

**MINUTES OF THE ORDINARY MEETING OF THE GOVERNING  
BODY HELD ON DT.03.04.2019**

An ordinary meeting of the Governing Body was held on 03.04.2019 at 2.00PM in the Committee Room. The following members attended the meeting:

1. Mr. Anoopam Patra, President, G.B.
2. Mr. Bikash Chandra Rout, Secretary, G.B.
3. Dr. Siddhartha Kumar Sahu, Principal
4. Mr. Bidhan Chandra Rout, Member, G.B.
5. Mr. Subhasis Sahu, Member, G.B.
6. Mr. Chandan Das, Member, G.B.
7. Dr. (Mrs.) Debajani Dash, T.R.
8. Mrs. Madhumita Patra, T.R.
9. Mr. Suman Roy, Administrative Bursar (Spl. Invitee)

**Agenda**

**1. Opening Prayer:**

The meeting commenced with prayer offered by Mr. Bikash Chandra Rout.

**2. The minutes of the last meeting was read out by the Secretary, G.B. and confirmed.**

**3. Matters arising out of the minutes**

**a) Reply of Sri Sambit Rout to the show cause notice vide no.CC/7387/18, dt. 01.11.18.**

This will be taken up in the administrative matter.

**b) Submission of enquiry report against Dr. (Mrs.) Smita Nayak and supply of documents asked by her.**

This will be taken up in the administrative matters.

**c) Purchase of DLP Projector**

The Principal informed that the DLP projector was not purchased due to paucity of funds.

It was resolved that the above purchase will be made as and when the fund permits.

**d) Pursuance of M.Phil and Ph.D**

The Secretary insisted that the teachers of this college should be encouraged to pursue higher degree i.e. M.Phil, Ph.D or any other degree.

It was resolved that Principal should intimate the teachers to apply for M. Phil and Ph.D. degree from this academic session without affecting their normal duties in this college.

e) **ACRs for non-teaching staff.**

One of the members of the G.B., Sri Chandan Das wanted to know whether ACRs are being maintained for non-teaching staff or not? The Principal informed that there is no such notification from Government in the Higher Education department, to maintain ACRs for the above staff. The House unanimously decided that ACRs should be maintained for the above staff in order to recommend their names for promotion or elevation to the higher post.

It was resolved that ACRs for non-teaching, up to the level of ministerial staff be maintained. The Principal should take immediate steps to implement the same.

**4. Administrative Matters:**

a) **Reply of Dr. Daityari Sukla, Lecturer in Odia to the show cause notice No.CC/192/2019, dt.30.01.19**

The Secretary read out the above reply of Dr. Daityari Sukla. In it he stated that he felt sorry for not reporting the technical fault of the biometric machine and he has begged unconditional apology.

It was resolved that a warning letter be issued to him not to repeat the same in future.

b) **Reply of Dr. P.K. Dhal, Lecturer in Odia to the show cause notice no. CC/198/2019, Dt. 30.01.19.**

The reply to show cause notice was read out by the Secretary, G.B. and found not to be satisfactory. It was unanimously decided that an enquiry be conducted to confirm the genuineness of his reply and also to ascertain how much justification is there in the reply.

As per legal opinion it was resolved that an enquiry committee consisting of the following members be formed to conduct an enquiry on the 12<sup>th</sup> April 2019 at 11AM, in the Committee Room and to submit a report to GB for further course of action at their end.

1. Sri Bikash Chandra Rout, Convenor
2. Dr. Siddhartha Kumar Sahu, Principal, Member
3. Sri Subhasis Sahu, Member
4. Sri Chandan Das, Member
5. Mrs. Madhumita Patra, Presenting officer

**c) Biometric Attendance Register**

The Principal urged that a biometric attendance register should be maintained to register complaints, received from the staff in case, there is any technical fault in the machine, or any other problems faced by the staff. It was resolved that an attendance register be maintained so that the staff can lodge complains regarding any problem / irregularities which comes to their notice.

**d) Submission of enquiry report against Dr. (Mrs.) Smita Nayak and supply of documents asked by her.**

Secretary, G.B. who was the Enquiry Officer, apprised the House that the above enquiry has not yet been concluded and report would be submitted only after the completion of the enquiry.

As per the legal opinion it was resolved that a further enquiry be conducted on 12<sup>th</sup> April 2019 at 2PM in the Committee Room and any further document required by Dr. (Mrs.) Smita Nayak would be supplied on the spot.

**e) Letter of Dr. (Mrs.) Smita Nayak dt. 28.03.19 claiming her annual increment w.e.f. 01.11.18 and the differential salary of the suspension period.**

The letter was read out by the Secretary, G.B. and he also informed the House that he has already obtained legal opinion regarding the claim of Dr. Mrs. Smita Nayak.

As per legal opinion it was resolved that the increment and the differential salary of the suspension period may be sanctioned, after the completion of the disciplinary proceedings, since no final decision has been taken in obedience to the order of the Honourable Court passed in I.A. No. 10722 of 2018. This will be communicated to Dr. (Mrs.) Nayak.

**f) Reply of Sri Alok Mishra, HOD, Chemistry in his defence to the show cause notice issued by the Secretary, G.B., vide No. CC/147/19, Dt. 28.01.19.**

The above statement of defence was placed before the G.B. by the Secretary, G.B. From the body of the statement of defence, it is clear that Mr. Mishra has forwarded the leave application of Mrs. Khatun, Lab. Asst. to the Principal on 05.10.18 though it was submitted to him on 03.10.18. This delay in submission has been clarified by Mr. Mishra as not at all wilful but so happened due to some unavoidable circumstance. It is also submitted by Mr. Mishra that he has been maintaining absolute integrity and devotion to his duty during his service career. The Secretary also informed that he has obtained legal opinion in this regard. After thorough deliberation on the matter and perusal on the statement of the defence, the G.B. found the reply of Mr. Mishra to be satisfactory. It is resolved to drop the disciplinary proceedings initiated against Mr. Mishra & Mr. Mishra will be

communicated accordingly and dues if any held up earlier will be released at the earliest.

- g) **Reply of Sambit Rout, PET, to the show cause notice vide Letter No. 7387 dt.01.11.2018 and letter no. 525, dt. 15.03.19 issued by Secretary, GB.**

The reply of Sambit Rout to the show cause notice was placed before the GB by the Secretary which is nothing but out right denial of the allegations levelled against Sri Rout. The allegations are related to dereliction of duty as per the report of the biometric, on the basis of report of the Vice President Sports Council and the unauthorised use of the letter head of the Principal of the college. The G.B. felt that continuance of Mr. Rout, PET in his position and his presence in the college may be detrimental to the interest of the institution.

Under such circumstances, it was unanimously resolved to put Mr. Sambit Rout, PET under suspension, pending disciplinary proceedings. The order of suspension will be communicated only after filling of Caveat petition in the Honourable Courts.

- h) **Reply of Smt. Swarnalata Swain, Junior Clerk and Sri Nutan Kumar Das, Jr. Clerk to the Show Cause Notice.**

The replies of both the ministerial employees were placed before the G.B. by the Secretary. As both of them have begged for unconditional apology and also requested to be excused, the G.B. decided to issue censor to both of them. It was resolved that a warning letter be issued to both of them asking them not to repeat the same mistake in future.

- i) **Reply of Sri Ranjan Kumar Jena, Peon, to the Show Cause Notice.**

The reply of Sri Ranjan Kumar Jena, Peon, was placed before the G.B. by the Secretary and found unsatisfactory.

After deliberation it was unanimously resolved by the G.B. to revoke the suspension, imposing a minor penalty, that the period of his suspension will be treated as such. It was also resolved that he will be posted at B.N. Hostel as peon of the Hostel.

- j) **Unauthorised absence from duty - case of Sri Iswar Rao, Sweeper.**

The above matter was brought to the notice of the G.B. by the Secretary. The Administrative Bursar stated that such type of unauthorised absence of Sri Rao is a regular feature and it hampers the work culture so far as other employees are concerned.

It was resolved that he be given 44 days extension as the last chance and within this period if any such irregularity in duty would take place, he will not be given further extension and be terminated from service.

## 5. Principal's Agenda

- a) Prayer of 5 number of Lecturers to accept their request and enable them to help this institution.

The letter was placed in the G.B. and read out by the Principal. The G.B. unanimously appreciated the request of the 5 lecturers, namely Dr. K. Nanda, Lecturer in Sanskrit, Sri Subrat Bal, Lecturer in Commerce, Dr. A.K. Harshabardhan, Lect. in Hindi, Sri Kaibalya Rout, Lect. in Maths and Mrs. Sunanda Das, Lecturer in Education to help the management by giving Rs.10lakh, 2 lakhs each as refundable financial support to give salary to the management paid staff. The G.B. also appreciates their spirit to help the management at the time of financial crisis which occurred due to huge amount of expenditure incurred during the preparation for the NAAC Visit. It was resolved that their request be accepted and their contribution amount would be refunded to them as early as possible when the fund will be available. It was also resolved that a letter of appreciation be given by the Secretary on behalf of the Governing Body.

- b) Letter of the Regional Director of Maulana Azad Urdu University seeking permission to establish set-up learner support centre of their University in Christ College.

The letter of MANU seeking permission to establish learner support centre of their University in Christ College was read out by the Principal. After discussion, in depth, the G.B. decided to ask for a clarification from the MANU, regarding the financial gain of the college in opening this learner support centre.

It was resolved that the Principal be entrusted to get a clarification from the MANU and submit a report to the G.B.

- c) Approval of the minutes of the Joint Meeting of the Advisory Committee of Christ Community College with the UGC and IQAC advisory Committee.

The above minutes was placed before the G.B. and read out. After due deliberation it was resolved that the said minutes be approved. It was also resolved that the letter of the Secretary, G.B. vide No.CC/287/19, dt. 08.02.19 to send a high power delegation to the UGC (ERO) Kolkata be approved post facto and the expenditure incurred for the said tour be released.

- d) Letter of the Commanding Officer for withdrawal of Affiliated strength of Minimum 50 cadets from Christ College, 1<sup>st</sup> Odisha Battalion NCC

After discussion in depth it was resolved that NOC would be provided for the above purpose.

- e) Letter of Prof. (I/C) Library dt. 13.02.19 for providing seating facility in Teachers lounge.

It was resolved that moulded chairs and a tea poy be purchased on availability of funds.

f) Report of Prof. (I/C) Library dt. 19.02.19 regarding non-supply of BSNL Broadband Service in the library.

The report was placed before the G.B. and found satisfactory.

g) Letter of Editor, "Literary Delights" expressing her inability to publish the English Journal, "Literary Delights".

The letter was placed before the G.B. and was read out. The G.B. deliberated over the matter and expressed their concern about the non-publication of the 2<sup>nd</sup> issue of "Literary Delights".

It was resolved that the editor, "Literary Delights" should give more effort and seriousness to the matter and all the faculty members of the Department of English should render their active co-operation and support to the editor so that the 2<sup>nd</sup> issue can be published as early as possible. The H.O.D. of English is authorised to look into the matter so far as her faculty members are concerned.

h) Purchase of ceiling fans - 23 numbers, wall mounting fans - 20 numbers and Aquaguard.

The Principal informed the G.B. that the above purchase was made for the newly constructed auditorium, computer lab cum conference room and gymnasium.

It was resolved that the above purchase be approved post facto.

i) Recommendations for MACP

The Principal informed that as per the letter of the R.D.E., Bhubaneswar No.393/ dt. 22.01.19, the non-UGC direct payment staff, who have completed 10 years of service, are asked to give their willingness to avail the MACP Scheme. In response to this, 5nos of teaching staff and 7nos of non-teaching staff have applied and given their willingness. After scrutiny a list has been prepared for all eligible staff and recommended by the Principal and placed before the G.B. for approval.

It was resolved that the list of the following staff recommended by the Principal for MACPs be approved.

1. Mr. Subrat Samantaray, Lecturer in Physics
2. Dr. Dilip Kumar Baral, Lect. in Chemistry
3. Dr. Pradyumna Dash, Lect. in Chemistry
4. Dr. Gyaneswar Rath, Lect. in Zoology
5. Mrs. Mitali Mishra, Lect. in Chemistry
6. Dr. L.K. Mishra, Demonstrator in Psychology
7. Mr. Debasish Peter, Storekeeper in Chemistry
8. Mr. Ajaya Kumar Lenka, Peon
9. Mr. Dhibar Behera, Peon
10. Mr. K. C. Bal, Lab. Attendant
11. Mr. Pradipta Kumar Mishra, Demonstrator in Zoology (Retd.)
12. Mr. Sushanta Kumar Patnaik, Demonstrator in Chemistry (Retd.)

✓j) **Purchase of UPS**

The Principal informed that the above purchase was made for library and office.

It was resolved that the said purchase be approved post facto.

✓k) **Formation of the Admission Committee for the session 2019-20 for +2 CHSE and +3 Degree.**

The Principal informed that the admission committee for both CHSE and Degree was formed with the following members:

✓ **Admission Committee (+2)**

1. Dr. (Mrs.) Binita Nanda, HOD of H. Science
2. Dr. (Mrs.) Smita Nayak, Lecturer in Odia
3. Mrs. Anandini Rout, Lecturer in Botany
4. Dr. (Mrs.) Bandita Acharya, Lecturer in Botany
5. Dr. Dipak Kumar Dash, Lecturer in Pol. Sc
6. Dr. (Mrs.) Saswati Mishra, Lecturer in Physics
7. Mrs. Itishree Swain, Lecturer in Computer Sc.
8. Dr. Arya Kumar Harshabardhan, Lecturer in Hindi
9. Dr. Mangaraj Patra, Lecturer in Commerce
10. Dr. (Mrs.) Saadia Alam, Lecturer in Psychology
11. Mrs. Susmita Swain, DEO

✓ **Admission Committee (+3)**

1. Dr. Sarada Prasad Kar, Lecturer in English
2. Dr. Pradipta Kumar Pati, Lecturer in Zoology
3. Dr. Kabita Jena, HOD in Hindi
4. Mr. Ashok Kumar Sahoo, Lecturer in Chemistry
5. Dr. Gyaneswar Rath, Lecturer in Zoology
6. Dr. Jiwan Jhunjhunwala, Lecturer in Commerce
7. Mrs. M. Sanjana, Lecturer in Chemistry
8. Mr. Bhabajit Patnaik, Lecturer in Botany
9. Mrs. Srusti Sovana Muduli, Lecturer in Physics
10. Dr. Abhijit Sarangi, Lecturer in Physics
11. Mrs. Yosodhara Nayak, DEO

It was resolved that the formation of the above committee be approved post facto.

l) **Application of H.O.D., Physics for construction of parapet of the new allotted laboratory.**

The Building Committee Chairman, Sri Subhasis Sahu informed the house that steps have already been taken in this regard.

It was resolved that the building committee Chairman should take expedite steps and complete the work as early as possible.

✓m) **Request letter of HOD, Physics to allow for conversion of the newly allotted room from +3 pass lab, to +2 science laboratory.**

The matter was placed before the G.B. and resolved that the said conversion be allowed.

**✓ n) Application of Mrs. Subhashree Mishra, Lecturer in History regarding regularisation of her service.**

The application of Mrs. Subhashree Mishra, Lect. in History was placed before the G.B. and was read out by the Principal. The Principal made the House aware that Mrs. Misra stood 2<sup>nd</sup> in the merit list in the interview held on 18.10.2016 for the post of Lecturer in History. She was appointed as a Contractual Lecturer and she joined her service on 08.11.2016 (Forenoon). From her date of joining till date she continues in her service without any brake.

After detailed deliberation and careful consideration it was resolved that since Mrs. Subhashree Mishra was appointed as per the due selection procedure, her contractual service be regularised with effect from (w.e.f.) 04.04.2019 and she will remain on probation for 1 year.

**6. Any other matter**

**✓ a) Advertisement for the post of Lecturers in Odia and English**

The Principal informed that the work load submitted by the H.O.D. Odia and H.O.D. English warrant additional lecturers for their department. It was resolved that advertisement be given in daily Odia Newspaper and also in the college website for appointment of lecturer in both the departments.

**b) Wi-fi facility in the Science Block**

It was resolved that the said facility be provided as and when funds will be available.

**c) Unauthorised absence of the Peon, B.N. Hostel**

The report of the hostel superintendent of the above hostel was placed in the G.B. and was read out.

It was unanimously resolved that the peon be terminated with immediate effect.

**✓ d) Approval of E.L. and M.L. sanctioned by the President, G.B.**

It was resolved that the E.L. and M.L. of the following employee, sanctioned by the President, G.B. be approved post facto.

Sl No.	Name	Designation	Period of Leave	E.L./M.L.
1.	Sivananda Mohanty	Lect. in Comm	09.02.19 to 16.02.19	E.L.
2.	Prajna Samantaray	Reader in Eco.	13.02.19 to 04.03.19	E.L.
3.	Ajaya Kumar Lenka	Peon	28.01.19 to 02.02.19	E.L.
4.	Manabhanjan Sarkar	Lect. in Math	14.02.19 to 14.04.19	M.L.
5.	Ajaya Kumar Lenka	Peon	11.03.19 to 20.03.19	M.L.

**e) Conversion of meter from Commercial to domestic of B.N. Hostel.**

It was resolved that the Principal be given the responsibility of converting the commercial electric line to domestic.



f) Minutes of the meeting of IQAC held on 03.04.19.

The above minutes was read out and after discussion in depth, it was resolved that the above minutes be approved.

g) The representation of 8 lecturers for placement.

The representation of the following lecturers was read out by the Principal for their placement under the placement rule 2014. From the representation it was clear that their proposal for placement sent by the Secretary to the DHE (O) is pending due to non-submission of their ACRs. The Principal informed that the ACRs wanted by the DHE (O) are of the period of the then Principal, Mrs. Snigdha Misra i.e., from 2011-2015. Though she intimated the Secretary, G.B. and assured to submit the ACRs in the next G.B. meeting, she did not do so. It was also ascertained from the office record that Sri M.K. Otta, Ex-Principal had made a request to Mrs. Misra to submit the ACRs of the employees. In spite of the receipt of the above letter, Mrs. S. Misra has not responded till date as a result of which the placement of the above lecturers is pending. The matter was seriously viewed by the members who were present in the meeting.

After careful consideration, it was resolved that the Principal be authorised to send a remainder to the DHE(O) with ref. to the previous letter sent by the then Principal, Sri M.K. Otta.

h) Enhancement of fees from the session 2019-20 Admission Batch.

Sl. No.	Particular	Stream	Amount
i)	Special subsidiary for +2 2 <sup>nd</sup> year	Arts	Rs.500/-
		Science	Rs.600/-
		Commerce	Rs.600/-
	Special subsidiary for +3 2 <sup>nd</sup> year and 3 <sup>rd</sup> year	Arts	Rs.500/-
		Science	Rs.500/-
		Commerce	Rs.500/-
ii)	+2 laboratory fee Home Science		Rs.300/-
	+2 laboratory fee Psychology		Rs.300/-
iii)	+3 Education (Project fee)		Rs.300/-
iv)	I.T. Admission fee		Rs.3000/-
v)	Hostel Re-admission fee		Rs.500/-
vi)	Hostel seat rent fee (P.M)		Rs.500/-
vii)	Hostel electricity and water (P.M.)		Rs.200/-

i) Re-appropriation of funds in the budget 2018-19.

The Principal informed that an amount of Rs.6179/- was required for payment of electricity bill of the B.N. Hostel for the month of Mar'19. This amount was excess over the allotted budget of the B.N. Hostel. It was transferred from the Unforeseen expenditure head to maintain the balance position of the budgetary head.

It was resolved that the above re-appropriation be approved post facto.

j) **Transfer of money from one Account to another.**

The Principal informed that due to NAAC accreditation and Peer team visit the following transfer of money from one particular account to another in SBI, Urban, HDFC and Canara Bank was made.

It was resolved that the transfer of money be approved post facto.

SI No.	Particulars	Amount	date of transfer
1	SBI MAIN BR. TO SBI-80	1,00,000.00	14.11.18
2	UCB-02 TO SBI-180	1,00,000.00	14.11.18
3	UCB-503 to SBI-180	50,000.00	14.11.18
4	UCB-1324 TO HDFC	5,00,000.00	14.11.18
5	UCB-1324 TO HDFC	6,50,000.00	19.12.18
6	UCB-1322 TO UCB-483	2,00,000.00	12.01.19
7	UCB-1323 TO SBI-180	5,00,000.00	12.01.19
8	UCB-1324 TO UCB-483	5,00,000.00	12.01.19
9	UCB-703 TO SBI-180	2,00,000.00	15.02.19
10	UCB-1322 TO SBI-180	2,00,000.00	15.02.19
11	UCB-1323 TO UCB-01	4,00,000.00	15.02.19
12	UCB-1324 TO UCB-01	3,95,000.00	15.02.19
13	UCB-1324 TO UCB-02	5,000.00	15.02.19
14	Canara (14296)(YRC) to SBI-180	1,50,000.00	21.02.19
15	UCB-703 TO UCB-01	50,000.00	21.02.19
16	UCB-1322 TO UCB-01	50,000.00	21.02.19
17	UCB-1323 TO UCB-01	1,50,000.00	21.02.19

k) **Lease of college pond**

The honourable member Sri Subhasis Sahu, wanted to know the expiry of the lease period of the College Pond given to one Sri Jeetu Ranjan Sahoo. After verifying the records, the Principal informed that the expiry of the lease of the college pond was April' 2019.

It was unanimously resolved that no further lease would be given of the College Pond. The person who has taken the college pond on lease, be intimated to clear the pond within 3 months and after 3months the college authority would take over its possession.

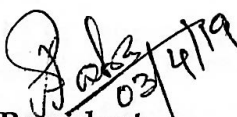
l) **College Uniform**

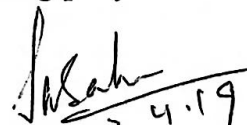
The Principal informed the house that for the forthcoming Admission college uniform will be provided to the newly admitted students and for this supply order may be given to the firm who have quoted lowest rate.


Resolved that due procedure be followed for the above purpose.

7. **Closing Prayer**

The meeting ended with a closing prayer offered by Mr. Bidhan Ch. Rout.

  
President

  
Principal 3.4.19

  
Secretary 03.4.19