



**Dr.N.G.P. Institute of Technology, Coimbatore - 48**  
**(Approved by AICTE, New Delhi & Affiliated to Anna University, Chennai)**  
**Recognized by UGC & Accredited by NAAC and**  
**NBA (BME, CSE, ECE, EEE and Mechanical)**

### **Budget Committee**

#### **Functions:**

- To examine the past proposals, the progress of expenditure and all new proposals involving fresh expenditure in the light of provisions made by each department and functional heads.
- To categorize the needs in the total recurring and non-recurring expenditure for the year based on the necessity for conduction of all the academic courses.
- To propose to Management the capital and revenue expenditure that may incur in the impending academic year.
- To prepare a detailed plan of the activities to be undertaken for the academic year as advised by the Management.
- To discuss the annual statement of the accounts and financial estimates of the Institute prepared by the Finance and Accounts Officer.

#### **Procedure:**

- The coordinator, in consultation with the members of the Committee shall prepare a provisional agenda for the meeting.
- It shall be circulated to all Members of the Committee two days before the meeting.
- After the meeting, the committee shall approve a report embodying its views, recommendations, and decisions.

#### **Tenure:**

The tenure of the members shall be as recommended by the management.

#### **Frequency of Meeting:**

The committee shall meet two times a year and such other times, as may be required.

**Committee Members:**

The Management, CEO, Principal, Department and Functional Heads, Finance Controller, Coordinator, and IQAC convener.