



MEGHNAD SAHA INSTITUTE OF TECHNOLOGY

Nazirabad, P.O. Uchhepota, Kolkata:700 150.

Ref. no. MSIT/PO/2022-23/NOTICE/COMM/001

Date: 01.09.2022

NOTICE

This is to inform all concerned that the "**THE FINANCE COMMITTEE**" is been constituted with effect from 01.09.2022 with an objective of protecting and renewing the institution's resources and assisting the BOG fulfilling its fiduciary responsibilities. The following will be the constitution and responsibilities of the committee.

Members:

Sl. No.	Name	Designation by Profession	Position in Committee
1	Prof. (Dr.) Tirthankar Datta	Principal	Chairman
2	Dr. Arindam Roy	Member BOG	Member
3	Prof. (Dr.) S. K. Bhattacharya	Sr. Professor, EE	Member
4	Dr. Swapnadip De	Assoc. Prof., ECE	Member
5	Mr. Chinangshuk Nayek	Administrative Officer	Member
6	Mr. Sanjay Kisor Chakraborty	Manager Accounts	Coordinator
7	Mr. Arup Kumar Muhuri	Officer Accounts	Convener

Roles & Responsibilities:

1. Budget preparation & Finance Planning.
2. Allocation of Budget.
3. Recommendation of Budget to BOG for approval.
4. Re-appropriation of funds of different departments with approval of the BOG.
5. Budget estimates relating to the grant received/receivable from any agency, and income from fees and other sources collected for smooth operation of the college.
6. Proposal/Suggestion to the BOG on any matter involving finance.
7. Delegation of financial power to Principal, HOD & AO as per the guidelines of BOG.

Term: Two years for nominated members.

Meetings: At least two meetings in a year and as and when necessary as deemed fit by the committee.

Signature
Prof. (Dr.) Tirthankar Datta

Principal

Meghnad Saha Institute of Technology



CC: All Deans, All HODs/FICs, Administrative Officer, Controller (E&UA), Members of the Committee, Asst. Manager - Compliance, Admin Office, Accounts Office, HR Office, T&P Office, Library, Notice Board, Website, Guard File.