

SILIGURI INSTITUTE OF TECHNOLOGY

P.O: Sukna, Siliguri, Dist.: Darjeeling, PIN: 734 009

CIRCULAR

Finance Committee (FC):

Sl No.	Name	Designation	Type
1.	Dr. J. Jhampati	Director	Chairman
2.	Mr. R C Roy	HOD (CE)	Member
3.	Mr. Alok Basu	HOD (CSE)	Member
4.	Mr. J B Basu	HOD(EE)	Member
5.	Mr. Joydeep Guha	Administrator	Member
6.	CA Debabrata Basu	Financial Advisor	Member
7.	Ms. Aparajita Roychoudhury	Executive- Accounts	Member
8.	Mr. Kallol Dutta	Sr- Office Assistant- Accounts	Convener


Terms of Members: The terms of the nominated members will be for a period of one year

Meetings: The committee will meet at least two times a year before the BoG meeting for recommending its resolutions to the BoG for consideration.

Functions:

- Budget preparation & Finance Planning
- Budget allocation.
- Recommended the Budget to BoG for approval.
- Re-appropriation of funds of different Heads of the Budget with approval of the BoG
- Budget estimates relating to the fees and others sources collected for smooth operation of the college.
- Advise the BoG on any matter involving finance.
- Delegation of Financial Power: as per BoG minutes:

Sl No.	Position	Approval Power (Financial) in Rs. / Cash Expenditure authority (impressed cash) in Rs.
1.	Director/Principal	5 Lakhs (10 Thousand impressed cash)
2.	Dean of Academics	20 Thousand (5 Thousand impressed cash)
3.	Administrator	15 Thousand (2 Thousand impressed cash)
4.	HoD	15 Thousand (2 Thousand impressed cash)



Dr. J. Jhampati

Director




Director
Siliguri Institute of Technology