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STANDARD OPERATING PROCEDURE (SOP)
Financial Management and Accounting of the Examination Section
Office of the Controller of Examinations
Utkal University, Vani Vihar, Bhubaneswar

1. Purpose

This SOP establishes a standardized framework for financial management, accounting, budgeting, fund utilization, internal control, and reporting of all examination-related financial transactions conducted by the Office of the Controller of Examinations.

The SOP aims to:

- Ensure transparency and accountability.
- Strengthen financial discipline.
- Prevent unauthorized expenditure.
- Ensure timely payment of examination remuneration.
- Maintain accurate financial records.
- Facilitate internal and external audits.
- Integrate examination finance with the University's digital accounting system.

2. Scope

This SOP applies to all examinations conducted by the University, including:

- Undergraduate Examinations
- Postgraduate Examinations
- Professional Courses
- Distance Education (where applicable)
- Ph.D. Examinations
- Entrance Examinations
- Semester Examinations
- Supplementary Examinations
- Special Examinations
- Revaluation and Scrutiny
- Certificate and Transcript Services

3. Financial Governance Structure

Vice-Chancellor

- Overall financial authority.
- Approves examination budget and major expenditure.

Controller of Examinations (COE)

Responsible for:

- Examination planning

- Budget estimation
- Certification of bills
- Monitoring expenditure
- Financial discipline

Comptroller of Finance

Responsible for:

- Financial concurrence
- Budget control
- Accounting
- Payment processing
- Internal financial control
- Financial reporting

Deputy/Assistant Controller

Responsible for:

- Verification of claims
- Examination records
- Bill processing
- Supporting documentation

Examination Accounts Section

Responsible for:

- Maintaining examination accounts
- Preparation of vouchers
- Ledger maintenance
- Fee reconciliation
- Bank reconciliation
- Monthly financial statements

4. Sources of Examination Funds

The following receipts shall be credited to the Examination Fund:

- Examination Fees
- Registration Fees
- Late Fees
- Migration Certificate Fees
- Duplicate Mark Sheet Fees
- Duplicate Certificate Fees
- Transcript Fees
- Provisional Certificate Fees
- Degree Certificate Fees
- Rechecking Fees

- Revaluation Fees
- Photocopy Fees
- Entrance Examination Fees
- Penalties and Fines
- Interest on Examination Fund
- Government Grants (if any)
- Other approved receipts

5. Examination Fund

A separate **Examination Fund Ledger/Cost Centre** shall be maintained within the University's accounting system.

All receipts and payments shall be routed through the University's designated bank account.

Separate bank accounts shall not ordinarily be opened unless approved by the competent authority.

6. Budget Preparation

Before the commencement of each academic year, the Controller of Examinations shall prepare:

- Estimated number of examinations
- Expected student strength
- Estimated income
- Estimated expenditure
- Confidential expenditure
- Contingency provision

The proposed budget shall be scrutinized by the Finance Branch and approved by the Vice-Chancellor.

7. Budget Heads

Income

- Examination Fees
- Registration Fees
- Certificate Fees
- Revaluation Fees
- Entrance Test Fees
- Miscellaneous Receipts

Expenditure

Confidential Expenditure

- Question Paper Setting
- Moderation

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- Translation
- Confidential Printing
- Packing and Sealing
- Security

Examination Conduct

- Invigilation
- Centre Superintendent
- Deputy Superintendent
- Observers
- Flying Squad
- Examination Materials
- Stationery

Evaluation

- Examiner Remuneration
- Head Examiner
- Scrutinizers
- Coding-Decoding
- Tabulation
- Result Processing

Administrative Expenses

- Office Expenses
- Printing
- Software Maintenance
- Computer Expenses
- Internet
- Logistics
- Vehicle Charges

Capital Expenditure

- Computers
- Printers
- Servers
- Furniture
- Examination Software

8. Fee Collection

All examination fees shall be collected exclusively through:

- University ERP
- Online Payment Gateway
- NEFT/RTGS
- UPI

- Bank Challan

Cash collection shall not be permitted except under exceptional circumstances authorized by the Finance Officer.

The Finance Branch shall reconcile daily receipts with bank credits and ERP records.

9. Expenditure Workflow

Every expenditure shall follow the sequence:

1. Requirement identified
2. Administrative approval by the Controller of Examinations
3. Financial concurrence by the Finance Branch
4. Budget availability check
5. Work order/purchase order (if applicable)
6. Completion of work
7. Submission of bill
8. Verification by Examination Accounts Section
9. Certification by Controller of Examinations
10. Finance audit/check
11. Approval by competent authority
12. Online payment
13. Accounting entry

10. Examination Remuneration

Payments to paper setters, examiners, invigilators, observers, tabulators, and other personnel shall be made only after:

- Submission of prescribed claim form.
- Verification of work completion.
- Certification by the Controller of Examinations.
- Verification of applicable remuneration rates.
- Deduction of statutory taxes (TDS), where applicable.

Payments shall be made only through electronic transfer to the beneficiary's bank account.

11. Confidential Expenditure

Expenditure related to confidential examination work shall:

- Be recorded under separate confidential budget heads.
- Be supported by confidential vouchers.
- Be approved only by the Controller of Examinations and the competent financial authority.
- Be subject to post-audit while maintaining confidentiality.

12. Procurement

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Procurement shall comply with:

- Odisha General Financial Rules (OGFR)
- General Financial Rules (GFR), where applicable
- University Purchase Rules
- Government e-Marketplace (GeM), where applicable

The prescribed quotation or tender procedure shall be followed based on the value of procurement.

13. Books of Accounts

The Examination Accounts Section shall maintain:

- Cash Book (if applicable)
- Bank Book
- General Ledger
- Fee Collection Register
- Student Ledger
- Voucher Register
- Bill Register
- Payment Register
- Remuneration Register
- Advance Register
- Fixed Asset Register
- Stock Register
- Confidential Expenditure Register
- Budget Control Register

All records shall preferably be maintained in digital form through the University ERP.

14. Internal Financial Controls

The following controls shall be mandatory:

- Segregation of duties between authorization, accounting, and payment.
- Maker–Checker approval mechanism.
- Budgetary control before sanction of expenditure.
- Monthly bank reconciliation.
- Periodic reconciliation of ERP receipts with bank statements.
- Physical verification of examination stores and equipment.
- Secure custody of confidential financial records.

15. Advances

Advances shall be permitted only for approved examination purposes such as:

- Conduct of examinations at centres.

- Emergency confidential printing.
- Transportation of confidential materials.
- Urgent logistics.

All advances shall be adjusted within **the stipulated time** after completion of the examination by submission of utilization certificates and supporting documents.

16. Monthly Financial Reporting

The Examination Accounts Section shall submit the following to the Finance Officer:

- Receipt Statement
- Expenditure Statement
- Budget Utilization Report
- Outstanding Advances
- Pending Claims
- Bank Reconciliation Statement
- Revenue Analysis

17. Annual Financial Statements

At the end of each financial year, the following shall be prepared:

- Receipts and Payments Account
- Income and Expenditure Statement
- Budget Utilization Statement
- Outstanding Liabilities
- Schedule of Advances
- Examination Cost Analysis
- Examination Fund Position

18. Audit

The accounts of the Examination Section shall be subject to:

- Internal Audit by the University.
- Statutory Audit.
- Audit by Government authorities, where applicable.
- Audit by the Accountant General, where applicable.

All financial records shall be preserved for audit purposes.

19. Record Preservation

Financial records shall be retained for a minimum period of **10 years**, or longer where required by law or audit.

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20. Digital Financial Management

The Examination Section shall gradually adopt:

- ERP-based examination accounting.
- Online fee collection.
- Digital remuneration claims.
- E-vouchers.
- E-sanctions.
- Online bill tracking.
- Electronic document management.
- Digital dashboards for examination receipts and expenditure.
- Integration with the University's central accounting system.