



SurTech

Dr. Sudhir Chandra Sur Institute of Technology and Sports Complex

540, Dum Dum Road, Surer math, (Near Dum Dum Jn. Station),

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Website: www.surtech.edu.in, Email: info@dsec.ac.in

Affiliated to Maulana Abul Kalam Azad University of Technology, West Bengal,

WBSCTVESD and Approved by AICTE

DSCSITSC/PRIN/2023-24/21

Date:03.07.2023

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.

SL No.	Name	Dept.	Position
1	Dr. Saradindu Panda, Principal	Admin	Chairman
2	Ms. Soumik Jash, Account Officer	Accounts	Member Secretary
3	Mr. Anirbit Sengupta, Deputy Registrar	Admin	Member
4	Mr. Rahul Chowdhury, Store In - Charge	Store	Member
5	Mr. Aviroop Dewan, Faculty	ECE	Member
		HO	Member, Nominated by Governing Body
6	Mr. Kallol Paul, Account Officer		
7	Mr. Abhishek Das, Accounts Assistant	Admin	Member

Frequency of meeting: - Twice in a semester

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

With best regards,


03/07/2023

Prof. (Dr.) Saradindu Panda
Principal
Dr. Sudhir Chandra Sur Institute
of Technology & Sports Complex
540, Dum Dum Rd Kolkata-74

Copy to:

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