

The Bhopal School of Social Sciences

Minutes of the Finance Committee meeting held on 5th August 2013

A meeting of the Finance Committee held on 5th August 2013. Following members were present.

Name	Signature
1. Fr. Joseph P.P., Principal	
2. Dr. Mrs. J.K. Chawla	
3. Fr. Ronald Cardoza,	
4. Mr. James Mathew	

Mr. Amit Nag, Controller of Examinations was also invited to the meeting.

The agenda was fixed as follows:

1. Formulate financial roadmap/budget for autonomous cell
2. Discussing suggestions and estimates from various departments
3. Budgeting at the level of Finance committee
4. Autonomous Exam Cell income
5. Rates of remuneration related various activities at the exam cell

6. Recommendations for approval by Governing Body

7. Procurement procedure.

The discussions went on in the following manner:

Mr. Amit Nag presented the rates of remuneration based on the comparative study of various universities and colleges.

The finance committee unanimously approved the rates except Sr. No. 8.ii, 9.ii and 10.ii. This will be finalized on a later stage.

Apart from the above following rates for various activities which were not included in the rate list presented by Mr. Amit Nag.

1. Flying Squad – Rs. 500/- per person (2 persons from outside and one from the college)
2. Exam Controller / In-charge : Rs. 8000/- (discretion of the Principal will be exercised in the mode of payment.
3. Invigilator Rs. 100/- per day
4. Exam Supdt. Rs. 400/- per day
5. Centre Supdt. Rs. 200/- per day
6. Shift In-Charge. Rs. 150/- per day
7. Office staff: Rs. 5/ per candidate.
8. Security/support Staff: Rs. 4/- per candidate.
9. Miscellaneous / stationery Rs. 25/- per candidate
10. Custodian: Rs. 10/- per candidate
11. Messenger: Rs. 50/- per trip
12. Transport – Cost to be determined on actual basis
13. Postage: actual
14. There will be provision for tea for invigilators.

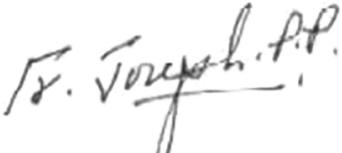
It is recommended that Exam fees and other income should be at the level of fees charged by BU with minor variations as per the situation. The total estimated income from exam fees per semester is Rs. 15,00,00/-

The budget prepared by accounts section as per requirements and suggestions by various departments were presented in the meeting. The finance committee recommended the approval of the budget for a total amount of Rs. 20,00,000/- (Rupees Twenty Lakhs Only) as per the Autonomous Grant sanctioned vide UGC letter No. F.30/UGC/CRO/BPL/13 dated 21-06-2013. There will be provision for making variations as per the requirements under the sub heads without affecting the overall budget with the approval of Principal / Finance committee.

Proposed budget, presented in the meeting is attached with the minutes.

Procurement procedures, which already exist, are presented by the accountant for discussion by the committee members. The procedures are welcomed by the committee and are attached with the minutes.

It was decided to present the proceedings the finance committee meeting and autonomous budget for the approval of the Governing Body.


Fr. Dr. Joseph P. P