

MINUTES OF THE FIRST MEETING OF FINANCE COMMITTEE HELD ON 05 JULY 2024, 11 AM AT PRINCIPAL'S CHAMBER OF THE MAJLIS ARTS AND SCIENCE COLLEGE (AUTONOMOUS)

Agenda:

1. Fixing fee for various Examinations related services.
2. Any other matter permitted by Chair.

Members Present:

1. Dr.Mohamed Kutty Kakkakunnan, Principal & Chairman of Finance Committee
2. Sri. C P Hamza, Secretary & Member of Finance Committee
3. Sri. Noushad N, Director & Member of Finance Committee
4. Sri. Abdul Karim U, CAO & Finance Officer

Observation:

The meeting commenced at 11 am under the Chairmanship of the Chairman, Finance Committee. He welcomed all members to the meeting. He explained that the First Semester Examination of 2024 admission batch (First Autonomous Batch) is going on and the valuation camp is fixed on 15.11.2024 and therefore the remuneration for examination services, valuation Camps etc has to be fixed. After detailed discussion on the matter, the following decisions were taken.

Decisions:

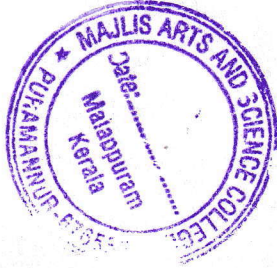
Item No.1: Resolved to fix the Examination related fee and remuneration payable with as follows.

No.	Service / Item	Amount receivable/payable in Rs.
1	Examination related fees to be levied from students	As per University rate
2	Question paper setting	1000 per Question paper or 1250 with question paper & answer key.
3	Invigilation	100 per day per session
3	Squad to inspect Exam Hall	100 per day of inspection
5	Squad to inspect conduct of Exam	100 per day of inspection

5	Practical Examiner Examination-External	2500 per day and refreshments.
6	Valuation Camp Chairperson	Additional maximum ie, the maximum amount payable to any additional examiner.
7	Valuation- Chief Examiner -External	3000 per CV camp and refreshment
8	Valuation/Revaluation-additional examiner	40 per paper for UG 50 per paper for PG

Item No. 2: Arising out of discussion, it is resolved to constitute a sub committee consisting of Sri. C P Hamza and Sri. Noushad to suggest additional allowances payable to controller of Examinations, Deputy Controller of Examinations and other staff of Office of Controller. The sub committee shall consult with other Autonomous Colleges in Kerala and submit report to the Chairman on or before 25.11.2024.

The meeting came to an end at 12.00 Noon.



Chairman, Finance Committee

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25/11/2024