



GOVERNMENT COLLEGE FOR WOMEN (AUTONOMOUS)

KUMBAKONAM - 612 001

Affiliated to Bharathidasan University

DST - CURIE Sponsored Institution

IV Cycle of Accreditation

☎ 0435 - 2401391

✉ principal@gcw.ac.in



CRITERION VI – GOVERNANCE, LEADERSHIP AND MANAGEMENT


6.2 Strategy Development and Deployment

6.2.1 Perspective plan and Institutional Bodies

6.2.1.4 - FINANCE COMMITTEE COMPOSITION

S.No	Members	Designation
1	Dr. S. Ahila, M.A., M.Phil., B.Ed., Ph.D.,	Principal (Chair person)
2	Dr. N. Dhanarajan, M.A., M.Phil, Ph.D., Joint Director of Collegiate Education Thanjavur Region.	State Government Nominee
3	Dr. R. Radha, Dean of Sciences Associate Prof. of Physics	Senior Staff member
4	Mr. K. Gajendran- Bursar	Finance Officer
5	Dr. W. Jayaseeli Associate Prof. of Commerce	Controller of Examinations
6	Mrs. C. Thenmozhi Assistant professor of English	Deputy Controller of Examinations & Member Secretary




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FINANCE COMMITTEE MINUTES

2019-2020

GOVERNMENT COLLEGE FOR WOMEN (AUTONOMOUS) KUMBAKONAM 26 TH FINANCE COMMITTEE MEETING MINUTES Date : 03.04.2019		
No	Agenda	Resolution
FC:26.01	To approve the Tentative Expenditure to be incurred from the Auto Grant received for the year 2018-2019.	Approved
FC:26.02	To approve the Statement of Receipts and Payments of Examination Fund Account for the year 2017-2018 (June -May) 2018-2019 (June to February) is submitted to the committee for perusal.	Approved. It is recommended to open a fixed deposit for the accumulated balance to enhance interest income.
FC:26.03	To approve the proposed tentative budget to utilize the UGC Autonomous Grant to be received for the year 2019 - 2020.	The tentative budget is approved
FC:26.04	To approve the collection of Rs.60 for conducting internal (CIA) examinations to bear the expenditures relating to printing of question papers.	Approved the collection of Rs.60. Centralized Valuation to be followed for Internal Examinations (Cycle Tests & Model Exam) from 2019 - 2020.
FC:26.05	As per the Academic Council Minutes AC:11.12. It was decided to dispose valued answer scripts for 3 years period (from November 2012 to April 2015) Since it was already disposed upto 2014 May (FC:20:5 ,Dated : 06.08.2015) permission is accorded to dispose the valued answer scripts from Nov -2014 to May - 2016.	It is resolved to dispose till November -2017 Examinations
FC:26.06	For Board of Studies Meeting /Result Awarding Committee Meeting / Academic Council Meeting /all other committee meetings No DA is allowed for internal faculty.	Approved

FC:26.07	For practical examinations, No DA is permitted for internal examiners, when the examination dates fall on college working days.	Approved
FC:26.08	To fix the honorarium for external experts in addition to DA/TA for all meeting. a) For expert from University - Rs.1500/- b) For Others (Industrialist extra from local - Rs.1000/-	Approved
FC:26.09	To approve the consolidated remuneration to Chief Controller of Examination for Examination and Valuation as Rs.5000/- only for semester. (when the Principal is not the Chief Superintendent of Examinations).	Remuneration (Examination & Valuation) to Chief Controller (Principal) may be given on par with COE.
FC:26.10	To approve the appointment of one financial advisor for consolidated honorarium of Rs.10,000/-	The appointment is approved.
FC:26.11	To approve the fixation of fees for reprinting the mark statements as Rs.75/-	Approved
FC:26.12	To approve the fixation of penalty for issuing duplicate Hall ticket as Rs.100/-	Approved

S.No	Finance Committee Members	Designation	Signature
1	Dr.T.Arivudainambi	Regional Joint Director of Collegiate Education, Thanjavur.	
2	Dr. P. Cynthia Selvi,	Principal	
3	Dr.S.Venkatalakshmi HOD of Zoology	Controller of Examinations	
4	Dr.W.Jayaseeli HOD of Commerce	Assistant Controller of Examination	
5	Dr. S.Ahila HOD of Tamil	Senior Staff	
6	Dr.R.Radha HOD of Physics	Member -I	
7	-	Senior Staff	
8	Thiru.R.Venkatesan	Bursar Auditor	



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GOVERNMENT COLLEGE FOR WOMEN (AUTONOMOUS) KUMBAKONAM 27 th FINANCE COMMITTEE MEETING MINUTES Date : 13.11.2019		
No	Agenda	Resolution
FC:27.01	To approve the Statement of Receipts and Payments of Examination Fund Account for the year 2019-2020 (June - October)	Approved
FC:27.02	To approve the expenditure incurred from UGC Autonomous grant received for the year 2018- 2019	Approved
FC:27.03	To approve the proposed tentative budget to utilize the UGC Autonomous Grant to be received for the year 2019 -2020	Approved
FC:27.04	To approve the fixation of pay revision for the COE office staff according to the designation.	Approved with minor revision based on years of experience.
FC:27.05	To approve the revision of fees for internal CIA examination, as Rs.100/- from Rs.60/- since it has been decided to provide answer scripts to the students for the same.	Approved
FC:27.06	To approve the fixation of fees for issuing mark transcripts to the students on request as per Bharathidasan University norms as Rs.500/- Per mark Statement	Approved
FC:27.07	To approve the appointment of one security force for night from examination fund with a salary @ Rs.10,000/-p.m., two scavengers @ Rs.5000/-p.m. and two Sweeper @Rs.5000/- p.m.	Approved
FC:27.08	To approve the modification of Strong room (confidential) of COE office.	Approved

13/11/19
 13/11/19
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FC27.09	To ratify the account opened in CUB for the Purpose of Online exam fees collection.	Ratified and approved. The fees amount collected could be transferred to Syndicate Bank examination a/c at the end of the year and transactions should be made in Syndicate Bank a/c.	
FC 27:10	Collection of Ph.D. fees	It is suggested that collection of Ph.D fees be made through COE office.	
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1	Dr.T.Arivudainambi	Regional Joint Director of Collegiate Education, Thanjavur.	
2	Dr. P. Cynthia Selvi,	Principal	
3	Dr.S.Venkatalakshmi HOD of Zoology	Controller of Examinations	
4	Dr.W.Jayaseeli HOD of Commerce	Assistant Controller of Examination	
5	Dr.S.Ahila HOD of Tamil	Senior Staff Member -I	
6	Dr.R.Radha HOD of Physics	Senior Staff Member -II	----
7	-	Bursar	----
8	Thiru.R.Venkatesan	Auditor	----

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2021-2022

GOVERNMENT COLLEGE FOR WOMEN (AUTONOMOUS)
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28TH FINANCE COMMITTEE MEETING

MINUTES
Date: 19.08.2021

No	Agenda
FC:28.01	Submission of the Statement of Receipts and Payments of Examination Fund Account for the years 2019-2020 and 2020-2021 Annexure I

Resolution: Approved.

MATTERS FOR RATIFICATION

FC:28.02	To ratify the raised allotment of fund to academic departments for preparing the Board of Studies Meeting minutes and syllabus including stationeries and spiral binding as Rs.1000/- from Rs.300/- held in Feb. 2020.
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Resolution: Ratified.

FC:28.03	To ratify the provision of remuneration fees of Rs.500/- to internal examiners for PG/M.Phil./ Viva Voce Examination, April 2021.
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Resolution: Already given can be ratified. But in future not allowed for PG as it comes within work load. For M.Phil, guide fees of Rs.1000/- collected could be given to them and no other remuneration can be given.

FC:28.04	To ratify DA for internal faculty also during Board of Studies Meeting/ Result Awarding Committee Meeting / Academic Council Meeting / all other Committee Meetings held in Feb. 2020.
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Resolution: Already given can be ratified. In future Local DA need not be given for Internal faculty.

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MATTERS FOR APPROVAL

FC:28.05	To approve the revision of expenditure to provide refreshments as Rs.30/- from Rs.25/- per person.
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Resolution: Approved.

FC:28.06	To approve the expenditure for providing refreshment during theory examinations to attenders, sweepers, water women, scavenger and watchman who are involved in examination duty @ Rs.30/- per person.
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Resolution: The remuneration of attenders, sweepers, water women, scavenger and watchman could be raised from Rs.50/- to Rs.75/- instead of giving refreshment allowance.

FC:28.07	To approve the appointment of One Computer operator in COE office for managing the increase in number of programmes (B.Sc., Botany, M.Phil., in Computer Science, Tamil, Physics and Zoology, Ph.D., in Ten Departments) with a basic salary of Rs.7,000/- p.m.
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Resolution: Approved.

FC:28.08	To approve the maintenance of bank account in City Union Bank (currently in use for fees collection) instead of Syndicate Bank. Syndicate Bank being merged to Canara Bank and the branch being very far from the college, the shift is made to facilitate students.
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Resolution: Approved.

FC:28.09	To approve the pay revision for the COE office staff Annexure II
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Resolution: Can be carried out as mentioned in the Annexure II with effect from August 2021.

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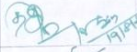
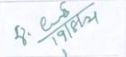

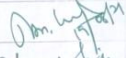

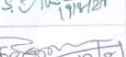
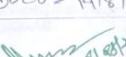
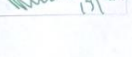


FC:28.10 To give approval for repair of old furnitures. /


Resolution: Approved.

FC:28.11 To give approval for purchase of equipments HP laser jet printers, Xerox machine, Air conditioner, furniture for conference hall as per requirements.

Resolution: Can be purchased by getting proper quotations.

S.No	Finance Committee Members	Designation	Signature
1	Dr. T. Arivudai Nambi	Joint Director of Collegiate Education, Thanjavur Region.	
2	Dr. D. Rosi	Principal	
3	Thiru. S. Karunanidhi	Finance Officer, Bharathidasan University Thiruchirappalli.	
4	Dr.S.Venkatalakshmi HOD of Zoology	Controller of Examinations	
5	Dr.W.Jayaseeli HOD of Commerce	Deputy Controller of Examination	
6	Dr.S.Ahila HOD of Tamil	Senior Staff Member	
7	Thiru. K. Gajendran	Bursar	
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2022-2023

GOVERNMENT COLLEGE FOR WOMEN (AUTONOMOUS) KUMBAKONAM 29 th FINANCE COMMITTEE MEETING MINUTES Date: 18.11.2022 MATTERS FOR APPROVAL	
No	Agenda
FC:29.01	To approve the verified Statement of Receipts and Payments of Examination Fees Account for the year 2021-2022. Annexure I
Resolution: Approved	
FC:29.02	To approve the Tentative Budget of Autonomy Grant for the year 2022-2023, for submission to UGC SERO, Hyderabad. Annexure II
Resolution: Approved	
FC:29.03	To approve the revision of fees collected from students towards reprint of mark sheet from Rs.75/- to Rs.200/-
Resolution: Approved	
FC:29.04	To approve the disposal of the valued End Semester answer scripts of the previous years from April 2018 to November 2021 (conducted Online) following the Government procedure.
Resolution: To be retained upto 8 years.	
FC:29.05	Approval is sought to incur an expenditure of Rs.150/- for providing lunch to the external squad during the Examination period.
Resolution: Approval for one person per day.	

FC:29.07	To approve the expenditure of Rs.5000/- per year towards Part V activities which has no other financial resources.
Resolution: Approved. Need based on approved of the proposal by the Principal.	
FC:29.08	To incur an expenditure not exceeding Rs.1,000/- for the Faculty/Department which organizes Extension Activities Programmes.
Resolution: Approved	
FC:29.09	To allocate an amount of Rs.2000/- per year for each Department to bring out a department oriented Magazine/ News Letter covering Academic affairs /attainments/ Faculty Research Programme/ publication etc.,
Resolution: Approved. Expenditure to be approved by Principal.	
FC:29.10	To accord approval for purchase of required number of Computers, Printers, Xerox machine etc., for Examination Cell.
Resolution: Approved. Government Procedures to be followed.	

FC:29.11	To Approve the pay revision for the COE office staff.
Resolution: Approved a raise of Rs.500/- for the Three persons (Mr.S.Saravanan, Mr.S.Sivaraj, Mr.D.Raja)	
MATTERS FOR DISCUSSION	
FC:29.12	The following two suggestions are placed before the Committee for consideration: a. Out of the Exam fees account, a sum of Rs.25,00,000/- was invested in Fixed Deposit in September 2019. Approval is sought for further investment of Rs.25,00,000/- as Fixed Deposit which will fetch more interest income in Canara Bank. b. An enclosed Auditorium is a long felt need for our College. For conducting academic meetings/college functions/students cultural programmes etc., a well furnished auditorium is required. It is opined that this could be fulfilled through SSS (Self Sufficiency Scheme) which is administered by the District Collector. As per the guidelines issued, the beneficiary institution has to contribute 1/3rd of the estimated cost of the construction work and 2/3rd amount will be borne from State Funds. It is suggested that accumulated fund of the Examination fund account may be utilized for this work. Approval is sought for the above.
Resolution: Fixed Deposit need not be made. Self Sufficiency Scheme is good and is to be made.	

FC:29.13	To approve the rate of remuneration for Multiple Choice Questions for study material prepared by internal staff member, for the revised syllabus from November 2021. a. Only English Rs.5/- per question b. Both Tamil and English Rs.10/- per question c. To fix the rate of remuneration for scrutiny of Multiple Choice Questions done by the Head of the Departments.
Resolution: To improve the skills of student in the present competitive Job Scenario this is encouraged and hence approved. The remuneration for scrutiny may be fixed at Re.1/- per question.	
FC:29.14	Revision of remuneration for Question Paper scrutiny of End Semester Examinations. The present rates are: a. upto 19 question papers Rs.400/- b. above 19 question papers Rs.500/- Instead the remuneration may be revised as Rs.50/- for scrutiny of each question paper.
Resolution: Approved.	
FC:29.15	To fix the Honorarium for the External Expert/Resource Person/ Visiting Faculty invited for academic related programmes. The present rate of Honorarium is Rs.1500/- . Propulsion charges at present is Rs.2000/-. This may be revised to Rs.3500/- for a distance beyond 60 kilometers.
Resolution: The Honorarium is fixed of Rs.2000/- and the propulsion charges is revised a Rs.15/-per km as per Bharathidasan University Norms.	
MATTERS FOR RATIFICATION	
FC:29.16	The watchman appointed from Security Force for the MGR Block was paid salary at Rs.9500/- p.m. As he left the service in April 2022 another person was appointed by the college and his salary was fixed at Rs.5000/- p.m. from 16.04.2022. This may be ratified.
Resolution: Ratified	

FC:29.17	Last year a sum of Rs.1000/- was spent for the activities connected with Environmental Club from the Examination Fees Account. This needs to be ratified.		
Resolution: Approved and Ratified.			
FC:29.18	In the place of Mr. A. Aridass, Office Assistant who left the service a new Office Assistant Mr. S. Vasanth is appointed in September 2022 at a salary of Rs.6000/- p.m. This may be ratified.		
Resolution: Approved and Ratified. All the above resolutions are subject to the Approval of Governing Body			
S.No	Finance Committee Members	Designation	Signature
1	Dr. G. Sathian	Regional Joint Director of Collegiate Education, Thanjavur.	<i>[Signature]</i>
2	Dr. P.S. Vijayalakshmi	Principal	<i>[Signature]</i>
3	Thiru. S. Karunanidhi	Finance Officer, Bharathidasan University Thiruchirappalli	<i>[Signature]</i>
4	Dr.W.Jayasaeli HOD of Commerce	Controller of Examinations	<i>[Signature]</i>
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7	Dr.R.Radhua HOD of Physics	Senior Staff Member -II	<i>[Signature]</i>
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FINANCE COMMITTEE MEETING



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