

05<sup>th</sup> meeting

Today on 23/12/2019 at 11:00 am a meeting of Management Committee of Higher Education Institute Society (Regd.) was convened in the office of Principal-cum-Director, Govt. Degree College, Paonta Sahib under the Chairperson of Prof. Devindra Gupta, Principal, Govt. Degree College, Paonta Sahib. The following members were present in the meeting:-

1. Prof. Devindra Gupta (Principal), Chairperson
2. Prof. Sulaxana Sharma (AP in Zoology)
3. Prof. Ram Lal Tomar (AP in Hindi)
4. Dr. Jahid Ali (AP in Botany)
5. Dr. Deepali Dhandari (AP in English)
6. Sh. Madan Sharma (PTA President)
7. Sh. Satish Goel
8. Sh. Narender Pal
9. SH. Anshul Goel
10. Sh. Sanjay Kumar
11. Prof. Rinku Aggarwal (Coordinator)
12. Sh. Asharf Ali (Supdt.)

The meeting was started with the welcome of the members of Higher Education Institute Society by Principal-cum-Director. Then the coordinator of BCA/PGDCA read the minutes of the previous meeting of the Management Committee held on 28/03/2019. Then the following points about work completed were presented before the members.

The following old agenda items were discussed: -

Expenditure:

AGENDA-1:- Purchase of 05 Computers with Software.

Action Taken: Five Computer Purchased through Gem for Rs. 2,92,240/- (Two Lakh Ninety-Two Thousand and Two Hundred Forty Only)

AGENDA-2:- Starting of BBA course under the Higher Education Institute Society.

Action Taken: - The proposal has been sent to the concerned outthorities.

AGENDA-3: - Appointment of one Faculty members for BCA/PGDCA.



  
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Action Taken: - The Govt. Appointed one Assistant Professor in the computer Application in the college. So he was allotted the workload of one faculty member and payment was made on period basic.

AGENDA-4: - Appointment of one library bearer.

Action Taken:- Library bearer requirement was filled through some trainees sent from various institution.

AGENDA-5:- Appointment of one sweeper.

Action Taken:- The Chairperson told that sweeper has still not been appointed in the department and efforts are being made to appoint a sweeper. It was proposed that until a full time sweeper is appointed the work of sweeper may be assigned to someone on part- time basis. So it was decided that Mr. Deepak Kumar S/o Sh. Hari Singh will be or signed the work of sweeper in the department and Rs. 2000/- (Two Thousand Only) per month will be paid for cleaning the department w.e.f.06/02/2020.

AGENDA-6:- Enhancement of salary of Staff and salary of vacation period.


Action Taken:- The enhanced salary/honorarium being paid to the staff w.e.f. 01/04/2019 and salary of vacation period will not be paid.

New Agenda Items:-

Agenda-1:- The coordinator told the committee that following expenditures were made for betterment/development/proper functioning of the department:-

- (i) Rs. 6000/- (Six Thousand Only) paid as audit fees for the financial year 2016-17 & 2017-18.
- (ii) Electrical repairs & items changes of Rs. 1370/-Paid.
- (iii) Advertisement fees of Rs. 10,000/- ( Ten Thousand Only) paid under the campaign "say no to to drugs".
- (iv) Rs. 1000/- (One Thousand Only) paid for servicing of Air conditioner of the department.
- (v) 200 copies of prospectus were printed and Rs.29,568/- (Twenty Nine Thousand Five Hundred and Sixty Eight Only) paid.
- (vi) The CCTV camera system broke down due to electricity fluctuation. The CCTV camera system was repaired, DVR replaced, Hard Disk Changed, CCTV camera replaced, Cable



  
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changed etc. for security seasons and total expenditure of Rs.62,863/- (Sixty Two Thousand and Eight Hundred Sixty Three Only) was paid.

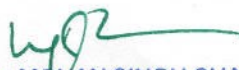
The above decisions/expenditures were unanimously approved by the management committee.

**AGENDA-2:-Repair of Computer Chairs.**

Decision:- The Chairperson told the committee that the most of the chairs in department are not in usable condition and need to be repaired. The Committee decided that chairs must be repaired after getting the estimate of expenditure. As the estimated expenditure is not available the committee gave the approval to repair the chairs and sanctioned the amount.

**AGENDA-3:- Teaching BCA students during winter vacation.**

Decision:- On the request of the Faculty members, matter of conducting class w.e.f. 10/01/2020 during winter vacation was presented before the committee by the chairperson Prof. Ram Lal Tomar said that students will not come to the college during "Maghi Festival" and it is useless to conduct classes if students are not present in the class Dr. Jahid Ali Malik added that atleast 60%-70% students must be present in the class. It was proposed that classes can be conducted if the students are willing to come during vacation. The chairperson told that due to house examination and university evaluation center proper classes were not conducted that's why syllabus could not be covered during the month of December,2019. Sh. Satish Goel said that extra classes can be taken by the faculty members to complete the syllabus. As the salary of vacation is not paid to the BCA/PGDCA staff but if the classes will be conducted during vacations the salary has to be paid to the staff. The coordinator raised the point that some regular teachers/faculty members are also taking classes of BCA students and they will not be available during vacations after discussion various issues it was decided in the interest of students that classes will be conducted during vacations w.e.f. 20/01/2020, if students give their consent to attend the college during vacations. If less than 60% (Sixty Percent) students on average remains present in the classes then the classes may be suspended during vacations. It will be the duty of BCA/PGDCA staff to ensure that all the classes are conducted properly and they have to make complete daily record of their classes during vacations. The salary for the days attended during vacation will be paid to the BCA/PGDCA staff.



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- 10) Sh. Sanjay Kumar
- 11) Prof. Rinku Aggarwal (Co-ordinator BCAP/PGDCA)
- 12) Sh. Ashray Ali, Supdt.

Prof.  
23.12.2019  
Sharma  
23/12/19  
- Malik  
Deepali  
Sharma

Atul

Sharma  
Prof

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The following old agenda items were discussed:-

Agenda 1:- Purchase of 05 computers with softwares.

Action taken:- Five computers purchased through GEM for Rs. 2,92,240/- (Two lakh Ninety two thousand

and two hundred forty only).

Agenda 2:- Starting of BBA course under the Higher Education Institute Society.

Action taken:- The proposal has been sent to the concerned authorities.

Agenda 3:- Appointment of one faculty member for BCA/ PGDCA

Action taken:- The Govt. appointed one assistant professor in the Computer Application in the college. So he was allotted the workload of one faculty member and payment was made on period basis.

Agenda 4:- Appointment of one library beaser.

Action taken:- Library beaser requirement was filled through some trainees sent from various institutions.

Agenda 5:- Appointment of one sweeper

Action taken:- The chairperson told that sweeper still not appointed in the department and efforts are being made to appoint a sweeper. It was proposed that until a full time sweeper is appointed the work of sweeper may be assigned to someone one part-time basis. So it was decided that Mr. Deepak kumar s/o Sh. Hari Singh will be assigned the work of sweeper in the department and Rs. 2000/- (Two thousand only) per month will be paid for cleaning the department w.e.f. 06.02.2020.

Agenda 6:- Enhancement of salary of staff and salary of vacation period.

Action taken:- The enhanced salary/honorarium being paid to the staff w.e.f. 01.04.2019 and salary of vacation period not paid.

## New Agenda Items:-

Agenda 1:- The coordinator told the Committee that following expenditures were made for betterment/development/proper functioning of the department:-

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- iv) Rs. 1000/- (One thousand only) paid for servicing of Air-conditioners of the department.
- v) 200 copies of prospectus were printed and Rs. 29568 (Twenty Nine thousand five hundred and sixty eight only) paid.
- vi) The CCTV camera system broke down due to ~~electricity~~ fluctuation. The CCTV camera system was repaired, DVR replaced, hard disk changed, CCTV cameras replaced, cables changed etc. for security reasons and total expenditure of Rs. 62,863/- (Sixty two thousand and eight hundred sixty three only) was paid.
- vii) 05 (Five) computers purchased for Rs. 2,92,240/- (Two lakh ninety two thousand two hundred and forty only)

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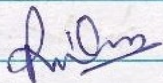
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Agenda 3:- Teaching BCA students during winter vacations.


Decision:- On the request of the faculty members, matter of conducting classes <sup>w.e.f. 10.01.2020</sup> during winter vacations was presented before the committee by the Chairperson. Prof. Ram Lal Tomar said that students will not come to the college during "Maghi Festival" and it is useless to conduct classes if students are not present in the class. Dr. Jahid Ali Malik added that atleast 60%-70% students must be present in the class. It was proposed that classes can be conducted if the students are willing to come during vacations. The Chairperson told that due to house examination and university evaluation centre proper classes were not conducted that's why syllabus could not be covered during the month of December 2019. Sh. Satish Goel said that extra classes can be taken by the faculty members to complete the syllabus. As the salary of vacation is not paid to the BCA/PGDCA staff but if the classes will be conducted during vacations the salary has to be paid to the staff. The co-ordinator raised the point that some regular teachers/faculty members are also taking classes of BCA students and they



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(Rinku Aggarwal, Co-ordinator)



(Chairperson)

Principal  
G.C. Partha Sahib