

PHYSICAL INFRA COMMITTEE



OFFICE OF THE PRINCIPAL, GOVT AUTO COLLEGE, PHULBANI
DIST-KANDHAMAL, ODISHA-762001
EMAIL: govtcollegephulbani@gmail.com

OFFICE ORDER

DISTRIBUTION OF EXTRA-CURRICULAR ASSIGNMENTS: 2020-3(CONSTITUTION OF COMMITTEE)
No 692 Date 06-07-2020

The Physical Infrastructure Committee is constituted as follows. The Secy is requested to convene meetings to address the problems of Physical Infrastructure in College/Hostels.

CONSTITUTION OF PHYSICAL INFRASTRUCTURE COMMITTEE WEF 06-07-2020

SL NO	POSITION	OFFICER IN POSITION	REMARK
1	CHAIRMAN	Principal	Ex-officio
2	Secy	Secy, Physical Infrastructure Committee	Ex-officio (notified earlier)
3	Member	Dr Sudarsan Sahu, Asst Prof., Commerce	Nominated
4	Member	Nibedita Pani, Asst Prof., Anth.	Nominated
5	Member	Dr Girija Prasad Dash, Lect., Commerce	Nominated
6	Member	Clerk in charge of Establishment	Ex-Officio

MEMO NO 693

Copy to Physical Infrastructure Committee File / Guard File/PRINCIPAL@GACP for information and necessary action.

PRINCIPAL
Govt. Auto. College
Phulbani, Kandhamal
DATE 06-7-20
PRINCIPAL
Govt. Auto. College
Phulbani, Kandhamal
DATE 06-7-20



GOVERNMENT AUTONOMOUS COLLEGE

govtcollegephulbani@gmail.com

Notice No__ 761 ____/GACP-2020 Date__06 __/__08__/2020

A meeting of Physical Infrastructure Committee will be held at 12.30.00 PM on 07-08-2020 in NB-1 for a deliberation on the following agenda. Sri Manoj Kumar Mallick, Secy, Physical Infrastructure Committee will serve as secy. to the meeting.

AGENDA

1. Physical Security of College
2. Water Supply
3. Electricity
4. Drainage and cleaning
5. Optimisation of Rooms Space
6. Any other matter

COMMITTEE MEMBERS

1. Principal-Chairman
2. Member-Dr Sudarsan Sahu, Asst Prof., Comm.
3. Member-Mrs Nibedita Pani, Asst Prof., Anth
4. Member-Dr Girija Prasad Dash, Lecturer, Commerce
5. Member- Sri S Jani, Clerk in Charge of Est.

Memo No__ 762 ____


PRINCIPAL
Principal
Date 06-8-2020
Govt. Auto. College,
Phulbani

Copy to Guard File/Concerned Committee Files/PRINCIPAL@GACP /PRINCIPAL_NT@GACP for information & necessary action.


PRINCIPAL
Principal
Date 06-8-2020
Govt. Auto. College,
Phulbani



GOVERNMENT AUTONOMOUS COLLEGE
PHULBANI
govtcollegephulbani@gmail.com

Notice No 764 /GACP-2020

Date 07 / 08 /2020

It is for information to all staff members, both teaching and non-teaching, that views and suggestions are invited in writing latest by 11-08-2020 to the undersigned about the following proposals approved by the Physical Infrastructure Committee in its 1st meeting at 12-30 PM on 07-08-2020.

PROPOSALS APPROVED IN INFRASTRUCTURE COMMITTEE MEETING ON 07-08-20

1. The HODs will have their Departmental Rooms in the old building for departmental activities, besides conducting classes wherever, it is thought desirable. Wherever, the departmental room is also used as classroom, teachers can use the Staff Common Room or Library for their rest and studies when the departmental room is used for classes.
2. All rooms presently assigned to the departments in New Building will be made general classroom, and hence all these classrooms will be entrusted to the Office for security of assets fixed therein and their maintenance. The general maintenance of classrooms in respect of sitting and cleaning will be entrusted to the Office
3. The allotment of classes in various rooms as required and desired will be reflected in the Common Timetable that will be issued to Departments and Students.
4. Room No-7, 8 & 9 are to be used for housing Examination Section, and hence ordinary entry is restricted to that part of the 1st floor.
5. Except Cyber Library Room all other rooms will be used for classes
6. All available rooms except these 04 in New Building, Departmental Rooms if necessary, CLT, BLT & 71 are to be used for classes. Classes in BLT, CLT and 71 will be scheduled after the working hours of Govt Higher Secondary School. However, these rooms will be directly under the Control of Govt Auto College, for security and maintenance.
7. Meetings and Seminars are to be conducted in Room No-30, but special requisition may be sought for rooms in New Building if necessary
8. The entry/exit into/out of College Buildings alongside the Post Office on steps will be closed for security reasons
9. The Committee thought of considering the contrasting views, if any, and hence views are invited with supporting reasons on/before 11-8-2020.

Memo No 765 _____


PRINCIPAL
Govt. Auto. College
Phulbani, Kendhamal
Date 07-8-2020

Copy to Guard File/Concerned Committee Files/Est. Section/PRINCIPAL@GACP
/PRINCIPAL_NT@GACP for information & necessary action.


PRINCIPAL 07-8-20
Principal
Govt. Auto. College
Phulbani, Kendhamal



**OFFICE OF THE PRINCIPAL; GOVT. AUTONOMOUS COLLEGE,
PHULBANI, DIST. - KANDHAMAL**

No. 233

Date. 24-02-2018

A meeting of the finance committee will be held on 27th Feb.2018 at 2.30 P.M to discuss about the following agenda.

1. To approve the resolution of Development committee.
2. To approve the engagement of daily wage workers.
3. To approve the enhancement of fee towards admission charges.
4. To approve the increase of fees of courses of studies.
5. To approve the increase in fees structure in Exam section and approval of budget.
6. Other matters if any.

The following members of the committee are requested to attend the meeting in time.

1. Dr.Nirakar Jena
2. Accounts Bursar
3. Administrative Bursar
4. D.W.O, Phulbani,Kandhamal

Memo No. 234 /GACP/18

//

Dt. 24-02-2018

Copy to all the members / Secy Admission / Controller of Exam / Secretary
Finance Committee for information and necessary action.

Amu
24.2.18
Principal
Govt. (Autonomous) College
Phulbani

Amu
24.2.18
Principal
Govt. (Autonomous) College
Phulbani

Received.
Amu
26/02/18



GOVERNMENT AUTONOMOUS COLLEGE

govtcollegephulbani@gmail.com

Notice No 522 /COE/19

Date 13 / 12 / 2019

A meeting of the Finance Committee will be held at 3.30 PM on 17-12-2019 for approval of the following revised rates of the Examination Section (as passed earlier in the Examination Committee) to be effective from academic session 2019-20. The meeting will be held in the Chamber of the Principal. All members are requested to attend the meeting.

1. Question Setting rate per paper for all papers under Model Syllabus 2019-20 at ₹800.00 excluding miscellaneous charge of ₹30.00 effective from academic session 2019-20
 2. Question Setting rate per paper for AECC3.5 & AECC4.5 under Model Syllabus 2019-20 at ₹1500.00 excluding miscellaneous charge of ₹30.00 effective from academic session 2019-20
 3. Rate of valuation per script at ₹30.00 for all papers irrespective of type of script(Core/GE/AECC/AECC)
 4. Minimum rate of remuneration for valuation per paper at ₹200.00 for all UG papers of End Semester Examinations irrespective of type of script(Core/GE/AECC/AECC) excluding miscellaneous charge of ₹30.00 effective from academic session 2019-20
 5. Remuneration of Firm MIRIMBICA per month at ₹12000.00(twelve thousand) only effective from May 2019
 6. Any other matter (UC Submission/Quotation for Exam Section etc.)
- 7- Approval of remuneration for persons working in Self-Financing Centre

Principal 13.12.19
Govt Auto College
Phulbani

Memo No 523/COE/2019

Date 13-12-2019

Copy to members/Controller of Examinations/Accounts Section for information and necessary action.

PRINCIPAL

LIST OF MEMBERS

- Chairperson- Principal, R.K. Mahalik, Assoc. Prof., History
1. Secretary-Mr Muralidhar Sethi, Asst Prof., Philosophy, Accounts Bursor
 2. Member- Dr Sudarshan Sahoo, Asst Prof., Commerce
 3. Member-Mr Subash Ch Pradhan, Asst Prof., English, Administrative Bursor
 4. District Welfare Officer, Kandhamal

Principal 13.12.19
Govt Auto College
Phulbani

13.12.19

16.12.19

Page No.	
Date	

Page No.	
Date	

proceedings of The Purchase Committee held on 20.2.21 at 4.00 p.m.
Venue - Conference hall

A meeting of the Principal with the purchase committee was held on 20.2.21 at 4.00 p.m. in the principal's conference hall to discuss the the a/c of the purchase per notice no. 419 dated 18.02.21. The meeting was presided by Sri Parashram Behara, Principal of the college. The following members were present in the meeting:

1. Dr. Sudarshan Chakrabarti - Member
2. Dr. S.C. Pradhan - Asst. Member
3. Sri M.D. Sethi - member.
4. D.C. Representative - Ramachandra Mishra (P.O.)
5. Asst. - Madhusmita Mahapatra
6. Asst. - S. Parigrahi
7. Sri P. Pattnaik
7. Sunil Kumar Chakrabarti (Tenderer) - Sunil Kumar Chakrabarti (R.S. Enterprise)

At the outset, quotations received for for the printing and supply of identity card were opened. Only two quotations were received. The details of quotations were as under.

Quotation I - Name of Supplier - Sibani Art & Photo Press.

Specification - Both side printing, Plastic id. card with neck belt.

price quoted :- Rs. 30 + GST 18% per card
 = Rs. 30 + 5.40 = Rs. 35.40

Documents Submitted -

- 1) Entrepreneur Memorandum Part 2
- 2) GT Return.
- 3) GST Regd. Certificate
- 4) Sample 3 card.

Quotation 2 :- Name of Supplier - R.S. Enterprise, Phulbani

price quoted - Rs. 29 including 18% GST

Documents Submitted -

- ① GST Regd. Certificate.
- ② GSTIN Registration
- ③ DIC Regd. Certificate.
- ④ Entrepreneurship Identification no.
- ⑤ Sample 3d Card.

Resolution - Both firms are qualified on the basis of documents submitted. The sample provided by Sibani Art press, Phulbani is considered better. But the proprietor of R.S. Enterprise who was present in the meeting expressed his willingness to provide the same quality card at the price quoted by him. As the price quoted by R.S. Enterprise was Rs. 6.40 lower than the price quoted by Sibani Art press, it was finally decided to select R.S. Enterprise for award of order for printing of 3 card for the session 2020-21 with the

: roll no. :		
: date :		

Page No. :		
Date :		

specification given below.

- ① The ID card will be portrait size.
- ② Neck belt will be of four colours for diff. stream of students with print of college name.
 For Arts - Maroon colour
 For BBA/BCA - Blue "
 For Sc. - Navy blue "
 For Commerce - Green colour.
- ③ There shall be water mark of the college on the card
- 4) The order will be supplied within 30 days of the receipt of order.
- 5) Mrs. S.R. Datta Dr. Clerk will look after the matter under the supervision of academic barbar.

Resolution ② It was resolved that the pending work with Ganesha Art Press will be perused for printing of backlog of ID card of pg and +3 for the session 2019-20. The payments shall be made to the supplier on the delivery of backlog cards.

R-3 - It was resolved that identity cards will be issued to all the employees of the college the cost of which will be borne by the college.

R-4 - The decision taken by the library committee for the procurement of library requirements was approved.

R-5 - HOD, Physics was requested to proceed with the procurement plan for the purchase of Lab. equipment within the limit of Rs 10,600 and submit the bill to the accounts section.

R-6 - The proposal of Dr. P. Pattnaik, Chemistry for the procurement of ~~gas~~ gas hose pipe under Lab. Expenses is approved.

R-7 - The proposal for procurement under Lab expenses submitted for the department of Zoology and Botany was approved excepting in item no. 1, 2, 7, and 8 in the proposal.

R-8 - The proposal for procurement under Lab Expenses for Language Lab submitted by Dr. S. C. Pradhan was approved.

R-9 - It was decided that all procurements will be first ~~and~~ entered in the stock register and then these will be issued to the

Concerned department.

R-10-94 will be clarified from H.E. Department whether 400 cots can be procured and Epm rate contract or not.

The meeting was ended with a vote of thanks to the chair and members.

PRINCIPAL.