



RVS INSTITUTE OF MANAGEMENT STUDIES

An Autonomous Institution, Accredited by NAAC with A+ Grade
(Approved by AICTE, New Delhi & Affiliated to Anna University, Chennai)
Kumaran Kottam Campus, Trichy Road, Kannampalayam, Coimbatore – 641 402.
Phone: 0422-2687667, 2681123, 2681124 / Web: www.rvsim.ac.in

AGENDA Finance Committee Meeting

Date & Day: 05.04.2026, Tuesday
Time : 11.00A.M onwards

Venue: Acharya Chanakya Board Room
RVSIMS, Kumaran Kottam Campus

No	Agenda
MBA FC 1	Welcome Address
MBA FC 2	About Finance Committee Meeting.
MBA FC 3	Budget Allocation for Examination Expenses.
MBA FC 4	Preparation of MBA End Semester Examination Schedule.
MBA FC 5	Approval of Question Paper Setting and Moderation Process.
MBA FC 6	Appointment of Internal and External Examiners.
MBA FC 7	Fixation of Invigilation Duties and Remuneration.
MBA FC 8	Conduct of Practical and Project Viva Voce Examinations .
MBA FC 9	Discussion on Malpractice Prevention Measures.
MBA FC 10	Evaluation Process and Valuation Camp Arrangements.
MBA FC 11	Result Processing and Publication Timeline.
MBA FC 12	Any Other Points
MBA FC 13	Concluding Remarks



M. K. S. S.
Chairman
5/4/26
Finance Committee

R.V.S. Institute of Management Studies
Kumaran Kottam Campus
Kannampalayam Post
Coimbatore - 641 402



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Finance Committee Meeting Attendance

Date & Day: 05.05.2026, Tuesday
Time : 11:00 AM onwards

Venue: Acharya Chanakya Board Room
RVS Institute of Management Studi
Coimbatore- 641 402.

Signature of Finance Committee Members

I.No	Name and Designation	Position	Signature
1	Dr.P.V.Prabha Director, RVS Institute of Management Studies, Coimbatore.	Chairman of the Finance Committee	 5/5/26
2	Dr.S.Viswanathan Head and Associate Professor	Member – Nominated by Governing body for 2 years	 5/5/26
3	Dr.D.Shalini Associate Professor and IQAC Coordinator	Member – Nominated by Director for 2 years	 05/5/26
4	Mr. M.Kandasamy Chief Finance Officer	Finance Officer Member Secretary	 5.5.26





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Minutes of Meeting: Finance Committee

Date & Day: 05.05.2026, Tuesday
Time : 11.00P.M onwards

Venue: Acharya Chanakya Board Room
RVS Institute of Management Studies
Coimbatore- 641 402.

The first Finance Committee meeting was conducted on 05.05.2026, Tuesday at 11.00 AM in the Acharya Chanakya Board Room of RVS Institute of Management Studies.

All the members of Finance Committee namely the Chairman, Member nominated by Governing council, Member nominated by Director, and the Member Secretary were present for the meeting which is annexured in Annexure I.

The agenda items were taken up for discussion and decisions taken as detailed below.

Agenda 1 - Welcome Address

- Dr. P.V Prabha, Director, RVS Institute of Management Studies and the Chairman of Finance Committee welcomed all the members of Finance Committee.

Agenda 2 - About Finance Committee Meeting

- The Chairman of the Finance Committee briefed the committee about the purpose of the meeting, focusing on financial planning and arrangements for the smooth conduct of MBA examinations.

Agenda 3 - Budget Allocation for Examination Expenses

- The committee reviewed and approved the proposed budget for MBA examinations, including expenses for question paper setting, question paper and answer paper printing, invigilation, valuation, and other logistics.

Agenda 4 - Preparation of MBA End Semester Examination Schedule

- The tentative examination schedule for the batches 2024- 2026 and 2025-2027 under the Anna University regulations 2021 & 2025 to both current and arrear subjects was discussed and approved.

Agenda 5 - Approval of Question Paper Setting and Moderation Process

- The committee approved the process of question paper setting by subject experts and moderation to ensure quality standards.





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Agenda 6- Appointment of Internal and External Examiners

- The panel of internal and external examiners was reviewed and approved.

Agenda 7- Fixation of Invigilation Duties and Remuneration

- Invigilation duties were assigned, and remuneration rates were approved as per institutional norms.

Agenda 8- Conduct of Practical and Project Viva Voce Examinations

- The committee approved the conduct of practical examination for the batch 2025-2027, regulation 2025 and project viva voce examination for the batch 2024-2026, regulation 2021 under the Anna University with the involvement of external examiners.

Agenda 9- Discussion on Malpractice Prevention Measures

- Measures such as strict invigilation, use of surveillance systems, and adherence to examination guidelines were discussed and approved.

Agenda 10- Evaluation Process and Valuation Camp Arrangements

- The committee approved centralized valuation and necessary arrangements for timely evaluation of answer scripts.

Agenda 11 - Result Processing and Publication Timeline

- It was resolved that results will be processed efficiently and published within the stipulated timeframe.

Agenda 12 – Any other Points

- Finance Officer has instructed to open a separate Account in the name of RVS Institute of Management Studies for the Autonomous transactions.

Agenda 13- Appointment of Internal and External Examiners

- The resolutions were approved by all the members
- The meeting concluded with a vote of thanks by the Chairman.




Dr.P.V Prabha 5/5/26
Chairman
R.V.S. Institute of Management Studies
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Annexure – I

05.05.2026

Members Present for the Finance Committee Meeting at RVS Institute of Management Studies.

Sl.No	Name and Designation	Position	Signature
1	Dr.P.V.Prabha Director, RVS Institute of Management Studies, Coimbatore.	Chairman of the Finance Committee	 5/5/26
2	Dr.S.Viswanathan Head and Associate Professor	Member – Nominated by Governing body for 2 years	 5/5/26
3	Dr.D.Shalini Associate Professor and IQAC Coordinator	Member – Nominated by Director for 2 years	 05/5/26
4	Mr. M.Kandasamy Chief Finance Officer	Finance Officer Member Secretary	 5.5.26

