



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 : 30-12-2021

The Third Finance Committee meeting of Kongunadu College of Engineering and Technology was held in the Board Room on 30th December 2021 at 10.00 A.M.

The following Members were present

S. No	Name & Address	Designation
1.	Dr.R.Asokan The Principal, Kongunadu College of Engineering and Technology, Tiruchirapalli - 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, Tiruchirapalli - 621215	Member
4.	Mr.K.Saravanan Accountant, Kongunadu College of Engineering and Technology, Tiruchirapalli - 621215	Member

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

Item 3.01	:	Review of Previous Minutes of Finance Committee meeting and Action Taken Report
Resolution	:	Reviewed
Item 3.02	:	Proposal on Remuneration for faculty member engaged in the examination activity is Rs.6 per script for processing a candidate present for the open book examination
Resolution	:	Finance committee has approved Rs.6 per script for processing a candidate present for the open book examination
Item 3.03	:	Proposal on Fee for issue of Transcript and Transfer Certificate
Resolution	:	Finance committee has approved fee of Rs.500 per copy for Transcript and Rs.500 per copy for Transfer Certificate
Item 3.04	:	Ratification of fee for Duplicate Grade sheet
Resolution	:	Finance committee has approved fee of Rs.300 for duplicate grade sheet
Item 3.05	:	Approval of Income and Expense for Apr/May2021 End Semester Examinations submitted by COE office
Resolution	:	The income and expense for Apr/May2021 End Semester Examinations was submitted for the approval of finance committee. The excess expense has been met over from the general fund. Finance committee has approved the income and expense submitted by COE Office.
Item 3.06	:	Approval of Institution Balance sheet for Financial year 2020-2021
Resolution	:	Finance committee has noted and approved the Institution Balance sheet for Financial year 2020-2021.
Item 3.07	:	Any other
Resolution		Finance Committee recommended COE office account to be maintain separately

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	:	
2.	Mr.M.Maheswaran Member (University Nominee)	:	
3.	Dr.V.Gopinath Member	:	
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: 30.12.2021

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
5.	Question Paper Setting - MCQ	Rs.1250

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
11.	Theory online Examination Proctoring	Rs.100 for every 15 Candidates
12.	Script Collection <i>for open book Examinations</i>	Rs.6 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 Honorium (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 Member (Nominated by the Principal)	Rs.500 per each

XI. Malpractice Committee

S.No	Official /Purpose	Remuneration
1.	Chairman	Rs.500 per Session
2.	Internal Member (Nominated by the Principal)	Rs.300 per Session

XII. Miscellaneous

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

XIII. Travelling Allowance (TA) and Dearness Allowance (DA) for Non Autonomous Batch

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.400 per session subject to a maximum of Rs.450 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 Examiner, Valuation and Revaluation Examiner	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, a Lump sum of Rs.450 per session subject to a maximum of Rs.500 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	

Travelling Allowance (TA) and Dearness Allowance (DA) for Autonomous Batch

Sl.No	Category	TA	DA
1.	Scrutiny of Question Paper (External), Checking and Auditing	Rs.6/km	Rs.200 per day
2.	Anna University Representatives, External Examiner for Practical, Project Viva-Voce Examiner, Valuation and Revaluation Examiner		

I. Fees Collection

S.No	Official /Purpose	Category	Fees
1.	Theory (Regular)	UG	Rs.150
2.		UG - Auto	Rs.225
3.		PG	Rs.450
4.	Practical	UG	Rs.150
5.		UG - Auto	Rs.225
6.		PG	Rs.450
7.	Theory (Arrear)	UG	Rs.150
8.		UG - Auto	Rs.225
9.		PG	Rs.450
10.	Passed Out Students	UG	Rs.150
11.		UG - Auto	Rs.225
12.		PG	Rs.450
13.	Supplementary Examination – Passed Out	UG	Rs.300
14.		PG	Rs.600
15.	Project Viva	UG	Rs.300
16.	Project Viva	PG (Phase-I)	Rs.600
17.		PG (Phase-II)	Rs.600
18.	Photocopy of Answer Sheet	UG/PG	Rs.300
19.	Revaluation of Answer Sheet	UG/PG	Rs.400
20.	Review /Challenge Valuation	UG/PG	Rs.3000
21.	Grade Sheets .	UG/PG	Rs.100
22.	Consolidated Grade Sheets	UG/PG	Rs.200
23.	Duplicate Grade Sheets	UG/PG	Rs.300
24.	Duplicate Hall Tickets	UG/PG	Rs.500
25.	Duplicate Consolidated Grade Sheets	UG/PG	Rs.400
26.	Provisional Certificate /Degree Certificate (To University)	UG/PG	Rs.3000
27.	Scribe per Course	UG/PG	Rs.150
28.	Correction: Grade Sheet/Provisional Certificate/Consolidated Statement of Grades	UG/PG	Rs.300
29.	Correction: Degree Certificate	UG/PG	Rs.750
30.	Student Verification Fees	UG/PG	Rs.500
31.	Fine: Examination Fees after Due Date	UG/PG	Rs.20 per day
32.	Course work Exam Fees	Ph.D	Rs.1000
33.	Duplicate Transfer Certificate	UG/PG	Rs.500
34.	Transcript	UG/PG	Rs.500