

FINANCE & INFRASTRUCTURE (EQUIPMENT, BUILDING ETC.) COMMITTEE

Objectives, Functions & Responsibilities:

The Finance & Infrastructure (Equipment, Building ETC.) Committee is a Principal Committee responsible for all matters relating to the financial affairs, Building, Equipment and other Infrastructure of the Institute encompassing the areas of strategic financial planning, resource management, financial monitoring, Equipment, Building, Infrastructure and policy related issues and to provide timely advice to Board on these areas.

In the Finance matter, it shall be responsible for formulation of the annual budget. The recommendations of the committee shall be brought before the Governing body for acceptance.

In Equipment, Building & other Infrastructure, the Committee shall deals in policy issues pertaining to equipment. It shall also be responsible for all the work relating to the construction and maintenance of the building, equipments etc.

Further to ensure that the institution is operating in a financially sustainable manner by balancing short-term and long-term obligations and goals. In order to fulfill this purpose, the board has certain role and responsibility.

To carry out the governing board's financial, equipment, building and infrastructure related advisory responsibility to ensure the institution's mission and purpose is fulfilled by.

1. Gaining an understanding of how the institution is financially supported/capitalized.
2. Assessing risks, internal and external, that may have a financial impact on the institution.

Monitoring the institution's financial efficiency.

Provide financial, equipment, building & other infrastructural guidance to the board of trustees through:

1. Assessing how to protect the institution's resources.
2. Overseeing the budgeting process to ensure that they are based on reasonable assumption, aligned with institutional goals and that they are properly mentioned.

Determine what is possible given the available resources of the institution:

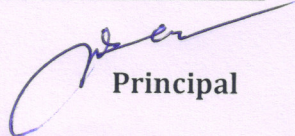
1. Stay involved with other committees regarding new projects and expenditures.
2. Assist management in executing the strategic goals of the organization by:
3. Establishing guardrails for management regarding their financial decision making authority.
4. Ensuring management has the resources and skills required to facilitate proper internal controls.
5. Timely communication of all pertinent issues to the board of directors.
6. Control of Fixed Assets and Stock.

Frequency: Twice in a year.

Composition:

On the directions of Hon'ble Chairman, the following composition is made:

S.No	Name of the Member	Designation	Function	Responsibility
1	Shri. J.N. Chouksey	Chairman	To assess, provide & control financial needs and expenses of the College and allocate funds.	To observe there is no financial crunch. To look into timely disbursement of salary and payment of taxes and pending bills etc.
2	Smt. Poonam Chouksey	Chairperson		
3	Dr. O.P. Rai	Advisor		
4	Dr. Amitbodh Upadhyaya	Prof. Engineering Chemistry	To provide adequate funds for infrastructural development, departmental facilities, general facilities etc.	To plan and guide policy matters related to Equipment, building and other infrastructure.
5	Dr. K. N Shukla	Principal & Ex-Officio member secretary	To deal with all the policy matters related to Equipment, building and other infrastructure.	


Principal

Copy to:

Office of the Chairman/ Vice Chairperson/ Secretary/ Executive Directors

Principal

Principal Narain College of Technology & Science
Bhopal