



RAIDIGHI COLLEGE

(NAAC Accredited & ISO 9001:2015 Certified)

P.O. & P.S. -Raidighi, South 24 Parganas, Pin- 743383

Phone No. (03218) 358-262

Website – www.raidighicollege.in

Email – principal.raidighi@gmail.com, raidighicollege95@gmail.com



2018-19

Meeting 5: 1st September, 2018, 2 P.M. Principal's Chamber

The meeting of Finance Sub-Committee was held on 1st September 2018 at 2 PM in Principal's Chamber to consider the following agenda.

Agenda:

1. To approve the proceedings of the last meeting
2. To discuss about the purchase of books
3. To discuss the requirement of lab equipment in Science Laboratories.
4. To discuss about the college silver jubilee celebration
5. To discuss about the letter of Radhamadhab Institution of P.C. Chandra Group
6. Misc

Members Present:

1. Dr. Sasabindu Jana, Principal
2. Prof. Sanat Kumar Purkait, Convener
3. Dr. Alok Jaldata
4. Zakir Hossain Khan

Resolutions:

1. The proceeding of the last meeting is duly approved by the members present.
2. It is resolved that the departments are to be asked to submit the requisition of newly published book for the newly introduced CBCS syllabus and each department will be approved maximum Rs. 10,000.00 to purchase of new books as least count of books has been published till date. It is accepted by all the members present.
3. It is also resolved that as per the requisition of the science departments by the recommendations of the concerned UGBoS, the laboratory equipment will be purchased with the financial assistance from the B.Ed. Section.
4. It is resolved that a colourful programme on the eve of silver jubilee celebration may promoted by funding some money from college fund, but the concerned committee is to be find out the sponsorship. College will provide not more than Rs. 50k.
5. Resolution adopted that the grant of Radhamadhab Institution of P,C, Chandra Group will be utilized as per the proposal and the UC of the entire work is to be submitted in due course for the transparency and the future relation with the funding agency.

The meeting is ended with a vote of thanks to the chair.




Signature of Principal

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Meeting 6: 14th December, 2018, 3:00 P.M. Principal's Chamber

The meeting of Finance Sub-Committee was held on 14th December, 2018 at 3:00 PM in Principal's Chamber to consider the following agenda.

Agenda:

1. To approve the proceedings of the last meeting
2. To discuss the matter of Salary anomaly in B.Ed. Section
3. To discuss the requirement of new faculties in B.Ed. Section
4. To discuss about the installation of additional CCTV camera
5. Misc

Members Present:

1. Dr. Sasabindu Jana, Principal
2. Prof. Sanat Kumar Purkait, Convener
3. Dr. Alok Jaldata
4. Dr. Arunima Biswas
5. Arindam Bhattacharya (invitee)
6. Zakir Hossain Khan

Resolutions:

1. The proceeding of the last meeting is duly approved by the members present.
2. Resolution adopted that the number of non-teaching staff is excessive in B.Ed. Section as there is no huge workload, but they are to be continued as per NCTE guidelines. Principal suggests that some of them may be involved in the official job of Raidighi College and for the time being, the salary of the staff need not be hiked.
3. It is resolved that as per requirement and recommendations of the existing rules and regulations of the NCTE and concerned University, the recruitment of the additional teachers are to be recruited for B.Ed. Section. Principal along with the Teacher-in-Charge of B.Ed. section will do the needful. The convener suggests that some more teachers are needed in Raidighi College to manage the newly introduced CBCS curriculum. Dr. Jaldata and Principal sir propose that this will be discussed in the next meeting. It is accepted by all the members present.
4. Resolution adopted that for the security of the college, the more CCTV camera should be installed in some important points. Another 6 CCTV cameras may be newly installed for the time being.

The meeting is ended with a vote of thanks to the chair.




Signature of the Principal

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Meeting 7: 2nd February, 2019, 2:30 P.M. Principal's Chamber

The meeting of Finance Sub-Committee was held on 2nd February 2019 at 2:30 PM in Principal's Chamber to consider the following agenda.

Agenda:

6. To approve the proceedings of the last meeting
7. To discuss the matter of Salary anomaly in B.Ed. Section
8. To discuss the requirement of new faculties in B.Ed. Section
9. To discuss about the additional incentives for Teacher-in-Charge in B.Ed. Section
10. To discuss the matter of Goutam Kumar Baidya
11. To discuss about the purchase of a Photocopier
12. To consider the matter of expense regarding Building Plan and associated Works
13. Misc

Members Present:

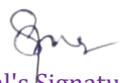
5. Dr. Sasabindu Jana, Principal
6. Prof. Sanat Kumar Purkait, Convener
7. Dr. Alok Jaldata
8. Mostak Ahmed
9. Arindam Bhattacharya
10. Zakir Hossain Khan

Resolutions:

6. The proceedings of the last meeting is duly approved by the members present.
7. Prof. Dil Afruj will be intimated to work as the Guest Teacher without salary till the completion of M.Ed. Principal will discuss with Alim ul Hoque to get his observation as his subject is out of syllabus. Ms. Begum Naziya Sultana will be asked to resign if she will take leave for his research work.
8. If Prof. Dil Afruj will do teach, she must be paid Rs. 16,500.00 per month as other teacher enjoys. Otherwise, she will be asked to refund the excessive money which she has already drawn after resignation from the post of TIC.
9. Guest teachers in Bengali & English must be recruited before the commencement of the coming session.
10. Another teacher in place of Goutam Baidya will be called to teach as Guest Teacher in Mathematics & Physical Science.
11. No contractual Whole Time Teacher will be recruited in future as even Guest Teacher in B.Ed. Section & the remuneration of Prof. Saha will be determined after getting full report from B.Ed. in Charge.
12. The honourium for the officer-in-charge and salary hike of the teaching and non-teaching staff will be discussed in the next meeting.
13. A Photocopy machine is to be purchased to run the college mechanism smoothly.
14. Regarding the expenditure on building plan and associated works, principal will be the sole authority for the future approach. All financial help will be done in due course if the college fund permits.

The meeting ended with a vote of thanks.




Principal's Signature

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Meeting 8: 16th February, 2019, 2:00 P.M. Principal's Chamber

The meeting of Finance Sub-Committee was held on 16th February 2019 at 2:00 PM in Principal's Chamber to consider the following agenda.

Agenda:

1. To approve the proceedings of the last meeting
2. To discuss the matter of Salary anomaly in B.Ed. Section
3. To discuss the requirement of new faculties in B.Ed. Section
4. To discuss about the additional incentives for Teacher-in-Charge in B.Ed. Section
5. Misc

Members Present:

1. Dr. Sasabindu Jana, Principal
2. Prof. Sanat Kumar Purkait, Convener
3. Dr. Alok Jaldata
4. Mostak Ahmed
5. Arunima Biswas
6. Arindam Bhattacharya
7. Zakir Hossain Khan

Resolutions:

1. The proceedings of the last meeting is duly approved by the members present.
2. As per the decision of the last meeting Dil Afruj will be paid Rs. 16,500.00 per month. However, she may be given additional Rs 1000 for her seniority and services to our college. Shyamal Khan, teacher in Mathematics (NET qualified and Med degree holder) may be called for taking the classes on class basis remuneration as he is a teacher in a govt aided school.
3. PTT of General Section will be preferably recruited in absence of teacher in the concerned discipline of B. Ed. Section. They will be paid Rs. 500 per class.
4. Additional Rs. 3000.00 may be given to the teacher-in-charge as incentive for his excessive work load.

The meeting ended with a vote of thanks.



Principal's Signature

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Meeting 9: 10th April, 2019, 2:00 P.M. Principal's Chamber

The meeting of Finance Sub-Committee was held on 10th April 2019 at 2:00 PM in Principal's Chamber to consider the following agenda.

Agenda:

1. To approve the proceedings of the last meeting
2. To publish a tentative Budget for the session 2019-2020
3. To discuss about the book purchase
4. To discuss the matter of B.Ed. section
5. Misc

Members Present:

1. Dr. Sasabindu Jana, Principal
2. Prof. Sanat Kumar Purkait, Convener
3. Dr. Alok Jaldata
4. Arindam Bhattacharya (invitee)
5. Mostak Ahmed

Resolutions:

1. The proceeding of the last meeting is duly approved by the members present.
2. Resolution adopted that the proposed budget may be forwarded to the GB to meet the infrastructure augmentation and academic support including recurring expenditure of this session. It is accepted by all the members present.
3. It is resolved that each department will be asked to submit the list of required books for the new CBCS syllabus and the amount for each department may be approved in between 10-15k approximately.
4. It is resolved that a gentle reply will be forwarded to the NCTE (ER) and the necessary arrangements are to be executed to get Fire safety measures & certificate. The Teacher-in-Charge of B.Ed. section will do the needful in this regard first. Then the work order will be sent to the competent authority.
5. At the end of the meeting, Principal raise that some heads of admission fees of General section should be increased at the time of new session. Dr. Jaldata and Mostak Ahmed both are very much reluctant to increase any type of fees from the students. They also ask the authority to compare the fees of our neighbour colleges first and then it will be discussed in the next meeting.

The meeting is ended with a vote of thanks to the chair.




Principal's Signature

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2019-2020

Meeting 10: 27th September, 2019, 12 Noon. IQAC Room

The meeting of Finance Sub-Committee was held on 27th September 2019 at 12 Noon in IQAC Room to consider the following agenda.

Agenda:

1. To approve the proceedings of the last meeting
2. To discuss the matter of Hostel Self Help Group & their outstanding
3. To discuss the matter of student's concession
4. To discuss the matter of salary advance to the teachers
5. Misc

Members Present:

11. Dr. Sasabindu Jana, Principal
12. Prof. Sanat Kumar Purkait, Convener
13. Dr. Alok Jaldata
14. Dr. Arunima Biswas
15. Mostak Ahmed

Resolutions:

1. The proceeding of the last meeting is duly approved by the members present.
2. It is resolved that Rs. 50,000.00 should be given to hostel self help group from Raidighi College General Fund as their outstanding amount is approaching close to Rs. 1 lakh. It is accepted by all the members present.
3. Resolution adopted that a notice will be served to submit the application of the needy but meritorious students who basically seek for the concession. Then the application will be sorted on the basis of their ration card status and their rate of concession in tuition fees will be decided thereafter. The total amount of concession will be restricted to Rs. 35,000.00 approximately.
4. It is resolved that the advanced against salary to the newly joined teachers are to be notified to refund the college money asap after the fixation and commencement of their salary from Govt. end. It is granted by the members present.

The meeting is ended with a vote of thanks to the chair.



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2020-2021

No meeting was conducted due to Covid-19 Pandemic Situation




Principal's Signature

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2021-2022

Meeting 1: 26th February, 2022, 2 P.M. Principal's Chamber

The meeting of Finance Sub-Committee was held on 26th February, 2022 at 2 PM in principal's chamber to consider the following agenda.

Agenda:

1. To approve the proceedings of the last meeting
2. To discuss about the letter of Purchase Sub-Committee
3. To adopt the policy regarding financial support to Seminar/Workshop participant faculties.
4. To discuss about the smooth functioning of finance
5. To discuss about the B.Ed.
6. To discuss about the advance against expenditure and salary advance of the staff

Members Present:

1. Dr. Sasabindu Jana, Principal
2. Prof. Sanat Kumar Purkait, Convener
3. Prasanta Halder
4. Sankar Halder
5. Saktipada Jana
6. Utpal Dutta
7. Manturam Purkait

Resolutions:

1. The proceeding of the last meeting is hereby approved.
2. It is resolved that the letter of Purchase Sub-committee is considered. They will be intimated that every purchase is to be followed by the rules and regulations and quotations and bill must be forwarded by the convener before payment.
3. It is resolved that a new policy regarding the financial support on extensional academic activities like seminar/workshop participations and award winning ceremonies or like the same is placed by the Bursar to make the resource mobilization as one of the best practice of the educational institution. Principal sir agreed with this proposal and finally It is unanimously approved by all the members present.
4. Resolutions adopted that the accounts and cash balance will be verified time to time. If there is any anomaly, that should be monitored and the anomaly should be mitigated asap for the smooth functioning of the accounts. Bursar will coordinate the accounts and the Accountant and Cashier will help him to do the needful with supporting papers.
5. An independent principal may be recruited for the supervising of the B.Ed. Section and the cash transaction of the new admission fees or any other fees should be minimized. 100% Online payment mode will be introduced in near future.
6. A list of the staffs taken advances but not returned the money in due time will be prepared and they will be intimated to refund the college money asap. No advance will be entertained for the personal need in near future.

The meeting is ended with vote of thanks to the chair.



Principal's Signature

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2022-2023

Meeting 2: 4th November, 2022, 4:15 P.M. Principal's Chamber

A meeting of the finance sub-committee will be held at 2 pm on 4th November 2022 at IQAC, Raidighi College to discuss some urgent financial issues. All of you are earnestly requested to attend the said.

Agenda:

1. To confirm the proceedings of the last meeting.
2. To discuss about the smooth functioning of finance.
3. To discuss about the Computer Lab.
4. To discuss about laptops for some official purposes.
5. To discuss about Departmental Research & Development Grant.
6. To discuss about the Centre for Sundarban Studies, Dept. of History
7. To discuss about the Book Publication Grant.
8. To approve the basic fund for Lab Equipment.
9. To discuss about the Volley court Ground
10. To discuss the Orientation of Principal's Office
11. To discuss the registration of Alumni Association & The Geographical Society of Sundarbans
12. To discuss about the Green Audit
13. To discuss about the Medicinal Plants Garden
14. To discuss about the B.Ed. Building Renovation (Plaster & Roof)
15. To consider the salary hike of the casual staff.
16. To discuss about the Finance functioning of B.Ed. & NSOU Study Centre
17. Misc.

Members Present:

8. Dr. Sasabindu Jana, Principal
9. Prof. Sanat Kumar Purkait, Convener
10. Prasanta Halder
11. Sankar Halder
12. Saktipada Jana
13. Utpal Dutta

Resolutions:

1. The proceedings of the last meeting are hereby approved.
2. Resolution adopted that an Internal Auditor will be recruited immediately to have the clarification before handover the charge and responsibility from the Accountant Mr. Utpal Dutta as he is going to be superannuated on 30th November 2022. All the requisition will be approved in accordance with the prior resolution of the Finance Meeting except the emergency one. In that case, there must be a note mentioning that the bill is urgent.
3. It is resolved that **Rs. 6,50,000.00** is primarily approved for the computer lab to purchase computers and accessories. It will be finally allotted after getting proper proposal with supporting papers from Purchase Sub-Committee & ICT Sub-Committee.
4. It is also resolved that three laptops will be purchased strictly for the Bursar, NAAC Coordinator & IQAC Coordinator.
5. Resolution adopted that an amount of **Rs. 25,000.00** may be allotted for the research grant if the research proposal is related to the development of Sundarbans and its people.
6. Resolved that the proposal for the Centre for Sundarbans Studies will be discussed later as there is a crisis for the room to the class.



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7. Resolution adopted that a sum of **Rs. 10,000.00** will be allotted to each Department for the ISBN Book Publication under Raidighi College Publishing House.
8. Resolved that a Sum of **Rs. 4,00,000.00** may be approved for Lab development & Equipment.
9. Resolved that Plumber and Electrician cum Housekeeping must be recruited purely temporary basis for the annual maintenance and verification of the physical assets. It is well appreciated by all the members.
10. Resolution adopted that an additional amount for the construction of basket ball ground will be approved after proper verification of the Sports Sub-Committee & submission of the UC of the previous allotment.
11. It is resolved that the renovation work for the principal's chamber is approved by the members present.
12. An Approximate Amount of **Rs. 25,000.00** is approved for the registration of the Alumni Association of Raidighi College and The Geographical Society of Sundarbans. It is accepted by all the members present.
13. An amount of approx. **Rs. 1,00,000.00** may be allotted for the Green Audit and Medicinal Plant Garden.
14. An Amount of **Rs. 10,00,000.00** is to be approved after getting observation from the concerned subcommittee. (Shade Rs. 9 Lac and 85k for labour charge to plaster and roof work)
15. An incremental benefit (5% of the total existing pay after 3 years) for the Casual Staffs are hereby approved as per the previous resolution. But, after a fruitful discussion it is resolved that the amount should be hiked more. Principal suggested to hike a consolidated amount of Rs. 1000.00 with their existing pay and he also proposed to pay 3% increment of the existing pay per year. It is accepted by all the members present.

The meeting ended with a vote of thanks.




Principal's Signature

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Meeting 3: 17th February, 2023, 2:00 P.M. Principal's Chamber

A meeting of the finance sub-committee will be held at 2 pm on 17th February, 2023 at Principal's chamber, Raidighi College to discuss some urgent financial issues. All of you are earnestly requested to attend the said.

Agenda:

1. To confirm the proceedings of the last meeting.
2. To discuss about the matter of Accountant
3. To purchase the Account software module Tally Prime
4. To discuss the matter of renewal of Green Audit
5. To discuss about the Centre for Sundarban Studies, Dept. of History
6. To discuss about the Finance functioning of B.Ed. & NSOU Study Centre
7. To discuss about the Financial Audit of the previous year 2020-23
8. Misc.

Members Present:

14. Dr. Sasabindu Jana, Principal
15. Prof. Sanat Kumar Purkait, Convener
16. Prasanta Halder
17. Sankar Halder
18. Saktipada Jana
19. Utpal Dutta

Resolutions:

1. The proceedings of the last meeting are hereby approved.
2. It is resolved that the service of the Ex-Accountant is not satisfactory and competent personnel must be recruited on purely temporary basis for the time being to run the function of the college smoothly. Principal will talk to the concerned people to search the new accountant and Mr. Dutta will be released once the charge is handed over with all supporting documents. However, he will be requested to cooperate with the college whenever required in future.
3. It is also resolved that the licensed Account software module Tally Prime will be purchased for the legal justification of accounts management.
4. Resolution adopted that the letter of Sonar Bharat regarding Green Audit is granted for consideration and the required money may be approved for the renewal of Green Audit of the College. Before that a work order is to be placed by mail. Bursar will do the needful and it is seconded by all the members present.
5. As per the requirement of the Centre for Sundarban Studies, an amount of Rs. 10,000.00 may be granted for the collection of the antiquities of Sundarbans and they will be suggested to make frequent field visit and collect the raw materials from the direct field free of cost.
6. It is resolved that the accounts of B.Ed. section and NSOU study centre are to be audited internally by a CA for the transparency of the finance.
7. Resolution adopted that the Accounts for the Financial Audit of the previous year 2020-23 will be processed for the Statutory Auditor. Principal suggests that the said auditor will be appointed by the Govt itself through the Department of Higher Education. We have nothing to do till the letter come from DPI.

The meeting ended with a vote of thanks.




Principal's Signature

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