

Minutes of the Finance Committee of CMS College Kottayam (Autonomous) (FC/16.01) meeting held at 3.00pm on 07/10/2016.

Venue: Conference Hall, CMS College Kottayam.

Members Present:

- 1) Dr. Roy Sam Daniel
Principal - CMS College Kottayam
- 2) Rev. Dr. P.K. Kuruvilla
Bursar - CMS College Kottayam
- 3) Dr. P. Rajagopal.
HOD - Physics, CMS College Kottayam

RSD

PKK

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Chairman, Dr. Roy Sam Daniel welcomed the members.

Agenda Items.

Agenda Item 1 – Budget preparation for the academic year 2016 – 2017, which is to be submitted before University Grants Commission for the release of Autonomy Grant.

After detailed discussion following decisions are taken:

- The total fund allocation for Multi-faculty colleges with Autonomous status is Rs. 2000000/- (Rupees Twenty Lakhs only). It is resolved to divide the total allocated fund under two heads – Recurring and Non recurring in the ratio 0.65:0.35. Thus the allocation for recurring and non recurring funds for the academic year 2016 -2017 is fixed as Rs. 13 Lakhs and Rs. 7 Lakhs respectively.
- The allocations for various items in these heads are done based on its relevance to autonomous system. Based on this the major share is set apart for Redesigning of Curriculum, Associated Exam Reforms and Orientation and Reorientation programs for teachers to equip them with the restructured curriculum.
- It is resolved to utilize a major part of non recurring fund for setting up an automated infrastructure system for the smooth conduct of examination.
- After considering all matters, it is decided to allocate the total fund under various heads as per XIIth Plan Guidelines for Autonomous Colleges of UGC and to forward the following Budget proposal for the academic year 2016 – 2017 before the Governing Council for approval.

BUDGET FOR THE ACADEMIC YEAR 2016 -2017

GENERAL (031)

Sl. No.	Item	Budget Rs.
i	Guest / Visiting Faculty	100000
ii	Orientation and re-training of teachers	175000
iii	Re-designing courses and development of teaching / learning materials	300000
iv	Workshop and Seminars	125000
v	Examination reforms	200000
vi	Expenditure on meetings of the governing body and committees	175000
vii	Honorarium to Controller of Examination (full time) not exceeding Rs. 8000/- p.m.	96000
viii	Accreditation (NAAC)fee	0
ix	Extension Activities	129000
TOTAL - GENERAL (031)		1300000

CAPITAL (035)

Sl. No.	Item	Budget Rs.
i	Office equipment, teaching aids and laboratory equipment	175000
ii	Furniture for office, Class rooms, Library and Laboratories	175000
iii	Library equipment, books/journals	200000
iv	Renovation and repairs not leading to construction of a new building	150000
TOTAL – CAPITAL (035)		700000

Agenda Item 2 – Payment of remuneration for Examination Duties.

➤ Valuation

After detailed discussion it is decided that no remuneration is to be paid to teachers in the college for valuation duties. However it is decided to give DA of Rs. 15/- per answer script (for both UG & PG programs) to the teachers in the college for domestic valuation since the answer scripts are valued without affecting teaching hours and also in holidays.

It is also decided to give remuneration of Rs. 30/- per answer script ((for both UG & PG programs)) to the teachers from outside the college for external valuation.

It is decided to forward the decision to Governing Council for approval.

➤ Question paper Setting

After detailed discussion it is decided to pay Rs. 1000/- for setting one question paper and Rs. 1000/- for answer key for both UG and PG programs.

It is decided to forward the decision to Governing Council for approval.

➤ Question paper Scrutiny

After detailed discussion it is decided to pay minimum TA of Rs. 500/- + Rs. 500/- for the scrutiny of one question paper and its answer key.

It is decided to forward the decision to Governing Council for approval.

Agenda Item 3 – Salary to clerical staff at the office Controller of Examinations.

It was reported that three full time clerical staff is required in the office of Controller of Examination.

After discussion it is decided to fix a minimum salary of Rs. 10000/- plus other benefits like PF and ESI to the clerical staff appointed on contract basis, depending upon the qualification and experience.

It is decided to forward the decision to Governing Council for approval.

Dr. P. Rajagopal, HOD Physics proposed vote of thanks.

The meeting came to a close at 4:30 pm.



Dr. Roy Sam Daniel
(Chairman)

(Read and Confirmed)


Dr. P. Rajagopal
(Secretary)

Kottayam
07.10.2016