

CHRIST COLLEGE, CUTTACK - 753008

MINUTES OF THE ORDINARY MEETING OF THE GOVERNING BODY
HELD ON DT. 23.07.2021

An ordinary meeting of the Governing Body was held on 23.07.2021 at 11.00 A.M. in the Committee Room. The following members attended the meeting:

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

Agenda

1. **Opening Prayer :**

The meeting commenced with prayer offered by Sri Chandan Das.

2. **Confirmation of the minutes of the ordinary meeting dtd.12.04.2021.**

The minutes of ordinary meeting dtd.12.04.2021 was confirmed.

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

Sanction of E.L.

E.L. applications of all staff members will be put up immediately for approval by the G.B. and in case the G.B. meeting is not scheduled then the E.L. will be sanctioned by the President, G.B. Till then salary will be withheld.

4. **Case of Sambit Rout (P.E.T.) under suspension.**

The Secretary, G.B. placed the letters dtd.28.04.2021, 14.06.2021 and 05.07.2021 of Sri Sambit Rout, in the G.B. and the letters were read out. After much discussion and deliberation, it was resolved that an enquiry be conducted to hear personally the defense of Sri Rout to the charges leveled against him and the document sought for by him, may be provided on the spot, if it is found, to be relevant to his charges.

The enquiry Committee Members are as follows:-

1. Mr. Bikash Chandra Rout, Secretary, G.B., Convenor

2. Smt. Madhumita Patra, (Principal) Marshall
3. Sri Chandan Das, Member
4. Sri Subhasish Sahu, Member
5. Sri Soumendra Das, Member

5. **Discussion regarding lease of Land of 7 acres of the College.**

The Secretary informed the G.B. that the permanent lease of 7 acres of Govt. land under the possession of Christ College was applied to the Tahasildar, Cuttack much before but the permanent lease, in favour of Christ College has not been granted as yet. After much discussion, it was resolved that Sri Chandan Das, Member G.B. and the Administrative Bursar, Sri Suman Roy will pursue the matter in the settlement office and the Tahasil to get the permanent lease done in favour of Christ College. For miscellaneous expenditure, an amount of Rs.10,000/- be granted in favour of Sri Chandan Das.

6. **Matter Related to Administration :-**

(a) **Post facto approval of the Engagement of Sri Sushant Dash, Sr. Advocate, Odisha High Court, to represent the Secretary, G.B. in W.P. (C) 16687/2021.**

The above engagement to represent the Secretary G.B. in W.P. (C)16687/2021 and I.A. no.7364 of 2021 filed by Mrs. Karishma Mohapatra, Ex-Lecturer in Computer Science of this College, be approved post facto.

(b) **Formation of Selection Committee of the G.B. for the years 2021-22 and 2022-23 for Teaching and non-teaching posts.**

After discussion on the above matter it was decided that the following members will be part of the Selection Committee for Teaching posts:-

Selection Committee Teaching Staff

1. Mr. Anupam Patra, President, G.B.
2. Mr. Bikash Ch. Rout, Secretary, G.B.
3. Mr. Subhasish Sahu, Member, G.B.
4. Mr. Chandan Das, Member, G.B.
5. Mr. Soumendra Ku. Das, Member, G.B.
6. Mrs. Madhumita Patra, Principal
7. Internal Subject Expert
8. External Subject Expert

It was decided that the following members will remain in the Selection Committee for non-teaching posts:-

Selection Committee Non-Teaching Staff

1. Mr. Bikash Ch. Rout, Secretary, G.B.
2. Mr. Subhasish Sahu, Member, G.B.
3. Mr. Chandan Das, Member, G.B.
4. Mrs. Madhumita Patra, Principal
5. Mr. Suman Roy, Administrative Bursar

It was resolved that both the above Committees be approved for the Years 2021-22 and 2022-23 to conduct Viva- Voce for the Selection of teachers and non-teaching employees and submit their report which will be approved by the G.B. for appointment.

(c) Career marks to be awarded for the Appointment of Teaching posts.

The Principal informed that advertisement has already been made to invite application for the post of Lecturers of different subjects and also for some non-teaching posts. So career marks have to be decided for preparation of short listed candidates by the screening Committee for the Year 2021-22 and 2022-23. After discussion it was decided that the following norms for career marks be adopted for screening and selection of short listed candidates.

Norms for Career Assessment for Teaching Staff

<u>H.S.C/ Equivalent Exam.</u> (i) 1 st Division =08 Marks (ii) 2 nd Division =04 Marks (iii) 3 rd Division =02 Marks	<u>+2 CHSE/ Equivalent Exam.</u> (i) 1 st Division =12 Marks (ii) 2 nd Division =06 Marks (iii) 3 rd Division =03 Marks
<u>+3 Degree (Hons.)</u> (i) 1 st Division (Hons.) =18 Marks (ii) 2 nd Division =09 Marks (iii) Distinction =06 Marks	<u>P. G. Exam.</u> (i) 1 st Division =30 Marks (ii) 2 nd Division =20 Marks

Age Relaxation:-

1. SC/ ST - Five Years
2. Women Candidates - Five Years
3. SEBC/ OBC - Three Years
4. Physically Handicapped : Ten Years

Norms for Career Assessment for Non-teaching staff

<u>H.S.C/ Equivalent Exam.</u> (i) 1 st Division =08 Marks (ii) 2 nd Division =04 Marks (iii) 3 rd Division =02 Marks	<u>+2 CHSE/ Equivalent Exam.</u> (i) 1 st Division =12 Marks (ii) 2 nd Division =06 Marks (iii) 3 rd Division =03 Marks
<u>+3 Degree (Hons.)</u> (i) 1 st Division (Hons.) =18 Marks (ii) 2 nd Division =09 Marks	

Age Relaxation:-

5. SC/ ST - Five Years
6. Women Candidates - Five Years
7. SEBC/ OBC - Three Years
8. Physically Handicapped : Ten Years

(d) Report of negligence in duty, made by the Vice-Principal, against some employees at the time of distribution of CHSE Admit Cards and receiving of practical projects.

The Principal reported that Mrs. Sanjubala Sahu, Demonstrator Home Science, Mr. Sanatan Padhi, Lab. Attendant in Botany, had reported after the scheduled duty time and Mrs. F. A. Khatun, Lab. Assistant in Botany had not reported for duty without any intimation to the Principal. The G.B. took the matter very seriously and resolved that show cause be issued to them immediately and their reply be placed in the next G.B. meeting.

(e) Partial modification of Resolution No. 05 (d) dtd. 25.09.19.

In partial modification of the above Resolution, it was resolved that the re-designation from Lab. Assistant to Demonstrator cannot be utilized for any purpose until it is approved by the Govt., in the Higher Education Department. However, the Resolution and the present one can be communicated to them with an office order but no G.B. Resolution of the above re-designation will be supplied to them. The other contents of the earlier Resolution will remain same.

(f) Report of Deputy Superintendent CHSE'2021 against Itishree Swain, H.O.D I.T. and Computer Science.

The Principal appraised the G.B. that the Deputy Superintendent of CHSE' 2021 has submitted a report against Mrs. Swain about a serious mistake committed by her while up-loading of marks as instructed by +2 Council. After

a detailed discussion and after taking into account the list of allegation against Mrs. Swain, it was resolved that she be asked for explanation.

7. Principal's Agenda:-

(a) Adjustment in Vacant D.P. post:-

The Principal placed a list of Lecturers who have been appointed on regular basis by following due Selection procedure and requested the G.B. to adjust them against vacant D.P. posts as per the following details.

Sl. No.	Name	Designation	Date of Joining	Date of Adjustment in D.P. Post	Detailed particulars of the Post
1	Mrs. Biswarupa Dash	Lect. in History	02.11.2016	02.11.2016	Adjusted against 3 rd post vacancy caused due to retirement of Late Manmath Ku. Otta, Ex-Reader in History on 31.12.2018.
2	Mrs. Itishree Prusty	Lect. in Philosophy	02.11.2016	02.11.2016	Adjusted against 2nd post vacancy caused due to retirement of Dr. Niranjan Mohanty, Ex-Reader in Philosophy on 30.09.2015.
3	Dr. (Mrs.) Nibedita Nayak	Lect. in Botany	10.07.2017	10.07.2017	Adjusted against 6th post vacancy caused due to retirement of Late Nalinikanta Mohapatra, Ex-Reader in Botany on 31.07.2015.
4	Mrs. Kiranbala Behera	Lect. in Zoology	21.10.2017	21.10.2017	Adjusted against 6th post vacancy caused due to retirement of Dr. (Mrs.) Sandhyarani Parida, Ex-Reader in Zoology on 29.02.2016.
5	Mr. Suvashisa Dash	Lect. in Mathematics	16.11.2018	16.11.2018	Adjusted against 5th post vacancy caused due to retirement of Sri Prafulla Ku. Sahoo, Ex-Reader in Math. on 28.02.2018.
6	Mr. Priyaranjan Dash	Lect. in Chemistry	16.11.2018	16.11.2018	Adjusted against 9th post vacancy caused due to dismissed and retirement of Dr. Nilambar Baral, Ex-Reader in Chemistry on 29.02.2012.
7	Mrs. Sradhanjali Pattnaik	Lect. in Political Science	16.11.2018	16.11.2018	Adjusted against 4th post vacancy caused due to retirement of Mr. Y. M. Mulla, Ex-Reader in Pol. Sc. on 30.06.2012.
8	Mrs. Sukanya Senapati	Lect. in Sanskrit	16.11.2018	16.11.2018	Adjusted against 3rd post vacancy caused due to retirement of Dr. Dolagobinda Mishra, Ex-Reader in Sanskrit on 30.11.2017.
9	Mrs. Priyadarshini Pradhan	Lect. in Economics	16.11.2018	16.11.2018	Adjusted against 2nd post vacancy caused due to retirement of Dr. Gadadhar Rout, Ex-Reader in Economics on 31.08.2019.
10	Mrs. Subhshree Mishra	Lect. in History	08.11.2016	04.04.2020	Adjusted against 4th post vacancy caused due to retirement of Dr. (Mrs.) Bijayini Mohapatra, Ex-Reader in History on 31.10.2020.

It was resolved that the above adjustment of 10 no. of Lecturers in the vacant D.P. posts be approved.

(b) **Termination of Sri Prasanta Ku. Sahu, Security Guard.**

Principal informed the G.B. that the above security guard was unauthorizedly absent for a long period of time.

It was resolved that Sri Prasanta Ku. Sahu, Security guard, be terminated with immediate effect.

(c) **Post facto approval for Selection of following C.A. Firm on priority basis.**

1. Das Mohanty and Associates
2. JBMT and Associates
3. M/s Samal and Associates

It was resolved that the above Selection of C.A. firm for conducting audit of the College for the Financial Year-2020-21, be approved post facto and their names be sent to Local Fund Audit.

(d) **Authorization to a Lecturer to act as P.I.O in the absence of Dr. A. K. Harshabardhan, Lect. in Hindi and present P.I.O.**

The Principal appraised the G.B. that Dr. A. K. Harshabardhan, P.I.O. of the College due to being affected by Corona, large nos. of R.T.I. application are pending to be disposed off.

After thorough discussion and taking into consideration the R.T.I rules it was decided that Sri Sovan Panda, Ex-P.I.O be authorized to act as P.I.O., whenever the present P.I.O. will be absent.

This may be communicated to Sri Panda to take necessary action.

(e) **C.L. and E.L. application of Sri Satyabrata Mishra, Lect. in Computer Science.**

The above application of C.L. and E.L. of Sri Mishra, were placed for the perusal of the G.B. and read out. It was resolved from his application that he was completely bed ridden due to his spinal injury.

After careful consideration, it was resolved that he may be allowed leave as per admissibility basing on leave rules.

(f) **C.L. and M.L. application of Smt. Prativa Prusty, Lect. in Computer Science.**

The above application of Smt. Prusty was placed in the G.B. by the Principal. The M.L. application was read out.

After thorough discussion, the G.B. decided to disallow M.L. of Mrs. Prusty. Only C.L. was granted.

(g) Work compliance of A.G. Audit para for the financial year 2013-14 as per Higher Education Department Letter No.20092 dtd.11.05.2021.

It was reported by the Accountant that the said audit report is not available in the Accounts Section and for this reason, it could be complied at present.

It was resolved that a request letter be made to the competent authority for providing us the audit report for making the above stated compliance.

(h) Partial Modification of Resolution No. 5 (d) dtd.18.01.21.

The date of confirmation of Mrs. Subhashree Mishra, Lect. in History, was wrongly mentioned in the above resolution as 23.07.2020 instead of 04.04.2020. Hence the corrected date of confirmation of Smt. Mishra is 04.04.2020.

The other contents of the Resolution will remain the same.

8) Any Other Matter:-

(a) Repairing and installation of PHD and Sanitary items in College New Auditorium.

The expenditure incurred for repairing and installation of the above stated items in College New Auditorium was approved by the G.B. and it was resolved that an amount of Rs.9,306/- be released in favour of Sri Subhasish Sahu.

(b) Repairing of Xerox Machine:-

It was resolved that the above repairing work be done as early as possible and the expenditure for the said repairing work may be released by following due procedure.

(c) Ashok Sahoo to be appointed as Assistant Administrative Bursar.

The G.B. felt that the Administrative Bursar, Mr. Suman Roy, was overburdened with different types of work, as a result of which he was experiencing a lot of stress. This is being reflected in the health of Sri Roy which is having a negative impact on the administrative work.

After a thorough discussion and serious deliberation, it was resolved to appoint Sri Ashok Kumar Sahoo as Assistant Administrative Bursar to share the responsibility and assist the Administrative Bursar in different types of work.

9) Closing prayers :-

The meeting ended with a prayer offered by Sri Bidhan Ch. Routs, Member, Governing Body.


23/7/21
President


23/7/21
Principal


23.7.21
Secretary