

Date:- 26.05.2019.

Time:- 11.00 A.M.

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Venue:- Office of the Principal, D.C.M. Science College, Khalitrate

The Governing Body meeting of D.C.M. Science College (Degree) was held at 11.00 A.M. on 26.05.2019 in the Principal's office with Smt. V. Sugnana Kumari Deo, the Honble' President of G.B. on chair.

Members Present:-

1. Smt. V. Sugnana Kumari Deo President *Sugnana*
2. Mr. Saketh Rama Rao *Saketh 26/5/19*
3. Local M.L.A.
4. Sri Shyam Sundar Padhy, Principal *Shyam 26.05.19*
5. Mr. Anita Kumari Panda *Anita 26/5/19*
6. Sri Santosh K. Mohapatra *SK Mohapatra*
7. Chairman, WAC
8. Mr. Snigdha Mishra
9. Mrs Sarat Kumari Pattnaik *Pattnaik*
10. Mr. Binay Prasad Sahu *Sahu 26.5.19.*
11. Mr. Sama Pradhan *Pradhan 26.5.19*
12. Sady Khan *Sady Khan*
13. Smt. Mayalata Patra *ML Patra*
14. Smt. Mayalata Patra *26.5.19*

The Governing Body Meeting of D.C.M. Science College was held with the President of the G.B. on chair.

The Proceedings of the last Governing Body meeting held on 27.02.2019 were read by the Principal-cum-Secretary Governing Body before the House. The Governing Body observed / reviewed the execution of the resolutions of previous G.B. meetings and its outcome / result.

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With reference to G.B. Resolution no. 01 dated 27.02.2019 the Governing Body advised the Administrative Bursar / Principal to issue further request letter to the Tahsildar, Khalikote, Dist - Ganjam to provide land in vicinity of the present College building in favour of R.C.M Science (Degree) College and in vicinity to R.C.M. Science Higher Secondary School to enable the Government of Odisha in the department of Higher Education to start and complete the Institutional development Plan and Project in time. The copies of correspondence be communicated to the President Governing Body.

With reference to G.B. Resolution no. 03 dated 27.2.2019 the Officer-in-charge library / Principal was advised to start the reading room for the students on the Varandah of the present Golden Jubilee Central Library after re-opening of the College for summer vacation. The Varandah be fenced with grill on a 30 inch brick work departmentally, which should be completed at the earliest.

With reference to G.B. Resolution no. 04 dated 27.02.2019 the Administrative and Academic Bursar were advised to submit the file before President Governing Body for creation of Teaching and Non-Teaching posts for R.C.M. Science (Degree) College and R.C.M. Science Higher Secondary School in accordance with the yardstick framed by the World Bank and Government in the department of Higher Education respectively on or before

08.6.2019 for further contractual/ Adhoc engagement of teaching and non-teaching staff for the Academic session 2019-20, after conducting walk-in-Interview in the office of the K.C. Trust, Berhampur. The process must be completed before 30.6.2019 for Adhoc/contractual engagement of the meritorious candidates by 01/07/2019.

With reference to GB Resolution No. 06 dt. 27.2.19 the Governing Body instructs the College office for transmission of Audit compliance report forthwith to the appropriate authorities.

With reference to GB Resolution No. 07 dt. 27.2.19 the officer-in-charge of UBE/Accounts Bursar are advised to submit "No dues Certificate" issued by UBE, ERO Kolkata for different plan periods before President Governing Body on or before 08.6.2019.

With reference to GB Resolution NO. 15 dt. 27.2.2019 a detail completion report should be submitted before the President Governing Body on or before 8.6.2019 by the establishment section of the College under the signature of the Principal in connection with completion of construction of Toilet with Provision of Flushing in R.C.M. Science Higher Secondary School Building.

With reference to GB Resolution No. 16 dated 27.2.2019 the Administrative Bursar/ Principal was

advised to submit the Hard copy of Biometrics for the month of June and July 2019 on first day of August 2019 for perusal and review of the President Governing Body and the same practice be continued in subsequent months.

With reference to GB Resolution No. 19 dated 27.2.2019 the necessary correspondence made with the department of Youth Services, Government of India / Government of Odisha during last three and half months i.e. from 01/03/2019 to 15/05/2019 to generate funds for execution of the Resolution be placed before President Governing Body on or before 08.06.2019.

With reference to GB Resolution no. 20 dated 27.2.2019 the following members of staff be advised to submit a feasibility report along with an estimation of expenditures in consultation with Asst. Engineer PWD R & B (II), Barakampur to take necessary steps for development of a Badminton court inside the college campus as one of the Indoor/Outdoor Games from the Academic Session 2019-20. The report must reach before President Governing Body on or before 30.6.2019.

- (i) Dr. Bimal Prasad Sahu, Member Governing Body.
- (ii) T. Sibananda Barma, Officer in-charge Sports & Games.
- (iii) Physical Education Teacher.

With the above mentioned instructions / Advises, the minutes of the Governing Body Meeting held on 27.02.2019 was confirmed.

Resolution No: 1.

Resolved to issue purchase order to the Lowest Quoted firm for purchase of 125 (one hundred twenty five) numbers of 1 student Desk-cum-bench for R.C.M. Science Higher Secondary School observing the guidelines in the Orissa General Finance Rules (OGFR), Government of Orissa and the quality mentioned in the Quotation.

Resolution No. 02:

Resolved to purchase required nos. of Teachers table and chair for the class rooms out of the World Bank funding (Non-civil) under administrative approval of the appropriate authority from reputed registered firms with EPM rate contract.

Resolution no: 03:

Resolved that three male peons one each for Boys Common Room, Staff Common Room and Office of the Principal, one Lady Peon for Girls Common Room and one Sweeper-cum-Night watchman be engaged on ad-hoc contractual basis for R.C.M. Science Higher Secondary School w.e.f 17.6.2019 (Monday) for the Academic Session 2019-20 as per the salary structure of R.C.M. Science (Degree) College for

similar posts out of the Panel list of Interview conducted on 23.12.2018 and with due approval of President of the Governing Body. on file.

Resolution NO-04:

Resolved that one Lady Peon for Girls Common Room of R.C.M. Science (Degree) College be engaged on Ad-hoc contractual basis w.e.f 17.6.2019 (Monday) for the Academic Session 2019-20 as per the salary structure approved by the Governing Body against the existing vacancy due to retirement of BIA Lady Peon out of the panel list of interview conducted on 23.12.2018, after due approval of the President of the Governing Body on file.

Resolution NO-05:

Resolved that a Matron for Women's Hostel of R.C.M. Science (Degree) College be engaged on ad-hoc contractual basis w.e.f 17.6.2019 (Monday) for the Academic Session 2019-20 as per the salary structure approved by the Governing Body out of the panel list of interview conducted on 23.12.2018 after due approval of President of the Governing Body on file.

Resolution no: 06:

Resolved that the tentative budget of R.C.M. Science Higher Secondary School and R.C.M. Science (Degree) College for the year 2019-20 was approved

with necessary changes and corrections.

Resolution no: 07:

Resolved that the progress of work under World Bank Project for Odisha Higher Education Programme for Excellence and Equity (OHEPEE) placed by the Coordinator World Bank was reviewed and after thorough discussion necessary approval accorded.

Resolution no: 08:

Resolved that the establishment section be advised to submit an estimation for beautification of landscape along with construction of tile fitted Road within the College Campus from Administrative Building to the Zoology department and to the Golden Jubilee Central Library Building before President Governing Body on or before 30/6/19 duly prepared by Asst. Engineer PWD, R & B No. (11), Bargarh.

Resolution no: 09:

Resolved that the establishment section be advised to submit estimation for construction of Drainage facilities inside the college Campus duly prepared by Asst. Engineer PWD, R & B No. (11) Bargarh before President Governing Body on or before 30.06.2019

Resolution no: 10:

Resolved that repairs, renovation and installation of fittings for providing electricity facilities to R.C.M. Science Higher Secondary school building was approved. The work must be completed departmently by 15.06.2019 positively as the classes of Higher Secondary school commences from 18/6/2019.

Resolution no: 11:

Resolved that installation of overhead Tank and motor pump in R.C.M. Science Higher Secondary school building be completed before 15.06.2019, positively inviting necessary quotations for the same with due approval of the comparative statement by the President Governing Body at an earliest date as Higher Secondary school will function in the new building w.e.f. 18.06.2019.

Resolution no: 12:

Resolved that the Academic Calendar for the session 2019-20 was approved for its positive and timely implementation by the faculty members and support staff with peer motivation of respective Heads of the departments and officer-in-charge to be a part of Higher Education Programme for Excellence and Equity (HEPEE) which is necessary for increase of grade



of the College at National Level in the third cycle of NAAC Assessment and Accreditation as the MoU was signed between the Director, Higher Education and College authorities. The Principal was advised to circulate the Academic Calendar along with its annexure among members of staff for information and necessary action.

Resolution no: 13:

Resolved that ad-hoc contractual engagement of new teaching staff on account of opening of P.G. department of Odia and P.G. department of Chemistry for the Academic session 2019-20 shall be considered after receiving due permission from the department of Higher Education, Government of Odisha in pursuance of the minutes of High Power Committee (HPC) and the submission of file for creation of new posts as advised in Para - IV above.

Resolution no: 14:

Resolved that the Head of the department of Chemistry and Head of the department of Odia to collect the fee structure of both the departments prescribed by Besharpur university to consider the salary structure of Ph.D qualified full time ad-hoc management staff to be engaged for the Post Graduate and Under Graduate honours department of the College.

This may be placed before President Governing Body with need based note of the Principal cum - Secretary Governing Body, however it is decided to collect P.B. Counsel fees of Rs 20,900/- & 24,000/- (per year) from Chemistry & odia.

Resolution no: 15:

Arising out of discussion the Account Section of the College was advised to place the compliance of Audit Reports for the rest of the college financial years before the following committee for review and approval of the Governing Body.

1. Prof. Dr. Saketh Rama Rao, vice President of K.C. Trust Managing Committee and member Governing Body.
2. Prof. Major R.R. Padhy, Secretary of K.C. Trust Managing Committee, Beshampur.
3. Accounts Bursar of the College.

Resolution no: 16:

Arising out of the discussion the Governing Body proposes to maintain a Daily Staff Movement Register in the following format where the teaching and non-teaching staff after arrival in the college to record the time of arrival with their signature, if leaving the college during college hours in the the permission of Principal under exigency circumstances and again the day end departure be maintained

Name

Date

which is to be reviewed daily by the Principal and countersigned. The register may be placed before the President Governing Body for review on the first Sunday of each month.

FORMAT FOR DAILY MOVEMENT REGISTER OF TEACHING & NON-TEACHING STAFF. (A page to be allotted for each staff)

Name: \_\_\_\_\_

Date	Time of arrival	Signature	If leaving the campus during college hours with the permission of Principal				Day and departure time	Signature	Counter Signature of Principal
			Time of departure	Time of arrival	Reason for leaving	Signature			

Resolution No: 17:

Arising out of discussion the Principal is advised to depute the Administrative Officer with a request letter for interaction with the Superintendent of Police, Chattrapur, Ganjam for deployment of trained/skilled police staff to the college for imparting Martial Arts Training to the women students of the college during the session 2019-20. The programme must start under the supervision/presence of two lady officers/teachers of the college making a group of 30 women students with a duly approved weekly time table.

Resolution: 18:

The next Governing Body meeting be convened with the approval of President Governing

Body any time during the month of July 2019.

The meeting ended with thanks to the chair.

Submitted before the President Governing Body for kind perusal and approval.

*[Handwritten signature]*

President  
Governing Body  
R.C.M Sc. College, Khallikote

*[Handwritten signature]*  
26/05/19

Principal-cum-Secretary  
R.C.M Sc. College  
Khallikote, Ganjam