

A meeting with Office development Committee and Office Staff of Handique Girls' College held on 29/09/2016 in IQAC Room at 3:30 PM.

The meeting was organized to discuss about better functioning of the office of the college. —

Members Present:

1. Dutta
2. N. K. Kishor
3. [Signature]
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5. [Signature]
6. [Signature]
7. [Signature] 29/9/16
8. [Signature] 29/9/16
9. [Signature]
10. [Signature]
11. [Signature]
- 12.
13. [Signature]
14. [Signature] 29/9/16
15. [Signature]
16. [Signature] 29/9/16
17. [Signature] 29/9/16
- 18.
- 19.
- 20.

The meeting was held to discuss about various office and administration related matters — Chaired by principal Dr. Utpal Dutta.

The meeting started with chairperson's discussion on Accounts and file management system.

Financial adviser, Mr. Chitta Sarma, retired Dy. Director, Local audit has pointed out various accounts handling problems and suggested that - a) Record keeping system be computerized for tracking of vouchers and file management system be done through

use of note sheet and be upgraded.

b) Due to shortage of manpower, & increased workload Cash has not been updated

c) Reconciliation of Cheque book and pass-book and cash Book should be done every month

d) Co-relation between Pass book & cash book should be maintained -

e) The stock book should be maintained properly.

Mr. Arindam, the tax-consultant of college suggested that all accounts be kept in software, comfortable to office and he suggested that all account be maintained in 'Tally'. Further his suggestion was that Receipt to be kept in Adroit software by payment should be made in tally.

Further suggestion is that Barcode may be utilized for stock entry and stock book keeping.

Hence it was decided that Diganta Bordoloi be asked to keep stock book entry and issue of items properly and record should be computerized.

It is resolved that one extra person be engaged from management for updating the cash book.

Mr. Sankar, in-charge of Scholarships and examination be relieved from some work and engaged in tally software & be trained.

Prof. Rajib Das, convenor, Finance committee mentioned that

as the accounts is not so big, hence computer must be used for keeping receipt and payments.

The meeting resolves to keep track of the suggestions and principal present in the meeting also agreed upon

The meeting ended with giving thanks to all.

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A handwritten signature in blue ink, possibly reading 'S. S. S.', with a large 'X' drawn over it.