



Phone : 2627-2490 (College Off.)  
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# DR. KANAILAL BHATTACHARYYA COLLEGE

(Affiliated to the University of Calcutta)  
Re- Accredited with 'B' Grade by NAAC  
15, KONA ROAD, RAMRAJATALA,  
P.O. SANTRAGACHI, HOWRAH - 711104

Ref. No. ....

Date : 28/12/2021

**4.4.2. There are established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.**

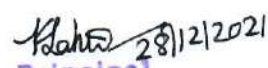
**i) All Departmental requisitions are placed at HOD Meeting for scrutiny of essentially of Each Proposal. Affordable summarization is calibrated in conjugal adherence to priority in the interest of Students.**

**ii) The summarized proposals are evaluated in the IQAC Meeting for attuning justification in the context of Institutional amelioration.**

**iii) To assess Institutional Financial affordability of IQAC resolutions pertaining to the procurement are being placed before Statutory Finance Committee.**

  
(DR. MANTU BISWAS)  
Coordinator,  
IQAC,

Dr. Kanailal Bhattacharyya College  
Santragachi, Howrah-4

  
Principal  
Dr. Kanailal Bhattacharyya College  
Ramrajatala, Howrah-4



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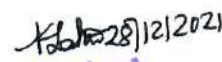
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Ref. No. ....

Date : 28/12/2021

**iv) The streamlined Resolutions are being placed before Governing Body for Final Approval. As far as Library and Games Sports are concerned Library Management Committee and College Sports Committee is the initial domain to select the proposals respectively. All subsequent hierarchical functional steps are identical.**

  
(DR. MANTU BISWAS)  
Coordinator,  
IQAC,  
Dr. Kanailal Bhattacharyya College  
Santragachi, Howrah-4

  
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Ref. No. ....

Date : .....

KBC/Finance Committee – Sixth Meeting/ Notification[1]

Dtd. 18/08/2020.

Dr. Kanailal Bhattacharyya College

Sixth Finance Committee Meeting

Date : 25/08/2020 ; Tuesday; Time : 2 PM

## Notification.

All the Members of the Finance Committee are hereby earnestly requested to attend Sixth Finance Committee Meeting in adherence to required aforementioned prerequisites. Gracious presence of all the members is earnestly solicited.

Agenda for the aforementioned meeting is being enclosed as Annexure I and Minutes Proceedings & Resolution of the Fifth Finance Committee Meeting held on 16/09/2019 is also being enclosed as Annexure II.

*K. Lahiri*  
Dr. Kaustubh Lahiri.

Principal  
Dr. Kanailal Bhattacharyya College  
Santragachi, Howrah- 4

## Members of Finance Committee :

1. Dr. Madhumita Bhadra
2. Professor (Dr.) Swapan Kumar Das
3. Professor Suman Bandyopadhyay
4. Professor Asim Kumar Roy
5. Professor Madhumita Debnath
6. Shri kinkar Ghosh.



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Ref. No. ....

Date : .....

KBC/ FC 6 – Agenda/ Aug – 2020 [1]

Dtd. 18/08/2020

Dr. Kanailal Bhattacharyya College.

Agenda for Sixth Finance Committee Meeting

Date : 25/08/2020 ; Tuesday Time 2:00 PM

## Agenda. [Annexure I]

1. Ratification of the Minutes Proceedings and Resolution of Fifth Finance Committee Meeting held on 16/09/2019.
2. Assessment of Annual Budget proposal for the Financial Year 2020 – 21.
3. Reduction of Admission Fees by the process of rectification and rationalization to provide relief to prospective students in COVID-19 Pandemic situation subsequent to the Unanimous approval of the configurations of said fees structure at the interface meeting of Admission Committee HoDs and Members of Finance Committee held on 20/08/2020.
4. Payment of monthly remuneration to Casual Non-Teaching Staff being engaged to VU DDE Study Centre from College Fund consequent upon insufficient fund at the disposal of VU DDE Study Centre.
5. Allocation of grants from College fund to purchase Books & Equipment for Semester V of BA & B.Sc Honours and General Curriculum.
6. Construction of three rain sheds on urgent basis in the College
7. Installation of one Glass Cabinet to preserve handicrafts by College Students and female Non-Teaching Staff.
8. Reinstallation of Gym Equipment to start College Gymnasium and provision of a female experienced supervisor cum trainer for Girl Students.
9. Assessment of pending bill for PG Geography Field Work conducted by DDE, VU.
10. Miscellaneous.

*K. Lahiri*

Dr. Kaustubh Lahiri.

Principal

Dr. Kanailal Bhattacharyya College  
Santragachi, Howrah- 4



**Dr. Kanailal Bhattacharyya College**

**Agenda for Fifth Finance Committee Meeting  
[ 2017 – 21 ]**

**Date 16/09/2019 ; Monday  
Time 12:00 Noon.**

1. Ratification of Minutes Proceedings and Resolutions of Fourth Finance Committee Meeting held on 18/01/2019.
2. Budget for Financial Year 2019 – 20.
3. Repairing of ceiling above the College Canteen to block the seepage as also to install Water Purifier Machine in the College Canteen.
4. Refund of Admission Fees to the Students who have cancelled their Semester I Admission Academic Session 2019 – 20.
5. Installation of New Software based Accounting Module with Provision of training to selected College Staff to fulfil the prerequisite of qualitative criterion of SSR to be submitted to NAAC.
6. College WEBSITE & Students Database Management : upgradation.
7. Installation of KOHA Software in the Library and Cloud based Online Library Access System.
8. Submission of Fees for NAAC Accreditation.
9. Reorganization of IQAC Room Infrastructure.
10. Evaluation of Budget for Freshers Welcome Programme 2019 to be organised by Students Union.
11. Approval of Refundable Puja Advance to Teaching and Non Teaching Staff inclusive of Casual Staff for F.Y. 2019 – 20.
12. Granting of Puja Bonus to Casual Staff for the Financial Year 2019 – 20.
13. Honorarium to Shri Arpan Mullick and Shri Suraj Roy for their rigorous and dedicated contribution to the Admission work and Registration Process for the Academic Session 2019 – 20.
14. Holding of National Level Seminar at Department of History in collaboration with Itihas Sansad.



**Dr. Kanailal Bhattacharyya College**

**Agenda for Fifth Finance Committee Meeting  
[ 2017 – 21 ]**

**Date 16/09/2019 ; Monday  
Time 12:00 Noon.**

**[ Contd.]**

1. Assessment of Annual Budget to introduce B.Voc\_Programme approved by UGC.
16. Purchase of Instruments Chemicals Glassware Specimens and Books Semester III with particular reference to SEC courses for various Departments.
17. Refund of amount pertaining to cancellation of Semester I Admission Academic Session 2019 – 20.



**Dr. Kanailal Bhattacharyya College**

**Minutes Proceedings & Resolutions of Fifth Finance Committee Meeting  
[ 2017 – 21 ]**

**Date 16/09/2019 ; Monday**

**Time 12:00 Noon.**

**Annexure : II**

**Resolution No : FC5/1 : Minutes proceedings and resolutions of 4<sup>th</sup> Finance Committee meeting dated 18/01/2019 read heard and ratified with following addendum :**

- 1. Agenda No. 6/FC4 – A P.F. Committee to be constituted/ made active to look after the P.F. Accounts of all incumbents of the Institution.**
- 2. Agenda No.2/FC 4 – deferred.**

**Resolution No. FC 5/2 : Resolved that Practical expenses as proposed the Budget for the F.Y. 2019 – 20 stands approved and also resolved in adherence to the suggestions of Professor (Dr.) Swapan Kumar Das that requisite claim to be submitted to the University of Calcutta in accordance to number of examinees. Also resolve that Budget for the F.Y. 2019 – 20 stands ratified and approved.**

**Resolution No : FC 5/3 : Resolve to be approved by Internal Building Committee after taking estimate from the concerned agency.**

**Minutes & Proceedings to Agenda No.4 : Total No. of candidates cancelled during Academic year 2019 – 20 : 54; Applicants for refund of Admission Fees : 32.**

**Resolution No : FC 5/4 : Resolve that refund would be implemented after deducting processing charge @20%.**

**Resolution No : FC 5/5 : Resolve that new software based Accounting module with provision of training to selected staff equipped with cloud module ensuring better security and access in emergency. A Tender to be called for the installation fulfilling all the requisite criteria subsequent to clarify the proposal ( Rs.45000/-)already submitted to the College.**

**Resolution No : FC 5/6 : Resolve that tender being floated for up gradation of College WEBSITE and Students Data base management system.**



### Miscellaneous

Resolution No : FC 5/ Misc – AD/1 : Resolve that ISO certification to be completed before NAAC Visit.

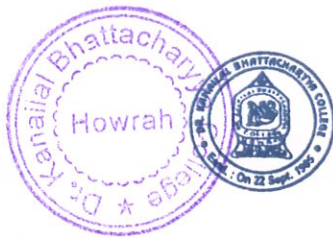
Resolution No : FC 5/ Misc – AD/2 : Resolve that Academic Audit to be conducted with Dr. Falguni Mukherjee as consultant with an approved honorarium of Rs. 10,000/-.

Resolution No : FC 5/ Misc – AD/3 : Resolve that remuneration of Shri Bsanta Samanta to made at par with other casual staff.

Resolution No : FC 5/ Misc – AD/4 : Resolve that 12 Fibre Table to be purchased for Interior Decoration Course.

Resolution No : FC 5/ Misc – AD/5 : Resolve that arrear Bill to Dey's Publication of PG Course on Bengali and UG Course of Journalism & Mass Communication.

Resolution No : FC 5/ Misc – AD/6 : Resolve that 'Self Defence Training' – Karate Programme for Girls' Students be introduced in the Campus and a monthly fee @Rs.20/- per student be collected.



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Date : .....

KBC/Finance Committee – Sixth Meeting/ Notification[1]

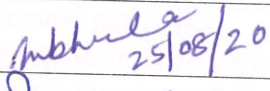
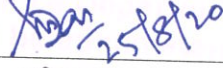
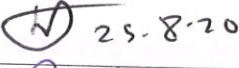
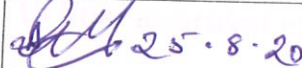
Dtd. 18/08/2020.

Dr. Kanailal Bhattacharyya College

Sixth Finance Committee Meeting

Date : 25/08/2020 ; Tuesday; Time : 2 PM

Acquaintance Signature of Members

Serial No.	Name	Signature with date
1.	Dr. Madhumita Bhadra	 25/08/20
2.	Professor(Dr.) Swapan Kumar Das	 25/8/20
3.	Professor Suman Bandyopadhyay	 25.8.20
4.	Professor Asim Kumar Roy	 25.8.20
5.	Professor Madhumita Debnath	
6.	Shri Kinkar Ghosh	

 25/08/2020  
Dr. Kaustubh Lahiri.

Sixth Finance Committee meeting 25/08/2020



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PO Ramrajatala, Howrah-4.

Sixth Finance Committee Meeting, Date: 25/08/2020, Tuesday Time 2:00 PM

Ref. No. .... Minutes Proceedings & Resolution. Date : .....

1. KBC/FC 6 – Res 1: Minutes Proceedings and Resolutions of 5<sup>th</sup> Finance Committee Meeting held on 16/09/2019 read heard and ratified unanimously with miscellaneous agenda.
2. KBC/FC 6 – Res 2 : Resolve that proposed Budget for the Financial Year 2020 – 21 stands approved.
3. KBC/FC 6 – Res 3 : Resolve that under COVID – 19 pandemic situation Admission fees for students would be reduced with remaining Development Fees at Rs 150/- and Computer training Fees at 200/- for this academic Session only. Further Resolve that students during their admission to Semester III and Semester IV within this academic session would also avail identical benefit.
4. KBC/FC 6 – Res 4 : Resolve that remuneration to Casual Staff excluding Shri Tarak Das attached to DDE VU would be disbursed from College Fund consequent upon their continuation coupled with paucity of adequate fund at DDE VU account for the aforementioned purpose.
5. KBC/FC 6 – Res 5 : Resolve that Rs. 15000/- would be allocated to each Departments for purchase of Books whereas for Science Departments allocation of funds for purchase of equipment would be administered on the basis of requisition and priority.
6. KBC/FC 6 – Res 6 : Resolve that construction of three rain sheds is tentatively approved by Finance Committee subject to final approval at next Governing Body Meeting..
7. KBC/FC 6 – Res 7 : Resolve that one Glass Cabinet would be installed for preservation of handicrafts of students and female Non teaching staff.
8. KBC/FC 6 – Res 8 : Resolve that the matter is referred to GB.
9. KBC/FC 6 – Res 9 : Resolve that pending bill for PG Geography Field work conducted by DDE VU amounting Rs. 116800/- be approved subject to recovery of Rs.72000/- ( Rupees Seventy Two Thousand 0 on account of Students fees.

  
Dr. Kaustubh Lahiri.

Principal  
Dr. Kanailal Bhattacharyya College  
Ramrajatala, Howrah-4



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Ref. No. ....

Date : .....

KBC/FC – Seventh/ March – 2021/Intimation

Dtd. 14/03/2021

Seventh Finance Committee Meeting would be hold on 24/03/2021 Wednesday at 01:30PM in the College premises. All the statutory Members are requested to attend the said meeting.

Thanking you

Sincerely

*K. Lahiri 14/03/2021*  
Dr. Kaustubh Lahiri.

Principal

Dr. Kanailal Bhattacharyya College  
Santragachi, Howrah-4

## Members of the Finance Committee

1. Dr. Madhumita Bhadra
2. Professor (Dr.) Swapan Kumar Das
3. Professor Suman Bandyopadhyay
4. Professor Asim Kumar Roy
5. Professor Madhumita Debnath
6. Shri Kinkar Ghosh.

Annexure : Enclosure I : Agenda of the Seventh Finance Committee Meeting  
Enclosure II : Minutes Proceedings & Resolutions of Sixth Finance Committee Meeting held on 25/08/2020.  
Enclosure III : Proceedings & Resolutions of Coordination Committee for Evaluation of Proposal for System Generation related to Finance, Networking and Mapping held on 12/03/2021.



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Ref. No. ....

Enclosure 3

Date : .....

## Proceedings & Resolutions of Coordination Committee For Evaluation of Proposal for System Generation related to Finance, Networking and Mapping.

1. Chairperson : Professor ( Dr.) Swapan Kumar Das
2. Dr. Mantu Biswas : Convener IQAC; Member
3. Shri Bhaskar Ghose : Accountant : Member
4. Shri Kinkar Ghosh : Office Incharge (ACTG.) – Member
5. Shri Tarak Das – Cashier ( ACTG.) – Member
6. Shri Arpan Mullick – In Charge IT Cell – Member
7. Shri Sushanta Chatterje – Electrician In charge – Member.

Date of Meeting : 12/03/2021

### Resolution :

#### Agenda 1 : Appraisal of the Status of Compilation of E Cash Book

1. Resolve that E Cash book be prepared from the Financial Year 2015 – 16 Following recommendation from Dr. Mantu Biswas Convener IQAC initiating from the successive Financial Year from date of last NAAC Report.

#### Agenda 2 : Assessment of the preparation of College Stock Register

2. College Stock Register is being placed under compilation from the Financial Year 2015 – 16 following the precedence of E Cash Book With following Principle :
  - A. Identity of the Commodity
  - B. Procurement Voucher No & Date
  - C. Cheque No. & Date & Cheque Amount & A/c Number and Bank ID with IFSC Code.
  - D. Source of Fund
  - E. Existing Stationing of the said commodity
  - F. Current Valuation after applying admissible Depreciation Rate.

*[Signature]*  
14/03/2021

Principal

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Date : .....



**Dr. Kanailal Bhattacharyya College.**  
**Agenda for Seventh Finance Committee Meeting**  
**Date :24/03/2021 Wednesday Time 1: 30 PM**

**Agenda.**  
**Enclosure I**  
**Contd.**

10. Urgent masonry repairing work of the Building.
11. Construction of a staircase in the Science Building as recommended by the Officers of Fire brigade for Fire Safety Certification for Science Block of the College.
12. Honorarium for Dr. Prabir Kumar Sanki for his singlehanded management of College Accounts including all the jobs related to Treasury Office.
13. Special allowance for Casual NTS of the College for their rigorous contribution to conduct ONLINE CU Exam including Sunday.
14. Miscellaneous.

+ Prayer from  
Shri. Biswanath Ray

*K. Lahiri 14/03/2021*  
**Dr. Kaustubh Lahiri**

Principal  
Dr. Kanailal Bhattacharyya College  
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Ref. No. ....

Date : .....

KBC/ FC 7 – Agenda/ March – 2021

Dtd. 13/03/2021



**Dr. Kanailal Bhattacharyya College.**  
**Agenda for Seventh Finance Committee Meeting**  
**Date :24/03/2021 Wednesday Time 1: 30 PM**

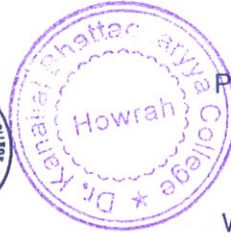
## **Agenda.** **Enclosure I**

1. Ratification of Minutes Proceedings and Resolutions of Sixth Finance Committee Meeting held on 25/08/2020.
2. Ratification of Budget for the Financial Year 2021 – 2022.
3. Mandatory Implementation of System Generated Voucher from Financial Year 2021 – 22.
4. Compilation of E Cashbook and Asset Register from 2015 – 16 : Appraisal of the Process and Expenditure associated.
5. Internet Network Mapping of the College ; Appraisal of the Process and Expenditure associated.
6. Electrical Circuit Mapping for the College : Appraisal of the Process and Expenditure associated.
7. CCTV up gradation: Appraisal of the Process and Expenditure associated.
8. Wifi Facility for Students: Appraisal of the Process and Expenditure associated.
9. Configuring Building Plan of the College : Appraisal of the Process and Expenditure associated.

[ An analytical evaluative report for the Item No. 3 to Item No 6 by an Evaluation Coordination Committee with Professor (Dr.) Swapan Kumar Das as Chairperson has been enclosed herewith for required perusal.]

*Kaustubh Lahiri*  
**Dr. Kaustubh Lahiri.**

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Ref. No. ....

Enclosure II

Date : .....

**Dr. Kanailal Bhattacharyya College.**

**Sixth Finance Committee Meeting; Date : 25/08/2020 ; Tuesday Time 2:00 PM**

## **Minutes Proceedings & Resolution.**

1. KBC/FC 6 – Res 1: Minutes Proceedings and Resolutions of 5<sup>th</sup> Finance Committee Meeting held on 16/09/2019 read heard and ratified unanimously with miscellaneous agenda.
2. KBC/FC 6 – Res 2 : Resolve that proposed Budget for the Financial Year 2020 – 21 stands approved.
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*K. Loh*  
14/03/2021

Principal

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Ref. No. ....

Date : .....

**Proceedings & Resolutions of Coordination Committee  
For Evaluation of Proposal for System Generation  
related to Finance, Networking and Mapping.**

**Enclosure 3 [ Contd.]**

## **Agenda 3 :INTERNET NETWORK MAPPING OF THE COLLEGE**

- 3. Minutes & Proceedings:** The College has two Internet Service Provider
- a. BSNL & b. Siti cable for High Speed Cabled Broadband Service.**  
Frequently problem of Overlapping is detected resulting in unavailing of INTERNET connectivity. The annual expenditure for Siti Broadband service is Rs.11000/- per annum whereas Yearly Rs. 3000/- is spent for BSNL.
  - b. Priority is to be placed upon Siti cable because of its higher speed capacity with old BSNL Broadband system to remain as subsidiary.**
  - c. Tagging of System IP to each Node from the designated Server.**

**Resolution:** Internet Network Mapping is to be pursued under overall supervision of Shri Arpan Mullick.

## **Agenda 4 : wifi facility for Students:**

**Wifi facility for students :** In order to provide wifi facility to students in order to abide by the observation of NAAC peer team limited access to this facility has been recommended in view of escalating cost.

**Resolve that initially Library, Boys Common room Girls Common Room Science Block and Smart Class room and Virtual Classroom would be connected with Wifi Facility.**

*Balo*  
14/03/2022

Principal

Dr. Kanailal Bhattacharyya College  
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# DR. KANAILAL BHATTACHARYYA COLLEGE

(Affiliated to the University of Calcutta)

Re- Accredited with 'B' Grade by NAAC  
15, KONA ROAD, RAMRAJATALA,  
P.O. SANTRAGACHI, HOWRAH - 711104

Ref. No. ....

Date : .....

## Proceedings & Resolutions of Coordination Committee For Evaluation of Proposal for System Generation related to Finance, Networking and Mapping.

### Enclosure 3 [ Contd.]

#### Agenda 5 : Up gradation of CCTV system

The College has two parallel CCTV systems. By the older system Science Block and Main Block is connected by wire network. The wire connection got snapped as it is lying above the intermediate external household. This has to be replaced by WiFi system. Installation of Advanced CCTV cameras initially at Six strategic location has been recommended.

#### Agenda 6 : Building Plan for Main Building & Science Block.

Resolve that detailed Building Plan has to be configured by a Licensed LBS of HMC.

#### Agenda : Mapping of Electrical Circuit of the College:

Resolve that detail mapping Electrical Circuit would be initiated by Shri Sushanta Chatterjee. A letter has been submitted to the District Engineer CESC for deputing Licensed Electrician to check the map prepared by Shri Sushanta Chatterjee.

*K. Laha*  
14/03/2021

Principal

Dr. Kanailal Bhattacharyya College  
Santragachi, Howrah-4



Phone : 2627-2490 (College Off.)  
Principal : 9903389092  
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P.O. SANTRAGACHI, HOWRAH - 711104

Ref. No. ....

Date : .....

KBC/GB Meeting – 13/ September – 2021/ Intimation

30/08/2021

Dr.Kanailal Bhattacharyya College.

All the Honorable Members of the Governing Body are requested to attend the  
Conjugated FINANCE COMMITTEE MEETING [ 7<sup>TH</sup> ] &  
GOVERNING BODY MEETING [13<sup>TH</sup>]

On


Date : 08/09/2021 Wednesday; Time : 01:00 PM

Venue

Dr.Kanailal Bhattacharyya College.

Please find Enclosures containing Minutes Proceedings and Resolutions of receding  
Finance Committee Meeting and Governing Body Meeting as prerequisites.

Kind Cooperation of Honorable Members are sincerely solicited

  
Dr.Kaustubh Lahiri

Principal Dr.Kanailal Bhattacharyya College.

Intimation Forwarded to:

1. Dr.MadhumitaBhadra : President Governing Body  
Dr.Kanailal Bhattacharyya College
- ✓ 2. Shri BrajenSanyal : Member Governing Body  
Dr.Kanailal Bhattacharyya College
3. Professor Swapan Kumar Das : Member Governing Body  
Dr.Kanailal Bhattacharyya College
4. Professor SumanBandyopadhyay: Member Governing Body  
Dr.Kanailal Bhattacharyya College
5. Professor Asim Kumar Roy : Member Governing Body  
Dr.Kanailal Bhattacharyya College
6. Professor Swati Mustaphi : Member Governing Body  
Dr.Kanailal Bhattacharyya College
7. Dr.Mantu Biswas : Member Governing Body  
Dr.Kanailal Bhattacharyya College
8. Dr.MadhumitaDebnath : Member Governing Body  
Dr.Kanailal Bhattacharyya College
9. Shri BhaskarGhose : Member Governing Body  
Dr.Kanailal Bhattacharyya College
10. Shri Kinkar Ghosh : Member Governing Body  
Dr.Kanailal Bhattacharyya College

**Principal**  
**Dr. Kanailal Bhattacharyya College**  
**Ramrajatala, Howrah-4**



**List of Annexed Enclosures.**

- \*Enclosure 1 : Agenda for Seventh Finance Committee Meeting.**
- \*Enclosure 1/ FC A :Proceedings & Resolutions of Coordination Committee  
For Evaluation of Proposal for System Generation  
related to Finance, Networking and Mapping**
- \*Enclosure1/ FC B : Minutes Proceedings and Resolutions of Sixth finance  
Committee Meeting held on 25/08/2020.**
- \*Enclosure 2 : Agenda for Thirteenth Governing Body Meeting.**
- \*Enclosure 3 :Agenda – Minutes – Resolutions of  
Eleventh Governing Body Meeting**
- \* Enclosure 4A :Twelfth Governing Body Meeting – Emergent – Agenda.**
- \* Enclosure 4B :Twelfth Governing Body Meeting – Emergent – Minutes  
Proceedings and Resolutions.**



**Enclosure 1**

**Dr. Kanailal Bhattacharyya College**

**Agenda for Integrated Finance Committee and Governing Body Meeting.**

**Date : 08/09/2021**

**Time : 01:00 PM.**

**Seventh Finance Committee Meeting &  
Thirteenth Governing Body Meeting**

**Agenda for Seventh Finance Committee Meeting**

**Page 1**

1. Ratification of Minutes Proceedings and Resolutions of Sixth Finance Committee Meeting held on 25/08/2020.
2. Ratification of Budget for the Financial Year 2021 – 2022. ✓
3. Implementation of System Generated Voucher from Financial Year 2021 – 22. ✓
4. ✓ Compilation of E Cashbook and Asset Register from 2015 – 16 : Appraisal of the Process.
5. ✓ Internet Network Mapping of the College ; Appraisal of the Process and Expenditure associated.
6. Electrical Circuit Mapping for the College : Appraisal of the Process and Expenditure associated. ✓
7. ✓ CCTV up gradation: Appraisal of the Existing Status.
8. (8) Wifi Facility for Students: Appraisal of the Process and Expenditure associated.
9. 9. Configuring Building
10. (10) Plan of the College : Appraisal of the Process and Expenditure associated.
11. 11. Urgent Rain shed Construction in the main building of the College
12. ✓ 12. Urgent Repair of College Gate.
13. 13. Transformation of the Room into a Girls Common Room in the Science previously occupied by Study Centre Netaji Subhas Open University.
14. 14. Creation of ONLINE Platform for UGC Swayam Epathala and Subscription of UGC affiliated ONLINE Journals. Page 1/2



**Dr. Kanailal Bhattacharyya College**

**Agenda for Integrated Finance Committee and Governing Body Meeting.**

**Date : 08/09/2021**

**Time : 01:00 PM.**

**Seventh Finance Committee Meeting &  
Thirteenth Governing Body Meeting**

**Agenda for Seventh Finance Committee Meeting  
Enclosure 1 Contd.**

**Page 2**

- ✓ 15. Approval of Due Amount for conducting B.Voc Programme and other Career Counseling Courses.
- ✓ 16. Appraisal of College Bank Accounts and Termination/Amalgamation of Dormant Bank Accounts as admissible.
- ✓ 17. Refund of Admissible Amount to Candidates who left the College after taking Admission in the Academic Session 2021-21 and changed the stream in due course.
- ✓ 18. Refundable Puja Advance for FTTS including Principal SACT and NTS
- ✓ 19. Ex gratia to Non Teaching Casual Staff for the occasion of Durga Puja 2021.
20. Honorarium for Dr. Prabir Kumar Sanki for his singlehanded management of College Accounts including all the jobs related to Treasury Office.
- ✓ 21. Miscellaneous.

**Dr. Kaustubh Lahiri**

► An analytical evaluative report for the Item No. 3 to Item No 9 by an Evaluation Coordination Committee with Professor (Dr.) Swapan Kumar Das as Chairperson has been enclosed herewith for required perusal annexed as Enclosure FC A

► Sixth Finance Committee Meeting; Date : 25/08/2020 ; Tuesday Time 2:00 PM  
Minutes Proceedings & Resolution annexed as Enclosure FC B.

**Page 2/2**



**Enclosure1/ FC A**

**Proceedings & Resolutions of Coordination Committee  
For Evaluation of Proposal for System Generation  
related to Finance, Networking and Mapping.**

1. Chairperson : Professor ( Dr.) Swapan Kumar Das
2. Dr.Mantu Biswas : Convener IQAC; Member
3. Shri BhaskarGhose : Accountant : Member
4. Shri Kinkar Ghosh : Office Incharge (ACTG.) – Member
5. Shri Tarak Das – Cashier ( ACTG.) – Member
6. Shri Arpan Mullick – In Charge IT Cell – Member
7. Shri SushantaChatterje – Electrician In charge – Member.

**Date of Meeting : 12/03/2021**

**Resolution :**

**Agenda 1 : Appraisal of the Status of Compilation of E Cash Book**

1. Resolve that E Cash book be prepared from the Financial Year 2015 – 16  
Following recommendation from Dr.MantuBiswas Convener IQAC  
initiating from the successive Financial Year from date of last NAAC  
Report.

**Agenda 2 : Assessment of the preparation of College Stock Register**

2. College Stock Register is being placed under compilation from the  
Financial Year 2015 – 16 following the precedence of E Cash Book  
With following Principle :
  - A. Identity of the Commodity
  - B. Procurement Voucher No & Date
  - C. Cheque No. & Date & Cheque Amount & A/c Number and  
Bank ID with IFSC Code.
  - D. Source of Fund
  - E. Existing Stationing of the said commodity
  - F. Current Valuation after applying admissible Depreciation Rate.



**Proceedings & Resolutions of Coordination Committee  
For Evaluation of Proposal for System Generation  
related to Finance, Networking and Mapping.**

**Enclosure1 / FC A [ Contd.]**

**Agenda 3 : INTERNET NETWORK MAPPING OF THE COLLEGE**

3. Minutes & Proceedings: The College has two Internet Service Provider
- a. BSNL & b. Siti cable for High Speed Cabled Broadband Service. Frequently problem of Overlapping is detected resulting in unavailing of INTERNET connectivity. The annual expenditure for Siti Broadband service is Rs.11000/- per annum whereas Yearly Rs. 3000/- is spent for BSNL.
  - b. Priority is to be placed upon Siti cable because of its higher speed capacity with old BSNL Broadband system to remain as subsidiary.
  - c. Tagging of System IP to each Node from the designated Server.

**Resolution: Internet Network Mapping is to be pursued under overall supervision of Shri Arpan Mullick.**

**Agenda 4 :Wifi facility for Students:**

**Wifi facility for students : In order to provide wifi facility to students in order to abide by the observation of NAAC peer team limited access to this facility has been recommended in view of escalating cost.**

**Resolve that initially Library, Boys Common room Girls Common Room Science Block and Smart Class room and Virtual Classroom would be connected with Wifi Facility.**



**Proceedings & Resolutions of Coordination Committee  
For Evaluation of Proposal for System Generation  
related to Finance, Networking and Mapping.**

**Enclosure 1/ FC A [ Contd.]**

**Agenda5 : Up gradation of CCTV system**

The College has two parallel CCTV systems. By the older system Science Block and Main Block is connected by wire network. The wire connection got snapped as it is lying above the intermediate external household. This has to be replaced by WiFi system. Installation of Advanced CCTV cameras initially at Six strategic location has been recommended.

**Agenda 6 : Building Plan for Main Building & Science Block.**

Resolve that detailed Building Plan has to be configured by a Licensed LBS of HMC.

**Agenda : Mapping of Electrical Circuit of the College:**

Resolve that detail mapping Electrical Circuit would be initiated by Shri Sushanta Chatterjee. A letter has been submitted to the District Engineer CESC for deputing Licensed Electrician to check the map prepared by Shri Sushanta Chatterjee.



**Enclosure FC B**

**Dr. Kanailal Bhattacharyya College.**

**Sixth Finance Committee Meeting; Date : 25/08/2020 ; Tuesday Time 2:00 PM**

**Minutes Proceedings & Resolution.**

**Page 1**

1. KBC/FC 6 – Res 1: Minutes Proceedings and Resolutions of 5<sup>th</sup> Finance Committee Meeting held on 16/09/2019 read heard and ratified unanimously with miscellaneous agenda.
2. KBC/FC 6 – Res 2 : Resolve that proposed Budget for the Financial Year 2020 – 21 stands approved.
3. KBC/FC 6 – Res 3 : Resolve that under COVID – 19 pandemic situation Admission fees for students would be reduced with remaining Development Fees at Rs 150/- and Computer training Fees at 200/- for this academic Session only. Further Resolve that students during their admission to Semester III and Semester IV within this academic session would also avail identical benefit.
4. KBC/FC 6 – Res 4 : Resolve that remuneration to Casual Staff excluding Shri Tarak Das attached to DDE VU would be disbursed from College Fund consequent upon their continuation coupled with paucity of adequate fund at DDE VU account for the aforementioned purpose.
5. KBC/FC 6 – Res 5 : Resolve that Rs. 15000/- would be allocated to each Departments for purchase of Books whereas for Science Departments allocation of funds for purchase of equipment would be administered on the basis of requisition and priority.
6. KBC/FC 6 – Res 6 : Resolve that construction of three rain sheds is tentatively approved by Finance Committee subject to final approval at next Governing Body Meeting..
7. KBC/FC 6 – Res 7 : Resolve that one Glass Cabinet would be installed for preservation of handicrafts of students and female Non teaching staff.
8. KBC/FC 6 – Res 8 : Resolve that the matter is referred to GB.
9. KBC/FC 6 – Res 9 : Resolve that pending bill for PG Geography Field work conducted by DDE VU amounting Rs. 116800/- be approved subject to recovery of Rs.72000/- ( Rupees Seventy Two Thousand0 on account of Students fees.



**Enclosure 2**  
**Dr. Kanailal Bhattacharyya College**

**Agenda for Integrated Finance Committee and Governing Body Meeting.**

**Date : 08/09/2021**

**Time : 01:00 PM.**

**Seventh Finance Committee Meeting &  
Thirteenth Governing Body Meeting**

**Agenda for Thirteenth Governing Body Meeting**

**Page 1**

1. Ratification of Minutes Proceedings and Resolutions of Eleventh Governing Body Meeting held on 08/09/2020.
2. Ratification of Minutes Proceedings and Resolutions Twelfth Emergent Governing Body held on 17/10/2020.
3. Reporting by Principal on the Status of Admission to Semester I for the Academic Session 2021 – 22.
4. Reporting by Principal on the Number of ONLINE Classes and WEBINAR conducted between 09/09/2020 to 07/09/2021 and Future collateral programming of Offline and Online Classes.
5. Report by Principal on Enhancement of UG Seats during Academic Session 2021 – 22 by the University of Calcutta.
6. Report by Principal Finalization of Cashbook, Preparation of up to day status of Acquaintance Pay & Allowances Roll and Status of PF Accounts of College Employee and Audit by Statutory Auditor.
7. Required Administrative action consequent upon in service unfortunate sad demise of Dr. Sutapa Chaudhuri, Assistant Professor Subject English including disbursal of admissible financial benefit to her legal successor in compliance with applicable Government rules defined by relevant Government Memo.
8. Report by NSS Coordinator on the Programme organized by IQAC on and from 08/09/2021 till date.
9. Report by NSS Coordinator highlighting the essentialities of Programmes to be organized by IQAC during the Academic Session 2021 – 22 with particular reference to the submission of AQAR 2020 – 21 as discussed in the last IQAC meeting on 30/08/2021 and ratification of discussed programmes.
10. Formation of IQAC for the Academic Session as per latest NAAC Guideline.



**Enclosure 2 Contd.  
Page 2**

11. Proposal for Conducting NSS programme during Academic session 2021 – 22 along with tentative budget.
12. Ratification of MoU with Ramakrishna Mission and Peerless Skill Academy to pursue Career Counseling Courses for the Academic Session 2021 – 22.
13. Proposal for Improvement of Library Management System in adherence with NAAC Guideline with possible provision of cost.
14. Submission of Proposal for Construction of Rooms for Laboratory to UGC according to the stipulated Proforma for the Academic Session 2021 – 22.
15. Submission of Proposal for Maintenance Grant to UGC for the Academic Session 2021 – 22.
16. Application submitted by Security Agency for Monthly Enhancement to the existing Payment status.
17. Proposal for approval of CAS benefit to Dr. Sampa Ray Bagchi Assistant Professor Subject Education from Stage 3 to Stage 4 with effect from 02/05/2019.
18. Proposal for approval of CAS benefit to Dr. Samir Kumar Naskar Assistant Professor Subject Education from Stage 1 to Stage 2 with effect from 23/12/2020.
19. Proposal for approval of 10 year Service benefit to
  - i) Shri Sumalay De : Electrician –cum-Caretaker w.e.f. 09/11/2020
  - ii) Shri Uttam Dolui : Clerk w.e.f. 09/11/2020
  - iii) Smt. Alita Tirki : Laboratory Attendant (Physiology) w.e.f. 09/11/2020
20. Approval of Admissible Pension Benefit to following Employees of the College.
  - i) Shri Subhasish Ghosh : Associate Professor Subject History; Date of Superannuation : 31/01/2022.
  - ii) Shri Bhaskar Ghose : Accountant : Date of Retirement : 31/01/2022
  - iii) Shri Amar Bag : Head Clerk ; Date of Retirement : 30/04/2022
21. Miscellaneous.