

1. 79
Meeting of the Governing Body.

Science College (Auto) Hingjelicot, Ganjam.

Date: 12th Nov. 2021 Venue: IQAC Chamber.

Time: 2.00 P.M.

Members Present:

- (1) Smt. V. Sughana Kumari Deo. PRESIDENT.
Honourable Rani Saheba of
Khallikote. President Governing
body:
- (2) Dr. B. Saketh Rama Rao. MEMBER.
Home Farm, Nirmaljar.
Khallikote. *Saketh 12/11/21*
- (3) Major Rama Raman Padhy. MEMBER.
Educationist & Secretary,
K. C. Trust Management
committee. *RPadhy 12/11/21*
- (4) The Block Development
Officer, Hingjelicot. MEMBER. *K. C. Trust 12/11/21*
- (5) The Executive Engineer,
R & B Division-I Berhampur. MEMBER. *12-11-21*
- (6) Smt. Samparna Rani Das. MEMBER. *12/11/2021*
Reader in Zoology
Science College (Auto) Hingjelicot.
- (7) Dr. Manas Mohan Baliarsingh. MEMBER.
Reader in Zoology.
Science College (Auto) Hingjelicot.
- (8) Dr. Prakash Chandra Mishra. MEMBER.
Retd. Prof. in Commerce.
Berhampur University. *12/11/21*
- (9) Dr. Eshan Ahmed Khan. MEMBER.
Prof. of Statistics.
Jamia Hamdard, New Delhi. *Eshan*
- (10) Dr. Laxmikant Tripathy. MEMBER.
Regional Director of Education.
Berhampur. *12/11/21*

H. Dr. Sukanta Tripathy.
Prof. in Physics.
Berhampur University.
12. Dr. Swastika Padhy.
Principal.
Science College (Auto)
Hanjaleet. Ganjam.

MEMBER.
S. 12/11/2021.

Secretary.

S. Padhy
12-11-2021

The meeting of the Governing Body was held at 02.00 P.M on 12/11/2021 in IQAC Office of the college with Prof. Saketh Rama Rao on chair. The Principal-cum-Secretary, Governing Body after welcome address read the minutes of the last Governing Body meeting held on Google Meet on 08.09.2020. The minutes were confirmed with an instruction to the Principal to submit the compliance report of Resolution No. 5 of the GB meeting dated 08/09/2020 to the President, Governing Body by 31/12/2021.

To consider the resolutions of the College Finance Committee Meeting held on 14.09.2021.

Resolution- 1: Resolved to engage a chartered accountant for preparation and updation of accounts of college along with updating the stock register for 20 years.

Resolution- : **Approval of the Annual Accounts of the College and office of Controller of Examinations for the year 2020-21.**

Resolution – 1 (a): The receipts and payments account of the college and office of Controller of Examinations for the year 2020-21 duly approved by the Finance Committee were approved.

Agenda – 1(b): Approval of the Fee Structure of students for the Academic session 2021-22

Resolution – 1 (b): The Fee Structure of +3 Arts, Science and Commerce; M.Com (Regular Mode), M.Sc. Botany (Self Financing Course) and B.C.A (Professional Course) for the Academic session 2021-22 was approved without any change to the previous year's fees structure.

Agenda – 1(c): Approval of the Budget of autonomous college for the session 2021-22

Resolution -1(c): The Budget Committee of the college was advised to revise the budget of the autonomous college for the Financial Year 2021-22 so as to meet the deficits of Rs. 2,89,500/- (Rupees Two Lakh Eighty Nine Thousand Five Hundred) only out of College Development Fund after transferring the unspent balance of Dramatic Society Fee, Odia Sahitya Samaj Fee, Commerce Association Fee, Science Society Fee and College Athletic Fee of financial year 2020-21 to College Development Fund.

The deficit of **Rs. 3265/-** (Rupees Three Thousand Two Hundred Sixty Five) only towards payment of salary to Management Staff of M.Sc. Botany (Self Financing Course) and **Rs. 1,61,000/-** (Rupees One Lakh Sixty One Thousand) only towards payment of salary to Management Staff of B.Sc Electronics' Honours (Self Financing Course) be met out of the surplus amount of **Rs. 1,87,000/-** (Rupees One Lakh Eighty Seven Thousand) only available in the account of B.A Philosophy Honours (Self Financing Course) during the financial year 2021-22. However, the Head of the Department of all self financing course and the fee structure committee was advised to make the self financing courses self sufficient from the next financial year for the financial management of their respective departments/courses.

The budget submitted by the Controller of Examination duly approved by the Finance Committee of the college was approved.

Agenda – 1(d): Review of the compliance of Audit Report: 2002-03, 2003-04, 2018-19 & 2019-20.

Resolution -1(d): Resolved that the compliance to the Audit Report 2002-2003, 2003-2004, 2018-2019 & 2019-2020 submitted by the Principal is hereby approved. Principal is requested to implement all the suggestions of auditors mentioned in the Audit Report of 2002-2003, 2003-2004, 2018-2019 & 2019-2020 in true letter and spirit. The Principal is requested to submit the compliance report to the Local Fund Audit.

Agenda – 1(e): Salary revision of the Laboratory Assistants and Laboratory Attendants.

Resolution -1(e): Resolved to enhance the salary of Laboratory Assistants/Laboratory Technicians (Botany-2, Chemistry-1, Zoology-1, Commerce-1) from **Rs. 9,000/- P.M** to **Rs. 10,500/- P.M** and the salary of two Laboratory Attendants joined in 2019 and thereafter (Commerce & Botany) from **Rs. 5,500/- P.M** to **Rs. 6,000/- P.M** was approved. They shall be paid the present enhanced salary with effect from 01.11.2021 for twelve months in a year. Necessary provisions be made in the college budget of 2021-22 for payment at the enhanced rate from 01/11/2021 only.

Agenda – 1(f): Regularization of E.P.F of Block Grant Employees converted into G.I.A-2017

Resolution -1(f): Resolved that, the E.P.F contribution of the seven Block Grant Employees converted into G.I.A as per G.I.A order-2017 shall be regularised from the month of October, 2019 by depositing the total amount due (Employer's share & Employee's share) from the college fund at a time. The employee's share for the period from October, 2019 to October, 2021 shall be collected from the concerned employees in equal instalments. The Principal is authorised to fix the EMI in consultation with the concerned employees. Care must be taken to fix the EMI such that it must recovered within the current financial 2021-22

Further, it is resolved that Principal is requested to take steps for opening the NPS of the Block Grant Employees, if NPS rule permits, so that for contributing the Employer's share shall not be a burden for the management.

Agenda – 1(g): Payment of differential arrear salary to D.E.Os as suggested by Finance Committee.

Resolution -1(g): Resolved that payment of the differential arrear salary for the period as demanded by the D.E.Os from November 2012 to May 2016 to Miss. Minati Sahu, DEO (+2 & PG) and from November 2014 to May 2016 to Sri Krishna Chandra Sahu, DEO (+3) and recommended by the Finance Committee is hereby approved. The arrear differential salary shall be paid as per the prevailing guidelines of that period of the Government. The entire amount of differential arrear salary shall be paid from the SAMS account.

Agenda – 1(h): Enhancing the power of spending limit of the Principal to meet the day to day expenditure.

Resolution -1(h): Resolved that the recommendation of the Finance Committee for enhancing the spending limit of the Principal is hereby approved. Keeping in view of the present price index, the spending limit of the Principal is enhanced from Rs. 15,000/- to Rs. 50,000/-. Care must be taken to follow due procedure while spending the college fund.

To consider the resolutions of the Academic Council Meeting held on 07.09.2021.

Agenda – 2(a): Approval for conducting Special Transitory Examinations for drop out students of UG, admitted in the year 2014-15, 2015-16 & 2016-17 and students of P.G admitted in the year 2014-15, 2015-16 2016-17 & 2017-18 to give chance for clearing degree.

Resolution – 2(a): Resolved to conduct the Special Transitory Examination for drop out students of U.G, admitted in the year 2014-15, 2015-16 & 2016-17 and students of P.G admitted in the year 2014-15, 2015-16, 2016-17 & 2017-18 for clearing degree in their respective classes and streams. The Principal-cum-the chief-Controller of Examinations and Controller of Examinations are authorised to take necessary steps in obtaining the permission from the Vice-Chancellor, Berhampur University for conducting such examinations.

Agenda – 2(b): The prize money for the Best Graduate and Best Post Graduate

Resolution – 2(b): Resolved that the student who secures highest marks in aggregate be declared as best graduate (stream wise) of the year and be paid a cash prize of Rs. 5,000/- (Rupees Five Thousand only) each along with a certificate to that effect under the seal and signature of Controller of Examinations, Head of the Department and Principal. Similarly two best Post Graduate students, one from P.G in Commerce and the other from P.G in Botany be declared as best Post Graduate from their respective streams. They shall also be paid cash price Rs 5,000/- (Rupees Five Thousand) only and a certificate to that effect under the seal and signature of Controller of Examinations, Head of the Department and Principal. The Controller of Examinations was advised to make necessary provision in their budget to meet these additional expenditures before implementation of the scheme. The Best Post Graduate will be given in the name of Shri Biju Patnaik, former Chief Minister of Odisha. Best under Graduate students in the name of Shri Raja Poorna Chandra Mardaraj Deo.

Agenda – 2(c): Permission to dispose of / sale the valued answer scripts of semester examinations after 180 days of preservation to the paper recycling firms. Reference: the Examination Regulations of the Higher Education, Council.

Resourion-2(c): In accordance with the Examination Regulations of the Odisha Higher Education Council it is resolved that the Valued Answer Scripts of Semester examinations should be preserved for a period of 180 days from the date of publication of results of the concerned examinations and there after the same may be sold to any paper recycling firm taking an undertaking from him that the firm will recycle the same and under no circumstances the said papers be publicized. This exercise should be conducted by the Controller of Examinations in the presence of Administrative Bursar and Accounts Bursar of the college. The sale proceeds be deposited in the college account immediately.

Agenda - 3 : To discuss about the visit of the Expert Committee for renewal of Autonomous Status of the college.

Resolution-3: Resolved that a sum of Rs. 5, 00,000/- (Rupees Five Lakh only) is sanctioned in favour of the Principal to meet the expenses to be incurred during the visit of UGC Expert Committee and other members of the committee to the college in connection with the renewal or Autonomous status of the college excluding their TA DA (to-and-fro) and honorarium of the distinguished UGC Expert Committee members, if any, as per UGC guideline. The Principal was advised to submit the statement of detail expenditure within seven days after their visit to the President, Governing Body.

Agenda-4 : To discuss about the Annual Repair, Renovation and painting of the college building before the visit of the Expert Committee of U.G.C.

Resolution-4:

Resolved that, the Principal is authorised to spend from college fund to meet the repair, renovation, campus cleaning, campus beautification and painting of the college building before the visit of the Expert Committee of U.G.C to make an on-the-spot review for extension of the Autonomous Status of our college. The Construction Committee be instructed to assess the extent of repair and renovation and extent of painting required on priority basis.

Agenda - 5: Delegation of power to Principal to spend as per approved college budget without getting further approval from President, G. B.

Resolution-5:

Resolved that, the Principal is authorised to incur expenditure as per approved Budget and need not require further approval from the President, Governing Body. However, if any expenditure in a head of account exceeds the budget limit or there is no provision in the approved budget, then the Principal is required to take prior approval of the President before incurring the expenditure.

Agenda - 6: Engagement of Guest Faculty against the vacant G.I.A posts of different departments and visiting Professors for PG classes.

Resolution-6 : Resolved that, the principal was authorized to engage Guest Faculties by advertising Walk-in-Interview in any esteemed dailies. The remuneration of Guest Faculty is fixed at Rs.11.000/- per month.

It is further resolved that visiting professors may be invited from any University subject to minimum of two times in a semester. The Visiting Professor has to take minimum two classes of one hour each (total two hours) per day for which a remuneration of Rs. 2000/- i.e. Rs.1000/- per hour and a fixed conveyance allowance of Rs. 200/- (Rupees Two Hundred) only per day be paid.

Agenda - 7: Conversion of the post of the Cashier Mr. Jitendra Kumar Panda to Clerk-cum-Cashier and approve from the date of his joining.

Resolution-7: Deferred to the next GB meeting.

Agenda - 8: Deposit of the Holding Tax of College amounting to Rs.3,01,546.50/- for the period from 1997-1998 to 2021-2022.

Resolution-8: The Principal was advised make correspondence with the Municipality Authorities to deposit Holding Tax of the current financial year only availing the rebate.

Agenda - 9: Deposit of Water Tax amounting to Rs. 82,563/-

Resolution-9: Resolved that, the Principal is authorised to deposit the Water Tax amounting Rs. 82,563/- as per the Invoice of the R.W.S.S, Hinjilicut and clear the up-to-date dues.

Agenda - 10 Approval requested to purchase online UPS for BCA Laboratory out of BCA Fund.

Resolution-10: The Principal was authorized to purchase one UPS of 5.5 .KVA capacity for BCA Computer Laboratory by following the procurement rules of Govt. Of Odisha. The payment will be made from out of the BCA Account.

Agenda - 11: Approval to purchase 10 Computers for BCA Laboratory from BCA Fund.

Resolution-11: The Principal is advised to give detail note to the President Governing Body of the computers available in BCA Laboratory, justifying the reasons of purchase of 10 Computer Systems for BCA Computer Laboratory from BCA Account

Agenda -12: Permission to apply for increasing Seats of BCA from 48 to 96 from the session 2022-23.

Resolution-12: Resolved to increase the sanctioned strength of BCA Course from 48 to 96 from the Academic Session 2022-23. The Principal is authorized to take necessary steps in this regard in time. Necessary fees be deposited for this purpose from out of BCA fund.

Agenda - 13: Contractual Engagement of sweepers.

Resolution-13: Resolved to engage two sweepers on contractual basis giving advertisement in any daily newspaper for walk-in-interview, due to retirement of Sri Subash Naik on 30/11/2021 on attaining the age of superannuation. On engagement of two sweepers there shall be three sweepers in the college including Smt. Sabitri Naik. Hence, no outsourcing of sweeper is allowed.

Agenda - 14: Contractual engagement of one Jr. Clerk-cum-DEO for office.

Resoludon-14: Resolved to engage one Junior Clerk-cum-D.E.O on contractual basis conducting a Walk-in-interview against the retirement vacancy of Sri R.N Pradhan. Head Clerk to arise on 31/01/2022 till the posting of a Clerk by Government in the Department of Higher Education on transfer against that vacancy. Principal was advised to request the Government for posting of one Head Clerk and Two Senior Clerks on transfer basis stating the date of retirement of existing Clerks from service.

To consider the proposals submitted by the Controller of Examinations.

Agenda-15 (a) - Contractual engagement of DEO 2nd post for the office of Controller of Examinations.

Resolutions 15 (a) - Keeping in view of the workload of the Controller of Examination Section, the proposal submitted by him for engagement of DEO, 2nd post is approved on purely temporary and ad-hoc basis. The Principal is authorised to conduct Walk-in-Interview.

Agenda-15 (b) - Ratification of the approval accorded by the Principal for publication of Result of U.G & P.G-2021

Resolutions 15 (b) - The Final Result of the U.G & P.G. Examination-2021 approved earlier by the Principal was ratified.

Agenda-15 (c) - Sitting allowance for in-house members of Board of Studies, Academic Council, Examination Committee and Finance Committee meeting.

Resolutions 15 (c) - Resolved that sitting allowance @. Rs. 200/- (Rupees Two Hundred) only may be paid to the college faculties who will be members of Board of Studies, Academic Council, Examination Committee and Finance Committee. The same shall be effective from the Academic Session 2022-23 after making necessary provision in the budget of the Controller of Examination Section.

Agenda - 16: Appointment of Assistant Librarian & Library Attendant on contractual basis

Resolution-16: As the Library has been fully automated, one Assistant Librarian will not be engaged at the moment. Engagement of one attendant in the college library is not necessary at present as Sri Amulya Kumar Dash is working as Library Attendant.

Agenda – 17: Allocation of fund for up-gradation of the M.Sc. Botany Laboratory (Self financing Course).

Resolution -17: Governing Body is pleased to sanction a sum of Rs. 6,00,000/- (Rupees Six Lakh) only out of M.Sc. botany Self Financing fund/College Fund for up-gradation of the M.Sc. Botany Laboratory (Self Financing Course). The H.O.D of P.G Department of Botany is required to submit a revised budget of the sanctioned amount to the Principal.

Agenda – 18: Approval of the formation of IQAC for the session 2020-2022.

Resolution -18- Governing Body was pleased to approve the IQAC committee for the session 2020-22.

Agenda- - 19: Payment of remuneration to Coordinator-cum-Accounts Bursar and Dealing Assistant of Professional Courses running under PPP mode.

Resolution-19: Para -10 (X111) of Order No. 15275/HE, Dated 31/07/2019 issued by the Commissioner-cum-Secretary to Government of Odisha in Higher Education Department addressed to the Principals of all degree and autonomous colleges reads that "No additional remuneration/salary advance (personal advance shall be paid to teaching and non-teaching staff except admissible for NSS/NCC or University exam, etc. or as directed by the Government." Hence, it is resolved not to pay any honorarium to the Coordinator-cum-Accounts Bursar. It is a part of co-curriculum activity which is assigned by the Principal.

Agenda – 20: Regularization of services of Management Appointed staff who have completed 3 Years of service.

Resolution-20:

In supersession of all previous GB resolutions on the subject "Regularisation of Services of Management Employees", it is resolved that the services of Management Employees completing 3 Years of satisfactory service be regularised. The principal is empowered to issue necessary office order in this regard. However, the Governing Body reserve the right to terminate the services of such regular management employees as and when necessary arises for the benefit of the HEI.

Agenda - 21: Payment of arrear remuneration to Arun Kumar Patro, Junior Clerk of BCA @ Rs. 200/- p.m for the period from 01.05.2013 till date.

Resolution-21: Resolved not to pay any arrear remuneration to any of the management employees unless the Principal propose the same before Governing Body with justification in the immediate succeeding financial year. Further, the GB advises to the Principals not to keep payment of remuneration arrear in respect of the management teaching and non-teaching staff.

Agenda-22: Ratification of Note Sheet Approval accorded by the President GB

Agenda - 22 (i): Change of designation of Smt. Kabita Devi Satapathy working as "Laboratory Technician" in the Computer Laboratory of Department of Commerce as "Laboratory Assistant" with retrospective effect from her initial date of joining i.e.. 01.11.2013, (Note Sheet No-07 Dated 27.02.2019).

Resolution - 22 (i): The Principal was advised to place the Note Sheet no.7 dated 27/02/2019 in the next Governing Body meeting with a detail note of her engagement along with all supporting documents for discussion.

Agenda - 22 (ii): Temporary Engagement of 02 Security Guards (Note sheet no-8 Dated 06.10.2020)

Resolution - 22 (ii): Note sheet no-8, Dated 06.10.2020 pertaining to Temporary Engagement of 02 Security Guards in the college was ratified.

Agenda - 22 (iii): Permission to sign the Vakalatnama for engagement of advocate in the Hon'ble High Court, Odisha in the W/P of Chandrakala Reddy, Peon (Note sheet no-10, dated 07.12.2020).

Resolution - 22 (iii): Ratified.

Resolution - 22 (iv): Ratified. The Principal was advised to submit the compliance report along with actual amount of expenditures incurred on each project by 31/12/2021 positively.

Agenda - 22 (v): Shifting of LT lines (Electricity Supply) inside the college Campus (Note sheet no-12 Dated 03.02.2021)

Resolution - 22 (v): Ratified

Agenda -22 (vi): Proposal for Payment of arrear dues of Rs -42, 81,512 to CPWD for construction of

UGC Women's Hostel out of which Rs 36, 50,000/- will be reimbursed by UGC (Note sheet no-13 Dated 03.02.2021).

Resolution - 22 (vi): Ratified. The officer in charge of UGC was advised to make necessary correspondence with UGC authorities for reimbursement of Rs 36,50,000/- (Rupees Thirty Six Lakh Fifty Thousand) only to the college at any early date and report compliance.

Agenda - 22 (vii): Functioning of Women's Hostel (Note sheet no-4, dated, 03.02.2021)

Resolution - 22 (vii): Ratified.

The Governing Body was pleased to name the Women's Hostel constructed on UGC funding as Smt. Gyan Patnaik U.G.C. Women's Hostel. Smt. Gyan Patnaik is historically regarded as one of the Women Commercial Pilots of India. She has evacuated British families from Rangoon when Japanese forces were advancing on to Burma during the 2nd World War. She had flight to Dutch-besieged Java in July 1947 to rescue Sutan Sjahrir, the First Prime Minister of Indonesia along with her husband Biju Pattnaik. The braveness of Smt. Gyan Patnaik will be a source of inspiration not only to the women boarders but also to women students reading in the college. Further, the Principal was advised to submit the compliance report of functioning of the Women's Hostel along with the number of boarders staying in the hostel.

Agenda - 22 (viii): Increase of +2 Seats of 64 each in Arts, Commerce and Science.(Note sheet no 14(2)- Dated 17.07.2021)

Resolution - 22 (viii); Ratified.

Agenda - 22 (ix): Fire Safety Certificate/Lay out Plan of College (Note sheet no-15 Dated 31.07, 2021)

Resolution - 22 (ix): Ratified. The Principal was advised to submit the Lay out Plan of the College in the next Governing Body meeting

Agenda - 22 (x): Signing of Agreement (Renewal) with Soft-park Technology for Conducting Self-financing Courses in PPP mode. (Note sheet no-16 Dated 28.07.2021)

Resolution - 22 (x): Ratified

The Principal was advised to run BBA (Professional Course) and add-on-courses i.e. e- Commerce and EFTC at college level through SAMS Diploma admission from the academic session 2022-2023. Separate teaching staff shall be engaged by the Governing Body for the aforesaid courses. No course should be dropped from the coming academic session onwards.

Agenda – 23: Other matters, if any.

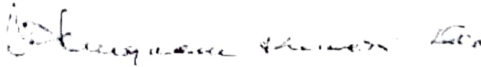
Resolution-23-

Arising out of discussion, the Governing Body unanimously resolved that the minimum hours of stay in the college be five hours for faculties engaged by Governing Body on each working day provided they have completed the assigned work in addition to their teaching hours.

The Governing Body was pleased to resolve that management employees can avail 12 Days of Earned Leave in a year w.e.f the current calendar year i.e. 2021. This is applicable in case of the management employees who have completed minimum 3 years of satisfactory service as on 31/10/2021. The EL of preceding year will not cumulate in the succeeding year. The Principal was authorised to sanction the EL of management employees.

Resolved that the leave availed by Smt. Kabita Devi Satapathy (Management Employee) from 15.09.2021 to 05.10.2021 (21 Days) due to the sad demise of her husband was approved in accordance with the EL Rules applicable to management employees Item-2 of Resolution-23 above and the balance of 9 days were approved with salary sympathetically.

The meeting ended with thanks to the Honourable Chairperson and the esteemed members of the Governing Body.



President
Governing Body

Principal-cum-Secretary
Governing Body