

हिमाचल प्रदेश सरकार  
2017 - 18

"मजबूत लोकतंत्र-सबकी भागीदारी"  
"यौन रोगों का शीघ्र व सही उपचार है  
एच.आई.वी./एड्स की रोकथाम में मददगार"

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नाम..... BIAIPWPCA Deptt.

विषय..... Mansuul Committee

Certified that the Register of Self-Financing Management/  
Core Committee meeting minutes contains pages from  
01 to 188.

27/11/2024  
Director-cum-Principal  
SGGSJ Govt. Degree College  
Paonta Sahib, Sirmour (H.P.)

## 1st Meeting

Today on 27-11-2017 at 02:00pm a meeting of Management Committee of Higher Education Institute Society (Regd.) was convened in the office of Principal, Govt. College Paonta Sahib under the chairmanship of Dr. K.V. Singh Cum Principal. Govt. Degree College, Paonta Sahib. The following members were present in the meeting:-


- 1.) Dr. K.V. Singh (Principal) Chairperson
- 2.) Prof. Ritu Pant (Associate Professor of in Zoology)
- 3.) Prof. Ramlal Tomar (Associate Professor in Hindi)
- 4.) Prof. Sudesh Sharma (Assistant Professor in Physics)
- 5.) Prof. Jahid Ali Malik (Assistant Professor in Botany)
- 6.) Prof. Rinku Aggarwal (Assistant Professor) Coordinator
- 7.) Sh. Naresh Kumar, Superintendent Office
- 8.) Sh. Madan Sharma, PTA President
- 9.) Sh. Satish Goel (President Industry Chamber & Commerce Paonta Sahib)
- 10.) Sh. Sanjay Kumar

The meeting was started by welcoming of the members of the management committee, Higher Education Institute Society by the Principal, by Coordinator of BCA/PGDCA. Sh. Rinku Aggarwal read the minutes of previous meeting of management committee held on 29-12-2016.

The following agenda items were discussed:-

1. The Salary of Ms. Jyoti Sharma, Lectures BCA/PGDCA increased from Rs. 13000/- to 15,000/month w.e.f. 1-2-2017.
2. The final payment of CCTV cameras purchased and this installation at Rs. 173349/- has been made.
3. (i) Five computers have been purchased for computer Lab for Rs. 2,49,325/-  
(ii) Five UPS purchased for Rs. 11025/-  
(iii) Printer-cum-scanner purchased for Rs 10,320/- as approved in the previous meeting.
4. The vacation salary for the period 1-1-2017 to 31-1-2017 was not paid to the BCA/PGDCA staff.
5. The result of the BCA/PGDCA staff was discussed and Sh. Satish Goel proposed to motivate the staff for better results in future. It was decided that the reasons of low pass percentage will be sought and staff will be motivated for better performance in future.



  
Dr. MOHAN SINGH CHAUHAN  
Principal  
Shree Guru Gobind Singh Ji  
Government College  
Paonta Sahib  
Dist. Sirmour (H.P.)-173025

6. The College Website is functional and updated time to time by the staff members.
7. The Principal told the committee that one of the Math's teacher was transferred and for one teacher it was difficult to take all the classes of B.A/B.SC/B.COM, so two teachers were required in the subject to teach alongwith Math for BCA/PGDCA students also in semester ending in Oct/Nov.-17 the teacher in maths would be appointed on lecture basis @ Rs. 250/- per hours or Rs 9000/- per month which ever is less.
8. Free maintenance of CCTV cameras still continued upto 1-2-2018. The Principal proposed that Annual maintenance may be extended from 1-2-2018.

### NEW AGENDA ITEMS :-

AGENDA -1 :- The chairperson told the committee that following decisions were taken

#### Expenditure :-

Expenditure of Rs. 62924/- was made on fabrication/ partition work to make class room and computer lab.

- i) Four computer tables and 34 chairs for computer lab purchased for Rs. 65,568/-
- ii) To purchase Air-conditioner and installed in BCA/PGDCA lab for Rs. 21,000/- were have been spent.
- iii) Teak plywood purchased and fixed for projector screen for Rs. 5060/-
- iv) MS office software purchased for Rs. 7450/- and installed in PC for UGC-IQAC work.
- v) Payment of Rs. 7200/- was made for hosting of college website upto 13-10-2018.
- vi) Payment of Rs. 4596/- was made for college website domain charges for nine year valid from 17-10-2017.
- vii) Being a government institution proper disposal of e-waste is mandatory. Therefore, for proper disposal of e-waste an agreement was made with Shivalik Solid Waste Management Limited, Nalagarh H.P. and a lifetime membership for of RS. 2950/- paid.
- viii) Computer tables installed in computer Lab, Room No. 1, old Building has been damaged by white ant/ termiters, hence been written off.
- ix) Process of registration of college on Government E-marketing is in progress.



  
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- x) Process of sale of batteries as e-waste to Shivalik Solid Waste Management Limited, Nalagarh is also in progress.

AGENDA-2: Shifting of two CCTV cameras from Library to Multi-purpose Hall (MPH).

Decision:- the committee approved shifting of CCTV cameras and it was decided that all the charges will be paid out of IT Department.

AGENDA-3: one CCTV CAMERA IS TO BE INSTALLED IN FRONT OF Music Department and Physical Education Department.

Decision:- The chairperson proposed that one CCTV Camera is to be installed in front of Music Department and Physical Education Department. Sh. Satish Goel added that one camera may also be installed inside the community Hall. The committee decided that one camera will be installed in front of Music Department and Physical Education Department and one in community Hall.


AGENDA-4: Shifting of Bank A/C of self financing course from SBI, Paonta Sahib to Himachal Pradesh state Cooperative Bank, Paonta Sahib.

Decision:- The chairperson told that there is always a requirement of PAN in SBI Branch for completing transactions and college don't have PAN. This matter has been put up with ombudsman. Sh. Naresh Kumar told that there is problem in updating passbook, deposit of cash (fees) if it exceeds Rs. 50,000/- in a day. After discussion on this point it was decided that the account may be shifted after analyzing the information regarding auto sweep facility, rate of interest, 80G exemption etc.

AGENDA-5: Demand of Hike in salary of staff members.

Decision:- The chairperson told about the demand of staff members regarding increase in salary. Sh. Satish Goel proposed that it may be raised. The chairperson told that we can give maximum annual increment of three percent. Sh. Naresh Kumar proposed to increase salary of teaching staff by RS. 100/-per month. Sh. Satish Goel proposed an increase of RS. 300/- per year in the salary of Lab Attendant and peon. Sh. Naresh Kumar proposed an increase of Rs 500/- per year for non-teaching staff. After detailed deliberations and eminent discussions it was unanimously decided that salary of Ms. Jyoti, Mrs. Bhar & Mrs. Aparna (Faculty BCA/PGDCA) will be increased from Rs. 15000/- per month to RS. 16000/- per month w.e.f. 1-2-2018. The chairperson advised these staff members to qualify NET/SLET with in a period of one year for future advancement in career. And salary of Mr. Mahesh (Lab Attendant) will be raised from Rs.



  
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6000/- per month to Rs. 6500/- per month and salary of Mr. Deepak (Peon) will be raised from Rs. 5500/- per month to RS. 6000/per month w.e.f 1-2-2018.

AGENDA-6 Transfer of building fund @ Rs 120 per student to College Building Fund and PTA rules.

Decision: - The committee approved the transfer of building fund and PTA fund as per rules.

AGENDA-7 Demand of salary of Diwali vacation to the BCA/PGDCA staff.

Decision:- it was decided that these vacations are part of university academic schedule so the payment cannot be made for these vacations.

AGENDA-8 Purchase of five computers, five UPS, one (KYAN) integrated computer projector, one AC (1.5 ton)/ (2.0 ton) to be purchased for computer Lab.

Decision:- It was decided that all the above items may be purchased after inviting quotations from the HPSEC and from the local market. The budget of Rs. 3,20,000/- (There taken twenty thousand only) approx. for the purchase of five computer & five UPS and RS. 120,000/- (one taken twenty thousand only) approx. for purchase of KYAN (integrated computer projector) was approved by the committee. Regarding licensed software, teaching staff was directed to make Endeavour to purchase the authentic one from the market.

It was further decided that separate electricity meter for BCA/PGDCA department is to be installed.

It was proposed to call the next meeting before June, 2018. The meeting ended with a vote of thanks.



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- 2) Prof. Ritu Pant (AP in Zoology)
- 3) Prof. Ram Lal Tomar (AP in Hindi)
- 4) Prof. Sudesh Sharma (AP in Physics)
- 5) Prof. Jahid Ali Malik (AP in Botany)
- 6) Prof. Rinku Aggarwal (Coordinator)
- 7) Sh. Nareesh Kumar, Supt.
- 8) Sh. Madan Sharma, PTA President
- 9) Sh. Satish Goel
- 10) Sh. Sanjay Kumar

The meeting was started by welcome of the members of the management committee, Higher Education Institute Society by the Principal, Then, Coordinator of BCA/PGDCA, Sh. Rinku Aggarwal read the minutes of previous meeting of management committee held on 29.12.2016.

The following old agenda items were discussed:

1. The salary of Ms. Jyoti Sharma, Lectures BCA/PGDCA increased from Rs. 13000/- to Rs. 15000/- per month w.e.f. 01.02.17.
2. The final payment of CCTV cameras purchase and installation of Rs. 1,73,340/- has been made.
3. i) Five computers have been purchased for computer lab for Rs. 2,49,325/-.  
ii) Five UPS purchased for Rs. 1,10,250/-.

- iii) One printer-cum-scanner purchased for Rs. 10,320/- as approved in the previous meeting.
- iv) The licensed software were not purchased yet due to non-availability of vendor.
4. The vacation salary for the period 01.01.17 to 31.01.17 was not paid to the BCA/PGDCA staff.
  5. The result of the BCA/PGDCA staff was discussed and Sh. Satish Goel proposed to seek reasons of their low pass percentage and motivate the staff for better results in future. It was decided that the reasons of low pass percentage will be sought and staff will be motivated for better performance in future.
  6. The college website is functional and updated time to time by the staff members.
  7. The Principal told the committee that one of the maths teacher was transferred and for one teacher it was difficult to take all the classes of B.A./B.Sc./B.Com., so two teachers were hired in the subject of Math for BCA/PGDCA students in semester ending in Oct/Nov.-17 on lecture basis @ Rs. 250/- per hour or Rs. 9000/- per month whichever is less.
  8. Free maintenance of CCTV cameras still continued upto 01.02.2018. The Principal proposed that Annual maintenance may be extended from 01.02.2018. ~~As per~~

### NEW AGENDA ITEMS:-

- AGENDA-1:- The chairperson told the committee that following decisions were taken



expenditure was made for the betterment/development of the department:-

- i) Expenditure of Rs. 62924/- was made on fabrication/ partition work to make class room and computer lab.
- ii) Four computer tables and 34 chairs for computer lab purchased for Rs. 65,568/-.
- iii) To make Air-conditioner functional an outdoor unit of Air-conditioner purchased and installed in BCA/PGDCA Lab for Rs. 21,000/- to replenish the stolen unit.
- iv) Teak plywood purchased and fixed for projector Screen for Rs. 5060/-
- v) MS office software purchased for Rs. 7450/- and installed in PC for UGC-IQAC work.
- vi) Payment of Rs. 7200/- made for hosting of college website upto 13/10/2018.
- vii) Payment of Rs. 4956/- made for college website domain charges for nine years valid from 17/10/2017.
- viii) Being a government institution proper disposal of e-waste is mandatory. Therefore, for proper disposal of e-waste an agreement was made with Shivalik Solid Waste Management Limited, Nalagarh, H.P. and a lifetime membership fees of Rs. 2950/- paid.
- ix) Computer tables installed in Computer Lab, Room No.1, Old Building has been damaged by white ant/termites, hence been written off.
- x) Process of registration of College on Government E-marketing is in progress.
- xi) Process of sale of batteries as e-waste to

Shivalik Solid Waste Management Limited, Nalagarh is also in progress.

THE ABOVE DECISIONS AND EXPENDITURE WERE UNANIMOUSLY APPROVED BY THE MANAGEMENT COMMITTEE.

→ AGENDA-2. Shifting of Two CCTV cameras from Library to Multi-purpose Hall (MPH)

Decision :- The committee approved shifting of CCTV cameras and it was decided that all the charges will be paid out of IT Department.

→ AGENDA-3. One CCTV camera is to be installed in front of Music Department and Physical Education Department.

Decision :- The chairperson proposed that one CCTV Camera is to be installed in front of Music Department and Physical Education Department. Sh. Satish Goel added that one camera may also be installed inside the community Hall. The committee decided that one camera will be installed in front of Music Department and Physical Education Department and one in community Hall.

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Decision :- The chairperson told that there is

always a requirement of PAN in SBI Branch for completing transactions and college don't have PAN. This matter has been put up with Ombudsman. Sh. Naresh Kumar told that there is problem of updating Passbook, deposits of cash (fees) if it more than Rs. 5000/- in a day. After discussion on this point it was decided that the account may be shifted after analysing the information regarding auto sweep facility, rate of interest, 80G exemption etc.

AGENDA-5: Demand of hike in salary of staff members.

Decision:- The chairperson told about the demand of staff members regarding increase in salary. Sh. Satish Goel proposed that it may be raised. The chairperson told that we can give maximum annual increment of three percent. Sh. Naresh Kumar proposed to increase salary of teaching staff by Rs. 1000/- per month. Sh. Satish Goel proposed an increase of Rs. 300/- per month in the salary of Lab Attendant and Peon. Sh. Naresh Kumar proposed an increase of Rs. 500/- per month. Dr. Jahid Ali Malik supported Sh. Naresh Kumar that due to increasing inflation salary may be increased by Rs. 500/- per month for non-teaching staff. After detailed deliberations and eminent discussions it was unanimously decided that salary of Ms. Jyoti, Mrs. Bahar & Mrs. Aparna (Faculty BCA/PGDCA) will be increased from Rs. 15000/- per month to Rs. 16000/- per month w.e.f. 01.02.2018. The chairperson advised these staff members to qualify NET/SLET with

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AGENDA-6 :- Transfer of building fund @ Rs. 120 per student to College Building Fund and PTA fund.

Decision :- The committee approved the transfer of building fund and PTA fund as per rules.

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Decision :- It was decided that these vacations are part of University academic schedule so the payment cannot be made for these vacations.

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Decision :- It was decided that all the above items may be purchased after inviting quotations from the HPSEC and from the local market. The budget of Rs. 3,20,000/- (Three lakh twenty thousand only) approx. for the purchase of five computers & five UPS and Rs. 1,20,000/- (One lakh twenty thousand only) approx. for purchase of KYAN

(integrated computer projector) was approved by the committee. Regarding licensed software, teaching staff directed to make endeavour to purchase the authentic one from the market.

It was further decided that separate electricity meter for BCA/PGDA department is to be installed.

It was proposed to call the next meeting before June, 2018. The meeting ended with a vote of thanks.

1. Runku  
(Mr. Runku Aggarwal)

2/12/2017  
Principal  
G.C. Paonta Sahib