



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



SECOND MEETING OF FINANCE COMMITTEE

**MINUTES OF THE SECOND MEETING OF THE FINANCE COMMITTEE OF P.S.R.
ENGINEERING COLLEGE HELD ON 16th SEPTEMBER 2013 AT 3.00 PM IN BOARD ROOM**

Dated : 16th SEPTEMBER 2013

The Second 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 16th SEPTEMBER 2013 at 3.00 pm to review the progress of work that has been carried out and to consider various proposals having a financial implication.

Members Present:

Internal Members

01. Dr.K.R.Viswanathan	<i>Principal & Chairman – Finance Committee</i>
02. Dr.P.Marichamy	<i>Prof & Head / ECE, Dean (Academic)</i>
03. Mr.R.Arun M.B.A	<i>Director</i>
04. Er.R.Sundar B.Tech, M.IT	<i>Director & Finance Manager</i>
05. Mr.V.Subbaih	<i>Accounts Officer</i>
06. Dr.K.Rajamannar	<i>Prof / MBA & Deputy Controller of Examinations</i>
07. Prof.R.Rajeswari	<i>Asst.Prof / BT & Additional Controller of Examinations</i>
08. Mr.R.Palanikumar	<i>Asst.Prof / CSE</i>
09. Ms.V.M.Sangeetha	<i>Asst.Prof / MBA</i>

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 Second Meeting of the Finance Committee. Then the agenda was placed for discussion and subsequent resolution.

ITEM.1: Compliance of previous resolutions

Chairman briefed the resolutions of first meeting of finance committee. Almost all resolutions were complied with except the following:

- ✓ Exclusive server and additional peripherals for the Controller of Examination office.
- ✓ Separate account of miscellaneous expenses needed for autonomous examination.

After discussion, it was resolved to provide exclusive servers and to maintain exclusive account for miscellaneous expenses.

ITEM.2: Receipt and expenditure statement for the academic year 2012-2013.

Chairman moved the discussion on the receipt and expenditure statement for the academic year 2012-2013. It was recommended to prepare receipt and expenditure statement for financial year here after.

- The Finance Manager suggested that the Remuneration paid for Principal, COE, and Deputy COE should also be included in the Expenditure Statement.
- Also, the balance amount of ₹2,00,000/- transferred from Trust Account should be returned from COE account in this academic year after collecting the 3rd semester exam fees.
- The members recommended that the audit of the COE Account should be done at the end of financial Year (March 31st).

After discussion, It was resolved to approve the receipt and expenditure statement for the academic year 2012-2013 as mentioned in Annexure I .It was further resolved to audit the COE account for the financial year 2013-14 as on 31st March 2014.

ITEM.3: Fixation of fees structure for Examination (Theory & Practical)

Chairman proposed a revised fee structure for examination to the committee for discussion.

After discussion, it was recommended to fix

- ✓ UG – Theory & Practical ₹ 150/- per subject, Project Viva-voce - ₹ 300/-
- ✓ PG - Theory & Practical ₹ 400/- per subject, Project Viva-voce - ₹ 500/-
- ✓ Semester wise Grade sheet ₹50 per semester for both UG & PG.
- ✓ ₹400 exam fees for part time PhD candidates for each subject under autonomous stream.

It was resolved to approve the revised fees structure as mentioned in Annexure II for examination (Theory & Practical).

ITEM.4: Approval of revision of remuneration structure for question setting, valuation, practical examination, question scrutiny

Chairman requested the committee to consider the appeal from COE office for generous revision of remuneration for Question setting, valuation, conduct of practical examination, question scrutiny.

Following are recommendation of the committee:

Question setting:

- ✓ Question Paper setting-External - ₹ 1250 per Question paper including postal charges.
- ✓ Question Paper pass board meeting – sitting charges ₹ 1500, DA/TA ₹ 500 per day
- ✓ Scrutinizing rate per Question paper - ₹ 75

Central Valuation:

- ✓ **Remuneration for Examiner – External / Internal for UG :** ₹ 20/- per paper to a minimum of ₹ 75 per subject. TA – 0-100 kms ₹ 350/- per session subject to maximum of ₹ 400 per day , Above 100 kms ₹ 450/- per session subject to a maximum of ₹ 500/- per day.
- ✓ **Remuneration for Examiner – External / Internal for PG :** ₹ 25/- per paper to minimum of ₹ 75 per subject. TA – 0-100 kms ₹ 350/- per session subject to maximum of ₹ 400 per day , Above 100 kms ₹ 450/- per session subject to a maximum of ₹ 500/- per day.
- ✓ **Revaluation (UG & PG) :** ₹ 25/- per paper

Practical Examination:

Remuneration for External Examiner for PG - ₹ 1250 + ₹ 25 per candidate.

Remuneration for members of Academic Council:

Academic council member/ Expert from other college/ Institute / University nominee/ Industrialist/ Alumni - ₹ 2500 per day (Sitting Charge and Dearness Allowance)

Internal Members - ₹ 1000 per day (Sitting Charge and Dearness Allowance)

Remuneration for members of Board of studies:

Expert from other college/ Institute / University / Industrialist/ Alumni - ₹ 2500 per day (Sitting Charge and Dearness Allowance)

Chairman of Board of Studies - ₹1000 per day(Sitting Charge and Dearness Allowance)

Internal Members - ₹ 500 per member subject to the maximum of ₹ 4500 per board.

After discussion, It was resolved to approve the revised remuneration as mentioned in Annexure IV for question setting, valuation, practical examination, question scrutiny, Academic council, Board of studies as recommended by the chairman of the finance committee.

ITEM.5: Honorarium to Controller of Examinations officials.

It was discussed to fix Honorarium to Principal & Chairman, Controller of Examination & Assistant Controller of Examination as follows

- ✓ Principal & Chairman - ₹ 5000/- per month
- ✓ Controller of Examination - ₹ 4000/- per month
- ✓ Additional Controller of Examination - ₹ 3000/- per month

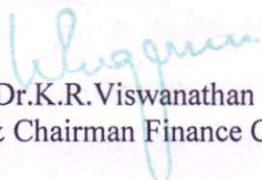
It was recommended that this honorarium be included in receipt and expenditure statement.

After discussion, it was resolved to approve above Honorarium to Controller of Examinations officials as recommended in the meeting.

ITEM.6: other related matters

- ✓ For effective conduct of autonomous examination separate infrastructure was requested in the meeting.
- ✓ It was recommended to install bio-metric device-finger print scan in the COE office.
- ✓ It was discussed to deposit surplus fund for the future development of Autonomous building.
- ✓ Additional non teaching staff exclusively was requested to assist the activities of autonomous examination.
- ✓ It was recommended to have group mobile numbers for COE officials for the exclusive purpose of examination activities.
- ✓ Request was made by management to contribute some minimum amount for college automation expenses.
- ✓ ₹ 2000 per subject has been recommended for Ph.D candidates doing course work under autonomous stream.

Principal & Chairman thanked all members and 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 Chennai.
3. Director, Regional Center of Anna University, Chennai.
3. Office of the Controller of Examination, P.S.R. Engineering College.