the up coming Finance Committee Meeting decided by the Members.

Agenda-4: Discussion on Budget for 2022-23

Resolution: It was consolidated payment part was present in the Meeting without any Break up of Departmental head wise allocation. Hence it was resolved that the Budget will prepare with proper Break up with Dept. receipt & Payment Break up.

However for the purpose of financial management the presentation was accepted by Principal.

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



Prof.(Dr)M R Kanjilal

Chairman-Finance Committee