


Scottish Church College
Kolkata

6.3.2

Senatus Meeting held on 8th July 2016
at 3.30 p.m. in the Principal's Chamber.

Senatus Members

Signature

1	Dr. J Abraham, Rector & Secretary	
2	Dr. Amit Abraham, Principal	
3	Dr. Arpita Mukerji, Vice Principal	Arpita Mukerji 8.7.16.
4	Dr. Chandan Kumar Pal, Bursar	
5	Dr. Apanta Paul	Apanta Paul
6	Dr. Selyani Ghosh	S Ghosh
7	Prof. Debadyuti Banerjee	D. Banerjee
8	Dr. Madhuranjari Mandal	M. Mandal
9	Dr. Narayan Chandra Sin	N. Sin
10	Rev. Nigel Pope	Nigel Pope
11	Dr. Partha Halder	Partha Halder
12	Dr. Biswas	Biswas
13	(Mrs.) Anjali Das	Anjali Das
14	Dr. Bonita Ghosh	B. Ghosh 8.7.16
15		

Minutes of the 116th Meeting of Scottish Church College Senatus held in the College on 8th July, 2016 at 3.30 pm

1. A. Members present in the first half of the meeting (committee of 2013-2016):

Dr. Amit Abraham, Principal
Dr. Arpita Mukerji, Vice Principal
Dr. Mausumi Manna, Dept. of Economics, Senatus Secretary
Rev. Nigel Pope
Dr. Ajanta Paul
Prof. Rabindranath Sasmal, Dept. of Physics
Dr. Amitava Roy, Dept. of Botany
Dr. Madhumanjari Mandal, Dept. of Botany (Christian teacher)
Mr. Animesh Chatterjee, Non teaching staff

Apology of absence:

Dr. J. Abraham, Rector & Secretary
Dr. Chandan Kumar Pal, Bursar

Dr. Sreejita Biswas

Dr. Sudipta Midday

Vacant positions:

President, Students' Union
General Secretary, Students' Union

1 B. Members present in the second half of the meeting (committee for 2016 -2019)

Dr. Amit Abraham, Principal
Dr. Arpita Mukerji, Vice Principal
Dr. Ajanta Paul, Representative of Calcutta Diocese
Dr. Bonita Aleaz, Representative of Calcutta Diocese
Ms. Anjali Das, Representative of Calcutta Diocese
Rev. Nigel Pope, Representative of Calcutta Diocese
Prof. Debadyuti Banerjee, Department of History
Dr. Narayan Chandra Das, Department of Zoology
Dr. Madhumanjari Mandal, Department of Botany (Christian teacher)
Dr. Debjani Ghosh, Department of Chemistry
Dr. Partha Halder, Department of Chemistry (Christian teacher)
Mr. Asis Biswas, Non teaching staff

Apology of Absence:

Dr. J Abraham , Rector & Secretary

Dr. Chandan Kumar Pal, Bursar

Vacant positions:

President, Students' Union
General Secretary, Students' Union

2. Opening prayer:

The meeting began with a prayer by Rev. Nigel Pope

3. **Appointment of Recording Secretary:**
Dr. Madhumanjari Mandal was appointed as the recording secretary
4. **Adoption of Agenda:**
 - a. Wifi policy for the college
 - b. Formation of new Senatus
5. **Confirmation of the minutes of the previous meeting:**
The minutes of the 115th Senatus meeting dated 4th February, 2016 at 3.30 pm was read and confirmed with minor corrections.
6. **Buisness arising:**
None
7. **Non-teaching Staff matter:**

SM/116/2016/01: Retirement of Hostel employees

It was resolved that the following members of the hostel employees who would be retiring/ would have retired on the following dates.

- a. Mr. Santimöy Roy joined his service on 01.03.1974 (According to Hostel Committee Meeting held on 26.09.1977) as cook in the Ogilvie Hostel and will be retiring on 31.12.2016. College will take the necessary actions to prepare his pension papers. Further it has been resolved that the arrangement be made to fill up the vacant post of cook as per rule.

a. List of hostel employees who have retired:

S No.	Names	Joined on	Retired on	Designation
1	Bishnupada Panda	01.03.1957	31.10.2000	Cook- Students Residence
2	Megha Prasad	01.08.1963	31.12.2002	Helper/Asst. -Lady Dundas Hostel
3	Harmus Saha	01.01.1954	31.01.2003	Helper/Asst.- Duff Hostel
4	Late Mahes Ram	01.02.1964	20.03.2003	Helper/Asst.- Duff Hostel
5	Late Sambhu Sarder	01.06.1963	03.07.2003	Helper/Asst.- Duff Hostel
6	Ram Krishna Giri	01.08.1971	30.04.2005	Helper/Asst.- Students Residence
7	Byomkesh Panda	01.11.1963	31.07.2006	Cook-Students Residence
8	Habib Ansari	01.02.1965	31.12.2006	Helper/Asst.
9	Murari Tripathy	01.02.1979	31.07.2007	Cook- Lady Dundas Hostel
10	Kailash Giri	01.02.1970	31.12.2007	Asst. Cook- Ogilvie Hostel
11	Khagen Panda	01.10.1979	31.03.2008	Asst. Cook - Wann Hostel
12	Kali Das	01.10.1969	30.09.2008	Helper/Asst.- Ogilvie Hostel
13	Sabir Ansari	01.04.1980	31.12.2009	Asst. Cook- Duff Hostel
14	Rajendra Prasad	21.01.1977	31.03.2012	KitchenAtten-Students residence
15	Manulal Khan	01.09.1975	31.10.2013	Cook- Duff Hostel
16	Prafulla Pati	01.12.1969	31.10.2013	Cook- Wann Hostel

Further it has been resolved that the college will take a prompt action to prepare the pension papers of the above mentioned employees.

8. Prof. Rabindranath Sasmal requested to Principal, Dr. Amit Abraham to take care of the free wifi network in our campus. He suggested to install few controllers to get control over the wifi service in our college.
9. Dr. Amit Abraham offered a note of appreciation towards the outgoing Senatus Secretary, Dr. Mousumi Manna. Dr. Manna also gave thanks to all the members specially she mentioned the name of the Estate Officer, Mr. Sibnath Bhattacharyya for his unconditional help and support.
10. After that the second half of the meeting started with the newly constituted Senatus for 2016-2019. Dr. Amit Abraham, Principal introduced all the new members.
11. Election of Sennatus Secretary:
SM/116/2016/02: a. Dr. Madhumajari Mandal's name was proposed by Rev. Nigel Pope and it was seconded by Prof. Debadyuti Banerjee.
b. Mr. Asis Biswas proposed the name of Dr. Narayan Chandra Das but there was nobody to support this proposal.

Dr. Madhumanjari Mandal accepted the proposal and further it was decided unanimously that she will be the Senatus Secretary for the term of 2016-2019.
12. As there was no other matter to discuss the meeting ended by reciting the grace to the Lord together.

Amit Abraham
Chairman

Mousumi Manna

Madhumajari Mandal
Senatus Secretary 26/9/16

Secretary, The Senatus
Scottish Church College

Scottish Church College

1 & 3 Urquhart Square, Kolkata-700006

19th September, 2016

NOTICE

The 117th meeting of the Scottish Church College Senatus will be held on Friday, 27th September, 2016 at 3:00 p.m. in the Principal's Room. You are requested to attend the meeting.

Agenda:

1. Opening prayer
2. Apology of absence
3. Adoption of agenda if any
4. Confirmation of minutes of the 116th meeting dated 08.07.16
5. Non-teaching Staff Matters
6. Students' Matter
7. Miscellaneous
8. Closing Prayer

u. Mandal
19/9/16
Madhumanjari Mandal
(Senatus Secretary)

Members for Attention:

SL No	Name of Members	Signature
01	Dr. J Abraham, (Rector & Secretary)	
02	Dr. Arpita Mukerji, (Teacher-in-charge)	<i>Arpita Mukerji 20/9/16.</i>
03	Dr. Chandan Kumar Pal, (Bursar)	<i>C.K. Pal 20/9/16</i>
04	Rev. Nigel Pope, St Paul's Cathedral	
05	Dr. Ajanta Paul, Woman's Christian College	
06	Prof. Bonita Aleas, Department of Political Sc., Calcutta Uni	
07	Ms. Anjali Das, United Missionary Girls High School	<i>Anjali Das 20/9/16</i>
08	Dr. Narayan Chandra Das, Zoology Department	
09	Mr. Debadyuti Banerjee, Department of History	<i>D. Banerjee 22/9/16.</i>
10	Dr. Debjani Ghosh, Department of Chemistry	<i>D. Ghosh 21/9/16</i>
11	Dr. Partha Halder, Department of Chemistry	<i>Halder 20/9/16</i>
12	Mr. Animesh Chatterjee (Representative Non-teaching Staff) Mr. Animesh Chatterjee	<i>Animesh Chatterjee 22/09/16.</i>
13	Mr. Sayak Chatterjee, Vice-President, Students' Union	<i>Sayak Chatterjee 20/09/16</i>
14	Mr. Souradip Sinha, Assistant Secretary, Students' Union	<i>Souradip Sinha 20/09/2016</i>

**Scottish Church College
Kolkata**

Senatus Meeting held on 27th September 2016
at 3.00 p.m. in the Principal's Chamber.

Senatus Members

Signature

1	Dr. J Abraham, Rector & Secretary	
2	Dr. Arpita Mukerji, Teacher-in-Charge	Arpita Mukerji 27.9.16.
3	Dr. Chandan Kumar Pal, Bursar	
4	Dr. Madhumanjari Mandal, Senatus Secretary	
5	Rev. Nigel Pope	
6	Dr. Ajanta Paul	Ajanta Paul 27/9/16
7	Mrs. Anjali Das Ex. Headmistress United Missionary Girls' High School	Anjali Das 27.9.16
8	Prof. Bonita Aliaz Professor Calcutta University	B. Aliaz 27/9
9	Prof. Narayan Chandra Das	N. C. Das
10	Prof. Debadyuti Banerjee	D. Banerjee 27/9/16.
11	Prof. Debjani Ghosh	
12	Prof. Partha Halder	Partha Halder 27/9/16
13	Mr. Asis Biswas, Non-teaching Staff	Asis Biswas 27.09.16
14	Vice-President, Student's Union	Sayak Chatterjee 27/9/16
15	General Secretary, Students' Union	Sayak Chatterjee 27/09/2016

Nec Tamen Consumebatur - The bush burns, but is not consumed

**Minutes of the 117th Meeting of Scottish Church College Senatus held in the College on
27th September, 2016 at 3.00 pm**

Members present in the meeting :

Dr. Arpita Mukerji, Teacher-in-charge
Dr. Chandan Kumar Pal, Bursar
Dr. Madhumanjari Mandal, Senatus Secretary
Dr. Ajanta Paul, Representative of Calcutta Diocese
Dr. Bonita Aleaz, Representative of Calcutta Diocese
Ms. Anjali Das, Representative of Calcutta Diocese
Rev. Nigel Pope, Representative of Calcutta Diocese
Prof. Debadyuti Banerjee, Department of History
Dr. Narayan Chandra Das, Department of Zoology
Dr. Partha Halder, Department of Chemistry
Mr. Asis Biswas, Non teaching staff
Mr. Sayak Chatterjee, Vice-President, Students' Union, Students representative
Mr. Souradip Sinha, Asst. General Secretary, Students' Union, Students' Representative

Opening Prayer:

The meeting began with a prayer by Dr. Ajanta Paul.

Apology of Absence:

Dr. J Abraham, Rector & Secretary
Dr. Debjani Ghosh, Department of Chemistry

Appointment of Recording Secretary:

Prof. Debadyuti Banerjee, Department of History has been appointed as recording secretary.

Adoption of agenda:

One agenda was adopted i.e. Property related matters at the 6th position of the agenda list given in the notice.

Confirmation of minutes of the 116th Senatus Meeting held on 8th July, 2016:

The minutes were confirmed unanimously. In this connection Dr. Narayan Chandra Das suggested that the minutes of 116th Senatus meeting should be signed jointly by both Senatus Secretaries i.e., Dr. Mausumi Manna, the out-going secretary and Dr. Madhumanjari Mandal the present Secretary.

Business arising out of the minutes read: No discussion was held under this head.

Non-teaching Staff Matter:

SM/117/2016.01. A letter dated 1st July, 2016 from The Scottish Church College Employees' Union regarding the filling up of vacancy in the Senatus of Scottish Church College from the constituency of non teaching shows that they have elected two members, 1. Mr. Asis Biswas as member of College Senatus and 2. Mr. Muralidhar Hota as invitee member. But in the notice served for the 117th Senatus meeting included only Mr. Asis Biswas's name. In this connection Senatus has referred the matter to Council regarding inclusion of the second non teaching staff name as member of the Senatus.

SM/117/2016.02 Regarding a vacancy of one post of Gr C contractual non teaching staff in B. Ed Department, Senatus has approved to fill it up by the regular procedure. In this connection Bursar has reported that Mr. Debargha Roy who has resigned from the post has given a cheque as per the norms of one month's salary/ one month's notice has been bounced when deposited. Senatus has recommended this matter for discussion in council.

SM/117/2016.03. All the pension related papers of Mr. Swapan Das who would be retiring from Department of Physics on 31st October, 2016 have been submitted to DPI office and DPI office has also intimated Mr. Das that DPI office has forwarded all papers to The Principal Accountant General (A & E) already. The corrected service book and the related papers of Mr. Kailash Behera has also been submitted to DPI office on 27.09.2016. The preparation of service books for the 16 retired hostel employees were in progress. In this regard Senatus had requested Dr.N.C.Das to supervise the matter.

SM/117/2016.04. A pending problem regarding the distribution of the casual fee taken from the casual students have been resolved. The Finance sub-committee has approved to release the amount of Rs.4,00,000/ (as per the directive of Council Rs 1,00,000/ or 50% which is less) in the proportion of 55%: 45% to Gr C and Gr D staff respectively.

SM/117/2016.05. Hostel Committee had requested to consider their non teaching staff equally with the other college non teaching staff during taking any decision regarding monitory or on other issues which will be applicable to them. In this connection Bursar has mentioned that for permanent employees College can take decisions at per with the college permanent employees but regarding contractual employees recommendations from hostel committee were advised.

SM/117/2016.06. Collecting personal and service profiles of all contractual (Gr C and Gr D) Staff (37 in number) was in progress. The same would be done for hostel contractual (16 GrD + 1 Gr C) also.

SM/117/2016.07. It was stated that 17 non-teaching staff were still waiting for their fixation of pay from the DPI office.

SM/117/2016.08. Mr. Asis Biswas has requested the Senatus to look into the matter of appointment of Head Clerk and Cashier in the college office. The Senatus has forwarded this matter to Council.

Students' Matters:

SM/117/2016.09. On 23rd September in view of the report of the fact finding committee, the following students of Ogilvie Hostel were found guilty of ragging. As per nature and gravity of the offence, the in house members of the Anti-ragging Committee decided that these students must be expelled from the hostel with immediate effect. A. Nabendu Mohalder, Room no. 22, Botany, B. Mr. Abhijit Mondal, Room no.31, Microbiology, C. Mr. Arka Dutta, Room no. 21, Chemistry, D. Subhojit Mondal, Room no.29, Chemistry.

SM/117.2016.10. Senatus Secretary suggested installing CCTV cameras at the gates of the hostels. She has also suggested installing more CCTV cameras in the college campus to maintain discipline.

SM/117/2016.11. Student representatives reported to the committee regarding the discriminations students face in different hostels like Dundas and Ogilvie. Committee suggested to submit the written complaints.

SM/117/2016.12. It has been decided that in the last week of November (Tentative dates- 23rd, 24th, 25th, 26th) Caledonia will be organized by Students' Union. As venue they would use the courtyard in front of M.L.Bhowmich Auditorium and the road adjacent to the college building. Bursar has told them to submit the application for transfer of money allotted for Caledonia in their account. In this context it is to be noted that an amount of Rs.3,44,850/ have already transferred to their account for organizing the Freshers' Welcome which was held on 16th September, 2016.

SM/117/2016.13. In the Senatus meeting it has been unanimously passed that an additional fee of Rs.30/ per month will be charged from all students to run the Gymnasium properly with instructors for boys and girls separately.

SM/117/2016.14. Senatus has given a guideline for the entry of pass out students to enter the college premises. The pass out students will have to write not only whom they want to visit but the purpose of visit as well in the log book which is kept at the main gate. Same person cannot enter every day.

SM/117/2016.15. Student representatives had enquired about the New Principal's appointment and about the position of the vacancy of Vice-Principal's post in the college. Student representatives also wanted their representation in the Council. Senatus members had told them that these matters were not in their purview.

SM/117/2016.16. Students proposed to donate a glow signage for Millennium building gate and a site map for whole campus. They have also proposed to set a bumper on the road in front of the college to check the reckless driving. Students' representatives also offered their help in setting a wifi zone in the campus with the help of Reliance. They have also proposed to create an App on students' grievances.

SM/117/2016.17. Students requested the authority to take care of the Union Room and install Air - Conditioners there. They have also requested to uplift the look of the Canteen and Boys Common Room. Students informed that the table Tennis board of Girls Common Room was in wretched condition. Students requested to add a paragraph on the activities of Students Union in the College Prospectus. They also requested to organize a pre-admission Senatus meeting henceforth.

Property Related Matters:

SM/117/2016.18. The procedure for registration of the lease deed of the plot no. 46 & 47 in the Bagmari Playfield was almost complete. The lease would be valid for the period of 1st April, 2011 to 31st March, 2041. An amount of Rs. 15,000/ will have to be paid by 31st March each year.

SM/117/2016.19. College was granted a financial assistance of Rs.26,25,000/ (Sanction o. F.WSI - 021/10-11ERO) under the scheme of development of sports infrastructure and equipment for colleges during the eleventh plan period (dated 18.03.2011). College has also received a amount of Rs.13,12,500/ by cheque on 28th March, 2011. But due to lease renewal problem the college authority faced for the playfield at Bagmari the works to be done could not be started immediately. In 2016 few works have been done like construction of Volleyball and basketball courts and reconstructing the pavement surrounding the playfield. There are more planned works to be done. The money we have received is still with us and UGC has warned us to utilize that money within November 2016 or else college will have to return the money with interest. In this context Senatus has suggested to get the directive from Council. The decision of changing the character of the plot no.48 in the playfield is to be discussed again in the Council if college wants to construct any building for educational purpose.

SM/117/2016.20. The Physical Education teacher, Mr. Samir Roy has requested to engage two security staff day and night basis for the playfield at Bagmari.

SM/117/2016.21. The renovation work of the staff quarter in 2 Urquhart Square is complete. Two rooms in that quarter are vacant. Senatus has forwarded this matter to Council to decide that how college can utilize them for other purposes like Doctor's Room etc.

SM/117/2016.22. The College website modification work has been started. Tech Synetics, 36 B Bose Para Lane, Baghbazar, Kolkata - 700 003 has received the work order on 02.08.2016. According to their proposal they are supposed to finish the work within 17 weeks.

SM/117/2016.23. In Students Residence an internal renovation work has been done and for that work the construction company had to change 19 wooden beams which is of worth of approximately Rs.45,000/ after 60 % depreciation. Senatus has instructed the Secretary to take necessary action to keep those beams safely in the college premises. Senatus has suggested the Secretary to put the matter in the website to get comparative prices for selling them.

SM/117/2016.24. It was reported that urgent Roof Treatment work for Botany-Zoology Departments on the second floor of the main building was required. Three quotations were obtained. All of them would use the Attactic Polypropylene Polymer modified pre-fabricated lining.

- a. Marudyan Construction Company Pvt. Ltd.- Rs.4,73,550/ (five layers of 3mm thick)
- b. Sek Abdul Khalek - Rs.4,78,700/ (3mm thick)
- c. Sailen Khan - Rs.2,74,257/ (1.5 mm thick)

In this regard the Bursar, Dr. Chandan Pal suggested for a BOQ.

SM/117/2016.25. By the joint effort of the Kolkata Municipal Corporation and the Kolkata Traffic Police the adjacent roadside has been marked as "reserved for Scottish Church College only". Dr. Chandan Pal has suggested to add a caption as "By orders of KMC & Kolkata Traffic Police" under it. In this context the college has also introduced the Car Parking Stickers for all cars which are

allowed to enter the college. Bursar also requested the authority to take an action to remove a "VAT" which is in situated just opposite to the Millennium building.

11. As there was no other matter to discuss with the meeting was concluded with thanks to the chair and uttering the God's Grace together.

Mukerji

Dr. Arpita Mukerji
Teacher-in-charge

Madhumanjari Mandal

Dr. Madhumanjari Mandal
Senatus Secretary