

REPORT OF THE FINANCE COMMITTEE MEETING

Meeting Minutes:

The Finance Committee meeting of Holy Cross College, duly called and held on **25th August, 2023** at Holy Cross College, at 4.00 PM.

Members Present:

1. Fr. Joe Paul. CSC
2. Fr. Alfred, CSC
3. Sabyasachi Biswas
4. Dr. Tomina N.S

Agenda:

1. Construction of new Elevator.
2. Construction of Open Auditorium.
3. Construction of bus parking bay.
4. Construction of ATM in premises.
5. Construction of new administrative wing.

Decision taken after discussion:

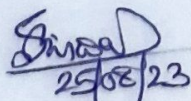
The meeting was chaired by the Chairman of the Finance Committee. The Chairman welcomed all the members in the meeting. The previous minutes were read and confirmed by all the members.

The following resolutions were taken:

1. Accessibility issues were addressed, and the need for a new elevator was highlighted. The facilities management team will collaborate with construction experts to assess feasibility and develop a timeline for construction.
2. Enhancing facilities for events and gatherings was discussed, with a focus on constructing an open auditorium. Detailed plans and cost estimates will be drafted for further review.
3. The need for organized parking facilities for buses was recognized. The facilities management team will explore suitable locations and design options for the parking bay.
4. Considering the convenience for students, staff, and visitors, the installation of an ATM on the premises was proposed. The finance department will liaise with banks to explore partnership opportunities for ATM installation.
5. With administrative operations expanding, the necessity for a new wing was discussed. The architectural team will develop plans and seek approval from relevant authorities.

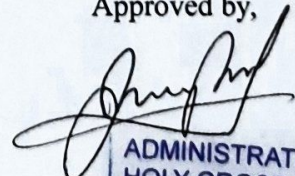
The meeting ended with a formal concluding address by the chairperson of finance committee.

Prepared by,


25/08/23

(Accounts Office)
Accounts Officer,
Holy Cross College
Agartala, Pin-799210

Approved by,



ADMINISTRATOR
HOLY CROSS COLLEGE
AGARTALA

REPORT OF THE FINANCE COMMITTEE MEETING

Meeting Minutes:

The Finance Committee meeting of Holy Cross College, duly called and held on **15th June, 2023** at Holy Cross College, at 4.00 PM.

Members Present:

1. Fr. Joe Paul. CSC
2. Fr. Alfred, CSC
3. Sabyasachi Biswas
4. Dr. Tomina N.S

Agenda:

1. Extension of Building.
2. Purchase of Smart Boards and Projectors.
3. Procurement of Desktop PCs.
4. UPS for Smart boards.
5. Installation of CCTV.

Decision taken after discussion:

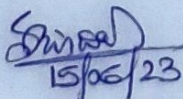
The meeting was chaired by the Chairman of the Finance Committee. The Chairman welcomed all the members in the meeting. The previous minutes were read and confirmed by all the members.

The following resolutions were taken:

1. The committee discussed the need for an extension to accommodate the growing number of students and staff. It was decided to proceed with obtaining quotes from construction companies and to review the feasibility of the project.
2. The importance of integrating modern teaching tools into classrooms was emphasized. A budget allocation was discussed, and the procurement process will begin promptly to ensure timely installation.
3. The need for upgrading desktop PCs in various departments was acknowledged. The IT department will prepare a list of required specifications and initiate the procurement process accordingly.
4. Recognizing the importance of uninterrupted power supply for electronic devices, especially Smart Boards, the necessity for UPS units was discussed. The procurement team will research suitable UPS options and present them for approval.
5. Security concerns were raised, prompting discussion on the installation of CCTV cameras across the premises. A security assessment will be conducted to determine optimal camera placements and budget requirements.

The meeting ended with a formal concluding address by the chairperson of finance committee.

Prepared by,


15/06/23

(Accounts Officer)
Holy Cross College
Agartala, Pin-799210

Approved by


ADMINISTRATOR
HOLY CROSS COLLEGE
AGARTALA