

VYASANAGAR AUTONOMOUS COLLEGE, JAJPUR ROAD, JAJPUR

PROCEEDINGS OF THE GOVERNING BODY MEETING

HELD ON DATED : 10.06.2023

A meeting of the Governing Body of Vyasaganar Autonomous College, Jajpur Road was held in the Principal's Office at 4.00 PM on 10.06.2023 under the Chairmanship of **Sri Pradeep Kumar Biswal**, President G. B. and the following members were present and participated in the deliberations.

Members Present :

1. **Sri Tarun Kumar Das (Member)** *Tarun Das 10/6/2023.*
2. **Sri Rasananda Mohanty (Member)** *Rasananda Mohanty*
3. **Sri Prafulla Kumar Samal (Member)** *Prafulla Kumar Samal 10/06/2023*
4. **Mrs Sarojini Bal (Member)** *Sarojini Bal 10/06/2023*
5. **Sri Dillip Kumar Mohanty (Member)** *Dillip Kumar Mohanty 10.06.2023.*
6. **Smt. Mamata Samal, (Member)** *Mamata Samal 10-06-23 -*
7. **Sri Upendra Kumar Swain (Principal-cum-Secretary, Ex-Officio)** *Upendra Kumar Swain 10-6-23*

All the resolutions taken by the Governing Body in its previous meeting on dated 29.04.2023 were read out and confirmed unanimously.

1. The action taken reports of the resolutions of G B meeting on 29.04.2023 were discussed thread bare and approved.

2. Resolved that Governing Body declares the college campus to be made smoking and tobacco free and plastic free campus including the college hostels. The NSS units of the college shall look after and ensure the smoking and tobacco free campus and the NCC units are entrusted with the task of making the campus plastic free. Massive awareness programmes will be organised by the NSS and NCC units of the college among the students, staff and the visitors to the college campus to make the campus smoking and tobacco free and plastic free campus from the reopening of college to 15th July, 2023. In violation of the said order fine up to Rs 500/- will be imposed and collected from the individuals found guilty after 16.07.2023. Placards and posters, banners showing slogans, guidelines will be affixed at most convenient/conspicuous places of the campus and hostels to create awareness among all. The Principal is advised to provide necessary funds for the purpose on the approval of the President, GB.

(Action:- POs of NSS units, ANOs and CTOs of NCC units and All Hostel Superintendents and Deputy Superintendents.)

3. Resolved that a reminder letter will be sent to the Department of Higher Education, Govt. Odisha regarding the stoppage of recovery/deduction/refund of the management salary already paid to the employees by the college management from the payment of Block Grant/ GIA salary component including arrears by the Government after sanction and release of Block Grant/ GIA in favour of those employees and receipt of the same from the government.

(Action:- Principal and Accounts Bursar)

4. Resolved that short payments of Income Tax, if any, will be recovered from the persons concerned and pending amount will be reconciled with that collection.

(Action:- Principal, Accounts Bursar and Prof. in Charge of Income Tax)

5. The G B expressed its displeasure regarding the inaction of the HoD, Department of Botany for not taking any interest for renovation of

the Botanical Garden. The HoD, Department of Botany of the college is once again directed to take all necessary steps to revive and beautify the Botanical Garden of the college for the visit of the NAAC Pear team to the college by the end of June 2023. Otherwise, his salary for the month of June 2023 shall be held up.

(Action:- Principal and HoD, Department of Botany)

6. Resolved that persons who have been assigned any task / work by the GB or the college authority will be solely responsible for non-performance of the task /work in time and salary of those persons found responsible for non-compliance shall be held up till satisfactory completion of the task and work assigned.

(Action:- Principal and Administrative Bursar)

7. Resolved that the cash books and all subsidiary cash books will be maintained on daily basis unfailingly and on the first day of each month the head of the institution shall check the cash books positively and furnish a certificate as prescribed by the GB. In spite of repeated instructions and discussion in the previous GB meetings the Principal miserably failed to record cash verification certificate in the cash books after end of each month. The Principal is warned not to repeat such irregularity in future.

(Action:- Principal , Accounts Bursar and Accountant)

8. The governing Body expressed it serious displeasure over the improper maintenance of the PG as well as other cash books and failure of bank reconciliation regularly. The figures/amount are not reflected/updated in the college e-accounts module on daily basis. This will be completed within 10 days and compliance reported to the President, GB. In case of non-compliance, the salary of the Principal, Accounts Bursar, Associate Accounts Bursars, Accountant and all other staff of accounts section for the month of June shall not be released.

(Action:- Principal, Accounts Bursar, Associate Accounts Bursars, and Accountant.)

9. Internal Audit for the financial year 2022-2023 will be completed within the time limit allowed on the request of the Head of the internal Audit team. In case of failure to complete it, the salary of the members of the Internal Audit team and all others responsible for it for the month of June 2023 shall be held up.

(Action: Internal Audit Team, accounts Section, Hostels superintendents, Controller of examinations and Coordinator, IDP)

10. A reminder shall be sent to the Department of Higher Education, Govt. Odisha regarding approval of the name of the industrialist as GB member in place of Sri Sashibhusan Upadhyaya. The Administrative Bursar shall be deputed to the Jindal Stainless Steel, Kalinga Nagar, Duburi by 20th June 2023 to collect the relevant papers for the aforesaid purpose and the same shall be deposited in the Department to obtain the approval.

(Action:- Principal and Administrative Bursar)

11. Resolved that a reminder giving all the details enclosing the resolution of the GB meeting dt. 29.04.2023 shall be made to the Department of Higher Education, Govt. of Odisha in respect of Dr Diptimayee Das, Reader in Odia and Ex-Superintendent, West Ladies Hostel and Dr Pramodini Chakra, Ex-Lecturer in English and Ex-Superintendent, East Ladies Hostel for audit objections and spot verification report without wasting any further time.

(Action:- Principal , Accounts Bursar and Accountant)

12. A report of the service details of teaching and non-teaching staff under management payment shall be prepared and submitted to the President, GB by the end of June 2023 for further course of action. The Governing Body expressed its serious concern for inordinate delay in finalising the matter. No further extension of time is allowed.

(Action:- Principal , Sri D K Mohanty, Ex-Administrative Bursar and Sri A K Padhi, Administrative Bursar)

13. The Governing Body expressed its utter displeasure over the inordinate delay in drawing Departmental proceedings against Sri H K

Rout, Ex-Principal, Sri Keshab Chandra Khuntia, Ex-Accountant and Dr Pramodini Chakra, Ex-Superintendent, East Ladies Hostel for audit recovery and Sri Jibanbandhu Dass, Lecturer in Zoology and Sri Manas Ranjan Nayak, Peon for indiscipline activities and misconduct. The drawl of Departmental proceedings against the above mentioned persons shall be completed by the end of this month. Sri D K Rout, Associate Administrative Bursar is entrusted with the task. He will be supplied all relevant files and documents of Accounts by Dr Dasarath Sahoo , Associate Accounts Bursar and files and documents of the Establishment Section by Sri Bauribandhu Das, Headclerk much in advance for such drawl. The Principal is advised to ensure that the relevant records are made available to Sri D K Rout, Associate Administrative Bursar by 20th June 2023.

(Action:- Principal , D K Rout, Associate Administrative Bursar and Dr Dasarath Associate Accounts Bursar and Sri Bauribandhu Das, Head Clerk)

14. Time and again the Principal was instructed to meet the SP, Jajpur and IIC, Jajpur Road P S and pursue the FIR filed before the E O W, Bhubaneswar against the persons who misappropriated the college money. Instead of pursuing the matter the Principal is delaying the matter for reasons best known to him. Consequently the errant employees go scot free. This is not desirable. The Governing Body viewed the matter seriously. Therefore, the Principal along with Sri D K Rout will physically visit the SP, Jajpur and IIC, Jajpur Road Model Police Station and discuss with them regarding the status of the FIR lodged by the college before EOW .Bhubaneswar by 20th June 2023. He will submit a report to the President, G B by 22.06.2023 for further action.

(Action:- Principal)

15. The members of the Governing Body expressed their dissatisfaction over the slow progress in full-fledged implementation of the e-library and Dr Sujata Otta, Prof.in Charge of Library, was called upon to explain the reason of delay. The explanation given by Smt Otta did not satisfy the G B. As such it was resolved that the digital Library Cards for the purpose of e-library will be prepared by Smt. Otta, Prof. in Charge of Library with the help of Sri R N Sahoo, Dealing Assistant, College store and e-library will be fully functional from the beginning of the coming academic section. The required printer will be supplied to the library after approval of the budget for the Current financial year.

(Action:- Principal, Dr. S Otta, Prof. in Charge of College Library and the Librarian)

16. Resolved that a detailed report in the form of proposal regarding internet connection and usage at present and expected requirement in future shall be prepared and submitted to the Chairman, Committee for proper Implementation of e-services in the college by the end this month for finalisation.

(Action:- Principal, Sri D K Rout, Associate Administrative Bursar and Dr Dasarath Sahu, Associate Accounts Bursar)

17. Resolved that e-accounts of all sections and all hostels shall be updated in all respects by the end of June 2023. There after it shall be updated on daily basis in the e-accounts module and compliance be submitted to the committee for implementation of e-services for verification. In case of non-compliance within due time, salary of all defaulters for the month of June 2023 will be held up.

(Action:- Principal, Accounts Bursar, Associate Accounts Bursars, Accountant, All Hostel Superintendents and Deputy Superintendents, Controller of Examinations and IDP, Coordinator)

18. The Governing Body viewed the non-publication of the Vyasa Lecturer series in spite of the GB resolution in the last GB meeting. So Capt. Purna Chandra Swain, Lecturer in Sanskrit and Prof.in Charge of Vyasa Lecturer Series was found responsible and he is allowed 10 days'

time to complete the task as assured by him to the president GB. In case of failure to publish the same within the time limit (from 10.06.2023 to 20.06.2023) allowed, the salary of Capt. Purna Chandra Swain, Lecturer in Sanskrit and Prof.in Charge of Vyasa Lecturer Series for the month of June 2023 will be held up.

(Action:- Principal, Capt. Purna Chandra Swain, Lecturer in Sanskrit and Prof.in Charge of Vyasa Lecturer Series)

19. Written warnings shall be issued to the 10 employees whose salary have been held up for their unauthorised absence in the college campus at the time of surprise checking and then their held up salary for that day will be released.

(Action:- Principal and Administrative Bursar)

20. The demand registers of students and collections from them shall be maintained on daily basis and updated in the e-accounts module. All pending works shall be completed by Sri R N Sahoo, Junior Clerk (+2 Collection Counter) and Sri Susanta Samal (+3 Collection Counter) by 20th June 2023. The two Associate Accounts Bursars, Sri Bishnu Barudi, Lecturer in Commerce and Sri Rupesh Maharana, Lecturer in Economics will personally supervise the maintenance of Demand Registers and DCR and updation of the data in the e-accounts Module. In case of non-maintenance of records and non-entry of data in the module the salary of Sri R N Sahoo, (+2) and Sri Susanta Samal (+3), Sri Bishnu Barudi, Lecturer in Commerce and Sri Rupesh Maharana, Lecturer in Economics for the month of June will be held up and disciplinary actions will be initiated against Sri R N Sahoo, (+2) and Sri Susanta Samal (+3).

(Action:- Accounts Bursar, Sri Bishnu Barudi, Lecturer in Commerce and Sri Rupesh Maharana, Lecturer in Economics Sri R N Sahoo, (+2) and Sri Susanta Samal (+3))

21. The Annual Budget for the FY 2023-2024 placed before the GB was incomplete and many irregularities were noticed. So it is advised to modify and prepare the Budget again properly in comparison with last two years actual income and expenditure head wise and the physical

copies be submitted to the president , GB latest by 13th June 2023 for his approval subject to the post facto approval of the GB in the next GB meeting.

(Action:- Principal , Accounts Bursar, Associate Accounts Bursars and Accountant)

22. Resolved that Rs 1000/ will be hiked in fees towards development fees over and above the existing fee structure which will be collected from the students of +3 Ist year Arts, Science and Commerce from the academic year 2023-2024 at the time of admission and subsequently from them at the time of readmissions next years.

(Action:- Principal , Accounts Bursar, Accountant, Academic Bursar and Degree Admission In Charge)

23. The follow up of action will be taken on the report of the Sub-committee on service details of the teaching and non-teaching staff under the college management payment.

(Action:- Principal and Administrative Bursar)

24. EPF Contribution of pending 4 months on the gross salary in favour of the management paid employees shall be deposited after collection of the employees share from the employees concerned and the employer share from the college resources.

(Action:- Principal and Prof. in Charge of EPF)

25. As per the Special Audit report 01/AR/2021-22, reminder show causes will be issued to persons against whom audit has raised objections and suggested for recovery if they have not complied the earlier show causes for the last time and recovery notice will be issued to all those whose compliances are not satisfactory within a week, failing which the salary of the Principal, the Accounts Bursar and Accountant for the month of June, 2023 will be held up.

(Action:- Principal, Accounts Bursar and Accountant)

26. Sri Pradip Kumar Jena, Retd. Demonstrator in Zoology will be engaged as Guest Demonstrator temporarily for one academic session

in the Department of Zoology at the remuneration of Rs 5000 maximum per month except the period of vacations. He will not claim any social security benefits and any other benefits for such engagement.

(Action:- Principal and Administrative Bursar)

27. Sri Sadananda Sathy will be upgraded from Gardner to Lab Attendant in the Department of Chemistry against the vacancy caused consequent upon the retirement of Mrs Gouri Mallick, Ex- Lab Attendant in Chemistry with a consolidated pay of Rs 6000/- per month in addition to the social security benefits he is getting at present.

(Action:- Principal and Administrative Bursar)

28. Opening of NCC as an elective subject for degree students from the current academic session is approved.

29. The merit list for engagement of Guest Faculties and DEOs on the basis of the results of the walk in interview conducted on 03.10.2023 is accorded post facto approval.

30. After the approval of the annual Budget for the FY 2023-2024 all the expenditures incurred so far during the tenure of the incumbent Principal I/C , Sri Upendra Kumar Swain will be placed before the President , GB for post facto approval showing reasons for incurring expenditure without approval of the Budget.

(Action:- Principal, Accounts Bursar and Accountant)

31. The Principal will visit the office of the R & B, Panikoili and discuss the matter with the Superintending Engineer personally for construction of the boundary wall around the newly constructed Ladies Hostel utilising the infrastructure Grant by Govt. of Odisha.

(Action:- Principal and IDP, Coordinator)

32. Post facto approval for the payments made to Advocates for different cases so far during the period of Dr Kusha Chandra Pradhan, Ex-Principal I/C and Sri Upendra Kumar Swain, Principal I/C. is accorded.

33. The Held up salary of the Principal, Accounts Bursar and the Accountant for the month of May 2023 will be released with immediate

effect subject to the condition that they will complete the audit compliance of Special Audit Report 01/AR/2021-22 within a week time, failing which their salary for the month of June 2023 will be held up.

34. A tentative budget estimate will be prepared for the visit of the Academic Audit Team of the University and submitted to the President for his approval at the earliest.

(Action:- Principal , Academic Bursar and Head of the Academic Audit Team)

35. Sri Babrubahan Jena, Reader in Political Science and Prof. in Charge of UGC and Sri Bibekananda Jena, Lecturer in Mathematics and Coordinator, IQAC will move to UGC Office, New Delhi in connection with permission for opening the B Voc courses from the academic session, 2023-24 and utilising the grant sanctioned and released by UGC for the purpose.

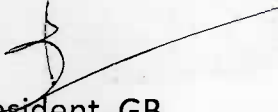
(Action:- Sri Babrubahan Jena, Reader in Political Science and Prof. in Charge of UGC and Sri Bibekananda Jena, Lecturer in Mathematics and Coordinator, IQAC)

36. A detailed report on the application of Jio Company as per the agreement between the college authority and the company and terms and conditions at the time of installation will be prepared and submitted to the President, GB for necessary order in this regard

(Action: Principal and Administrative Bursar)

The meeting ended with vote of thanks to the chair.

10.06.2023


President, GB
V N Auto. College, Jajpur Road
Vyasanagar (Auto.) College
Jajpur Road