



# 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

PB 22, Ziro - 791120, Lower Subansiri DT., Arunachal Pradesh, India

office@sccz.edu.in \* +91-7085320300 \* www.sccz.edu.in

## 2<sup>nd</sup> MEETING OF THE FINANCE COMMITTEE

Date: April 25, 2025.

Time: 2.00pm.

### 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 -most Faculty Member     |

### Agenda:

1. Prayer
2. Presentation of additional Budget for End - Semester Examinations May-June 2025
3. Remuneration for members of the BoS and AC, Paper setters and examiners.
4. Any other matters

The Meeting began with the Claretine Prayer recited by all the members.

The Chairperson, Dr. Fr. Allwyn Mendoz, welcomed the members and apprised them about the purpose of the meeting. He explained that the Examination Cell required additional funding especially towards purchase of stationary and printing of Examination answer booklets as well as Mark Sheets for the upcoming examinations. He stated that the College had ordered Mark Sheets with about 8 security features and this was very expensive but was of good quality.

Fr. Dency, the Finance Officer stated that the total remuneration budgeted for the meetings of the BoS and Academic Council, invigilators, etc. had surpassed the amount allocated earlier and hence, the College had to convene this meeting to propose an additional budget for all of the above.

1. Purchase and printing of Examination related stationary.
2. Any other matter with permission of the chair.

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

| <b>BUDGET FOR<br/>EXAMINATION RELATED MATERIALS AND PURPOSES</b> |                                                                                                                                                                                                                |                                  |
|------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------|
| <b>S.No.</b>                                                     | <b>ITEM</b>                                                                                                                                                                                                    | <b>AMOUNT (INR)</b>              |
| 1.                                                               | <b>CONSUMABLES:</b><br>Printing of Examination Answer booklets, Mark sheets, etc.                                                                                                                              | 2,00,000/-                       |
| 2.                                                               | <b>REMUNERATION:</b><br>Remuneration for members of Academic Council, Board of Studies, Paper setters, Examiners, invigilators, chief superintendent and co-ordinators, including TA/DA, boarding and lodging. | 4,00,000                         |
|                                                                  | <b>TOTAL</b>                                                                                                                                                                                                   | 6,00,000<br>(Rs. Six Lakhs only) |

Dr. Fr. Allwyn informed the members about the need to purchase stationary items on an urgent manner and get them printed, remuneration for Board members who will participate in the scheduled Board of Studies meetings in May 2025 and the personnel involved in the End Semester Examinations (May-June 2025).

As there were no other matters to be discussed Fr. Arnest Kharmawlong proposed the vote of thanks. He thanked all the members for their participation in the second meeting of the Finance committee and for their participation and continued support.

The meeting ended at 3.00 pm.

\*\*\*\*\*

SIGNATURES OF MEMBERS PRESENT AT THE MEETING:

| <b>S.NO.</b> | <b>NAME OF MEMBER</b> | <b>DESIGNATION</b> | <b>SIGNATURE</b>                                                                      |
|--------------|-----------------------|--------------------|---------------------------------------------------------------------------------------|
| 1            | Fr. Dr. Allwyn Mendoz | Chairperson        |  |
| 2            | Fr. Dency Tharappel   | Finance Officer    |  |

|   |                        |                                    |                                                                                     |
|---|------------------------|------------------------------------|-------------------------------------------------------------------------------------|
| 3 | Fr. Subodh Kerketta    | Administrator                      |  |
| 4 | Fr. Arnest Kharmawlong | Nominated by the<br>Governing Body |  |
| 5 | Dr. Utpal Talukdar     | Senior-most Faculty<br>member      |  |