

Date: 28.11.2019

Time: 12.00 Noon.

70 Venue: OFFICE OF THE PRINCIPAL, A.C.M. SCIENCE COLLEGE, KHALIKOTE.

The Governing Body Meeting of A.C.M. Science College (Degree) was held at 12.00 Noon on 28.11.2019 in the Principal's office. ^{on instructions of} ~~Dr.~~ Smt. V. Sugrana Kumari Deo the Honorable President of G.B. in chair ^{Dr. Saketh Rama Rao, member G.B. will preside} over the meeting. Members present.

01. Smt. V. Sugrana Kumari Deo, President Saketh
02. Dr. Saketh Rama Rao Saketh
03. Smt. Suryamani Baidya, M.A, Khalikote Suryamani Baidya
04. Sri Shyamabundar Padhy, Principal Singh 28.11.19
05. Dr. Ashita Kumari Panda Apanch 28.11.19
06. Sri Santosh Kumar Mohapatra, Jankar for Karope
07. Chair person, N.A.C.
08. Dr. Snigdha Mishra Pruthi 28.11.19
09. Miss Sahant Kumari Patra Sakthumanipalathak.
10. Dr. Bimal Prasad Sahu. Sakth 28.11.19
11. D. Sama Pradhan Sakth 28.11.19
12. Sakaj Khan Sakth 28.11.19
13. Smt. Manjulata Rath Sakth 28.11.19
14. Smt. Manjulata Patra. Sakth 28.11.19

The Governing Body met at 12.00 p.m on 28.11.2019 in the office of the Principal with the President of the Governing Body on chair. At the outset the Secretary of the Governing Body presented the execution of compliance report in respect of the proceedings of the last Governing Body, meeting held on 21.8.2019. The minutes of the last meeting were confirmed.

Resolution No: - The proposal for utilising a sum of Rs 27,00,000/- (Twenty seven lakhs) only towards Non-Civil work under OPEEE head will be utilised judiciously on need based basis with proper justification and prior administrative approval of appropriate authority of West's Bank. Project.

Resolution No: - An estimation to prepare by an Assistant Engineer civil for construction and repair of the following works in the college and be placed before the President Governing Body for necessary orders.

(i) Cycle stand.
(ii) Toilets for teaching staff both ladies and gents attached to the teaching staff common room.

(iii) Repair of Boys students Toilet, and girls students Toilet & Hackers to girls common room.

(iv) Repair of roof of all class rooms.

Resolution No: - Construction of compound wall of R.C.M. Science Higher Secondary school amounting to Rs 1,46,000/- (One lakh forty six thousand one hundred) only was approved. Subject to the necessary Government official procedure be followed.

Resolution No: - Resolved that the amount

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Spent towards civil works Rs 30,465/-
 Rs 30,465/- towards four hundred six by five
 cables and installation of a grill for Rs 51,659/-
 Rs 51,659/- towards six hundred fifty
 nine) only in the students reading room/
 Reference Section was approved.

Resolution NO: - with regard to enhancement
 of consolidated salary of cook and sweeper
 of CPW Hostel the principal is advised
 to ask the Superintendent of Hostel to
 put up the collection of fees from hostel
 board and the amount spent out of the
 fund in the current academic year in the
 next GB meeting for consideration.

Resolution NO: - Rs 4,88,627/- (Rupees four
 lakhs Eighty eight thousand six hundred Twenty -
 seven) only towards purchase of compact
 desk-computer for students of Higher
 Secondary wing under EPM rate contract
 was approved.

Resolution NO: - with regard to payment
 of remuneration to Data Entry Operator
 of SAMS Higher Secondary wing and Degree
 wing @ Rs 9,000/- per month to each
 DED, the annual expenditure for two DEDs
 of Rs 2,40,000/- (Rupees two lakhs forty
 thousand) only be included in the SAMS-

- budget. The budget to be communicated to the appropriate authority of Government of Odisha department of Higher Education for information.

Resolution No: - With regards to the proposal for purchase of Duplex Printer, (Canon) for Sams Lab was approved to purchase from SAMS fund provided it is need based for the SAMS Lab. The Principal was advised to invite quotations from authorised dealers having GST registration before purchase.

Resolution No: - Principal is allowed to purchase a vacuum cleaner to be used for SAMS out of SAMS fund after following the due procedure of purchase.

Resolution No: - Estimation be prepared by an Assistant Engineer Civil for construction of concrete roads point to point inside the college campus and be placed before the President Governing Body for necessary orders.

Resolution No: - The establishment section of the college be advised to submit a detailed proposal for creation of Teaching Posts subject wise. As regards creation of non-teaching posts according to the prevailing Government Yardstick of the next Governing Body meeting scheduled to be -

held sometimes in February 2020 taking prior approval of the President Governing Body.

Resolution NO: - The Governing Body was pleased to convey thanks to Dr. L.K. Panbathy prescribed authority - cum - Regional Director of Education, Bhubaneswar for grant of first temporary recognition to Post Graduate Courses in odia and chemistry of the College for the session 2019-20.

Resolution NO: - Arising out of discussion of the President Governing Body advised the Principal to communicate the parents about the percentage of attendance of their ward on the 1st day of each month through SMS for the preceeding month requesting the parents for regular attendance of their ward in the classes!

Resolution NO: - lesson plan - cum - progress register of each faculty be signed by their respective Heads of the department and the Principal regularly. The course completion certificate be obtained by the Principal at the end of each semester.

Resolution NO: - The establishment decline of the College is advised to keep dead status register up to date for conducting

Annual Physical Stock verification in the month of April every year without fail.

Resolution:- The Landline Telephone of the College installed in the office of the Principal is to be kept active / functional every day.

Resolution:- Martial Arts / self defence training of 8th students be conducted regularly under the supervision of concerned officer-in-charge and detail report and photograph be handed over to the coordinator, NAAE and coordinator, NAAE for documentation.

Resolution:- Resolved that the Diometric Attendance (Hard Copy) of G.I.A. Teaching and Non-Teaching Staff and Contractual Teaching and Non-Teaching staff engaged by the Governing Body be maintained separately for each month for verification.

Resolution no:- - The faculty members of the Botany Department with the help of support staff of the Department should maintain the Botanical Garden of the College and the plants be labelled keeping in view the visit of NAAE Peer members during 3rd cycle.

Resolution no:- - Resolved that a grill to be installed on the corridor of the college

and any one of the peons of the college be posted at the gate of the corridor not to allow any unauthorized person in the college building without the prior permission of the Principal.

Resolution No: - Resolved that counters for each section be opened in the windows facing towards College compound wall annexed with the main gate of the college for students transactions.

Resolution No: - The Account Cash section was advised to maintain nil balance against Cash in hand in the Cash book by depositing all cash collections daily in the college bank account.

Resolution No: - Resolved that two fixed deposits be made out of the funds in current savings account of the General Cash book of Higher Secondary wing and begince wing keeping adequate amount for regular transactions for the current academic section 2019-20 and report compliance to the President Governing Body.

Resolution No: - Resolved that setting of Question Papers for mid-Term Examinations in each semester be made paper less.


- Faculty members be advised by the examination section to mail the questions papers confidentially to the senior most officer-in-charge of examination for moderating and printing.

Resolution no: - Resolved that the Principal, Faculty members and support staff should cooperate the members of R.C. Trust Managing Committee and members of Governing Body duly authorised / nominated by the President of overseeing body of the College during inspection of academic activities of the College.

Resolution no: - Resolved that the Principal is advised to start the repair work of soundry walls and fixing of iron grills in the windows of C.P.W. Hostel. The estimated expenditure will be placed in the next Governing body meeting.

The meeting ended with thanks to the chair.

for
Signature


President
(Governing Body)
Rama Chandra Mardara Science College
Khalikote - 761030 (Gm.) ODISHA

Signature
11/8/19

Principal-cum-Secretary
R.C.M. Sc. College
Khalikote Ganjam