

Pending

5(b), 6(i), 7(f), 7(i)

Adm. Bursar

Completed

CHRIST COLLEGE, CUTTACK - 753008

**MINUTES OF THE ORDINARY MEETING OF THE GOVERNING
BODY HELD ON DT.12.07.2019**

An ordinary meeting of the Governing Body was held on 22.07.2019 at 12.15PM in the Committee Room. The following members attended the meeting:

1. Mr. Bikash Chandra Rout, Secretary, G.B.
2. Dr. Siddhartha Kumar Sahu, Principal
3. Mr. Bidhan Chandra Rout, Member, G.B.
4. Mr. Subhasis Sahu, Member, G.B.
5. Mr. Chandan Das, Member, G.B.
6. Mr. Soumendra 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. Chandan Das.

In the absence of Sri Anupam Patra, President, G.B., the House unanimously decided that Sri Chandan Das will preside over the meeting.

2. Confirmation of the minutes of ordinary meeting dated 03.04.2019 and matter arising out of it.

The above minutes was read out by the Secretary and it was confirmed by the House.

Matters arising

a) The suspension of Mr. Sambit Rout, P.E.T.

It was earlier resolved vide Resolution No. 4(g) dated 03.04.19 that Sri Sambit Rout, PET be placed under suspension. However the Secretary, G.B., wanted to review the matter and it was discussed in depth. After careful deliberation, the house unanimously resolved that instead of suspending him from service one annual increment be withheld with cumulative effect from the current year. This be communicated to Mr. Sambit Rout after filling the caveat. Other contents remain unchanged.

b) Fixation of duties of PET:

The Principal informed that there is no fixed duty, as far as the Sports and games is related, assigned to the PET.

It was resolved that a meeting will be convened on 19th July 2019 in the post lunch session between the G.B. members and the Sports Committee members to discuss regarding above matter and decision taken there on.

c) The statement of defence of Sri Alok Mishra, H.O.D., Chemistry and decision taken there on.

In partial modification of the earlier Resolution vide No. 4 (f) of dated 18.04.19, it was resolved that his suspension period with effect from 16.11.18 to 14.12.18 be treated as on duty.

d) Pursuance of M.Phil and PhD

In partial modification to the previous resolution No. 3(d), dated 03.04.19, it was resolved that any teaching staff can pursue further studies along with their regular duties by giving an undertaking, forwarded by the Head of the concerned department, to that effect.

3. Approval of the minutes of Personal and Administrative Committee meeting held on 03.07.19

The above minutes was read out by the Secretary and with much deliberation, it was resolved that the above minutes be approved.

4. Approval of the minutes of Finance Committee meeting held on 03.07.19 (Pending bills of 2018-19 be released from current year budget).

The minutes of the Finance Committee was read out and after discussion in depth it was resolved that the above minutes be approved. It was also resolved that the pending bills of the previous financial year be released from the current year budget.

5. Administrative Matter

a) The unauthorised absence of Ishwar Rao (Sweeper)

The Administrative Bursar informed the House that inspite of repeated warnings, Sri Ishwar Rao (Sweeper) is continuing the same practice of remaining absent. It was resolved that Sri Rao, Sweeper be terminated with immediate effect.

b) Reply of Dr. P.K. Dhal on 13.05.19 to the Show Cause Notice vide No. CC/198/2019, dt. 30.01.2019 and the No. C/628/2019, Dt. 05.04.19.

The reply of Dr. P.K. Dhal, Lecturer in Odia to the above show cause notice issued by the Secretary, G.B. was read out and found vague and not satisfactory. It was resolved that he would appear before the enquiry committee which was formed in the G.B. meeting dt. 03.04.19 vide Resolution No. 4 (b).

c) Reply of Smt. Mamata Mishra, Jr. Clerk (Contractual) to the Show Cause Notice No. CC/911/2019, Dt. 27.06.2019.

The reply of Smt. Mamata Mishra, Jr. Clerk to the Show Cause Notice was read out and was found unsatisfactory. The present tenure of 89days in respect of Mrs. Mamata Mishra, Jr. Clerk (Contractual) expires on 22.07.2019.

As per performance and conduct have not been found satisfactory, the House unanimously resolved not to give her further extension.

- d) Reply of Smt. F.A. Khatun, Lab. Asst. in Botany, to the Show Cause Notice No. CC/641/2019, Dt. 08.04.19.
The reply of Smt. F.A. Khatun, Lab. Asst. in Botany was read out and found not satisfactory. However since Mrs. Khatun begged unconditional apology, the disciplinary proceedings initiated against her be dropped and a censor be issued and recorded in the service book.
- e) Post facto approval of the letter of authorisation of the Secretary, G.B. to Mr. Siddhartha Kumar Sahu, Principal, Christ College, Cuttack.
The above authorisation for signing M.O.U. for the I.D.P. project of the World Bank was approved post facto.
- f) Extension of 16nos of Contractual employees and the decision taken in the personal and administration meeting on 03.07.2019.
As per the report of the personnel committee and the decision taken thereon, the matter was placed in the G.B. and it was revealed that the initial justification for appointment of Mrs. Rosalin Samal as Contractual Peon does not exist.
It was resolved that all 15 contractual employees will be given extension except one i.e. Rosalin Samal.
- g) FIR lodged by Dr. Asish Kumar Patro against Anoopam Patra and G.B. members.
The above FIR was placed in the G.B., and read out. After discussion in depth it was resolved that the legal retainer be consulted regarding this matter.
- h) Adjustments of Peons (M.P.) on the basis of seniority against D.P. Vacancies.
In partial modification of the previous resolution No. 4(a), dt. 30.01.17, it was resolved that senior peons (M.P.) be adjusted against D.P. vacancies as per the list given below.

Gradation list of Class - IV employees as per adjustment in D.P. Post

Sl. No.	Name	Designation	Date of Joining	Nature of Post	Adjustment in D.P. Post
1.	Sri Nityananda Nayak	Peon	01.10.1993	M.P.	Adjusted in the D.P. Post w.e.f. 01.10.1997 against the vacancy caused due to retirement of Sri Sona Das, Ex- Gardener.
2.	Sri Asesh Kumar Parida	Peon	09.11.1994	M.P.	Adjusted in the D.P. Post w.e.f. 01.08.1999 against the vacancy caused due to retirement of Late. Lal Bahadur, Ex-Peon Ladies Common Room.
3.	Sri Santosh Ku. Behera	Peon	27.04.1995	M.P.	Adjusted in the D.P. Post w.e.f. 01.06.2002 against the vacancy caused due to retirement

					of Sri Ram Chandra Behera, Ex- Gasman.
4.	Smt. Sanjukta Das	Peon	21.11.1995	M.P.	Adjusted in the D.P. Post w.e.f. 01.03.2013 against the vacancy caused due to retirement of Sri Upendra Dalai, Ex- Lib. Bearer.
5.	Sri Madhab Pradhan	Peon	24.11.1995	M.P.	Adjusted in the D.P. Post w.e.f. 01.11.2013 against the vacancy caused due to retirement of Sri Uma Charan Pani, Ex- Lib. Bearer.
6.	Smt. Kamini Naik	Sweeper	30.11.1995	M.P.	Adjusted in the D.P. Post w.e.f. 01.03.2015 against the vacancy caused due to retirement of Sk. Nurul Hoda, Ex- Administrative & Exam-Peon.
7.	J. Shankar	Peon	21.05.1996	M.P.	Adjusted in the D.P. Post w.e.f. 01.04.2016 against the vacancy caused due to retirement of Sri B. Kalidas, Ex- Peon.
8.	Sri Debendra Ku. Behera	Peon	18.09.1997	M.P.	Adjusted in the D.P. Post w.e.f. 01.01.2017 against the vacancy caused due to retirement of Sri Umakanta Naik, Ex- Peon.
9.	Sri Binod Ku. Abhardha	Peon	15.09.2005	M.P.	Adjusted in the D.P. Post w.e.f. 01.02.2017 against the vacancy caused due to retirement of Sri Sangit Ku. Sinha, Ex-Peon, Principal's office.

i) Approval of appointment & joining of Sri Smruti Ranjan Mallick, Graduate Librarian and adjustment in the D.P. Vacancy.

Principal informed the G.B. that Sri Smruti Ranjan Mallick was issued appointment order by the Secretary, G.B. vide No. CC/179/2019, Dt 29.01.2019 & in response this appointment order he joined in service as Graduate Librarian on 04.02.2019.

It was resolved that the appointment order and the joining report be approved and Sri Smruti Ranjan Mallick, Gr. Librarian be adjusted in the D.P. vacancy w.e.f. 04.02.2019 caused due to retirement of Sri Arjun Jena, Ex Gr. Librarian on 31.01.2017 due to attaining the age of superannuation. The proposal may be sent to Director, Higher Education (O), BBSR for approval of his appointment & adjustment.

6. Principal's Agenda

a) Approval of expenditure made by Dr. Pradyumna Dash, Lect. in Chemistry.

The Principal informed that during the time of NAAC Peer Team Visit, Dr. Pradyumna Dash, who is both superintendent New Hostel and NCC

Officer, made some emergency expenditure for New Hostel and NCC room.

It was resolved that the above expenditure be approved and payment be released in favour of Dr. P. Dash, by following due procedure.

b) Resignation of L.K. Mishra, Demonstrator and Lecturer from the post of Lecturer in Psychology.

The resignation of the above employee was placed in the G.B. and after careful deliberation, it was resolved that his resignation be not accepted and Dr. Mishra will work for both the capacities.

This may be communicated to him and the H.O.D. of the concerned department.

c) Post facto approval of the order of the Secretary, G.B., regarding fixing of Rs.200/- as processing fee for Certificate verification of ex-students.

The above order be approved post facto.

d) Prayer of Ms. B. Parida, Part-time Nurse for release of her remuneration of leave period and increase of her remuneration.

The Principal informed that the above part time Nurse was absent during the time of Cyclone Fani, since it was not feasible to open the dispensary for a long period due to post cyclone effect. The Principal also wanted that it will be beneficial to take the service of the nurse without engaging a registered medical practitioner.

It was resolved that the salary of her leave period be released and her remuneration be increased from Rs.3,000/- to Rs.5,000/- with effect from 01.08.19.

e) Post facto approval of resignation of Sri Ranjan Kumar Jena, Peon

It was resolved that the resignation of Sri Ranjan Kumar Jena, Peon, be accepted and approved post facto.

f) Post facto approval of resignation of Smt. Madhulika Moharana, Lect. in English.

It was resolved that the resignation of Smt. Madhulika Moharana, Lecturer in English be accepted and approved post facto.

g) Post facto approval of resignation of Mr. Md. Khurshid, Lect. in Commerce.

It was resolved that the resignation of Mr. Md. Khurshid, Lect. in Commerce be accepted and approved post facto.

h) Application of Dr. (Mrs.) Bijayini Mohapatra, Lect. in History regarding ACRs for promotional benefit.

The application of Dr. (Mrs.) Mohapatra was read out. The Principal informed that already a letter has been sent to Director, Higher Education informing the non submission of ACRs by the then Principal, Mrs. Snigdha Misra, of the teaching staff of her principalship period. One reminder was also sent.

It was resolved that though Dr. Bijayini Mohapatra's case is quite different but her ACRs are also not available, she will have to wait till any clarification comes from the Director, Higher Education's Office.

- i) **The offering letter of Indus land Bank for Accounts management and other bank services.**

The Principal placed the offering letter before the G.B. and after much discussion it was resolved that this offer be rejected.

- j) **Letter of Urban Bank officer-in-charge regarding information of damage due to Cyclone and restoration of damaged items.**

The letter was placed in the G.B. and it was read out. The Building Committee Chairman, Sri Subhasis Sahu apprised that earlier the Bank authority requested to solve their water logging problem at the time of heavy rains. The members took the matter seriously as it hampers the interest of the employees of the bank and also the college. It was resolved that the college engineer would be consulted to make an estimate for all the renovation works and the work may be executed by following due procedure.

- k) **Post facto approval of the order of the Secretary, G.B. allowing Sri Jogendra Behera to repair his allotted quarter at his own cost.**

The order of the Secretary, G.B. allowing Sri Jogendra Behera to repair his allotted quarter at his own cost was approved post-facto.

- l) **Eligibility of B.E. and B.Tech passed candidates appointment for Phy. Lab Asst. post.**

The Principal informed that the advertisement made for appointment for the post of Lab. Asst. in Physics with the requisite qualification as B.Sc. with Physics Hons, B.E. and B. Tech. he clarified that if preference will be given to B.E. and B.Tech, candidates then dual purpose will be solved i.e., he can take practical classes in Physics and Electronics. It was resolved that for selection of Physics Lab Asst. a candidate may have either of the above qualifications.

- m) **Prohibition of ladies staff from tying scarfs inside the college campus.**

One of the G.B., member pointed out that the ladies staff are coming in the College Campus to give their biometric attendance by tying scarfs. The G.B. took the matter seriously as it goes against the decorum.

It was resolved that the ladies staff will not be allowed to enter the campus by tying scarfs.

- n) **Release of excess bill amount of Rs.56,092/- beyond the tender cost of Rs.2,48,504.25 in favour of Kanakprava Behera, Contractor for Development of e-Library in Christ College, Cuttack.**

The Building Committee Chairman apprised that due to site requirement some excess work had been done by the concerned contractor as per the approval of the Engineer. For this reason, the above excess amount beyond the tender cost has been measured by the engineer and accordingly he has

prepared the bill. It was resolved that the excess bill amount of Rs.56,092/- be released in favour of the above contractor by following due procedure.

- o) Post facto approval of expenditure of Rs.25,703/- made by Head Clerk for the following repairing work. Library Rs.6,701/-, during NCC Camp Rs.10,278/-, Electrical Repairing Rs.8,724/-.

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

- p) Clearing certificate of the UGC in respect of settlement of Grants under the G.D.A. and merged scheme of the XIIth Plan period of this college.

The Principal placed in the G.B. the certificate issued by the UGC (ERO), Kolkata for settlement of all the expenditure made by the college under the G.D.A. and merged scheme grant of the XIIth Plan period. The G.B. appreciate the effort of the Principal and Accounts Bursar for such a historic achievement. It was resolved that the Secretary, G.B. will give a letter of appreciation to the Principal and his staff.

- q) Post facto approval of the order of Secretary, G.B. for stoppage of engagement of Dr. Pravakar Routray, R.M.P. vide letter No. CC/827/19, Dt. 27.05.19.

The above order of the Secretary, G.B. be approved post facto.

- r) Post facto approval of the order of the Secretary, G.B. for termination of Contract of Ms. Sujata Jena, Yoga Instructor vide letter No. CC/828/2019, dt. 27.05.19.

The above order of the Secretary, G.B. be approved post facto.

- s) Prayer of Ms. Sujata Jena for re-appointment as Yoga Instructor.

The application of Ms. Sujata Jena, requesting for re appointment for the post of Yoga Instructor, was placed in the G.B. for perusal. Dr. Debajani Dash, teacher representative of the G.B., apprised that the +2 2nd year classes have already started in full swing. So Yoga classes will have to resume as soon as possible.

It was resolved that Ms. Sujata Jena be reappointed as Yoga Instructor in Aug-2019.

- t) Prayer of Ms Arshe Ali, Contractual Lect. in EVS for release of salary of the leave period.

The application of the above lecturer was placed in the G.B. and after discussion in depth, it was decided that since no such provision is there to give salary of the leave period to a contractual staff, her prayer be rejected. However the G.B. feels that her case may be considered on humanitarian ground since she was on leave due to a fracture in her right leg.

It was resolved that she be given non-refundable financial assistance of Rs.4,000/- from the staff welfare fund.

- u) Letter of DHSE regarding information of Governing Body.

It was resolved that information regarding the above matter be furnished to the DHSE as per their requirement.

- v) It was resolved that the above project will be undertaken after detailed discussion with the Tell Orel Digital Language Lab. The Principal be authorized to fix up a meeting with the said agency.

w) Result of +2 for the session 2018-19.

It was resolved that the Principal will fix up a meeting on dtd. 19.07.2019 inviting the HODs of Science departments to discuss with the Governing Body regarding improvement of results.

x) Appointment of peon and security guard.

a) Appointment of Sri Krishore Munda for the post of Peon cum attendant in B.N. Hostel.

It was resolved that the above appointment be made on 89days contractual basis with immediate effect.

b) Appointment of Sri Sangram Jena for the post of Security Guard

It was resolved that the above appointment be made on 89days contractual basis with immediate effect.

y) Unauthorised absence of Sri Ratikanta Naik, Sweeper from 01.05.2019 till date.

The Principal informed that the above sweeper was absent from duty without any information till date. This hampers the cleaning work of the college. It was resolved that his salary be withheld and he be called for duty within 7days, failing which his service be terminated with immediate effect.

z) Proposal letter by Maulana Azad National Urdu University.

The Principal placed the detailed report received from Maulana Azad National Urdu University (MANUU) vide letter No. 328, dt. 11.03.2019. he also apprised the G.B. regarding the terms and conditions of opening the Learning Support Centre of the said University, in Christ College, Cuttack. It will be also helpful for getting points in the NAAC accreditation.

It was resolved that NOC be provided to the said University for opening the Learning Support Centre. The Principal be authorised to prepare and sign the MOU with MANUU.

7. Any other Matter:

a) Post facto approval of the Engineer estimate for Street Light and Yard light electrical work for Rs.3,58,337/-.

The Building Committee Chairman apprised the G.B., that before NAAC Peer Team Visit, it was decided in the G.B. meeting that street lights and yard lights will be installed inside the College campus and both front side and backside roads. Accordingly he has completed the work by taking advance from the College. But since due to emergency, no technical estimate was prepared for this work, now the Engineer has measured the entire work and submitted the above estimate.

It was resolved that the above estimate be approved post facto and the bills be submitted for adjustment of advance and release of residual amount, if any.

b) Approval of Engineer Estimate for repair and renovation of roofing shade over the counter of Rs.49,244/-.

The above estimate was placed in the G.B., by the Building Committee Chairman. The Principal urged that the above shade over the collection

counter was badly damaged at the time of Cyclone Fani. Now it is very difficult for the students to deposit their fees due to rain and heat. He requested the G.B. to complete the work as early as possible. The G.B. also feels that if the work be done by inviting tender then it will take at least two month time for its execution and completion.

It was resolved that the work will be taken up departmentally and Sri Subhasis Sahu, Chairman Building Committee be authorised to supervise the work and he may be given the advance as per his requirement.

c) **Approval of Engineer Estimate for repair and renovation of Cycle Stand of B.N. Hostel of Rs.43,363.82.**

The above estimate was placed in the G.B., by the Building Committee Chairman. The Principal urged that the cycle stand of B.N. Hostel was badly damaged at the time of Cyclone Fani. Now it is very difficult for students to park their cycles and two wheelers. He requested the G.B. to complete the work as early as possible. The G.B. also feels that if the work be done by inviting tender then it would take at least one month for it execution and completion.

It was resolved that the work would be taken up departmentally and Sri Subhasis Sahu, Chairman Building Committee be authorised to supervise the work and he may be given the advance as per his requirement.

d) **Approval of E.L. and M.L.**

The E.L. and M.L. and Maternity Leave of the following staff as per the detailed list given below be approved post facto.

Name	Designation	Period of Leave	E.L. / M.L & Maternity Leave
Mrs. Gayatri Mohapatra	Lect. in Hist.	19.06.19 to 19.08.19	E.L.
Mr. Manabhanjan Sarkar	Lect. in Math.	15.04.19 to 17.07.19	M.L.
Dr. Subrata Samantaray	Lect. in Phy.	18.06.19 to 02.07.19	E.L.
Dr. Swati Mohanty	Lect. in Chem	05.03.19 to 23.03.19	E.L.
Mrs. P. P. Jethy	Lect. in I.T & Comp. Sc.	12.11.18 to 05.05.19	Maternity Leave
Mrs. Meetanjali Jethy	Lect. in Phy	17.06.19 to 26.06.19	E.L.
Mrs. Biswarupa Mohanty	Lab. Asst. Bot.	24.06.19 to 29.06.19	M.L.
Mrs. Sumitra Dash	Lab. Asst. Bot.	24.04.19 to 27.04.19	E.L.
Mrs. Isaneswari Rout	Lab. Asst. Zool	01.05.19 to 09.05.19 24.06.19 to 29.06.19	E.L. M.L.
Mrs. Rashmita Sahu	Jr. Clerk	28.06.19 to 02.07.19	E.L.
Mr. Dwarikanath Moharana	Lab. Attendant	11.05.19 to 20.05.19	M.L.
Mr. Ajaya Kumar Lenka	Peon	21.06.19 to 02.07.19	E.L.

- e) **Procurement of Student's Identity Card, College Magazine and College Calendar for the session 2019-20.**

It was resolved that the above items be procured by following due procedure.

- f) **Implementation of IDP civil project.**

The Principal who is the Chairman of IDP informed the G.B. that a team consisting of Engineers and Architects from the Higher Education Department will visit the college very shortly to inspect and make plan for the building projects. The place which was selected for making those projects near the backside entrance is not clean as there is a huge over growth of unwanted trees and plants.

It was resolved that the entire area be cleaned within 7 days by hiring J.C.B. machines. The Head Clerk be authorised to draw an advance of Rs.20,000/- for this purpose.

- g) **Inauguration of Teachers' lounge on the 5th of Sept. 2019.**

It was resolved that the newly constructed teachers' lounge will be inaugurated on 5th Sept. 2019 which is the "Teachers' Day" and President, G.B. has given his consent to be the Chief Guest of the occasion and inaugurate the teachers' lounge. Principal be authorised to make necessary arrangements.

- h) **Farewell of Vice-Principal on the 31st Aug' 2019**

The Principal informed the G.B. that Dr. Gadadhar Rout, Reader in Economics, who is now working as the Vice Principal of the college is going to retire on 31st Aug' 2019 due to attaining superannuation.

It was resolved that as per convention the G.B. will bid fare well to Dr. Rout on 30th of Aug 2019. Sri Subhasis Sahu be authorised to make all arrangements of the Farewell and he be given an advance of Rs.15,000/-.

- i) **College Pond**

It was resolved that the College Pond would remain under the Zoology department for the purpose of pisciculture and research for future UGC skill development project and Sri Anjan Kumar Das will be in charge of the maintenance and supervision of the pond.

- j) **Modalities for recruitment of lecturer, laboratory Assistants and Store keeper.**

It was resolved that the same modalities as followed for the previous interviews would be maintained such as career marking, age bar etc.

- k) **Squad to monitor seven hours stay by teaching staff.**

The Principal apprised the G.B. that according to the Govt., notification, the teaching staffs were required to stay in the college for a minimum of 7 hours. The Principal also said that after giving their finger print through Biometrics, most of the staff members were leaving the college campus according to their convenience.

It was resolved that a high power squad comprising of the Principal, Vice-Principal, Administrative Bursar and two teachers' representatives will

monitor on a random basis the presence of the teaching staff in the campus within those 7 hours.

l) Bank reconciliation statement (BRS) for the F.Y. 2018-19.

The Accounts Bursar informed that for the preparation of the above BRS, the work has been assigned to the C.A. firm M/S S. S. Thakrewal and Co and he has already completed the B.R.S. satisfactorily.

It was resolved that the above assignment be approved post facto and the bill of the C.A. firm be released by following due procedure.

m) Operation of the Biometric machine.

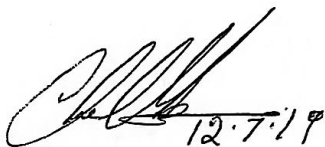
One of the G.B. members as well as the two teachers' representatives expressed their concern about the use of biometrics by the teaching staff as well as the laboratory assts. They also appraised the G.B. that the above employees are not operating the machine as per rule. It was resolved that those teachers and Lab. Assts. who have classes before 10AM, have to give biometric attendance anytime before 10AM, starting from 7.00AM. Those teachers and Lab. Assts who have classes at 10AM or after have to give their biometric attendance at 9.30AM or after that time. Anyone who deviates this time schedule, their biometric attendance will be treated as invalid.

n) Procurement of Notice Board

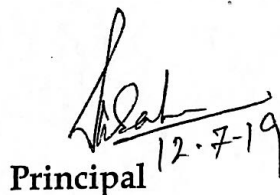
It was resolved that 5nos of notice board be made by following due procedure.

8. Closing Prayer

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


12.7.19

President


12.7.19

Principal


12.7.19

Secretary