

**GOVERNMENT COLLEGE FOR WOMEN (AUTONOMOUS)  
KUMBAKONAM  
30<sup>TH</sup> FINANCE COMMITTEE MEETING  
MINUTES**

Date: 21.08.2024

**MATTERS FOR APPROVAL**

| No       | Agenda                                                                                                                                                  |
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| FC:30.01 | To approve the Statement of Receipts and Payments of Examination Fees Account for the year 2022-2023 (June to May) ..... Annexure I<br><u>2023-2024</u> |

Resolution: Approved.

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| FC:30.02 | To approve the expenditure incurred towards shifting the COE office to the New Administrative Block. |
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Resolution: Approved.

**MATTERS FOR RATIFICATION**

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| FC:30.03 | To ratify the Seed money given to the departments.<br><br>1. Zoology                      Rs.23,120/-<br>2. Physics                      Rs.10,000/- |
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Resolution: Approved.

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| FC:30.04 | Due to the rise in the cost of tea, the expenditure on tea can be fixed as Rs.200/- per day. |
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Resolution: Rs.15000/- per month can be allocated for refreshments of COE office.

**MATTERS FOR DISCUSSION**

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| FC:30.05 | An amount of Rs.500/- for Cumulative mark sheet and Rs.200/- for Semester mark sheet plus Rs.100/- per year may be fixed as search fees from the previous batch students applying for reprint / duplicate. |
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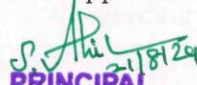
Resolution: Approved.

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| FC:30.06 | An amount of Rs.1000/- plus Rs.100/- per year may be fixed as search fees from the previous batch students for issue of transcript. |
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Resolution: An amount of Rs.1000/- is fixed as fees for transcript.

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| FC:30.07 | The minimum amount of remuneration paid for Revaluation/ Question Paper Scrutiny/ Supplementary examination valuation / Supplementary practical examinations may be fixed as Rs.500/- per day. |
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Resolution: Approved.

  
**PRINCIPAL**  
Government College for Women (Autonomous)  
KUMBAKONAM.

  
Joint Director of Colliglate Education,  
Thanjavur Region,  
THANJAVUR.

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| FC:30.08 | Permission is sought to incur an expenditure upto Rs.200/- for providing hospitality to the external examiner during Semester Practical Examinations/Viva Voce Examinations. |
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Resolution: Approved

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| FC:30.09 | Seed money/Research grants can be provided to the Departments to promote research. |
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Resolution: An amount based on the guidelines of NAAC from time to time may be granted.

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| FC:30.10 | To accord approval for the following expenses:<br>i) Purchase of xerox machines<br>ii) Installation of Air Conditioners – 5 nos. for Valuation Hall and Meeting Hall<br>iii) Fixing of glass doors and windows in Valuation Hall. |
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Resolution: Approved.

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| FC:30.11 | To Approve the pay revision for the COE office staff. (Annexure II) |
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Resolution: Pay revision is to be made as per Annexure II from the month of August 2024. Pay may be fixed as Rs.10,000/- for Computer Programmer, Computer Operator, Clerk, Accountant and Rs.7,000/- for Office Assistant, Rs.5,000/- for Sweeper and Scavenger at the entry level.

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| FC:30.12 | Permission is sought for the purchase of computers, printers, almirahs and teaching aids for all the departments based on the need. |
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Resolution: Approved.

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| FC:30.13 | A contingency grant upto Rs.10,000/- per year may be granted to full time research scholars who do not get any other scholarship. |
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Resolution: Approved. Based on Research Ethics and Advisory Committee recommendations.

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| FC:30.14 | To organize a Symposia / Seminar, Rs.10,000/- for one day and Rs.20,000/- for two days per year may be granted for every department. |
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Resolution: Approved.

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| FC:30.15 | Permission is sought to meet the expenses for updation of software regarding Outcome Based Education. |
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Resolution: Approved.

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| FC:30.16 | Permission is sought to meet the expenses related to maintenance of computers and other equipments of the departments. |
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Resolution: Approved.

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| FC:30.17 | Permission is sought for the purchase of required number of computers and appointment of two data entry operators for the purpose of conducting of UMIS, Naan Mudhalvan and Pudhumai Penn programmes related works. |
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Resolution: Approved.

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| FC:30.18 | Disposal of answer scripts from 2018 May onwards. |
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Resolution: Answer scripts may be disposed off after 4 Semesters.

| S.No | Finance Committee Members                                          | Designation                                               | Signature                               |
|------|--------------------------------------------------------------------|-----------------------------------------------------------|-----------------------------------------|
| 1    | Dr. D. Rosi, M.A., B.Ed., M.Phil., Ph.D.,                          | Joint Director of Collegiate Education, Thanjavur Region. | <i>J. C. S</i><br>21/08/24              |
| 2    | Dr. S. Ahila M.A., M.Phil., B.Ed., Ph.D.,                          | Principal (Incharge)                                      | <i>S. Ahila</i><br>21/08/24             |
| 3    | Dr. W. Jayaseeli M.Com., M.Phil., Ph.D.,<br>HOD of Commerce        | Controller of Examinations                                | <i>W. Jayaseeli</i><br>21/08/24         |
| 4    | Mrs. C. Thenmozhi M.A., M.Phil.,<br>Assistant Professor of English | Deputy Controller of Examination                          | <i>C. Thenmozhi</i><br>21/08/2024       |
| 5    | Dr. R. Radha, M.Sc., M.Phil., Ph.D.,<br>HOD of Physics             | Senior Staff Member                                       | <i>R. Radha</i><br>21/08/24             |
| 6    | Dr. S. Venkatalakshmi<br>HOD of Zoology                            | Bursar (Incharge)                                         | <i>S. Venkatalakshmi</i><br>21/08/2024  |
| 7    | Mithra Vijayarama, M.Com., FCA, DISA.<br>Chartered Accountant      | Auditor                                                   | <i>Mithra Vijayarama</i><br>21/08/2024. |

*S. Ahila*  
21/08/24  
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