



Ref. No: DCSAAD/ 2023-2024/ 05

Sub: Finance committee

The Finance Committee serves as the Principal's representative for all financial affairs at the DC School of Architecture and Design. The Principal is responsible for informing and consulting with the Management regarding budget construction and implementation. The college Finance Committee conducts reviews of funding, allocations, and expenditures for the DC School of Architecture and Design, providing reports to the Management on an annual basis.

Composition of the Committee

Sl. No	Name	Designation	Role
1	Ar. Amitabh Sharma	Principal	Chairman
2	Ar. Sreekanth Sasidharan	Assistant Professor & HoD	Coordinator
3	Mr. Sreekumar CS	Accountant	Member

Functioning:

The responsibilities encompass the comprehensive preparation of the college budget for the upcoming fiscal year, including the estimation of tuition fees and student expenses to be collected, along with the development of a schedule for fee payments. Additionally, the committee is tasked with obtaining and verifying quotations for the procurement of stationary, equipment, furniture, and other necessary items, followed by the submission of purchase requisitions. It is imperative to ensure that all expenses incurred align with the approved budgetary provisions, with meticulous maintenance of relevant records throughout the process.



Principal
08th January 2024

CC: 1) All students and staff 2) All Members of the Committee 3) Stock File 4) CF