



Ramakrishna Mission Vidyamandira

P.O. Belur Math, Dist. Howrah - 711202, West Bengal

A Residential Autonomous College affiliated to Calcutta University
College with Potential for Excellence * Re-accredited by NAAC with 'A'
Phone No. (033) 2654-9181 / 9632; E-mail: vidyamandira@gmail.com
Website : www.vidyamandira.ac.in

Ref.No. VM/GB/2017-18/1

8 September 2017

GOVERNING BODY MEETING NOTICE

Dear Swami/Sir,

A meeting of the Ramakrishna Mission Vidyamandira Siksha Parishad (Governing Body of the college) will be held on **15 September 2017 at 3 pm** to consider the following agenda. Your presence at the meeting is earnestly solicited.

Venue: VIDYAMANDIRA MEETING ROOM

Yours sincerely,
Swami Divyananda,
(Swami Divyananda)
Secretary

Agenda:


1. (a) Confirmation of the proceedings of the last meeting held on **27 January 2017**.
(b) Business arising out of the above
(c) Ratification of resolutions adopted by circulations
2. (a) Audit Report and Audited Accounts for the financial year 2016-2017
(b) Monthly statement of accounts for January 2017 – August 2017
(c) College Budget for 2017-18
(d) Autonomy Budget 2017-2018
3. Audit Report and Audited Accounts (by Auditors appointed by Higher Education Dept, Government of West Bengal, for the financial year 2016-2017
4. Confirmation of Non-teaching Staff Member : Debabrata Mandal
5. Post-retirement benefits etc of teaching and non-teaching staff members
6. Creation of new teaching posts
7. Creation of new non-teaching staff
8. Filling up of vacant non-teaching posts
9. Case of Dr. Nirmalendu Bikas Sinha – recommended by West Bengal College Service Commission for the post of Asst Professor, Dept of Electronics of this college.
10. Case of Asst Professor, Depart of Sanskrit (Category OBC-A) – recommended by West Bengal College Service Commission
11. Semester results (Semesters 2, 4, 6) and performance of students in National Level Entrance Tests
12. Reporting on Government Fund
13. Online Students' Feed Back and Parents' Feedback in Parent-Teachers' meeting : Action Taken Report
14. PF Matters
15. Leave Matters
16. Creation of Endowment
17. Reporting : Platinum Jubilee Celebration
18. Any other matter with the permission of the Chair.
 - a) Change of HOD, Eng.
 - b) Approval of Property
 - c) Ph.D. Supervision

Meeting No.: 257.

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Date: 15 September 2017.

A meeting of the Ramakrishna Mission
Siksha Parishad (Governing Body) is being held
on 15 September 2017, Friday, at 3-00 pm at
Vidyamandira Meeting Room -

Sl. No.	Name	Signature
01.	Swami Suparnarandaji Maharaj	Swami Suparnarandaji
02.	Swami Divyanandaji Maharaj	Swami Divyananda
03.	Swami Tattwasaranandaji Maharaj	Sw. Tattwasarananda
04.	Swami Shastrijnanandaji Maharaj	Swami Shastri
05.	Swami Ekachittanandaji Maharaj	Ekaचित्तानन्द
06.	Brahmachari Paritrachaitanya	Paritrachaitanya
07.	Swami Atmapriyanandaji Maharaj	ab
08.	Prof. Sabyasachi Basu Ray Chaudhury	
09.	Prof. Somir Das	ab
10.	Prof. Madan Mohan Mjundar	ab
11.	Subhankar Ray	Subhankar Ray
12.	Santanu Maitra	Santanu Maitra

**Proceedings of the Governing
Body Meeting of Ramakrishna
Mission Vidyamandira held on 15
September 2017**

1. a. The proceedings of the last meeting dated 27 January 2017 were read and confirmed.

b. Business arising out of the above:

Nothing specific arose out of the above proceedings.

c. The following resolutions passed by circulation were read out and confirmed:

- ❖ Resolutions dated 4 February 2017 on Appointment of teacher in the Department of Microbiology.
- ❖ Resolutions dated 13 February 2017 on Appointment of two teachers in the Department of History
- ❖ Resolutions dated 28 February 2017 on i) Appointment of two teachers in the Department of Mathematics, ii) Approval of Joining of three teachers, iii) Additional Increment to Dr Diptendu Sarkar for Ph.D
- ❖ Resolutions dated 27 March 2017 on i) Approval of joining of 2 teachers, ii) Additional Increment to Dr Saugata Mitra and Dr Arnab Jyoti Dasgupta for Ph.D, iii) Appointment of one teacher in the Department of Physics,
- ❖ Resolutions dated 20 April 2017 on Appointment of one teacher in the Department of Bengali, ii) Approval of Joining of one teacher.
- ❖ Resolutions dated 29 May 2017 on i) Appointment of two teachers in the Department of Chemistry, ii) Appointment of one teacher (Management-appointed) in the Department of Microbiology, iii) Constitution of Selection Committee for appointment of Management appointed Non-teaching staff
- ❖ Resolutions dated 5 July 2017 on i) Approval of Joining of three teachers, ii) Additional Increment to Dr Arnab Sadhukhan, Dr Anirban Samanta and Dr Asadulla Mallick for Ph.D, iii) Preponing the date of CAS benefit of Dr Subhankar Ray and Dr Syed Shahed Riaz, iv) Appeal for financial grant for activities of Department of Cultural Affairs, v) Resolution for the Appointment of 9 Management-appointed non-teaching staff
- ❖ Resolutions dated 17 August 2017 on i) Approval of expenditure under SVRC grant, ii) Appeal for SVRC grant for 22017-18 session, iii) Refixation of Dr Bappa Das

2. (a) **Audit Report and Audited Accounts for the financial year 2016-2017 :**

The **Audit Report and Audited Accounts** including Balance Sheet, Income and Expenditure Accounts, Receipts and Payments Account and the relevant schedules for the financial year 2016-17 ended 31 March 2017 were placed before the meeting and adopted.

(b) **Monthly statement of accounts for January 2017 – August 2017 :**

The **monthly statements of accounts** for the months from January-August 20167 were placed before the Governing Body and passed subject to audit.

(c) College Budget for 2017-18 :

The following budget for the FY 2017-2018 was placed before the Governing Body.

Estimated for the year 16-17	Actual for 2016-2017	Estimated for the year 17-18	EXPENDITURE	Estimated for the year 16-17	Actual for 2016-2017	Estimated for the year 17-18
1900000.00	2085493.00	2200000.00	College contribution to Salary	4200000.00	10279648.00	7000000.00
10000.00	5100.00	10000.00	CPF for Employer's Share	200000.00	202267.00	210000.00
750000.00	89021.00	100000.00	Repair and replacement	80000.00	2093210.00	2000000.00
2500000.00	2035645.00	2050000.00	Magazine	150000.00	98785.00	100000.00
375000.00	401700.00	500000.00	Library Development & Maint	320000.00	97000.00	100000.00
740000.00	831490.00	850000.00	Electricity Charges	1000000.00	921078.00	900000.00
250000.00	353258.00	350000.00	Stationary and Printing	170000.00	3588.00	15000.00
			Audit Fee (Internal)	40000.00	50425.00	50000.00
310000.00	304776.00	310000.00	Audit Fee (Government)	5000.00	3500.00	5000.00
150000.00	0.00	150000.00	Computer & Xerox Maintenance	365000.00	688751.00	700000.00
10000.00	15230.00	20000.00	Travelling Charges	200000.00	153596.00	150000.00
180000.00	207660.00	2000000.00	Gardening/NCC/NSS	500000.00	243369.00	250000.00
80000.00	98500.00	100000.00	Contingency & Miscellaneous	40000.00	39897.00	
20000.00	20340.00	20000.00	Laboratory Maintenance	850000.00	1676882.00	1700000.00
50000.00	129579.00	50000.00	Telephone Charges	120000.00	128246.00	130000.00
500000.00	271035.00	300000.00	College & Semester Examination	600000.00	745458.00	800000.00
310000.00	0.00	300000.00	NCC Expenses		72740.00	80000.00
70000.00	76900.00	70000.00	Games and Sports	200000.00	338981.00	350000.00
50000.00	56700.00	50000.00	Farewell to Staff	30000.00		30000.00
150000.00	177650.00	150000.00	Monastic Workers' Expenses	100000.00	72118.60	100000.00
550000.00	674100.00	700000.00	Service Tax paid to the Govt.	60000.00	55752.00	60000.00
75000.00	45810.00	80000.00	Relief & Welfare	50000.00	118210.00	120000.00
100000.00	277756.00	100000.00	Admission Charges	600000.00	617450.00	600000.00
50000.00	2203905.66	2000000.00	Newspaper & Periodicals	15000.00	630.00	5000.00
20000.00	9500.00	20000.00	Generator Maint	30000.00	48135.00	50000.00
10000.00	0.00	10000.00	Cultural Function	150000.00	144032.00	150000.00
	20230247.40	0.00	Advertisement	15000.00	8480.00	15000.00
	2559715.00	3000000.00	Postage	260000.00	24264.00	30000.00
	771011.00	800000.00	Washing and Sanitation	20000.00	7130.00	10000.00
	2156852.00	3000000.00	Establishment exp.	360000.00	352777.50	350000.00
	1271110.00	0.00	Prize Distribution		219627.00	250000.00
			Vehicle Maintenance	130000.00	163582.00	170000.00
			Teachers Day Celebration		18286.00	20000.00
			Scholarship & Stipend		3108958.00	3000000.00
			Building Maintenance		11246529.00	500000.00

			Autonomy Extension		181591.80	0.00
			Platinum Jubilee Celebration		3315261.00	100000.00
			Seminar & Symposium	200000.00	621306.00	600000.00
			Bank Charges	1000.00	21434.66	20000.00
			Research Project	200000.00	(Exp incurred with Lab exp)	300000.00
			Insurance on Motor Car	9000.00	11452.00	10000.00
			Tuition fees paid to Govt.	400000.00	338301.00	400000.00
9210000.00	37360084.06	19290000.00		11670000.00	38532728.56	21470000.00
2460000.00	1172644.50	2180000.00				
11670000.00	38532728.56	21470000.00		11670000.00	38532728.56	21470000.00

Resolved that the above-mentioned budget be approved for the FY 2017-2018.

(d) Autonomy Budget 2017-2018

The following budget for the 'Autonomous College Scheme' of UGC for the year 2017-2018 was placed before the Governing Body.

Sl.No.	Particulars of Expenditures	Amount (Rs.)
	A. General Expenditure (31):	
1	Guest/visiting faculty	11,00,000.00
2	Orientation and re-training of teachers	-----
3	Re-designing courses and development of teaching/learning material	-----
4	Workshop and seminars	-----
5	Examination reforms	40,000.00
6	Expenditure on meetings of the governing body and committees	50,000.00
7	Honorarium to Controller of Examinations (full-time) not exceeding Rs.8000/- p.m.	-----
8	Accreditation (NAAC) fee	-----
9	Extension Activities	10,000.00
	TOTAL	12,00,000.00
	B.Capital Expenditure (35):	
1	Office equipment, teaching aids and laboratory equipment	1,00,000.00
2	Furniture for office, classrooms, library and laboratories	2,00,000.00
3	Library equipment, books/journals	-----
4	Renovation and repairs not leading to construction of a new building	5,00,000.00
	TOTAL	8,00,000.00
	GRAND TOTAL:	20,00,000.00

Resolved that the above-mentioned budget be approved and the Principal be authorized to move the UGC-ERO for sanctioning the budgeted expenditure.

3. Audit Report and Audited Accounts (by Auditors appointed by Higher Education Dept, Government of West Bengal, for the financial year 2016-2017)

The **Audit Report and Audited Accounts** (audited by the Auditor appointed by the Department of Higher Education, Government of West Bengal) including Balance Sheet, Income and Expenditure Accounts, Receipts and Payments Account and the relevant schedules for the financial year 2017-18 ended 31 March 2017 were placed before the meeting and adopted.

4. Confirmation of Non-teaching Staff Member (Cashier) : Debabrata Mandal

RESOLVED THAT the services of the following non-teaching staff member be confirmed; his contribution to Provident Fund be deducted from his salaries (from the date of appointment) and deposited to the Howrah Treasury II:

Name	Designation	Date of Appointment	Date of Confirmation
Debabrata Mandal	Cashier	15/06/2016	15/06/2017

The Governing Body expressed the hope that the employee, whose service was confirmed w.e.f. the above mentioned date and will continue to work in the college with dedication and sincerity in conformity with the norms and rules of this residential college under Ramakrishna Mission.

5. Post-retirement benefits etc of non-teaching staff member:

The Principal reported that Sri Ashok Taru Koley, Lab Attdt. (Chemistry) of this college Hostel, retired w.e.f. 31 March 2017.

The Governing Body wished him peace and happiness in his post retirement period.

RESOLVED THAT all post-retirement benefits (Provident Fund dues, Pension, Gratuity etc.) of the above staff member be paid, and that the Principal be authorized to move the Government in this regard.

CONSIDERED the leave account of Sri Koley from the date of commencement of his service to the date on which he retired, as per the admissible number of days for encashment of earned leave.

In this connection, RESOLVED THAT the recommendation for encashment of the earned leave (300 days) credited to Sri Koley be approved and that the Principal be authorized to move the state Government in this regard.

RESOLVED FURTHER THAT the Principal be authorized to take necessary steps to fill in the vacancy caused by the retirement of the above employee of the college.

6. Creation of new Teaching Posts :

The Principal reported that a number of departments are suffering from the scarcity of teaching faculties. He stated that some departments require creation of new teaching posts as per the Government rule. Following table shows the requirement.

Sl No	Subject taught	H	G	PG	Whether self financing	Admissible whole time teaching posts following 4/5/7/6/9* norms	Sanctioned whole time teaching posts	Excess teaching posts	New posts required to be created	Total PTT	No of CWTT
1	Chemistry	Y	Y	Y	No	9	7	0	2	0	0
2	Microbiology	Y	Y	-	No	7	4	0	3	2	0
3	Computer Science	Y	Y	-	No	7	3	0	4	0	0
4	Industrial Chemistry	Y	-	-	No	7	2	0	5	0	0
5	Bengali	Y	Y	Y	No	7	6	0	1	0	0
6	Philosophy	Y	Y	Y	No	6	4	0	2	0	0
7	Zoology	Y	Y	-	No	7	0	0	7	0	0
8	English	Y	Y	-	No	5	4	0	1	0	0
	TOTAL								25		

Resolved that, the Principal be authorized to move the Department of Higher Education for creation of 25 new teaching posts according to the table mentioned above.

7. Creation of New Non-teaching Posts :

The Principal reported that a number of departments are suffering from the scarcity of non-teaching staff-members. He stated that hence, the college requires creation of new non-teaching posts as per the Government rule. Following table shows the requirement.

Sl No	Name of Post	H	G	PG	Whether self financing	Admissible whole time non-teaching posts following total number of students more than 750	Sanctioned non-teaching posts	New posts required to be created
1	Clerk	-	-	-	-	3	2	1
2	Peon	-	-	-	-	3	2	1
3	Industrial chemistry Lab Attendant	Y	-	Y	No	2	1	1
4	Zoology	Y	Y	-	No	2	0	2
	TOTAL							5

Resolved that, the Principal be authorized to move the Department of Higher Education for creation of new 5 non-teaching posts according to the table mentioned above.

8. Filling up of vacant non-teaching posts :

The Principal reported that 8 non-teaching posts are lying vacant and this is causing serious problem in the entire functioning of the college.

Therefore **RESOLVED** that, the Principal be authorized to move the Government for filling up following 7 vacant posts of non-teaching staff.

NAME OF POST	VACANCY WITH DATE OF OCCURRENCE
CLERK	VACANCY 1 - 15.06.2016
PEON	VACANCY 1 - 01.02.2012
SWEEPER/JAMADAR	VACANCY 1 - 01.03.2013
LAB ATTENDANT : PHYSICS	VACANCY 1 - 01.03.2012
LAB ATTENDANT : CHEMISTRY	VACANCY 2 - 01.02.2008 ; 01.04.2017
LIBRARY PEON	VACANCY 1 - 01.02.2010
Total	7

9. Case of Dr. Nirmalendu Bikash Sinha – recommended by West Bengal College Service Commission for the post of Asst Professor, Dept of Electronics of this college :

The Principal reported that Dr. Nirmalendu Bikash Sinha was recommended by the West Bengal College Service Commission vide letter no. 56/Elec.sc/CU/Recom/CSC/16 dated 08.09.2016 for the post of Asst Professor in the Department of Electronics of this college. Consequent upon this recommendation, the Secretary of the college issued above-mentioned candidate the appointment letter bearing the ref no. WB/CSC/ELEC/NBS/2016 dated 28 September 2016. Dr. Sinha received this letter on 01.10.2016. Meanwhile, Dr Sinha sent a written appeal to the D.P.I. of Govt of West Bengal for getting assurance of his pay protection and service continuation after his joining to this college as he is presently an Associate Professor in the Dept of Electronics and Communication Engineering in College of Engineering & Management, Kolaghat (CEMK). He has further sent a request through an e-mail dated 03.10.2016 for giving his some extra time to join so that he can get the official assurance from D.P.I. regarding his pay protection. Although, the college did not give any official extra time to join as per his request, however, considering the dearth of such candidate (G-PH) in the panel of Electronics of WBCSC, the college decided to wait a little more. But as there was no response from Dr Sinha till 31 December 2016, the Principal sent a letter to the Secretary of Higher Education Department on 5 January 2017 stating his case and requesting the action to be taken thereby. The Principal further sent a letter to the Secretary, WBCSC dated 17 January 2017 mentioning the case of Dr. Sinha. Further, the Principal sent another letter to Dr. Sinha on 20 January 2017 stating the entire situation and requesting him to join taking leave on lien from his present college. The Principal has further reported that the Deputy Secretary of the Department of Higher Education, Science & Technology and Biotechnology has sent a

letter (Ref. No. 580-Edn(CS)/SP-18/17 dated 30.05.2017 and in that letter it has clearly been stated that the concerned governmental authority is unable to give any assurance to the incumbent for the pay protection before joining the post. Attaching the letter the Principal has sent a letter through speed post with AD to Dr Sinha on 16 June 2017 (vide Ref No. VM/NBS/CSC/ELEC/2017/03) where Dr Sinha was requested to join the college by 5 pm on 30 June 2017 failing which it will be understood that he will not join the college.

The Principal further reported that Rd Sinha has not joined the post within the mentioned date.

Thus **Resolved** that this post for Asst Professor of Electronics (Category : PH, RP 72) be treated as vacant and the Principal be authorized to move the West Bengal College Service Commission for filling up the vacancy.

10. Case of Asst Professor, Depart of Sanskrit (Category OBC-A) – recommended by West Bengal College Service Commission

The Principal reported that Rafikul Alam who was recommended by West Bengal College Service Commission has informed the Principal that he will not join the college since he has joined North Bengal University.

Resolved that the non-acceptance of the appointment of Rafikul Alam recommended for the Asst Professor post of Sanskrit be accepted and the Principal be authorized to fill up the vacancy thus remained unfilled up.

11. Semester results (Semesters 2, 4, 6) and performance of the students in other examinations

The Principal placed before the committee the synopsis of the final semester results of 2nd, 4th and 6th semesters of undergraduate courses and 2nd and 4th semesters of postgraduate courses. He further placed the synopsis of the performance of the students in different national level entrance examinations and also in the competitive examinations. The Governing Body expressed their pleasure in the excellent performance of the students.

12. Reporting on Government Funding :

The Principal reported on the expenses and some budgeted estimates in relation with the financial assistance from different governmental agencies as mentioned as per the following

- **Resolution for approval of the projects completed under Government grant :**

As per report of the In-Charge, Construction and Maintenance Department of the college and the resolution forwarded by the Building Committee

Resolved that the following completed project be approved and the Principal be authorized to submit the audited accounts and other relevant documents to the suitable Government Office:

Repairing and Renovation of the Old College Buildings grant of which was sanctioned by the Higher Education Department vide Memo. No. 892(SANC.)/EH/P/CS/1G-9/96 dated 25/01/2016 : Total Sanctioned amount was Rs. 70,00,000.00.

- **Resolution for approval of the project completed under UGC plan Block Grant :**

Resolved that the following completed project Under the scheme of UGC be approved and the Principal be authorized to submit the audited accounts and other relevant documents to the suitable Government Office:

XII plan College Development Grant of which was sanctioned by the University Grants Commission vide memo no WC2-106/12-13(ERO) dated 15/03/2017 : Total Sanctioned amount was Rs. 19,13,940.00.[Capital Head 35: Rs. 15,31,152/- & General Head 31 Rs. 3,82,788/-]

- **Resolution for approval of the expenditure completed under UGC IQAC grant :**

Resolved that the following expenditure incurred Under the scheme of UGC be approved and the Principal be authorized to submit the audited accounts and other relevant documents to the suitable Government Office:

Internal Quality Assurance Cells(IQAC) Grant in Colleges sanctioned by the University Grants Commission vide memo no. F.IQAC-W-154/13-14(ERO) Dated 19/03/2014 : Total Sanctioned amount was Rs. 3,00,000.00.

- **Resolution for the Construction of New buildings and addition to the Floors of the Existing Buildings :**

The Principal reported that Vidyamandira, being an autonomous college, was inspected by a UGC team last year. During their interaction with us, they mentioned that a) More number of classrooms, spacious UG-PG laboratories and Special Research Laboratories are to be constructed, b) As the rooms of the hostels look over-crowded, some more rooms in the hostels may be constructed to distribute the boarders facilitating their stay. In fact, while seeing the entire campus meticulously and seeing that no further land is available in the campus, they suggested us during their conversation to proceed for vertical expansion if technology approves.

Indeed, the college members were feeling the same difficulty regarding space in this college. After their suggestions, the college team surveys the entire plot and found some buildings that can be reconstructed and some more floors may be added to some. We called accredited surveyor, engineer and tested the soil with Soil Testing laboratory. After completing the entire process the Maintenance-cum-Construction Department of the college has prepared the plan and estimates of the following buildings :

Synopsis of the construction estimates of Vidyamandira		
1	Platinum Jubilee annex building	Rs. 83,24,601.00
2	Physics annex building	Rs. 1,65,93,174.00
3	New building near Vivek Bhavan	Rs. 3,46,00,755.00
4	Vinay Bhavan 3rd floor	Rs. 65,37,651.00
5	Vivek Bhavan 3rd floor	Rs. 57,40,651.00
6	Shraddha Bhavan 3rd floor	Rs. 59,00,551.00
	Total Rupees	Rs. 7,31,43,384.00

Resolved that, the Plans of the above buildings as annexed herewith and Estimates of the same to the tune of Rs. 7,31,43,384.00 may be approved and may be forwarded to the suitable authority for necessary permission

• **Resolution for approval of the budgeted expenditure for procuring sports equipment and items :**

The Principal reported that Sports equipment and items are required to be procured for facilitating the sports of the college students. Hence, Department of Sports has prepared an estimated budget of such equipment.

Sl No	Item	Rate	Quantity	Total in Rs
1	Kookaburra Kahuna 600 English Willow Cricket Bat Standard Size	16500	4	66000
2	SS Gladiator Cricket Batting Gloves White	2223	10	22230
3	Masuri VS Elite Titanium Gril Cricket Helmet	13332	6	79992
4	Kookaburra Kahuna Pro 750 Wicket Keeping Gloves	2680	10	26800
5	Gravity Cricket Jute Mat Full Size 9 Feet	15200	4	60800
6	SG Cricket LEG GUARDS Hilite WK	1932	10	19320
7	Slazenger Cricket Ball Match Set of 24 Ball	14470	1	14470
8	BDM Amazer Thigh Guards	662	6	3972
9	SS Player Series Elbow Guard	359	8	2872
10	MRF Genius Chest Guard	500	8	4000
11	Cricket Net : Kaykay : Model 115-F - 100 X 10 Ft (Nylon) Green	9900	6	59400
12	SG Test RO Cricket Batting Gloves Small Mens Size Right and Left Handed	2249	6	13494
13	Butterfly Jonyer H-li Table Tennis Ply	3119	20	62380
14	8x6ft Soccer Goal Post Nets 2.4x1.8m for Poly Samba Frames Sports	2839	4	11356
15	Franklin Sports Volleyball Set	4043	2	8086
16	Cosco Super Volleyball	1163	10	11630
17	Nivia Shining Star Football - Size: 5	925	10	9250
18	STIGA 1-Star Table Tennis Balls (46 Pack)	2000	10	20000
	Total			496052

Resolved that the above-mentioned budgeted estimate to the tune of RS. 4,96,052.00 for procuring the sports equipment and items be approved and the Principal be authorized to move the suitable Governmental authority in this respect.

**13. Online Students' Feed Back and Parents' Feedback in Parent-Teachers' meeting :
Action Taken Report**

The Principal reported that the college organized a Parent-Teachers' meeting in two sessions. In the first session, a general meeting was organized. In the second session, each department met the concerned guardians and discussed different aspects on quality education.

The Principal reported that since last one decade the college is following a practice of end-course online assessment of teachers by students and feedback of these students on teaching-learning and other institution-related matters. He informed that the students are given a set of 10 questions based on which they assess each teacher on a five point scale highest of which is A (Very Good) and others are B (Good), C (Mediocre), D (Less than Average), E (Poor). After making an aggregate of all the assigned grades to the teachers the IQAC has analyzed the data of last 3 years and have tried to find out the departmental and institutional assessment in teaching-learning. The IQAC has set a benchmark of this assessment where it is mentioned that if a teacher or a department or the institution secures 60 % or more than 60% grades in A and B combining together, it may be considered satisfactory while 70% or more than 70% of such grades may be considered good and 80% or more than 80% should be considered very good. Analysis of the result shows :

- a) In all three years the institutional grade is more than 80%,
- b) In all three years almost all the departments have scored more than 60% (Except one in 2016)
- c) In 2017, 23 teachers out of 102 (full-time and guest faculty) scored 100%.

Action Taken Report :

- a) The Principal placed this report in Teachers' Council Meeting, in the meeting of IQAC and in the meeting of Standing Committee of the Academic Council where details of this analysis were read and discussed.
- b) Individual Department also discussed in their Departmental Committee meeting on this assessment and feedback.
- c) The Principal also called the faculty members who could not perform well.

Resolved that the Analysis and ATR be adopted.

14. PF Matters

There was no business under this agenda.

15. Leave Matters

Resolved that the Principal's action in granting Duty Leave to the following teaching and Non-teaching staff of the college be ratified:

Sl No.	Name	Nature of leave & number of days	Reason
1	Syed Shahed Riaz	D.L. for 29 days w.e.f. 01.01.2017 to 29.01.2017	For attending Refresher Course at Jadavpur University.
2	Debasis Pal	D.L. for 1 day on 21.03.2017	For participating in the International Seminar at Calcutta University.
3	Diptendu Sarkar	D.L. for 1 day on 04.03.2017 D.L. for 2 days from 10.03.2017 to 11.03.2017	For attending Departmental tour with students at Taki. For attending National Workshop at Ulberia College.

		D.L. for 1 day on 01.08.2017	For attending External examiner duty at Kalyani University.
4	Atanu Mondal	D.L. for 1 day on 06.04.2017 D.L. for 2 days w.e.f. 14.07.2017 to 15.07.2017	For pre-submission of the Ph.D. Thesis. For participating in a conference at Cochi, Kerela.
5	Arindam Sarkar	D.L. for 1 day on 02.01.2017 D.L. for 1 day on 03.02.2017 D.L. for 1 day on 12.04.2017 D.L. for 1 day on 21.04.2017 D.L. for 1 day on 02.05.2017 D.L. for 2 days on 25.08.2017 & 26.08.2017 D.L. for 2 days on 01.09.2017 & 02.09.2017	For attending External examiner duty at Kalyani Government Engineering College. For attending Faculty Development Program at M.U.C. Women's College. For collecting the Answer Script of Burdwan University For participating as Lecturer at M.U.C. Women's College. For attending duty assigned by Controller of Examination at Kalyani University. For attending External examiner duty at Burdwan University. For attending External examiner duty at Burdwan University.
6	Arup Kumar Dhabal	D.L. for 10 days w.e.f. 25.02.2017 to 06.03.2017 D.L. for 10 days w.e.f. 14.07.2017 to 23.07.2017 D.L. for 1 day on 24.08.2017	For attending Combined Annual Training Camp - XIV at Uttarpara. For attending Combined Annual Training Camp - 6 at Uttarpara. For attending departmental seminar as a resource person.
7	Asit Kumar Sarkar	D.L. for 1 day on 04.03.2017	For attending Departmental tour with students at Taki.
8	Mriganka Roy Basunia	D.L. for 3 days w.e.f. 08.03.2017 to 10.03.2017	For participating in ISSMD -4 at Jadavpur University.
9	Prosenjit Biswas	D.L. for 1 day on 20.01.2017 to 21.01.2017	For attending an International Level Workshop at Jadavpur University.
10	Bhabesh Roy	D.L. for 1 day on 27.02.2017	For attending Departmental tour with students at Taki.
11	Arindam Roy	D.L. for 1 day on 04.03.2017	For attending Departmental tour with students at Taki.
12	Rajesh Karmakar	D.L. for 20 days w.e.f. 28.11.2016 to 17.12.2016	For attending Refresher Course at Jadavpur University.
13	Sandipan Sen	D.L. for 1 day on 07.03.2017	For attending Departmental tour with students at Panihati.
14	Kartick Chandra Pal	D.L. for 1 day on 07.03.2017	For attending Departmental tour with students.
15	Nurmahammad	D.L. for 1 day on	For paper presenting of M.Phil at Rabindra

	Sekh	14.03.2017	Bharati University.
16	Sarbajit Manna	D.L. for 7 days w.e.f. 23.02.2017 to 01.03.2017	For attending UGC Sponsered Short Term Course on Computer & Digital Education.
		D.L. for 1 day on 18.08.2017	For attending 66 th Orientation programme registration.
		D.L. for 28 days w.e.f 21.08.2017 to 18.09.2017	For attending 66 th Orientation programme registration at Jadavpur University, Saltlake.
17	Debkumar Chakrabarti	D.L. for 1 day on 10.03.2017	For attending as invited lecturer at Sarat Centenary College.
18	Arnab Jyoti Dasgupta	D.L. for 2 days on 18.09.2017 & 19.09.2017	For participating and delivering speech at TIFR-CAM, Bangalore.
19	Sandeep Kumar Roy	E.L. for 21 days w.e.f 17.04.2017 to 07.05.2017	For Marriage purpose.

16. Creation of Endowment

Resolved that the following endowment be created.

1	Nirmal Kumar Banerjee	Fund for Swami Vivekananda Research Centre.	250000
2	Debajit Ray	Scholarship (Ashalata Ray Memorial Endowment)	10000
3	Saibal Kumar Gayen	Jatisankar Chatterjee Endowment Fund for Scholarship	751
4	Tushar Kanti Talukdar	Swami Tathagatanandaji memorial fund for Scholarship	100000
5	Rudra Sekhar Basu	Jatisankar Chatterjee Endowment Fund for Scholarship	5000
6	Rupa Banerjee	Jagannath Banerjee Memorial Fund for Scholarship	50000
7	Saptarshi Bandyopadhyay and others	Fund for educational and medical expenses of poor students	54001
8	Animesh Dey	Jatisankar Chatterjee Endowment Fund for Scholarship	2000
9	Pallab Kr. Hazra	Jatisankar Chatterjee Endowment Fund for Scholarship	2000
12	Brojolal Banerjee	Sister Nivedita Memorial Lecture	20000
13	ASIT KUMAR SARKAR	Late Manimohon Sarkar & Sabitri Bala Sarkar Memorial Fund for Scholarship	100000
15	Rupayan Dutta	Swapan Kumar Dutta memorial scholarship for best/innovative science project.	10000

16	Raghunath Goswami	For Bijoy Roy Choudhury & Sabita Roy Choudhury Medal & Prize	200000
17	Surendranath Jana	Scholarship	10000
18	Subir Kr. Mukherjee	Scholarship	40000

17. Reporting on Platinum Jubilee Celebration :

The Principal reported that the year-long Platinum Jubilee Celebration of the college came to an end on 4 July 2017 where Revered Srimat Swami Abhiramanandaji, Asst General Secretary, Ramakrishna Math and Ramakrishna Mission, gave Swami Vimuktananda Memorial Lecture to mark the completion of the occasion.

18. Any Other Matter with the Permission of the Chair :

- a) Resignation of Prof Swarup Roy, Department of English : The Principal reported that Prof Swarup Roy has submitted his resignation from the post of Head of the Department due to health reason. The Governing Body, although, accepts his resignations, expressed their concern over his health and hoped that he would become well soon.

Under these circumstances, Resolved that Sudip Bhattacharya, one senior faculty member of the Department, be appointed as the Head of the Department from 1 December 2017.

- b) Approval of the Annual reports of i) Annual Report of the Controller of Examinations Department, ii) Annual report of Placement Cell on Certificate courses, iii) Annual Report of Placement Cell on Coaching of Competitive Examinations and Career Counselling Activities, Remedial Coaching, Bridge Course, Soft Skill Course, IPR Activities and Institute-Industry Collaborative Activities, iv) Annual report of Department of Cultural Affairs, v) Annual Report of Sports Activities, vi) Annual Report on Academic and Administrative Audit vi) Annual Quality Assurance Report, vii) Annual Report on Admission, viii) Annual Report on Scholarship, ix) Annual report on Consultancy and Training of Other Institutes and Industries, x) Annual Report on Training of Teaching and Non-teaching Staff members of the college :

The principal placed before the members aforesaid reports. The Governing Body expressed satisfaction and Resolved that all the reports be approved and suggested that these may be uploaded on the college web portal.

- c) The Principal placed the names of the Supervisors for Ph.D. programmes of Sanskrit, Philosophy, Applied Chemistry and Mathematics as approved by the Academic council in its meeting dated 28 April 2017.

Resolved that the following faculty members as approved by the Academic Council be allowed to act as Supervisors in the Ph.D. programmes : 1. Dr Anjan Das (Sanskrit), 2. Dr Samim Ahmed (Philosophy), 3. Dr Arup Kumar Dhabal (Philosophy), Dr Uttam Kumar Ghorai (Applied Chemistry), Dr Saugata Mitra (Mathematics), Dr Arnab Jyoti Dasgupta (Mthematics).

Resolved further that the issuance of the Appointment Letter to the Supervisor (ALts) will be done by the Principal of the college and where the Principal is the Supervisor, President of the Governing Body will issue the Appointment Letter to Supervisor (ALts).

The meeting came to a close with a vote of thanks to the Chair.

Swami Divyaranan
Secretary

Swami Suparna
Chairman at the meeting on 15 September 2017

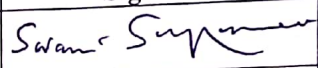
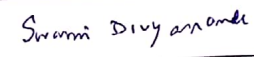
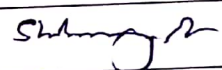
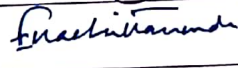
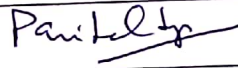
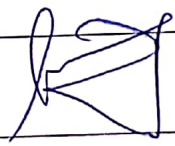
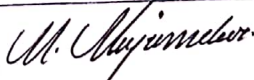
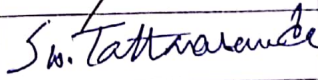
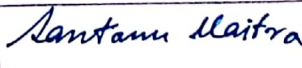
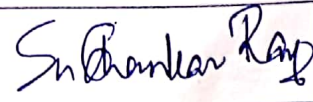
READ AND CONFIRMED

Swami Suparna
Chairman at the meeting on 2 February 2018

**RESOLUTION OF RAMAKRISHNA MISSION VIDYAMANDIRA SIKSHA PARISHAD
(GOVERNING BODY) PASSED ON 18th DECEMBER 2017**

Resolved that the following two Part Time Teachers (PTTs) who are engaged in our college be approved the slab change as per following table:

Name	Present Slab	New Slab	W.E.F.
Chandan Rai	Rs. 14,884/-	Rs. 20466/-	12.12.2018
Abhishek Pal	Rs. 14,884/-	Rs. 20466/-	13.08.2018

Sl. No.	Name	Signature
1	Swami Suparnananda, President	
2	Swami Divyananda, Secretary	
3	Swami Shastrajnananda, Principal	
4	Swami Ekachittananda, Vice-Principal	
5	Br. Pavitrachaitanya, Treasurer	
6	Swami Atmapriyananda, Member	
7	Prof. Sabyasachi Basu Roy Chaudhury, (UGC Nominee), Member	
8	Prof. Samir Das (C.U. Representative), Member	
9	Dr. Madanmohan Majumdar (Govt. Representative), Member	
10	Swami Tattwasarananda, Principal, Ramakrishna Mission Shikshanamandira	
11	Prof. Santanu Moitra, (Teachers' Representative), Member	
12	Prof. Subhankar Roy, (Teachers' Representative), Member	


President

Ramakrishna Mission Vidyamandira
Siksha Parishad (Governing Body)
P.O. Belur Math: :Dt.Howrah 711202