

Date: 31.08.2019

Time: 3.30 p.m

Venue: Office of the Principal, D.E.M. Science College, Chikankote.

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1. The Governing Body meeting of D.E.M. Science College, (Degree) was held at 3.30 p.m on 31.8.2019 in the Principal's office. ^{on inspection of} with Smt. V. Sugrana Kumari Deo, the Honorable President of G.B, ^{Dr} and Smt. 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 Ramadras
03. Local M.T.A.
04. Sri Shyam Sunder Pady, Principal. Saketh 31.08.19
05. Dr. Ahita Kumari Panda. Akambur 31.8.19
06. Sri Santosh Kumar Mohapatra. Santosh N. Meekapathi
07. Chairperson, H.A.C.
08. Dr. Snigdha Kaishoo. Saketh 31.8.19
09. Mrs. Sarat Kumari Patra. Akambur 31.8.19
10. Dr. Bimal Prasad Sahu. Saketh 31.8.19
11. Dr. Sama Pradhan. Saketh 31.8.19
12. Sakaf Khan. Saketh 31.8.19
13. Smt. Manjulata Ratha. MLRath 31.8.19
14. Smt. Manjulata Patra. Saketh 31.8.19

The Governing Body met at 3.30 p.m on 31.8.2019 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 / compliance report in respect of the proceedings of the Governing Body meeting held on 26.5.2019.

Para-1 :- with reference to governing body resolution no. 01 dated 27.2.2019, the G.B addressed the Principal

And Administrative Purser Mr. Bimal Prasad Jaku to have interface discussion with the Tahasildar, Khalkota pertaining to earmarking minimum three acres of Government Land in favour of R.C.M. Science College and another three acres in favour of R.C.M. Science Higher Secondary School for utilisation of Government Grant of Rs. 8,53,00,000 (Rupees Eight Crores fifty two Lakhs) received from World Bank through the department of Higher Education Government of Odisha under Odisha Higher Education Programme for Excellence and Equity (OHEPEE) at an early date. They are advised to meet the Tahasildar, Khalkota in his office between 14th and 20th September 2019 positively with prior appointment looking into his availability in the office and to report the outcome of the discussion to President, Governing Body on 21st September 2019.

Para-(ii) - With reference to the G.B. Resolution No. 03. dated 27.02.2019 the establishment section of the College is advised to complete the works of the reading room for students by the end of September 2019.

Para-(iii) - The Audit report of the College accounts pertaining to the year 2011-2012, 2012-13, 2013-14 has reviewed para-wise and if any necessary, instructions to the Principal, Accounts Officer and Accounts Section of the College the compliance

of Audit Report for the above mentioned period was approved. The Principal was authorized to submit the compliance of Audit Report to the appropriate authority in triplicate at an early date. Further the accounts section is advised to prepare the Audit compliance Report of the accounts of the College pertaining to the year 2017-18 and be placed in the next G.B. meeting scheduled to be held some time in the month of November 2019 for review and approval.

Para: (iv) -

With reference to the G.B. Resolution No. 07 dated 27.02.2019 the officer-in-charge of UGC and Account Bursar are advised to submit the details of utilisation certificate on the developed and all other schemes (excluding the merged scheme of 12th Plan) of UGC pertaining to 12th Plan by end of October 2019 and to report compliance to the G.B. in its next meeting scheduled to be held some time in November 2019.

Para: (v)

Resolved that the expenditures incurred amounting Rs 3,18,391/- (Rupees three lakhs Eighteen thousand three hundred thirty one) towards renovation work of A.C. Sr. Higher Secondary School (Erstwhite + 2 wing / Junior wing) be confirmed when the aforesaid expenditure is pertaining to:

- i. G.B. Resolution No. 10 dated 26.5.2019 or
- ii. Resolution No. 15 dated 27.2.2019 or

(vii). Para-5 of governing Body meeting proceedings dated 26.5.2017.

The clarification be communicated through file note. Also to the President, Governing Body at the earliest. However, out of the total expenditure of Rs 3,18,391/- (Rupees Three Lakhs Eighteen thousand three hundred and ninety one) only, the following expenditures are approved.

(i) Payment towards electrical works Rs 68,049/- Rupees sixty eight thousand forty nine.

(ii) Fabrication of grill and higher secondary school Name Board Rs. 11,600/- (Rupees Eleven thousand Six Hundred & Sixty).

(iii) Transportation of furniture from main building to higher secondary school and board writing Rs 3,661/- (Rupees Three thousand Six hundred & Sixty One).

Para-(vi)

Steps be taken to obtain administrative approval for development of a badminton court in the College Campus for providing facilities to the students as Indoor outdoor games out of the funds sanctioned under world bank funding for civil work pertaining to GB resolution no. 20 dated 27.02.2017.

Para-(viii):

Resolved that a sump be constructed as a regular water resources for flashing

meeting of parents and ladies teachers constructed in R.C.M. Higher Secondary School. coming to the agenda of the GB meeting dated 21.8.19 the Secretary Governing Body at the outset read the proceedings of the last Governing Body meeting held on 26.5.19 along with its execution / Compliance report.

Para - A :-

The Governing body with reference to GB Resolution no.09 dated 26.5.2019 advised the Principal to ask the officers-in-charge of construction and maintenance to discuss with Assistant Engineer PWD Q & B no.2 posted at Khamrute or Balambar with a second request letter of the Principal for preparation of estimation for construction of drainage facilities inside the college campus.

The above instructions of the Principal the proceedings of the last Governing Body meeting held on 26.5.2019 have informed. Resolution no.1 :- approval of engagement of staff on purely ad-hoc and contractual basis in R.C.M Higher-Secondary wing and degree wing.

The staff engaged on purely Ad-hoc and contractual basis for Higher Secondary wing and degree wing of the college pertaining to the interim -

been conducted on 28.07.2019 in the A.C. Trust Office, Tada Benz Square, Beldangpur. The joining of Teaching and Non-teaching staff was approved w.e.f. their date of joining. Resolution No. 2: Opening of Add-on Courses in the academic session 2020-21.

Resolved that the Heads of the departments of the College be advised to give proposal to the Principal for introduction of Add-on Course from the academic session 2020-21 basing on the need of the locality w.e.f. 2020-21. To their subject starting the name of the Add-on course and how far they be beneficial to the local need with justification in words on or before 29.7.2019.

Resolution No. 3:

Revival of the Add-on Course started earlier under the funding.

Resolved that the Add-on course on "Computer Application" introduced in the College duly sponsored by University Grants Commission be revived from the academic session 2020-21 positively motivating the students of 48 Arts/Science/Commerce stream respectively of semesters in which they read because on completion of

one year course leads to "Certificate course in computer Application" on completion of two years course leads to "Diploma-

Course in computer Application and on completion of three years course along with the degree in the college the student will be awarded "Advanced diploma in computer Application". The principal was advised to make necessary correspondence with the University regarding revival of the special course without fail and report employee on progress to the President Governing body on the end of each month.

Resolution no-4:-

Installation of CCTV monitor and biometric in the higher secondary wing. Resolved that CCTV, Inverter and biometric be installed in the R.C.M. Science Higher secondary school following due procedure as prescribed in GFR rule 2005 and Odisha F.O circular no. 4739 dated 13.02.2012 under the active supervision of the purchase committee of the college. All payments against purchase should be made after stock entry in the stock register through RTOs/NETF or account through Rajeev cheque only.

Resolution no:- 5:-

Approval of Administrative Calendar 2019-20 and Annual Action plan prepared by the college for the session 2019-20. The Administrative Calendar and Annual Action plan prepared by 1 & 2e for

The session 2019-20 were approved.

Resolution No. 08:-

Discussion on existing BIA Posts department wise, vacancy as on 31/8/2019 against BIA Posts.

The Principal was advised to communicate the vacancy position of teaching staff department wise as on 31.8.2019 to the Regional Director of Education, Bhubaneswar and Director of Higher Education, Odisha, Bhubaneswar for early posting of teaching staff against the existing BIA vacancies.

Resolution No. 07:-

Engagement of staff department wise with name on ad-hoc basic against 11- BIA vacancy and staff engaged on ad-hoc against the created vacancy for Higher Secondary wing and degree wing separately and the date and resolution of creation of Posts by G.B.

Resolved that the staff engaged on contractual basic purely ad-hoc and temporary department wise against 14 BIA vacancies with name of such teachers be recorded in the minutes and teachers

engaged on contractual basic purely ad-hoc and temporary against the created Posts for opening of new sections of Higher Secondary wing and degree wing separately be recorded in the minutes.

It is further resolved that the teachers engaged on contractually on Ad-hoc basic

→ Against the vacancy of BIA posts be terminated on posting and joining of BIA teachers by the Director of Higher Education, Odisha.

→ Resolution no: 8; -
 In discussion on mission A as one of the driving forces towards quality development in the HEI,

Resolved that teachers and employees of the college be motivated to work sincerely and persistently with out fail towards -
 Achievement of excellence in all the seven
 criteria identified by NACE. It is the
 look out of respective Heads of the department,
 support staff and the NACE steering
 committee of the college.

Resolution no: 09: -

Treatment of Management staff
 at par with Guest faculty on purely
 ad-hoc basis without any further financial
 burden on the college.

The teachers engaged by the G.B
 on purely ad-hoc and contractual
 basis be treated as guest faculty in
 accordance with clause-10 (VIII) of common
 minimum standard guidelines 2019-20
 notified by Government of Odisha, Higher
 Education department vide letter NO.15275/
 dated 31.7.19. They shall be paid their
 consolidated remuneration/salary only
 through account transfer mode.

Resolution NO: 10:- Appraisal of Annual Quality Assurance Report of 2018-19 for onward transmission to NARE.

The annual Quality Assurance Report for 2018-19 was reviewed and after thorough discussion it was approved for onward transmission to NARE, Bengaluru.

Resolution NO: 11:-

Opening of NCC Army wing, NATA wing, Air Force VES, YAC, Rover Rangers for Higher Secondary wing.

The Principal in-charge of Higher Secondary wing was authorised to apply appropriate authorities for opening of NCC Army wing, NATA wing, Air Force VES, YAC, Rover Rangers for Higher Secondary wing w.e.f. the Academic Session 2020-21. The G.D. resolves that necessary accommodation for office and storage of property issued by the unit offices shall be provided by the institutions.

The Principal of Degree wing is also advised to apply to the appropriate authorities for opening of NCC Army wing, NATA wing, Air Force, Rover and Rangers for the Degree wing positively from the Academic Session 2020-21. If necessary, he is advised to meet the NCC group Commander at group head Quarters, Bengaluru.

- for opening of different wings of rec in the college.

Resolution no: 12:-

Inclusion of IQAC Head in the fee structure of the college.

It is unanimously resolved that in the fee structure of the R.E.M. Science degree college a head "IQAC monitoring fee" will be included from the academic session 2020-21 and 50% (Chaparfifty) only will be collected from each degree students of all the streams annually once at the time of admission and re-admission.

The expenditure under the aforesaid head be made with prior approval in the governing body meeting.

Resolution no: 13:- other matters if any:-

Resolved that a certificate course will be introduced "on communication skill"

as add-on course from the academic

session 2020-21 obtaining necessary prior

permission from the Government in the

Department of Higher Education and

Affiliation from Bhorpur University.

Resolution no: 14:- other matters if any.

Resolved that the mentors/proctors be

advised to collect feedback (consent)

from students and parents for joining in

add-on course along with the degree course

from the academic session 2020-21.

The title of the subject and its theme be incorporated briefly on the Feedback sheet along with the advantages of taking Add-on course in addition to degree course - simultaneously.

Resolution no: 15 :- Other matters if any:

The Governing Body is pleased to approve the proposal given by the PG department of Chemistry for purchase of equipment worth Rs 1,00,000/- (Rupees One Lakh) only. Chemical Rs 50,000/- (Rupees fifty thousand) only and Books Rs 50,000/- (Rupees fifty thousand) only for the academic session 2019-20. The expenditure be debited to the Chemistry Course Fee account.

Resolution no: 16: - Other matters if any.

Arising out of discussion it is proposed that the PG department of

Chemistry along with its Laboratory be empowered in the ground floor of the building earmarked for the purpose and the PG department of odia to function in the 1st floor of the same building.

Resolution no: 17: - Other matters if any.

The estimation given by the P.G.

department of Chemistry for development of a well-furnished laboratory for post graduate students of Chemistry

Department of a cost of Rs 4,00,000 (Rupees Four Lakhs) only was approved. The same

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OFFICE OF THE PRINCIPAL
R.C.M. COLLEGE

Expenditure be debited to college development fund.

Resolution no. 18 :- Other matters of any.
In accordance with the proposal given by the P.G. department of chemistry and the P.G. department of odia visiting faculties may be invited by the respective Head of P.G. departments from HEIs of academic excellence to take classes of P.G. students for two times during one semester. They may be requested to complete any particular unit / chapters of unit during the given time. They may be given two credits in a day of one hour each to cover the course. A sum of Rs 1000/- (one thousand) only per credit i.e. Rs 2000/- for two consecutive credits. Per day be paid to the visiting faculties. Beside the above they may be paid Rs 200/- (Two hundred rupees) only per day as conveyance expenditure. The expenditure to be debited to the P.G. department of chemistry course free account and P.G. department of odia course free account respectively.
The meeting ended with vote of thanks to the chair. Submitted before the Hon'ble President Governing Body for kind perusal and approval.

Sgt 20/08/19

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

Smt. V. Sugnana Kumari Deo
President
(Governing Body)
Rama Chandra Mardani Science College
Khallikote - 761000 (Dist) ODISHA