



## Composition of Finance Committee

Sl. No.	Name	Designation	Category
1.	Dr. Saurabh Sen	Principal	Chairperson
2.	Mr. Sandeep Mukherjee	Registrar & Finance Officer	Member
3.	Dr. Amit Kumar	Deputy Registrar-Finance	Member
4.	Mr. Ranjan Sarkar	Accountant	Member





# Sunbeam College for Women

College Code: 120

[Affiliated to M. G. Kashi Vidyapith, Varanasi for B.Com., B.Sc., B.C.A. & M.Com.]

206, Bhagwanpur, Lanka, Varanasi - 221005 ■ Mob.: 9721452110

www.sunbeamcollege.com ■ info@sunbeamcollege.com



Ref. No. : FinCom/SCW/2024/001

Date : 09.12.2024

## NOTICE

This is to inform all the members of Finance Committee that a meeting has been scheduled to discuss the following agenda:

1. To discuss the remuneration of UG/PG paper setter for semester examinations.
2. To discuss the remuneration of answer sheet evaluations.
3. To discuss the remuneration for examination invigilation duty.
4. To discuss the remuneration of practical/viva-voce of semester examinations for the session 2024-25.
5. To discuss the fee for the issue of duplicate admit card.
6. To discuss the fee for back papers.
7. To discuss the overall fees for all the courses offered in the session 2024-25.
8. To discuss the Transport fee for the session 2024-25.
9. To discuss the budget allocation of the college.
10. To discuss the application cost for the new session 2025-26.
11. Any other concerned matter by permission of chair.

**Above meeting shall be held in the IQAC Office at 2:00 PM on 12th December, 2024 (Thursday).**

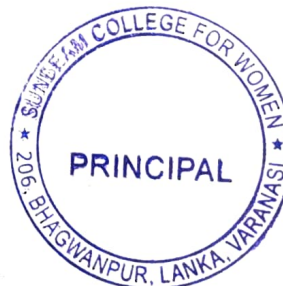
All the concerned members are requested to be present for the same.

### **Cc To:**

Registrar  
Deputy Registrar-Finance  
Administrative Head  
Controller of Examination  
Academic Advisor  
Accountant  
SO-Examination



*Saurabh*  
**Dr. Saurabh Sen**  
**Principal**





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Ref. No. : FinCom/SCW/2024/002

Date : 12.12.2024

## Minutes of Meeting (MOM) of Finance Committee

Date: 12th December, 2024 (Thursday)

Time: 2:00 PM

Venue: IQAC Office

Chaired By: Dr. Saurabh Sen, Chairperson, Finance Committee (Ex-Officio)

### Agenda:

#### To discuss the following:

1. Remuneration of UG/PG Paper Setter for Semester Examinations
2. Remuneration of Answer Sheet Evaluations
3. Remuneration for Examination Invigilation Duty
4. Remuneration of Practical/Viva-Voce of Semester Examinations for 2024-25
5. Fee for the Issue of Duplicate Admit Card
6. Fee for Back Papers
7. Overall Fees for All Courses for the Session 2024-25
8. Transport Fee for the Session 2024-25
9. Budget Allocation of the College
10. Application Cost for the New Session 2025-26
11. Other Academic Processing fees
12. Any Other Concerned Matter by Permission of the Chair

#### Discussions/Action Taken Report:

1. Discussion was held regarding the remuneration of UG/PG paper setters.  
It was agreed that remuneration of Rs. 1,500/= (per paper) will be given to Paper Setters for UG and PG question papers.
2. The committee discussed the remuneration structure for answer sheet evaluations.  
To align the remuneration with university standards, a remuneration of Rs. 25/= per answer book for UG and Rs. 30/= per answer book for PG was decided.
3. The current remuneration for Chief Controller of Examination (CCE), Deputy Controller(s) of Examination (DCEs) and Invigilators was also decided. (Refer to Annexure-A).
4. A discussion took place about the remuneration structure for practicals and viva-voce sessions. It was suggested that the remuneration should be Rs. 20/= per candidate for UG and Rs. 30/= per candidate for PG practical/viva-voce examinations for the upcoming session, subject to a minimum of Rs. 1000/= for UG and Rs. 1,500/= for PG examinations.





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Date : ..... 12.12.2024 .....

5. A proposal was made to set a standard fee for issuing duplicate admit cards. After discussion, it was agreed that the fee should be Rs. 100/= per duplicate admit card.
6. The committee discussed the fee for students appearing for back papers. It was agreed that Rs. 500/= per paper will be charged.
7. A thorough review of the overall fees for all courses was discussed. It was suggested that the fee structure should remain competitive, yet sustainable for the institution.
8. The committee discussed the current transport fee and whether an increase is necessary due to rising operational costs.
9. The overall budget allocation for the college for the upcoming session was discussed.
10. Members were encouraged to submit their department-specific budget requirements for review. **(Refer to Annexure-B)**
11. A discussion on the application cost for the upcoming session was held. It was noted that the application fee should be Rs. 1,000/=.
12. After discussion some other academic processing fees were also decided, such as, Character/ Transfer Certificate (CC/TC) fee, Duplicate Marksheet fee, Degree fee, Reassessment of Answer Sheet fee, etc. **(For details refer to Annexure-A)**
13. No additional matters were raised during the meeting.

#### Attendees:

1. Dr. Saurabh Sen (Principal), Chairperson
2. Mr. Sandeep Mukherjee (Registrar), Member
3. Dr. Amit Kumar (Deputy Registrar- Finance), Member
4. Mr. Ranjan Sarkar (Accountant), Member

Saurabh  
Sandeep  
Amit  
Ranjan





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## Annexure-A

### Academic Processing Fees

Sl. No.	Head	Amount (Rs.)
1.	Application Fee for New Admission	1,000.00
2.	Examination Fee	1,200.00
3.	Examination Invigilation/ Flying Squad Duty Charges (per meeting)	120.00
4.	Chief Controller of Examination (CCE) Charges	145.00
5.	Deputy Controller(s) of Examination (DCE) Charges	130.00
6.	Duplicate Admit Card Fee	100.00
7.	Back Paper Fee (per paper)	500.00
8.	T.C. & Character Certificate Fee	250.00
9.	Duplicate Marksheet Fee	750.00
10.	Degree Fee (Subject to revision as per university guidelines)	200.00
11.	Re-assessment of Answer Sheet (per paper)	550.00
12.	Question Paper Preparation (Graduate & Post Graduate) (per paper)	1,500.00
13.	Answer Book Evaluation (Graduate) (per answer book) (Min. Rs. 250)	25.00
14.	Answer Book Evaluation (Post Graduate) (per answer book) (Min. Rs. 300)	30.00
15.	Practical/Viva Voce (Graduate) (per candidate) (Min. Rs. 1,000)	20.00
16.	Practical/Viva Voce (Post Graduate) (per candidate) (Min. Rs. 1,500)	30.00
17.	Research Project Viva for UG (per student)	60.00
18.	Research Project Viva for PG (per student)	80.00
19.	Contingency Expenses related to Examination (per student)	15.00



## Annexure-B

Sunbeam College for Women, Bhagwanpur, Varanasi

### Budget for Approval 2024-25

Sl. No.	Department	Approved 2023-24	Projected 2024-25	Approved 2024-25	Remarks
1	Botany Lab	4,00,000	1,41,340	1,41,340	
2	Chemistry Lab	2,50,000	41,160	41,160	
3	Physics Lab	3,60,000	5,46,572	5,46,572	
4	Zoology Lab	4,00,000	2,02,715	2,02,715	
5	College Library	3,00,000	4,73,000	4,73,000	
6	DSLR Camera for College Multimedia	----	1,10,000	1,10,000	
7	Stationery	1,11,000	1,22,842	1,22,842	
	<b>Total</b>	<b>18,21,000</b>	<b>16,37,629</b>	<b>16,37,629</b>	

  
Proposed By

  
Recommended By

  
Checked By

  
Approved By

