



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: 30.08.2024

The Seventh Finance Committee meeting of Kongunadu College of Engineering and Technology was held in the Board Room on 30.08.2024 at 09.00 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.	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 7.01 : Review of Previous Minutes of Finance Committee meeting and Action Taken Report.

Resolution : Reviewed

Item 7.02 : Proposal on Renumeration

The remuneration details for various examination activities were presented to the committee

- Question Paper Setting, Answer Key Setting & Scrutiny of Question Paper
- Theory Examination
- Practical Examination
- Project Viva-Voce Examination
- Central Valuation
- Central Revaluation / Review Valuation
- Checking and Auditing
- Miscellaneous

Resolution : Finance Committee has approved the proposed remuneration from November / December-2024 Session Onwards. The remuneration details are attached in annexure.

Item 7.03 : Proposal for Revised Fees Collection

The Fees collection details for various examination activities were presented to the committee

- For the Students Admitted in the academic year 2021-2022, 2022-2023 & 2023-2024
- For the Students Admitted in the academic year 2024-2025 Onwards

Resolution : Finance Committee has approved to implement the revised fees from November/ December-2024 Session Onwards. The Fees Collection details are attached in annexure.

Item 7.04 : Approval of Income and Expense for April/May-2024 End Semester Examinations submitted by COE office

Resolution : The income and expense for April/May-2024 End Semester Examinations was submitted for the approval. Finance Committee has approved income and expense submitted by COE office.

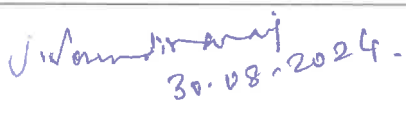
Item 7.05 : Approval of Institution Income and Expenditure details for Financial year 2023-2024

Resolution : Finance Committee has noted and approved the income and expenditure details for the Financial year 2023-2024

Item 7.06 : Any other

Resolution : 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	:	
2.	Dr.S.Soundiraraj Member (University Nominee)	:	
3.	Mr.V.Krishnakumar 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: 30.08.2024

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.1500
2.	Answer Key Setting (Internal / External)	Rs.400
3.	Question Paper Scrutiny - Internal	Rs.200
4.	Question Paper Scrutiny - External	Rs.200
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. 25 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.20 (minimum of Rs.100 per day)
2.	External Examiner (UG & PG)	Rs.20 (minimum of Rs.100 per day)
3.	Skilled /Teaching Assistant (UG & PG)	Rs.7 (minimum of Rs.50 per day)
4.	Principal Honourium (Onetime payment for coordinating the entire semester theory and practical examinations including all phases.)	Rs.3500
5.	Answer Sheets, Printing, Consumables and Stationeries	Rs. 25 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.50 per group (minimum of Rs.125 per day)
2.		PG	Rs.150 per student
3.	Internal Examiner (Viva Voce)	UG	Rs.50 per group (minimum of Rs.125 per day)
4.		PG	Rs.150 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.3 per Script
2.	Chief Examiner (For examiners equal to 5 and above)	Rs.1750 /-
3.	Examiner (External) – UG (For a Maximum of 25Answer Scripts per Session)	Rs.30 per script
4.	Examiner (External) – PG (For a Maximum of 25Answer Scripts per Session)	Rs.35 per script
5.	Tabulator (175 Scripts/ Staff/ Session)	Rs.2.50 per Script
6.	Assistant Examiner (Data Entry)	Rs.600 /- per Day
7.	Helpers/Non-Teaching Staff (1 NT for 1 Chief)	Rs.120 per Session
8.	Allocation of BCM Papers (For a Maximum of 50Answer Scripts per Session)	Rs.15 per script
9.	Printing, Consumables and Stationeries	Rs. 8 per Script

VI. Central Revaluation /Review Valuation

S.No	Official /Purpose	Remuneration
1.	Chief Examiner (For a Maximum of 10 examiners)	Rs.3 per Script
2.	Examiner (External) – UG (For a Maximum of 25Answer Scripts per Session)	Rs.35 per script
3.	Examiner (External) – UG (Review) (For a Maximum of 25Answer Scripts per Session)	Rs.35/- (Minimum of Rs.200 /- Per Session)
4.	Examiner (External) – PG (For a Maximum of 25Answer Scripts per Session)	Rs.40 per script
5.	Examiner (External) – PG (Review) (For a Maximum of 25Answer Scripts per Session)	Rs.40/- (Minimum of Rs.200 /- Per Session)
6.	Tabulator (175 Scripts/ Staff/ Session)	Rs.2.50 per Script
7.	Helpers/Non-Teaching Staff (1 NT for 1 Chief)	Rs.120 per Session
8.	Allocation of BCM Papers (For a Maximum of 50Answer Scripts per Session)	Rs.18 per script
9.	Printing, Consumables and Stationeries	Rs. 8 per Script

VII. Checking and Auditing

S.No	Official /Purpose	Remuneration
1.	Question Paper	Rs.200 per Question Paper
2.	Answer Script	Rs.75 per Answer Script

VIII. Superintendent, Dummy Numbering & Data Entry Operator

S. No	Official /Purpose	Remuneration
1.	Dummy Numbering	Rs.0.40 per Script
2.	Data Entry Operator	Rs.0.25 per Entry
3.	Superintendent	Rs.3 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.300000 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.	Anna University Representatives, External Examiner for Practical, Project Viva-Voce Examiner, Valuation and Revaluation	a) If the distance between the colleges is ≤ 30 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 >30 km, Rs.6/km	Rs.200 per day
2.	Hall Superintendent (External)	Lump sum - Rs.150 per session subject to a maximum of Rs.200 per day	
3.	Scrutiny of Question Paper (External), Checking and Auditing		
4.	External Examiner for Practical, Project Viva-Voce Examiner, Valuation and Revaluation Examiner	Rs.6/km	Rs.200 per day

I(a) Fees Collection**For the Students Admitted in the academic year 2024-2025 Onwards**

S.No	Official /Purpose	Category	Fees
1.	Theory (Regular)	UG	Rs.300
2.		PG	Rs.600
3.	Theory with Laboratory (Regular)	UG	Rs.600
4.	Practical	UG	Rs.300
5.		PG	Rs.600
6.	Project Viva	UG	Rs.600
7.		PG	Rs.900
8.	Course Work Exam Fees (Internal)	Ph.D	Rs.1500
9.	Course Work Exam Fees (External)	Ph.D	Rs.3500
10.	Photocopy of Answer Sheet	UG/PG	Rs.300
11.	Revaluation of Answer Sheet	UG/PG	Rs.400
12.	Review /Challenge Valuation	UG/PG	Rs.3000
13.	Grade Sheets	UG/PG	Rs.100
14.	Consolidated Grade Sheets	UG/PG	Rs.200
15.	Duplicate Grade Sheets	UG/PG	Rs.300
16.	Duplicate Hall Tickets	UG/PG	Rs.500
17.	Duplicate Consolidated Grade Sheets	UG/PG	Rs.400
18.	Scribe per Course	UG/PG	Rs.150
19.	Correction: Grade Sheet/Provisional Certificate/Consolidated Statement of Grades	UG/PG	Rs.300
20.	Correction: Degree Certificate	UG/PG	Rs.750
21.	Student Verification Fees	UG/PG	Rs.500
22.	Fine: Examination Fees after Due Date	UG/PG	Rs.20 per day
23.	Duplicate Transfer Certificate	UG/PG	Rs.500
24.	Transcript	UG/PG	Rs.500
25.	Provisional and Degree Certificate (Only for Final Year Students) <i>(From academic year 2023-2024 onwards)</i>	UG/PG	Rs.1500
26.	Consolidated Mark sheet (Only for Final Year Students) <i>(From academic year 2023-2024 onwards)</i>	UG/PG	Rs.1500
27.	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>	UG/PG	Rs.1500

I(b) Fees Collection

For the Students Admitted in the academic year 2021-2022, 2022-2023 & 2023-2024

S.No	Official /Purpose	Category	Fees
1.	Theory (Regular)	UG	Rs.250
2.		PG	Rs.500
3.	Theory with Laboratory (Regular)	UG	Rs.500
4.	Practical	UG	Rs.250
5.		PG	Rs.500
6.	Project Viva	UG	Rs.500
7.		PG	Rs.700
8.	Photocopy of Answer Sheet	UG/PG	Rs.300
9.	Revaluation of Answer Sheet	UG/PG	Rs.400
10.	Review /Challenge Valuation	UG/PG	Rs.3000
11.	Grade Sheets	UG/PG	Rs.100
12.	Consolidated Grade Sheets	UG/PG	Rs.200
13.	Duplicate Grade Sheets	UG/PG	Rs.300
14.	Duplicate Hall Tickets	UG/PG	Rs.500
15.	Duplicate Consolidated Grade Sheets	UG/PG	Rs.400
16.	Scribe per Course	UG/PG	Rs.150
17.	Correction: Grade Sheet/Provisional Certificate/Consolidated Statement of Grades	UG/PG	Rs.300
18.	Correction: Degree Certificate	UG/PG	Rs.750
19.	Student Verification Fees	UG/PG	Rs.500
20.	Fine: Examination Fees after Due Date	UG/PG	Rs.20 per day
21.	Duplicate Transfer Certificate	UG/PG	Rs.500
22.	Transcript	UG/PG	Rs.500
23.	Provisional and Degree Certificate (Only for Final Year Students) <i>(From academic year 2023-2024 onwards)</i>	UG/PG	Rs.1500
24.	Consolidated Mark sheet (Only for Final Year Students) <i>(From academic year 2023-2024 onwards)</i>	UG/PG	Rs.1500
25.	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>	UG/PG	Rs.1500

I (c) Fees Collection

For the Students Admitted in the academic year 2020-2021

S.No	Official /Purpose	Category	Fees
1.	Theory (Regular)	UG	Rs.225
2.		PG	Rs.450
3.	Theory with Laboratory (Regular)	UG	Rs.225
4.	Practical	UG	Rs.225
5.		PG	Rs.450
6.	Project Viva	UG	Rs.450
7.		PG	Rs.600
8.	Photocopy of Answer Sheet	UG/PG	Rs.300
9.	Revaluation of Answer Sheet	UG/PG	Rs.400
10.	Review /Challenge Valuation	UG/PG	Rs.3000
11.	Grade Sheets	UG/PG	Rs.100
12.	Consolidated Grade Sheets	UG/PG	Rs.200
13.	Duplicate Grade Sheets	UG/PG	Rs.300
14.	Duplicate Hall Tickets	UG/PG	Rs.500
15.	Duplicate Consolidated Grade Sheets	UG/PG	Rs.400
16.	Scribe per Course	UG/PG	Rs.150
17.	Correction: Grade Sheet/Provisional Certificate/Consolidated Statement of Grades	UG/PG	Rs.300
18.	Correction: Degree Certificate	UG/PG	Rs.750
19.	Student Verification Fees	UG/PG	Rs.500
20.	Fine: Examination Fees after Due Date	UG/PG	Rs.20 per day
21.	Duplicate Transfer Certificate	UG/PG	Rs.500
22.	Transcript	UG/PG	Rs.500
23.	Provisional and Degree Certificate (Only for Final Year Students) <i>(From academic year 2023-2024 onwards)</i>	UG/PG	Rs.1500
24.	Consolidated Mark sheet (Only for Final Year Students) <i>(From academic year 2023-2024 onwards)</i>	UG/PG	Rs.1500
25.	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>	UG/PG	Rs.1500


Mr.K.Saravanan
Accountant


Mr.V.Krishnakumar
Internal Member


Dr.S.Soundiraraj
Member
University Nominee


Dr.R.Asokan
Chairman
Finance Committee