



The Finance and Planning Committee, Kamakhya Pemton College

Introduction:

Kamakhya Pemton College has been prioritizing its short term and long term goals for effective development of the college. Finance and Planning Committee was established on 13th June, 2022, for making more efficient strategic planning and assisting financial management, according to the vision and Mission of the college.

The Committee was led by Chairman, Dr. Wahengbam Nimai Singh and Coordinator Dr. Sanasam Ajit Singh. Its main aim is assisting sound resource allocation, strategic planning, and responsible governance.

Mission:

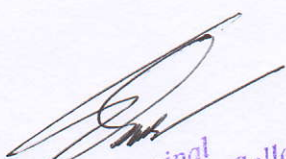
To guide sound resource allocation, strategic planning, and responsible governance, propelling Kamakhya Pemton College towards a future of excellence and growth.

Functions:

1. The Committee actively collaborate with other committees and departments, translating the college's vision into concrete financial plans and aligning resource allocation with strategic goals.
2. The Committee oversee the implementation of policies, service rules, and codes of conduct, contributing to a transparent and efficient institutional framework.
3. The Committee reviews Staffs' Performance and Welfare. The Committee plays a crucial role in reviewing staff performance, implementing fair and effective appraisal systems, and ensuring the well-being of the college's workforce.
4. The Committee assists in Financial Planning and Resource Allocation of the institution: It assists financial strategies and plans to support the college's short-term and long-term goals, allocating resources effectively while adhering to budgetary constraints.
5. The Committee aims to assist closely with internal and external auditors to ensure thorough and effective financial audits, upholding transparency and accountability in financial practices.
6. The Committee focus on Communication among various stakeholders of the college. The committee maintains open communication channels, regularly communicating financial information, plans, and updates to relevant stakeholders, including the Governing Body, Principal, committees, and departments.

Members and Designations of Finance and Planning Committee

Sl. No.	Name	Designations
1.	Dr. W. Nimai Singh, Principal	Chairman
2.	Dr. Sanasam Ajit Singh, Vice Principal	Coordinator
3.	Leishangthem Chaoba Devi, Asst. Prof., Mathematics	Member
4.	Yumnam Hemochandra Singh, Asst. Prof., Sociology	Member
5.	Yumnam Premkumar, LDC	Member
6.	Chongtham Dinesh Singh, Accountant	Member


Principal
Kamakhya Pemton College,
Hiyangthang



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KAMAKHYA PEMTON COLLEGE

Hiyangthang, Imphal West, Manipur-795009

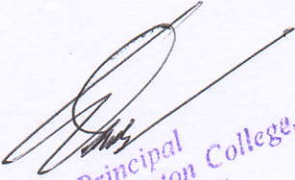
Govt. Aided (No. 7(2)/26-3/2021-HE)

Recognized under Section 2(f) and 12(b) of the UGC Act 1956

Affiliated to Manipur University

Activities of the Committee

1. Review of Policies and Measures of Staffs' Welfare: Timely and Consistent Salary, Working Hour of Staffs, Staff Loan Facility, Financial Assistance of Staffs
2. Establishment of Day Care Centre and Counselling Room at the College
3. Installation of Directional Signpost, College Campus Map and designated Name-Plates of the college.
4. Review of Disability friendly Ramps in the college Campus.
5. Renovation of Kamakhya Pemton College Canteen
6. Suggestions for the Staffs' Accommodation in college
7. Suggestions for Online Salary of the Staffs


Principal
Kamakhya Pemton College,
Hiyangthang



Details of the Meetings of Finance and Planning Committee

Date of Meeting	Agenda	Resolution	Action Taken Report
15 th June, 2022	Functions and Objectives of the committee	Members discussed the functions and objectives of the Committee.	The functions and objectives and possible activities of the committee are framed.
23 rd September, 2022	Review of Welfare Measures of Staffs: 1. Timely and Consistent Salary 2. Working Hour of Staffs 3. Staff Loan Facility 4. Financial Assistance of Staffs	Monthly Salary Disbursement: The Members resolved to fix the regular monthly salary disbursement, preferably on the first week of every month, for providing financial stability and satisfaction for the staffs of the college.	The Coordinator, Dr. Sanasam Ajit Singh and the Principal has been providing <i>timely and consistent salary</i> for staffs to bring forth <i>financial stability</i> and <i>satisfaction</i> among the college staffs.
		Working Hour of Staffs: The Members resolved to set a fixed working hour of staffs to enhance <i>productivity</i> and <i>operational efficiency</i> of the staffs.	Following discussion with the committee members, the principal issued an order directing all college staffs to work five hours a day.
		Financial Assistance of Staffs: The	The policies "Kamakhya Pemton College Policy on



		members decided to discuss two existing policies: "Kamakhya Pemton College Policy on Providing Financial Support to Research and Academic activities of Staffs (Seminars/Conferences / Workshops, Paper/Book Publications and Fee of Professional Membership)" and "Policy for Kamakhya Pemton College Staff Welfare Fund"	Providing Financial Support to Research and Academic activities of Staffs (Seminars/Conferences / Workshops, Paper/Book Publications and Fee of Professional Membership)" and "Policy for Kamakhya Pemton College Staff Welfare Fund" were reviewed and made minor changes under the guidance of Principal.
		The Committee wished to examine the current "Policy for Kamakhya Pemton College Staff Loan" in order to create a more efficient and transparent procedure.	"Policy for Kamakhya Pemton College Staff Loan" was reviewed in the presence of Principal and all the members of the Committee.
11 th October, 2022	Day Care Centre and Counselling Room at the College	Members decided to pursue the Principal and the Governing Body for establishing a "Day Care Centre" on campus to assist college staff members in balancing their personal and professional lives.	The Day Care Centre and Counselling Room were established in the college campus, on 6 th January, 2023, with all the necessary initiatives from the Principal and coordinator, Dr. Sanasam Ajit Singh.



		Members also resolved to establish "Counselling Room" for easy functioning of various Cells and Committees of the College.	
	Directional Signpost, College Campus Map and designated Name-Plates of the college.	<p>All the members resolved to install Directional Signpost, review the College Campus Map, and Check the designated Name plates of the college.</p> <p>The members also resolved to request the governing body and the principal for the mentioned initiatives of Finance and Planning Committee.</p>	<p>For easy navigation of new students, staff and campus visitors, three new Directional Signpost has been installed with necessary initiatives from Governing Body and Principal of the college.</p> <p>The conditions of Campus Map and Name Plates of the college in the entrance area were found to be satisfactory.</p>
	Disability friendly Ramps.	Resolved that additional disability friendly ramps should be set up at various places for easy accessibility.	Kamakhya Pemton College has been always focusing on making the entire campus- a "Disabled Friendly Campus". Regarding the ramps, with the initiatives from the Governing Body, renovations and redevelopment of the campus has been carried out to make a Disabled Friendly Campus."
		It resolved to request the Governing Body	The College Canteen, with initiatives from the Governing



24 th November, 2022	Renovation of Kamakhya Pemton College Canteen	and Principal to renovate the College Canteen in terms of its spaces, lightings and safety. It was also resolved to review the safety and health standard of the canteen.	Body was renovated, to provide a clean and healthy environment to students, teaching and non-teaching staffs of the college. It included installation of proper lightings, kitchen spaces, eating spaces (both indoor and outdoor spaces, washings spaces etc. Kamakhya Pemton College Canteen with registration no: 21623001000009 was certified by Department of Food Safety and Standard Authority Enforcement Wing, Government of Manipur (On 16 th January, 2023)
	Staffs' Accommodation in College	With the aim of enhancing the capacity and efficiency of staffs, the members present in the meeting resolved to suggest for establishing staff accommodation in the college campus.	The Principal warmly welcomed the suggestion of establishing Staff's Accommodation and the principal assured to discuss the matter with the Governing body and staffs.
26 th April, 2023	Hostel of Students.	Members unanimously stood for functioning college hostel for providing affordability and convenience of the students.	The hostel for boys and girls is still under construction and refurbishment. The current nature of the community conflict in Manipur has made it extremely difficult to



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KAMAKHYA PEMTON COLLEGE

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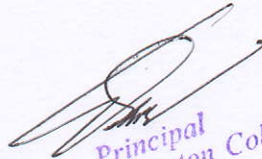
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			provide hostel accommodations for students.
	Online Salary of the Staffs	With a vision of enhancing efficiency, accuracy, security, and transparency in payroll processes of staffs, the members unanimously suggested to initiate online salary disbursement of staffs.	The Principal warmly welcomed the suggestion of initiating the online salary disbursement of staffs. Dr. Sanasam Ajit Singh, Coordinator and the Principal assured to initiate the proposal as soon as possible.




Principal
Kamakhya Pemton College,
Hiyangthang

**A
Report
Of
Finance and Planning Committee**



**Kamakhya Pemton College
Hiyangthang**


Principal
Kamakhya Pemton College,
Hiyangthang



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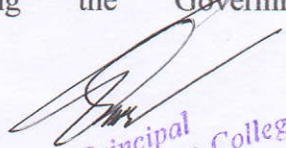
The Finance and Planning Committee's dedicated efforts will significantly influence the college's financial health, operational efficiency, and trajectory of plans and perspectives of the college.

Mission:

To guide sound resource allocation, strategic planning, and responsible governance, propelling Kamakhya Pemton College towards a future of excellence and growth.

Functions:

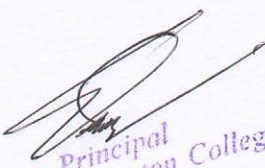
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6.	Chongtham Dinesh Singh, Accountant	Member


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Activities of the Committee

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Hiyangthang



Policy for Kamakhya Pemton College Staff Welfare Fund

Policy title

Kamakhya Pemton College Staff Welfare Fund

Introduction

For Kamakhya Pemton College to operate at its peak, the authority promises to establish welfare mechanisms of its staffs. The wellness and productiveness of each employee is essential to the college's success. However, unfortunate mishaps, accidents, illnesses, or surgery could upset the peace among the Kamakhya Pemton College staff. The College also wants to support its employees on their unfortunate incidents and special occasions like marriage and death rituals.

The primary aim of this policy is therefore to provide a framework within which the College can lend a helping hand towards its staff, through its Welfare Fund, in a consistent, fair and effective a way as possible.

This policy applies to all teaching and non-teaching staff of the college.

The Policy is drafted on 16th January, 2018.

This policy shall be effective from this day.

Policy Statement

The policy is framed in an effort to lift the state, morale and provide financial assistance to all the employees of Kamakhya Pemton College in cases of unfortunate incidents like mishaps, accidents, illnesses, or surgery and special occasions like marriage and death rituals.

Policy Purpose and Objectives

1. To support all staffs within of the college in times of trauma or sorrows.
2. To assert all staffs that the college is willing to lend a helping hand in anyways possible within its capacity in times of unfortunate incidents and special occasions.
3. To show that the college care and treats all its staff equally regardless of their background, ethnicity, gender, tribe, position in the college or social status.

Process and Procedure

1. All staffs of Kamakhya Pemton College are expected to report or outline to the college authority in case of unfortunate accidents, severe sickness leading to hospitalization or undergoing surgical operation.
2. All staffs are also expected to report the marriage and death rituals of staffs and their close family members.
3. The Governing Body and the Principal of the college decide the amount of sum to be donated to the staff facing situation as mention above.
4. The senior faculty members also voluntarily organise donation drive from all the staffs of the college to raise funds for aiding the concern staff.

Note: This policy is subjected to periodic review whenever necessary.

Principal
Kamakhya Pemton College
Hijyen



Kamakhya Pemton College

Policy

on

**Providing Financial Support to Research and Academic activities of Staffs
(Seminars/Conferences / Workshops, Paper/Book Publications and Fee of Professional
Membership)**

Policy Title: Kamakhya Pemton College Policy on Providing Financial Support to Research and Academic activities of Staffs (Seminars/Conferences / Workshops, Paper/Book Publications and Fee of Professional Membership).

Introduction

Kamakhya Pemton College believes that research and academic activities like Seminars, Conferences, Workshops, Professional Membership enhance the development of the staffs as well as the institute. The College's firm objective is to provide as much support as it can to the employees for such academic and research activities.

The College Provides financial assistance to the academic and research activities of its staffs (both Teaching and Non-teaching) for attending Seminars/ Conferences / Workshops, Paper/Book Publications and Fee of Professional Membership.

The policy is drafted on 17th January, 2018

This Policy shall be operative from this day.

A. Eligibility

Faculty members (both teaching and non-teaching) who are permanent will be eligible to seek the financial assistance.

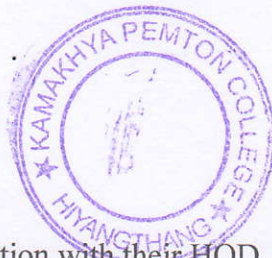
B. Budget Limit

The college provides different compensation amount for undertaking different research and academic activities by its staffs:

1. Participation in seminars, workshops, conferences, symposiums, training programs (online and offline): Rs 500 per Programme
2. Paper publications by staffs: Rs 2500 per Paper Publication.
3. Book Publication by staffs: Rs 10,000 per Book Publication.


C. Approval Process

*Principal
Kamakhya Pemton College,
Hiyangthang*



2. The faculty, with consultation with their HOD, should ensure that the teaching responsibilities are not affected.
3. The principal's approval, accompanied by the recommendation of the concerned HOD, authorizes permission to participate in the program.
4. The staff needs to submit an application to the principal asking for compensation for the program they attended no later than two weeks after they return from the program.
5. A compensation amount of academic and Research Activity/Programme will be provided to the staffs on producing the certificate given by the competent authority.
6. Throughout the entire process, the Principal Office will continue to be the final authority.

Note: This Policy is subjected to periodic review and amendments whenever necessary


Principal
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Day Care Centre and Counselling Room

The Day Care Centre and Counselling Room were established in the college campus, on 6th January, 2023, with all the necessary initiatives from the Principal and coordinator, Dr. Sanasam Ajit Singh.



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Directional Signpost & College Campus Map

For easy navigation of new students, staff and campus visitors, three new Directional Signpost has been installed with necessary initiatives from Governing Body and Principal of the college.

The conditions of **Campus Map** and **Name Plates** of the college were also found to be satisfactory.

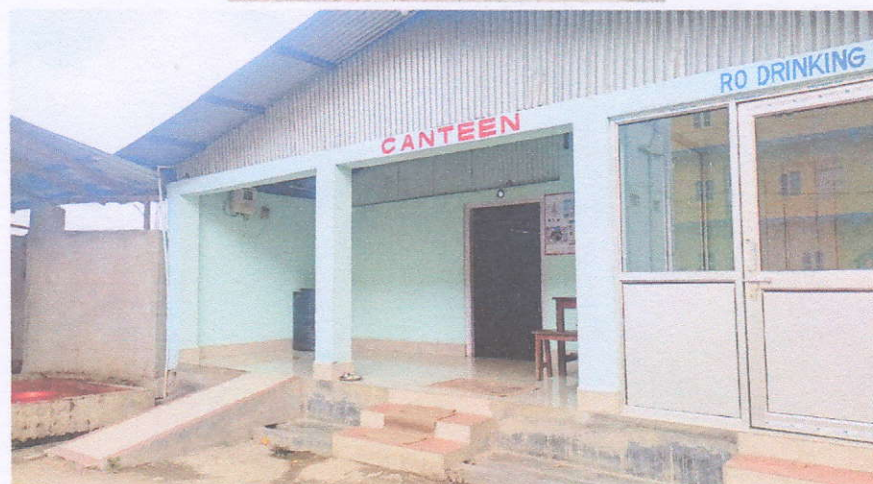



Principal
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Hiyangthang



Disability friendly Ramps

Kamakhya Pemton College has been always focusing on making the entire campus- a “*Disabled Friendly Campus*”. Regarding the ramps, with the initiatives from the Governing Body, renovations and redevelopment of the campus has been carried out to make a Disabled Friendly Campus.”




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Renovation of Kamakhya Pemton College Canteen

The College Canteen, with initiatives from the Governing Body was renovated, to provide a clean and healthy environment to students, teaching and non-teaching staffs of the college. It included installation of proper lightings, kitchen spaces, eating spaces (both indoor and outdoor spaces, washings spaces etc).

Kamakhya Pemton College Canteen with registration no: 21623001000009 was certified by **Department of Food Safety and Standard Authority Enforcement Wing**, Government of Manipur (On 16th January, 2023).



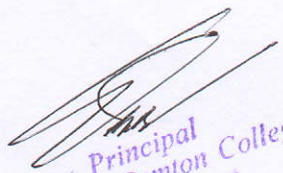

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Issue of Hostel of Students

The hostel for boys and girls is still under construction and refurbishment. The current nature of the community conflict in Manipur has made it extremely difficult to provide hostel accommodations for students.




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