



KONGUNADU COLLEGE OF ENGINEERING AND TECHNOLOGY
(AUTONOMOUS)

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

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

Finance Committee – Minutes of Meeting

Date: 16-03-2024

The Sixth Finance Committee meeting of Kongunadu College of Engineering and Technology was held in the Board Room on 16.03.2024 at 11.30 A.M.

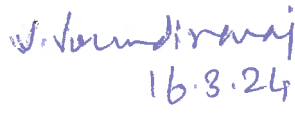
The following Members were present

S. No	Name & Address	Designation
1.	Dr.R.Asokan The Principal, Kongunadu College of Engineering and Technology, Tiruchirapalli - 621215	Chairman
2.	Dr.S.Soundiraraj Professor, Department of English, CEG Campus, Anna University, Chennai-600 025.	Member (University Nominee)
3.	Mr.V.Krishnakumar Assistant Professor, Department of Electronics and Communication 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. The following items were discussed.

Item 6.01	:	Review of Previous Minutes of Finance Committee meeting and Action Taken Report.																		
Resolution	:	Reviewed																		
Item 6.02	:	Proposal on increasing the number of scripts for Tabulator per Session during Valuation.																		
Resolution	:	Finance Committee has approved to increase the number of scripts for Tabulator from 125 to 175 per session.																		
Item 6.03	:	Proposal to implement the Revised fees to be paid to the Anna University for Provisional and Degree Certificates, Consolidated Mark sheet and Online Services Fees Uploading Consolidated Mark sheet and Degree Certificate in Digi Locker. <i>(From academic year 2023-2024 onwards)</i> (Lr.No.1900/COE/C20-C30/Revision of fee/2023 Dated:20.10.2023)																		
		<table><tr><th>S.No</th><th>Details</th><th>Existing</th><th>Revised / Prescribed Fee</th></tr><tr><td>1.</td><td>Provisional and Degree Certificate (Only for Final Year Students) <i>(From academic year 2023-2024 onwards)</i></td><td>Rs.1000 /-</td><td>Rs.1500 /-</td></tr><tr><td>2.</td><td>Consolidated Mark sheet (Only for Final Year Students) <i>(From academic year 2023-2024 onwards)</i></td><td>-</td><td>Rs.1500 /-</td></tr><tr><td>3.</td><td>Online Services fee (only Final year students)Uploading Consolidated Mark sheet and Degree Certificate in Digi locker<i>(From academic year 2023-2024 onwards)</i></td><td>-</td><td>Rs.1500 /-</td></tr></table>	S.No	Details	Existing	Revised / Prescribed Fee	1.	Provisional and Degree Certificate (Only for Final Year Students) <i>(From academic year 2023-2024 onwards)</i>	Rs.1000 /-	Rs.1500 /-	2.	Consolidated Mark sheet (Only for Final Year Students) <i>(From academic year 2023-2024 onwards)</i>	-	Rs.1500 /-	3.	Online Services fee (only Final year students)Uploading Consolidated Mark sheet and Degree Certificate in Digi locker <i>(From academic year 2023-2024 onwards)</i>	-	Rs.1500 /-		
S.No	Details	Existing	Revised / Prescribed Fee																	
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2.	Consolidated Mark sheet (Only for Final Year Students) <i>(From academic year 2023-2024 onwards)</i>	-	Rs.1500 /-																	
3.	Online Services fee (only Final year students)Uploading Consolidated Mark sheet and Degree Certificate in Digi locker <i>(From academic year 2023-2024 onwards)</i>	-	Rs.1500 /-																	
Resolution	:	Finance Committee has approved to implement the revised fees to be paid to the Anna University.																		
Item 6.04	:	Approval of Income and Expense for April/May-2023 and November/December 2023 End Semester Examinations submitted by COE office																		
Resolution	:	The income and expense for April/May-2023 and November/December -2023 End Semester Examinations was submitted for the approval. Finance Committee has approved income and expense submitted by COE office.																		
Item 6.05	:	Approval of Institution Balance Sheet for Financial year 2023-2024																		
Resolution	:	Finance Committee has noted and approved the Institution Balance sheet for Financial year 2023-2024.																		
		Any other																		
		Nil																		

Mr.V.Krishnakumar, DCOE, has 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	:	 14/2/24
2.	Dr.S.Soundiraraj Member (University Nominee)	:	 16.3.24
3.	Mr.V.Krishnakumar Member	:	 16.3.2024
4.	Mr.K.Saravanan Member - Accountant	:	 16/03/24


Chairman,
Finance Committee



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Annexure – I Remuneration Details
End Semester Examinations and Statutory Body Meetings

Date: 16.03.2024

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.350
2.	Anna University Representatives	Rs.300
3.	Hall Superintendent (Internal) (One for every 25 Candidates)	Rs.200
4.	Hall Superintendent (External) (One for every 25 Candidates)	Rs.200
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.200
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.250

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 for open book examination	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.15 (minimum of Rs.75 per day)
2.	External Examiner (UG & PG)	Rs.15 (minimum of Rs.75 per day)
3.	Skilled /Teaching Assistant (UG & PG)	Rs.6 (minimum of Rs.50 per day)
4.	Principal Honorioum (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 (If Examiners less than 5)	Rs.2.50 per Script
2.	Chief Examiner (For examiners equal to 5 and above)	Rs.1500 /-
3.	Examiner (External) – UG (For a Maximum of 25Answer Scripts per Session)	Rs.25 per script
4.	Examiner (External) – PG (For a Maximum of 25Answer Scripts per Session)	Rs.30 per script
5.	Tabulator (175 Scripts/ Staff/ Session)	Rs.2 per Script
6.	Assistant Examiner (Data Entry)	Rs.500 /- per Day
7.	Helpers/Non-Teaching Staff (1 NT for 1 Chief)	Rs.100 per Session
8.	Allocation of BCM Papers (For a Maximum of 50Answer Scripts per Session)	Rs.13 per script
9.	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 25Answer Scripts per Session)	Rs.30 per script
3.	Examiner (External) – PG (For a Maximum of 25Answer Scripts per Session)	Rs.35 per script
4.	Tabulator (175 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 50Answer 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.8000 per each
2.	Board of Studies - University Nominee, Expert Members and Industry Member	Rs.6000 per each
3.	Board of Studies - Alumni	Rs.4000

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

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.	Theory with Laboratory (Regular) (From academic year 2021-2022 onwards)	UG - Auto	Rs.450
5.	Practical	UG	Rs.150
6.		UG - Auto	Rs.225
7.		PG	Rs.450
8.	Theory (Arrear)	UG	Rs.150
9.		UG - Auto	Rs.225
10.		PG	Rs.450
11.	Theory with Laboratory (Arrear) (From academic year 2021-2022 onwards)	UG - Auto	Rs.450
12.	Passed Out Students	UG	Rs.150
13.		UG - Auto	Rs.225
14.		PG	Rs.450
15.	Supplementary Examination – Passed Out	UG	Rs.300
16.		PG	Rs.600
17.	Project Viva	UG	Rs.450
18.	Project Viva	PG (Phase-I)	Rs.600
19.		PG (Phase-II)	Rs.600
20.	Photocopy of Answer Sheet	UG/PG	Rs.300
21.	Revaluation of Answer Sheet	UG/PG	Rs.400
22.	Review /Challenge Valuation	UG/PG	Rs.3000
23.	Grade Sheets	UG/PG	Rs.100
24.	Consolidated Grade Sheets	UG/PG	Rs.200
25.	Duplicate Grade Sheets	UG/PG	Rs.300
26.	Duplicate Hall Tickets	UG/PG	Rs.500 [↑]
27.	Duplicate Consolidated Grade Sheets	UG/PG	Rs.400
28.	Provisional Certificate /Degree Certificate (To University)	UG/PG	Rs.3000

29.	Scribe per Course	UG/PG	Rs.150
30.	Correction: Grade Sheet/Provisional Certificate/Consolidated Statement of Grades	UG/PG	Rs.300
31.	Correction: Degree Certificate	UG/PG	Rs.750
32.	Student Verification Fees	UG/PG	Rs.500
33.	Fine: Examination Fees after Due Date	UG/PG	Rs.20 per day
34.	Course work Exam Fees (Internal)	Ph.D	Rs.1000
35.	Course work Exam Fees (External)	Ph.D	Rs.3000
36.	Duplicate Transfer Certificate	UG/PG	Rs.500
37.	Transcript	UG/PG	Rs.500
38.	Provisional and Degree Certificate (Only for Final Year Students) (From academic year 2023-2024 onwards)	UG/PG	Rs.1500
39.	Consolidated Mark sheet (Only for Final Year Students) (From academic year 2023-2024 onwards)	UG/PG	Rs.1500
40.	Online Services fee (only Final year students) Uploading Consolidated Mark sheet and Degree Certificate in Digi locker (From academic year 2023-2024 onwards)	UG/PG	Rs.1500

K. S. 
16/3/24
Mr.K.Saravanan
Accountant


16/3/2024
Mr.V.Krishnakumar
Internal Member


16.3.24
Dr.S.Soundiraraj
Member
University Nominee


16/3/24
Dr.R.Asokan
Chairman
Finance Committee