St. XAVIER'S CATHOLIC COLLEGE OF ENGINEERING
(Autonomous)
NAGERCOIL - 629 003

8th Finance Committee Meeting

Date & Time : 13th June 2026, 03.00 p.m. - 04.30 p.m.
Venue : Board Room

AGENDA

Prayer	
Welcome Address	Principal
F08.01	To consider and review the minutes of previous meeting and action taken.
F08.02	To consider and review the Exam fee collected and Expenditure incurred towards the End Semester Examination activities, Nov/Dec 2025.
F08.03	To consider the Income & Expenditure of the College activities for 2025-'26.
F08.04	College Budget for 2026-2027.
F08.05	Other matters.

Members present: Enclosed

MINUTES OF THE MEETING

The meeting began with a prayer by Dr. V. Darling Selvi. The Principal welcomed the members and proceeded with the agenda.

Details of discussions & suggestions are as follows:

Agenda	Discussions & Suggestions	Action taken
F08.01	The Principal presented the minutes of previous meeting and action taken.	Considered and confirmed
F08.02	The Principal presented the Exam fee collected and Expenditure incurred towards the End Semester Examination activities, Nov/Dec 2025. • Discussion was held regarding the software used in the Controller of Examinations (CoE) Office, with a focus on reducing recurring renewal costs, improving operational efficiency, and enhancing data security and confidentiality. • It was discussed to establish a dedicated storage room for used answer scripts.	Noted and considered
F08.03	The Principal presented in detail the Income & Expenditure of the College activities for 2025-'26. • In view of the high electricity expenditure of the college, it was suggested that instruction boards be placed at appropriate locations to remind students and staff to switch off lights, fans, and air conditioners when leaving the rooms.	Noted and considered
Fo8.04	College Budget for 2026-2027.	
F08.05	Other Matters: • It was decided that a Reserve (Corpus) Fund be established immediately and strengthened to meet unforeseen future expenses. It was proposed that, once every	

	semester, 10–20% of the surplus from various accounts, such as Tuition Fee, Hostel, Canteen, Transport, and CoE accounts, be transferred to the Reserve Fund Account. The amount accumulated in the Reserve Fund shall be maintained exclusively to meet emergency requirements and unforeseen financial contingencies and shall not be utilised for any other purpose. • As the revision of tuition fees is not possible until March 2027, it was proposed to submit a representation to the Self-Financing Colleges Consortium seeking a revision of the fee structure to ensure the institution's financial sustainability and facilitate a pay revision for staff members. • It was proposed to identify suitable unused space and allocate it for additional batches in the Civil Engineering and CSE (Cyber Security) programmes to enhance the institution's intake capacity and support its long-term sustainability. • It was proposed to constitute a team to establish a software development company. The company may provide part-time employment opportunities to students after 3.00 p.m. and engage M.E. students as interns. This initiative is expected to enhance practical learning opportunities, improve student employability, and attract greater admissions to the M.E. programme.	Noted and considered

The Principal thanked all the members for their kind cooperation and the meeting came to an end at 04.30 pm.

Rev. Fr. S. Godwin Selva Justus
(Governing Body Nominee)

Rev. Fr. A. Ranjeeth
(Finance Officer of the College)

Dr. J. Maheswaran
(Principal)

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

Dr. V. Darling Selvi
(Teacher Nominee)

Dr. M. Babima
(Teacher Nominee)

Dr. A. Milton
(CoE - Special Invitee)

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