

GOVERNING BODY MEMBERS OF ANTI-CORRUPTION BOARD, BERHAMPUR

Date of the Meeting : 21/06/2020

(Resolutions recorded to be approved by circular)

- (i) Smt. V. Sugmana Kumari Das,
Honourable Kani Saheba of Khalikote & Governing Body President -- *Sugmana Kumari Das*
- (ii) Dr. Saketh Rama Rao,
Vice President, K.C. (T) Managing Committee. Member -- *Saketh Rama Rao*
- (iii) Major Ramaramana Padhy,
Educationalist & Secretary K.C. (T) Managing Committee. Member -- *Padhy*
- (iv) Tahasildar, Hirajit. Member --
- (v) Executive Engineer, R & B Division- 1, Berhampur. Member -- *Ana Ken Sastry*
- (vi) Dr. Prakash Chandra Mishra
Retired Professor of Emeritus, Berhampur University. Member -- *Prakash Chandra Mishra*
- (vii) Dr. Eshan Ahmad Khan, UGC Nominee
Professor of Statistics, Jamia Handard, New Delhi. Member --
- (viii) Director, Higher Education, Government of Odisha. Member --
- (ix) Prof. D.P. Pattnaik (Retired from service. Hence vacant)
P.G Department of Odia, Berhampur University. Member --
- (x) Sri R.C. Koria Reader in Physics (Staff Representative). Member -- *Ramesh Chandra Rowla*
- (xi) Smt. S.R. Das, Reader in Zoology (Staff Representative). Member -- *Sampurna Rai Das*
- (xii) Dr. Swastika Padhi, Principal. Secretary -- *Swastika Padhi*

On account of COVID-19 pandemic situation the Governing Body meeting could not be conducted in the college office. However, taking prior approval of the agenda from the Honourable President, Governing Body the resolutions are recorded agenda wise for approval by circulation among the Governing Body members.

SCIENCE COLLEGE (AUTONOMOUS), HINJILICUT

**Agenda of the Governing Body meeting Dated: 21/06/2020
(Resolutions to be approved by circular)**

1. Proceedings of the last Governing Body meeting circulated to the GB members be reviewed and confirmed.
2. Approval of engagement of employees on purely temporary, ad-hoc and contractual basis during the year 2019 on account of introduction of Self Financing Course.
3. Revision of Salary of Management Employees.
4. Bifurcation of Management Employees.
5. Nature of engagement of Management Employees.
6. Procedure of submission of Casual Leave Application & its maintenance.
7. Academic Audit.
8. Annual Physical Stock Verification
9. Approval of Examination Regulations 2019.
10. Approval of Publication of result 2018-19.
11. Approval of Fee Structure of Degree Courses for the year 2020-21.
12. Approval of Fee Structure of M.Com (Regular Mode) for the year 2020-21.
13. Approval of Fee Structure of B.Sc. Electronics (Self Financing Mode) for the year 2020-21.
14. Approval of Fee Structure of B.A Philosophy Hons. (Self Financing Mode) for the year 2020-21.
15. Approval of Fee Structure of B.C.A & B.B.A for the year 2020-21.
16. Approval of Fee Structure of e-Commerce, EETC & PGDCA for the year 2020-21.
17. Review and approval of Annual Budget of the college for 2020-21 Academic Session.
18. Review and approval of Annual Budget of Controller of Examinations Section for 2020-21.
19. Ratification of Note Sheet approvals of President, Governing Body accorded prior to 21/06/2020.
20. Nomination of Four Members (Experts/Academicians) to the Academic Council.
21. Promotion of Sri Narasingha Acharya, Library Attendant to the post of Assistant Librarian taking into consideration his Educational Qualifications and Ten years of satisfactory service in the College Central Library.
22. Purchase of 04 (Four) nos. of Computers and 04 (Four) nos. of Student Chairs to be used in the Reference Section of Central Library for Post Graduate students.
23. To consider the case of Smt. Chandrakala Reddy, Peon/Attendant (Management Staff) engaged on purely ad-hoc and contractual basis.
24. Extension of date of maturity of F.D Certificate No. 49727 in Berhampur Cooperative Central Bank (Main Branch) for 7 years 6 months from 01/09/2020.
25. **Other matters (Annual Maintenance):**
 - (i) Replacement of Eight Green Boards (6 x 4 ft) in place of Black Boards in damaging condition.
 - (ii) Installation of three CCTV Cameras in the Central Library Students Reading Room, College Office & Principal's Office.
 - (iii) Purchase of Sixteen LED Bulbs for installation in Class Rooms.
 - (iv) Closure of Sixty One Skylight Windows with 6 MM ply to avoid nuisance of Pigeons.
 - (v) Repair of Four sets of Windows.
 - (vi) Repair of Seven Ceiling Fans.
 - (vii) Purchase of Six Ceiling Fans.
 - (viii) Repair & Renovation of Six Switch Boards.
 - (ix) White/Colour Washing of Raja Bahadur Rama Chandra Mardaraj Centenary Hall, few corridors of ground and first floor of the Main Bulding.
 - (x) Installation of two iron grills on the first floor of Main Building (stretching from BCA Lab to Class Room No. 44 and from Class Room No. 39 to Staircase Wall.
 - (xi) Renovation of the Lavatory of Principal's Chamber.
 - (xii) Annual Maintenance of Botanical Garden.
 - (xiii) Installation of unused existing Iron Gate in the Establishment Section of the college.
26. Vote of thanks to the Chair and members of the Governing Body.

SCIENCE COLLEGE (AUTONOMOUS), HINJILICUT

Date of the Meeting: 21/06/2020

(Resolutions recorded to be approved by circular)

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| (i) Smt. V. Sugnana Kumari Deo,
Honourable Rani Saheba of Khallikote
& Governing Body | President – |
| (ii) Dr. Saketh Rama Rao,
Vice President, K.C. (T) Managing Committee. | Member – |
| (iii) Major Ramaramana Padhy,
Educationist & Secretary K.C. (T) Managing Committee. | Member – |
| (iv) Tahasildar, Hinjilicut. | Member – |
| (v) Executive Engineer, R & B Division- I, Berhampur. | Member – |
| (vi) Dr. Prakash Chandra Mishra
Retired Professor of Emeritus, Berhampur University. | Member– |
| (vii) Dr. Eshan Ahmad Khan, UGC Nominee
Professor of Statistics, Jania Hamdard, New Delhi. | Member– |
| (viii) Director, Higher Education, Government of Odisha. | Member– |
| (ix) Prof. D.P. Pattnaik (Retired from service. Hence vacant)
P.G Department of Odia, Berhampur University. | Member– |
| (x) Sri R.C. Rowla Reader in Physics (Staff Representative). | Member– |
| (xi) Smt. S.R. Dash, Reader in Zoology (Staff Representative). | Member– |
| (xii) Dr. Swastika Padhi, Principal. | Secretary– |

On account of COVID-19 pandemic situation the Governing Body meeting could not be conducted in the college office. However, taking prior approval of the agenda from the Honourable President, Governing Body the resolutions are recorded agenda wise for approval by circulation among the Governing Body members.

(Resolutions recorded agenda wise for approval by circular)

- (1) Proceedings of the last Governing Body meeting circulated to the GB members be reviewed and confirmed.

Resolution:

Proceedings of the last Governing Body meeting was reviewed and confirmed with the advice for timely utilisation of RUSA grants, Grants received under OHEPEE and UGC Grants failing which accountability will be fixed on the Coordinators/Officers-in-Charge for non utilisation of funds in time.

- (2) Approval of engagement of employees on purely temporary, ad-hoc and contractual basis during the year 2019 on account of introduction of Self Financing Course.

Resolution:

Engagement of Sri Alok Nath Sahu, M.Sc. Botany and Miss Rashmirekha Swain, M.Sc. Botany was approved w.e.f their date of joining.

- (3) Revision of Salary of Management Employees.

Resolution:

The Governing Body is pleased to revise the Salary of management employees of +2, +3 and Post Graduate wing with effect from 01/08/2020 until further order or revision in suppression of all earlier resolutions taken by GB on this subject.

<u>+2 Wing</u> (Funds available in the College Accounts for revision of Salary of Management Employees in the session 2020/21)	<u>+2 Wing</u> (To be spent on payment of revised consolidated salary to Management Employees from 01/08/2020 onwards)
Revised consolidated salary to be paid from funds available in the College Accounts under the following head:	(i) Lecturers:
(i) New Entrant Fees – Rs. 1,000 x 860 students = Rs. 8,60,000/-	IT (1 teacher) – Rs. 16000 x 12 months = Rs. 1,92,000/-
(ii) General Improvement Fees – Rs. 500 x 1750 students = Rs. 8,75,000/-	Pol. Sc (1 teacher) – Rs. 16000 x 12 months = Rs. 1,92,000/-
Total = <u>Rs. 17,35,000/-</u>	English (1 teacher)– Rs. 16000 x 12 months = Rs. 1,92,000/-
	Com. (2 teachers) – Rs. 16000 x 2 x 12 months Rs. 3,84,000/-
	(ii) Lecturers joined in 2019 & thereafter:
	English (1 teacher) } Odia (1 teacher) } Rs.10500 x 4 x 11 months Pol. Sc. (1 teacher) } Math(1 teacher) } Rs. 4,62,000/-
	(iii) Library Attendant Rs. 7500x12 months = Rs. 90,000/-
	(iv) Two Peons Rs. 6000 x 2 x 12 months = Rs. 1,44,000/-
	(v) One Sweeper Rs. 6500 x 12 months = Rs. 78,000/-
	Grand Total = <u>Rs. 17,34,000/-</u>

<p style="text-align: center;">+3 Wing</p> <p>(Funds available in the College Accounts for revision of Salary of Management Employees in the session 2020/21)</p>	<p style="text-align: center;">+3 Wing</p> <p>(To be spent on payment of revised consolidated salary to Management Employees from 01/08/2020 onwards)</p>
<p>Revised consolidated salary to be paid from funds available under the following head :</p> <p>(i) New Entrant Fees (UG)– Rs. 1,000 x 780 students = Rs. 7,80,000/-</p> <p>(ii) General Improvement Fees(UG) – Rs. 500 x 2270 students = Rs. 11,35,000/-</p> <p>(iii) New Entrant Fees (PG Regular mode) Rs. 1,000 x 32 students = Rs. 32,000/-</p> <p>(iv) General Improvement Fees (PG Regular Mode) – Rs. 500 x 64 students = Rs.32,000/-</p> <p>(v) Utility Fee (PG Regular Mode) – Rs. 1000 x 64 students = Rs.64,000/-</p> <p style="text-align: right;">Total = <u><u>Rs. 20,43,000/-</u></u></p>	<p>(i) Lecturers: Com. (2 teachers) – Rs. 16000 x 2 x 12 months Rs. 3,84,000/- Botany (1 teacher) – Rs. 16000x12 months Rs. 1,92,000/-</p> <p>(ii) Lecturers joined in 2019 & thereafter: Math (1 teacher) – Rs. 10500 x 11 months = Rs. 1,15,500/-</p> <p>(A) Lecturers under Self financing mode: Electronics (2 teachers) – Rs. 16000 x2x12 months Rs. 3,84,000/- (Salary will be paid out of the Self Financing funds available under the head Electronics Department)</p> <p>(B) Lecturers under Self financing mode joined in 2019 & thereafter: Botany (2 teachers) – Rs. 10500 x2x11 months Rs. 2,31,000/- (Salary will be paid out of the Self Financing Funds available under P.G Department of Botany)</p> <p>(C) Jr. Clerks, Cashier & DEOs (5 employees):</p> <p>(iii) Jr. Clerk & Cashier attached to Office (2 nos.) Rs. 10000 x 2 x 12 months = Rs. 2,40,000/-</p> <p>(iv) Jr. Clerk-cum-DEO attached to the Office of Controller of Examinations Rs. 10000 x 12 months = Rs. 1,20,000/- (Salary to be paid out of the budgetary fund of Controller of Examinations)</p> <p>(v) SAMS DEOs (2 nos.) Rs. 10000 x 2 x 12 months = Rs. 2,40,000/- (Salary to be paid out of the budgetary fund available in SAMS)</p> <p>(vi) Laboratory Assistant (Degree Wing) in the dept. of Botany, Chemistry & Zoology (3 members) Rs. 9,000 x 3 x 11 months = Rs. 2,97,000/-</p> <p>(vii) Demonstrator, P.G Department of Botany under Self Financing Mode joined in 2019 & thereafter Rs. 9,000 x 11 months = Rs. 99,000/- (Salary will be paid out of the Self Financing funds available under P.G Department of Botany)</p> <p>(viii) Lab Technician (Commerce) Rs. 9,000 x 11 months = Rs. 99,000/-</p> <p>(ix) PET: Rs. 9,500 x 12 months = Rs. 1,14,000/-</p> <p>(x) Assistant Librarian: Rs. 10,000 x 12 months =Rs. 1,20,000/-</p>

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(xi) Laboratory Attendant in the dept. of Chemistry, Electronics, Zoology & Botany (4 members). Rs. 7,500 x 4 x 11 months = Rs. 3,30,000/-
(xii) Library Attendant Rs. 7,500 x 12 months = Rs. 90,000/-
(D) Laboratory Attendant joined in 2019 & thereafter in Computer Laboratory of Commerce Dept. under regular mode & Laboratory of PG Dept. of Botany under self financing mode)
(xiii) Commerce - Rs. 5500 x 11 months = Rs. 60,500/-
(xiv) Botany - Rs. 5500 x 11 months = Rs. 60,500/- (Salary will be paid out of the Self Financing Funds available under P.G Department of Botany)
Grand Total =
Rs. 20,41,500/-
(Total of - i+ii+iii+vi+viii+ix+x+xi+xii+xiii)

It is further resolved that the teachers and other employees are engaged in the college by the Management to fulfil the Vision, Mission and Core Values of the HEI. Hence, this revision of salary is linked with the performance, work culture and CCR in respect of all employees.

Teachers in order to improve their proficiency must engage themselves in research work; writing and publishing papers in UGC CARE listed peer reviewed referred journals or articles in edited books with ISBN/ISSN number.

Review of performance will be conducted on or before 10th of February each year.

- (i) By respective Heads of the Departments in case of teachers. Officer-in-charge of library and Librarian in case of Assistant Librarian and Library Attendant, Head of the Science departments in case of Demonstrators, Laboratory Assistants, Attendants and Peons attached to Science departments. Head Clerk and Officer-in-Charge of college campus in case of Sweeper.
- (ii) By the Administrative Bursar No. 1 and Head Clerk in case of Cashier, Junior Clerks, DEOs, Peons attached to the Principal's office, Office (Establishment, Academic & Accounts Section), Staff Common Room, SAMS etc.
- (iii) By the Controller of Examinations in case of Junior Clerk-cum-DEO and Peon attached to his office.

Principal will verify the performance of all management employees on 15th day of March every year and countersign.

All the above reports duly countersigned by the Principal are to be placed before the President, Governing Body for review and necessary action on or before 31st of March every year positively. The outcome will be reflected in the CCR of employees. Accordingly their requirement of service in the college will be assessed.

The EPF of employees joined in 2018 and prior to that shall be deducted as per EPF Act and Rules w.e.f. 01/08/2020. The employer's contribution to that of shall be paid out of College Development Fund except the employees working under Self Financing Mode (SFM), SAMS, Office of Controller of Examinations (CoE). The employer's share of EPF for these categories of employees will be contributed out of funds available under SFM departments, SAMS and Controller of Examinations respectively. Each Class -III management employee shall be provided with a register to maintain their work performance w.e.f 01/09/2020 positively. The Administrative Bursar-1 will sign on the last day of each week and record his remarks.

(PROFORMA OF WORK PERFORMANCE FOR THE MONTH OF -----2020/21)

Date	Work Done	Time consumed	Total times worked in the day	Signature of the Employee	Signature of the Administrative Bursar with Remarks
1	2	3	4	5	6

*Full Signature of the Employee & Date

*Signature of the Head Assistant with Seal

*Signature of the Administrative Bursar

*Countersigned Principal

(*On the last day of every month)

(4) Bifurcation of Management Employees.

Resolution:

The Governing Body taking into consideration the educational qualifications and academic achievements of following Lecturers beyond Post Graduate Degree was pleased to approve their engagement against +3 and Post Graduate wing (the department in which Post Graduate teaching facility is available).

- (i) Dr. Niharika Padhy, M.Com, M.Phil, MBA, Ph.D., Lecturer in Commerce.
- (ii) Miss S. Barsarani Patra, M.Com, M.Phil, Lecturer in Commerce.
- (iii) Dr. Sangita Mishra, M.A., M.Phil, Ph.D, Lecturer in Odia. (Salary will be drawn from the head as mentioned in the revised salary effective from 01/08/2020 vide resolution no.3 above).
- (iv) Miss Pushpanjali Pattnaik, M.A., M.Phil, Lecturer in Pol.Sc. (Salary will be drawn from the head as mentioned in the revised salary effective from 01/08/2020 vide resolution no. 3 above).
- (v) Sri Manoranjan Sahu, M.A., M.Phil, Lecturer in English (Salary will be drawn from the head as mentioned in the revised salary effective from 01/08/2020 vide resolution no. 3 above).

The engagement of following Lecturers was approved against +2 wing.

- (i) Miss Archana Kumari Sahu, M.Sc, Lecturer in Botany. (Salary will be drawn from the head as mentioned in the revised salary effective from 01/08/2020 vide resolution no. 3 above).
- (ii) Smt. Jyotirmayee Khuntia, M.Com, Lecturer in Commerce.
- (iii) Miss Rubina Kumari Padhy, M.Com, Lecturer in Commerce.
- (iv) Miss Sradhanjali Badatya, M.A., Lecturer in English.
- (v) Sri Manoj Kumar Dakua, M.A., Lecturer in Pol.Sc. (Salary will be drawn from the head as mentioned in the revised salary effective from 01/08/2020 vide resolution no. 3 above).

(5) Nature of engagement of Management Employees.

Resolution:

In suppression of all previous resolutions taken by GB on this subject, It was resolved that all categories of management employees (Class II, III & IV) irrespective of their date of joining are purely temporary and ad-hoc. They are not at par with GIA employees. Management employees joined after 01-01-2019 are contractual, adhoc and temporary. There will be break of one day at every 44 days of service of contractual employees only; employees joined prior to the aforesaid date are no more contractual.

(6) Procedure of submission of Casual Leave Application & its maintenance.

Resolution:

All leave applications of teachers should be routed through the respective Head of the Departments making necessary arrangement of classes and in case of HoDs by the next senior faculty of the concerned department. The Casual Leave Account of Management Employees should be maintained duly supported with valid leave application and sanctioned by Principal on the body of C.L application from the calendar year 2020 onwards. C.L cannot be debited arbitrarily without the knowledge of the employees concerned. C.L Register be made up to date accordingly.

(7) Academic Audit.

Resolution:

The Academic Audit (Internal) for the academic session 2020-21 cannot be conducted from the beginning of the Academic Session 2020-21 due to COVID-19 pandemic and lockdown of the state. The same may be conducted from 1st November 2020 provided students are allowed to attend classes in the college by Government of Odisha. The Academic Audit report duly countersigned by the Principal should be submitted before the President, Governing Body in the 1st week of succeeding month.

Money sanctioned for conduct of Academic & Administrative Audit of the college by external peer members couldn't be exercised in the academic session 2019-20 due to COVID-19 pandemic and lockdown of the state. However, the same may be conducted during this academic session with the prior permission of the President, Governing Body who will nominate the name of external peer members.

(4) Bifurcation of Management Employees.

Resolution:

The Governing Body taking into consideration the educational qualifications and academic achievements of following Lecturers beyond Post Graduate Degree was pleased to approve their engagement against +3 and Post Graduate wing (the department in which Post Graduate teaching facility is available).

- (i) Dr. Niharika Padhy, M.Com, M.Phil, MBA, Ph.D., Lecturer in Commerce.
- (ii) Miss S. Barsarani Patra, M.Com, M.Phil, Lecturer in Commerce.
- (iii) Dr. Sangita Mishra, M.A., M.Phil, Ph.D, Lecturer in Odia. (Salary will be drawn from the head as mentioned in the revised salary effective from 01/08/2020 vide resolution no. 3 above).
- (iv) Miss Pushpanjali Pattnaik, M.A., M.Phil, Lecturer in Political Science. (Salary will be drawn from the head as mentioned in the revised salary effective from 01/08/2020 vide resolution no. 3 above).
- (v) Sri Manoranjan Sahu, M.A., M.Phil, Lecturer in English (Salary will be drawn from the head as mentioned in the revised salary effective from 01/08/2020 vide resolution no. 3 above).

The engagement of following Lecturers was approved against +2 wing.

- (i) Miss Archana Kumari Sahu, M.Sc, Lecturer in Botany. (Salary will be drawn from the head as mentioned in the revised salary effective from 01/08/2020 vide resolution no. 3 above).
- (ii) Smt. Jyotirmayee Khuntia, M.Com, Lecturer in Commerce.
- (iii) Miss Rubina Kumari Padhy, M.Com, Lecturer in Commerce.
- (iv) Miss Sradhanjali Badatya, M.A., Lecturer in English.
- (v) Sri Manoj Kumar Dakua, M.A., Lecturer in Political Science (Salary will be drawn from the head as mentioned in the revised salary effective from 01/08/2020 vide resolution no. 3 above).

(5) Nature of engagement of Management Employees.

Resolution:

In suppression of all previous resolutions taken by GB on this subject, it was resolved that all categories of management employees (Class II, III & IV) irrespective of their date of joining are purely temporary and ad-hoc. They are not at par with GIA employees.

(6) Procedure of submission of Casual Leave Application & its maintenance.

Resolution:

All leave applications of teachers should be routed through the respective Head of the Departments making necessary arrangement of classes and in case of HoDs by the next senior faculty of the concerned department. The Casual Leave Account of Management Employees should be maintained duly supported with valid leave application and sanctioned by Principal on the body of C.L application from the calendar year 2020 onwards. C.L cannot be debited arbitrarily without the knowledge of the employees concerned. C.L Register be made up to date accordingly.

(7) Academic Audit.

Resolution:

The Academic Audit (Internal) for the academic session 2020-21 cannot be conducted from the beginning of the Academic Session 2020-21 due to COVID-19 pandemic and lockdown of the state. The same may be conducted from 1st November 2020 provided students are allowed to attend classes in the college by Government of Odisha. The Academic Audit report duly countersigned by the Principal should be submitted before the President, Governing Body in the 1st week of succeeding month.

Money sanctioned for conduct of Academic & Administrative Audit of the college by external peer members couldn't be exercised in the academic session 2019-20 due to COVID-19 pandemic and lockdown of the state. However, the same may be conducted during this academic session with the prior permission of the President, Governing Body who will nominate the name of external peer members.

(8) Annual Physical Stock Verification

Resolution:

The Annual Physical Stock Verification for the academic session 2019-20 couldn't be conducted in the month of April/May 2020 due to COVID-19 pandemic and lockdown of the state. Hence, it is resolved that the Annual Physical Stock Verification of the properties/assets of the college be conducted by the Demonstrators & Laboratory Assistants under the supervision of Sri Durga Madhab Dash, Department of Physics and Dr. Bijaya Kumar Gouda, Department of Chemistry w.e.f. 15/09/2020 and to be completed by 19/09/2020 positively. The Physical Stock Verification Report duly countersigned by the Principal should be placed before the President, Governing Body on or before 22/09/2020 for review.

(9) Approval of Examination Regulations 2019.

Resolution:

The Examination Regulations 2019 passed by the academic council was approved.

(10) Approval of Publication of result 2018-19.

Resolution:

The final result of B.A., B. Sc., B.Com., B.C.A & M.Com classes of 2018-19 batch passed by Examination Committee was approved.

(11) Approval of Fee Structure of Degree Courses for the year 2020-21.

Resolution:

The Fee Structure of Degree courses for the year 2020-21 were approved.

(12) Approval of Fee Structure of M.Com (Regular Mode) for the year 2020-21.

Resolution:

The fee structure of M.Com (Regular Mode) for the year 2020-21 was approved keeping intact of new entrant fees.

(13) Approval of Fee Structure of B.Sc. Electronics (Self Financing Mode) for the year 2020-21.

Resolution:

The Fee Structure of B.Sc. Electronics (Self Financing Mode) for the year 2020-21 was approved.

(14) Approval of Fee Structure of B.A Philosophy Hons. (Self Financing Mode) for the year 2020-21.

Resolution:

The Fee Structure of B.A Philosophy Hons.(Self Financing Mode) for the year 2020-21 was approved.

(15) Approval of Fee Structure of B.C.A & B.B.A for the year 2020-21.

Resolution:

The Fee Structure of B.C.A & B.B.A for the year 2020-21 was approved.

(16) Approval of Fee Structure of e-Commerce, EETC & PGDCA for the year 2020-21.

Resolution:

The fee structure of e-Commerce, EETC & PGDCA for the year 2020-21 was approved.

(17) Review and approval of Annual Budget Estimates of the college for 2020-21 Academic Session.

Resolution:

The Annual Budget Estimates of the college (Autonomous Wing) for 2020-21 Academic Session was reviewed and approved. The Principal was advised to submit the revised budget after Students admission process for the session 2020-21 is over.

- (18) Review and approval of Annual Budget Estimates of Controller of Examinations for 2020-21.

Resolution:

The Annual Budget Estimates of Controller of Examinations Section for 2020-21 was approved. The Principal was advised to submit the revised budget of Controller of Examinations Section after Students admission process for the session 2020-21 is over.

- (19) Ratification of Note Sheet approvals of President, Governing Body accorded prior to 21/06/2020.

Resolution:

Note Sheet Dated 23/12/2019 for purchasing of following items was ratified:

(a) Thermo cool ceiling of the IQAC Room.	Rs. 33,880/-
(b) Installation of an A/C (2 Ton Capacity).	Rs. 60,000/-
(c) Electrification of the Room.	Rs. 15,000/-
(d) Computer System, Printer, Copier & Scanner.	Rs. 2,00,000/-
(e) Executive Table.	Rs. 15,000/-
(f) 10 VIP Chairs.	Rs. 25,000/-
(g) Almirah for Office of IQAC.	Rs. 12,000/-
(h) Rack for staking files.	Rs. 5,000/-
(i) Repair of Doors and Windows.	Rs. 20,000/-
(j) Expenditure towards conduct of Academic and Administrative Audit by external peer team.	Rs. 20,000/-
(k) Sundry Expenses.	Rs. 20,000/-
Total	Rs. 4,25,880/-

(Rupees Four Lakhs Twenty Five Thousand Eight Hundred Eighty only)

The Principal is advised to give compliance report in respect of Resolution No. 17(i) by 30/06/2020 positively.

Note Sheet Dated. 13/03/2020 for repairing of Three A/Cs of (2 Ton Capacity) installed in the BCA Lab, purchasing of One LCD Projector and Ten new computers for the BCA Laboratory and Books worth Rs. 50,000 for BCA students to be kept in the Central Library was ratified. The Principal is advised to give compliance report in respect of Resolution No. 17(i) by 30/06/2020 positively.

- (20) Nomination of Four Members (Experts/Academicians) to the Academic Council.

Resolution:

The G.B is pleased to nominate the following experts/academicians of high excellence to the academic council. As per UGC Guidelines the term of the nominated members shall be three years from the date of assumption of the office and the Academic Council shall meet at least twice a year. The Principal and Controller of Examinations were advised to adhere it meticulously.

- (i) Prof. Manmath Padhy, Retired Vice Chancellor of Khallikote University, Berhampur (Representing Arts stream).
- (ii) Dr. Manoj Kumar Das, Associate Professor, Department of Economics & Management and Dean School of Commerce and Management, Khallikote University (Representing Arts stream).
- (iii) Major R.R. Padhy, Retired Principal (Representing Commerce stream).
- (iv) Prof. Ashok Kumar Panigrahy, Retired Professor of Emeritus in Botany, Berhampur University (Representing Science stream).

- (21) Promotion of Sri Narasingha Acharya, Library Attendant to the post of Assistant Librarian taking into consideration his Educational Qualifications and Eleven years of satisfactory service in the College Central Library.

Resolution:

- Sri Narasingha Acharya, Library Attendant is having the following qualifications -
- (i) M.A in History from Berhampur University (2003).
 - (ii) Diploma in Tourism and Indian Monuments from Berhampur University (2005).
 - (iii) M.Phil in History from Berhampur University (2007).
 - (iv) Bachelor Degree in Library Science from Karnataka State Open University ('A' Grade with Distinction in 2013).
 - (v) Shorthand and Typewriting from U.C.P. Engineering School, Berhampur (1996) duly sponsored by MHRD, Government of India.

The Governing Body after careful consideration of his educational qualifications and his satisfactory service in the College Library for last ten years was pleased to give promotion to Sri Narasingha Acharya, Library Attendant to the post of Assistant Librarian w.e.f the date of relieve of Dr. Suresh Kumar Padhi, Asst. Librarian without any financial burden on the college, Governing Body and Government from the date of promotion to 31/07/2020. Salary of Assistant Librarian in favour of Sri Acharya shall be drawn w.e.f 01/08/2020 as per resolution – 3 above.

- (22) Purchase of 04 (Four) nos. of Computers and 04 (Four) nos. of Student Chairs to be used in the Reference Section of Central Library for Post Graduate students.

Resolution:

The Governing Body after careful consideration was pleased to allow for purchasing of 04 (Four) nos. of Student Chairs to be used in the Reference Section of Central Library for Post Graduate students. The purchase will be made in accordance with the budgetary provision of 2020-21. Student chairs be purchased from furniture fund following the OGFR procedure. With regard to the computers the administrative approval received for purchase of four computers under OHEPEE grants be issued to the Reference Section of Central Library for the use of Post Graduate students.

- (23) To consider the case of Smt. Chandrakala Reddy, Peon/Attendant (Management Staff) engaged on purely ad-hoc and contractual basis.

Resolution:

The Governing Body after careful consideration was pleased to resolve that the service of Smt. Chandrakala Reddy, Class-IV employee engaged on purely temporary, ad-hoc and contractual basis is no more required by the college since the date of her absence in the college. She may be intimated accordingly.

- (24) Extension of date of maturity of F.D Certificate No. 49727 in Berhampur Cooperative Central Bank (Main Branch) for 7 years 6 months from 01/09/2020.

Resolution:

- (a) The Governing Body after careful scrutiny was pleased to resolve that the date of maturity of F.D Certificate No. 49727 in Berhampur Cooperative Central Bank (Main Branch), Berhampur may be extended for a further period of 7 years 6 months from 01/09/2020.
- (b) It was further resolved that accountability will be fixed on the erring Ministerial Staffs and Accounts Bursar on negligence/failing to renew Fixed Deposit Certificates in time,

(25) Other matters (Annual Maintenance):

- (i) Replacement of Eight Green Boards (6 x 4 ft) in place of Black Boards in damaging condition.
- (ii) Installation of three CCTV Cameras in the Central Library Students Reading Room, College Office & Principal's Office.
- (iii) Purchase of Sixteen LED Bulbs for installation in Class Rooms.
- (iv) Closure of Sixty One Skylight Windows with 6 MM ply to avoid nuisance of Pigeons.
- (v) Repair of Four sets of Windows.
- (vi) Repair of Seven Ceiling Fans.
- (vii) Purchase of Six Ceiling Fans.
- (viii) Repair & Renovation of Six Switch Boards.
- (ix) White/Colour Washing of Raja Bahadur Rama Chandra Mardaraj Centenary Hall, few corridors of ground and first floor.
- (x) Installation of two iron grills on the first floor of Main Building (stretching from BCA Lab to Class Room No. 44 and from Class Room No. 39 to Staircase Wall).
- (xi) Renovation of the Lavatory of Principal's Chamber.
- (xii) Annual Maintenance of Botanical Garden.
- (xiii) Installation of unused existing Iron Gate in the Establishment Section of the college.

Resolution:

The Governing Body after careful consideration was pleased to approve the above proposal. The expenditures for Item No. i, ii, iv, vii, x & xi may be met according to the budgetary provision 2020-21 (from the head Infrastructure Development Fund). Item No. iii, v, vi, viii, ix, xii & xiii may be met according to the budgetary provision 2020-21 (from the head Infrastructure Maintenance Fund). With regard to Item No. ix the Executive Engineer, R & B Division- 1, Berhampur be requested to depute the Local Assistant Engineer for giving an estimation of expenditures. On receipt of the same the work may be given to any Contractor who accepts to do the work either at the same rate or less than that. All expenditures to be incurred in this respect should be in adherence of GFR Rule 2005 & Odisha FD Circular No. 4939/13.02.2012.

(26) Vote of thanks to the Chair and members of the Governing Body.

The Principal-cum-Secretary Governing Body extends vote of thanks to the Honourable President and the esteemed members of Governing Body for sparing their valuable time in reviewing the draft resolution and giving their valuable suggestions for record of final resolutions and approval by circular.

Read in the GB Meeting dated 08.9.2020 held on Google meet.

Confirmed

[Handwritten Signature]

PRESIDENT
Governing Body
Science College Autonomous,
BINJILICUT (Gm.) - 761102