

MEETING RESOLUTION BOOK

মিটিং নং / Meeting No.	
তারিখ / Date	31/07/2023

উপস্থিত সভ্যগণের নাম
NAME OF MEMBERS PRESENT

স্থান Place	Principal's Chamber
সময় Time	11:00 am

১। ৮। ৮।
২। ৯। ৯।
৩। ১০। ১০।
৪। ১১। ১১।
৫। ১২। ১২।
৬। ১৩। ১৩।
৭। ১৪। ১৪।

১৫। ১৫।
১৬। ১৬।
১৭। ১৭।
১৮। ১৮।
১৯। ১৯।
২০। ২০।
২১। ২১।



Budge Budge College

Estd. 1971

NAAAC Accredited B+ & UGC 12B, 2(f)
Affiliated to the University of Calcutta

Ref. No.

Date 20/07/2023

NOTICE

A meeting of the Finance Sub-committee, Budge Budge College will be held on the 31st July, 2023.
(Monday) at 11:00 am at Principal's chamber.

Members are requested to attend the meeting positively.

Agenda:

1. To read and confirm the minutes of the previous meeting.
2. To consider and approve outstanding bills.
3. To consider and approve the existing AMC for Computer and other accessories.
4. To consider making furniture work in the department of Physics and Commerce.
5. To consider laying of Tiles in the corridor & rooms of the Science Building.
6. To consider the emolument of Mainur Khan, a temporary contractual Non-teaching Staff.
7. To consider not to allow any Travelling Allowance/any other allowances be paid to any external member for attending meeting.
8. To inform the Finance Committee regarding opening of Fixed Deposit in Canara Bank amounting Rs. 1500000/- under the initiative of Hon'ble Principal.
9. To consider the modalities of construction of new building for Cafeteria at the college premises as per the plan submitted under RUSA 2.0 DPR.
10. Miscellaneous.

Gautam Das
20/7/23
Dr. Gautam Das
(Convenor, Finance Sub-Committee)

Name of the members

1. Dr. Debjani Datta, Principal and Chairperson of the Finance Sub-Committee.
2. Prof. Saumendu Sengupta – Govt. Nominee (Governing Body).
3. Dr. Partha Pratim Chaudhuri – Teacher member. *Plami*
4. Dr. Anup Kr. Sahoo - Teacher member. *Sahoo*
5. Dr. Gautam Das-- Teacher member. *GD*
6. Mr. Subrata Karmakar – Non-teaching Representative. *Subrata Karmakar*
7. Mr. Somenath Bose – Accountant. *Somenath Bose*

20/7/2023

Minutes of the Finance-Sub-Committee meeting**Agenda 1: To read and confirm the minutes of the previous meeting:**

Minutes of the last meeting dated 31st July, 2023 (Monday) at 11 am at Principals' chamber were read and approved by the Finance-Sub-Committee unanimously.

Agenda 2: To consider and approve outstanding bills:

Following bills were presented in the Finance-sub-committee meeting for the requisite approval, subject to fulfillment of all the necessary conditions.

- a) An amount of Rs. 1, 27,480/- was made to the New Cornwallis Exchange for purchase of carpet for the Seminar hall and Accounts office.
- b) An amount of Rs. 2,55,000 was made to the New Cornwallis Exchange on 28th august, 2023 as an advance for installation of floor tiles at the corridor and room of the old building.
- c) An amount of Rs. 85,000/- was made to the New Cornwallis Exchange as part payment on 1st September, 2023 for installation of floor tiles and other related work (Kajaria off-white tiles) at 2nd floor of science building.

Agenda 3: To consider and approve the existing AMC for Computer and other accessories

It was resolved that AMC for computer and other accessories, serviced by Hue Services need to continue as before.

Agenda 4: To consider Making furniture work in the department of Commerce and Physics

It was resolved that making of furniture and other related work of the said department has already been started. It was further reported that the furniture work for Economics and History department has also been started.

Agenda 5: To consider laying of Tiles in the Corridor & rooms of the science building

It was resolved that laying of tiles in the corridor & rooms of science building has already been started and accordingly the payment was made for the completed portion.

Agenda 6: To consider the emolument of Mainur Khan, a temporary contractual Non-Teaching staff.

It was resolved that the emolument of Mainur Khan, a temporary contractual Non-Teaching staff was fixed at Rs. 7000/- per month from the month of August, 2023.

Agenda 7: To consider not to allow any Travelling Allowance/ any other allowances be paid to any external member for attending meeting.

After careful consideration regarding the issue, it was resolved that that the travelling allowance for attending the meeting be fixed at Rs. 1000/- per meeting for external members.

Agenda 8: To inform the Finance Committee regarding opening of fixed deposit in Canara Bank amounting Rs. 15,00,000/- under the initiative of Hon'ble Principal.

The Accountant (Acting) has placed in the meeting, the certificate of fixed deposit in Canara Bank amounting Rs. 15,00,000/- under the initiative of Hon'ble Principal. It was also received that the interest of the fixed deposit will be credited to 7721 of Canara Bank.

Agenda 9: To consider the modalities of construction of new building for Cafeteria at the college premises as per the plan submitted under RUSA 2.0 DPR.

It was resolved that the tender notice for labour contract was awarded to Aabru Enterprise for construction of new building for Cafeteria at the college premises following the necessary norms. Despite repeated reminder to do the work through PWD, they were reluctant to do the work. The construction was already planned in the Detailed Project Report (DPR) and duly vetted and submitted to the competent authority for augmentation of infrastructural work under component 9 for construction of new building under RUSA 2.0. It was resolved that the work order will be issued to the successful bidder.

Agenda 10: Miscellaneous

It was resolved that the Utilization Certificate (UC) of UGC under 10th plan has already been settled. It was also resolved that the instruments for Psychology dept. need to be purchased, further resolved that a dedicated Smart Classroom for English Department need to be provided, following suggestion by the Committee members it was resolved that the existing smart classroom facility of Physics department be replaced to the English department. As there was no other discussion held, the meeting ended with the vote of thanks to the Chair, Dr. Debjani Datta, Principal and Chairperson of the meeting.

মিটিং রেজল্যুশন বহি

MEETING RESOLUTION BOOK

মিটিং নং /Meeting No.	
তারিখ /Date	11/09/2023

উপস্থিত সভ্যগণের নাম
NAME OF MEMBERS PRESENT

স্থান Place	Principal's Chamber
সময় Time	11 AM

১।	৮। ৮.	১৫। ১৫.
২। ২.	৯। ৯.	১৬। ১৬.
৩। ৩.	১০। ১০.	১৭। ১৭.
৪। ৪.	১১। ১১.	১৮। ১৮.
৫। ৫.	১২। ১২.	১৯। ১৯.
৬। ৬.	১৩। ১৩.	২০। ২০.
৭। ৭.	১৪। ১৪.	২১। ২১.



Budge Budge College

Estd. 1971

NAAC Accredited B+ & UGC 12B, 2(f)

Affiliated to the University of Calcutta

Ref. No.

Date03/09/2023.....

NOTICE

A meeting of the Finance Sub-committee, Budge Budge College will be held on the **11th September, 2023 (Monday)** at **11:00 am** at Principal's chamber.

Members are requested to attend the meeting positively.

Agenda:

1. To read and confirm the minutes of the previous meeting.
2. To consider and approve outstanding bills.
3. To consider the progress of the renovation work (floor tiles) of building.
4. To consider the proposal for installation of CCTV camera and LED TV at the campus.
5. Miscellaneous.

Dr. Gautam Das

(Convenor, Finance Sub-Committee)

Name of the members

1. Dr. Debjani Datta, Principal and Chairperson of the Finance Sub- Committee.
2. Prof. Saumendu Sengupta – Govt. Nominee (Governing Body).
3. Dr. Partha Pratim Chaudhuri – Teacher member. *Permi*
4. Dr. Anup Kr. Sahoo - Teacher member. *Sahoo*
5. Dr. Gautam Das-- Teacher member. *Das*
6. Mr. Subrata Karmakar – Non-teaching Representative. *Subrata Karmakar*
7. Mr. Somenath Bose – Accountant (Acting) - member (Invitee). *Somenath*

OK

Minutes of the Finance-Sub-Committee meeting**Agenda 1: To read and confirm the minutes of the previous meeting:**

Minutes of the last meeting dated 11th September, 2023 (Monday) at 11 am at Principals' chamber were read and approved by the Finance-Sub-Committee unanimously.

Agenda 2: To consider and approve outstanding bills:

Following bills were presented in the Finance-sub-committee meeting for the requisite approval, subject to fulfillment of all the necessary conditions.

- a) An amount of Rs. 68,851/-was made to the New Cornwallis Exchange for installation of floor tiles and other related work (Kajaria off-white tiles) at 2nd floor of old building (Room no. 5 & 6), measuring area of 510 sqft.
- b) An amount of Rs. 68,851/-was made to the New Cornwallis Exchange for installation of remaining floor tiles (Kajaria off-white tiles) at 2nd floor of old building (Room no. 5 & 6).
- c) An amount of Rs. 68,851/-was made to the New Cornwallis Exchange for installation of floor tiles (Kajaria off-white tiles) at 1st floor of old building (Room no. 3 & 4), measuring area of 510 sqft.
- d) An amount of Rs. 74,712/-was made to the New Cornwallis Exchange for installation of floor tiles and other ancillary work (Kajaria off-white tiles) at New building 3rd floor corridor measuring area of 482 sqft.
- e) An amount of Rs. 40,146/-was made to the New Cornwallis Exchange for installation of remaining floor tiles and other ancillary work (Kajaria off-white tiles) at New building 3rd floor corridor measuring area of 259 sqft.
- f) An amount of Rs. 57,506/-was made to the New Cornwallis Exchange for installation of floor tiles and other ancillary work (Kajaria off-white tiles) at New building 3rd floor corridor measuring area of 371 sqft.
- g) An amount of Rs. 16,200/-was made to the New Cornwallis Exchange for installation of floor tiles and other related work (Kajaria off-white tiles) at New building 3rd floor (Room no16), measuring area of 120 sqft.
- h) An amount of Rs. 67,906/-was made to the New Cornwallis Exchange for installation of floor tiles and other related work (Kajaria off-white tiles) at New building 3rd floor (Room no18), measuring area of 503 sqft.
- i) An amount of Rs. 68,851/-was made to the New Cornwallis Exchange for installation of remaining floor tiles and other related work (Kajaria off-white tiles) at New building 3rd floor (Room no18), measuring area of 510 sqft

- j) An amount of Rs. 58,996/-was made to the New Cornwallis Exchange for installation of floor tiles and other related work (Kajaria off-white tiles) at New building 3rd floor (Room no19), measuring area of 437 sqft.
- k) An amount of Rs. 54,001/-was made to the New Cornwallis Exchange for installation of remaining floor tiles and other related work (Kajaria off-white tiles) at New building 3rd floor (Room no19), measuring area of 400 sqft.
- l) An amount of Rs. 66,691/-was made to the New Cornwallis Exchange for installation of floor tiles and other related work (Kajaria off-white tiles) at New building 3rd floor (Room no.20), measuring area of 494 sqft.
- m) An amount of Rs. 43,401/-was made to the New Cornwallis Exchange for installation of floor tiles and other ancillary work (Kajaria off-white tiles) at New building 2nd floor corridor measuring area of 280 sqft.
- n) An amount of Rs. 51,771/-was made to the New Cornwallis Exchange for installation of remaining floor tiles and other ancillary work (Kajaria off-white tiles) at New building 2nd floor corridor measuring area of 334 sqft.
- o) An amount of Rs. 67,501/-was made to the New Cornwallis Exchange for installation of floor tiles and other related work (Kajaria off-white tiles) at New building 2nd floor (Room no11), measuring area of 500 sqft.
- p) An amount of Rs. 59,941/-was made to the New Cornwallis Exchange for installation of remaining floor tiles and other related work (Kajaria off-white tiles) at New building 2nd floor (Room no11), measuring area of 444 sqft.
- q) An amount of Rs. 67,501/-was made to the New Cornwallis Exchange for installation of floor tiles and other related work (Kajaria off-white tiles) at New building 1st floor (Room no. 09), measuring area of 500 sqft.
- r) An amount of Rs. 59,941/-was made to the New Cornwallis Exchange for installation of remaining floor tiles and other related work (Kajaria off-white tiles) at New building 1st floor (Room no. 09), measuring area of 444 sqft
- s) An amount of Rs. 63,721/-was made to the New Cornwallis Exchange for installation of floor tiles and other related work (Kajaria off-white tiles) at New building 1st floor (Room no. 10), measuring area of 472 sqft.
- t) An amount of Rs. 63,721/-was made to the New Cornwallis Exchange for installation of remaining floor tiles and other related work (Kajaria off-white tiles) at New building 1st floor (Room no. 10), measuring area of 472 sqft.

- u) An amount of Rs.87,480 /-was made to the New Cornwallis Exchange for installation of stair slab material, step n riser, anti-skid matt etc including material, labour and other related work (Kajaria off-white tiles) at New building 1st floor, measuring area of 372 sqft.
- v) An amount of Rs 73,319 /-was made to the New Cornwallis Exchange for installation of stair slab material, stair landing, anti-skid matt etc. including material, labour and other related work (Kajaria off-white tiles) at New building 1st floor, measuring area of 312 sqft.
- w) An amount of Rs 89,298 /-was made to the New Cornwallis Exchange for installation of stair slab material, step n riser, anti-skid matt etc including material, labour and other related work (Kajaria off-white tiles) at New building 2nd floor, measuring area of 380 sqft.
- x) An amount of Rs 68,619 /-was made to the New Cornwallis Exchange for installation of stair slab material, stair landing, anti-skid matt etc. including material, labour and other related work (Kajaria off-white tiles) at New building 2nd floor, measuring area of 292 sqft.
- y) An amount of Rs 99,638 /-was made to the New Cornwallis Exchange for installation of stair slab material, step n riser, anti-skid matt etc including material, labour and other related work (Kajaria off-white tiles) at old building 2nd floor, measuring area of 424 sqft
- z) An amount of Rs 65,799 /-was made to the New Cornwallis Exchange for installation of stair slab material, stair landing, anti-skid matt etc. including material, labour and other related work (Kajaria off-white tiles) at old building 2nd floor, measuring area of 280 sqft.
- aa) An amount of Rs 89,298 /-was made to the New Cornwallis Exchange for installation of stair slab material, step n riser, anti-skid matt etc including material, labour and other related work (Kajaria off-white tiles) at New building 3rd floor, measuring area of 380 sqft
- bb)An amount of Rs 68,619 /-was made to the New Cornwallis Exchange for installation of stair slab material, stair landing, anti-skid matt etc. including material, labour and other related work (Kajaria off-white tiles) at old building 2nd floor, measuring area of 292 sqft.
- cc) An amount of Rs. 2, 89,920/-was made to the Shyamal Naskar for partition work at Physics lab.
- dd)An amount of Rs. 85,200/-was made to the Shyamal Naskar for making wardrobe work at Commerce dept. (Room No.08).
- ee)An amount of Rs. 1, 76,000/-was made to the Shyamal Naskar for making wardrobe work at Commerce, Economics dept.
- ff) An amount of Rs. 88,000/-was made to the Shyamal Naskar for making extension of wardrobe work at Commerce dept. (Room No.08).
- gg) An amount of Rs. 99,100/-was made to the Shyamal Naskar for making wardrobe work at History dept. (Room No.17)

hh) An amount of Rs. 1, 25,300/-was made to the Shyamal Naskar for making wardrobe work at Physics dept.

Agenda 3: To consider the progress of the renovation work (floor tiles) of building

It was resolved that the renovation work for installation of floor tiles has been completed and necessary payments for the said work has been made to the vendor.

Agenda 4: To consider the proposal for installation of CCTV camera and LED TV at the campus

It was resolved that the 13 CCTV HD camera is to be installed at the 4th floor of science building after duly completing the necessary formalities. It was further resolved that the fifty percent of the amount is to be allocated to the vendor as advance payment for the said work.

Agenda 5: Miscellaneous

As there was no other discussion held, the meeting ended with the vote of thanks to the Chair, Dr. Debjani Datta, Principal and Chairperson of the meeting.

MEETING RESOLUTION BOOK

উপস্থিত সভ্যগণের নাম

NAME OF MEMBERS PRESENT

b | 8.

219

So 110.

2211.

52 | 12

୧୭ | 13

58 | 14

১৫। ১৫.

26 | 16

29117

81145

၁၆ | 19

20120

५५।२१।



Estd. 1971

NAAC Accredited B+ & UGC 12B, 2(f)

Affiliated to the University of Calcutta

Date03/01/2024.....

NOTICE

A meeting of the Finance Sub-committee, Budge Budge College will be held on the **9th January, 2024 (Tuesday) at 11:00 am** at Principal's chamber.

Members are requested to attend the meeting positively.

Agenda:

1. To read and confirm the minutes of the previous meeting.
2. To consider and approve outstanding bills.
3. To consider completion of construction related work for cafeteria and other pending work.
4. To consider and approve expenditure regarding preparation of 3rd cycle of NAAC till date.
5. Miscellaneous.

Lepton D.

Dr. Gautam Das
(Convenor, Finance Sub-Committee)

Name of the members

1. Dr. Debjani Datta, Principal and Chairperson of the Finance Sub- Committee (A) 5/1/2024
2. Prof. Saumendu Sengupta – Govt. Nominee (Governing Body).
3. Dr. Partha Pratim Chaudhuri – Teacher member. P. Chaudhuri
4. Dr. Anup Kr. Sahoo - Teacher member. Sahoo
5. Dr. Gautam Das-- Teacher member. Das
6. Mr. Subrata Karmakar – Non-teaching Representative. Subrata Karmakar
7. Mr. Somenath Bose – Accountant (Acting) - member (Invitee). Somenath Bose

Minutes of the Finance-Sub-Committee meeting

Agenda 1: To read and confirm the minutes of the previous meeting:

Minutes of the last meeting dated 9th January, 2024 (Tuesday) at 11 am at Principals' chamber were read and approved by the Finance-Sub-Committee unanimously.

Agenda 2: To consider and approve outstanding bills:

Following bills were to be presented in the Finance-sub-committee meeting for the requisite approval, subject to fulfillment of all the necessary conditions.

- a) An amount of Rs. 46,020/- was proposed to be made to the Hue Service Pvt. Ltd. for renewal of Antivirus software for one year.
- b) An amount of Rs. 25,223/- was proposed to be made to the Hue Service Pvt. Ltd for upgradation of Desktop Computer in the Department of Geography.
- c) An amount of Rs. 38,325/- was proposed to be made to the Shyamal Naskar for partion work at the teachers room for women lavatory.
- d) An amount of Rs. 42,350/- was proposed to be made to the Arohi Monovigyan Kendra for supplying test equipment for the Psychology department.
- e) An amount of Rs. 49,683/- was proposed to be made to the Annapurna Scientific Instruments Co. for supplying of scientific instrument for the Psychology department.

Agenda 3: To consider the completion of construction related work for Cafeteria and other pending work.

It was resolved that the construction work for Cafeteria is yet to be completed and to complete the construction process an estimated amount of nearly rupees twenty lakh is proposed to be made subject to the necessary approval.

Agenda 4: To consider and approve expenditure regarding preparation of 3rd Cycle of NAAC till date.

It was resolved that the college is preparing for the forthcoming NAAC visit and in this regard necessary financial charges have to be made such as IQA submission and SSR submission and other logistic expenses. The finance subcommittee under the chairmanship of the HEI are hereby authorized to make necessary action to meet the deadline of NAAC. In this regard, it is to be mentioned that the higher education department of Govt. of West Bengal has set a deadline to submit IQA latest by 31st March, 2024. It was also resolved that work order may be issued in the name of Management System Consultancy firm for conducting Green Certification: ISO 9001:2015(QMS) ISO 14001:2015 (EMS) and ISO 50001:2018 Consultancy, Documentation making, Reporting (Green, Environment, Energy, Letter of Appreciation for Green, Environment, Energy, Quality, waste, Gender equality, Academic and Administrative).

Agenda 5: Miscellaneous

It was resolved that a budgeted amount of Rs. 30,000/- is proposed to be made for the Saraswati Puja 2024. It was resolved that two new glow sign board bearing the name of the college and other details need to be prepared, the proposed amount for this work is estimated to be around Rs. 30,000/-. It was also resolved that Mr. Soumendu Sengupta, Honorable member of the Governing Body and member of the Finance subcommittee is not attending the meeting for a considerable period of time and hence the finance sub-committee proposed to ~~delete~~ his name.

As there was no other discussion held, the meeting ended with the vote of thanks to the Chair, Dr. Debjani Datta, Principal and Chairperson of the meeting.

MEETING RESOLUTION BOOK

মিটিং নং / Meeting No.	
তারিখ / Date	

উপস্থিত সভ্যগণের নাম
NAME OF MEMBERS PRESENT

স্থান Place	
সময় Time	

১। ৮। ১৫। ১৫। ১৫.
২। ৯। ১৬। ১৬। ১৬.
৩। ১০। ১৭। ১৭। ১৭.
৪। ১১। ১৮। ১৮। ১৮.
৫। ১২। ১৯। ১৯। ১৯.
৬। ১৩। ২০। ২০। ২০.
৭। ১৪। ২১। ২১। ২১.

নং / No.

রেজল্যুশন / Resolution Adopted



Budge Budge College

Estd. 1971

NAAC Accredited B+ & UGC 12B, 2(f)

Affiliated to the University of Calcutta

Ref No.

Date 16/04/2024

NOTICE

A meeting of the Finance Sub-committee, Budge Budge College will be held on the 25th April, 2024 (Thursday) at 11:00 am at Principal's chamber.

Members are requested to attend the meeting positively.

Agenda:

1. To read and confirm the minutes of the previous meeting.
2. To consider and approve the payment of outstanding bills.
3. To consider the repair work of the lawn at ground floor behind Principal's Chamber.
4. To consider and approve the necessary expenditure for conducting Book Fair at the college premises.
5. To consider the work of progress done at the newly constructed cafeteria at the college premises.
6. Miscellaneous.

Dr. Gautam Das
(Convenor, Finance Sub-Committee)

Name of the members

1. Dr. Debjani Datta, Principal and Chairperson of the Finance Sub- Committee. *16/4/2024*
2. Dr. Partha Pratim Chaudhuri – Teacher member. *(Retired position)*
3. Dr. Anup Kr. Sahoo – Teacher member. *Sahoo*
4. Dr. Gautam Das-- Teacher member. *Gautam*
5. Mr. Subrata Karmakar – Non-teaching Representative. *Subrata Karmakar*
6. Mr. Somenath Bose – Accountant (Acting) - member (invitee). *Somenath Bose*

Minutes of the Finance-Sub-Committee meeting

Agenda 1: To read and confirm the minutes of the previous meeting:

Minutes of the last meeting dated 25th April,, 2024 (Thursday) at 11 am at Principals' chamber were read and approved by the Finance-Sub-Committee unanimously.

Agenda 2: To consider and approve outstanding bills:

Following bills were to be presented in the Finance-sub-committee meeting for the requisite approval, subject to fulfillment of all the necessary conditions.

- a) An amount of Rs. 38935/-was proposed to be made to the Sanitary Emporium for supplying construction materials for New cafeteria Building
- b) An amount of Rs. 90000/-was proposed to be made to the SK Enterprise for supplying raw materials for construction for new Building
- c) An amount of Rs. 31600/-was proposed to be made to the Aabru Enterprise for as labour charge for construction new Building as full and final payment.
- d) An amount of Rs. 74807/- was proposed to be made to the SK Enterprise for supplying raw materials. for construction for new Building
- e) An amount of Rs. 90000/-was proposed to be made to the New Cornwallis Exchange for construction work with materials
- f) . An amount of Rs. 90000/-was proposed to be made to the New Cornwallis Exchange for construction work with materials
- g) An amount of Rs. 90000/-was proposed to be made to the New Cornwallis Exchange for construction work with materials

Agenda 3: To consider the repair work of the lawn at ground floor behind Principal's Chamber.

It was resolved that the repairs work of the lawn at ground floor behind Principal's Chamber be undertaken, the finance committee has agreed to given the in-principle approval for this project provided there is sufficient fund available. Therefore it was resolved that when the fund is available then the project will be taken up.

Agenda 4: To consider and approve the necessary expenditure for conducting Book fair at the college premises.

It was resolved that the college should encourage such endeavor for conducting Book Fair within the college premises. It was resolved that the college will allocate Rs. 30,000/- for conducting the college Book Fair at the newly constructed cafeteria.

Agenda 5: Miscellaneous

Mr. Somnath Bose, Accountant has reported the finance committee about the progress of the work of newly constructed Cafeteria. He reported that the flooring and plumbing work has already been completed. The work yet to be completed is wall putty, painting and electrical works.

As there was no other discussion held, the meeting ended with the vote of thanks to the Chair, Dr. Debjani Datta, Principal and Chairperson of the meeting.