



P.S.R. Engineering College
 (An Autonomous Institution, Affiliated to Anna University)
 Sevalpatti, Sivakasi -626 140
 Virudhunagar District, Tamilnadu State



FIRST MEETING OF FINANCE COMMITTEE

MINUTES OF THE FIRST MEETING OF THE FINANCE COMMITTEE OF P.S.R. ENGINEERING COLLEGE HELD ON 2ND JULY 2012 AT 3.00 PM IN BOARD ROOM

Dated : 2ND JULY 2012

The first meeting of the Finance Committee of P.S.R. Engineering College was convened under the Chairmanship of Dr.K.R.Viswanathan, Principal of P.S.R. Engineering College in Board Room on 2nd JULY 2012 at 3.00 pm to consider various proposals having a financial implication.

Members Present:

Internal Members

Sl.No.	Name of the Members	Designation and Address
1	Dr.K.R.Viswanathan	Principal & Chairman – Finance Committee
2	Dr.P.Marichamy	Dean (Acad) & HOD (ECE)
3	Mr. R. Arun. M.B.A	Director
4	Er. R. Sundar. B.Tech, M.I.T	Director & Finance Manager
5	Mr. Balasubramanian B.Sc, FCA	Auditor
6	Mr. V. Subbaiah	Accounts Officer
7	Dr. K. Rajamannar	Prof/MBA
8	Mr. R. Palanikumar. M.Tech.	Asst. Prof (Sr. Gr.) /CSE
9	Mrs.VM.Sangeetha	Asst Prof/MBA

WELCOME ADDRESS AND INTRODUCTORY REMARKS BY THE CHAIRMAN

At the outset, the Principal and Chairman of the Finance Committee Dr.K.R.Viswanathan welcomed all the members for the First Meeting of the Finance Committee. The chairman outlined the salient features of the agenda to be discussed in the meeting.

ITEM.1: Activities under scheme of autonomy

Various activities under the scheme of autonomy, like framing rules and regulations, curriculum, syllabi for all courses, conduct of examinations, declaration of results were elaborated by the chairman in the meeting. The role of Finance Committee in fixing/recommending fee structure was narrated and accordingly necessary proposals were taken up for discussion and subsequent decisions.

ITEM.2: Fixation of Examination Fees

Proposals: To follow the fee structure prescribed by Anna University, Chennai for the affiliating Institutions for UG & PG theory and practical examinations.

UG Exam fee: Rs 100/- for each theory and practical courses

PG Exam fee: Rs.300/- for each theory and practical courses.

Resolution: After discussion it was unanimously resolved to accept the proposal and to follow the same fee structure for conduct of examination, mark statement, revaluation, challenging valuation, etc., as practised by Anna University, Chennai.

ITEM.3: Remuneration structure for question paper setting, valuation, practical examination, question scrutiny

Chairman's proposal to fix Remuneration for question paper setting, scheme of valuation (key), question scrutiny, valuation of answer scripts, conduct of practicals, revaluation, etc on par with Anna University Chennai norms was discussed by members **and resolved to adopt the same.**

ITEM.4: Membership fees for the activities /chapters

Chairman informed the committee that students would be charged with prescribed membership fees for the chapters – Department Association, IEEE, ISTE, IETE, CSI etc. Respective staff in-charges of the chapters are responsible for maintenance of accounts and membership fee utilization with the prior approval of Principal.

ITEM.5: Approval of expenses for secured conduct of examination.

Separate wing for Controller of Examination office with restricted access, exclusive server, adequate high end systems, printers, peripherals, strong room, stationeries, etc,

were recommended by the members and approved by the college Management representatives.

ITEM.6: Concession in Tuition fees

Offering tuition fee concession to the staff and family member of the university and the college and tuition fee waiver for a Widow/Physically Challenged/Poor candidate recommended by the University was discussed in the meeting.

After discussion, it is resolved to follow the Anna University norms in offering tuition fee concession/waiver for the needy candidates.

ITEM.7: Other related matters

- ✓ Cheque signing authority shall rest with Principal & Chairman of the Finance committee.
- ✓ Chairman suggested maintaining separate account for Miscellaneous, Incidental and Stationery expenses.
- ✓ Salary/incentives for Controller of Examination, Deputy Controller of Examination, additional Clerical staff shall be fixed as per the norms of University/AICTE.
- ✓ It is proposed to open a Bank account for the examination purpose in the name of **Principal - Autonomous Examination, P.S.R. Engineering College.**

The meeting was concluded at 4.30 pm.

Dr.K.R.Viswanathan
Principal & Chairman Finance Committee

Copy to:

1. All the members of Finance Committee.
2. Registrar, Anna University of Technology Tirunelveli
3. Office of the Controller of Examination