

MEMO.NO. NIT/TEQIP/NOTICE/FAC/12/07

NARULA INSTITUTE OF TECHNOLOGY

TECHNICAL EDUCATION QUALITY IMPROVEMENT PROGRAMME (Phase-II)

DATE: 10.12.12

NOTICE

A meeting of Finance Committee under TEQIP-II has been scheduled on 11-12-12 at 1.30 pm at the Conference Hall, NIT.

Agenda:

To finalize the reimbursement amount of the following faculties who have already attended their Conference/ Seminars/Training/ Symposium/Short term courses , under TEQIP-II.

Sl. No.	Name	Department
1	Dipu sarkar	EE
2	Rajasi Ray	English
3	Mr.Soumen Ghosh	IT
4	Mr.Dipu Sarkar	EE
5	Tarak Nandy	CSE



Prof. (Dr.) J.K.Das
Principal, NIT; Chairman-TEQIP

MEMO. NO. NIT/TEQIP/MINUTES/FAC/12/07

NARULA INSTITUTE OF TECHNOLOGY

TECHNICAL EDUCATION QUALITY IMPROVEMENT PROGRAMME (Phase-II)

Minutes of the meeting of TEQIP (Finance Committee) held on 11/12/12 at 1 pm in the Conference Room of NIT.

Members Present:

- | | |
|-------------------------------------|------------------------------------|
| • Prof. Chandra Sekhar Sen Majumdar | Nodal Officer-Finance |
| • Mr. Sudip Chatterjee | Member |
| • Mr. Kallol Paul | Accounts officer |
| • Sagarika Chowdhury | Member |
| • Rumpa Saha | Member |
| • Niladri Dutta | Jr. Officer Administration (TEQIP) |

The following agendas were discussed in the meeting.

Agenda: 1) Finalizing the reimbursement amount of faculties for payment under TEQIP-II

Resolution: After the veracity of proposals of the faculties it was resolved that:

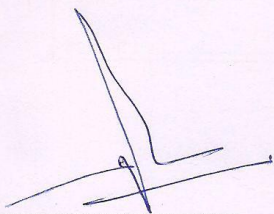
- a) Application of Mr. Dipu Sarkar of EE dept. was recommended and approved for reimbursement.
- b) Application of Mrs. Rajasi Ray needed the following modifications:
 - Hostel accommodation allowances will be paid as per TA/DA norms under TEQIP-II and the same needs to be corrected on the expenditure summary sheet.
 - No Payments will be made on the basis of Xerox copy of DD drawn in favor of any Institution/company/hotel/and the like.
 - The distance travelled by road (auto rickshaw) needs to be mentioned in the expenditure summary sheet in order to get the reimbursement amount @ Rs.8/- per Km.
- c) Mr. Soumen Ghosh of IT Dept. is requested to give a proper Expenditure summary sheet, for claiming the reimbursement amount.
- d) Application of Mr. Tarak Nandy was approved and recommended by all the members of the committee for reimbursement of the claimed amount under TEQIP-II.

Agenda:2 Distribution of work of the Finance Committee.

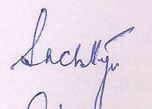
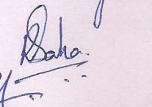
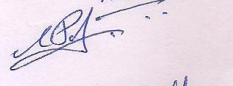
Resolution: For the smooth functioning and active participation of all the members of the Finance committee the following job responsibilities has been assigned to its members:-

Name	Responsibility
Prof. Chandra Sekhar Sen Majumdar	Nodal officer-Finance Committee
Mr.Kallol Paul	Incremental operating Cost & all Finance related matters
Mr.Sudip Chatterjee	Industry Institute Interaction Cell, Faculty and Staff Development
Mrs.Rumpa Saha	Teaching and Research Assistantship
Mrs.Sagarika Chowdhury	Academic Support for weak students under Equity Assistance Plan.

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



Prof. Chandra Sekhar Sen Majumdar
Nodal Officer-Finance

- 1) SUDIP KUMAR CHATOPADHYAY 
- 2) RUMPA SAHA 
- 3) Kallol Paul 
- 4) Niladri Dutta 