



A Unit of Vikramshila Educational & Welfare Society, Patna

Ref. No. M.C.T.E./2022/01

Date 26/07/2022

FINANCE COMMITTEE

Ref. No:

Date:

The Mundeshwari College for Teacher Education has constituted the FINANCE COMMITTEE as per the guidelines provided by the NAAC for the overall betterment of the Institution during 2022. The primary objective of a college's Finance committee is to provide financial oversight and guidance to ensure the institution's fiscal health and sustainability. The Finance Committee consists of:

- | | |
|-------------------------------------|---------------|
| (i) Principal | (Chairperson) |
| (ii) Senior College Staff | (Convenor) |
| (iii) Others nominated by Principal | (Member) |

(a) Objectives :

- **Financial oversight:** The finance committee is responsible for overseeing the organization's financial affairs, including budgeting, financial reporting, and internal controls.
- **Budgeting:** The finance committee develops and approves the annual budget, monitors adherence to it, and sets long-term financial goals.
- **Financial analysis:** The finance committee performs financial analysis and provides financial advice to the organization.
- **Audit process:** The finance committee oversees the annual audit process.
- **Financial reporting:** The finance committee reports to the board on the organization's financial management.
- **Fund utilization:** The finance committee ensures that funds are used properly.
- **New expenditure:** The finance committee considers proposals for new expenditure and makes recommendations.
- **Financial arrangements:** The finance committee catches any illegal, unethical, or incompetent financial dealing.

(b) **Responsibility**

- **Financial goals:** Setting long-term financial goals and funding strategies to achieve them.
- **Reporting:** Reporting to the board on the organization's financial management.
- **Advising:** Providing financial implications and audit reports to the governing body, and offering suggestions on how to use funds wisely.
- **Financial recommendations:** Making recommendations on tax distributions and revenue distribution between states.

The members of the Cell (Session 2022-23) and their Roles and Responsibilities are given below;

Sl. No.	Name	Designation
1.	Dr. Kumari Sunita Singh	Chairperson; Principal
1.	Mr. Birendra Kumar	Convenor-Account Assistant
2.	Mr. Vivek Vats	Member – Office Assistant
3.	Mr. Arvind Kumar	Member – College Staff
4.	Mr. Ajit Kumar	Member - Student

Sunita Singh
Chairperson
26/7/2022
MCTE, Patna


Convenor
Finance Committee

Ref No: M.C.T.E/22/09

Date-19/08/2022

Notice

This is inform to all the members of the committee that is meeting proposed @ on 20/08/22 (Monday) at 3:00 Pm in the college Staff Room. The following will be the agenda of the meeting

Agenda

1. Budget planning

Thanks & Regards

Mr. Birendra Kumar

(Convenor)

M.C.T.E. Patna

Ref No M.C.T.E/22/03

Meeting & Resolution of Finance

A Meeting of the Finance Committee was held at 3:00pm on the college Staff Room.

S.T	Name	Designation
1.	Dr. Kamari Sunita Singh	Chairperson, principal
2.	Mr. Birendra Kumar	Pr Convenor, Account, Asst.
3.	Mr. Vivek Vats	Member - office Asst
4.	Mr. Ajit Kumar	Member - Student

Agenda:

1 Budget planning

Resolution:-

- Review of Annual Budget Draft.
- Departmental Budget planning.

Sunita Singh.
20/8/2022
Chairperson

Vivek


Convenor

Ref No M.C.T.E/22/03

Date: 20/08/22

Meeting & Resolution of Finance

A Meeting of the Finance Committee was held at 3:00pm on the College Staff Room.

S.T	Name	Designation
1.	Dr. Kumari Sunita Singh	Chairperson, principal
2.	Mr. Birendra Kumar	Convenor, Account, Asst.
3.	Mr. Vivek Vats	Member-office Asst
4.	Mr. Ajit Kumar	Member-Student

Agenda:

1 Budget planning

Resolution:-

- Review of Annual Budget Draft.
- Departmental Budget planning.

Sunita Singh
20/8/2022
Chairperson
M.C.T.E Padma

Vivek

Ajit
20/08/2022

[Signature]
Convenor

Ref No/M.C.T.E/23/04

Notice

This is inform to all the meeting members of the Committee that is meeting proposed on 12/06/23 (Monday) at 3:00 Am in the college staff Room. The following will be the agenda of the meeting.

Agenda:-

1. Review and Approval of previous Meeting 1
2. Funding and Grants


Thanks & Regards
Mr. Birendra Kumar.
(Convenor)
M.C.T.E Patna

Ref No. M.C.T.E/24/08

Resolution of the Finance Committee.

A Meeting of the Finance Committee was held at 3:00 PM in the college Staff Room.

S-I No.	Name	Designation
1	Dr. Kumari Sunita Singh	Chairperson Principal.
2.	Mr. Birendra Kumar	Convenor Account Ass.
3.	Mr. Arvind Kumar	Member College Staff
4.	Mr. Ajit Kumar	Member

Agenda:

1. Review and Approved of previous meeting Resolution. Discuss the previous meeting agenda.
2. Funding and Grants.

Resolution: - updates on Grants contribution.

Sunita Singh
12/6/2023
Chairperson
M.C.T.E Patna

Ajit
12/06/2023

BK
Convenor
Finance
Committee.

Ref No/M.C.T.E/24/06

Date - 20/09/2024

Notice

This is inform to all the members of Finance Committee that is meeting proposed on 21/09/24/Saturday College Staff Room at 3:00 P.M. in The following agenda of the meeting.

Agenda:-

1. Delnet installation in I.C.T Lab.
2. Book purchase
3. Noha ~~inta~~ installation.

~~20/09/24~~
Thanks & Regards.

(Convenor)
M.C.T.E. Patna.

Ref No./M.C.T.E/24/07

Resvaluation of the Finance Committee.

A Meeting of the Finance Committee was held at 3:00pm on the college staff room.

S.T	Name	Designation.
1.	Dr. Kurnari Sunita Singh	Chairperson Principal
2.	Mr. Arvind Kumar	Compressor
3.	Mr. Satish Kumar	Member

4. Agenda: Delent installation in the I.C.T Lab

Resvaluation:-

• Member of Finance Committee invited their view point. Delent Discuss Delent installation in the I.C.T Lab.

Agenda:-

2. Book purchase.

Resvaluation:- All the member of Committee discuss discuss for Book purchase for students.

Agenda:

3 Koha installation:

Resolution:- All Committee Members are discuss for Koha installation.

^{Santa Singh}
Chairperson
21/9/24

M.C.T.E Patna

^{Zalish}
21/9/24

^{Santa Singh}
Convener
Finance
Committee.