

FINANCE COMMITTEE MEETING MINUTES

PERIYAR E.V.R. COLLEGE (AUTONOMOUS), TIRUCHIRAPPALLI - 23 Finance Committee Meeting

DATE: 18.02.2017, Saturday

Venue: CoE office

Resolutions

- 1) Based on the representation from the CoE office staff, the finance committee in its meeting held on 03/09/2016, resolved to request the CoE to revise the salary of the CoE office staff. It has been four years since the CoE office staff were given a pay hike of 50% of their salary (i.e. from 01/01/2013). Also, they are being given a 10% annual increment since 01/01/2014. Considering these and various other factors like the nature of their work, the current financial situation of the CoE office and the increase in financial burden in the future due to this proposed salary hike and the increase in other expenditures, it is resolved to provide a 20% salary hike to the CoE office staff with retrospective effect from 01/01/2017. That is each staff will be given the sum of their December 2016 salary and a 20% of it from 01/01/2017. The annual increment of 10% of salary will be given from January 2018. The arrear amount (i.e. pay due for January 2017 – pay drawn for January 2017) will be given to them along with February 2017 salary.
- 2) It is resolved to increase the monthly remuneration of the Chief Controller, Controller of Examinations and Assistant Controller of Examinations by Rs.1000. Further it is resolved to increase the monthly remuneration of college Bursar and Office Superintendent by Rs. 500 and Rs. 400 respectively. These increments will be given with retrospective effect from January 2017.
- 3) It is resolved to increase the petrol allowance given to CoE office attendants from Rs. 1000/- per month to Rs.1250/-pm. with retrospective effect from January 2017.
- 4) It is resolved to increase the sitting fee of the members of all committees by Rs.250/- (Rupees Two hundred and fifty only) with effect from 1st March 2017.

- 5) It is proposed to purchase 30 more steel bench-desk pairs from Sarvodaya Sangh (certified by KVIC). With these, the total number of bench-desk pairs bought by the CoE office will become 90. This will go a long way in conducting examinations smoothly in the coming years. It is resolved to approve this proposal and to meet out the expenses from the CoE office accumulated fund.
- 6) From April 2017 onwards, the system of feeding the marks in the computer immediately after each external examiner completes valuation is going to be implemented. Order has been placed for purchasing the required software and an initial version of the software was demonstrated a few days ago by the software vendor (M/s Bharathi Systems, Thanjavur). Now, to use this software at least two computers need to be installed in the valuation halls along with printers. So, it is resolved to purchase two computer systems (with latest configuration) and printers and to install them in the valuation halls and to meet out the expenses from the CoE office accumulated fund.
- 7) Resolved to purchase and install one more CC TV camera along with the four cameras already in the CoE office. This will be used to monitor the ground in front of the CoE office building. Further it is resolved to meet out the expenses from the CoE office accumulated fund.
- 8) It is resolved to erect wooden cupboards with locking facility in the confidential room of the CoE office. This will enable the staff members to keep the confidential documents related to their respective duties under their own custody. Also, it is resolved to fix wooden doors to the existing shelves in the CoE and ACoE rooms. The expenses may be met out using the CoE office accumulated fund.
- 9) Resolved to erect grille gates from Sarvodaya Sangh (certified by KVIC) in the two entrances leading to the confidential room in the CoE office. Further it is resolved to meet out the expenses from the CoE office accumulated fund.

- 10) In view of the NAAC peer committee visit on 2nd to 4th March 2017, it is resolved to replace the broken window glasses and to color the walls in the CoE office block. The expenditure for this can be met out from the CoE office accumulated fund.
- 11) It is informed that in the college council meeting held on 16/02/2017, it has been decided that the expenditures related to NAAC peer team visit on 2nd to 4th March 2017, can be met out from the CoE office accumulated fund to an extent of Rs.1,50,000 (Rupees One lakh fifty thousand only). Further it was resolved in the college council that the amount that will be reimbursed by the UGC towards NAAC expenditure will be returned to the CoE office.
- 12) It is informed that autonomy grant from the UGC for the years 2015-16 and 2016-17 have not been received till date. It is also informed that expenditures incurred for conducting boards of studies meeting (Rs. 1,79,548), academic council meeting (Rs. 16,897), Governing Body meeting for 2015-16 (Rs. 74,691), Autonomy Review Committee visit (Rs. 3,70,032), Governing Body meeting for 2016-17 (Rs. 74,569) are yet to be reimbursed by the UGC.
- 13) It is resolved to ratify the CoE office expenditure statement for the period from 01-09-2016 to 15-02-2017 vide annexure I.
- 14) It is resolved to approve the proposed budget estimate of the CoE office for the period from 01-09-2016 to 31-03-2017 vide annexure II.
- 15) It is resolved to ratify the specific expenditure already incurred from the CoE office fund during the period 01-09-2016 to 15-02-2017 vide annexure III.
- 16) It is resolved to approve the bank statement for the CoE office fund for the period from 1st February 2017 to 16th February 2017 vide annexure IV.
- 17) It is resolved to approve the statement showing FD account details with Canara Bank, KK Nagar branch as on the day of this meeting, vide annexure V.

Resolution regarding CLP:

The committee has meticulous discussion over the request made by the CLP Guest Lecturers to hike their monthly honorarium from the existing level as in the case of Government lecturers appointed and paid by the Government of Tamilnadu. The committee has consulted the Tamilnadu Government Order MS.No.198 dated 21.06.2005 and learnt that the principal of the college shall engage Guest Lecturers

as per Government norms and the expenditure towards the payment of Guest Lecturers shall be met from the PD II account in which the CLP fees being deposited.

Director of collegiate education in his proceeding RC No.29358/J3/2005 dated 16.09.2005 had provided the instructions for the implementation of CLP programme. The DCE's proceeding and the Government order referred above had permitted to engage two Guest Lecturers for every 100 students and honorarium of Rs.4000/- per month be paid to each Guest Lecturer. It also permits to appoint one Guest Lecturer for every 500 students enrolled in addition to the strength of 100 students. However both the Government order and DCE's proceedings had insisted that no expenditure should be incurred from the state funds for the implementation of this programme. It is also important to note that the honorarium of CLP Guest Lecturer in 2004-05 was fixed at Rs.4000/-per month on par with Guest Lecturers appointed for other courses in Government colleges by the Government.

This committee also considered the financial viability and explored the following grounds to consider the request made by the CLP Guest Lecturers.

- a. CLP Guest Lecturers in Periyar EVR College were previously appointed and engaged to handle classes for the regular students. Later shift II courses were started by the Government. Students enrolled for the Shift II courses were also enrolled into CLP programme. On an average the total strength of students enrolled every year kept increasing and no. enrolled in 2016-17 is at around 1385 and the amount collected as fee during 2016-17 is about Rs.9,69,500/-. Surplus fund accumulated in PD II A/c under CLP Fee head remains as Rs.7,63,709/- as on 31.05.2016 (vide the Annexure II). It shows that the fund remain surplus over the years at the current rate of expenditures and accumulated in the PD II a/c under CLP fee head. It exhibits that there is financial viability to increase the honorarium.
- b. Number of CLP Guest Lecturers working in the college is identified not proportionate to the no. of students enrolled into CLP programme every year. Nearly 1385 students admitted in the year 2015-16. Also average enrollment remains around 1200 per year. Hence, as per the Government order and DCE's proceeding referred above, there shall be

24 Guest Lecturers be engaged to handle the classes. But only 7 Guest Lecturers are engaged in CLP department of this college. The committee learnt from the information provided by the CLP Guest Lecturers that they have been engaging classes for students enrolled in both shift I and shift II. Hence they are voluntarily engage extra work load as the enrolled students are spread over both shifts.

- c. CLP staff had already given a hike in their honorarium with effect from 01.01.2015. In spite of that CLP fund seems to be surplus over the years and any further hike in the honorarium of CLP Guest Lecturers could be met from the CLP fund deposited in PD II A/c and it does not cause any expenditure to the State Government funds as stated in the DCE's proceeding referred earlier.
- d. Committee feels that the request of CLP Guest Lecturer is reasonable because their honorarium has not been raised so far. But honorarium of the Guest Lecturers appointed by the Government in Government Colleges had increased thrice by the Government from Rs.4000 to Rs.6000 to Rs.10000 and to Rs.15000/- per month. While a section of Guest Lecturers were given 275 percent hike in honorarium in the past, the CLP Guest Lecturers honorarium remained comparatively less. Hence, reasonable hike in honorarium is necessitated.

Having discussed the financial viability, justification of request, amount of workload and the discrimination between the CLP Guest Lecturer and Guest Lecturer in other courses in terms of their honorarium, this committee resolves that the honorarium of the CLP Guest Lecturers shall be fixed as follows and the same be given with effect from 01.01.2017. Since, the expenditure incurred from the CLP fund deposited in PD II A/c is subject to Audit, the management shall obtain an undertaking from the individual Guest Lecturers employed in CLP stating that the increased honorarium be repaid in case of audit objection if any and also excess workload be engaged by them without any objections.

Fitment Table

Honorarium of CLP Guest Lecturer with effect from 01.01.2017

S No.	Length of service in the years	Amount per month (in Rupees)
1.	Incumbent Guest Lecturer with more than 10 years	Rs.9500
2.	Incumbent Guest Lecturer with more than 5 years less than 10 years	Rs.7500
3.	Incumbent Guest Lecturer with below 5 Years	Rs.5500

Guest Lecturers appointed on or after 01.01.2017 shall be fixed at Rs.4500 until he/she completes satisfactory service of one year. In completion of satisfactory service he/she shall be fixed as per the fitment table above.

The committee also reaffirms that all expenditure towards conduct of CLP programme shall be met only from the fee collected from the students enrolled into CLP programme.

Anjan Jaisankar
PRINCIPAL 18/2

PERIYAR .E.V.R. COLLEGE(AUTONOMOUS),TIRUCHIRAPPALLI-23
FINANCE COMMITTEE MEETING

DATE : 18.02.2017

SATURDAY

Signature of the Committee Members :

1. Prof.Tmt.Shantha Robinson,
Chairman,
Principal(I/c),
Periyar E.V.R. College(Autonomous),
Tiruchirappalli-620 023.
- 2.Thiru. T.S. Ashokan
Auditor
3. Dr.A. Megala
Associate Prof., Dept. of Commerce
4. Dr.K. Vasudevan
Head, Department of Tamil
5. Dr.A. Gopalakrishnan
Associate Prof., Dept of Economics
6. Dr.M.K. Rajkumar
Controller of Examinations
7. Dr. H. Karamath Ali,
Assistant Controller of Examinations

Shantha Robinson
18/2/17

T.S. Ashokan
18/2/2017

Dr. A. Megala
18/2/17

Dr. K. Vasudevan
18/2/17

Dr. A. Gopalakrishnan
18/2/17

Dr. M.K. Rajkumar
18/2

Dr. H. Karamath Ali
18/2/17

PERIYAR .E.V.R. COLLEGE(AUTONOMOUS),TIRUCHIRAPPALLI-23 FINANCE COMMITTEE MEETING

Date: 14-10-2017

Venue: CoE office

Resolutions

1. The Annual Maintenance Contract with M/s. Bharathi Systems, Thanjavur for maintaining the CoE office software ended on 31st August 2017. Support from the software provider is necessary since changes need to be made in the software to suit the requirements that arise now and then and to generate reports in different formats for various purposes. So, it is resolved to renew the Annual Maintenance Contract with M/s. Bharathi Systems, Thanjavur for maintaining the CoE office software for a period of one year from 1st September 2017 to 31st August 2018. Further, it is resolved to pay an amount of Rs.23,000/- (Rupees Twenty Three Thousand only), as quoted by the concern, towards AMC charges.
2. It is informed that the reimbursible amount towards NAAC peer team visit expenditure has been restricted to Rs. 1,50,000/- (Rupees One lakh fifty thousand only) by the UGC. So, it is resolved to meet out the excess expenditure of Rs.19,980/- (Rs. 8,480/- in travel allowances to the team members & Rs. 11,500/- towards refreshment for staff members) from the CoE office funds as instructed and approved by the then Principal(i/c).
3. It is informed that autonomy grant from the UGC for the years 2015-16 and 2016-17 have not been received till date. It is also informed that expenditures incurred for conducting boards of studies meeting (Rs.1,79,548/-), academic council meeting (Rs. 16,897), Governing Body meeting for 2015-16 (Rs. 74,691/-), Autonomy Review Committee visit (Rs.3, 70, 032/-), Governing Body meeting for 2016-17 (Rs. 74,569/-) are yet to be reimbursed by the UGC.
4. Resolved that a budget proposal for UGC autonomous grant for the year 2017-18 be prepared and sent to the UGC.

5. Resolved that if the UGC announces and implements hike in the honorarium / remuneration to Chief Controller, CoE and ACoE the same will be accepted and implemented with retrospective effect from the date of the GO.
6. It is resolved to ratify the CoE office expenditure statement for the period from 16-02-2017 to 12-10-2017 vide annexure I.
7. It is resolved to approve the proposed budget estimate of the CoE office for the period from 01-11-2017 to 31-03-2018 vide annexure II.
8. It is resolved to ratify the specific expenditure already incurred from the CoE office fund during the period 16-02-2017 to 12-10-2017 vide annexure III.
9. It is resolved to approve the bank statement for the CoE office fund for the period from 1st October 2017 to 12th October 2017 vide annexure IV.
10. It is resolved to approve the statement showing FD account details with Canara Bank, KK Nagar branch as on the day of this meeting, vide annexure V.

A. G. Srinivas
14/10/17
PRINCIPAL

PERIYAR .E.V.R. COLLEGE(AUTONOMOUS),TIRUCHIRAPPALLI-23
FINANCE COMMITTEE MEETING

DATE : 14.10.2017

SATURDAY

Signature of the Committee Members :

1. Dr.S. Rajendran
Chairman,
Principal,
Periyar E.V.R. College(Autonomous),
Tiruchirappalli-620 023.

S. Rajendran
14/10/17

2. Dr.M.K. Rajkumar
Controller of Examinations

M. Rajkumar
14/10/17

3. Dr. H. Karamath Ali,
Assistant Controller of Examinations

H. Karamath Ali
14/10/17

4.Thiru. T.S. Ashokan
Auditor

T.S. Ashokan

5. Prof.Shantha Robinson,
HOD of Statistics

S. Shantha Robinson
14/10/17

6. Dr.A. Megala
Associate Prof., Dept. of Commerce

A. Megala
14/10/17

7. Dr.S.S. Rosemary
Associate Prof., Dept. of Commerce

S.S. Rosemary
14/10/17

**PERIYAR E.V.R. COLLEGE(AUTONOMOUS),TIRUCHIRAPPALLI-23
FINANCE COMMITTEE MEETING**

DATE : 16.04.2018

MONDAY

RESOLUTIONS

1. So far, for procuring answer booklets (both main & additional) for conducting semester examinations, quotations were invited for supplying the required answer booklets. It was the responsibility of the lowest bidder to purchase the necessary raw papers and to prepare & supply the booklets. It came to be known that entrusting the responsibility of purchasing the necessary raw papers to the supplier now entails an additional tax of around 16% due to the GST. Further it is learnt that this additional expenditure can be avoided if separate quotations were invited from raw paper suppliers and the necessary raw papers were procured from the lowest bidders. Raw papers thus purchased may then be given to the lowest quoting printers who will prepare the necessary booklets as per our requirements. So, for the November 2017 semester examinations, separate quotations were invited for purchasing the raw papers and to prepare the necessary answer booklets from the raw papers. Then the lowest bidders in each category were given due orders and the answer booklets were procured. In its meeting held on 03-01-2018, the examination committee approved this procedure of inviting separate quotations for procurement of raw papers and for preparing answer booklets from the raw papers. It is resolved to ratify the resolution of the examination committee.
2. In the previous meetings of this committee it has been informed that no autonomy grant was received from UGC since 2015 - 16. The expenditure for Autonomy Review Committee visit, for conducting Boards of Studies meetings, and Governing council meetings during 2015 - 16 to 2017 - 18 has been carried out from COE office fund. In this background, a letter has been sent to the Director of Collegiate Education asking for guidance and permission to hold the annual Governing Council meeting of the academic year 2017 - 18 along with

that of the Academic year 2018 – 19. It is informed that necessary steps, will be taken after receiving a reply from the DCE in this regard.

3. It has been observed that in the panel of examiners submitted by HoDs for practical examination / project viva-voce, more number of examiners from far away places are frequently included. As a result of this the CoE/ ACoE is left with no option other than choosing outstation examiners. This results in too much of expenditure by way of TA & DA to the examiners. So to reduce such expenditure in future, it is resolved to utilize the expertise of examiners from nearby local colleges as far as possible. Outstation examiners may be invited only when there is no other option.
4. In order to reduce M.Phil. related expenditure, instead of inviting a separate panel of three examiners for each candidate for M.Phil. dissertation viva-voce examination, it is resolved to invite a consolidated panel of External examiners, consisting thrice the number of required examiners at the rate of one External Examination per twelve candidates. The panel of examiners may be prepared by the respective HoDs in consultation with the faculty of the department. The expertise of faculty members of nearby local colleges may be used as far as possible.
5. Every semester, examination fee is collected by the COE office staff. The amount collected in a day has to be remitted to the bank on the same day within the working hours of the bank. Manually counting the collected cash puts a lot of burden on the staff. So to make cash-counting easier for the CoE office staff it is resolved to purchase a cash – counting machine. The expenditure may be met out using the CoE office fund.
6. In the examination committee meeting held on 05.07.2017, it was resolved that a course completion / pass certificate may be issued to all eligible out-going students for a fee of Rs.250/-. In line with this resolution, Rs.250/- for a course completion / Pass certificate has been collected along with the examination fees for April 2018 from all out-going (III year UG & II year PG) students. The above mentioned certificate will be issued to all eligible students immediately after the results of April 2018 semester examination are published. It is resolved to ratify

the above mentioned resolution of the examination committee and to approve the issuing of course completion / pass certificate to eligible out – going students.

7. Resolved to make the following changes in the blueprint of the autonomy grant budget proposal for 2017 – 18 (Annexure – I) and to resend it to the UGC.
 - Proposed amount for “Expenditure on meetings of the Governing body and Committees” is removed.
 - Proposed amount for “redesigning courses and development of teaching / learning material” is increased to Rs.1,00,000/- from Rs.30,000/-
 - Proposed amount for “Workshop and seminars” is increased to Rs.3,90,000 from Rs.70,000/-
8. It is resolved to ratify the CoE office expenditure statement for the period from 13.10.2017 to 31.03.2018 vide annexure II.
9. It is resolved to approve the proposed budget estimate of the CoE office for the period from 01.04.2018 to 30.09.2018 vide annexure III.
10. It is resolved to ratify the specific expenditure already incurred from the CoE office fund during the period 13.10.2017 to 31.03.2018 vide annexure IV.
11. It is resolved to approve the bank statement for the CoE office fund for the period from 01.03.18 to 31.03.18 vide annexure V.
12. It is resolved to approve the statement showing FD account details with Canara Bank, KK Nagar branch as on the day of this meeting, vide annexure VI.

PERIYAR .E.V.R. COLLEGE(AUTONOMOUS),TIRUCHIRAPPALLI-23
FINANCE COMMITTEE MEETING

DATE : 16.04.2018

MONDAY

Signature of the Committee Members :

1. Dr.S. Rajendran,
Chairman,
Principal,
Periyar E.V.R. College(Autonomous),
Tiruchirappalli-620 023.

S. Rajendran
16.4.18

2. Thiru. T.S. Ashokan
Auditor

T.S. Ashokan
16.4.18

3. Dr.A. Megala
Controller of Examinations.

A. Megala
16/4/18

4. Dr. H. Karamath Ali,
Assistant Controller of Examinations

H. Karamath Ali
16/4/18

5. Prof. Shantha Robinson,
HOD of Statistics

Shantha Robinson
16/4/18

6. Dr. F. Shantha Margaret
HOD of Botany

F. Shantha Margaret
16.4.2018

7. Dr.S.S. Rosemary
Associate Prof., Dept. of Commerce

S.S. Rosemary
16/4/18

**PERIYAR E.V.R COLLEGE (AUTONOMOUS),
TIRUCHIRAPPALLI - 23.**

FINANCE COMMITTEE MEETING

Date: 26.11.2018

Monday

RESOLUTIONS

1. In the previous meeting of the Finance Committee it has been informed that no autonomy grant was received from UGC since 2015-16. The expenditure for Autonomous Review Committee visit, for conducting Board of Studies meetings and Governing Council Meetings 2015-16 to 2017-18 has been carried out from COE office fund. On this condition, a letter has been sent to the Director of Collegiate Education asking for guidance and permission to hold the annual Governing Council meeting of the academic year 2017-18 along with that of the year 2018-19. It is informed that necessary steps will be taken after receiving a reply from the Director of Collegiate Education in this regard.
2. In order to reduce TA and DA expenditure in connection with Practical Examination and Project Viva-Voce, previously, it was asked to the Head of the Departments to submit the panel of examiners from local colleges mainly and nearby colleges in unavoidable circumstances. However, to make use of expertise and appropriateness of the examiners of specific subjects, HoDs may include the name of examiners from other colleges within the Bharathidasan University area.
3. The system of M.Phil. evaluation changed remarkably according to the New regulations of Bharathidasan University, July 2018. As per the new regulations, Open Viva-voce is introduced instead of Closed one. Thus, it is appropriate to conduct Open Viva-Voce for maximum of 5 scholars by an examiner. Other examiners may conduct Viva-voce in a parallel manner at the above mentioned scholar-examiner rate, on the same day. The Departments which have higher number of M.Phil. Scholars may make use of both morning and afternoon sessions to complete the viva-voce process in single day itself. The panel of examiners should contain three-times of the actual number of examiners required for viva-voce.

4. Every semester, examination fee collected is counted manually by staff members of CoE. The amount collected in a day has to be remitted to the bank on the same day within the working hours of the bank. Apart from this, number of fee remitters has increased year by year. Thus manual counting of cash puts a lot of burden on the staff. To avoid risks and speed up the process, it is planned to purchase a cash-counting machine for the use of CoE Office.
5. As per the increasing need of prompt attendance and effective work participation, it is decided to purchase biometric system for the use of CoE Office.
6. To speed up the process and to reduce the cost, it is planned to purchase OMR Scanner and Software, to evaluate the semester examination papers. By making use of this new evaluation system, the office may save up to Rs.1,50,000 per semester (by avoiding the amount spent on remuneration for Chiefs and Chairman of examination boards, and Camp Officer). The cost of the OMR machine and software comes around Rs.2,25,000/- The cost of incorporation of new system will be recovered within a year itself.
7. It is decided to erect required number of shelves and cupboards to store evaluated semester scripts in the store room. The shelves and cupboards will be erected through SĀRVODYA Sangham, Tiruchirappalli.
8. Since the UGC disallowed the expenditure for Board of Studies meeting, the entire amount incurred for such meetings are carried out with the funds of CoE office. It is necessary to restrict expenditure by measures like restriction on number of members in the Board of Studies.
9. It is decided to increase the fees for Genuine certificate (Individual and Consolidated Mark sheets) from Rs.1,000 to Rs.2,000/- as per the regulations of Bharathidasan University.
10. At present refreshment cost are allowed at the rate of Rs.25 per examiner per day. It is decided to increase Rs.30 per examiner per day.
11. Autonomous Grants for the College will be released in the beginning of 2019. It was informed in the Workshop on Production, Adoption and Promotion of MOOC on SWAYAM held on 31.08.2018 at Maulana Azad National Urdu University, Hyderabad. However, the College has been

sanctioned Rs.2 crores from RUSA in the financial year 2018-19, and in which an amount of Rs.1 crore received in October 2018. In the total amount, 30 % is allocated for Equipment and E Resources to all the departments and remaining 70 % allocated for building construction, renovation, and upgradation.

12. The Annual Maintenance Contract with M/s. Bharathi Systems, Thanjavur for maintaining the CoE office software ended on 31st August 2018. Support from the software provider is necessary since changes need to be made in the software to suit the requirements that arise now and then and to generate reports in different formats for various purposes. So, it is resolved to renew the Annual Maintenance Contract with M/s. Bharathi Systems, Thanjavur for maintaining the CoE office software for a period of one year from 1st September 2018 to 31st August 2019. Further, it is resolved to pay an amount of Rs.25,000/- (Rupees Twenty Five Thousand only), as quoted by the concern, towards AMC charges.
13. It is proposed to keep annual maintenance contract with Microchip office solutions, Trichy for RICOH Aficio MP 2000L2 Xerox Machine for Rs.17,700/-.
14. It is resolved to ratify the CoE Office expenditure statement for the period 01.04.2018 to 20.11.2018 vide Annexure I.
15. It is resolved to approve the proposed budget estimate of the CoE Office for the period from 21.11.2018 to 31.03.2019 vide Annexure II.
16. It is resolved to ratify the specific expenditure already incurred from the CoE Office fund during the period from 01.04.2018 to 20.11.2018 vide Annexure III.
17. It is resolved to approve the bank statement for the CoE office fund for the period from 01.11.2018 to 22.11.2018 vide Annexure IV.
18. It is resolved to approve the statement showing FD account details with Canara Bank, KK Nagar branch as on the day of this meeting, vide Annexure V.

PERIYAR .E.V.R. COLLEGE(AUTONOMOUS),
TIRUCHIRAPPALLI-23
FINANCE COMMITTEE MEETING

DATE : 26.11.2018

MONDAY

Signature of the Committee Members :

1. Dr.I. Julie,
Chairman,
Principal,
Periyar E.V.R. College(Autonomous),
Tiruchirappalli-620 023.

[Handwritten Signature]
26.11.18

2. Thiru. T.S. Ashokan
Auditor

[Handwritten Signature]
26.11.18

3. Dr.P.S. Vijayalakshmi,
Controller of Examinations.

[Handwritten Signature]
26/11/18

4. Dr.R. Rajendran,
Assistant Controller of Examinations

[Handwritten Signature]
26/11/18.

5. Prof.Shantha Robinson,
HOD of Statistics

[Handwritten Signature]
26/11/18

6. Dr.F. Shantha Margaret
HOD of Botany

[Handwritten Signature]
26.11.2018

7. Dr.K. Vasudevan
HOD of Tamil

[Handwritten Signature]
26/11/18

**PERIYAR E.V.R COLLEGE (AUTONOMOUS),
TIRUCHIRAPPALLI - 23.**

FINANCE COMMITTEE MEETING

Date: 02.08.2019

Friday

RESOLUTIONS

1. It is decided to construct a new, separate and well-equipped building for the Office of Controller of Examinations with the view of the increase in student enrollments, increase in number of degree programmes, incorporation of examination reforms (which are frequently insisted by UGC and related organizations), inception of office automation, and to enhance the students' services. For this purpose, the CoE office will make use of Rs.35 lakhs from its accumulated funds. Steps also initiated to mobilize an additional amount of Rs.70 lakhs from the Government's Self-Supporting Scheme, through District Collectorate of Tiruchirappalli.
2. The Office of Controller of Examination is now spending Rs.10,000 annually to purchase packaged drinking water. To avoid this recurring cost, the committee has approved to install a Reverse Osmosis (RO) system in the office to cater to the needs of purified drinking water.
3. It is the duty of the Office of Controller of Examinations to assure fair examination practices. To avoid malpractices in M.Phil programme, the committee recommend to impose Rs.1,000 as a fine. Further, these scholars who engaged in malpractices will be allowed to take reexamination (of all papers) only in the next academic batch and they will not be allowed to write the withheld papers in subsequent arrear examinations conducted (generally Part-Time Scholars in the Full-Time Examination/Part-time Scholars in the Part-Time examination).
4. Tamilnadu Government has recently announced a hike in festival advance for state government employees. This is expected to implement in the forthcoming festive season. The Finance Committee decided to implement same for the staff members of office of Controller of Examinations.
5. It is resolved to ratify the CoE Office expenditure statement for the period 21.11.2018 to 31.07.2019 vide Annexure I.

6. It is resolved to approve the proposed budget estimate of the CoE Office for the period from 01.08.2019 to 31.03.2020 vide Annexure II.
7. It is resolved to ratify the specific expenditure already incurred from the CoE Office fund during the period from 21.11.2018 to 31.07.2019 vide Annexure III.
8. It is resolved to approve the bank statement for the CoE office fund for the period from 01.07.2019 to 31.07.2019 vide Annexure IV.
9. It is resolved to approve the statement showing FD account details with Canara Bank, KK Nagar branch as on the day of this meeting, vide Annexure V.

(2)

[Handwritten Signature]
PRINCIPAL^o 2.08.19
Periyar E.V.R. College
(Autonomous)
Tiruchirappalli - 620 023

PERIYAR .E.V.R. COLLEGE(AUTONOMOUS),
TIRUCHIRAPPALLI-23
FINANCE COMMITTEE MEETING

DATE : 02.08.2019

FRIDAY

Signature of the Committee Members :

1. Dr.I. Julie,
Chairman,
Principal,
Periyar E.V.R. College(Autonomous),
Tiruchirappalli-620 023.

- 
02.08.19

2. Thiru. T.S. Ashokan
Auditor

- 
02.08.19

3. Dr.P.S. Vijayalakshmi,
Controller of Examinations.

- P S vijayal

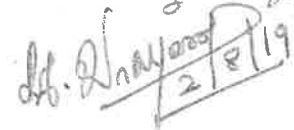
4. Dr.R. Rajendran,
Assistant Controller of Examinations

- R. Rajendran
21/8/19

5. Dr.F. Shantha Margaret
HOD of Botany

- 
21/8/19

6. Dr.K. Vasudevan
HOD of Tamil

- 
21/8/19

7. Dr.V. Narayananambi,
Associate Professor of Tamil

- 
21/8/19

PERIYAR E.V.R. COLLEGE(AUTONOMOUS)

TIRUCHIRAPPALLI – 620 023.

FINANCE COMMITTEE MEETING

Date : 17.02.2020

MONDAY

RESOLUTIONS

1. The Finance Committee had resolved in its meeting held on 02.08.2019 that the surplus fund of COE's office to tune of Rs.35 lakhs shall be used for the construction of an exclusive building for COE Office in our college at the cost of Rs.1.10 crores under the self-sufficiency scheme of Government of Tamilnadu. The remaining Rs.70 lakhs has to be mobilized from the Government of Tamilnadu under self – sufficiency scheme. As per the resolution, a cheque for Rs.35 lakhs was already handed over to the District Collector, Trichirappalli. Later the College Council has adopted a resolution in its meeting held on 10.01.2020 stating that an additional amount of Rs.20 lakhs shall be given to the District Administration Trichirappalli and Rs.40 lakhs be mobilized from the Governement under self-sufficiency scheme to construct an additional floor at cost of Rs.60 lakhs in our college. Following the college council resolution, the Finance Committee, after scrupulous discussion on the financial position of the COE office, resolved to ratify the resolution of the college council and Rs.20 lakhs shall be given from the COE's office fund. However, the construction of additional floor shall be given exclusively for the COE's office purpose.


PRINCIPAL.17.02.20

PERIYAR E.V.R. COLLEGE(AUTONOMOUS)

TIRUCHIRAPPALLI – 620 023.

FINANCE COMMITTEE MEETING

Date : 17.02.2020

MONDAY

Signature of the Committee Members :

1. Dr. I. Julie,
Chairman,
Principal,
Periyar E.V.R. Colleg(Autonomous),
Tiruchirappalli-620 023.
2. Thiru.T.S. Ashokan
Auditor.
3. Dr.R. Rajendran,
Controller of Examinations (I/c).
4. Dr.F. Shantha Margaret
HOD of Botany
5. Dr.K. Vasudevan
HOD of Tamil
6. Dr.V. Narayananambi,
Associate Professor of Tamil.

I. Julie
17.02.20

T.S. Ashokan
17.02.2020

R. Rajendran
17/2/2020

F. Shantha Margaret
17.02.2020

K. Vasudevan
17/2/2020

V. Narayananambi
17/2/20

**PERIYAR E.V.R COLLEGE (AUTONOMOUS),
TIRUCHIRAPPALLI – 23.**

FINANCE COMMITTEE MEETING

Date: 27.05.2020
Time: 11.00 AM

Venue: COE Office

RESOLUTIONS

1. The finance committee in its meeting held on 02.08.2019 had resolved to construct a separate building for COE office in the college campus under Tamil Nadu Governemtn Self – sufficiency scheme by providing Rs.35,00,000/- (Thirty Five lakh only) from the COE office fund (Vide Finance Committee resolution No.1 dated 02.08.2019) as public contribution and collecting Rs.70,00,000/- as Government contribution so as to construct the building at the estimate of Rs.1,05,00,000/- (One crore and five lakh only). The appropriate permissions for the same has been obtained from the District Collector (vide letter RC.A3/1949/2019 dated 21.11.2019) and from the Director of Collegiate Education (Vide the DCE proceeding R.C.No.32504/J3/2019 date 28.11.2019). A Demand Draft for Rs.35,00,000/- has been handed over to the District Collector on 30.11.19

The college council has adopted a resolution in its meeting held on 10.01.2020 to provide an additional fund of Rs.20,00,000/- (Rupees Twenty Lakhs) from COE office fund as public contribution and to obtain Rs.40,00,000/- (Rupees Fourty Lakh) from District Collector as Government contribution to construct first floor in the new COE office building at the estimate of Rs.60,00,000/- (Sixty lakh only). Hence the total worth of COE office building would become Rs.1,65,00,000/- (One Crore Sixty Five Lakh only). Finance committee of the college has also endorsed the same in its meeting held on 17.02.2020 and the necessary permissions were obtained from the Director of Collegiate education on 19.03.2020 (Vide DCE's proceeding RC 32504/J3/2019-1 dated 19.03.2020). Hence a Demand Draft for Rs.20,00,000/- (Rupees Twenty Lakh) was handed over to District Collector on 20.03.2020.

Having given Rs.55,00,000/- (Rupees Fifty Five lakhs) from COE office fund for the purpose of construction of new building, the availability of fund in COE office has become Rs.17,82,784/- (Rupees

Seventeen lakh Eighty Two Thousand Seven Hundred and Eighty Four only) as per Bank Statement as on 19.03.2020. However, it was considered that it could be managed to conduct the process of April 2020 semester examination with the use of available fund and additional receipts expected from the fees collection such as condonation fees, instant examination fees, fee for revaluation of answer scripts etc., But, unfortunately the covid-19 led lockdown and closure of the college, delayed examinations have caused fee collection impossible as well as the recurring expenditure such as salary of the employees and other office expenses to be met out of available fund. The committee in its discussion agrees that available fund is insufficient to meet the budget estimate for the COE office for the period from May 2020 to August 2020. This situation has arised on account of the following factors;

- (i) Covid - 19 led closure of the college,
- (ii) Fees could not be collected from the students due to covid-19 lock down and hence the expected receipts have not been realised.
- (iii) Contribution of COE's office fund towards the construction of COE office building under self sufficient scheme of TamilNadu Government has left with no surplus fund in COE office.

The Examination Committee has also adopted a resolution seeking Financial assistance to the tune of Rs.10,00,000/- (Ten Lakhs) for the smooth conduct of ensuing semester examination and COE's office functioning. Hence it is resolved to endorse the examination committee resolution dated 27.05.2020 and to get the financial assistance to the tune of Rs.10,00,000/- from the principal's office fund repayable after collecting the fees from the students as soon as the college is reopened.

2. It is resolved to approve the budget estimate of COE office for the period from May 2020 to August 2020 (Vide Annexure - I).
3. It is resolved to ratify the expenditure statement of the COE office for the period from 19.03.2020 to 22.05.2020 (Vide Annexure - II).
4. It is resolved to ratify the bank statement for the period from 19.03.2020 to 22.05.2020 (Vide Annexure - III).


PRINCIPAL. 27.05.20

PERIYAR .E.V.R. COLLEGE(AUTONOMOUS),
TIRUCHIRAPPALLI-23
FINANCE COMMITTEE MEETING

DATE : 27.05.2020

WEDNESDAY

Signature of the Committee Members :

1. Dr.I. Julie,
Chairman,
Principal,
Periyar E.V.R. College(Autonomous),
Tiruchirappalli-620 023.
2. Thiru. T.S. Ashokan
Auditor
3. Dr.K. Vasudevan
Controller of Examinations
4. Dr.A. Gopalakrishnan,
Assistant Controller of Examinations
5. Dr.F. Shantha Margaret
HOD of Botany
6. Dr.V. Narayananambi,
Associate Professor of Tamil

Dr. Julie
27.05.20

Thiru. T.S. Ashokan
27.05.20

Dr. K. Vasudevan
27/5/2020

Dr. A. Gopalakrishnan
27/5/20

Dr. F. Shantha Margaret
27.05.2020

Dr. V. Narayananambi
27.5.20

**PERIYAR E.V.R COLLEGE (AUTONOMOUS),
TIRUCHIRAPPALLI – 23.**

FINANCE COMMITTEE MEETING

Date: 23.06.2020
Time: 11.00 AM

Venue: COE Office

RESOLUTIONS

COE has presented the financial position of the COE's office as on 22.06.2020 and elaborated the financial crunch arised out of Covid-19 led lockdown and delayed April 2020 semester examinations. The finance Committee had already discussed the same matter in its meeting held on 23.05.2020 and adopted a resolution to seek financial assistance to the tune of Rs.10,00,000/- (Vide resolution no.1 dated 27.05.2020) from the Principal's office with due permission from the director of collegiate education, Chennai. At this juncture this committee feels it necessary to downsize the recurring expenditure amidst the financial crises arising on account of

- (i) Covid-19 led lockdown and closure of the college since 17.03.2020.
- (ii) Non realisation of fees from students due to Covid-19 led lockdown and hence income flow has become zero level since the closure of the college on March'17, 2020.
- (iii) Contribution of COE's office fund, (Rs.55 lakhs) towards the construction of COE office building in our college under Tamil Nadu Government self sufficiency scheme at the cost of Rs.1,65,00,000/-(Rs.1,10,00,000/- contribution by the Government of TamilNadu) has left with no surplus fund in COE office

Covid-19 led lockdown and resultant closure of college has had two undesirable financial impacts in the COE office. On the one hand available fund became not only insufficient but also eroding due to extended recurring expenditure for the period that supposed to have been included in the next academic year(2020-21). On the other hand inflow of income becomes zero as the fees could not be collected from the students.

Hence this committee after careful deliberation understood the gravity of the financial condition prevailing in the COE office and resolved the followings:

1. It is resolved to suspend the monthly honorarium temporarily for Chief Controller, Controller of Examination, Assistant Controller of Examination, Bursar, Superintendent and such other administrative staff except watchman with effect from June 2020 until the resumption of fee collection from the students for the next (November 2020) semester examinations.
2. It is resolved to suspend the sitting fee and DA prescribed for the members of various committee meetings to be held in the COE office until the resumption of examination fee collection from the students for next (November 2020) semester examination. However, external members such as auditor shall be paid their sitting fee along with DA as they are appointed not from within the college. It comes into immediate effect from the date of this meeting.
3. It is resolved to defer the payment of remunerations prescribed for the conduct of examinations and evaluation related works of ensuing April 2020 semester examination to staff members from our college to be engaged in various capacity. Payment shall be made after fees are collected from students.
4. It is resolved to freeze the salary of the COE office staff at the existing level as on 31.05.2020 and there shall be no hike in the salary until the COE office could create a considerable surplus fund from the receipts in future over the expenditure. Revision of salary, increments and other forms of hike in the salary shall be considered by the Finance Committee in future only after ensuring the financial viability in terms of surplus fund to a considerable extent.
5. It is resolved to cut-down the salary of the COE office staff by 50 percent at the existing level temporarily with effect from 1 June 2020 until the restoration of financial normalcy and resumption of fees collection after the college is reopened. However, COE office staffs are entitled to get back their deducted salary (50%) on equal instalments basis after the establishment of financial normalcy in the COE office and the same shall be decided by the finance committee. Hence the COE office staff shall be paid salary in full without 50 percent

deduction only after the fee collection for next (November 2020) semester exam is restored. The same shall be decided by this committee in future.

6. It is learnt that the conduct of April 2020 semester examination remains deferred indefinitely due to Covid-19 led lockdown. Guidelines regarding conduct of examination are expected from the Government of TamilNadu and the Bharathidasan University. The preparation works for the conduct of April 2020 semester examinations are also almost completed in the COE office. Hence, considering the pandemic situation, work load in the COE office and more importantly the financial position, this committee resolves that the COE office shall run on all working days but with reduced staff strength. Office assistants shall attend the office on alternative days. Staff above the rank of OA's shall be grouped into different batch such as A,B and C, in such a way that a group consists of not more than two staff members. This arrangement shall continue during the pandemic period. Salary for the staff during these period shall be calculated only for the number of working days attended the office as proportion to total number of days in the months without considering the 50 percent deduction in the Gross salary. In case the pandemic situation continues, Controller of Examination in consultation with the Chief controller of examination (Principal) shall decide on whether to run this office with 100 per cent staff strength or with reduced staff strength or the office remain shut until the announcement of Higher education department, Government of TamilNadu and the Bharathidasan University.
7. Finance committee resolves that the COE office shall create a surplus fund from its current revenue over its current expenditure and the same shall be kept as Fixed deposits. It is necessary to maintain the surplus fund in the form of FD to meet with unforeseen indeterminate situation such as present Covid-19 pandemic period and to avoid financial crisis in the COE office in future.
8. It is resolved that the recurring expenditure shall be met only from the recurring income. Fixed Deposits shall be used only for the capital expenditure such as construction of building, purchase of machineries etc., depending upon its nature and necessity.

9. It is resolved to empower the COE to economise the expenditure without harming the efficiency of COE's office functioning.
10. It is resolved to create necessary capabilities in terms of software so as to upload the hall ticket for the semester examination in our college website. The necessary expenditure for this purpose shall be met from COE office fund.
11. It is resolved to ratify the expenditure statement of the COE office for the period from 01.06.2020 to 22.06.2020 (Vide Annexure - I).
12. It is resolved to ratify the bank statement for the period from 01.06.2020 to 22.06.2020 (Vide Annexure - II).

[Handwritten Signature] 23/6/2020
PRINCIPAL.

PERIYAR .E.V.R. COLLEGE(AUTONOMOUS),
TIRUCHIRAPPALLI-23
FINANCE COMMITTEE MEETING

DATE : 23.06.2020

TUESDAY

Signature of the Committee Members :

1. Dr.J. Suganthi,
Chairman,
Principal,
Periyar E.V.R. College(Autonomous),
Tiruchirappalli-620 023.
2. Thiru. T.S. Ashokan
Auditor
3. Dr.K. Vasudevan
Controller of Examinations
4. Dr.A. Gopalakrishnan,
Assistant Controller of Examinations
5. Dr.F. Shantha Margaret
HOD of Botany
6. Dr.R. Kalaiselvi,
Associate Professor of Tamil
7. Dr.V. Narayananambi,
Associate Professor of Tamil

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23/6/2020

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23/6/2020

23/06/2020

23/6/2020

23/6/2020

**PERIYAR E.V.R COLLEGE (AUTONOMOUS),
TIRUCHIRAPPALLI - 23.**

FINANCE COMMITTEE MEETING

Date: 14.12.2020

Venue: COE Office

PRESENT

- | | |
|--|--------------------------|
| 1. Dr.A. Megala
RJD, Trichy region | - Member |
| 2. Dr.J. Suganthi
Principal | - Ex-officio-Chairperson |
| 3. Thiru. T.S. Ashokan
Auditor | - Member |
| 4. Dr.K. Vasudevan
Controller of Examinations | - Ex-officio Member |
| 5. Dr.A. Gopalakrishnan,
Assistant Controller of Examinations | - Ex-officio Member |
| 6. Dr.F. Shantha Margaret
HOD of Botany | - Member |
| 7. Dr.R. Kalaiselvi,
Associate Professor of Tamil | - Member |
| 8. Dr.V. Narayananambi,
Associate Professor of Tamil | - Member |

RESOLUTIONS

The finance committee meeting is convened by the Chairperson on 14.12.2020 at COE office, Periyar EVR College(A), Trichirappalli-23. The committee, after indepth and scrupulous discussions, has adopted the following resolutions.

1. It is learnt from the submission of the COE that a letter seeking permission of DCE was sent to DCE office, Chennai in the month of May 2020 to transfer a sum of Rupees Ten lakh(Rs.10,00,000) only from the surplus fund held in Government accounts in the principal's office to the COE's office account as to meet the examinations expenditure. There was paucity of fund in COE's office for the

Dr. S. S. S. S. S.
14/12/2020

reasons detailed by this committee in its earlier resolutions no.1 dated 27.05.2020. To its response, Director of Collegiate Education(DCE), Chennai has now sought some additional details regarding this request to facilitate the transfer of funds. Meantime the financial condition in the COE's office is now improved with exam fee collection for November / December 2020 semester exams and by the measures adopted to downsize the current expenditure. Hence, this committee now feels it better to give away the request for transfer of funds and resolved that the same be intimated to the Director of Collegiate Education(DCE), Chennai with due supporting details and documents as sought in the DCE's letter.

2. It is resolved to revoke the temporary suspension of honorium for the Chief controller, Controller of Examination, Additional Controller of Examinations, Bursar, Superintendent and such other administrative staff with effect from November 2020 as accorded by this committee in its resolution No.1 adopted on 23.06.2020.
3. It is resolved to resume the payment of sitting fees and DA for the members of various committee meetings to be held in the COE office with effect from November 2020 as per the resolution No.2 which was adopted by this committee on 23.06.2020.
4. It is resolved to make payments for pending dues to the printing house, Question paper setters, and such other dues deferred earlier due to paucity of fund as per this committee's resolution no.3 dated 23.06.2020.
5. This committee feels it now appropriate to consider the restoration of salary of the COE's office staff whose monthly salary has had a cut by 50 percent due to financial crises with effect from June 2020. Having gone through the budget estimates, bank statements, this committee satisfies that the financial normalcy is partially restored now due to fee receipts and measures downsizing the current expenditures. Hence, it is now resolved that the salary of COE's office staff shall be stepped up from the 50 percent to 75 percent of salary as on 31.05.2020 effecting partial revocation of the salary cut effected by this committee in its 5th resolution adopted on 23.06.2020. Hence, the COE's office staff shall be paid 75 percent of salary instead of 50

M. S. S. S. S.
14/11/2020

percent with effect from December 2020. However, they shall be given their monthly salary in full without any deduction as soon as the commencement of fee collection for the next semester examination that is April 2021. However, the travelling allowances for the office assistants shall be paid in full with effect from December 2020. And if any deductions on account of festival advance recovery, they shall be kept in abeyance until their monthly salary is disbursed in full without any salary cut.

6. This committee, in its previous meeting, had resolved to create a surplus fund from its current revenue over current expenditures and to keep it as fixed deposit as a stabilisation fund to meet with unexpected indeterminate situation. To this effect, COE office has to create surplus to the extent of atleast 10 percent of current receipts and keep it as FD to sustain the financial viability without harming the qualities in its functioning through effective and efficient fund management.
7. This committee resolves to emphasise the need for sustenance of a surplus fund in fixed Deposit to that extent necessary to meet with extraordinary situations in which the functioning of the COE office has to be ensured without hampering the normal and routine function in future.
8. It is resolved to endorse and ratify the resolutions of financial nature adopted by the examination committee in its meeting held on various earlier dates during the period between the present and previous meetings of this committee.
9. This committee extend its heartfelt thanks to all the teaching and non-teaching staff members of the college for their sacrifice and whole hearted support and co-operation extended to the COE's office at the time of financial crises and pandemic period foregoing their remunerations. A special thanks to the COE office staff who have been part with their salary partially during this period. This committee solicit the same co-operation from all who have been part of this great institution established for a good social cause.

Dr. G. S. Som
14/12/2020

10. This committee feels that the Principal and the Controller of Examinations have taken appropriate and timely financial decisions to overcome the financial deficit caused by the Covid-19 Pandemic and resolves to appreciate and ratify those measures taken with reference to salary, remunerations, sitting fees, Daily allowance, travelling allowances, remuneration for Question Paper setting evaluation works etc., However, remuneration for extracting examination related works from the internally employed teaching staff member shall be resumed partially with effect from November / December 2020 semester examinations and fully from April 2021 semester examinations as the situation warrants depending upon the financial viability in terms of budget estimates, availability of fund etc.,

11. It is learnt from the submission of the controller of examination that the April 2020 semester examinations were conducted online and the same mode is going to be used for the November / December 2020 semester examinations. Hence, this committee, considering the nature of work, budget estimates and such other conditions resolved to adopt a separate remuneration scheme for conduct of examinations both practical and theory online mode.

- For external practical examinations the existing co-ordination fee is fixed as Rs.500/- irrespective of number of sessions, number of days of exams and duration. HODs of concern department shall be entrusted the responsibility of co-ordinating the practical examinations and the remuneration be paid to them.
- Irrespective of hours of practical examinations Rs.15 for per registered and appeared candidate of UG courses and Rs.30 for per registered and appeared candidate of PG course be given to examiners. The practical examinations shall be conducted by appointing the concern department staff members as examiners.
- No other remuneration is admissible except the coordination fee and remunerations for per registered and appeared candidates for the online virtual practical examinations.

Dr. S. S. Srinivasan
14/11/2020

- For the conduct of online theory examinations the remunerations for the Additional Chief superintendent and hall superintendent shall be paid at the rate of Rs.250/- and Rs.125/- per day respectively.

12. It is learnt that the submission fee collected from the M.Phil. candidates is not sufficient to defray at least the expenditure incurred in the process of conducting public viva-voce examination involving both guide and expert external examiners from the outstations.

Therefore this committee feels it necessary and resolved to fix a processing fee of Rs.1500/- to be collected from the M.Phil. scholars (part time) at the time of submission of dissertation so as to enable the COE office to fix the external examiners with reputation and expertise from the panel of examiners submitted by the concern research guide without any financial restraints. However, this shall be collected only for the part time M.Phil scholars who naturally happen to be the employees with assured income. Candidates pursuing M.Phil. course in the full time mode shall be exempted from this fee as to avoid an additional cost in their pursuit of higher education.

13. COE has presented a detailed report card on the increased enrolment of students and its sustained growth over the period of time. This committee also learnt that the examination committee has adopted a resolution seeking the permission to appoint a technical staff, a non-technical staff and a full time right watchman for the New COE office building which is under construction. This committee after careful scrutiny accepts the need for these appointments and ratifies the examination committee resolution no.4 dated 12.03.2020. Hence, it is now resolved to provide the consent for the appointment of a technical staff, a non-technical staff and watchman in COE office

A technical and non-technical staff shall be appointed as soon as the November / December 2020 semester examination are over. Their monthly salary shall be fixed at the rate of not exceeding 50 percent of the present salary of the equivalent cadre presently working in the COE office. Watchman shall be appointed after the shifting of COE office to the newly constructed office building in the

A.G. 5000
14/12/2020

College campus. After the appointments, following due process, necessary ratification shall be obtained from the Governing Council of the college.

14. It is resolved to meet out the expenditures such as registration fee, bank charges etc., to be incurred on establishment of an exclusive website for COE office fund to facilitate online payment of exam fees through CC Avenue gateway, publication of results and such other exam related activities etc.,
15. It is resolved to ratify the agreement engaged with the CC Avenue gateway to facilitate online payment of exam fees.
16. It is resolved to ratify the expenditure statement for the period from 24.06.2020 to 12.12.2020(vide Annexure-I)
17. It is resolved to ratify the budget estimates of COE office for the period from December 2020 to April 2021(Vide Annexure-II).
18. It is resolved to ratify the bank statement as on 17.12.2020(Vide annexure-III).


PRINCIPAL.

Dr. Gokran
14/12/2020

PERIYAR .E.V.R. COLLEGE(AUTONOMOUS),
TIRUCHIRAPPALLI-23
FINANCE COMMITTEE MEETING

DATE : 14.12.2020

MONDAY

Signature of the Committee Members :

1. Dr.A. Megala
Regional Joint Director of Collegiate Education
Trichy region.
2. Dr.J. Suganthi,
Chairman,
Principal,
Periyar E.V.R. College(Autonomous),
Tiruchirappalli-620 023.
2. Thiru. T.S. Ashokan
Auditor
3. Dr.K. Vasudevan
Controller of Examinations
4. Dr.A. Gopalakrishnan,
Assistant Controller of Examinations
5. Dr.F. Shantha Margaret
HOD of Botany
6. Dr.R. Kalaiselvi,
Associate Professor of Tamil
7. Dr.V. Narayananambi,
Associate Professor of Tamil

Dr. G. Megala
14/12/2020

Dr. J. Suganthi
14/12/2020

Thiru. T.S. Ashokan
14/12/2020

Dr. K. Vasudevan
14/12/2020

Dr. A. Gopalakrishnan
14/12/2020

Dr. F. Shantha Margaret
14/12/2020

Dr. R. Kalaiselvi
14/12/2020

Dr. V. Narayananambi
14/12/2020

**PERIYAR E.V.R COLLEGE (AUTONOMOUS),
TIRUCHIRAPPALLI - 23.**

FINANCE COMMITTEE MEETING

Date: 26.04.2021

Venue: COE Office

PRESENT

- | | |
|--|--------------------------|
| 1. Dr.A. Megala
RJD, Trichy region | - Member |
| 2. Dr.J. Suganthi
Principal | - Ex-officio-Chairperson |
| 3. Thiru. T.S. Ashokan
Auditor | - Member |
| 4. Dr.K. Vasudevan
Controller of Examinations | - Ex-officio Member |
| 5. Dr.A. Gopalakrishnan,
Assistant Controller of Examinations | - Ex-officio Member |
| 6. Dr.F. Shantha Margaret
HOD of Botany | - Member |
| 7. Dr.R. Kalaiselvi,
Associate Professor of Tamil | - Member |
| 8. Dr.V. Narayananambi,
Associate Professor of Tamil | - Member |

RESOLUTIONS

The finance committee meeting is convened by the Chairperson on 26.04.2021 at COE office, Periyar EVR College(A), Trichirappalli-23. The committee, after scrupulous discussions, has adopted the following resolutions.

1. This committee is resolved to reaffirm its resolution No.5 adopted in its last meeting dated 14.12.2020 to restore full salary to the COE office staff with effect from April 2021. Further it is resolved that the COE office staff shall be paid their deducted salary (50percent and 25 percent) during the period between April 2020 and March 2021 as arrear in 12 equal instalments with effect from April 2021. The

Dr. Suganthi
26/4/21

arrears (Vide the **Annexure - VI and VIA**) shall be paid along with their monthly salary. Deductions of advance if any shall also be resumed from April 2021 salary.

2. It is resolved to ratify the expenditures incurred for the conduct of April 2021 practical examination through offline mode with due remunerations prescribed by this committee and the COE office then and there in accordance with the Bharathidasan University guidelines and also changes if any brought in by the COE office to cope up with financial commitment and viability.
3. It is resolved to appreciate and approve the surplus fund created by the COE office in line with the resolution No.6, adopted by this committee on 14.12.2020. Further, it is resolved to ratify the Fixed deposit created for Rs.22 lakhs from the COE office fund as detailed in the **Annexure - V**. Further it is resolved that the fixed deposits shall be maintained as stabilisation fund which should not be spent for any purpose except to meet any financial crises such as one that the COE office experienced during Covid-19 pandemic (April 2020 - March 2021). The COE office has to manage to step up the FD in due course through its efficient expenditure management. Hence any salary hike and new appointments shall be considered only after raising the FD level at least to 60 lakhs.
4. It is resolved to continue the remuneration scheme adopted in the November / December 2020 online semester examinations (Vide resolution No.11 dated 14.12.2020) for the ensuing April 2021 semester examination also. Further, remunerations for clerical and other preparatory work shall be paid as under:
 - (i) Receiving the cover and Recording in the Tapal register - One rupee per cover
 - (ii) Clerical works - Rs.100 per session
 - (iii) Classification of covers/ covering the answer script for valuation/ shorting etc., - Staff shall be employed and Rs.125/- be paid per session per person.
5. It is resolved to repay the excess payment if any made by the students while paying their exam fees online. It shall be repaid only if the claim is raised by the students.

6. It is resolved to enhance the Fixed Travelling allowance of Office Assistant, by Rs.250/- each considering the remarkable hike in petroleum price.
7. It is resolved to ratify the online/offline exam fee collection statement for both November / December 2020 and April 2021 semester examination (Vide **Annexure VII**).
8. It is resolved to ratify the expenditure statement for the period from 14.12.2020 to 31.3.2021 (Vide **Annexure - I**).
9. It is resolved to approve the proposed budget estimate for the period from 1.4.2021 to 30.09.2021 (Vide **Annexure II**).
10. It is resolved to ratify the specific expenditure incurred from COE office fund for the period from 14.12.2020 to 31.03.2021 (Vide **Annexure - III**).
11. It is resolved to approve the Bank statement for COE office fund as on 23.04.2021 (Vide **Annexure - IV**).

Dr. G. G. G. G.
26/4/21


PRINCIPAL.

**PERIYAR E.V.R COLLEGE (AUTONOMOUS),
TIRUCHIRAPPALLI – 23.**

FINANCE COMMITTEE MEETING

Date: 17.09.2021

Venue: COE Office

PRESENT

- | | |
|--|--------------------------|
| 1. Dr.A. Megala
RJD, Trichy region | - Member |
| 2. Dr.J. Suganthi
Principal | - Ex-officio-Chairperson |
| 3. Dr.K. Vasudevan
Controller of Examinations | - Ex-officio Member |
| 4. Dr.A. Gopalakrishnan,
Assistant Controller of Examinations | - Ex-officio Member |
| 5. Thiru. T.S. Ashokan
Auditor | - Member |
| 6. Dr.F. Shantha Margaret
HOD of Botany | - Member |
| 7. Dr.R. Kalaiselvi,
Associate Professor of Tamil | - Member |
| 8. Dr.V. Narayananambi,
Associate Professor of Tamil | - Member |

RESOLUTIONS

A. Office of Controller of Examination

1. It is resolved that the remunerations for the conduct of semester examinations(offline) shall be restored as adhered before April 2020 semester examination with effect from November / December 2021 semester exams if conducted in offline mode. However, remuneration for online examination shall be continued as existing. Any changes, if necessary, shall be brought by the COE subject to necessary ratification from the Finance Committee.
2. It is resolved to commence the collection of examinations fee from 2020 batch M.Phil(Part-Time) students in September 2021 so as to

M. G. G. G. G.
17/9/21

- conduct the theory examinations in October / November 2021. The examination fee collection for November / December 2021 autonomous semester examinations for UG/PG students shall be commenced in October 2021 both online and offline mode.
3. It is learnt that the COE's office staff have been paid five instalments of their deducted salary as on 31.08.2021. It is resolved that the process of paying the deducted salary shall be continued until the completion of exam fee collection for the November / December 2021 semester examination. They shall be paid their remaining instalments in lumpsum as and when the exam fee collection for November / December 2021 semester exam is completed.
 4. It is learnt from the COE's presentation that a student P.Dhinesh kumar (18RBE03) has submitted a representation through proper channel for correction of his name in all the six semester mark statements along with consolidated mark statement and pass certificate. The fee as per the existing rate is calculated at Rs.3200/-. But the student has requested concession in the fee considering his poor condition in the pandemic situation. Hence, this committee resolves that a concession of fee at the rate of Rs.100 per document shall be given to him considering his family's poor condition and the pandemic situation.
 5. It is resolved that the remuneration for sweeper, scavenger and day watchmen shall be restored to the rates paid before April 2020.
 6. This committee appreciate the Principal, COE and ACOE for having recovered the COE's office financial position from deficiency into surplus conditions by handling the pandemic situation with visionary decisions and deeds especially with reference to financial matters. With earnest co-operation from the teaching and non-teaching staff of our college, COE office has managed the financial crises successfully and turned the condition from "deficit" into "surplus" and created a "stabilisation fund" in the form of Fixed Deposit which ensures the financial viability to face any situation that may arise in future. The principal, COE, ACOE and teaching staff members have forgone their remunerations either fully or partially for considerable periods for the cause of institution's well being. Hence, this committee once again

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congratulate them. Further, this committee reviews its own resolution No.1 dated 23.06.2020, resolution no.2 dated 14.12.2020 and it resolves to release the unpaid suspended monthly honorarium for the Principal, COE, ACOE, Bursar and Superintendent for the period from June 2020 to October 2020.

7. It is resolved to ratify the expenditure statement for the period from 01.04.2021 to 15.09.2021 (Vide **Annexure - I**).
8. It is resolved to approve the proposed budget estimate for the period from 16.09.2021 to 31.03.2022(Vide **Annexure II**).
9. It is resolved to ratify the specific expenditure incurred from COE office fund for the period from 01.04.2021 to 15.09.2021 (Vide **Annexure - III**).
10. It is resolved to approve the Bank statement for COE office fund as on 15.09.2021(Vide **Annexure - IV**).

B. CLP Department

1. The Finance committee has had meticulous discussion about the request of the CLP Guest lecturers dated 01.07.2021 to hike their monthly honorarium as it remains insufficient and disproportionate when compared to the workload and Government Guest Lecturer remunerations. This committee has analysed this request with reference to Government orders and DCE proceedings pertaining to the workload and monthly remuneration and also this committee earlier resolutions no.3 dated 18.02.2015 and resolution having no number dated 18.02.2017.

Five teaching staff are presently working in CLP as against the number required (27 persons) as per DCE proceeding RC No.29358/J3/2005 dated 16.09.2005. The students admission into first year CLP remains at around 1350 every year. As per the DCE proceedings CLP department shall engage 27 teachers. If students are taught throughout the academic year by dividing them into two badges, then CLP requires atleast 13 Guest lecturers. Hence, it is no doubt that CLP staff are engaged with the additional workloads. Further, they have been engaged in administrative works such as

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admission process, processing of students' scholarship preparation, checking the Transfer certificates and assistance in such other office works.

This committee after discussing the length and breadth of this matter, explored the following grounds to consider the request of CLP Guest lecturers.

- (a) The strength of students enrolled for CLP stands at around 1350 and the amount collected towards CLP fee remains steady over the past years and also expected to continue in the years to come as the admission into CLP has been practiced in Periyar EVR College as mandatory except for B.Sc. Computer Science and B.C.A., (Computer Application) students. The amount collected stands at around 9,50,000/- and surplus fund has been sustaining every year as the unutilised surplus portion of current revenue is regularly added every year into accumulated fund under CLP head in PD II A/c. It explicitly shows that there is financial viability to consider the hike in the monthly honorarium of CLP Guest Lecturers.
- (b) Number of lecturers in CLP remains not only inadequate but also exhibits declining trend. Some of the Guest lecturers had already left the service as they felt their salary was inadequate as compared to the Government Guest lecturers working in other department(courses) and the open market salary given on an average in the self financing colleges. Presently only 5 Guest lecturers have been working with CLP with additional responsibility, duties and their classes have been spread over the academic year.
- (c) Several attempt to recruit fresh Guest lecturers for CLP went in vein because qualified / experienced persons with MCA/M.Sc. Computer Science with M.Phil., demands higher start of salary as well as salary revision over the years during their service. Hence, it becomes necessary for the CLP department atleast to retain the existing Guest lecturers allotting both additional duties and responsibilities and periodical revision in their salary (honorarium).

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(d) CLP staff had already given hike in their honorarium twice with effect from 1.1.2015 (Vide Finance committee resolution No.3 18.02.2015) and with effect from 01.01.2017(Vide the resolution of 18.02.17). However, it still remains disproportionate when compared to remuneration (Rs.20,000 per month) drawn by the Government Guest Lecturers in the Shift I and Shift II classes with equal qualification and less additional duties. Any hike in the honorarium of CLP Guest Lecturers could be met from the CLP fund deposited in PD II A/c and it does not cause any expenditure to the state government funds as stated in the DCE's proceedings referred earlier.

Having discussed and explored the financial viability, workload assigned, and discrimination of honorarium between CLP Guest lecturers and GL working in other courses of our college, this committee feels it necessary to revise the monthly honorarium of CLP Guest lecturers with effect from 01.08.2021.

The college management shall obtain an undertaking from the individual Guest lecturers employed in CLP stating that the increased honorarium will be repaid in case of audit objection and also excess workload has to be engaged by them without any hesitations.

Fitment Table

Honorarium of CLP Guest Lecturer with effect from 01.08.2021

Stages	Length of service in the years	Monthly Honorarium as on 01.08.2021 (in Rupees)
I	Incumbent Guest Lecturer with 0-5 years	Rs.8,000/-
II	Incumbent Guest Lecturer with 6-12 years	Rs.10,000/-
III	Incumbent Guest Lecturer with 12 - 17 years	Rs.12,000/-
IV	Incumbent Guest Lecturer with Over and above 17year	Rs.14,000/-

The Fitment Table has to be used only to fix the monthly honorarium of incumbent CLP Guest lecturers as on 01.08.2021. Movement from one stage to another stage is strictly not permissible for them in future without reviewing the financial position of CLP by the Finance Committee of this college.

The committee also reaffirms that all expenditure towards conduct of CLP programme shall be met only from the fee collected from the students enrolled into CLP programme.

[Signature]
12/9/21
PRINCIPAL.

D. G. Soman
12/9/21

**PERIYAR .E.V.R. COLLEGE(AUTONOMOUS),
TIRUCHIRAPPALLI-23
FINANCE COMMITTEE MEETING**

DATE : 17.09.2021

FRIDAY

Signature of the Committee Members :

1. Dr.A. Megala
Regional Joint Director of Collegiate Education
Trichy region.
2. Dr.J. Suganthi,
Chairman,
Principal,
Periyar E.V.R. College(Autonomous),
Tiruchirappalli-620 023.
3. Dr.K. Vasudevan
Controller of Examinations
4. Dr.A. Gopalakrishnan,
Assistant Controller of Examinations
5. Thiru. T.S. Ashokan
Auditor
6. Dr.F. Shantha Margaret
HOD of Botany
7. Dr.R. Kalaiselvi,
Associate Professor of Tamil
8. Dr.V. Narayananambi,
Associate Professor of Tamil

- Dr. G. G. Soman
17/9/21

- Dr. Suganthi
17/9/21

- Dr. Vasudevan
17/9/21

- Dr. Gopalakrishnan
17/9/21

- Thiru. T.S. Ashokan
17-9-2021

- Dr. Shantha Margaret
17/9/21

- Dr. Kalaiselvi
17/9/21

- Dr. Narayananambi
17/9/21