



KONGUNADU COLLEGE OF ENGINEERING AND TECHNOLOGY
(AUTONOMOUS)

(Approved by AICTE, Accredited by NBA (CSE, ECE & EEE) and NAAC & Affiliated to Anna University)

Namakkal-Trichy Main Road, Tholurpatti Post, Thottiam Taluk, Tiruchirappalli-621215

Finance Committee – Minutes of Meeting

Date : 28-02-2020

The first Finance Committee meeting of Kongunadu College of Engineering and Technology was held in the Board Room on 28th February 2020 at 11.00 A.M.

The following Members were present

S. No	Name & Address	Designation
1.	Dr.R.Asokan The Principal, Kongunadu College of Engineering and Technology, Tiruchirappalli - 621215	Chairman
2.	Mr.M.Maheswaran Deputy Registrar, O/o, COE, Anna University, Chennai - 600025	Member (University Nominee)
3.	Dr.V.Gopinath Associate Professor, Department of Mechanical Engineering, Kongunadu College of Engineering and Technology, Tiruchirappalli - 621215	Member
4.	Mr.K.Saravanan Accountant, Kongunadu College of Engineering and Technology, Tiruchirappalli - 621215	Member

The Chairman welcomed the Finance Committee members to the meeting. All the members introduced themselves. The following items were discussed.

- To discuss and approve the Exam fees to be collected from each students for the purpose such as theory, practical, supplementary exam, project viva, photocopy and revaluation, grade sheet, etc.
- To discuss and approve the remuneration and other expenses to be given to internal and external faculty members for the purpose of exam activities such as follows:
 - i. Question paper setting, Answer key preparation and Scrutiny of Question paper
 - ii. Theory Examinations – Chief Superintendent, University Representatives, Hall Superintendent, Clerical Assistant, Non teaching staff, Scribes and Squad Member
 - iii. Practical Examination – Internal Examiner, External Examiner and Skilled
 - iv. Project Viva-Voce - Internal Examiner, External Examiner and Supervisor/Guide
 - v. Central Valuation & Revaluation – Chief Examiner, Examiner, Tabulator and Helper
 - vi. Checking and Auditing – Question paper and Answer Script
 - vii. Superintendent, Dummy Numbering and Data Entry Operator
 - viii. Statutory Body Meetings - UGC Nominee, Higher Education Nominee, University Nominee, Expert Members, Industry Member and Alumni
 - ix. Readmission Committee – HOD and Internal Members
- Reviewed and approve the remuneration amount for each examinations activity. The remuneration details are enclosed in Annexure – I.
- The expenses for printing, purchasing of answer sheets, question papers, consumables, stationeries and other miscellaneous items that required for examinations will be carried out from the exam fees.

The Finance Committee recommended the above resolution to be presented in the Academic Council for further approval. Dr. V.Gopinath, Associate Professor thanked all the members for their kind cooperation and the meeting came to an end.

S. No	Name & Designation		Signature
1.	Dr.R.Asokan Chairman	:	 28/2/20
2.	Mr.M.Maheswaran Member (University Nominee)	:	 28/2/20
3.	Dr.V.Gopinath Member	:	 28/2/2020
4.	Mr.K.Saravanan Member - Accountant	:	


Chairman,
Finance Committee



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Annexure – I Remuneration Details

End Semester Examinations and Statutory Body Meetings

Date: 28.02.2020

I. Question Paper Setting, Answer Key Setting & Scrutiny of Question Paper

S.No	Official /Purpose	Remuneration (Per Question Paper)
1.	Question Paper Setting (Internal / External)	Rs.1000
2.	Answer Key Setting (Internal / External)	Rs.250
3.	Question Paper Scrutiny - Internal	Rs.150
4.	Question Paper Scrutiny - External	Rs.150

II. Theory Examination

S.No	Official/Purpose	Remuneration (Per session)
1.	Chief Superintendent (One Additional chief may be appointed for every session in which the number of candidates registered exceeds 1000, If no.of candidates is less than 25,no HS should be appointed)	Rs.250
2.	Anna University Representatives	Rs.200
3.	Hall Superintendent (Internal) (One for every 25 Candidates)	Rs.150
4.	Hall Superintendent (External) (One for every 25 Candidates)	Rs.150
5.	Reserve Hall Superintendent (Reserve Hall superintendents should not exceed 10 % of the total number of Hall Superintendents and the resulting number should be rounded off to the nearest integer 0 to 4 HS, no RHS 5 to 14 HS,1 RHS 15 to 24,HS,2 RHS)	Rs.150
6.	Clerical Assistant/Typing (300 Candidates per Non teaching)	Rs.80
7.	Seating Arrangement, Water Boy (200 Candidates per Non teaching)	Rs.70
8.	Scribes (From Students per Course)	Rs.150
9.	Squad Member	Rs.100
10.	Answer Sheets, Printing, Consumables and Stationeries	Rs. 20 per Script

Note: Single pre-receipt (Stamped in case of amount exceeding Rs.5000/-) for the total amount signed by the Principal/CS to be furnished

III. Practical Examination

S.No	Official/Purpose	Remuneration (per candidate)
1.	Internal Examiner (UG & PG)	Rs.10 (minimum of Rs.75 per day)
2.	External Examiner (UG & PG)	Rs.10 (minimum of Rs.75 per day)
3.	Skilled /Teaching Assistant (UG & PG)	Rs.6 (minimum of Rs.50 per day)
4.	Principal Honourium (Onetime payment for coordinating the entire semester theory and practical examinations including all phases.)	Rs.3000
5.	Answer Sheets, Printing, Consumables and Stationeries	Rs. 20 per Script

Note: Maximum number of candidates to be examined per session is 35 subject to a maximum of 70 candidates per day. In case of no registered candidates turning up, External Examiner/ Internal Examiner/Skilled Assistant are permitted to claim the minimum remuneration and the external examiner is permitted to claim lump sum.

IV. Project Viva-Voce Examination

S.No	Official /Purpose	Category	Remuneration
1.	External Examiner (Report Evaluation/Viva Voce)	UG	Rs.40 per group (minimum of Rs.100 per day)
2.		PG	Rs.50 per student
3.	Internal Examiner (Viva Voce)	UG	Rs.40 per group (minimum of Rs.100 per day)
4.		PG	Rs.50 per student
5.	Supervisor/Guide	UG	-
6.		PG	Rs.50 per student
7.	Thesis Examiner	PG	Rs.100 per thesis

Note:

UG: Maximum number of project groups to be examined per session is 10 subject to a maximum of 20 projects per day.

PG: Maximum number of candidates to be examined per session is 8 subject to a maximum of 15 per day

V. Central Valuation

S.No	Official /Purpose	Remuneration
1.	Chief Examiner (For a Maximum of 10 examiners)	Rs.2.50 per Script
2.	Examiner (External) – UG (For a Maximum of 25 Answer Scripts per Session)	Rs.25 per script
3.	Examiner (External) – PG (For a Maximum of 25 Answer Scripts per Session)	Rs.30 per script
4.	Tabulator (125 Scripts/ Staff/ Session)	Rs.2 per Script
5.	Helpers/Non Teaching Staff (1 NT for 1 Chief)	Rs.100 per Session
6.	Allocation of BCM Papers (For a Maximum of 50 Answer Scripts per Session)	Rs.13 per script
7.	Printing, Consumables and Stationeries	Rs. 5 per Script

VI. Central Revaluation

S.No	Official /Purpose	Remuneration
1.	Chief Examiner (For a Maximum of 10 examiners)	Rs.2.50 per Script
2.	Examiner (External) – UG (For a Maximum of 25 Answer Scripts per Session)	Rs.30 per script
3.	Examiner (External) – PG (For a Maximum of 25 Answer Scripts per Session)	Rs.35 per script
4.	Tabulator (125 Scripts/ Staff/ Session)	Rs.2 per Script
5.	Helpers/Non Teaching Staff (1 NT for 1 Chief)	Rs.100 per Session
6.	Allocation of BCM Papers (For a Maximum of 50 Answer Scripts per Session)	Rs.13 per script
7.	Printing, Consumables and Stationeries	Rs. 5 per Script

VII. Checking and Auditing

S.No	Official /Purpose	Remuneration
1.	Question Paper	Rs.150 per Question Paper
2.	Answer Script	Rs.50 per Answer Script

VIII. Superintendent, Dummy Numbering & Data Entry Operator

S. No	Official /Purpose	Remuneration
1.	Dummy Numbering	Rs.0.25 per Script
2.	Data Entry Operator	Rs.0.15 per Entry
3.	Superintendent	Rs.2.5 per Script

IX. Statutory Body Meetings

S.No	Official /Purpose	Remuneration
1.	Governing Body, Academic Council, Finance Committee and Result Passing Board - UGC Nominee, Higher Education Nominee, University Nominee, Expert Members and Industry Member	Rs.6000 per each
2.	Board of Studies - University Nominee, Expert Members and Industry Member	Rs.5000 per each
3.	Board of Studies - Alumni	Rs.3000

X. Readmission Committee

S.No	Official /Purpose	Remuneration
1.	HOD	Rs.500
2.	Internal Members (Nominated by the Principal)	Rs.500 per each

XI. Miscellaneous

S.No	Official /Purpose	Remuneration
1.	Lumpsum	Rs.200000 per semester

XII. Travelling Allowance (TA) and Dearness Allowance (DA)

Sl.No	Category	TA	DA
1.	Scrutiny of Question Paper (External), Checking and Auditing	a) If the distance between the colleges is ≤ 100 km, a Lump sum of Rs.350 per session subject to a maximum of Rs.400 per day	
		b) If the distance between the colleges is > 100 km, Rs.5/km	Rs.200 per day
2.	Anna University Representatives, External Examiner for Practical, Project Viva-Voce, Valuation and Revaluation	a) If the distance between the colleges is ≤ 100 km, a Lump sum of Rs.300 per session subject to a maximum of Rs.350 per day	
		b) If the distance between the colleges is > 100 km, a Lump sum of Rs.400 per session subject to a maximum of Rs.450 per day	
3.	Hall Superintendent (External)	Lump sum - Rs.150 per session subject to a maximum of Rs.200 per day	
4.	Statutory Body Meetings	a) Rs.10/km-Own Vehicle + Toll Fee or b) Actual fare-hired + Toll fees or c) 3 Tier / 2 Tier /1 st Tier AC Train or d) Air Travel May be allowed in special cases only and actual fare to be paid	
		<u>Conveyance Charges</u> a) Rs.500 only if travelled by train/air for Board of Studies, Finance Committee and Result Passing Board meeting members or actual b) Rs.1000 only if travelled by train/air for Governing Council and Academic Council members or actual	

XII. Fees Collection

S.No	Official /Purpose	Category	Fees
1.	Theory (Regular)	UG	Rs.150
2.		PG	Rs.450
3.	Practical	UG	Rs.150
4.		PG	Rs.450
5.	Theory (Arrear)	UG	Rs.150
6.		PG	Rs.450
7.	Passed Out Students	UG	Rs.150
8.		PG	Rs.450
9.	Supplementary Examination – Passed Out	UG	Rs.300
10.		PG	Rs.600
11.	Project Viva	UG	Rs.300
12.	Project Viva	PG (Phase-I)	Rs.600
13.		PG (Phase-II)	Rs.600
14.	Photocopy of Answer Sheet	UG/PG	Rs.300
15.	Revaluation of Answer Sheet	UG/PG	Rs.400
16.	Review /Challenge Valuation	UG/PG	Rs.3000
17.	Grade Sheets	UG/PG	Rs.100
18.	Consolidated Grade Sheets	UG/PG	Rs.200
19.	Duplicate Grade Sheets	UG/PG	Rs.200
20.	Duplicate Hall Tickets	UG/PG	Rs.500
21.	Duplicate Consolidated Grade Sheets	UG/PG	Rs.400
22.	Provisional Certificate /Degree Certificate (To University)	UG/PG	Rs.3000
23.	Scribe per Course	UG/PG	Rs.150
24.	Correction: Grade Sheet/Provisional Certificate/Consolidated Statement of Grades	UG/PG	Rs.300
25.	Correction: Degree Certificate	UG/PG	Rs.750
26.	Student Verification Fees	UG/PG	Rs.500
27.	Fine: Examination Fees after Due Date	UG/PG	Rs.20 per day
28.	Course work Exam Fees	Ph.D	Rs.500


Mr.K.Saravanan
 Accountant


Dr.V.Gopinath
 Internal Member


Dr.R.Asokan
 Chairman
 Finance Committee


Mr.M.Maheswaran
 Member
 University Nominee