

MINUTES OF THE ORDINARY MEETING OF THE GOVERNING BODY
HELD ON DT. 23.09.2021

An ordinary meeting of the Governing Body was held on 23.09.2021 at 2:30 P.M. in the Committee Room. The following members attended the meeting:

1. Mr. Anupam Patra, President G.B.
2. Mr. Bikash Chandra Rout, Secretary, G.B.
3. Smt. Madhumita Patra, Principal
4. Mr. Chandan Das, Member G. B.
5. Mr. Subhasis Sahu, Member G.B.
6. Mr. Bidhan Ch. Rout, Member G.B.
7. Mr. Soumendra Ku Das, Member G.B.
8. Dr. (Mrs.) Debajani Dash, T.R.
9. Mr. Suman Roy, Adm. Bursar & T.R.
10. Mr. Subrat Bal, Accounts Bursar; (Special Invitee)

Agenda

1. **Opening Prayer :**

The meeting commenced with prayer offered by Sri Soumendra Ku. Das.

2. **Confirmation of minutes of the last ordinary meeting dtd.23.07.21 and The matters arising out of it.**

The minutes of the last ordinary meeting i.e., 23.07.2021 was read out by the Secretary, G.B. and it was confirmed. No matter arose out of it.

3. **Approval of the minutes of Personal Committee and Administrative Committee meeting dtd.23.09.21.**

The above minutes was approved.

4. **Approval of the minutes of Finance Committee meeting dtd.23.09.21.**

The above minutes was approved.

5. **Approval of the Annual Report, Annual Financial Statement and Audited Statement of the College for the Year 2019-20 and 2020-21.**

The annual report was read out by the Secretary G.B. and it was unanimously approved. The Secretary is authorized to transmit the said report along with financial statement and audited statement of the College for the year 2019-20 and 2020-21 to the Secretary CCEB.

6. Administrative Matter:-

(a) Resignation of Smt. Prativa Prusty, Ex-Lecturer in Computer Science.

The resignation of Smt. Prusty was placed in the G.B. and it was approved.

(b) Appointment of Security Guards.

The Principal appraised the G.B. that 02 nos. of Security Guard posts is lying vacant due to resignation and there is bare necessity to fill up the vacancies, since all classes in physical mode of +2 and +3 have started.

It was resolved that 02 nos. of Security Guard be appointed immediately and the Principal is authorized to issue appointment order to the suitable candidates by inviting applications.

(c) Unauthorized absence of Smt. Yashodhara Nayak, DEO, from 16.09.2021.

The Principal reported the above matter to the G.B. and also stated that due to her absence the admission work is affected. The G.B. after careful consideration resolved that Smt. Nayak be terminated with immediate effect and Smt. Susmita Swain, DEO, be sanctioned Rs.2000/- as honorarium in addition to her salary as she has assured that she would do all the work related to admission and also College. This honorarium of Rs.2000/- will be given to her till the +2 and +3 e-Admission process will be completed.

(d) Approval of G.B. of Higher Secondary School.

The Principal placed the letter of the Director Higher Secondary Education and it was read out. After discussion in depth, it was resolved that since it is a composite College, one Governing Body will administer both the Degree wing and also the +2 Higher Secondary wing. Further since it is a Minority Institution there is no need of the approval of G.B. This may be intimated to the Director. Higher Secondary Education.

(e) Formation of Scrutiny Committee of the G.B. for verification of application for appointment of Teaching and non-teaching posts.

The above matter was discussed and the Principal informed that the application of candidates for lecturer in English, Economics and Philosophy and Storekeeper in Physics and Zoology and Lab. Attendant in Chemistry are scrutinized by the Departments and submitted for final scrutiny by the G.B. It was resolved that the Secretary, G.B. and Sri Bidhan Ch. Rout, Member G.B. will scrutinize all the applications for final

verification and making of merit list of the short listed candidates. It was also resolved that all the candidates in the merit list be invited to attend the interview.

- (f) Reply of Sri Sanatan Padhi, Lab. Attendant in Botany and reply Smt. F. A. Khatun, Lab. Assistant in Botany to the Show Cause notice issued by the Secretary, G.B.

The above replies of both the employees was placed in the G.B. and the G.B. after thorough deliberation found that their reply was unsatisfactory. Hence it was resolved that both of them be issued a warning letter not to repeat such type of dereliction of duty in future and this may be recorded in their Service Book.

- (g) Reply of Smt. Sanjubala Sahoo, Demonstrator in Home Science to the Show Cause issued by Secretary, G.B.

The Secretary, G.B. placed the reply of Smt. Sanjubala Sahu and it was read out. After thorough deliberation and careful consideration, it was resolved that a censor be issued to Smt. Sahu as her reply was found to be unsatisfactory and it be recorded in her Service Book.

- (h) The letter of Smt. Deepananda Preyasi, Ex-Store Keeper, dtd.17.08.21 requesting for appointment.

The letter of Smt. Deepananda Preyasi, Store Keeper requesting for appointment in any post was placed in the G.B. and the Principal apposed that Smt. Preyasi was previously appointed as a store keeper in Physics on purely 89 days contractual basis, but since it is a D.P. post against a retirement vacancy and since Smt. Preyasi is over age she was terminated by not giving further extension. As she applied for appointment in any post because she is financially not sound, the G.B. on sympathetic ground resolved to appoint her as Lab. Assistant in Chemistry in a purely non-yardstick post and she will not claim permanent post or adjustment in D.P. post in future.

- (i) OCA Grant for the Year 2019-20 and 2020-21.

The matter was disused in the Finance Committee and step will be taken as per the recommendation of Finance Committee.

- (j) Appointment of Clerk and Peon for the new P.G. Office.

After discussion on the above matter it was resolved that at present Sri Sandip Naik, Jr. Clerk of the Establishment Section will discharge the clerical work of the P.G. office as an additional duty along with his normal

duty and he will be paid a remuneration of Rs.3000/- per month for this additional work. Regarding appointment of Peon it will be decided after the completion of admission in P.G.

(k) Letter of Ranjita Sahoo, dtd.08.09.21 requesting for appointment of Jr. Clerk.

The application of Smt. Ranjita Sahoo requesting for appointment as Jr. Clerk was placed and it was resolved that she be appointed on purely 89 days Contractual basis in a non-yardstick post and she will not claim permanent post against any D.P. vacancy in future.

(l) Letter of H.O.D. Hindi requesting for appointment of a Lecturer for the Department.

The above matter will be decided later.

(m) Re-designation of Lab. Assistant in Physics & Chemistry and adjusted in D.P. vacancy. They are as follows:-

After thorough discussion and careful consideration the G.B. is pleased to re-designate Sri Soyam Prakash Mohapatra, Sri Biswabandan Sahoo and Ms. Smaraki Moharana who were appointed Lab. Assistant in Physics and Chemistry to the post of Demonstrator with effect from their date of joining. It was also resolved that they will be adjusted in the D.P. vacancy caused due to retirement of Sri Bidhan Chandra Rout, Ret. Demonstrator, Retired on 31.03.2009, Sri Rajanikanta Pattanaik, Retd. Demonstrator, Retired on 29.02.2004, and Late Purna Chandra Acharya, Retd. Demonstrator, Retired on 31.08.2007 with effect from their date of joining.

Sl. No.	Name	Designation	Date of Joining
1.	Sri Biswabandan Sahoo	Lab. Assistant in Chemistry	20.11.2020 (A/N)
2.	Sri Soyam Prakash Mohapatra	Lab. Assistant in Physics	28.11.2020 (F/N)
3.	Ms. Smaraki Moharana	Lab. Assistant in Chemistry	22.12.2020 (F/N)

(n) Letter of the H.O.D. Chemistry to review 10th Post in Chemistry.

The matter was discussed in depth and G.B. wanted the post-creation document of the 10th post in Chemistry for taking further course of action.

(o) Report of Mrs. Swarna Lata Swain, Jr. Clerk, against Mr. Debendra Hati, Jr. Clerk regarding non-co-operation in office work.

After discussion, it was decided that Principal and Administrative Bursar will enquire into the matter and submit a report to the G.B. It was also resolved that Mr. Hati be transferred from Exam Section to the

Administrative office with immediate effect and he will be given assignment by the Principal.

(p) Letter of Dr. P. K. Dhal, Lect. in Odia , under suspension dtd.04.08.2021 asking for proof.

The letter of Dr. Dhal, Lect. in Odia dtd.04.08.21 was placed in the G.B and read out. After thorough deliberation, it was resolved that since he has already been provided with all the documents sought for by him related to Adyasha Mahanti's allegation and he was communicated earlier that no further documents shall be provided to him, hence no further documents, sought for by him in piecemeal repeatedly, may be provide to him till conclusion of the disciplinary proceedings.

(q) Regularization of 05 nos. of Junior Clerk and 01 DEO bringng them into Management Scale of Pay.

After careful consideration of the above matter, it was resolved that since the following 05 nos. of Jr. Clerks and 01 DEO were appointed on Contractual basis by following due selection procedure and they served the College more than 4 years and there is no adverse report against them till date, their service be regularized with effect from 01.10.21 and they be brought under the management scale of pay w.e.f. 01.10.2021. Their names, designation, date of first joining and date of regularization is given below:

Sl. No.	Name	Designation	Date of Joining	Appointment Order No.	Date of Regularization
1.	Smt. Chaitali Pedini	Jr. Clerk	16.11.2016	GB/CC/2016/156	01.10.2021
2.	Sri Anjan Das	Jr. Clerk	16.11.2016	GB/CC/2016/160	01.10.2021
3.	Sri Amit Das	Jr. Clerk	16.11.2016	GB/CC/2016/159	01.10.2021
4.	Smt. Suchismita Khuntia	Jr. Clerk	16.11.2016	GB/CC/2016/161	01.10.2021
5.	Smt. Sujata Rani Das	Jr. Clerk	16.11.2016	GB/CC/2016/158	01.10.2021
6.	Smt. Susmita Swain	Jr. Clerk	16.11.2016	GB/CC/2016/162	01.10.2021

7. Principal's Agenda.

(a) Engagement of Agrawal Gupta & Associates, Chartered Accountant Firm for preparation of Bank Reconciliation Statement (BRS) of the College for Financial Year 2020-21 and filing of TDS return of the College.

The above matter was discussed and resolved that Agrawal Gupta & Associates be engaged for preparation of the Bank Reconciliation Statement of

the College for the financial year 2020-21 and filing of TDS return for the Financial Year 2020-21.

(b) Post facto approval for repairing of Motor Pump of the College.

The Principal informed the G.B. that the motor pump of the College was out of order and due to urgency, it has been repaired with a cost of Rs.7,380/- It was approved post facto.

(c) Post facto approval for purchase and Installation of 01 HP Motor Pump in the B.N. Hostel.

The Principal informed that the motor pump of B. N. Hostel was out of order and that there is no alternative arrangement to provide water to the boarders. To deal with this untoward situation a new 01 HP submersible motor pump was purchased with a cost of Rs.11,780/- and it was installed in the B.N. Hostel. The old motor pump was repaired and it is kept as a standby or alternative in the hostel. This was approved post facto.

(d) Post facto approval for purchase and installation of 01 HP Motor pump in the College.

The Principal informed that to supply water to the Arts departments a 01 HP Crompton-make motor pump was purchased with a cost of Rs.13,900/- and it was installed to supply municipality water to the Canteen and Arts Departments.

The Principal also informed that a battery for the Gen-set was purchased by exchange offer. Both the purchases were approved post facto.

(e) A letter of Suchismita Khuntia, Jr. Clerk (Contractual) requesting for grant of leave from 10.08.21 to 30.09.21.

Since Smt. Khuntia is a contractual employee there is no provision for sanctioning M.L. as per rule. Hence it was resolved that her period of leave be treated as L.W.P. However she be given a financial help of Rs.10,000/- from the welfare fund after producing the medical bill.

(f) Repair and maintenance of Air Conditioners of the College.

It was resolved that it will be done by following due procedure.

(g) Application of Smt. Silpa Kumari Sethi wife of Sri Ajay Sethi, Ex-Peon, requesting for appointment.

The above matter was turned down by the G.B.

(h) Renewal of AMC of College Website and Purchase of Domain Hosting Server.

It will be done by following due procedure.

(i) Appointment of INO for validation of Scholarship online application for +2 Junior College and +3 Degree College.

After discussion in detail, it was resolved that Sri Bhabjit Patnaik, Lect. in Botany and Sri Subhasis Dash, Lect. in Mathematics will remain as INO for +3 degree College and +2 Junior College, respectively Sri Chiranjit Rout will be the Dealing Assistant for all Scholarship work.

8. Any Other Matter :-

(a) Approval of E.L. and M.L.

The following E.L. and M.L. sanctioned by the President, G.B., be approved post facto.

Sl. No.	Name	Designation	Period of Leave	E.L./M.L.
1.	Dr. J. S. Mahaprashasta	Lect. in Economics	22.03.2021 to 28.03.2021	M.L.
2.	Smt. Gayatri Mohapatra	Lect. in History	13.04.2021 to 27.04.2021	M.L.
3.	Dr. (Smt.) Saswati Mishra	Lect. in Physics	25.06.2021 to 10.07.2021	M.L.
4.	Smt. Somalika Sahoo	Lect. in English	10.04.2021 to 16.04.2021	M.L.
5.	Smt. Itishree Prusty	Lect. in Philosophy	11.03.2021 to 26.03.2021	E.L.
6.	Smt. Adyasha Mahanti	Lect. in Psychology	22.03.2021 to 29.03.2021 05.04.2021 to 18.04.2021	M.L. E.L.
7.	Sri Purusottam Nayak	Lab. Attendant	29.06.2021 to 12.07.2021	M.L.
8.	Sri Madhaba Pradhan	Peon	19.03.2021 to 01.05.2021 02.05.2021 to 19.05.2021	M.L. M.L.
9.	Sri Satyabrata Mishra	Lect. in Comp. Sc.	20.07.2021 to 15.08.2021	E.L.
10.	Sri G. Prasanta Kumar Ghanta	Peon	19.07.2021 to 31.08.2021	M.L.
11.	Sri Smruti Ranjan Mallick	Librarian	26.07.2021 to 03.08.2021	M.L.
12.	Dr. Arya Kumar Harshabardhan	Lect. in Hindi	02.07.2021 to 16.07.2021 17.07.2021 to 25.07.2021	E.L. M.L.
13.	Smt. Srusti Sovana Muduli	Lect. in Physics	09.08.2021 to 23.08.2021	M.L.
14.	Dr. (Smt.) Rafia Rubab	Lect. in Hindi	09.08.2021 to 30.08.2021	E.L.
15.	Sri J. Shankar	Peon	07.12.2020 to 15.12.2020	M.L.
16.	Smt. Biswarupa Mohanty	Demonstrator in Botany	01.09.2021 to 15.09.2021	E.L.
17.	Smt. Adyasha Mahanti	Lect. in Psychology	19.08.2021 to 06.10.2021 17.10.2021 to 17.10.2021	E.L. M.L.
18.	Sri G. Prasanta Ku. Ghanta	Peon	19.07.2021 to 31.08.2021	M.L.
19.	Sri Purusottam Nayak	Lab. Attendant	13.07.2021 to 31.07.2021	M.L.
20.	Sri Binod Abardha	Peon	28.07.2021 to 11.08.2021	M.L.

(b) Opening of Bank Account for Mo College Abhijan.

The Principal apprised that a new Bank Account (SB) is to be opened for the above purpose as per the letter of the Higher Education Department. It was resolved that a new Savings Bank Account in the name of Principal, Christ College, Cuttack be opened in the Canara Bank, Chandi Chhak, Cuttack to maintain all financial transaction of the MO College Abhijan. The Principal

Christ College, Cuttack and Accounts Bursar of Christ College shall operate the Account. This may be intimated to the Manager, Canara Bank, Chandi Chhak, Cuttack.

(c) Opening of Separate Saving Bank Account and online payment Gateway System for +2 Junior College.

In partial modification to the earlier Resolution of the G.B. of Christ College, Cuttack vide Resolution No. 7 (d) dtd. 16.03.2021, the new SB Account and online payment gateway system in the name of Principal, Christ College, Cuttack for +2 Junior College will be opened in the HDFC Bank, Chandi Chhak Branch, instead of ICICI Bank, Chandi Chhak. This SB Account will be jointly operated by Principal, Christ College, Cuttack and Secretary, Governing Body of Christ College, Cuttack. In the absence of Secretary, the President G.B. of Christ College will jointly operate the Account with the Principal, as a temporary arrangement.

(d) Advertisement to be made regarding P.G. in Samaj.

The Principal suggested to the G.B. that an advertisement in a widely circulated newspaper may be made for the new P.G. Courses, so that candidates will be able to give their option for admission. It was resolved that an advertisement be made in the Odia Daily News Paper "Samaj" and a Hoarding be put up in the display board by contacting the owner of the display board in the Mission Road.

(e) Opening of New Bank Account for Post Graduate College.

The above matter was discussed and it was decided that a new Bank Account will be opened in the Canara Bank, Chandi Chhak, Cuttack for dealing with all Financial transaction for the new P.G. Courses.

After thorough deliberation it was resolved that a Saving Bank Account and a Current Bank Account be opened in the Canara Bank, Chandi Chhak, Cuttack in the name of Principal, Christ College, Cuttack, for the purpose of financial transactions of the new P.G. courses and it be operated jointly by the Principal, Christ College, Cuttack and Secretary, G.B. of Christ College, Cuttack and in absence of Secretary, G.B. it will be jointly operated by Principal and President, G.B.

(f) Petition of 12 nos. of Lecturer requesting for recommendation to avail MACP.

The above matter was discussed in depth and careful consideration it was resolved that the following lecturers are recommended for availing MACP. Their proposals be sent to R.D.E., Bhubaneswar for consideration and approval.

Sl. No.	Name	Designation
1.	Mrs. Madhumita Patra	Lect. (Gr. -A) in English
2.	Dr. Zehara Jabeen	Lect. (Gr. -A) in English
3.	Dr. Krutibash Sarangi	Lect. (Gr. -A) in Odia
4.	Dr. Daityari Sukla	Lect. (Gr. -A) in Odia
5.	Dr. Pradeep Kumar Dhal	Lect. (Gr. -A) in Odia
6.	Dr. (Mrs.) Smita Nayak	Lect. (Gr. -A) in Odia
7.	Dr. Jogasankar Mahaprashasta	Lect. (Gr. -A) in Economics
8.	Dr. (Mrs.) Bijayini Mohapatra	Retd. Lect. (Gr. -A) in History
9.	Mrs. Gayatri Mohapatra	Lect. (Gr. -A) in History
10.	Dr. Bijaya Bhusan Acharya	Lect. (Gr. -A) in Physics
11.	Dr. Debasish Mohapatra	Lect. (Gr. -A) in Physics
12.	Sri Sovan Panda	Lect. (Gr. -A) in Botany
13.	Dr. Prasanta Kumar Mohanty	Lect. (Gr. -A) in Mathematics

(g) Increase of Seats in +3 Arts Stream and +3 Commerce Stream.

The Principal apprised the G.B. that there is demand for Home Science honours and Commerce honours. She requested the G.B. to open Home Science honours by increasing the strength of Arts stream and also to increase the strength of Commerce honours. The Principal also apprised that the sanctioned strength of Psychology honours and Sociology honours is not sufficient to cater to the demand of the students.

The G.B. after thorough deliberation resolved to increase the seats of Arts stream from 256 to 288 i.e., increase of 32 seats with 16 Home Science (honours) and 24 honours seats each in Psychology and Sociology i.e., increase of 08 seats each. It was also resolved to increase seats in Commerce stream from 128 to 192 i.e., increase of 64 seats. Proposal may be sent to Regional Director, Education for consideration and accord of approval.

9. Closing prayers

The meeting ended with a prayer offered by Sri Chandan Das, Member, Governing Body.


23/9/21
President


23/9/21
Principal


23/9/21
Secretary