



Saint Claret College (Autonomous), Ziro

Re-accredited with Grade 'A' by NAAC || Recognized by UGC under 2(f) & 12(B)

Affiliated to Rajiv Gandhi University, Itanagar

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FINANCE COMMITTEE MEETING

Date: November 15, 2024.

Time: 10.30am.

Members Present

- | | | |
|---------------------------|---|---------------------------------|
| 1. Fr. Dr. Allwyn Mendoz. | - | Chairperson |
| 2. Fr. Dency Tharappel | - | Finance Officer |
| 3. Fr. Subodh Kerketta | - | Administrator |
| 4. Fr. Arnest Kharmawlong | - | Nominated by the Governing Body |
| 5. Dr. Utpal Talukdar | - | Senior Faculty |

Agenda:

1. Prayer
2. Presentation of Budget towards setting up of infrastructure, etc. for SCCZ as per the UGC guidelines for Autonomous Colleges
3. Any other matters

The Meeting began with all the members praying the Claretine Prayer.

Fr. Dr. Allwyn Mendoz, Chairperson, welcomed the members and briefed them about the conferment of Autonomous Status. The main point for discussion was about allocation of finances (Budget) for expenditure that the College would incur as an Autonomous institution especially the Examination Cell, stationary, salary additional office assistants and towards conducting various meetings including Academic Council and Board of Studies meetings, etc.

He then read out the items for which funds should be budgeted.

1. Physical infrastructure (non-consumables): - Computers, Printers and other reprographic facilities, tables and chairs, etc.
2. Consumables: Examination Answer booklets, Mark sheets, Copier papers, Envelopes, etc.
3. Other stationary items: Toners, pens, pencils, highlighters, staplers, packing materials, etc.

4. Stamping seals bearing Autonomous status: for College, COE, Examination Office, Principal, and other offices and officials of the institution.
5. Remuneration for members of Academic Council, Board of Studies, Paper setters, Examiners, examination superintendents, other committee members, etc., including TA/DA, boarding and lodging.
6. Preparation of modules for examination in the College ERP.

All the members discussed the above items and the following budget was drawn up:

BUDGET FOR INFRASTRUCTURE AND OTHER ITEMS AS LISTED ABOVE		
S.No.	ITEM	AMOUNT (INR)
1.	NON-CONSUMABLES: Computers, Printers and other reprographic facilities, tables and chairs, etc.	6,00,000/-
2.	CONSUMABLES: Printing od Examination Answer booklets, Mark sheets, Purchase of Copier papers, Envelopes, Toners, pens, pencils, highlighters, staplers, packing materials, etc. Stamping seals bearing Autonomous status: for College, COE, Examination Office, Principal, and other offices and officials of the institution.	1,00,000/-
3.	SALARIES AND OTHER PAYMENTS a. Remuneration for members of Academic Council, Board of Studies, Paper setters, Examiners, examination superintendents, other committee members, etc., including TA/DA, boarding and lodging.	4,00,000
4.	ERP -EXAMINATION MODULE Preparation of Examination Module in the ERP	1,00,000
	TOTAL	12,00,000

Dr. Fr. Allwyn informed the members about the need to purchase the above required items on an urgent basis to ensure the smooth conduct of the upcoming meetings and end semester examinations for the first-year students admitted under the Autonomous mode.

He then proposed the vote of thanks and thanked all the members sincerely for their participation and contribution in developing this budget proposal. He assured them that the Management would take necessary steps in implementing the proposed budget too.

The meeting came to a close at 11.30am.

SIGNATURES OF ALL THE MEMBERS PRESENT AT THE MEETING:

S.NO.	NAME OF MEMBER	DESIGNATION	SIGNATURE
1	Dr. Fr. Allwyn Mendoz	Chairperson	
2	Fr. Dency Tharappel	Finance Officer	
3	Fr. Subodh Kerketta	Administrator	
4	Fr. Arnest Kharmawlong	Nominated by the Governing Body	
5	Dr. Utpal Talukdar	Senior Faculty	