

**St. Xavier's Catholic College of Engineering**

**NAGERCOIL - 629 003**

(An Autonomous Institution - Affiliated to Anna University, Chennai)

**1<sup>st</sup> Finance Committee Meeting**

Date & Time : 17.12.2022, 10.30 a.m.

Venue : Board Room

Members present : Enclosed

**Agenda:**

**Prayer**

**Welcome Address - Principal**

- F01.01** To consider the expenditure incurred so far towards implementing Autonomous activities.
- F01.02** Summary of anticipated Income vs. expected Expenditure towards Autonomous examinations.
- F01.03** To consider and approve the examination fees and remuneration details proposed towards conducting end semester examinations.
- F01.04** To consider additional requirements for CoE Office.
- F01.05** Other matters.

**Minutes of the Meeting**

The meeting started with silent prayer. The Principal introduced the Anna University nominee Dr.S.Sidhardhan, Prof. & HoD / Civil, Govt. College of Engineering, Tirunelveli to the other members and introduced the internal members to the Anna University nominee. The Principal welcomed all the members and briefed about the inspection visit of Anna University and UGC towards fresh Autonomous status.

**Details of discussions and suggestions of the members are as follows:**

**F01.01: Budget & Expenditure**

The Principal presented the allocated amount for implementing autonomy activities in the general budget of the Institution for 2022-2023 and the expenditure incurred so far.

It was noted by the committee members.



### **F01.02: Income & anticipated Expenditure from exam fees**

The Principal explained in detail the summary of the anticipated income from exam fees and proposed expenditure towards remuneration to involved people, procuring stationeries, etc.

The members noted down the contents.

Anna University nominee has suggested to obtain the audited statement every year along with the Utility Certificate for the examination account.

### **F01.03: Examination fee & Remuneration details**

The Principal presented the details of the proposed exam fee and remuneration to the involved faculty & staff towards conduct of end semester examinations.

#### **Discussions:**

#### **Salary of CoE & DCoE**

Originally it was proposed that salary of CoE & DCoE will be half the amount from establishment and remaining half from exam fee income. It was suggested to issue salary from establishment and the allowances can be brought under examination expenditure.

It will be taken to the consideration of Governing Body for taking decision.

#### **Medium of instruction in TC**

In the Transfer Certificate, the medium of instruction can be mentioned to avoid the issue of separate 'Medium of Instruction' certificate on demand by the students.

#### **Revaluation procedures & Question paper setting**

CoE explained the procedure of revaluation and the proportion of examiners involved as 50:50 (internal & external). He also explained the method of question paper scrutiny by internal faculty suggested by Chairmen of BoS.

It is suggested to have only external examiners in revaluation for maintaining fairness and to involve external examiners also in question paper scrutiny, being the initial stage of Autonomous.

After detailed discussions, the members accepted the proposed examination fee and remuneration to be given to involved staff members.

### **F01.04: Additional requirements for CoE office**

- The Principal explained the ongoing works of making 2 big storage almirahs and 10 metal racks.
- CoE explained that computer based valuation can be undertaken after few years.

It was noted down by the committee members.



**01.05: Other matters**

- Features of software exclusively used for end semester exams by e-Nova, Coimbatore was explained by CoE and it is suggested to have the statistical analysis of results in that software itself.
- CoE explained about the grading system and Assessment procedure.

The above points were noted by the committee members.

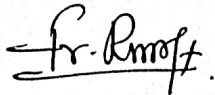
The Principal thanked all the members for their kind cooperation and the meeting came to an end at 12.00 Noon.



Dr. S. Sidhardhan  
(Anna University Nominee)



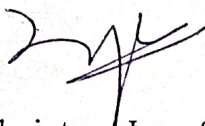
Rev. Fr. Dr. M. Maria William  
(Governing Body Nominee)



Rev. Fr. M. Francis Xavier  
(Finance Officer of the College)



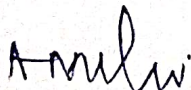
Dr. J. Maheswaran  
Principal



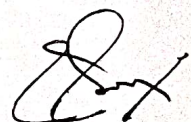
Dr. V. Christus Jeya Singh  
(VP & Dean/ Student Affairs-Special Invitee)



Mrs. Punitha Sahaya Mary Francis  
(Teacher Nominee)



Dr. A. Milton  
(COE-Special Invitee)



Mr. P. T. Justin Thiraviam  
(Office Superintendent- Special Invitee)





**St. XAVIER'S**  
CATHOLIC COLLEGE OF ENGINEERING  
(Autonomous)  
Chunkankadal, Nagercoil - 629003  
Kanyakumari District, Tamil Nadu

An Autonomous Institution Affiliated to Anna University, Chennai  
Accredited with 'A' Grade by NAAC  
UG Programs( ECE,EEE,Mech,Civil,CSE & IT) Accredited by NBA  
Recognized under section 2(f) & 12(B) of UGC Act, 1956  
UG Programs( ECE,EEE,Mech,Civil,CSE & IT) ,  
MBA & MCA Programs Permanently Affiliated

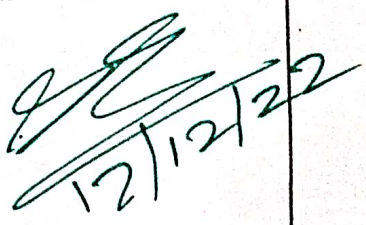
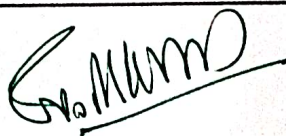
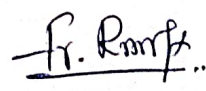
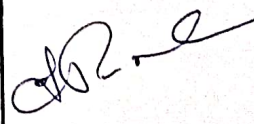

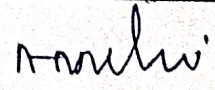
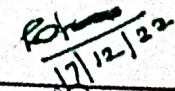
## First Finance Committee Meeting

17<sup>th</sup> December 2022

Venue : Board Room

Time : 10:30 am

### ATTENDANCE

NAME	DESIGNATION	CATEGORY	SIGNATURE
Dr. S. Sidhardhan	Professor & Head, Dept. of Civil Engineering Govt. College of Engineering Tirunelveli	Anna University Nominee	
Rev. Fr. Dr. M. Maria William	Correspondent, SXCCE	Governing Body Nominee	
Rev. Fr. M. Francis Xavier	Bursar, SXCCE	Finance Officer of the College	
Mrs. Punitha Sahaya Mary Francis	Head, Dept. Of Management Studies SXCCE	Teacher Nominee	
Dr. V. Christus Jeya Singh	Vice-Principal & Dean-Student Affairs SXCCE	Special Invitees	
Dr. A Milton	Controller of Examinations SXCCE		
Dr. J. Maheswaran	Principal, SXCCE	Committee Chairman	

Justin Thiruvianam Office Superintendent