

**GOVERNMENT COLLEGE FOR WOMEN (AUTONOMOUS)
KUMBAKONAM
29TH 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. <p style="text-align: right;">..... Annexure I</p>

Resolution: Approved

FC:29.02	To approve the Tentative Budget of Autonomy Grant for the year 2022-2023, for submission to UGC SERO, Hyderabad. <p style="text-align: right;">..... Annexure II</p>
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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/-
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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.
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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.
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Resolution: Approval for one person per day.

Signature
18/11/22

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FC:29.06	It has been decided to shift the COE office to the first floor of the new administrative block. Some modifications for housing the office in a comfortable manner such as provision of aluminium partition with glass door and shifting related expenditure have to be made. Approval is sought to incur the above.
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Resolution: Approved

FC:29.07	To approve the expenditure of Rs.5000/- per year towards Part V activities which has no other financial resources.
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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.
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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.,
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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.
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Resolution: Approved. Government Procedures to be followed.

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FC:29.11	To Approve the pay revision for the COE office staff.
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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	<p>The following two suggestions are placed before the Committee for consideration:</p> <p>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.</p> <p>b. An enclosed Auditorium is a longfelt 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.</p> <p>Approval is sought for the above.</p>
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Resolution: Fixed Deposit need not be made. Self Sufficiency Scheme is good and is to be made.

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FC:29.13	<p>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.</p> <p>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.</p>
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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	<p>Revision of remuneration for Question Paper scrutiny of End Semester Examinations.</p> <p>The present rates are:</p> <p>a. upto 19 question papers Rs.400/- b. above 19 question papers Rs.500/-</p> <p>Instead the remuneration may be revised as Rs.50/- for scrutiny of each question paper.</p>
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Resolution: Approved.

FC:29.15	<p>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.</p>
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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	<p>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.</p>
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Resolution: Ratified








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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.
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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.
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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. K. Ezhilan	Regional Joint Director of Collegiate Education, Thanjavur.	
2	Dr. P.S. Vijayalakshmi	Principal	
3	Thiru. S. Karunanidhi	Finance Officer, Bharathidasan University Thiruchirappalli.	
4	Dr.W.Jayaseeli HOD of Commerce	Controller of Examinations	
5	Mrs. C. Thenmozhi Assistant Professor of English	Deputy Controller of Examination	
6	Dr.S.Ahila HOD of Tamil	Senior Staff Member -I	
7	Dr.R.Radha HOD of Physics	Senior Staff Member -II-	—
8	K. Gajendran	Bursar	
9	Thiru. R. Venkatesan	Auditor	