



**CENTRE FOR COMPUTERS AND
COMMUNICATION TECHNOLOGY
CHISOPANI, SOUTH SIKKIM**

(Under Directorate of Technical Education, Government of Sikkim)
Approved by A.I.C.T.E. ISO 9001:2008 Certified



INCREMENTAL OPERATING COST

Month	Work done/Activity	Remarks
April	Meeting of Finance Committee of NEQIP held for the utilization of fund under this head.	
May	a. Petty items purchased b. Printer repaired	
June	Electrical items purchased on urgent basis	
July	A) Consumables for laboratory items proposed on 15/7/14	
August	a. Supply Order issued for laboratory equipment purchase under this head on 21/8/14 One support staff recruited under NEQIP on project co-terminus basis. b. Stationary items purchased. c. Staff salary paid d. Repair of other items proposed and list of items prepared for the repair	
September	a. AICTE mentor Dr.Surendra Kumar visited the institute on 6/9/14. He had meeting with our Principal, Project-Coordinator, Staff and faculty. Minutes of meeting prepared. b. Staff salary paid	
October	a. Stationary items purchased b. Staff salary paid	
November	a. Proposal forwarded for recruitment of one staff who shall support on both administrative and financial work under NEQIP because of 5 different projects under execution in the institute. b. 3-com switch went for repair	
December	Advertisement will be put for the said post and interview will be conducted	
January	Joining of new staff in mid Jan Probable visit of AICTE mentor in last week of January	
February		
March		

Borbotey, Chisopani, P.O. Nandugaon, South Sikkim-737 126,
Ph- (03595)-210145, Fax: 210157, email address- ccct.skmpoly@gmail.com
www.ccct.skmpoly.edu.in