

**REGULATION NO. 38**  
**FINANCIAL RULES & REGULATIONS FOR OPERATION OF MBA ACCOUNT**

- (1) As per the AICTE norms, and guidelines a separate account of MBA department (Department of Business Administration) will be maintained which will be open for inspection by AICTE or any person's authorised by AICTE for this purpose. There shall be a joint account in the name of the Registrar, A.P.S. University, Rewa and Head, Department of Business Administration, A.P.S. University, Rewa, for the Department.
- (2) All the money received by way of Tuition Fees and other Fees shall be deposited in the joint account.
- (3) This account will be operated by the Registrar, A.P.S. University, Rewa but the cheques will be signed jointly by Registrar, A.P.S. University, Rewa and Head, Department of Business Administration, A.P.S. University, Rewa.
- (4) All items of expenditure will be subject to Budgeted Provisions and shall be Pre-audited by local fund Audit.
- (5) The Head, Department of Business Administration, A.P.S. University, Rewa will prepare the Annual Budget to be submitted to Registrar, A.P.S. University, Rewa, for the approval of Executive Council of the University.
- (6) The academic Resource persons- Visiting Faculty, Corporate Personalities, Local Guest Faculty, Part-time faculty, External Examiners for Viva-Voce and Valuation of research/Project Reports will be appointed with the permission of Vice-Chancellor and the honorarium/remuneration shall be paid as under.

  - (a) Visiting Faculty will be paid @ Rs. 200.00 per one hour lecture and number of lectures should not exceed three in a day. Thus a payment of upto Rs. 600.00 per day is permitted to a Visiting faculty for delivering lectures. However, the payments can be increased by prior permission from Vice-Chancellor on the basis of special qualifications of the Visiting Faculty. A Visiting Faculty will not be allowed more than seven working days in a week and more than Rs. 6000.00 as lecture remuneration in a paper in semester.
  - (b) Corporate Personalities invited to interact with the students will be paid @ Rs. 600.00 per day for persons holding managerial posts or having at least ten years experience in the field. Corporate Personalities holding post of Deputy General Manager (and at par posts) or a Position above that will be remunerated @ Rs. 1000.00 per day.
  - (c) Local Guest Faculty will be paid @ Rs. 150.00 per one hour lecture (including conveyance) and number of lectures should not exceed three in a day. Thus a payment of upto Rs. 450.00 per day is permitted to a Local Guest Faculty. The Local Guest Faculty will not be allowed a payment more than Rs. 4500.00 in a paper in a semester.

(d) The consolidated remuneration for part-time/contractual teaching staff will be Rs. 6000.00 per month subject to change by the Executive Council.

(e) The External Examiner for the Evaluation of Project/Research Report and Viva-Voce shall be paid as under :-

- \* Project/Research Report @ Rs. 15.00 per candidate
- Evaluation
- \* Viva-Voce @ Rs. 15.00 per candidate
- \* Comprehensive Viva-Voce @ Rs. 20.00 per candidate

(7) There should be a provision of Permanent Advance of Rs. 5000.00 (Rs. Five Thousand only) in the name of Head of Department which will be recoupable from time to time after submission of the accounts as per University rules.

(8) Rest of the rules & regulations pertaining to finances will be the same as for any other regular department.

**(Dr. Ram Suman Pandey)**  
**Registrar**