



SurTech

Dr. Sudhir Chandra Sur Institute of Technology & Sports Complex
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Affiliated to Maulana Abul Kalam Azad University of Technology, West Bengal, WBSCTVESD and
Approved by AICTE



DSEC/PRIN/3178

Date: 09/02/2022

NOTICE

Objective:

Estimates of revenue from fees and other sources for the budget.

Budget projections for grants received/receivable from the UGC/AICTE, if any and money from fees, etc. collected for activities related to the autonomy programme.

To collect all major and minor expenditure recommendations from various committees, assess them, determine priorities, and provide a tentative budget to the Governing Body in a timely manner.

To plan the most efficient use of resources and to manage funds with care.

To establish a thorough budget for the Institution's day-to-day operations.

Preparation of audited financial statements for the aforementioned

To raise resources through societal donations, financing agencies under various programmes, and so on.

To approve all expenditures for major equipment purchases as recommended by the Governing Body.

After receiving approval from the Governing Body, to authorize expenditures for the construction of new buildings.

Working out the budgetary implications of various Planning & Institutional Development Committee plans in order to update the budgetary provisions.

Propose an honorarium for the personnel of the examination branch, which must be approved by the Governing Body.

Recommendation for full-time office workers in the examination cell to be hired and paid on a contractual basis.

The Finance Committee is hereby reconstituted with the following members

1	Dr. Saradindu Panda, Principal	Chairman
2	Ms. Ekta Singha Roy, Accounts officer	Convener
3	Mr. Rahul Chowdhury, Storekeeper, Dept. of Store	Member
4	Mr. Aviroop Dewan, Asst. Prof. Cum Admission Coordinator	Member
5	Ms. Amrita Chadha, Admin Executive, Dept. of HR	Member

Frequency of meeting:- Twice in a semester

All previous committees constituted on the subject to be treated as dissolved.

With best regards,

PRINCIPAL

Dr. Sudhir Chandra Sur Institute of Technology & Sports Complex
540, Dum Dum Rd, Kolkata-74
Principal

Copy to:

1. All HOD's/TIC's
2. All concerned