

**MINUTES OF THE FIRST MEETING OF FINANCE COMMITTEE HELD ON 05 JULY 2024,
10.45 AM AT BOARD ROOM OF THE MAJLIS ARTS AND SCIENCE COLLEGE
(AUTONOMOUS)**

Agenda:

1. Preparation of Budget for the year 2024-25
2. Any other matter permitted by the Chairman

Members Present:

1. Dr.Mohamed Kutty Kakkakunnan, Principal & Chairman of Finance Committee
2. Sri. C P Hamza, Secretary & Member of Finance Committee
3. Sri. Noushad N, Director & Member of Finance Committee
4. Sri. Abdul Karim U, CAO & Finance Officer

Observation:

The meeting commenced at 10.45 am under the Chairmanship of the Chairman, Finance Committee. He welcomed all members to the meeting and explained the agenda items. Elaborate discussion was held on the preparation of budget and the further requirements for the College. After elaborate discussion, the following are decided.

Decisions:

1. Resolved to prepare budget for the year 2024-25 by including the additional heads for the following in the existing budget.
 - 1) Construction of Examination Control Room
 - 2) Interactive Panel for smart class Room of all Departments (14 Nos)
 - 3) Faculty Development and Mentoring Programme
 - 4) Scholarship for Students
2. Resolved to start a bank account with South Indian Bank, Valanchery in the name of Principal exclusively for Examination related matters.
3. Resolved to conduct the meeting of Finance Committee once in 3 months or as and when needed.
4. Resolved to invite Quotations for the Interactive Panel for the smart class rooms
5. Resolved to purchase computers and Laboratory Equipment as required by various Departments for the year 2024-25.

The meeting came to an end at 11.30 am



Chairman, Finance Committee

(Handwritten signature in green ink)
5/7/2024