

**KONGUNADU ARTS AND SCIENCE COLLEGE (AUTONOMOUS)**  
 Re-accredited by NAAC with 'A' Grade - 3.64 CGPA out of 4 (3<sup>rd</sup> Cycle)  
 College of Excellence (UGC)  
 COIMBATORE - 641 029

**Minutes of the Finance Committee Meeting**

Date: 29.07.2019  
 Time: 10.00 a.m.

Venue: Principal's Chamber

The meeting of the Finance Committee was held on 29.07.2019 in the Principal's chamber. The following members attended the meeting:

- |  |                          |
|--|--------------------------|
| 1. Dr. M. Lekeshmanaswamy                                    | Chairman / Principal i/c |
| 2. Dr. O. N. Paramasivan                                     | Member                   |
| Treasurer,<br>Kongunadu Arts and Science College Council     |                          |
| 3. Dr. V. Sangeetha  | Member                   |
| Assistant Professor and Head<br>Department of Chemistry (UG) |                          |
| 4. Finance Officer,  | Member                   |
| Bharathiar University, Coimbatore                            |                          |

The Principal of the College and the Chairman of the committee chaired the meeting. The Chairman welcomed the members to the meeting and agendas were taken up for discussion.

1. The Chairman informed the members that the Bharathiar University, Coimbatore has communicated revised fees for the examinations to be conducted in its letter No.COE/G/Revised Rates dated 12.06.2019. He then circulated the copy of the letter among the members. After scrutiny and discussions, the committee members unanimously resolved that the revised structure for the examinations fee and remuneration to the staff members engaged in the examinations work may be adopted by Kongunadu Arts and Science College for its autonomous examinations from the academic year 2019-2020. The committee members also resolved that the following shall be the revised fee structure for the examinations:

**REMUNERATION FOR THEORY EXAMINATIONS**

| Sl. No. | Particulars   | Rate |
|---------|---|------|
| 21.1.   | <b>CONDUCT OF THEORY EXAMINATIONS</b>   |      |
| 1.      | Chief Superintendent per session  | 300  |
| 2.      | Additional Chief Superintendent/Observer of Examination per session   | 200  |
| 3.      | Hall Superintendent per session (Hall superintendent need not be appointed if the student strength is less than 26) | 200  |

|     |   |     |
|-----|---|-----|
| 4.  | Reserve Hall Superintendent for every 300 candidates and part thereof   | 200 |
| 5.  | DA for External Hall Superintendent   | 200 |
| 6.  | Clerical Staff for every 100 candidates per day   | 120 |
| 7.  | Typist for every 100 candidates per day   | 120 |
| 8.  | Attender / Peon for every 100 candidates per day  | 120 |
| 9.  | General arrangements for every 100 candidates of the examinations (one time only at the maxi. strength of students at any one time during examinations) | 250 |
| 10. | Sweeper for every 300 candidates per day  | 110 |
| 11. | Scavenger per day 2 no. allowed (Boys -1 and Girls -1)  | 110 |
| 12. | Waterman for every 300 candidates or part thereof per session   | 110 |
| 13. | Seal pasting, bundling - per cover  | 6   |

|                             |                         |        |
|-----------------------------|-------------------------|--------|
| Reserve Hall Superintendent | Upto 300 candidates     | 1 No.  |
|                             | 301 to 600 candidates   | 2 Nos. |
|                             | 601 to 900 candidates   | 3 Nos. |
|                             | 901 and 1200 candidates | 4 Nos. |
|                             | 1201 and above          | 5 Nos. |

### REMUNERATION FOR PRACTICAL EXAMINATIONS

| Sl. No.   | Particulars   | Rate                        |
|---|---|-----------------------------|
| <b>21.2. REMUNERATION FOR CONDUCT OF PRACTICAL EXAMINATIONS</b> |   |                             |
| 1.  | Honorarium to Co-ordinator per session  | 120                         |
| 2.  | Remuneration for practical question paper setting for UG / PG courses per set /per subject code/per session – equally divided by both Internal & External.  | 130                         |
| 3.  | Remuneration for the Conduct of UG practical examinations per examiner per candidate appeared (including preparations, evaluation of both records and practical and general viva-voce)<br>Duration : 3 Hours<br>4 Hours<br>6 Hours    | Rs. 7/hr<br>21<br>28<br>42  |
| 4.  | Remuneration for the Conduct of PG practical examinations of per examiner per candidate appeared (including preparations, evaluation of both records and practical and general viva-voce)<br>Duration : 3 Hours<br>4 Hours<br>6 Hours | Rs. 12/hr<br>36<br>48<br>72 |
| 5.  | Remuneration to skilled assistant for UG practical examinations per Candidate registered<br>Duration : 3 Hours<br>4 Hours<br>6 Hours  | Rs. 6/hr<br>18<br>24<br>36  |
| 6.  | Remuneration to skilled assistant for PG practical examinations per Candidate registered<br>Duration : 3 Hours<br>4 Hours<br>6 Hours  | Rs. 7/hr<br>21<br>28<br>42  |
| 7.  | Remuneration to Lab Assistant<br>For 3 hour practical<br>For more than 3 hour practical   | 120<br>240                  |
| 8.  | Remuneration to Store keeper/Museum keeper/Herbarium keeper/Mechanic/<br>System Analyst(One System Analyst per session for every 150 candidates)<br>For 3 hour practical<br>For more than 3 hour practical                            | 120<br>240                  |
| 9.  | Sweeper per day<br>(For computer lab, one sweeper per day for every 200 candidates)   | 60                          |
| 10.   | UG Dissertation valuation and viva-voce per examiner per candidate  | 50+5=55                     |
| 11.   | PG Dissertation valuation and viva-voce per examiner per candidate<br>(including MCA major project)   | 70+10=80                    |
| 12.   | PG Course Minor Project   | 50+5=55                     |
| 13.   | Project Viva Voce Lab Assistant per day   | 120                         |
| 14.   | Clerical Staff for every 100 candidates per day   | 120                         |

| Dearness Allowances                               |           |
|---|-----------|
| External Examiner (Local / Outstation)            | 250 / 350 |
| Internal Examiner & Skilled – Only on holidays    | 250       |
| Honorarium to University Staff Local / Outstation | 250 / 350 |
| Lab Assistant & Others – Only on holidays         | 100       |

### REMUNERATION FOR CENTRAL VALUATION

| Sl. No.     | Particulars  | Rate |
|-------------|--|------|
| <b>21.3</b> | <b>CONDUCT OF CENTRAL VALUATION</b>  |      |
| 1.          | UG valuation per script  | 16   |
| 2.          | PG valuation per script  | 20   |
| 3.          | Minimum payable for valuation (UG & PG)  | 100  |
| 4.          | Camp Officer remuneration per day  | 750  |
| 5.          | Additional Camp Officer Remuneration per day                                       | 500  |
| 6.          | Camp Superintendent per day  | 300  |
| 7.          | General arrangement for Camp (one time payment)                                    | 500  |
| 8.          | Junior Assistant per day   | 110  |
| 9.          | Attender per day   | 110  |
| 10.         | Waterman per session   | 100  |
| 11.         | Sweeper per session  | 100  |
| 12.         | Scavenger per session  | 100  |
| 13.         | Remuneration for Dummy number & Bundling for every 100 papers and part thereof     | 25   |
| 14.         | <b>Central Valuation loading &amp; unloading the answers scripts related work.</b> |      |
|             | Loading (per bundle)   | 3    |
|             | Unloading (per bundle)   | 3    |

### SPECIAL SUPPLEMENTARY EXAMINATIONS

| Sl. No. | Particulars   | Rate |
|---------|---|------|
| 1.      | Chief Superintendent per session  | 500  |
| 2.      | Additional chief Superintendent per session   | 300  |
| 3.      | Hall Superintendent per session   | 200  |
| 4.      | DA  | 200  |
| 5.      | Remuneration for other staff members is applicable as regular examinations (Theory/Practical/Valuation/Passing Board) |      |

**REMUNERATION**

| Sl. No.                       | Particulars  | Rate |
|-------------------------------|--|------|
| <b>QUESTION PAPER SETTING</b> |  |      |
| 21.4                          | Question Paper Setting   | 600  |
| 1.                            | UG Papers  | 800  |
| 2.                            | PG Papers  | 250  |
| 3.                            | Scheme of valuation/key (expected answer) (UG & PG)                              | 100  |
| 4.                            | Scrutinization<br>For one Paper<br>More than one paper per paper (including key) | 50   |
| <b>Result Passing board</b>   |  |      |
| 5.                            | University Nominee   | 2000 |
| 6.                            | Chairman fee   | 500  |
| 7.                            | Member fee   | 500  |
| 8.                            | Remuneration for Clerical Staff  | 110  |
| 9.                            | Remuneration for Assistant   | 100  |
| <b>Allowances</b>             |  |      |
| 10.                           | DA (teaching) – Local (For Internals staff only on holidays)                     | 250  |
| 11.                           | DA (teaching) - Outstation   | 350  |
| 12.                           | DA (non-teaching) (only on holidays)   | 100  |

| Sl. No. | Travelling Allowance* | Rs.  |
|---------|-----------------------|------|
| 1.      | Pollachi              | 576  |
| 2.      | Tiruppur              | 576  |
| 3.      | Gobi                  | 576  |
| 4.      | Udumalpet             | 576  |
| 5.      | Erode                 | 576  |
| 6.      | Coonoor               | 576  |
| 7.      | Ooty                  | 672  |
| 8.      | Palani                | 858  |
| 9.      | Salem                 | 900  |
| 10.     | Dindigul              | 936  |
| 11.     | Namakkal              | 1182 |
| 12.     | Trichy                | 1396 |
| 13.     | Madurai               | 2018 |
| 14.     | Chennai               | 7.00 |
| 15.     | TA local (per km)     |      |

\* Outstation TA one time only

| Sl.No. | Online Examination                        | Rate |
|--------|---|------|
| 1.     | Remuneration for Co-ordinator per session | 250  |
| 2.     | Invigilator per session                   | 200  |
| 3.     | Lab assistant per session                 | 120  |

| Sl.No. | Malpractice Committee | Rate |
|--------|-----------------------|------|
| 1.     | Member Fee            | 300  |

## FEES TO BE PAID BY STUDENTS

| Sl. No.  | Particulars   | Rate                 |
|--|---|----------------------|
| <b>UG Courses</b>  |   |                      |
| 1.   | UG Examination fee per theory paper   | 130                  |
| 2.   | UG Examination fee per practical subject (3 hours duration)   | 130                  |
| 3.   | UG Examination fee per practical subject (more than 3 hours duration)                                       | 250                  |
| 4.   | UG Project and viva-voce  | 250                  |
| 5.   | UG Improvement Fee (Theory papers only)   | 750                  |
| <b>PG Courses</b>  |   |                      |
| 6.   | PG Examination fee per theory paper   | 180                  |
| 7.   | PG Examination fee per practical subject (3 hours duration)   | 180                  |
| 8.   | PG Examination fee per practical subject (more than 3 hours duration)                                       | 360                  |
| 9.   | PG Project and viva-voce  | 460                  |
| 10.  | PG Improvement fee# (Theory papers only)  | 750                  |
| <b>JOC, COP, optional Diploma/PG Diploma and Certificate Courses</b> |   |                      |
| 11.  | Examination fee per theory paper  | UG : 130<br>PG : 180 |
| 12.  | Examination fee per practical subject (3 hours duration)  | UG : 130<br>PG : 180 |
| <b>FEES FOR FINAL SEMESTER ONLY (UG &amp; PG)</b>                    |   |                      |
| 13.  | Consolidated Statement of Marks   | 300                  |
| 14.  | <i>Provisional Certificate*</i>   | 400                  |
| 15.  | <b>Degree Certificate Fee*</b>  |                      |
|  | Cost of Application   | 100                  |
|  | Degree Certificate Fee  | 800                  |
|  | After the Convocation but before one year from the month of passing   | 900                  |
| 16.  | Graduation Fee  | 300                  |
| <b>RE-VALUATION/RE-TOTALLING/PHOTOCOPY</b>                           |   |                      |
| 17.  | Re-totalling each paper   | 250                  |
| 18.  | Re-valuation each paper   | UG : 400<br>PG : 600 |
| 19.  | Photocopy of answer papers – per paper  | 500                  |
| <b>GENERAL FEES</b>  |   |                      |
| 20.  | Cost of Application for Examination   | 75                   |
| 21.  | Cost of Statement of Marks (each)   | 150                  |
| 22.  | Duplicate Examination Application/Hall ticket   | 50                   |
| 23.  | <i>Correction in Statement of Marks etc.</i>  | 300                  |
| 24.  | <i>Search fee for mark sheets/certificates after 1 semester but before 1 year from the month of passing</i> | 200                  |
|  | <i>After 1 year but before 2 years</i>  | 300                  |
|  | <i>After 2 years but before 4 years</i>   | 400                  |
|  | <i>After 4 years but before 10 years</i>  | 500                  |
|  | <i>After 10 years</i>   | 1000                 |
| 25.  | <i>Any Duplicate Certificate</i>  |                      |
|  | <i>First time</i>   | 1000                 |
|  | <i>Second time</i>  | 2000                 |
| 26.  | <i>Penalty for late payment of Examination Fees (till the penalty period)</i>                               | 100                  |
| 27.  | <i>Penalty for late payment of Examination Fees for 10 days after the penalty period (if permitted)</i>     | 500                  |
|  |   | -                    |

|     |  |  |
|-----|--|--|
| 28. | Fine for writing Register Number wrongly in answer paper   | 100/paper & not exceeding Rs.200/candidate |
| 29. | Fine for writing Register Number in the additional papers  | 100/paper & not exceeding Rs.200/candidate |
| 30. | <i>Malpractice penalty Fee</i>   | 500  |
| 31. | <i>Scribe per paper (excluding examination fee) (Blind candidates are exempted)</i>                  | 250  |
| 32. | Pass Certificate/Academic certificate to those who have successfully completed and passed the course | 300  |
| 33. | <i>Re-registration fee to appear in the examination</i>  | 1000                                       |
| 34. | <i>Processing fee in case of redo/transfer/lateral entry</i>   | 1000                                       |
| 35. | <i>Condonation Fee</i>   | 1500                                       |
| 36. | <b>Transcripts</b>   | 1000                                       |
| 37. | <i>Special Supplementary Examination</i>   | 600  |
|     | <i>UG Registration Fee</i>   | 250  |
|     | <i>Examination Fee per paper</i>   | 900  |
|     | <i>PG Registration Fee</i>   | 360  |
|     | <i>Examination Fee per paper</i>   |  |

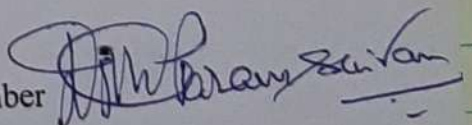
\*The Fee to be paid to the Bharathiar University #Improvement is not permitted for PG Diploma courses


2. The Chairman of the committee informed the members that the UGC in its letter No. F.98-6/04[Link No.:20]/GEN,SC,ST dated 01.07.2019 has released a sum of Rs.18,22,772/- towards the reimbursement of autonomy grant for the year 2016-2017 which has been spent by the Management from its own funds in anticipation of release of autonomy grant from the UGC. The UGC has now released the amount spent by the Management after accepting the Utilization Certificate and Statement of Expenditure by the College. The Chairman informed the members that the amount of Rs. 18,22,772/- now released by the UGC has to be reimbursed to the Management. The members after scrutinizing the copy of the Utilization Certificate and Statement of Expenditure sent by the College unanimously resolved that a sum of Rs. 18,22,772/- now released by the UGC may be transfer to the Management account through PFMS mode.

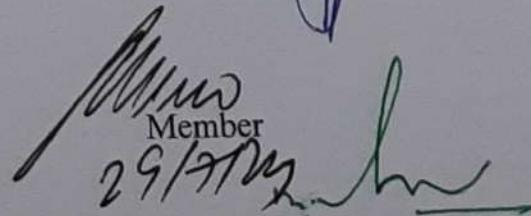
After the vote of thanks by the member, the meeting came to an end.

Signature of the Members:

1. Dr. O. N. Paramasivan  
Treasurer,  
Kongunadu Arts and Science College Council
2. Dr. V. Sangeetha  
Assistant Professor & Head  
Department of Chemistry UG
3. Finance Officer  
Bharathiar University, Coimbatore

Member 

Member 

Member  
29/7/19 

**CHAIRMAN  
PRINCIPAL INCHARGE  
KONGUNADU ARTS & SCIENCE COLLEGE  
COIMBATORE - 641 029.**