



**MOHAMED SATHAK  
ENGINEERING COLLEGE**  
KILAKARAI, RAMANATHAPURAM DIST.



Approved by AICTE, CoA, New Delhi, DGS Mumbai, Affiliated to Anna University, An ISO 9001:2015 Institution, Sponsored by Mohamed Sathak Trust, Chennai - 68.  
( Recognized under section 2(f) & 12B of UGC, NewDelhi )

Lr. No. MSEC/FC-2023-24

Date:08.06.2023

## FINANCE COMMITTEE

### FUNCTIONS

The main function of the Finance Committee is to maintain a continuing review of the financial affairs of the Institute. Using this information, it is the committee's duty to make appropriate recommendations to the Institutes Governing Body.

### RESPONSIBILITIES

- To review the proposed the annual budgets from the departments.
- To compile and prepare the proposed the annual budget for the Institute.
- To review and provide the recommendation to the Governing Body for approval of the annual Institutes budget.
- To authorize acceptable accounting and disbursement procedures for all funds under the jurisdiction of the Institute.
- To regulate and monitor the expenditures incurred by Heads of the Department.
- To analyze the expenditures under various heads in a financial year and submit a report on the utilization of the budget to the Governing Body.

Name	Designation	Category
Dr.S.Selvaperumal	Principal	Chairman
Mr.S.Mugunthan Jothi Aravinth Rajkumar	Administrative Officer	Coordinator
Mr.M.I.Shahul Hameed	Chief Account Officer	Member
Dr.A.Abdul Brosekhan	Prof\MBA	Member

Tenure of Members: 3 years

Frequency of meeting: Periodically



*S. Selvaperumal*

PRINCIPAL

**PRINCIPAL**

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**KILAKARAI - 623 806.**