

## FINANCE COMMITTEE MEETING - 02

The Second Finance committee meeting with the members of the Finance committee of the college was held on 17<sup>th</sup> April 2018 at 11:00 A.M. in Administrative Office

### Members :

1. Chairman - Dr. N. Krishnamoorthy  
PRINCIPAL
2. Governing Body Nominee - Lion Dr. K. Rethinam  
CHIEF EXECUTIVE OFFICER
3. Senior Most Teacher - Dr. A. Venkatachalam  
ASSOCIATE PROFESSOR,  
DEPARTMENT OF COMMERCE
4. University Nominee - Dr. V. Murugan  
ASSISTANT PROFESSOR,  
DEPARTMENT OF MANAGEMENT  
STUDIES,  
SCHOOL OF BUSINESS STUDIES,  
MADURAI KAMARAJ UNIVERSITY,  
MADURAI.

### AGENDA :

1. To seek the approval and ratification for the expenses incurred from U.G.C. Autonomous Grant and Examination Fees collection

## EXPENSES INCURRED


C08

## G.T.N.ARTS COLLEGE(AUTONOMOUS),DINDIGUL-05

## Autonomous Expenditure for the year 2017-2018

SL.NO	PARTICULARS	AMOUNT	TOTAL AMOUNT
	<b>Expenditure out of UGC Grant Account</b>		
1	Workshops & Seminars and Meeting Indian Freedom Movement one day seminar conducted by History Department on 13.03.2018	20000.00	
2	Examination Reforms Examination Software installation Faculty Development Program conducted by Controller of Examination on 20.03.2018	400000.00 9822.00	
3	Equipments Computers , Canon Image Runner & Laser Printer canon LBP2900&LGP7200. A.C. Machine Cctv Camera U.P.S Computers Antivirus	376500.00 188600.00 305000.00 60000.00 11050.00	
4	Furniture Bureau, Table, & locker Plastic Chairs (500 Nos)	133225.00 300000.00	
5	Library Books/Journals Books , E .Journal & E.book (465 books)	305191.00	
6	Renovation and repairs not leading to construction of New Building Creation of Kadappa shelf ( Renovation)	50000.00	
	<b>TOTAL AMOUNT</b>		<b>2159388.00</b>
	<b>Other Expenditure</b>		
7	Board of study Meeting July2017 expenses Board of study Meeting lunch expenses	124900.00 36240.00	
8	Academic Council, Finance Committee & Governing body July 2017 expenses Academic Council Report Book	14000.00 26000.00	

	Stationery		
	Internal Test Paper expenses	112467.00	
9	Board exam Paper expenses	150525.00	
	TNPI Paper, File, Pen, Pencil, Writing Pad, Gum, Tap Ruler, and other expenses	50350.00	
10	Awards Committee expenses December 2017	9056.00	
11	Board of study Meeting January 2018 expenses	90865.00	
12	Academic Council Meeting April 2018 expenses	27722.00	
	Office Contingencies		
	Colour Toner expenses	37400.00	
13	Xerox Machine Rifling & Packed & service charges	28795.00	
	Controller Room New Creation (wall clock, screen), A4 Cover, Refreshment and other expenses	31140.00	
	Salary		
	Controller	72000.00	
	Asst. Controller	32000.00	
14	Asst. Controller	32000.00	
	Clerk	54000.00	
	Part Time Tally	1500.00	
15	Practical Examination Remuneration	22220.00	
16	Paper Valuation Remuneration	396510.00	
17	Question Paper Setters Remuneration	111837.00	
18	Marks Sheet Printing Charges	57680.00	
19	Hall Ticket Photo Scanning Charges	34600.00	
20	Postal charges	10637.00	
21	Telephone Charges	2017.00	
22	Bar code Printer charges	17200.00	
23	Bank Charges	1615.25	
	<b>Total Amount</b>		1585276.25
	<b>Grant Total Amount</b>	<b>3744664.25</b>	<b>3744664.25</b>

  
**PRINCIPAL**  
 S.V.M. ARTS COLLEGE  
 DINDIGUL - 5.

Now, it is placed before the committee for the approval and ratification for the expenses incurred under various heads.

2. During the next Academic year (2018-2019), it is proposed to spend the U.G.C. grant and Examination fees collection for the following purposes.

JUC

**PROPOSAL FOR VARIOUS ITEMS OF EXPENDITURE FOR THE  
ACADEMIC YEAR 2018 - 2019 AS PER THE U.G.C AUTONOMOUS GUIDELINES**

Item	Allocation
Guest / Visiting Faculty	1,27,000
Orientation and re-training of teachers	1,27,000
Re-designing courses and development of teaching/learning material	2,00,000
Workshop/Seminars	3,46,000
Examination reforms	2,00,000
Office equipment, teaching aids and laboratory equipment	4,25,000
Furniture for office, classrooms, library and laboratories	6,25,000
Library equipment, books / journals	4,50,000
Accreditation (NAAC) fee LOI fees	-----
Renovation and repairs not leading to construction of a new building	1,00,000
<b>Total</b>	<b>26,00,000</b>

10

PRINCIPAL  
G.T.N. ARTS COLLEGE,  
DINDIGUL-5.

**PROPOSAL FOR VARIOUS ITEMS OF EXPENDITURE FROM  
EXAMINATION FEES FOR THE ACADEMIC YEAR 2018 - 2019**

Item	Allocation
Board of Study meeting	300000
Academic Council, Finance Committee , Awards Committee and Governing Body meeting	1,50,000
Salary for COE, Assistant COEs and Clerk	3,00,000
Workshop/Seminars	3,46,000
Practical Examination Remuneration	1,50,000
Question Paper Setters Remuneration	2,50,000
Paper Valuation Remuneration ( Both Internal and External )	9,00,000
Semester & Internal Examinations Papers	4,00,000
Xerox machine, Printers Refilling and Replacement	70,000
Stationeries and Contingencies	1,50,000
Mark sheet Printing Charges	70,000
Hall Ticket Photo Scanning	50,000
<b>Total</b>	<b>31,36,000</b>

Now it is placed before the committee for its approval.

3. To seek the approval for the fee hike in the Examination fees from April 2018, on par with parent university (Madurai Kamaraj University) which has raised the Examination fees recently by 20%.

**G.T.N. ARTS COLLEGE(Autonomous)**

(Affiliated to Madurai Kamaraj University)

(Accredited with 'B' Grade by NAAC)

**DETAILS OF EXAMINATION / OTHER FEE TO BE COLLECTED**

	<b>UG (Rs.)</b>	<b>PG (Rs.)</b>	<b>M.Phil. (Rs.)</b>
Exam Applications	80	80	80
Theory (per paper)	80	180	360
Part – 1 (Other Language)	550	-	-
Practical (3 hours)	120	210	-
Practical (6 hours)	140	260	-
Project & Viva Voce	160	350	1000
Fee for Practical in M.Sc., Mathematics	-	280	-
Nominal Roll preparation fees	80	80	80
Mark Sheet (Individual)	160	160	160
Degree certificate	800	800	1500
Medium of Instruction certificate	600		
Mark Sheet ( Consolidated upto 5 <sup>th</sup> Semester for U.G and 3 <sup>rd</sup> Semester for P.G )	500	500	-
Mark Sheet ( Consolidated – End of Course )	200	200	200
Rank Certificate	360	360	360
Hall Ticket	60	80	100
On the Job Training (B.Com. V Semester only)	100	-	-
Provisional Certificate & form	360	360	360
Revaluation Per Paper	500	500	500
Name correction in Mark Statement, Provisional Certificate, Convocation Diploma (for each certificate)	850	850	850
Change of name	1800	1800	1800
Penalty for late payment of Examination Fee (Upto 15 days)	100	200	300
Penalty for late payment of Examination Fee (Beyond 15 days)	500	700	-
Late submission of Dissertation for every period of six months	-	-	500

S.No.	Duplicate	U.G.,P.G., &M.Phil. (Rs.)
1	Rank Certificates	360
2	Exam Application	90
3	Mark Sheet (Individual)	500
4	Mark Sheet ( Consolidated up to 5 <sup>th</sup> Semester for U.G and 3 <sup>rd</sup> Semester for P.G )	600
5	Mark Sheet ( Consolidated - End of Course )	3600
6	Convocation Degree Certificate	7000
7	Second Duplicate Degree Certificate	9000
8	Hall Ticket	120
9	Id Card	60
10	Name Correction	840
11	Xerox Copy of Answer Scripts	480
12	Re-totaling	360

### Supplementary Examinations:

S.No.		U.G. (Rs.)	P.G. (Rs.)	M.Phil. (Rs.)
1	Theory	900	900	900
2	Mark Sheet	180	180	180
3	Practical (3 hrs)	840	960	-
4	Practical (more than 3 hrs)	1200	1750	-

### Certificate / Diploma Courses:

S.No.		CC (Rs.)	DC	
			UG	PG
1	Theory	120	150	150
2	Practical	180	240	240
3	Mark Sheet (Individual)	120	120	120
4	Mark sheet (Consolidated)	150	150	150
5	Applications	50	50	50
6	Project	-	240	240

**Condonation Fee:**

*Calc*

Sl No	No of Days attended	Attendance	Condonation Fee Rs.
1	68 and above	75 % and above	Nil
2	59 to 67	65 % to 74 %	300
3	45 to 58	50 % to 64 %	500 and Repeat Semester
4	Less than 44	Less than 50 %	500 and Repeat Course

*(Need to change the Amount after Revision)*

*[Handwritten signatures in green and blue ink]*

*[Handwritten mark]*  
**PRINCIPAL  
G.T.N. ARTS COLLEGE,  
DINDIGUL-5.**



**G.T.N. ARTS COLLEGE (Autonomous)**  
(Affiliated to Madurai Kamaraj University)  
(Accredited by NAAC with 'B' Grade)

**RATES OF REMUNERATION FOR EXAMINATION WORKS  
AS PER UNIVERSITY NORMS**

**I. REMUNERATION FOR THEORY EXAMINATION**

Chief Superintendent	-	Rs. 350/- per session
Hall Invigilator (1/25 Candidates)	-	Rs. 120/- per session
Clerical Assistant (1/100 Candidates)	-	Rs. 60/- per session
Servant (1/75 Candidates)	-	Rs. 50/- per session
Water Man (1/300 Candidates)	-	Rs. 50/- per session
Sweeper or Scavenger (1/300 Candidates)	-	Rs. 50/- per session
Scribe Fee -----	-	Rs. 150/- per paper per Candidate

**II. GENERAL ARRANGEMENTS**

General arrangements for every 100 students per session	-	Rs. 50/-
Issue of Hall Tickets upto 200 Candidates	-	Rs. 100/-
Above 200 Candidates	-	Rs. 150/-
Scrutiny of Applications, collection of examination Fees, Typing and Nominal Roll etc., (No. of Candidates applied for Examinations course wise and semester wise should be enclosed without fail)	-	Rs. 4/- per Candidate
Charges for sewing cloth bags	-	Rs. 4/- per bag
Incidental expenditure (All stationery items, Conveyance & Other items)	-	Rs. 1/- per candidate to be supported by bills
Dearness Allowance (DA) for External Invigilator (Theory per day)	-	Rs. 250/- per day

**Note:** The Theory claim bills should be submitted separately with vouchers while settling the advance within 15 days after the completion of the Theory examinations. (Only on receipt of the previous bill / accounts, further advance will be sanctioned)

-----

5

### III. REMUNERATION FOR PRACTICAL EXAMINATIONS:

1	Chief Superintendent	Rs. 400/- for April/November Examinations
2	Hall Superintendent	Rs. 80/- per session
	Question paper setting	
3	a) For one set	Rs. 130/-
	b) For more than one set in the same subject including the first set. (To be equally divided by the external and internal examiners)	Rs. 160/- per set
	Preparation, Evaluation for Examiners :	
	For UG ..... 3 hours and below	Rs. 20/- per candidate
4	For UG ..... more than 3 hours	Rs. 30/- per candidate
	For PG ..... 3 hours and below	Rs. 40/- per candidate
	For PG ..... more than 3 hours	Rs. 50/- per candidate
	Skilled Assistant	
5	For UG - only one (1) person is allowed for one session (per candidate)	Rs. 12/- per candidate
	For PG - Two persons (2) are allowed for one session when the students strength is more than 25 per session (per candidate) (Not allowed for project / viva voce)	Rs. 12/- per candidate
6	Lab Assistant / Attender : Only two persons(2) are allowed for (UG/PG) one session when the student is more than 25 per session	Rs. 50/- per session
7	Waterman	Rs. 40/- per session
8	Sweeper (or) Scavenger	Rs. 40/- per session
9	Clerical Assistant (for every 100 candidates)	Rs. 60/- per 100 candidates
10	Mechanical Assistant Physics Practical in B.Sc. Courses and B.Sc. Electronics Practical	Rs. 50/- per session

*[Handwritten signatures in green and blue ink]*

11	Gasman for Chemistry Practical in B.Sc.	Rs. 50/- per session
12	Project Valuation UG	Rs.30/- per candidate per examiner
	PG	Rs.50/- per candidate per examiner
	M.Phil.	Rs.150/- per candidate per examiner
13	Viva Voce UG	Rs.5/- per candidate per examiner
	PG	Rs.10/- per candidate per examiner
	M.Phil.	Rs.75/- per candidate per examiner
14	B.Sc. Project Viva a) Computer Science	Rs.30/- per candidate (External Rs. 15/- Internal Rs. 15/- )
15	For all UG/PG Practicals Chemicals (Chemistry subjects only)	Rs.20/- per candidate to be supported by bills
16	Specimen – (Botany & Zoology subjects)	Rs.20/- per candidate to be supported by bills
17	For Practicals	No remuneration for store keeper. No power charges for conducting the practical. No remuneration for electrician

**Note:** The practical bills should be submitted separately with vouchers while setting the advance within 15 days after the completions of the practical examinations. (Only on receipt of the previous bills/accounts, further advance will be sanctioned.)

#### IV. QUESTION PAPER SETTING (THEORY)

U.G. (Two sets)	Rs. 400/- per set
P.G. (Two sets)	Rs. 500/- per set
Scheme of Evaluation	Rs. 200/- per set (for all UG & PG & M.Phil.)
Famil Translation	Rs. 100/- per set

#### V. VALUATION OF THEORY PAPERS

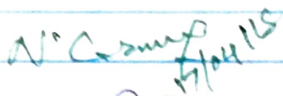
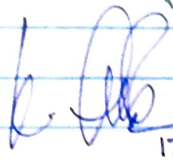

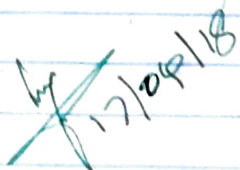
U.G.	Rs. 12/- per answer script (Minimum amount Rs. 100/-)
P.G.	Rs. 15/- per answer script (Minimum amount Rs. 100/-)
M.Phil.	Rs. 20/- per answer script (Minimum amount Rs. 100/-)
Other Languages	Rs. 12/- per answer script (Minimum amount Rs. 100/-)
Revaluation	Rs. 20/- per answer script (Both UG & P.G.) (Minimum amount Rs. 100/-) Rs. 50/- per answer script (M.Phil.) (Minimum amount Rs. 100/-)
D.A	Rs. 250/- per day (For External Examiner)

*by as camp*  
*[Signature]*  
*[Signature]*

## RESOLUTIONS

1. Resolved to approve and ratify the expenses incurred from U.G.C. Autonomy grant Rs. 20,00,000 (received Rs. 16,00,000 yet to be received Rs. 4,00,000) and Exam fees collection.
2. Resolved to approve the proposed expenses and budget for receiving U.G.C. Second year Autonomy Grant.
3. Resolved to approve the Examination fees hike from April 2018.

## SIGNATURE OF THE MEMBERS :

1. Dr. N. Krishnamoorthy  
[Chairman] -  17/4/18
2. Lion Dr. K. Rethinam  
[Governing Body Nominee] -  17/4/18
3. Dr. A. Venkatachalam  
[Senior Most Teacher] -  17/4/18
4. Dr. V. Murugan  
[University Nominee] -  17/4/18