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GOVERNING BODY : KHARIAR (AUTONOMOUS)
COLLEGE : KHARIAR

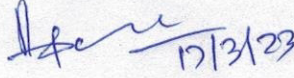





SITTING NO.10

Date- 17.03.2023

Minute of the meeting of Governing Body, Khariar (Auto) College, Khariar


The meeting was held on 17.03.2023 at 11.00 A.M. in the Office of the Principal, Khariar (Auto) College, Khariar under the Chairmanship of Mr. Biswajit Padhi, President, Governing Body.

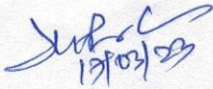
Members Present:

- | | | |
|-----------------------------|-------------------------|--|
| 1. Mr. Biswajit Padhi | President |  |
| 2. Dr. Tarun Kumar Pradhan | Principal-cum-Secretary | |
| 3. Mr. Yasin Mahammed | Member |  |
| 4. Mr. Kailash Agrawal | Member |  |
| 5. Mr. Pramod Kumar Agrawal | Member |  |
| 6. Mr. Sushant Kumar Tandi | Member |  |
| 7 Mr. Pramod Kumar Sahu | Member |  |

The Member Principal-cum-Secretary welcomed everyone to the meeting & confirmed the quorum. He informed that R.D, HED, Samabalpur Dr. P. Guru couldn't join due to other pressing engagement due to assembly session. CDC, Kalahandi University couldn't join because of driver's strike. He then requested the President to start the meeting as per agenda.

The President first welcomed the new Principal Dr Tarun Kumar Pradhan since this is the 1st meeting after he joined as Principal. The President & members welcomed him & wished him well.


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Agenda-1: Confirmation of minutes of last meeting dated 15.07.2022

The President asked the Secretary to list out things resolved in the last meeting but not implemented so far. The secretary pointed out that the online fees collection has not started & added that a tally knowing finance assistant is being appointed & it will start from April 2023. When all the members agreed, the President confirmed the minutes of the last meeting.

Agenda-2: Ratification of minutes of urgent meetings by circulation

The minutes of urgent meeting held on 05.09.22 to appoint Dr Tarun Kumar Pradhan as Principal & to give him DD power was ratified. Another meeting held on 03.06.22 was also ratified.

Agenda-3: Appoint of SSB lecturers

The Secretary informed that 04 nos. of SSB lecturers have since joined in the college. In order to adhere to the time line given by the HED, the President had approved their appointment on the date mentioned against their name below. It was unanimously decided to approve the appointment from the date of approval by President GB as given below.

1. Mr. Gunabanta Sahu	<i>Nil</i>	Lect. in Economics	- 20.05.2022
2. Mr. Subhendu Ranjan	<i>Nil</i>	Lect. in Zoology	- 23.05.2022
3. Mr. Tathagat Rout		Lect. in Commerce	- 19.08.2022
4. Mr. Pramod Kumar Jal		Lect. in English	- 07.09.2022

Agenda-4: Workload & coverage of syllabus of all departments

The President lamented that proper workload of all the departments have not been placed before the GB, despite several reminders. So the principal was requested to submit proper workload of each department & request for fresh appointment as and when required on the basis of workload. It was also decided that the Principal will make periodic review of workload on the basis of leave/ transfer of lecturer to

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make readjustment of classes of lecturers. However, for any fresh guest lecturer appointment, he will seek the permission of the President, GB.

The daily progress report proforma for monitoring the classes/syllabus was presented by the Principal & after discussion was approved. The HoDs are requested to implement the same right earnest and the responsibility of smooth conduct of classes and coverage of syllabus is hereby fixed on the HoDs. Principal is hereby requested to review the daily progress report on weekly basis and take appropriate action as per rules. It was decided that the Principal will submit a consolidated progress report to the G.B. every quarter. The president felt that such reviews will strengthen the academic delivery in the college. It was also decided that the biometric device installed in the college will be used to review the presence of lecturers/ staff in the college. It was also decided to display graph of syllabus covered against lesson plan in the electronic display board of the college for the benefit of students. Rabindra Kumar Sahu, Jr. Clerk was assigned the job of implementing it. When all the members agreed to the suggestion, the president declared it as passed & directed the Principal to implement the same forthwith.

Agenda-5: Re-organization of History & Archaeology department.

The principal presented that the results of the history department is very poor despite overstaffing. The tussle between management & SSB staff has resulted in a court case & hence the working environment has not improved. There is a vacancy & one maternal leave vacancy. After discussion, it was decided to take some time on the suggestion. The Principal was however authorized to depute lecturers of History department to take common subjects of Archeology department if & when the need arises. The in-charge HoD is tasked upon to improve the percentage of result to 50% in the forth coming semester/final examination. He is further asked to devise a plan in consultation with the principal. It was decided to periodically review the performance of history department from time to time & initiate action if there is no improvement of academic performance. When all the members agreed, the President declared the resolution as passed.

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Agenda-6: Preparation of NAAC & roles & responsibilities.

The President informed the members that it was decided in the last meeting to defer the NAAC visit to February 2023 & though six months has elapsed, no considerable progress has been made so far & wanted to know from the Principal. The Principal informed that the team is planning to invite NAAC team by September 2023. Since a six months time was given to the last Principal. it was decided to give another six months to the Principal. However, the Principal is hereby requested to broad base the team and conduct weekly reviews. The NAAC team will present a brief overview of progress to the G.B. within a month time in a date mutually acceptable to everyone. The GB requested the President to keep a close watch of the progress & with these directions, the President declared the resolution as passed.

Agenda-7: Approval of Budget and financial discipline

The Principal circulated the income expenditure of the college under various heads. The GB felt that a lot more transparency is required in financial dealings. It was decided to make all payments, particularly above Rs 5000 by account transfer only. It was decided to create a vendor system & quotes should be invited for all purchase from such vendors through a whats app group. The lowest quote should be considered. By this every time calling for tenders could be avoided but best price can be ensured. The Principal was asked to direct the Purchase committee to take appropriate steps. It was also decided to discourage advance system with a rider that all bills will be paid within 3 to 7 days. The Principal was directed to implement the financial guidelines with immediate effect.

The Principal informed that since advance will no longer be given, the examination section being an important section needs support for early disposal of bills. He suggested to open a joint account with the Controller of Examinations with net banking facility to speed up payment of bills. The important bills will be raised by the controller as maker & will be paid electronically by approving the link in checker of the internet banking facility by the Principal. The joint account will be opened in the name of Khariar (Autonomous) College – Examinations & will be operated jointly by the Controller of examinations & Principal. The President

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opined that the earlier practice of file movement will remain in force & internet banking will only be used for making payment after due approval in the file. Similarly another account in the name of Khariar (Autonomous) College – Fees will be opened by the Principal with internet banking facility to facilitate online collection of fees. The Principal will be the sole signatory of the account.

It was observed that College has some infrastructure like MP Hall, Play ground which is being used by outside agencies. It was unanimously decided to charge user fee for such use by outside agencies. The President then directed the Principal to constitute a committee to fix rate & responsibilities within a period of 15 days.

The Principal was requested to come up with development plans in various departments for approval by the GB in the next meeting.

Agenda – 8: Addition of one floor in UGC ladies hostel

The Principal informed the house that presently there are 102 inmates in the ladies hostel when the number of applicants is 200. The Hon'ble MLA had asked for a proposal for extension of the UGC ladies hostel. However the technical team of the block ruled out addition of a RCC floor in the UGC hostel. However they suggested that Tin roof construction can be made in the hostel. It was therefore decided to add tin roof 2nd floor in the UGC ladies hostel from the college fund. When all the members agreed, the President declared the resolution passed & directed the Principal to take appropriate steps to start the construction from the college fund.

Agenda-9: Beautification of campus

The Principal suggested that beautification of the campus is required & the work has to start right earnest because of the impending NAAC visit. The herbal garden behind the library, College front & roads also needs to be developed. It was decided to beautify certain spots & also develop a parking area near the boys hostel road as the present parking will be turned to Jogger's track by the NAC. When all the members agreed to the suggestions, the President declared the resolution as passed.

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Agenda-10:- Civil suit against the College

The Principal informed that a civil suit has been initiated against the college by one Sureswari Devi. It was decided to appoint Sri Tushar Mishra , Sri Susanta Kumar Tandi & Sri Judhisthir Meher advocates as counsel in the civil suite lodged against the college. When all the members agreed, the President declared the resolution as passed.

Agenda -11: Restructuring of student's fees

The Principal submitted that there is always request from staff for enhancement of their compensation which is not possible with the present income of the college. Fees of students being the only source of income, its enhancement may be considered. After due deliberation, the Principal was asked to constitute a team and submit a status report of fees and expenditure of other Autonomous Colleges of Odisha to enable the G.B. to take decision. It was however decided to levy a NAAC peer visit fees Rs. 200/- per year from the next academic session. When all the members agreed, the President declared the resolution as passed & directed the Principal to submit the report in the next GB meeting.

Agenda- 12: Construction of PG Block

The GB hereby expresses its gratitude to the honourable MLA Khariar Sri Adhiraj Mohan Panigrahi for sanctioning rupees 4 lakhs for completion of PG block. It was also decided to request the MLA to sanction additional funds to complete the building before the NAAC visit. When all the members agreed, the President declared the resolution as passed.

Agenda- 13: Affiliation with Kalahandi University

The Principal informed the house that the pledge money of Sambalpur University is not yet transferred to Kalahndi University for which the University is not issuing certificates of students. When the matter was raised to the President

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GB, the President advised the Principal to transfer Rs 5.50 lakhs pledge money to Kalahandi University immediately in the interest of students . The G.B. hereby approves the transfer of rupees 5.50 lakhs towards Pledge Money to Kalahandi University. The Pledge Money fees deposited with Sambalpur University will be deposited in the account of Principal, Khariar College, Khariar bearing Ac.No. 11155103214 (SBI). When all the members agreed, the President declared the resolution as passed & directed the Principal to take appropriate action to get the money returned from Sambalpur University.

Agenda -14: Facelift of Canteen.

The Principal suggested that the present canteen needs a facelift. It was decided to construct a godown in the canteen to maintain cleanliness of the canteen. The present incumbent will pay a monthly rent of Rs 1000 per month with immediate effect plus actual electricity consumed. It was also unanimously decided to have another Canteen/ utility shop near the new building/ ladies hostel for the benefit of students. When all the members agreed, the President declared the resolution as passed & directed the Principal to constitute a committee for implementing the same.

Agenda-15: Repair of Boys Hostel.

The Principal submitted that the condition of Boys hostel is not good & a revamp is required before the NAAC visit. It was unanimously decided to repair & upgrade facilities of the boys hostel with the existing available funds of the hostel. The Principal was requested to make an assessment of the requirements in consultation with the inmates & submit a proposal to the President, GB for approval. When all the members agreed, the President declared the resolution as passed.

When no matter was raised, the President thanked the members for sparing their valuable time to attend the meeting & declared the meeting as closed.

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