GOVERNING BODY MEETING OF SARBATI DEVI WOMEN'S COLLEGE, RAJGANGPUR.

Venue: Office of the Principal.

No. 19/23-214 Date: 03.8.23

The first meeting of the newly formed Governing Body with the following members was held in the office of the principal on Dt.03.08.23 at 11.00am. Dr (Mrs.) Kamal Kumari Mishra, President Governing Body presides over the meeting and the following resolutions were taken unanimously.

- Resolution No. 1: It is suggested by the principal cum secretary GB for contractual appointment of following Posts in
 - a) Lecturer (Odia, Physics, Home Science, Pol. Sc., Economics, Mathematics)
 - b) Jr. clerk cum Typist Male preferable
 - c) Peon Male preferable
 - d) Sweepress SC, ST Women preferable
 - e) Library Attendant Women preferable

The Principal suggested the hike of salary of contractual/guest lecturer from 9000/- to 10,000/per month, and contractual Jr. Clerk cum typist from Rs 5200/-to Rs5500/-for new appointees.

Resolved as suggested.

- 2. Resolution No. 2 -It is suggested by the principal cum secretary GB, that the College will go for QMS (Quality Management System) EMS (Environment Management System) & EnMS (Energy Management system) to get ISO 9001, and ISO 14001 & ISO 50001 certificate accordingly for NAAC accreditation. After detailed discussion about the three concepts the members unanimously agreed and authorized the principal to take necessary steps to get the things done, hence resolved as suggested.
- 3. Resolution No. 3- It is suggested by the principal cum secretary GB that, to enable and facilitate ICT in teaching and learning to procure 11No Computers and Table for all Departments (ECONOMICS, POLITICAL SCIENCE, EDUCATION, HISTORY, HOME SCIENCE, ODIA, PHYSICS, CHEMISTRY, MATHEMATICS, BOTANU &ZOOLOGY) and a sum of Rs.5,00,000 may be approved for the same. The members unanimously agreed and resolved it and authorize the principal to do the needful as per procurement rule.
- 4. Resolution No. 4- It is further suggested by the principal cum secretary GB, that keeping in view the increased student strength and office administration it is essential for integration of office into three separate sections like 1.Establishment 2.Accounts, & 3. Admission & Exam and a sum of Rs.5,00,000 may be approved for the same. The members agreed on the above issue and authorized the principal to do the needful. Resolved as suggested.
- 5. Resolution No. 5 -It is further suggested by the principal cum secretary GB, that to make the Alumni association of the college functional, to involve the alumni with their alma mater and to organize meetings from time to time, Rs. 300/- may kindly be collected from general category students and Rs 200/- from reserved category students at the time of receiving their pass certificate from the College. Resolved as suggested.
- 6. Resolution No. 6- It is suggested by the principal cum secretary GB, that to make the Campus clean & green & Environment friendly, extensive gardening & Plantation is required. The members suggested to make a comprehensive plan for that with the help of an Expert/Architecture and utilize the existing College Gardener for the same. Environment Management System Team may be proactive and functional with the involvement of student volunteers.

- 7. Resolution No.7-It is suggested by the principal cum secretary GB, since we are applying Energy management system in our college, installation of Solar Panel & Solar Street Light may kindly be done .The members suggested that the Energy Management System (EnMS) Team should be proactive and functional to create awareness among all staffs and students for a rational use of Energy inside the campus. The Team must involve Student volunteers for regular checkup of power conservation inside the classroom and Hostel. However the members authorized the principal to take necessary steps installation of Solar Panel & Solar Street Light as deemed fit.
- 8. Resolution No. 8 The principal cum secretary GB informed to the esteemed members that the college has already introduced Biometric attendance of students and staff. He further suggested for integration of Biometric attendance of students with SMS Alert to their parents. An amount of Rs 1,50,000/- may be approved. Resolved as suggested.
- 9. Resolution No. 9 It is suggested by the principal cum secretary GB Construction of Staff vehicle stand , cycle stand for students & Security room where biometric Machine will be installed. The members suggested the principal to take necessary steps for the same. Resolved as suggested.
- 10. Resolution No. 10: The principal cum secretary GB informed to the esteemed members for approval of AQAR 2022-23 (Annual quality assurance report) which should be submitted to NAAC every year by all Accredited Institutions as per the format prescribed by online, prepared by IQAC members as mandatory for NAAC Accreditation in subsequent cycles. Resolved as suggested.
- 11. Resolution No. 11: It is suggested by the principal cum secretary GB for installation of carpet and Mats for practicing KABADI, XOXO in the roof top of the college along with Yoga a sum of Rs.2,00,000 may be approved for the same. Resolved as suggested.
- 12. Resolution No. 12: It is suggested by the principal cum secretary GB for construction of a washroom and a store room on the roof top of the Main College Building

Members Present

signature

1. Dr.(Smt) Kamala Kumari Mishra -2. Mr. Bipin Choudhury

3. Smt. Sandhyarani Koley

4. Mr. Sapan Kumar Panda

5. Mr. Panu Charan Paikra

6. Mr. Gajindra Deuria

7. Mr. Niraj Kumar Agarwal

8. Dr. Sarojini Sahoo

9. Mrs. Renu Maskara

10. Mr. Dillip Ku Sahoo

11. Mrs. Rosalie Das

Renu Maskan Rosdine Dos

Principal - cum - Secretary

G B, S D Women's College

Rajgangpurpal cum Secretary

Larhati Davi Weman's College Raigardour

President GB

. S D Women's College

Rajgangpur President, G.B. Samai Devi Women's College

Raigangour

20/23-24

SARBATI DEVI WOMEN'S COLLEGE, RAJGANGPUR

Venue: Office of the Principal-Cum-Secy, S.D.Women's College, Rajgangpur

Date: 19.02.202 Time:2.30pm

RESOLUTIONS

After the proceedings of the last G.B.Meeting on 19.10.2023 were read and approved the following resolutions were passed.

ITEMS NO.01. JOINING OF P.SUBHASHREE SAHOO, DEMO/CHEM

After careful consideration of the grievances of P.Subhashree Sahoo, Demo/Chem. regarding joining in his service w.e.f. 03.11.2023 after availed medical leave without any financial benefit from, 01.102022 to 02.11.2023 is hereby approved.

ITEMS NO.02. APPOINTMENT OF CLASS III &IV

As per last G.B.Meeting (19.10.23) was discussed about the appointment of class-III & IV through Walk-in-interview held on 13.08.2023, the following staff selected and joined in his/her duties as hereby approved.

- A. Mrs.Droupadi Dehury, Lib.Attd. on 30.10.2023 F.N
- B. Sri Sumit Majhi, Peon on 30.10.2023 FN
- C. Ms.Monika Xess, Peon on 31.10.2023 FN

D.

ITEMS NO.3 ENHANCEMENT OF MANAGEMENT STAFF SALARY W.E.F.01.09.2023

As per last G.B. meeting held on 19.10.2023, discussed about enhancement of salary of M.P.Staff w.e.f 01.09.2023, esteem house advice to Accounts Section to prepare a consolidated statement for the purpose. After careful verification of the financial position of the college Principal-cum-Secretary, Accounts Section and establishment section has submitted a consolidated statement towards enhancement of salary of the M.P.Staff w.e.f.1.09.2023(Last enhancement was made on 01.09.2022) is hereby approved. The details enclosed herewith in Annexure-I.

ITEMS NO.04 CONSTRUCTION OF ROOFTOP SHED.

Last G.B. meeting held 0n 19.10.2023 discussed towards settlement of Accounts for construction of Roof Top shed executed by R & B, Sundargarh with estimate cost of Rs.39,16,264.00(Rupees thirty nine lakh sixteen thousand two hundred sixteen)only where as Grants received from Govt.of Odisha @Rs.10,00,000/-(Rupees Ten lakh)only and the balance amount of Rs.9,16,264.00(Rupees nine lakh sixteen thousand two hundred sixty four)only paid from college fund is hereby approved.

ITEMS NO.05 IMPROVEMENT OF SCIENCE LABARATORIES

Last G.B. meeting held On 19.10.2023 discussed towards Improvement of Sc.Lab.out of grants(Rs.10,00,000-Rupees Ten Lakh)only received from Govt. of Odisha, Dept. of Higher Education and estimate cost was 14,97,943.00 due to Development of Chemistry lab furniture with Gas line connection and the rest amount of Rs.4,97,943.00 (Rupees four lakh ninety seven thousand nine hundred forty three)only paid from college Fund is hereby approved.

ITEMS NO.06 APPROVAL OF APPOINTMENT OF NON-TEAHING STAFF

Appointment of Jr, Clerk Ms. Sunita Moharana on 03.01.2022 and Peon Sri Mukesh Kishan, on 12.02.2022, Jr, Librarian Ms. Reshma Dung Dung, on 01.08.2022 and Library Attendant Ms. Ranjita Bada on 01.08.2022 and Watch-Man Sri Raju Pradhan on 01.08.2017 is hereby approved from their date of joining.

. ITEMS NO.07 NON-CIVIL DEVELOPMENT WORKS OF THE COLLEGE

Principal-Cum-Secretary suggested and submit an estimate towards Civil work of the college as details given below:

- (a) False ceiling work of Principal Chamber @ Rs.45126.00
- (b) Bricks wall ,sitting place, earth filling & steel railing adjacent to New Academic Building @Rs.70,653.00
- (c) Gardening in front of Chemistry Laboratories, Brick wall, earth filling ,sitting place & Brick wall Hostel left & right side @ Rs.49641.00
- (d) Paver block, Brick wall, drainage in front of Bot & Chem, lab @ Rs.1,16,500.00

Total civil work estimate Amount Rs.2,81,920.00 (Rupees Two lakh eighty one thousand nine hundred twenty) only submitted herewith which will be done by the work Agency-B.D.O. Rajgangpur on request as depositing work is hereby approved.

ITEMS NO.8 SPECIAL ENHANCEMENT OF SALARY

Principal Cum Secretary suggested towards special enhancement of Salary in favour of Ms.Sunita Moharan, Jr.Clerk basing upon verification/satisfactory of best performance of assigned work i,e.Updation in on-Line Accounting software (CAPA) based Accounts, ,Excel based cash book, Audit data etc@ Rs.500/- per month with existing enhancement salary w.e.f.01.09.2023.is hereby approved.

ITEMS NO.9.

Principal-cum-secretary proposed to construction of water shack pit & three nos of Tulsi Chaura in the Hostel premises .So a sum of Rs.50,000/-(Approximately) or subjected to plan and estimate which is less be approved.

ITEMS NO.10.

Ms. Soumya Sefalika Rout, lecturer in Botany submitted her resignation from 05.03.2024 as one month notice as she got better opportunity in another establishment, hence her resignation be approved. And process may be started to appointment a new lecturer in Botany.

The meeting ended with a vote of thanks to Chair.

Principal cum Sectator, 9102/24, Principal cum secretarallege S.D. Wormen acount

Rajgangpur

Members Present

1 Smt. S.R.Koley

2 Sri S.K.Panda3 Sri P.C.Paikray

4 Mr. Gajindra Deuria

5 Mr.Niraj Kumar Agarwal

6 Dr(Mrs) Sarojini Sahoo7 Mrs. Renu Maskar

8 Me. Dillip Ku Sahoo

9 Mrs.Rosalie Das

President, G.B.

Dr (Smt) Kamal Kumari Mishra

President, Governing Body

S.D.Women's College, Rajgangpur

SARBATI DEVI WOMEN'S COLLEGE, RAJGANGPUR

Venue: Office of the Principal-Cum-Secy,

S.D.Women's College, Rajgangpur

Date: 19.02.2024 Time:2.30pm

ITMES NO. 11

Principal cum-secretary suggested to make an Fixed deposit both from College and Hostel Accounts of Rs. 30,00,000(Thirty lakh) and Rs.20,00,000(Twenty lakh) respectively for next five year in Punjab National Bank, Rajgangpur . Resolved as suggested.

ITEMS NO.12

Principal cum secretary suggested towards construction of new RCC College Canteen adjacent to College Library building as per plan estimate to be executed by BDO, Rajgangpur on request approximately estimate amount of Rs.5,00,000/-(Rupees five lakh)only from college Development fund.

Resolved s suggested.

arPrincipal-Com-Secrefaryege

S.D. Women's College

Rajgangpur

Members Present

Smt. S.R. Koley S R. Koley 19.2.24

Sri S.K.Panda S. K. KWIG-2-2 2

Sri P.C.Paikray 3

Mr. Gajindra Deuria 4 Mr.Niraj Kumar Agarwal 5

Dr(Mrs) Sarojini Sahoo

Mrs. Renu Maskara 7

8 Mr. Dillip Ku Sahoo

Mrs.Rosalie Das

Dr (Smt) Kamal Kumari Mishrallege

S.D.Women's College, Rajgangpur

President, Governing Body

SARBATI DEVI WOMEN'S COLLEGE, RAJGANGPUR

Venue: Office of the Principal-Cum-Secy,

S.D.Women's College, Rajgangpur

Date: 19.02.2024 Time:2.30pm

ITMES NO. 12

Principal cum- Secretary suggested to enhance the remuneration of Accounts Bursar from Rs.600/- to Rs.1000/-. w.e.f.01.09.2023.Resolved as suggested. **ITEMS NO.13**

Principal cum Secretary suggested for promotion of Mrs.J.Toppo, Jr,clerk to Sr,Clerk (Accountant,I/c) and Sri P.C.Paikray Jr, Clerk to Sr, Clerk (Head Clerk, I/C) after satisfactory service of 32 and 31 year of service respectively with effect from 19.02.2024. Resolved s suggested.

Principal-Cum-Secretary S.D. Women's College

Rajgangpur

Members Present

Smt. S.R.Koley 1

Sri S.K.Panda 2

Sri P.C.Paikray 3

Mr. Gajindra Deuria 4

Mr.Niraj Kumar Agarwal 5

Dr(Mrs) Sarojini Sahoo 6

Mrs. Renu Maskar 7

Mr. Dillip Ku Sahoo

Mrs.Rosalie Das 9

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Dr (Smt) Kamal Kumari Mishra President, Governing Body

S.D.Women's College, Rajgangpur President, G.B.

Sarpati Devi Women's College Raidandbur

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	PROP	PROPSED DFAFT FOR SALARY ENHANC	SALARY ENHA	NCEMENT OF	MANAG	SEMENT P.	AYMENT EN	EMENT OF MANAGEMENT PAYMENT EMPLOYEES (ANNEXURE-1)	UKE-IJ		
ý	の地域の			Existing Pay			Proposed	Pay after		0	Next Increment
SI No	Name	Designation	Date of App	as on 31-08-	EPF	GROSS	Increment	Increment as on 01-09-2023	EPF	GROSS	on 01-09-2024
	MICHAEL	loct in Rot	01-04-2011	20.540	1,800	22,340	1,600	22,140	1,800	23,940	
1	1 RESHAN AARA BEGUIN	וברו ווו פסר	01-06-2018	12.550	1.506	14,056	1,600	14,150	1,698	15,848	
2	2 SUREKHA LAKRA	Lect in Fist	09-09-2018	12,550	1,506	14.056	1,600	14,150	1,698	15,848	
m	3 NAMITA SAH	Lect in Chein	03-06-2016	12 550	1 506	14.056	1.600	14,150	1,698	15,848	
4	4 NEHA SINGH	Lect in Comm	01-11-7010	12,000	1,000	10,104	1,600	13 300	1 596	14.896	
5	5 ANIL KU SATPATHY	Lect in Comm	01-08-201/	11,/00	1,404	13,104	1,000		1 244	12 544	t
9	6 SOUMYA SEFALIKA ROUT	Lect in Bot	01-07-2022	009'6	1,152	10,752	1,600			12,344	
1	7 MUSKAN SAHOO	Lect in Zool	01-07-2022	009'6	1,152	10,752	1,600			12,544	
~	8 ANAMIKA MOHAPATRA	Demn in Phy	03-07-2017	8,700	1,044	9,744	1,500		1,224	11,424	
6	9 SARITA BISWAL	Demn in Zool	12-08-2017	8,700	1,044	9,744	1,500	1		11,424	
18	10 SUBHASHREE P SAHOO	Demn in Chem	01-07-2022	000'2	840	7,840	1,500	8,500	1,020	9,520	
1	11 KALYANI SAHOO	Demn in Bot	01-07-2022	7,000	840	7,840	1,500	8,500		9,520	
13	13 SUSHMITA TOPPO	Jr Librarian	18-07-2016	9,590	1,151	10,741	1,500	11,090	۲,		
21	21 RESHMA DUNG DUNG	Asst. Lib	01-08-2022	5,400	648	6,048	1,400	6,800	_		
12	12 P SANTHA	Junior Clerk	02-01-2009	12,860	1,543	14,403	1,400	14,260	1,711	15,971	
15	19 SUNITA MAHARANA	Junior Clerk	03-01-2022	5,720	989	6,406	1,400	7,120	854	7,974	1
14	14 KABITA SINGH	DEO (+3)	13-07-2016	9,810	1,177	10,987	1,400	11,210	1,345	12,555	1
15	15 SHIBANI PANDA	DEO (+2)	01-12-2016	9,590	1,151	10,741	1,400	10,990	1,319	12,309	新見 は 一大流
16	16 RAJENDRA XESS	Gardener	01-04-2010	10,365	1,244	11,609	1,000	11,365	1,364	12,729	
17	17 RAJU PRADHAN	Night Wt Man	01-08-2017	009'9	792	7,392	1,000	7,600	912	8,512	
18	18 DEEPIKA TOPPO	Peon	02-01-2018	3 6,400	768	7,168	1,000	7,400	888	8,288	
72	20 MUKESH KISAN	Peon	12-02-2022	5,270	632	5,902	1,000	6,270	752	7,022	
22	22 RANJITA BADA	Lib Attd	01-08-2022	4,850	582	5,432	1,000	5,850	702	6,552	
			TOTAL	2,06,945	24,169	2,31,114	30,700	2,37,645	27,661	2,65,306	

Monthly Requirement Yearly Requirement

34,192 4,10,304

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SD Women's Rajgangpus Sundargath

		PROPSED DFAFT	FOR SALARY E	NHANCEMENT	r OF HOS	TEL PAYN	IENT EMPLO	PROPSED DFAFT FOR SALARY ENHANCEMENT OF HOSTEL PAYMENT EMPLOYEES (ANNEXURE-II)	(F		
				Existing Pay			Proposed	Pay after	ì	77040	Next Increment
SI No	Name	Designation	Date of App	Date of App as on 31-08-	EPF	GROSS	Increment	Increment as on 01-099-2023	F 7	GKOSS	on 01-09-2024
Н	INDIRA KUJUR	Cook		5,150	618	5,768	1,500	6,650	798	7,448	
2	PREMA DEI	Cook		5,000	009	2,600	1,500	6,500	780	7,280	
w.	3 RINABALA PRADHAN	Matron	a	5,100	612	5,712	. 1,300	6,400	768	7,168	
4	AYASHA BHAINSHA	Cook		4,000	480	4,480	1,000	2,000	009	5,600	
5	PADMINI PUJHARI	Cook		4,000	480	4,480	1,000	2,000	009	5,600	
STATE OF			TOTAL	23,250	23,250 2,790	26,040	008'9	29,550	3,546	33,096	

Monthly Requirement **Yearly Requirement**

84,672

BUDGET-FY23-24

SI No	SI No Total Students Admitted Fees Collected	Fees Collected
1	390	14,04,000
	EXPENDITURE	
1	SALARY	3,12,480
2	ELECTRICITY	3,15,164
3	GEN MAINTENANCE	3,00,000
4	MISC	50,000
5	TOTAL	9,77,644
н	BALANCE	4,26,356

President, G.B. Samati Devi Women's College Pelgangus

S D Women's Collège Rajgangpur Sundmaach

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SARBATI DEVI WOMEN'S COLLEGE, RAJGANGPUR

Venue: Office of the Principal Cum Socy,

S.D.Women's College, Rajgangpur

Date: 24.04.2024 Time: 10.00am

ITMES NO. 01

Principal cum. Secretary pointed out that as per the discussion in the last G.B. Meeting, appointment of lecturer in Botany against management vacant post. Ins been issued in favour of Smt.Kalyani Sahoo, who joined in her duty on 30:03:2024 may be approved, Resolved as suggested,

ITEMS NO.02

Principal cum Secretary put up the representation of 5mt Arati Sagar, Sweper (contractual) to enhance the remuneration. After careful discussion in the meeting it was decided to enhance the salary from 4750 to 5250/ per month w.e.f.01.05.2024.

Resolved as suggested.

ITEMS NO.03

Principal cum-Secretary pointed out that 5mt Nupur Agrawal was working in this college from 16.07.2018 to 27.02.2023 but due to some family problem she has resigned from her service on 28.02.2023 which has been accepted by the Principal. Now she has been requested to re-Appoint of Lecturer in Home Sc under management payment. After careful consideration GB decided to appointment new lecturer after due procedure (Walk in interview). Resolved as suggested

ITEMS NO.04

Principal cum- Secretary pointed out after purchased of new 11 nos. HP All in One Computer, 11 nos. of Computer Table and 11 nos of UPS is required to purchased. Resolved as suggested ITEMS NO.05

As per the requirement of HOD, Home Sc towards purchase of departmental equipment has been purchased after due procedure for Rs.57810.00 which need to be approve. Resolved as suggested ITEMS NO.05

As per GB resolution No.19/22-23 dt.03.08.2023, 11 nos of computer has been purchased with due procedure with cost Rs.529584.00 which is to be approved. Resolved as suggested ITEMS NO.06

Principal cum- Secretary pointed out that keeping view of the safe of furniture like Air condition, computer lab. and also NAAC visit, Steel Gate for the New Academic Building being procured amounting Rs.109256.00 is to be approved. Resolved as suggested

ITEMS NO.07

Principal cum- Secretary pointed out that for the ensuing NAAC visit Mr.S.K.Panda, Lect in Economics and IQAC in-charge and Sri R. K. Mohapatra, Lecturer in Math has been prepared the SSR which has been submitted and for the said, remuneration of Rs.40,000/- and 10,000/- may be sanctioned respectively. Resolved as suggested ITEMS NO.08

Principal cum-Secretary pointed out, The post Demonstrator in Botany has been vacant and in the month of May, 2024 one Lab/Attd. in Home Sc and One peon will retire from their service. Hence necessary permission may be given to appoint one Demo/Bot, One Peon and One Lab/Attd. in Home Sc through proper advertisement (walk-in interview). Resolved as suggested

ITEMS No.09

Principal cum-Secretary pointed out, Mr.Bisweswar Pradhan, (1st Post) Part-time Lecturer in Physics and Ms.Manjusha Pradhan, Lecturer in Mathmatics (part-time) working in this college since 01.09.2023 and 11.09.2023 respectively. After satisfactory in their service they may be regularized with immediate effect/one year completion of service for the interest of the students as well as the institution. Resolved as suggested

ITEMS MO.10.

Principal cum- Secretary pointed out that All Department HODs are submitted their departmental requirements like furniture and stationeries before NAAC visit may be purchased out of college fund approximately cost of Rs.5,00,000/- After careful discussion in the meeting it was decided to purchased the items selected by the screening committee headed by President G.B. latter on. Resolved as suggested

Principal Caption Principal College

S.D. Women's Rallegardour

Rajgangpur

Members Present

Smt. S.R.Koley 1 2 Sri S.K.Panda

3 Sri P.C.Paikray

4 Mr. Gajindra Deuria 5 Mr.Niraj Kumar Agarwal

6 Dr(Mrs) Sarojini Sahoo

7 Mrs. Renu Maskara

8 Mr. Dillip Ku Sahoo

9 Mrs.Rosalie Das Dr (Smt) Kamal Kumari Mishra President, Governing Body

S.D.Women's College, Raigangpur President, C.B.

Sarpati Devi Women's College Raigangpur

Sarojini Sahu Renu Maskan. Rosaliencia)