



OFFICE OF THE PRINCIPAL
GANDHI INSTITUTE OF EXCELLENT TECHNOCRATS
SANTI NIKETAN, GHANGAPATANA, BHUBANESWAR, 752054.

Ref. No.:

Date:

OFFICE ORDER
Finance Committee
Academic Year 2022-23

Objectives: To structure and generate institutional brand in order to groom its social perception, identity, recognition etc. in the academics arena.

Sl. No.	Name	Position
1	Dr. Subhrajit Pradhan (Principal, Gandhi Institute of Excellent Technocrats)	Chairperson
2	Mr.Narayan Sahu (Finance Officer, Gandhi Institute of Excellent Technocrats)	Convenor
3	Mr.Sanat Pattnaik (Chief Auditor, Gandhi Institute of Excellent Technocrats)	Co-Convenor
4	Er.Ramanrayan Sabat (Trusty Member And Management Representative, Gandhi Institute of Excellent Technocrats)	Member
5	Mr.Pramod Kumar Mohanty (AO admin, Gandhi Institute of Excellent Technocrats)	Member
6	Dr.BTM Nayak (Professor and HOD EE, Gandhi Institute of Excellent Technocrats)	Member
7	Mr.Aditya Prasad Sahu(accountant, Gandhi Institute of Excellent Technocrats)	Member

Roles & Responsibilities:

- The annual accounts and financial estimates of the Institute shall be placed before the Finance Committee for scrutiny and thereafter submitted to the Governing Council together with the comments of the Finance Committee for approval.
- The Finance Committee shall fix limits of the total recurring expenditure and the total non-recurring expenditure for the year based on the income and resources

of the Institute. No expenditure shall be incurred by the Institute in excess of the limits so fixed.

- No expenditure other than that provided in the budget shall be incurred by the Institute without the approval of the Finance Committee.

P.T.O

- To provide the financial estimates in respect of building and other infrastructural facilities that are planned to be provided based on the recommendations of Institute Development Committee.
- Estimates the income from fees and other sources.
- Estimates the fund received from DST/UGC/AICTE/any other funding agency.
- Prepares plan of expenditure for running of the institution on day-to-day basis.
- Scrutinizes the budget submitted by the different depts. and monitor the utilization of department's budget.
- Proposes the budget for the financial year for the departments and the institute.
- To consider audited accounts of the Institute and submits the audited accounts to GC.

**Principal
Gandhi Institute of Excellent Technocrats
Ghangapatna, Bhubaneswar**

Memo No _____/GIET-Ghangapatna/

Date:-

Copy to:

1. Hon'ble Vice-Chairman for favour of information.
2. Dean Academics/Dean Student Affairs/ Dean R&D/A.O.(Academics)/Director T&P/ All HODs/ /Asst.Manager-HR/A.O.(Admin)/T&P Cell/ Library/Exam.Section/Staff Circular.
3. Person Concern for the information/personal file for record.

Principal

**Gandhi Institute of Excellent Technocrats
Ghangapatna, Bhubaneswar**