

**MINUTES OF MEETING OF FINANCE COMMITTEE (AICTE-NEQIP) HELD ON 22<sup>ND</sup> NOVEMBER 2014 AT 2.30 AT CONFIDENTIAL ROOM, CCCT, CHISOPANI, SOUTH SIKKIM.**

The meeting was chaired by Group Capt. (Retd.) S.K.Newlay, VSM, Principal/Chairman

**The following were present in the meeting:**

1. Mr. Praveen Kumar Pradhan, Vice Principal/Vice Chairman
2. Mr. Deepak Rasaily, Sr. Lecturer/ NEQIP coordinator
3. Manager (ADM), Mr. K.N. Chettri, Member
4. Finance Manager, Mr. KazimanPradhan, Member Secretary
5. Mr. TashiRapdenWangchuck, AIC/Member
6. Mr. AnupSarmah, Sr. Lecturer/Member

**The following decision and suggestions have been made in respect of the agendas which are as follows:**

**AGENDA NO.1: Financial status of NEQIP till date**

As per scheme document, 80% fund to be utilized by December 2014, for which details were presented in the meeting. It has been informed that 80% fund has already been utilized. In the meeting, it was also informed that fund under following two heads are not utilized so far;

- a) Starting new diploma courses: Allocated fund is Rs.3 lakhs
- b) Establishment of new laboratories

**Decision:**

It has been decided to have one more meeting to discuss criteria/procedure for starting of new course and for establishment of new laboratories, matter will be taken up to Director, DTE for approval and further action.

**AGENDA No.2: Booking institute's recurring under incremental operating cost head (IOC)**

As per scheme document, under IOCH, the following expenditures can be booked:

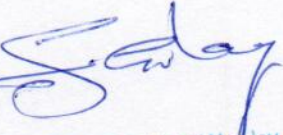
- i) Consumables i.e. lab items, stationeries (office Expenses) etc.
- ii) Transportation i.e. fuel expenses, hiring of vehicle etc.
- iii) Other office expenses

**Decision:**

Finance Manager to consolidate amount already spent under above mentioned heads and same amount to be transferred from NEQIP A account to NEQIP Corpus B account. Corpus "B" accounts to be opened in HDFC/Axis bank, Namchi, South Sikkim. Hence forth all above mentioned expenditure can be process and booked under NEQIP IOC head.

**Other Expenses:** Laboratory, Class room and any other infrastructure of the institute used under the Project has to be charged under NEQIP as per the prevailing norms of the institute (where precedents can be taken from previous) and can be transfer to NEQIP Corpus Fund.

  
Manager (Adm.)  
Centre for Computers &  
Communication Technology  
Chisopani, S. Sikkim

  
GP. Capt. (Retd.) S.K. Newlay, VSM  
Principal  
CCCT- Chisopani, South Sikkim

### AGENDA No.3: Corpus Account and other Account as directed in the Scheme Document

It has also been discussed regarding opening of following funds:

- a) Faculty Development Fund
- b) Equipment Replacement fund: Fund to be created considering depreciation cost of present equipment purchased under NEQIP for which expert advice can be taken from institute's CA and AICTE Mentor.
- c) Maintenance Fund: Fund to be created for AMC of item for last 10 years seeing the warranty/guarantee period of equipment purchased under NEQIP for which expert advice can be taken from institute's CA and AICTE Mentor.


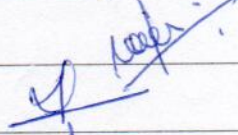


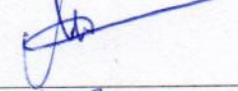

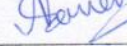
#### Decision:

Amount to be allocated for above mentioned funds to be worked out by Finance Manager.

#### Further discussion/suggestions:

- a) For all above: Mentor has to be informed and have his views/opinion.
- b) Appointment of CA (Chartered Accountant): Approval from BOG is required.
- c) Account for 2014-15 to be accounted, subject to ratification from BOG (Board of Governors)

Meeting concluded at 3.30 p.m.

Sl. No.	Name of staff and Architect present in the meeting	Signature
1	Gr. Capt (Retd.) S. K. Newlay, VSM	
2	Shri Praveen Kr. Pradhan	
3	Shri Deepak Rasaily	
4	Shri K.N.Chettri	
5	Shri K.M. Pradhan	
6	Shri TashiRapdenWangchuk	
7	Shri AnupSarmah	

Minutes prepared by:  
Administrative Manager

Manager (Adm.)  
Centre for Computers &  
Communication Technology  
Chisopani, S. Sikkim

Approved by:  
Principal-Chairman (NEQIP)  
GP. Capt.(Retd) S.K.Newlay, VSM  
Principal  
CCCT- Chisopani, South Sikkim

## Circular

It is inform to finance committee members to attend meeting for NEQIP on 22/11/2014 at 1.30PM at confidential room.

### Finance Committee:

- a. Principal, CCCT Chairman *nt*
- b. Vice Principal-Member
- c. Project Coordinator – Member *A*
- d. Finance Manager – Member Secretary *[Signature]*
- e. Academic In Charge, CCCT – Member *[Signature]*
- f. Administrative Manager *[Signature]*
- g. One Senior Faculty Member-Mr.Shyam Chhinal-Member *[Signature]*

Agenda: (1) Financial status of NEQIP till date

(2) Booking institute's recurring under incremental operating cost head

(3) Corpus account

*→ HDRP → (B)*

(4) Further booking of fund.

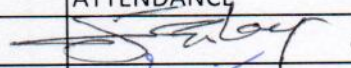




*[Signature]*

Principal

CCCT

Attendance:  
Finance Committee of NCTAP

- 22/11/2024. 2pm onwards

SLNO	NAME	DESIGNATION	ATTENDANCE
1	Gp.Capt.(Retd.) S.K. Newlay,VSM	Principal, CCCT Chairman	
2	PRAVEEN PRADHAN	Vice Principal-Member	
3	DEEPAK RASAILY	Project Coordinator - Member	
4	KAZIMAN PRADHAN	Finance Manager - Member Secretary	
5	TASHI RAPDEN	Academic In Charge, CCCT - Member	
6	K.N.CHETTRI	Administrative Manager	
7	<del>Mr. Shyam Chhina</del> Anup Sarmah	One Senior Faculty Member-I- Member	