

MEETING RESOLUTION BOOK

NAME OF MEMBERS PRESENT

Meeting No. 01

Date 18.02.19

Place _____

Time _____

1. Ranajit Mondal	8. S. Mahali
2. Anil Kumar	9. Shyamal Banerjee
3. Anjali Mondal	10. _____
4. Prinan Nayak	11. Gautam Dandapat 18-02-19
5. Rangeet Sengupta	12. Alok Ranjan Khaliya
6. Alok Ranjan Khaliya	13. _____
7. Alok Ranjan Khaliya	14. _____

No.

Resolutions Adopted

This is the first meeting of the newly constituted General Body. The Honorable President of the Governing Body, Mr. Ranajit Mondal, presided over the meeting. He congratulated the members of the newly constituted GB and hoped that they would work sincerely for the betterment of the college.

Following are the resolutions adopted in the meeting:

- 1) Change of Bank Operator:** As the newly constituted Governing Body became functional from this meeting, the change of Bank Operators for all the Bank accounts of Khejuri College was discussed. After due discussion, it was unanimously resolved that Mr. Ranajit Mondal, Honorable President, Governing Body, Dr. Asim Kumar Manna, Principal/ Secretary, Governing Body and Dr. Samu Mahali, Honorable Higher Education Nominee, Governing Body, Khejuri College and Principal, Sitananda College, would become the new Bank Operators. Among the three Bank Operators, the Principal/Secretary will be the Mandatory Signatory and the either of the other two Operators will be the other signatory.
- 2) Submission of IIQA:** Regarding submission of IIQA for NAAC, Dr. Rangeet Sengupta, NAAC Co-ordinator, pointed out that the IIQA is ready and can be submitted at present. Dr. Gautam Dandapat, IQAC Co-ordinator stated that once the IIQA is submitted, the college will get only 45 days for the submission of SSR. Keeping this in mind, the IIQA should be submitted only after the majority of preparation for submitting SSR has been completed. After discussion, the GB members unanimously accepted Dr. Dandapat's suggestion.
- 3) Infrastructural Development for NAAC Preparations:** Regarding infrastructural development for NAAC Preparations, Mr. Ranajit Mondal, Honorable President, stated that a comprehensive plan prepared by the IQAC for NAAC must be adopted and required infrastructural developmental measures must be taken. The various developmental steps to be taken may be categorized as masonry, carpentry, painting and purchase of electronic/electrical gadgets. These should be brought about in a systematic way.

Suvoma Gupta

Principal
Khejuri College



- 4) **Formation of various Subcommittees:** The various subcommittees for administration of the college which would function under the auspices of the newly constituted Governing Body were formed during the meeting. These are as follows:

FINANCE COMMITTEE

1. Dr. Asim Kumar Manna (Chairman)
2. Dr. Gautam Dandapat (Bursar/Convenor)
3. Dr. Samu Mahali
4. Dr. Rangeet Sengupta
5. Mr. Biman Nayak
6. Mr. Chandan Kala

PURCHASE COMMITTEE

1. Dr. Asim Kumar Manna (Chairman)
2. Dr. Kuntal Thakur (Convenor)
3. Dr. Gautam Dandapat
4. Dr. Rangeet Sengupta
5. Mr. Biman Nayak
6. Mr. Patit Paban Giri

INTERNAL QUALITY ASSURANCE CELL

1. Dr. Asim Kumar Manna (Chairman)
2. Dr. Gautam Dandapat (Coordinator)
3. Mr. Dipankar Jana (Faculty)
4. Dr. Kuntal Thakur (Faculty)
5. Dr. Rangeet Sengupta (Faculty)
6. Ms Smriti Rai (Faculty)
7. Dr. Swapan Mishra (Senior Admn Officer)
8. Dr. Samu Mahali (Senior Admn Officer)
9. Mr. Pabitra Kr. Bhunia (Stakeholder)
10. Prof. Ramkrishna Das (Rep. Local Society)
11. Mr. Biman Nayak (Member, GB)
12. Mr. Joydeb Maity (Alumni)
13. Mr. Amiya Ranjan Das (Sr Admn Officer)
14. Mr. Patit Paban Giri (Sr Admn Officer)

NAAC CORE COMMITTEE

1. Dr. Asim Kumar Manna (Chairman)
2. Dr. Rangeet Sengupta (Coordinator)
3. Dr. Gautam Dandapat
4. Mr. Dipankar Jana
5. Dr. Kuntal Thakur
6. Mr. Amiya Ranjan Das
7. Mr. Patit Paban Giri

ACADEMIC SUB-COMMITTEE

1. Dr. A.K. Manna (Chairman)
2. Dr. Kuntal Thakur, (Convenor)
3. All other Heads of Departments.



Swaroma Gupta
Principal
Khejuri College

MEETING RESOLUTION BOOK

ONLINE ADMISSION COMMITTEE

1. Dr. A.K. Manna (Chairman)
2. Dr. Gautam Dandapat (Convenor)
3. Dr. Kuntal Thakur
4. Mr. Patit Paban Giri
5. Mr. Rajkumar Maity
6. Mr. Ranjit Ghorai

RESEARCH COMMITTEE

1. Dr. A.K. Manna (Chairman)
2. Prof. Dipankar Jana (Convenor)
3. Dr. Gautam Dandapat
4. Dr. Amalesh Patra
5. Dr. Kuntal Thakur
6. Dr. Rangeet Sengupta

EXAMINATION COMMITTEE

1. Dr. A.K. Manna (Chairman)
2. Ms. Smriti Rai, Convenor
3. Dr. Gautam Dandapat
4. Dr. Kuntal Thakur
5. Mr. Samir Sing
6. Mr. Amiya Ranjan Das
7. Mr. Srish Chandra Mondal

CAREER COUNSELLING CELL

1. Dr. A.K. Manna (Chairman)
2. Dr. Amalesh Patra, Convenor
3. Ms. Smriti Rai
4. Mr. Samir Sing
5. Mr. Debabrata Maity
6. Mr. Uttam Khatua
7. Mr. Debanjan Guchhait
8. Mr. Kalachand Routh (Student Rep.)

SEXUAL HARASSEMENT REDERESSAL CELL

1. Dr. A.K. Manna, (Chairman)
2. Ms. Smriti Rai, Convenor
3. Mr. Dipankar Jana
4. Ms. Sampa Das
5. Ms. Suparna Das
6. Ms. Chaitali Bhunia
7. Ms. Anupama Jana (Student Rep.)
8. Ms. Rakhija Khatun (Student Rep.)



Suvoma Gupta
Principal
Khejuri College

ANTI-RAGGING CELL

1. Dr. A.K. Manna (Chairman)
2. Mr. Vivekananda Maiti, Convenor
3. Mr. Debabrata Maity
4. Mr. Samir Sing
5. Mr. Sukumar Manna
6. Mr. Alakesh Panda
7. Mr. Chandan Kala
8. Mr. Mrinal Sahoo (Student Representative)

CULTURAL COMMITTEE

1. Dr. A.K. Manna (Chairman)
2. Dr. Gautam Dandapat, Convenor
3. Dr. Rangeet Sengupta
4. Ms. Anurupa Hazra
5. Ms. Sukanya Das
6. Mr. Sunip Maity
7. Mr. Saumitra Bera
8. Ms. Sampa Das
9. Mr. Swarnendu Das (Student Rep)
10. Ms. Sudipa Gayen (Student Rep)

BIOLOGICAL DIVERSITY COMMITTEE

1. Dr. A.K. Manna (Chairman)
2. Mr. Dipankar Jana (Convenor)
3. Mr. Raghunath Bhunia
4. Mr. Asim Sahoo
5. Mr. Raju Paria
6. Mr. Subodh Jana
7. Mr. Mausam Maity (Student Representative)



Suvrerna Gupta
Principal
Khejuri College

MEETING RESOLUTION BOOK

SPORTS COMMITTEE

1. Dr. A.K. Manna (Chairman)
2. Dr. Kuntal Thakur, Convenor
3. Mr. Malay Pradhan
4. Mr. Sunip Maity
5. Mr. Patit Paban Giri
6. Mr. Rajkumar Maity
7. Mr. Samir Pramanik (Student Rep.)

STUDENTS' GRIEVANCE CELL

1. Dr. A.K. Manna (Chairman)
2. Prof. Dipankar Jana, Convenor
3. Dr. Kuntal Thakur
4. Dr. Rangeet Sengupta
5. Ms. Smriti Rai
6. Mr. Amit Panda
7. Mr. Shibes Panda
8. Ms. Mouli Pradhan (Student Representative)
9. Mr. Tridev Mondal (Student Representative)

EQUAL OPPORTUNITY CELL

1. Dr. A.K. Manna (Chairman)
2. Mr. Samir Sing, Convenor
3. Dr. Amalesh Patra
3. Ms. Smriti Rai
4. Ms. Swati Das
5. Mr. Debasish Manna
6. Ms. Riwitika Bhattacharyya (Student Rep.)

LIBRARY COMMITTEE

1. Dr. A.K. Manna (Chairman)
2. Mr. Debabrata Maity, Convenor
3. Dr. Kuntal Thakur
4. Dr. Rangeet Sengupta
5. Mr. Shyamalendu Burman
6. Mr. Patit Paban Giri

- 5) Misc.:
(i)

Attendance of College Staff: It was pointed out by the Principal that recently, the attendance of the college staff has not been satisfactory. Several



Swaroma Gupta
Principal
Khejuri College

MEETING RESOLUTION BOOK

NAME OF MEMBERS PRESENT

Meeting No. 01/23

Date 07.01.2023

Place T.I.C Chamber

Time 1.00 P.M

1. Partha Pratim Das	8.
2. Dandapat 07.01.23	9.
3. S. Mahali 07.01.23	10.
4. Prakash Mandal 07.01.23	11.
5. Ranjit Singha 07.01.23	12.
6. Himtal Thakur 07.01.23	13.
7. Chandan Kr. Kale 07.01.23	14.

No.	Resolutions Adopted
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Dr. Partha Pratim Das, Hon'ble President of the Governing Body, presided over the meeting. As Dr. Gautam Dandapat has been appointed as the Teacher-in-Charge, Khejuri College, the President proposed his name as the Secretary of the Governing Body, as per norms. Dr. Dandapat was unanimously confirmed as the Secretary of the Governing Body, Khejuri College.

Following are the resolutions adopted in the meeting:

- 1. Reading and Confirmation of Minutes of Last GB Meeting:** The Minutes of the last GB Meeting were read and confirmed.

It was brought to the notice of the Governing Body that as per the Report dated 24.12.2022, drafted in presence of the Special Committee set up by the Governing Body for Charge Handover from Dr. Asim Kumar Manna, Former Principal to Dr. Gautam Dandapat, Teacher-in-Charge, on the occasion of Dr. Manna's retirement as Principal from Khejuri College, certain documents were not received from the Principal. The details of the Documents and items not received were as follows:

Sl No.	Topic associated with financial, administrative or financial aspect of the College	Status at the time of Transfer of Responsibility
1.	University Affiliation of College	Original of Temporary Affiliation not received
2.	Government Order reg. Post Creation of all staff -- Principal	Originals not received
	Teaching Staff	Originals not received
	Non-Teaching Staff	Originals not received except 536-Edn (CS)/4E-47/2000 dt. 14.08.2008
3.	University Affiliation of All Subjects	Originals not received except Bengali and Geography.
4.	Stock Register – Mother	Entries in Stock Register from 1999 to 2011 not received. Incomplete entries in the Stock Register 2011 onwards till 2019.
5.	Grant Register	Completed Grant Register not received.
6.	College Land Deed – Donated	12 Land Deeds of Lands Donated and 7 Land Deeds of Lands Purchased received, with 1 certified copy. The rest of the Deeds are not received.
7.	College Land Deed – Purchased	
8.	College Land Records – Donated	
9.	College Land Records – Purchased	
10.	Documents relating to Conversion of Land – Donated	
11.	Documents relating to Conversion of Land – Purchased	

(Signature)
President,
Khejuri College



(Signature)
Principal
Khejuri College

MEETING RESOLUTION BOOK

No.

NAME OF MEMBERS PRESENT

Meeting No. _____

Place _____

Date _____

Time _____

6. Mr. Prakash Mondal
7. Mr. Chandan Kala

MEMBERS OF INTERNAL QUALITY ASSURANCE CELL

1. Dr. Gautam Dandapat (Chairman)
2. Dr. Rangeet Sengupta (Coordinator)
3. Mr. Dipankar Jana (Faculty)
4. Dr. Kuntal Thakur (Faculty)
5. Dr. Smriti Rai (Faculty)
6. Dr. Pratik Dash (Faculty)
7. Dr. Swapan Mishra (Senior Admn Officer)
8. Dr. Samu Mahali (Senior Admn Officer)
9. Mr. Pabitra Kr. Bhunia (Stakeholder)
10. Prof. Ramkrishna Das (Rep. Local Society)
11. Mr. Prakash Mondal (Member, GB)
12. Mr. Joydeb Maity (Alumni)
13. Mr. Amiya Ranjan Das (Sr Admn Officer)
14. Mr. Patit Paban Giri (Sr Admn Officer)

MEMBERS OF NAAC CORE COMMITTEE

1. Dr. Gautam Dandapat (Chairman)
2. Prof. Dipankar Jana (Co-ordinator)
3. Dr. Vivekananda Maiti
4. Dr. Kuntal Thakur
5. Dr. Rangeet Sengupta
6. Dr. Smriti Rai
7. Dr. Poulami Mukherjee
8. Prof. Priyanka Gupta
9. Dr. Pratik Dash
10. Mr. Debabrata Maity
11. Mr. Amiya Ranjan Das
12. Mr. Chandan Kumar Kala
13. Mr. Patit Paban Giri

Misc (vi) – Plea by Mr. Baneswar Singha for Advance Payment of Salary: Mr. Baneswar Singha, Clerk, Khejuri College, has pleaded to the Teacher-in-Charge in a letter dated 05.01.2023 for an Advance of Rs.15000/- (Rupees Fifteen Thousand only), citing his dire financial need for medical treatment. He has assured that he will repay the amount once his regular salary would be resumed after refixation. It was noted that Mr. Singha had been absent from his duties at the College from February 2020 till 31.08.2022. As per the resolution of the Governing Body of Khejuri College dated 12.11.2022, a request about Refixation of Pay of Mr. Baneswar Singha has been placed before the DPI. In such circumstances, it was resolved no Advance Payment can be made to Mr. Singha as the present status of his service is not determined by Government authorities.

Misc (vii) – Construction of the False Ceiling in the Department of Sociology– It was brought to the notice of the Body that False Ceiling had to be constructed on an urgent basis in the Department of Sociology in order to suitably shield the staff and students from external climatic conditions. As the aforesaid construction was a dire necessity for the Department, it was executed on an urgent basis through due process of invitation of Quotation. After discussion, the Governing Body approved of the urgent effort undertaken.

As there was no further agenda, the meeting was dissolved with thanks to the chair.

Confirmed
[Signature]



Swarna Gupta
Principal
Khejuri College



KHEJURI COLLEGE

[Govt. Aided]

P.O.- Baratala :: Dist.- Purba Medinipur :: Pin- 721431

E-mail : khejuricollege1999@gmail.com

Ref. No...KC/NOTICE/87/23

Date...08.08.2023...

NOTICE

All concerned are hereby informed that as per the Resolution of the Governing Body of the College in its meeting dated 27.07.2023, the various committees of the College, associated with diverse academic and administrative responsibilities, have been reconstituted. It is expected that the committees will initiate their activities with immediate effect in order to ensure smooth functioning of the college. The reconstituted committees are as follows:

FINANCE COMMITTEE

1. Dr. Suvroma Gupta (Chairman)
2. Dr. Gautam Dandapat (Bursar/Convenor)
3. Dr. Kuntal Thakur
4. Dr. Rangeet Sengupta
5. Dr. Pratik Dash
6. Mr. Prakash Mondal
7. Mr. Chandan Kala

PURCHASE AND TENDER COMMITTEE

1. Dr. Suvroma Gupta (Chairman)
2. Dr. Kuntal Thakur (Convenor)
3. Dr. Gautam Dandapat
4. Dr. Rangeet Sengupta
5. Dr. Pratik Dash
6. Mr. Prakash Mondal
7. Mr. Amiya Ranjan Das

INTERNAL QUALITY ASSURANCE CELL

1. Dr. Suvroma Gupta (Chairman)
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4. Mr. Dipankar Jana (Faculty)
5. Dr. Kuntal Thakur (Faculty)
6. Dr. Smriti Rai (Faculty)
7. Dr. Pratik Dash (Faculty)
8. Dr. Swapan Mishra (Senior Admn Officer)
9. Dr. Samu Mahali (Senior Admn Officer)
10. Mr. Pabitra Kr. Bhunia (Stakeholder)
11. Prof. Ramkrishna Das (Rep. Local Society)
12. Mr. Biman Nayak (Rep. Local Society)
13. Mr. Debasish Dash (Member, GB)
14. Mr. Joydeb Maity (Alumni)
15. Mr. Amiya Ranjan Das (Sr Admn Officer)
16. Mr. Patit Paban Giri (Stakeholder)

Suvroma Gupta

**Principal
Khejuri College**

NAAC CORE COMMITTEE

1. Dr. Suvroma Gupta (Chairman)
2. Dr. Dipankar Jana (Coordinator)
3. Dr. Gautam Dandapat
4. Dr. Kuntal Thakur
5. Dr. Rangeet Sengupta
6. Dr. Smriti Rai
7. Mr. Debabrata Maity
8. Dr. Poulami Mukherjee
9. Mrs. Priyanka Gupta
10. Dr. Pratik Dash
11. Mr. Amiya Ranjan Das
12. Mr. Chandan Kala

ACADEMIC SUB-COMMITTEE

1. Dr. Suvroma Gupta (Chairman)
2. Dr. Gautam Dandapat (Convenor)
3. Dr. Pratik Dash (Asst. Convenor)
4. All other Heads of Departments.

ONLINE ADMISSION COMMITTEE

1. Dr. Suvroma Gupta (Chairman)
2. Dr. Pratik Dash (Convenors)
3. Dr. Gautam Dandapat
4. Dr. Kuntal Thakur
5. Dr. Rangeet Sengupta
6. Dr. Poulami Mukherjee
7. Mr. Debasis Manna
8. Mr. Amiya Ranjan Das
9. Mr. Rajkumar Maity
10. G..S. – Student Representative

RESEARCH COMMITTEE

1. Dr. Suvroma Gupta (Chairman)
2. Dr. Amalesh Patra (Convenor)
3. Dr. Gautam Dandapat
4. Prof. Dipankar Jana
5. Dr. Kuntal Thakur
6. Dr. Rangeet Sengupta
7. Mrs. Priyanka Gupta
8. Dr. Pratik Dash
9. Dr. Sushil Bera

EXAMINATION COMMITTEE

1. Dr. Dr. Suvroma Gupta (Chairman)
2. Mr. Debabrata Maity (Convenor)
3. Dr. Gautam Dandapat
4. Dr. Smriti Rai
5. Mr. Amiya Ranjan Das
6. Mr. Srish Chandra Mondal
7. Mr. Dinabandhu Das

Suvroma Gupta
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Khejuri College

CAREER COUNSELLING CELL

1. Dr. Suvroma Gupta (Chairman)
2. Dr. Amalesh Patra (Convenor)
3. Dr. Kuntal Thakur
4. Dr. Rangeet Sengupta
5. Dr. Smriti Rai
6. Mr. Samir Sing
7. Dr. Pratik Dash
8. Mr. Uttam Khatua
9. Mr. Debanjan Guchhait
10. Ms. Samsur Nahar Khatun (Student Rep.)
11. Mr. Deb Arpan Pramanik (Student Rep.)

SEXUAL HARASSEMENT REDERESSAL CELL/ICC

1. Dr. Suvroma Gupta (Chairman)
2. Dr. Smriti Rai (Convenor)
3. Dr. Poulami Mukherjee
4. Mrs. Priyanka Gupta
5. Prof. Dipankar Jana
6. Mrs. Sampa Das
7. Mrs. Suparna Das
8. Mrs. Sikha Das
9. Mrs. Chaitali Bhunia
10. Ms. Sreetama Mondal (Student Rep.)
11. Ms. Arpita Maity (Student Rep.)

ANTI-RAGGING CELL

1. Dr. Suvroma Gupta (Chairman)
2. Mr. Vivekananda Maiti (Convenor)
3. Mr. Debabrata Maity
4. Mr. Samir Sing
5. Mr. Sukumar Manna
6. Mrs. Anurupa Hazra
7. Mr. Uttam Kr. Khatua
8. Mr. Chandan Kala
9. Ms. Saheli Das (Student Rep.)

CULTURAL COMMITTEE

1. Dr. Suvroma Gupta (Chairman)
2. Dr. Gautam Dandapat (Convenor)
3. Dr. Rangeet Sengupta
4. Dr. Poulami Mukherjee
5. Mrs. Sampa Das
6. Mr. Saumitra Bera
7. Mrs. Atreyee Mal
8. Ms. Anurupa Hazra
9. Ms. Sukanya Das
10. Ms. Samapti Samanta (Student Rep.)
11. Mr. Sanatan Das (Student Rep.)

Suvroma Gupta
Principal
Khejuri College

BIOLOGICAL DIVERSITY COMMITTEE

1. Dr. Suvroma Gupta (Chairman)
2. Prof. Dipankar Jana (Convenor)
3. Dr. Amalesh Patra
4. Mr. Raghunath Bhunia
5. Mr. Asim Sahoo
6. Mr. Raju Paria
7. Ms. Shreyasi Pradhan
8. Mrs. Arati Chakraborty
9. Mrs. Jyotsna Mandal
10. Mr. Subodh Jana
11. Mr. Surajit Mondal (Student Rep.)

DEVELOPMENT COMMITTEE

1. Dr. Suvroma Gupta (Chairman)
2. Dr. Vivekananda Maiti (Convenor)
3. Dr. Gautam Dandapat
4. Dr. Kuntal Thakur
5. Dr. Rangeet Sengupta
6. Dr. Pratik Dash
7. Mr. Shibes Panda
8. Mr. Debasish Dash
9. Mr. Amiya Ranjan Das
10. Mr. Chandan Kr. Kala

SPORTS COMMITTEE

1. Dr. Suvroma Gupta (Chairman)
2. Dr. Kuntal Thakur (Convenor)
3. Dr. Pratik Dash
3. Mr. Malay Pradhan
4. Mrs. Sheuli Jana
5. Mrs. Debarati Guchhait
6. Mr. Rajkumar Maity
7. Mr. Prabir Mondal
8. Mr. Srijit Pramanik (Student Rep.)
9. Ms. Payel Mondal (Student Rep.)

STUDENTS' GRIEVANCE CELL

1. Dr. Suvroma Gupta (Chairman)
2. Prof. Dipankar Jana (Convenor)
3. Dr. Kuntal Thakur
4. Dr. Rangeet Sengupta
5. Dr. Smriti Rai
6. Mr. Amit Panda
7. Mr. Shibes Panda
8. Mr. Aditya Pramanik (Student Rep.)
9. Ms. Rakhi Jana (Student Rep.)

Suvroma Gupta

**Principal
Khejuri College**