

PANCHTHUPI HARIPADA GOURIBALA COLLEGE
VILL+P.O – PANCHTHUPI, DISTRICT: MURSHIDABAD.



Memo no: Phgc/Prin/05/FC/ 1(7)/2022-23


Date: 19.04.2022

NOTICE

All the members of the Finance Committee of Panchthupi Haripada Gouribala College are hereby requested to attend the Meeting which will be held on 28th April-2022 at 1.30 P.M. in the office chamber of the undersigned to discuss the following agenda.

AGENDA:

1. Placing of Budget for the Financial year-2022-2023
2. Discussion on Budget.
3. Miscellaneous.



(Dr Soma Mukhopadhyay)
Principal
Panchthupi Haripada Gouribala College
Panchthupi, Murshidabad

Memo no: Phgc/Prin/05/FC/ 1(7)/2022-23

Date: 19.04.2022

Copy Forwarded with request to attend:

1. *Sri Jiban Krishna Saha, MLA*
2. *Dr. Soma Mukhopadhyay*
3. *Dr. Indradip Ghosh*
4. *Smt. Soma Thakur.*
5. *Dr. Mintu Mondal.*
6. *Arnab Mukherjee*
7. *Sri Himadri Sarkar.*


(Dr. Soma Mukhopadhyay)
Principal
Panchthupi Haripada Gouribala College
Panchthupi, Murshidabad



RESOLUTIONS

Members present:

1. *Sri Jiban Krishna Saha, MLA*
2. *Dr. Soma Mukhopadhyay*
3. *Smt. Soma Thakur.*
4. *Dr. Mintu Mondal.*
5. *Arnab Mukherjee*
6. *Sri Himadri Sarkar*

Signature

Following resolution adopted in the Meeting :

1. Read and confirm proceedings of the last meeting held on 22.08.2019
2. Financial Budget for the Financial Year 2022-23 placed and it is duly signed by the Principal and Head Clerk and it is approved by the all members of the finance committee. . Details of Financial budget for the financial year 2022-23 as under:



PANCHTHUPI HARIPADA GOURIBALA COLLEGE
VIII+P.O.PANCHTHUPI .DIST-MURSHIDABAD PIN-742161
BUDGETED INCOME & EXPENDITURE ACCOUNT FOR THE YEAR 2022-23

EXPENDITURE	AMOUNT Rs.	INCOME	AMOUNT Rs.
To Bank Charge	2,000.00	By Admission fee	60,000.00
To Computer Maintenance	50,000.00	By Bank Interest	12000.00
To Conveyance Allowance	72,000.00	By Contingency fee	128,000.00
To Communication Allowance	12,000.00	By College Exam. Fee	96,000.00
To Exp. For College Exam.	15,000.00	By Computer Course fee	128,000.00
To Exp.for E-filling for I.T , P.T.& ST	25,000.00	By Electricity fee	64,000.00
To Honorarium to Computer Teachers	72,000.00	By Exam. Contingency fee	128,000.00
To Electric Bill	45,000.00	By Miscellaneous Income	128,000.00
To Exp. For Library	10,000.00	By Receipts from I/Card	32,000.00
To Exp. For Generator Maint.	36,000.00	By Application fees for Online	
To Exp. For Gardening	25,000.00	Admission	
To Honorarium to Casual NTS	300,000.00	By Tuition fee	856,500.00
To Honorarium to Guest Teacher for TA	100,000.00		
To Miscellaneous exp.	75,000.00		
To News paper Bill	6,000.00		
To Printing & Stationery	50,000.00		
To Postage & Courier	2,000.00		
To Repairs & Maintenance	75,000.00		
To Expenses for NAAC	200,000.00		
To Repairs to Furniture	25,000.00		
To Travelling & Conveyance	150,000.00		
To Telephone Bill	3,000.00		
To Expenses for Internet	30,000.00		
To Tuition fee to W.B. Govt.(50%)	428,250.00		
To Software Installation & Maintenance(Including website)	70,000.00		
To Annual Maintenance of Water Purifier	12,000.00		
To Annual Maintenance of Generator	15000.00		
To Vetting charges (plan & Estimate)	50,000.00		
To Expenses for I Card	32,000.00		
		Total Income :	1,632,500.00



Total Expenditure	1,987,250.00		
		By Excess of Expenditure over Income (Deficit)	354,750.00
	1,987,250.00		1,987,250.00

Signature of the Head Clerk *Himadul San Khan* 28/04/2022

Signature of the Principal *[Signature]*

Head Clerk
Panchthupi Haripada Gouribala College
Panchthupi, Murshidabad.

Principal
Panchthupi Haripada Gouribala College
Panchthupi, Murshidabad

Page-2

A.	EXPECTED CAPITAL RECEIPTS :	Op. Balance 01.04.2022	To be Collected During this Year	Expected Closing Balance (31.03.2023)
	Development fee	513514.00	192000	705514.00
	Building Fees	335689.00	128000	463689.00
	Building Maintenance fee	185794.00	64000	249794.00
	Cycle Shed maintenance	25300.00	12800	38100.00
	Library fees	495270.00	102400	597670.00
	Faculty Improvement fees	463800.00	1033500	1497300.00
	Total::	2019367.00	1532700.00	3552067.00

B . Proposal for Revenue Payments :

	Expected Expenditure	Source
1. Temporary labors to be engaged for routine maintenance of building etc.	75000.00	Building Maintenance fees
2. Labors to be engaged for routine cleaning the land of Premises , Canteen, Cycle shed etc	12000.00	Cycle shed Maintenance
3. Labors to be engaged for routine cleaning the Library	8000.00	Library Fees
4. No. of Journals to be subscribed in the Library (National & International)	20000.00	Library fee
5. Minor Repairs to Building	50000.00	Building Maintenance fee
	165000.00	



C. Proposal for Capital Expenditure :		Expected Expenditure	Source
1.	Bench desks for new Class rooms	200000.00	Development Fund
2.	Text & reference Books to be Purchased	100000.00	Library fee
3.	Furniture and others for New teachers' room	200000.00	Faculty Improvement fee
4.	Laptop for Each Department	150000.00	Faculty Improvement fee
5.	Construction of Toilets Male & Female for attached Teachers Room	250000.00	Building fee
6.	Air Conditioner Machine for Teachers Room, Meeting Room & Staff Room	400000.00	faculty Improvement fees
7.	Arrangement of Water Cooling Machine for Staff and students	60000.00	Development fund
8.	Arrangement of Projectors for ICT based Class room	100000.00	Faculty Improvement fee
Total		1460000.00	

Hamadi Samrao

Signature of the Head Clerk 28/09/2022

Head Clerk
Panchthupi Haripada Gouribala College
Panchthupi, Murshidabad

Continued page -3

Page-3

Amir

Signature of the Principal

Principal
Panchthupi Haripada Gouribala College
Panchthupi, Murshidabad

Proposal for Infrastructural Development

1. Proposal to be submitted to West Bengal Government Higher Education Department through the Initiation of College Governing Body for Infrastructure Development.
Prayer to be done to the MP & MLA for MPLAD Fund & BEUP Fund through the initiation of College
2. Governing Body for Infrastructure Development.
3. Proposal to be submitted to Minority Department through the Initiation of College Governing Body for Infrastructure Development.
4. Proposal to be Submitted to Special Secretary Govt of WB for Science Block.
5. Proposal to be Submitted to Special Secretary Govt of WB for Development Grant (Computers, AC, Laboratory equipments, Xerox Machine, Printers, CCTV etc.)

Hamadi Samrao

Signature of the Head Clerk 28/09/2022

Head Clerk
Panchthupi Haripada Gouribala College
Panchthupi, Murshidabad

Amir

Signature of the Principal

Principal
Panchthupi Haripada Gouribala College
Panchthupi, Murshidabad



3. Final accounts for the financial year 2020-21 & 2021-22 placed and it is also unanimously resolved that it is true and fair from their view point.

4. Resolved that Final accounts for the financial year 2020-21 & 2021-22 to be audited by Auditor who has been appointed by the DPI, Govt of West Bengal for the last year due to the reason that no Auditor has been appointed by the DPI after 2019-20. Audit of accounts for the purpose of NAAC is required.

5. It is resolved that all the resolutions taken in the meeting to be implemented as per approval of the College Governing Body.

The meeting ended with vote of thanks.



PANCHTHUPI HARIPADA GOURIBALA COLLEGE
VILL+P.O – PANCHTHUPI. DISTRICT: MURSHIDABAD.

Meeting No. 03

Date: 13.08.2019

NOTICE

All the members of the Finance Committee of Panchthupi Haripada Gouribala College are hereby requested to attend the Meeting which will be held on 22.08.2019 at 1.00 P.M. in the office chamber of the undersigned to discuss the following agenda.

AGENDA:

1. Read and confirm the proceedings of the last meeting held on 08.06.2018.
2. Placing of Budget for the Financial year-2019-2020.
3. Placing of Final Accounts for the Financial year 2017-2018
4. Miscellaneous.

(Dr Soma Mukhopadhyay)

Principal
Panchthupi Haripada Gouribala College
Panchthupi, Murshidabad

Date: 13.08.2019

Meeting No. 03

Copy Forwarded with request to attend:

1. Sri Krishnendu Roy
2. Dr. Soma Mukhopadhyay
3. Sri Muktimoy Ghosh Hazra
4. Smt. Soma Thakur.
5. Sri Mihir Kumar Mondal
6. Mintu Mondal.
7. Arnab Mukherjee
8. Sri Arijit Kundu
9. Sri Himadri Sarkar.
10. Sri Prasanta Kumar Das.

(Dr. Soma Mukhopadhyay)

Principal
Panchthupi Haripada Gouribala College
Panchthupi, Murshidabad



RESOLUTIONS

Members present:

Sri Krishnendu Roy
Dr. Soma Mukhopadhyay
Sri Muktimoy Ghosh Hazra
Smt. Soma Thakur.
Sri Mihir Kumar Mondal
Mintu Mondal.
Arnab Mukherjee
Sri Arijit Kundu
Sri Himadri Sarkar
Sri Prasanta Kumar Das.

Signature

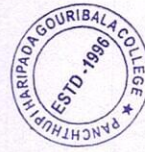
Following resolution adopted in the Meeting :

1. Read and confirm proceedings of the last meeting held on 08.06.2018.
2. Financial Budget for the Financial Year 2019-2020 placed and it is duly signed by the Principal and Accountant and it is approved by the all members of the finance committee. .
Details of Financial budget for the financial year 2019-2020 as under:



PANCHTHUPI HARIPADA GOURIBALA COLLEGE
VIII+P.O.PANCHTHUPI .DIST-MURSHIDABAD PIN-742161
BUDGETED INCOME & EXPENDITURE ACCOUNT FOR THE YEAR 2019-20

EXPENDITURE	AMOUNT Rs.	INCOME	AMOUNT Rs.
To Bank Charge	2,000.00	By Admission fee	32,500.00
To Computer Maintenance	50,000.00		
To Conveyance Allowance	72,000.00	By Bank Interest	12,000.00
To Communication Allowance	12,000.00	By Contingency fee	93,000.00
To Exp. For College Exam.	15,000.00	By College Exam. Fee	69,750.00
To Exp. for E-filling for I.T , P.T.& ST	30,000.00	By Computer Course fee	150,000.00
To Honorarium to Computer Teachers	125,000.00	By Electricity fee	46,500.00
To Electric Bill	45,000.00	By Exam. Contingency fee	93,000.00
To Exp. For Library	10,000.00		
To Exp. For Generator Maint.	12,000.00	By Faculty Improvement fee	567,000.00
To Exp. For Gardening	50,000.00		
To Honorarium to Casual NTS	200,000.00	By Miscellaneous Income	93,000.00
To Honorarium to Guest Teacher	550,000.00	By Receipts from I/Card	43,000.00
To Miscellaneous exp.	25,000.00	By Application fees for Online	
To News paper Bill	3,000.00	Admission	100,000.00
To Printing & Stationery	25,000.00	By Tuition fee	654,000.00
To Postage & Courier	1,000.00		
To Repairs & Maintenance	25,000.00	Total Income :	1,953,750.00
To Expenses for NAAC	100,000.00		
To Repairs to Furniture	15,000.00		
To Travelling & Conveyance	150,000.00		
To Telephone Bill	1,200.00		
To Expenses for Internet	25,000.00		
To Tuition fee to W.B. Govt.(50%)	327,000.00		



To Tuition fee Discount	70,000.00	By Deficit (Excess of expenditure of over Income)	225,450.00
To Software Installation & Maintenance(Including website)	90,000.00		
To Annual Maintenance of Water Purifier	12,000.00		
To Annual Maintenance of generator	8000.00		
To Expenses of S.U. Election	60000.00		
To Vetting charges (plan & Estimate)	50,000.00		
To Expenses for I Card	19,000.00		
	2,179,200.00		2,179,200.00

Prasanna Kumar Das
Signature of the Accountant 22.8.2019

Accountant
Panchthupi Haripada Gouribala College
Village - Panchthupi, Dist. - Murshidabad

Continued Page-2

Mujir
Signature of the Principal

Principal
Panchthupi Haripada Gouribala College
Panchthupi, Murshidabad

Page-2

A.	EXPECTED CAPITAL RECEIPTS :	Op. Balance 31.12.2018	To be Collected During this Year	Expected Closing Balance (31.03.2020)
	Development fee	592297.00	139500	731797.00
	Building Fees	115568.00	93000	208568.00
	Building Maintenance fee	106500.00	46500	153000.00
	Cycle Shed maintenance	25300.00	9300	34600.00
	Library fees	197960.00	74400	272360.00
	Total::	1037625.00	362700.00	1400325.00

B
Proposal for Revenue Payments :

	Expected Expenditure	Source
1. Temporary labours to be engaged for routine maintenance of building etc.	25000.00	Building Maintenance fees
2. Labours to be engaged for routine cleaning the land of Premises , Canteen, Cycle shed etc	12000.00	Cycle shed Maintenance
3. Labours to be engaged for routine cleaning the Library	8000.00	Library Fees



4.	Provision of a Guest Computer Teacher to be recruited on an Average Pay of Rs. 450 Per day . for Computer Classes .	125000.00	Computer Course Fee
5.	No. of Journals to be subscribed in the Library (National & International)	20000.00	Library fee
6.	Minor Repairs to Building	50000.00	Building Maintenance fee
		240000.00	

Proposal for Revenue Receipts

1. Fees to be Enhanced for avoiding Deficit .
2. Students Enrollment to be Enhanced through the Publication of Leaflets etc .
3. Free studentship to be Controlled

C. Proposal for Capital Expenditure :		Expected Expenditure	Source
1.	Total Campus to be coloured	300000.00	Development Fund
2.	Electrical Equipment Required for New Class Room	50000.00	Building Fiund
3.	Glow sign for college Name	50000.00	Building Maintenance
4.	Dust been & Garbage Bag to be Procured	45000.00	Building Maintenance Fee
5.	Store room & NSS room to be procured by Partition wall	30000.00	Building Maintenance fee
6.	Biometric attendance Machine to be Installed	10000.00	Development fee
7.	Facilities for E Library System to be introduced	50000.00	Library fee
7.	Text & reference Books to be Purchased	100000.00	Library fee
Total		635000.00	

Prasanta Kumar Sin.

Signature of the Accountant 22.8.2019.

Accountant

Panchthupi Haripada Gouribala College
Vill-P.O.- Panchthupi, Dist.- Murshidabad

Continued page -3

Mujir

Signature of the Principal
Principal
Panchthupi Haripada Gouribala College
Panchthupi, Murshidabad

Proposal for Infrastructural Development

1. Proposal to be submitted to West Bengal Government Higher Education Department through the Initiation of College Governing Body for Infrastructure Development.
Prayer to be done to the MP & MLA for MPLAD Fund & BEUP Fund through the initiation of College
2. College



Governing Body for Infrastructure Development.

3. *Proposal to be submitted to Minority Department through the Initiation of College*

Governing Body for Infrastructure Development.

4. *Proposal to be Submitted to Special Secretary Govt of WB for Science Block.*

5. *Proposal to be Submitted to Special Secretary Govt of WB for Development Grant (Computers, AC, Laboratory equipments, Xerox Machine, Printers, CCTV etc.)*

Poojita Kumar Das

Signature of the Accountant

22.8.2019.

Panchthupi Haripada Gouribala College
VIII-P.O.- Panchthupi, Dist.- Murshidabad

Amir

Signature of the Principal

Principal
Panchthupi Haripada Gouribala College
Panchthupi, Murshidabad

Continued Page-4



NOTES :

1. No. of Students to be admitted in the classes (say)

	Honours Course	General Course	Total
B.A. 1st Year (1st & 2nd Semester)	150	350	500
B.A. 1st Year (3rd & 4th Semester)	90	200	290
B.A. 2nd Year	30	30	60
B.A. 3rd Year	50	30	80
Grand Total ::	320	610	930

1. Yearly Income & Expenditure in this proposed Budget estimate have been prepared by taking on the assumption that 320 students in the Hons. Courses and 610 students in the General courses to be admitted in all classes viz, 1st year, 2nd year & 3rd year as per last 3 years trend.
2. Number of students have been taken into account considering New admission. Exam. Results, Drop out trend etc.
3. Tuition fees for General course Rs.50.00 Per Month and Hons. Course @ Rs. 75 Per Month have been imposed as per recommendation of Govt. Order. (Letter No. FS/120(400)Sche/2001 Dt. 6-7-2001.
4. Estimate Budget prepared excluding the fees collected for University.
5. All the fees collected for students Union not taken into accounts as because all funds handed over to the students Union for their disbursement.
6. Session charges imposed as per the resolution of the College Governing Body.
7. Considered Admission fees Collected from a student once a time on the time of admission for 3 years course.
8. All the fees of University collected as per their norms and duly paid to the University in stipulated time.
9. Remuneration of Guest Teacher and Casual NTS calculated as per their payment as directed by the Governing Body in the Previous Year.
10. Considered Tuition fee discount will be given 10% of Total no. of Students admitted for 11 Months .
11. Budgeted accounts for the year 2018-19 is prepared confirmity with previous years audited accounts.

SUGGESTIONS:

1. Necessary steps to be taken for creation of Teaching posts to avoid use of College funds for payment to Guest Teacher .
2. Schedule classes to be allotted to Full time Teacher as per UGC Guideline & less Use of Guest Teacher to avoid drainage of College Fund.
3. Necessary steps to be taken for creation of Non Teaching posts to avoid use of College funds for payment to Casual NTS.



5. Due to charging Depreciation on Building in the Income Expenditure an huge amount showing as deficit and General Fund shoing Negetive in the Balance Sheet This is a Non CashExpenses and no Proviission for Depreciation account Maintained. Depreciation on Building not to be Charged from the Next years accounts .

Parasuram Prasad

Signature of the Accountant 22.8.2019

Accountant
Panchthupi Haripada Gouribala College
VIII+P.O.- Panchthupi, Dist.- Murshidabad

Mujir

Signature of the
Principal

Principal
Panchthupi Haripada Gouribala College
Panchthupi, Murshidabad

3. Final accounts for the financial year 2017-2018 placed and it is also unanimously resolved that it is true and fair from their view point.

4. Resolved that Final accounts for the financial year 2017-18 to be audited by Auditor who has been appointed by the DPI, Govt of West Bengal.

Meeting ended with vote of thanks.



PANCHTHUPI HARIPADA GOURIBALA COLLEGE
VILL+P.O – PANCHTHUPI. DISTRICT: MURSHIDABAD.

Meeting No. 02


Date: 31.05.2018

NOTICE

All the members of the Finance Committee of Panchthupi Haripada Gouribala College are hereby requested to attend the Meeting which will be held on 08.06.2018 at 12.00 P.M. in the office chamber of the undersigned to discuss the following agenda.

AGENDA:

1. Read and confirm the proceedings of the last meeting.
2. Placing of Budget for the Financial year-2018-19
3. Miscellaneous.



(Dr Soma Mukhopadhyay)
Principal
Panchthupi Haripada Gouribala College
Panchthupi, Murshidabad

Date: 31.05.2018

Meeting No. 02

Copy Forwarded with request to attend:

1. Sri Krishnendu Roy
2. Dr. Soma Mukhopadhyay
3. Sri Muktimoy Ghosh Hazra
4. Smt. Soma Thakur.
5. Sri Mihir Kumar Mondal
6. Mintu Mondal.
7. Arnab Mukherjee
8. Sri Arijit Kundu
9. Sri Himadri Sarkar.
10. Prasanta Kumar Das.


(Dr. Soma Mukhopadhyay)
Principal
Panchthupi Haripada Gouribala College
Panchthupi, Murshidabad



RESOLUTIONS

Members present:

Signature

1. *Sri Krishnendu Roy*
2. *Dr. Soma Mukhopadhyay*
3. *Sri Muktimoy Ghosh Hazra*
4. *Smt. Soma Thakur.*
5. *Sri Mihir Kumar Mondal*
6. *Arnab Mukherjee*
7. *Sri Arijit Kundu*
8. *Sri Himadri Sarkar.*

Following resolution adopted in the Meeting :

1. Read and confirm proceedings of the last meeting held on 22.02.2017.
2. Financial Budget for the Financial Year 2018-19 placed and it is duly signed by the Principal and Accountant and it is approved by the all members of the finance committee. It is also resolved that keeping in mind the deficit amount of Rs. 2,39,000/- necessary steps to be taken for avoiding deficit. Details of Financial budget for the financial year 2018-19 as under:



PANCHTHUPI HARIPADA GOURIBALA COLLEGE
VIII+P.O. PANCHTHUPI .DIST-MURSHIDABAD PIN-742161

BUDGETED INCOME & EXPENDITURE ACCOUNT FOR THE YEAR 2018-19

EXPENDITURE	AMOUNT Rs.	INCOME	AMOUNT Rs.
To Bank Charge	1,500.00	By Admission fee	37,500.00
To Computer Maintenance	35,000.00		
To Conveyance Allowance	72,000.00	By Bank Interest	15,000.00
To Communication Allowance	12,000.00	By Contingency fee	75,000.00
To Exp. For College Exam.	12,000.00	By College Exam. Fee	60,000.00
To Exp.for E-filling for I.T , P.T.& ST	15,000.00	By	
		By Electricity fee	40,000.00
To Electric Bill	50,000.00	By Exam. Contingency fee	70,000.00
To Exp. For Library	25,000.00		
To Exp. For Generator Maint.	10,000.00	By Faculty Improvement fee	510,000.00
To Exp. For Gardening	60,000.00		
To Honorarium to Casual NTS	200,000.00	By Miscellaneous Income	80,000.00
To Honorarium to Guest Teacher	500,000.00	By Receipts from I/Card	12,000.00
To Miscellaneous exp.	50,000.00	By Application fees for Online	
		Admission	90,000.00
To News paper Bill	2,000.00		
To Printing & Stationery	25,000.00	By Tuition fee	570,000.00
To Postage & Courier	1,000.00	By Students Enrollment Fee	25,000.00
To Repairs & Maintenance	25,000.00	Total Income :	1,584,500.00
To Repairs to Building	50,000.00		
To Repairs to Furniture	20,000.00		
To Travelling & Conveyance	125,000.00		
To Telephone Bill	3,000.00		
To Telephone Bill VPN BB (UGC)	25,000.00		
To Tuition fee to W.B. Govt.(50%)	250,000.00		
To Tuition fee Discount	70,000.00		
To Software Installation & Maintenance(Including website)	90,000.00		
To Annual Maintenance of Water Purifier	10,000.00	By Deficit	
To Expenses of S.U. Election	60,000.00	(Excess of expenditure of over Income)	239,000.00



To vetting charges (plan & Estimate)	25,000.00	
Total Expenses:	1,823,500.00	
		1,823,500.00

Parasurama Kumar Reddy

Signature of the Accountant 08.06.2018

Accountant

Panchthupi Haripada Gouribala College
Vill-P.O.- Panchthupi, Dist.- Murshidabad

M. J. N.

Signature of the Principal

Principal
Panchthupi Haripada Gouribala College
Panchthupi, Murshidabad

Continued Page-2

Page-2

A.	EXPECTED CAPITAL RECEIPTS :	Op. Balance 01.04.2018	To be Collected During this Year	Expected Closing Balance (31.03.2018)
	Development fee	550830.00	120000.00	670830.00
	Building Fees	115568.00	80000.00	195568.00
	Building Maintenance fee	106500.00	40000.00	146568.00
	Cycle Shed maintenance	25300.00	8000.00	33300.00
	Library fees	197960.00	64000.00	262760.00
	Total::	996158.00	312000.00	1309026.00

B. Proposal for Revenue Payments :

	Expected Expenditure	Source
1. Temporary labours to be engaged for routine maintenance of building etc.	15000.00	Building Maintenance fees
2. Labours to be engaged for routine cleaning the land of Premises, Canteen, Cycle shed etc	7000.00	Cycle shed Maintenance
3. Labours to be engaged for routine cleaning the Library	8000.00	Library Fees
4. Provision of a Casual NTS (Computer Expert) to be Procured on an Average Pay of Rs. 50000 P.A. for working Library software	50000.00	Library fees
5. No. of Journals to be subscribed in the Library (National & International)	20000.00	Library fee
	100000.00	



Proposal for Revenue Receipts

1. Fees to be Enhanced for avoiding Deficit .
2. Students Enrollment to be Enhanced through the Publication of Leaflets etc .
3. Free studentship to be Controlled

C. Proposal for Capital Expenditure :

	Expected Expenditure	Source
1. Bench & Desk to be Procured about 150 pairs for 8 New Class Room	400000.00	Development Fund
2. Electrical Installation required for new class room	150000.00	Building Fiund
3. Electrical Equipment Required for New Class Room	50000.00	Building Fiund
4. Chair Tables to be Procured for Teachers for new Class room	20000.00	Development Fund
5. Tables & Chairs for Teachers Room about 25 seats, and one Office to be Procured for Head Clerk	100000.00	Development Fund
6. Glow sign for college Name	50000.00	Building Maintenance
7. Minor Repaires for Staff Toilets	15000.00	Building Maintenance
Total	785000.00	

Pasanta Kumar Sen
 Signature of the Accountant
 28.06.2018
 Accountant
 Panchthupi Haripada Gouribala College
 VIII-P.O.- Panchthupi, Dist.- Murshidabad

Mujin
 Signature of the Principal
 Principal
 Panchthupi Haripada Gouribala College
 Panchthupi, Murshidabad
 Continued page -3

Page-3

D. Source of Capital Receipts :

	Opening Balance	Expected Collection Durnig the Year	Total Expected Availbl. Balance
Development fee	572103.00	97500	669603.00
Building Fees	38353.00	65000	103353.00
Building Maintenance fee	67567.00	32500	100067.00
Cycle Shed maintenance	12830.00	6500	19330.00
Library fees	140680.00	52000	192680.00
TOTAL::	831533.00	253500	1085033.00

Proposal for Capital Receipts

1. Proposal to be submitted to West Bengal Government Higher Education Department through the Initiation of College Governing Body for Infrastructure Development.



2. *Prayer to be done to the MP & MLA for MPLAD Fund & BEUP Fund through the initiation of College Governing Body for Infrastructure Development.*
3. *Proposal to be submitted to Minority Department through the Initiation of College Governing Body for Infrastructure Development.*
4. *Proposal to be submitted to University Grants Commission for General Development Assistance, Seminars etc through the Proper committee.*

Parvati Kumar Das

Signature of the Accountant

08.06.2018

Accountant
Panchthupi Haripada Gouribala College
VIII-P.O., Panchthupi, Dist.- Murshidabad

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Signature of the Principal
Principal
Panchthupi Haripada Gouribala College
Panchthupi, Murshidabad

Continued Page-4

Page-4

NOTES :

1. No. of Students to be admitted in the classes (say)

	Honours Course	General Course	Total
B.A. 1st Year	150	350	500
B.A. 2nd Year	100	100	200
B.A. 3rd Year	50	50	100
Grand Total ::	300	500	800



2. Yearly Income & Expenditure in this proposed Budget estimate have been prepared by taking on the assumption that 300 students in the Hons. Courses and 500 students in the General courses to be admitted in all classes viz, 1st year, 2nd year & 3 year as per last 3 years trend.
3. Number of students have been taken into account considering New admission. Exam. Results, Drop out trend etc.
4. Tuition fees for General course Rs.50.00 Per Month and Hons. Course @ Rs. 75 Per Month have been imposed as per recommendation of Govt. Order. (Letter No. FS/120(400)Sche/2001 Dt. 6-7-2001.
5. Estimate Budget prepared excluding the fees collected for University.
6. All the fees collected for students Union not taken into accounts as because all funds handed over to the students Union for their disbursement.
7. Session charges imposed as per the resolution of the College Governing Body.
8. Considered Admission fees Collected from a student once a time on the time of admission for 3 years course.
9. All the fees of University collected as per their norms and duly paid to the University in stipulated time.
10. Remuneration of Guest Teacher and Casual NTS calculated as per their payment as directed by the Governing Body in the Previous Year.
11. Considered Tuition fee discount will be given 10% of Total no. of Students admitted for 11 Months .
12. Budgeted accounts for the year 2018-19 is prepared confirmity with previous years audited accounts.

SUGGESTIONS:

1. Necessary steps to be taken for creation of Teaching posts to avoid use of College funds for payment to Guest Teacher .
2. Necessary steps to be taken for Grant of Indoor Stadium and sports facilities from District Youth Office, Govt. of W.B.
3. Schedule classes to be allotted to Full time Teacher as per UGC Guideline & less Use of Guest Teacher to avoid drainage of College Fund.
4. Necessary steps to be taken for creation of Non Teaching posts to avoid use of College funds for payment to Casual NTS.

Parvanta Kumar Sin.

Signature of the Accountant 08.06.2018 .

Accountant
Panchthupi Haripada Gouribala College
VIII-P.O.- Panchthupi, Dist.- Murshidabad

Mujin.

Signature of the Principal
Principal
Panchthupi Haripada Gouribala College
Panchthupi, Murshidabad



3. Final accounts for the financial year 2016-2017 placed and it is also unanimously resolved that it is true and fair from their view point.

4. Resolved that Final accounts for the financial year 2016-2017 to be audited by Auditor who has been appointed by the DPI, Govt of West Bengal.

Meeting ended with vote of thanks.



PANCHTHUPI HARIPADA GOURIBALA COLLEGE
VILL+P.O – PANCHTHUPI, DISTRICT: MURSHIDABAD.

Meeting No. 01

Date: 14.02.2017

NOTICE

All the members of the Finance Committee of Panchthupi Haripada Gouribala College are hereby requested to attend the Meeting which will be held on 22.02.2017 at 12.30 P.M. in the office chamber of the undersigned to discuss the following agenda.

AGENDA:

1. Placing of Budget for the Financial year 2017-18
2. Placing of Final accounts for the Financial year 2015-16.
3. Discussion on steps to be taken for audit of College Accounts for the Financial Year-2015-16 by Auditor appointed by the DPI, Govt. of West Bengal.
4. Discussion on steps to be taken for utilisation of UGC Grant under Head-31 for development of infrastructure of the College as stated in the terms and condition as stated by the UGC..
5. Discussion on Amount to be transferred to Student Welfare fund Collected up to 2015-16 from students as per regulation of University of Kalyani.
6. Discussion on implementation of infrastructure development as stated in the budget.
7. Miscellaneous.

(Dr Soma Mukhopadhyay)

Principal
Panchthupi Haripada Gouribala College
Panchthupi, Murshidabad

Date: 14.02.2017

Meeting No. 01

Copy Forwarded with request to attend:

1. Sri Krishnendu Roy
2. Dr. Soma Mukhopadhyay
3. Sri Debal das
4. Smt. Soma Thakur.
5. Sri Mihir Kumar Mondal
6. Mintu Mondal
7. Sri Arnab Mukherjee
8. Sri Himadri Sarkar.
9. Sri Prasanta Kumar Das

Principal
Panchthupi Haripada Gouribala College
Panchthupi, Murshidabad



(Dr. Soma Mukhopadhyay)

RESOLUTIONS

Members present:

Signature

1. *Sri Krishnendu Roy*
2. *Dr. Soma Mukhopadhyay*
3. *Sri Debal das*
4. *Smt. Soma Thakur.*
5. *Sri Mihir Kumar Mondal*
6. *Mintu Mondal*
7. *Sri Arnab Mukherjee*
8. *Sri Himadri Sarkar.*
9. *Sri Prasanta Kumar Das*

Following resolution adopted in the Meeting :

Financial Budget for the Financial Year 2017-18 placed duly signed by the Principal and Accountant and it is approved by the all members of the finance committee. It is also resolved that keeping in mind the deficit amount of Rs. 194438/- necessary steps to be taken for avoiding deficit. Details of Financial budgie for the financial year 2017-18 as under:

VIII+P.O.PANCHTHUPI .DIST-MURSHIDABAD PIN-742161
BUDGETED INCOME & EXPENDITURE ACCOUNT FOR THE YEAR 2017-18

EXPENDITURE	AMOUNT Rs.	INCOME	AMOUNT Rs.
To Bank Charge	3,000.00	By Admission fee	35,000.00
To Computer Maintenance	50,000.00		
To Exp. For College Exam.	8,000.00	By Bank Interest	25,000.00
To Exp.for E-filling for I.T , P.T.& ST	10,000.00	By Contingency fee College Exam.	65,000.00
To Exp. For online Admission	30,000.00	By Fee	48,750.00
To Electric Bill	30,000.00	By Canteen & Cycle shed Maint.	6,500.00
To Exp. For Library	15,000.00	By Electricity fee	32,500.00
To Exp. For Generator Maint.	10,000.00	By Exam. Contingency fee	65,000.00
To Exp. For Gardening	25,000.00		
To Honorarium to Casual NTS	150,000.00	By Faculty Improvement fee	411,000.00
To Honorarium to Guest Teacher	450,000.00	By Library fee	52,000.00
To Miscellaneous exp.	50,000.00	By Miscellaneous Income	65,000.00
To News paper Bill	2,000.00	By Receipts from I/Card	9,750.00
To Printing & Stationery	30,000.00	By Receipts from Admn. Form & Prospectous	70,000.00
To Postage & Courier	1,500.00	By Tuition fee	462,000.00
To Repairs & Maintenance	20,000.00	By Students Enrollment Fee	40,000.00
To Repairs & Maint. to Building	50,000.00	Total Income	1,387,500.00
To Repairs to Furniture	10,000.00	:	
To Travelling & Conveyance	125,000.00		
To Telephone Bill	3,000.00		
To Telephone Bill VPN BB (UGC)	25,000.00		
To Tuition fee to W.B. Govt.(50%)	207,563.00		
To Tuition fee Discount	46,875.00		
To Annual Software Maintenance (Including website)	50,000.00		
To Annual Maintenance of Water Purifier	15,000.00	By Deficit	
To Annual Maintenance of Generator	15,000.00	(Excess of expenditure of over Income)	194,438.00
To Expenses of S.U. Election	100,000.00		
To vetting charges (plan & Estimate)	50,000.00		
Total Expenses:	1,581,938.00		
TOTAL	1581938.00		1509138.00

Poojita Kumar
 22.09.2017.
 Accountant

Panchthupi Haripada Gouribala College
 VIII+P.O.- Panchthupi, Dist.- Murshidabad

Anjan
 Principal
 Panchthupi Haripada Gouribala College
 Panchthupi, Murshidabad



A. EXPECTED CAPITAL RECEIPTS :		Amount(Rs.)
Development fee		97500
Building Fees		65000
Building Maintenance fee		32500
Cycle Shed maintenance		6500
Library fees		52000
Total::		253500

B. Proposal for Revenue Receipts & Payments :		
	Expected Expenditure	Source
1. Total Remuneration of All Guest teachers to be Increased by Rs. 150,000 i.e. Rs. 1000 P.M. for every Teacher on an average	150000.00	
2. Total Remuneration of all casual NTS to be increased by Rs. 36000 . Amount to be increased on there allotted Job.	40000.00	
3. Provision of a Casual NTS (Computer Expert) to be Procured on an Average Pay of Rs. 50000 P.A.	50000.00	
4. No. of Journals to be subscribed in the Library (National & International)	15000.00	Library fee
	255000.00	
Proposal for Revenue Receipts		
Fees to be Enhanced for avoiding Deficit due to no of Students admitted is very poor. Seats for all stream are lying vacant.		

C. Proposal for Capital Expenditure :		
	Expected Expenditure	Source
1. Computer to be procured for students' to access internet facility and Basic Computer Literacy as stated by the NAAC as a part of LOI deficiencies.	50000.00	Library fee
2. Class Room to be Equiped with LCD Projector as as stated by the NAAC . as a part of LOI deficiencies	50000	Development Fund
3. Books to be purchased for students in the Library.	100000	Library Fee
4. Bench & Desk to be Procured for 4 New Class Room	100000	Development Fund
5. Audio Visual Class room to be prepared out of Govt. Grant.	300000	DPI Grant
6. Add on Courses to be Conducted as stated by the NAAC as a part of LOI deficiencies .	30000	Development Fund
Total	630000.00	

Pasanta Kumar Das

22-02-2017
Accountant

Panchthupi Haripada Gouribala College
VIII-P.O.- Panchthupi, Dist.- Murshidabad

Murji

Principal
Panchthupi Haripada Gouribala College
Panchthupi, Murshidabad



D. Source of Capital Receipts :

	Opening Balance	Expected Collection Durnig the Year	Total Expected Availbl. Balance
Development fee	572103.00	97500	669603.00
Building Fees	38353.00	65000	103353.00
Building Maintenance fee	67567.00	32500	100067.00
Cycle Shed maintenance	12830.00	6500	19330.00
Library fees	140680.00	52000	192680.00
TOTAL::	831533.00	253500	1085033.00

NOTES :

1. No. of Students to be admitted in the classes (assumption)

	Honours Course	General Course	Total
B.A. 1st Year	150	300	450
B.A. 2nd Year	50	60	110
B.A. 3rd Year	40	50	90
Grand Total ::	240	410	650

- Yearly Income & Expenditure in this proposed Budget estimate have been prepared by taking on the assumption that 240 students in the Hons. Courses and 410 students in the General courses to be admitted in all classes viz, 1st year, 2nd year & 3 year as per last 3 years trend.
- Number of students have been taken into account considering New admission. Exam. Results, Drop out trend etc.
- Tuition fees for General course Rs.50.00 Per Month and Hons. Course @ Rs. 75 Per Month have been imposed as per recommendation of Govt. Order. (Letter No. FS/120(400)Sche/2001 Dt. 6-7-2001.
- Estimate Budget prepared excluding the fees collected for University.
- All the fees collected for students Union not taken into accounts as because all funds handed over to the students Union for their disbursement.
- Session charges imposed as per the resolution of the College Governing Body.
- Considered Admission fees Collected from a student once a time on the time of admission for 3 years course.
- All the fees of University collected as per their norms and duly paid to the University in stipulated time.
- Remuneration of Guest Teacher and Casual NTS calculated as per their payment as directed by the Governing Body in the Previous Year.
- Considered Tuition fee discount will be given 10% of Total no. of Students admitted for 11 Months .
- Budgeted accounts for the year 217-2018 is prepared confirmity with previous years audited accounts.

Poojita Kumar Das

27.09.2017
Accountant

Panchthupi Haripada Gouribala College
Vill-P.O. Panchthupi, Dist. Murshidabad

Mujir
Principal
Panchthupi Haripada Gouribala College
Panchthupi, Murshidabad



SUGGESTIONS:

1. Necessary steps to be taken for Govt Grant for Furniture, Equipment , Computer etc.
2. Necessary steps to be taken for Building Grant from DPI, W.B. & UGC
3. Necessary steps to be taken for creation of Teaching & Non Teaching posts to avoid use of College funds for payment to Guest Teacher & Casual NTS.
4. Necessary steps to be taken for Grant of Indoor Stadium and sports facilities from District Youth Office, Govt. of W.B.
5. Necessary steps to be taken for Grant from Minority Department Gov. of W.B.
6. College required a Fixed Deposit account.

Parasanta Kumar An

Accountant

22.02.2017

Panchthupi Haripada Gouribala College
VIII-P.O.- Panchthupi, Dist.- Murshidabad

Mujir

Principal

Panchthupi Haripada Gouribala College
Panchthupi, Murshidabad

2. Final accounts for the financial year 2015-2016 placed and it is also unanimously resolved that it is true and fair from their view point.

3. Resolved that Final accounts for the financial year 2015-16 to be audited by Auditor who has been appointed by the DPI, Govt of West Bengal.

4. Resolved that Grant received from UGC under head -31 to be utilised for the purpose of Computer up gradation, Annual water purifier maintenance and others as per need of the College. It is also resolved that all the expenses to be approved by the College Governing Body in it's meeting.

5. As per order of the West Bengal Govt. no Students Union Election conducted. Because of the reason members of the Finance committee decided all the funds collected from students during this period to be transferred to Students Welfare Fund as per regulation of University of Kalyani.

It is also resolved that this amount to be hand over for disbursement to the General Secretary of the Students Union 2016-17 for the purpose of welfare of the students.

6. Resolved that the honorarium of the Guest Lecturer of the College enhanced Rs. 450/- per day instead of existing rate of Rs. 350/- Per day wef. 01.04.2017.

7. Resolved that the honorarium of the Casual non teaching of the College enhanced as under wef. 01.04.2017.:

1. Raju Majhi Rs. 105/- Per day increased.

2. Anata Ghose Moulik Rs. 2000/- Per month instead of Rs. 800/- Per Month.

3. Golam Odud Sk. Rs. 50/- Per day increased.

All the resolutions taken in the meeting to be implemented as per approval of the College Governing Body.

Meeting ended with vote of thanks.