

**PLANNING BOARD**  
(Financial)

- Sr. Christine Coutinho
- Dr. Neeta Dang
- Ms. Soma Ganguly
- Dr. Sukanya Dasgupta
- Ms. Bonny Ghosh
- Mr. Abdul Javed

**MONITORING COMMITTEE**  
(Evaluation)

- Ms. Krishnokoli Hazra
- Mr. Soumya Dutta
- Ms. Chandrani Sengupta

R Bauriyi  
IQAC - July 2015

## PLANNING BOARD MEETING

10.7.15

The following matters were discussed :

1. Purchase of any item above Rs 5 lakh require E – tendering and for items below Rs 5 lakh it requires normal tenders. Usually we need 3 quotations and we have to float the e – tender before we invite the advertisements .
2. RFID also require 3 quotations . One company has given the estimates .
3. Swati Chatterjee of the computer Dept will help the Planning Board to fill up the e - tender form and also to upload it.
4. We will outsource e – tendering as any one mistake in filling up the form means cancellation .
5. We are not going to get the Heritage fund and so changes had to be made .The RUSA form had to be submitted with modifications . For the time being Water Harvesting had to be shelved and we will look at other sources for funding the water harvesting project - it is part of our Centenary proposal.
6. Any civil work done by the college has to be vetted by Asstt . Engineer of PWD ,Corporation or Zilla Parishad. Sister asked Sukanya to follow it up with Mr .Das .
7. If the college plans to get the items from our known vendors then they will also have to respond to the tenders .However the suppliers must have their Registration certificate , IT return and other professional details . They have to give the lowest possible estimate .
8. Person to contacted for e-tendering is Mr Samir Kumar Ghosh –contact no 23589662 .This no was given to Sister by Mr Basak.
9. Rs.50 lakh of the 1<sup>st</sup> installment has to be spent on CATEGORY “C” and it include : RFID (30lakh), e books (20 lakh: e journals – Rs 5 lakh ,Eng printed bks-Rs 1 lakh ,e- books-14 lakhs )
10. All the vetted list of items have to be submitted by 31<sup>st</sup> July and money has to be spent by 15<sup>th</sup> Aug ,2015.

Pantula

Ranjana Bauriyi

PLANNING BOARD MEETING

20.7.15

1. The planning board members discussed in detail the NIT document which had to be uploaded. The terms and conditions were discussed at length .
2. Mr Sarkar the Loreto Education Society appointed auditor was asked to join the meeting for his opinion and suggestions regarding the terms and conditions.

PLANNING BOARD MEETING

23.7.15

1. The NIT and BOQ documents were uploaded for E – tendering.

Pantalo

Kanjana Bawji

## PLANNING BOARD MEETING

11.8.15

1. Bonny went to JAL SAMPAD BHAVAN for Technical Bid Opening on 10.8.15. and it was found that five bidders had uploaded their credentials and they were--

- i. LIBSYS Limited
- ii. Rapid Radio Solutions Pvt. Ltd.
- iii. Avior Technologies Private Limited
- iv. Esec Consultants
- v. ID Tech Solutions Private Limited

Selected Companies were --

- i. Rapid Radio Solutions Pvt. Ltd.
- ii. Avior Technologies Private Limited
- iii. LIBSYS Limited

Among these three , Rapidradio was considered to be the best .

Not selected were --

- i. Esec Consultants
- ii. ID Tech Solutions Private Limited

2. Bonny prepared a ppt of the documents submitted to Loreto College Planning Board by bidders in response to our e-tender that was uploaded in wbtenders portal.

2. The sealed technical specifications of the Bidders were opened after the ppt presentation in presence of the board members who then made a comparative study of the documents.

3. Mr Sarkar, the auditor approved by the Loreto Education Society was also invited for his feedback and suggestions as he was a signatory to the documents .

4. The final report would be written by Bonny .

5. RapidRadio was selected as the best bidder among the 3 bidders which were RR , AVIOR and the LIBSYS . The lowest bidder was however not selected .

6. Swati and Papia helped the planning board with the procedure .

*Bonny*

*Kayana Banerji*

## PLANNING BOARD MEETING

16.9.15

1. RUSA money was received by the college on 12.9.15
2. The NIT document and the BOQ of the bidders were shown to the board members again by Bonny to write the Financial Evaluation Report .
3. Sister raised queries regarding KUSUM HEALTHCARE uploaded by LIBSYS and asked both Bonny and Papiya to find out about KUSUM HEALTHCARE in detail .
4. The date to upload the Financial Evaluation Report was decided to be on 17.9.15 which was finally uploaded on 22.9.15.
5. The next item to discuss was the AOC which was a legal document and needed to be discussed with a lawyer .
6. AOC also needed to be uploaded and Swati informed the Planning Board Members that the AOC could be submitted by the College on the basis of the Purchase Order only .
7. Swati also informed the members that she would download a sample copy of AOC .
8. Sister also discussed about the expenditures of XIIth plan

Papiya

Ranjana Banerjee

## PLANNING BOARD MEETING

18.09.2015

1. Bonny presented an edited version of financial evaluation report to the board members before uploading it. Many questions were raised by the Planning Board members who wanted the report by lawyer Mrs Sonali Panda to be uploaded verbatim. Papia also informed that the legal document are being prepared by Mrs. Panda regarding our decision of the bidders.
2. Bonny was advised to show it to the lawyer before uploading it.
3. Papia gave her feedback on Kusum Healthcare. She also informed that the clients of RapidRadio were pleased to work with them.

Papia

Rayana Banerjee

## PLANNING BOARD MEETING

23.09.2015

1. Financial Evaluation Report was finally uploaded on 22.09.15.
2. Bonny also informed the members that because of the internal format of wbtenders portal, we had to accept or reject the bidders. Hence, we accepted only RapidRadio and rejected the other two.
3. It was decided that the purchase order will be handed over to RapidRadio and then uploaded the wbtenders portal sometimes next week.
4. Bonny and Papia informed the board members about estimates of e-books and journals. Total money allotted was Rs. 20 lakhs.
5. Sister emphasized on strengthening the network links and upgrading our internet plans.
6. Around 1.4 lakhs was allotted for computers to be purchased.

*Papia*

*Ranjana Banerjee*

## PLANNING BOARD MEETING

26.9.15

- 1 . The UC for 1st phase of RUSA money had to be submitted though no date has been declared yet. Sukanya informed that the proforma regarding the UC will be uploaded on the WB higher education portal sometimes next week .
2. Purchase order related documents were given to Ms Panda for her approval.
3. The payment procedure as written in the proforma uploaded earlier by us stated that 30% of total amount had to be paid by us in cheque to the successful bidder (RapidRadio) and 20% had to be paid after delivery.
4. Rest 50% had to be paid after the successful installation.
5. Face to face meeting with the liaison officer from Rapid Radio and Sister was scheduled on 28.9.15 between 10.00 am and 12 noon .
- 6 . We need to fill up the WB e-tender portal format regarding the AOC .
7. EMDs had to be sent out to the unsuccessful bidders before the pujas

Pauline

Kanjana Banerjee



## PLANNING BOARD MEETING

28.09.2015

1. Bonny received the draft she had send to Mrs.Panda for approval. Mrs Panda has made few changes in the Purchase Order which will be probably uploaded on 29.9.15 and will be handed over to Rapid Radio with 30% advance.
2. AOC will be uploaded .
3. Signing of the contract will be on non judicial stamp paper .
4. Delivery of all RFID items will be within 14 days of signing the contract i.e within 15<sup>th</sup> Oct ,2015 . The bidder RapidRadio has no terms and condition on the purchased item.
5. Invoice by RR will be given before the pujas .
6. RR is trying to get the bank gurantee before the pujas .
7. The work order will be handed over to RR on 30.9.15 with 30% advance .

Pantik

Ranjana Baiyer

## PLANNING BOARD MEETING

3.10.2015

1. The meeting was held to hand over the award of contract to RapidRadio for RFID. It was handed over to Mr. Abishek Shaw, the representative of Rapid Radio.
2. The purchase order / AOC will have to be uploaded but the cheque with 30 % advance will be handed over next week only.
3. Mrs. Panda had drafted the terms and conditions of AOC and Sister said that there was no need to draft another terms and conditions on a stamp paper.
4. To accommodate the AMC money from the RUSA fund for RFID it was decided that less number of computers will be purchased.
5. Sister also informed the Board members that the intimation letter stating that Rs 5,00,000/- for different works under component No7 of RUSA money has been received by the College .

*Cont...*

*Ranjana Banerjee*

PLANNING BOARD MEETING was held on 19.12.15 at 1.00pm in the staff study

Members present

Sister Christine Coutinho

Dr Ranjana Banerjee

Dr Sujata Cowdhury

Dr Sukanya Das Gupta

Dr Neeta Dang

Mrs Soma Ganguly

Ms Bonny Ghosh

The following matters were discussed:

1. Sister Christine informed the members that the RUSA Utilization Certificate for an amount of Rs 50 lakhs as the 1<sup>st</sup> installment has been submitted.
2. Sister informed Board members that she would be happy if the roof construction of the building could be completed by June 2016. The fiancés is from Part B of the RUSA proposal.
3. Dr R. Banerjee informed the Board that Mr Sanjany Budhia of Patton India is unable to provide a date regarding the Water Harvesting proposal before January 2016. He would like to visit the college for an inspection of the site.
4. Dr Sukanya Dasgupta informed the members that as per RUSA norms all civil works needs to be vetted and tendered. Mr. Das has vetted our work but had not tendered. However, since it was vetted the UC was accepted.
5. Sister Christine requested Dr S. Dasgupta to contact Gurmeet Singh and Compuvision for the quotations and demonstration for 10 smart boards with 10 mounted projectors. She was also asked to contact WEBEL for the same. A tentative date of 4<sup>th</sup> / 5<sup>th</sup> January 1.00pm for Webel and 8<sup>th</sup> and 11<sup>th</sup> January 1.00pm for Compuvision will be proposed for the demonstrations. This will be confirmed as and when we hear from them.
6. The assured allocation in the 2<sup>nd</sup> installment is Rs 50 lakh only. However, there may be a possibility of a sanctioned amount of Rs 1 crore in the 2<sup>nd</sup> installment. The total amount sanctioned for RFID is Rs 28, 57,710.00. A sum of Rs 8, 57, 313 lakhs has been paid as work order for the same. The outstanding amount on account of RFID is Rs 20, 00,397.00 which will be paid from the second installment. Smart boards have been budgeted at Rs 16 lakhs and Rs 3 lakhs has been allocated for the dept of Psychology. However a large amount of money is still required for the building construction. Media lab has been allotted Rs 6 lakhs and hostel has been allocated Rs 35, 50,000.00 approximately for repair, renovations and furnishings.

*Coutinho*

*Ranjana Banerjee*

## Monitoring Board

Minutes of the Meeting Held on 10.2.2016

List of the Members Planning Board/Monitoring Board

Sr. Christine Coutinho

Dr. Aditi Das Gupta

Dr. Sukanya Dasgupta

Ms. Chandrani Sengupta

Mr. Abdul Javed

Mr. Edwin Seddon

Mr. Soumya Dutta

Dr. Ranjana Banerjee

Dr. Sujata Chowdhury

Dr. Neeta Dang

Dr. Soma Ganguly

Ms. Bonny Ghosh

Student Representatives:

President-Sherie Jessica Leicester  
Vice President- Shruti Sood

- The Monitoring Board along with the Planning Board of the College sat for a meeting on 10.2.16 to have an overview of work undertaken under RUSA funds for the first installment and the upcoming work in the wake of a new installment of Rs 72.6 lakhs which the college is going to receive. Sister Christine briefed the members about the necessary course of action on the basis of her visit to UGC office in Delhi and Vikash Bhavan in Kolkata.
- Sister Christine said that she was informed by concerned authorities from now on a fresh application certificate will be mandatory before NAAC LOI by 3<sup>rd</sup> or 5<sup>th</sup> of June, 2016.
- SS Report needs to be prepared.
- Sister Christine briefed the members on the need to have RUSA logo on all works undertaken with the help of RUSA funds. This includes preparing new letter heads with RUSA Logo, stickers on every book purchased for the library and putting the logo at the entrance door of the hostel being renovated. Photographs depicting work done with RUSA logos on them need to be taken and they must be labeled with date, month of installation and description of work.

- She said in relation to the college library that accession numbers need to be provided on books bought for the library under RUSA funds. Ms. Bonny Ghosh of Library department said books have already been provided with accession numbers, only RUSA logo stickers need to be put on them.
- Sister also briefed the members present that concerned authorities have taken decision on performance based RUSA funding to colleges and the State government will evaluate work progress on the basis of onsite inspection. She informed that the UC on the part of the college needs to be provided by 8<sup>th</sup> of March, 2016.
- The AIACHE Code for Geo Tagging needs to be provided by the Nodal Officer of the College.
- Stressing on the need for academic audit as per UGC guidelines it was resolved that members will do some research on states like Andhra Pradesh who have implemented this audit.
- Sister informed all that from now on RUSA funds will directly come from Ministry to colleges through Public Fund Monitoring System (PFMS). It was resolved that passbook has to be sent to Canara Bank, the nodal bank for this system, for updating when the money has arrived. Money received will have to be utilized for the earmarked purposes.
- Sister informed about HELA (Higher Education Leadership Academy) set up by RUSA and resolution was taken that some senior teachers have to take part.

It was resolved that utilization of RUSA funds will be under the following heads of expenditure:

RFID for Library-20lakhs  
 Psychology dept- 3 lakhs  
 Media Lab-3lakhs  
 Repair and Renovation work on the Roof- 14 lakhs  
 Interior Decoration-1 lakh  
 Toilet Block-1.5 lakhs  
 Two Computer Servers-2 lakhs  
 Bunk Beds (Peter Cheng)-1 lakh 70 thousand  
 Computers-10 lakhs  
 Smart Boards- 16 lakhs.  
 Payment has to be made to Godrej company for 10 almirahs- 1 lakh 50 thousand.

*Continued*

*Ranjana Banerjee*

draft: Sr. pls check.

Banerjee  
09.03.16

## Minutes of the Meeting Held on 22.2.2016

### List of the Members Planning Board/Monitoring Board

Sr. Christine Coutinho

Dr. Aditi Das Gupta

Dr. Sukanya Dasgupta

Ms. Chandrani Sengupta

Mr. Abdul Javed

Mr. Edwin Seddon

Mr. Soumya Dutta

Dr. Ranjana Banerjee

Dr. Sujata Chowdhury

Dr. Neeta Dang

~~Dr.~~ Soma Ganguly

Ms. Bonny Ghosh

Student Representatives:

President- Sherie Jessica Leicester

Vice President- Shruti Sood

- The Planning Board along with the Monitoring Board of the College held a meeting on 22.2.16 to take a decision on the procurement of smart boards and projectors.
- Sister Christine mooted the proposal to have smart boards delivered by Sigma based on a satisfactory classroom demonstration and reasonable price. It was resolved by the members present to go ahead with the same.
- All members agreed to Sister's suggestion to have short throw projectors for the class rooms and an ultra short throw projector for the auditorium. 28<sup>th</sup> February was resolved to be the deadline to officially communicate Sigma regarding the procurements. It was also resolved that every room with smart boards will have sound system.

- It was resolved in the meeting that Psychology department will get five laptops and two servers will be ordered from HP. 5 lakhs have been set aside for the same.
- It was resolved that two separate bills will be made for the procurement of servers and laptops.
- Members agreed on procurement of 250 chairs from Supreme Furniture.

A  
13/3.

Particular

Kalyana Baveji

**Planning Board Meeting** held on 03.05.2016 at the Staff Study at 10.00am

**Members Present-**

Sr. Christine Coutinho  
Dr. Ranjana Banerjee  
Dr. Neeta Dang  
Mrs. Soma Ganguly  
Mr. Abdul Javed

Dr. Aditi Dasgupta  
Dr. Sujata Chowdhury  
Dr. Sukanya Dasgupta  
Ms. Bonny Ghosh

**The following matters were discussed:**

1. Sister informed the members that RUSA procurement is complete and the amount of Rs.72.6 lakhs for the 2nd installment has been utilised. The utilisation certificate for the same has been submitted and the GPS photographs of all procurement have been taken.
2. UGC - CPE 2<sup>nd</sup> Phase fund of Rs. 50 lakhs has been fully utilized. Rs 2001296 spent towards Recurring Expenditure and Rs3049351 towards Non Recurring expenditure has been accounted for. We are waiting to receive Rs. 48 lakhs of the 3rd phase. Sister requested Javed to keep a data base of all the expenses being done from the different sources.
3. Sister requested members to think ahead of utilizing the fund allotment due to us from the 12<sup>th</sup> Plan and also to plan for the 3rd phase RUSA.
4. Expenditure for the Media Lab will be done from the RUSA 3rd phase. We require 3 quotations for this. E-tendering is not recommended for this project. TELERAD has given acceptable quotations for the Media laboratory. Sister to finalize a date for equipment demonstration as and when the Media lab will be completed.. Sound system all over will be looked into later..
5. College is due for a NAAC visit in January, 2018. Hence, Sister intends to submit the LOI sometimes in June or October, 2017.
6. Next Planning Board meeting to be held on 25<sup>th</sup> of May at 12.15pm 11.30



Sr Christine Coutinho  
Principal



## Planning and Monitoring Board Meeting : 25.05.2016 Staff Study at 10.00am

Members' present

Sr. Christine Coutinho  
Dr. Ranjana Banerjee  
Dr. Sukanya Dasgupta  
Mr. Abdul Javed

Dr. Aditi Dasgupta  
Mrs. Soma Ganguly  
Ms. Bonny Ghosh  
Mr. Soumya Dutta

Absent - Dr Neeta Dang

Apology – Dr Sujata Chowdhury

The following matters were discussed:

- It was a joint meeting of the Planning and Monitoring Board.
- The minutes of the last Planning Board meeting was read and confirmed.
- Sister informed the Board that 10 huge banners with RUSA logo highlighting RUSA sponsorship for all development work done in the College has been received by her. It is expected that the banners be displayed at prominent places in the college. Since the size does not permit permanent displays all over, decision was taken to make smaller versions of the banners, with only one or two banners permanently put up on the 3<sup>rd</sup> Floor against a wall of the B.Ed wing and ground Floor.
- RUSA Part A /B/ and C accounts to be completed by Sister and Javed. Sister requested to start planning for the money to be received from the 12<sup>th</sup> Plan.
- Honourable Union Minister for HRD Mrs. Smriti Irani wanted to inaugurate a RUSA funded project and our College was thought of as one. But this was negated by college authorities and the Board members.
- Sister informed that the Water Harvesting Project requires around Rs.1crore and State Government will grant about Rs10 lakhs. Meanwhile she has had a talk with Mr P.K.Chakraborty, specialist in water harvesting who has suggested that the longevity of the tank not being much and the maintenance is tedious being prone to fungus attack, he has proposed tiled reservoir which can be kept clean with potassium permanganate and chlorinated periodically. However, it was also discussed that since Sister and Dr R.Banerjee had approached Mr Sanjay Budhia for help, a request can be placed to him to supply overhead Patton Tanks
- The college hostel is nearly ready and this facility was to be provided for only 18 Christian Loreto College students who are financially challenged. However, the boarders will need to buy their own mattresses, pillows, buckets, mugs, crockery and cutlery.
- The 4<sup>th</sup> floor roof is leaking and it requires immediate attention.
- Room number 25 will be the new Staff Study room from August 2016.
- Wi-Fi has been upgraded and hopefully it will work faster and more efficiently.


Installation of a few more solar power cells would increase our rebate amount to CESC and help reduction in the billing and promote Green Campus ideology. We have opted for the grid system and we shall have separate meters for the computer laboratory and library.

Sister informed that money from RUSA 3<sup>rd</sup> phase is due to arrive, most of the money will be spent for Media Laboratory in instalments. If there is money left, there is a plan to make the auditorium sound proof.



Sr Christine Coutinho

25.05.2016



Planning Board Meeting held on 30.08.16 Study at 10.00am

Members' present-

Sr. Christine Coutinho  
Dr. Sujata Chowdhury  
Dr. Sukanya Dasgupta  
Ms. Bonny Ghosh  
Dr Aditi Das Gupta

Dr. Ranjana Banerjee  
Dr. Neeta Dang  
Mrs. Soma Ganguly  
Mr. Abdul Javed

The following matters were discussed:

1. Regarding water harvesting versus recharging of aquifers, it was discussed that recharging of aquifers will be a problem as there is a probability that the neighboring multistoried buildings in and around college may drain the acquifer. Further discussion on this matter will take place subsequently
2. Hostel facilities are now open to 16 Loreto catholic students of the UG and B.Ed candidates and will also be offered to PG students requiring this facility.
3. UGC has sanctioned a sum of Rs 6 lacs as part of the 12<sup>th</sup> Plan for the installation of solar cells. The work will be taken up once the electric connectivity is completed
4. Major changes of officers have taken place in the RUSA administration at Bikash Bhavan. The 3<sup>rd</sup> Installment of RUSA fund is likely to be available sometimes in January – February 2017
5. Mr Francis of the RUSA funding body has advised the college to make the required payments by them from the college fund to the RUSA account which can be reimbursed once the RUSA fund arrives. Sister spoke of the possibility of encashing a 3 Lacs FD as of now to meet up the pending payments. Javed was requested to look into this.
7. Construction of 2 IT classrooms for UG will require Rs 6 lakhs. Sister has been informed that it is a project offered by the Department of Higher Education
8. Computers for MEDIA Laboratory will be ordered either from ~~MR~~ or WEBEL. (infotech)
9. Room 25 will shortly be used as the new Staff Study hopefully from September 2016
10. Since the IQAC Committee and the Planning Board committee deals with college academic / infrastructural and administrative matters it was discussed between Sister and Dr R.Banerjee to do away with the Progressive Board henceforth

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Sr Christine Coutinho

Coutinho

Planning and Monitoring Board Meeting held on 08.02.17 Staff Study at 12.00pm

Members' present

Sr. Christine Coutinho  
Dr. Ranjana Banerjee  
Dr. Sukanya Dasgupta  
Mr. Abdul Javed  
Dr Sujata Chowdhury  
Dr Neeta Dang

Dr. Aditi Dasgupta  
Mrs. Soma Ganguly  
Ms. Bonny Ghosh  
Mr. Soumya Dutta  
Ms Chandrani Sengupta

Minutes of the previous meeting were read and confirmed.

There was no fresh agenda for this meeting. Sister confirmed that it was a follow up from the previous meeting

- A) Water harvesting will not be done at present till part B of the building construction is completed. It is desirable that the roof and the walls be completed before the monsoon arrives. Water harvesting and landscape will follow.
- B) Solar electricity has been completed. The solar setting up by SEVA KENDRA where we hope to approach is at a much reasonable rate. Loreto College is the first Loreto institution to install the solar cells producing 15 KV of electricity. There are plans to increase production. *College shares electricity supply with CESC through a Grid system.*
- C) Mr Francis of RUSA fund had advised the college to pay all advances from the college fund to RUSA account in the Canara Bank. Breakup of the payments needed to be maintained below 5 lacs for all bills.
- D) The visual class room is almost complete with an oval conference table with facility for other furniture will come in. All outstanding Bills are being paid.
- E) Room 25 to be modified for the purpose of staff study cannot be done till construction of Part B is complete.
- F) Sr received a letter from RUSA where it is stated that for any new procurement of objects, photographs will have to be taken and uploaded. Photo of the infrastructure funded by RUSA GPS coded to be uploaded in Bhuvan RUSA. Kaustava has been requested to look into the matter.

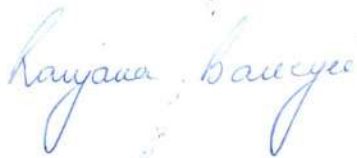
/tripod/ LCD Projector – short throw BENQ / Wooden cupboards below the window level completed. LAN and connection for computers would be possible.

- H) Concert hall will need to be air conditioned and sound proofing as well.
- I) Examination moderation room for Masters programme to be set up with computers / printer / and adequate number of chairs. An office arrangement on the 4<sup>th</sup> floor is needed for Masters programme. This will be looked into.
- J) Cafeteria on the 4<sup>th</sup> floor has been somewhat w designed by Mr Das. It will be fitted with granite top tables / water cooler / water filters. Sr requested to look for someone who will be able to manage the cafeteria food.



Sr Christine Coutinho

17.02.2017



Planning Board Meeting held on Tuesday 21.02.17 - Staff Study at 12.00pm

Members' present

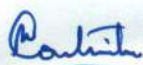
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Dr. Ranjana Banerjee  
Ms. Bonny Ghosh  
Dr Sujata Chowdhury

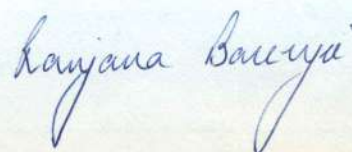
Agenda

Discussion - **Performance cum need based Incentive grant**

1. Sr informed that she has received information from a person working at Bikash Bhavan that State Govt is ready to sanction a grant for Rs 10 lakhs under the aegis of the above mentioned scheme
2. Librarian Bonny informed that such a grant was floated in 2014 which required paper work. This was completed and forwarded for necessary action. However there has been no update on that account
3. As a requirement of the above proposal, college has to provide areas where the fullest utilisation of the grant can be made to confirm qualitative performance of the institution. The grant issued is an incentive for even better performance
4. Members discussed and decided the following areas could be considered for the grant consideration: Big Xerox machine in the library / Books and journals for the library with special emphasis on the subject of sociology / keyboard / scanner and printer for the MA examination moderation room / introducing Sociology as a self financing elective course.
5. Sr informed that 22 nd being the deadline for submission, the form will be sent online by 21<sup>st</sup> night.
6. RUSA has requested that all documents be scanned and updated and kept ready for their perusal. This requirement is in preparation for receiving the 3<sup>rd</sup> instalment of the RUSA Fund



Sr Christine Coutinho  
27.02.2017



Planning Board Meeting held on Wednesday 15.03.17 - Staff Study at 12.00pm

Members' present

Sr. Christine Coutinho  
Dr. Sukanya Dasgupta  
Mr. Abdul Javed

Dr. Ranjana Banerjee  
Ms. Bonny Ghosh  
Dr Sujata Chowdhury

1 Sister informed that she has received intimation from the RUSA officials of their desire to visit the college in order to videograph the work that has been done ~~till~~ with RUSA Funds

2 The visit will take place either on the 22<sup>nd</sup> or on 27<sup>th</sup> of March ~~for the video of the work done~~. They have intimated to the principal that they will meet only her and the students. Outgoing Student President Sherry Leicester and Vice President Shruti Sood will be invited to attend the RUSA members for interaction.

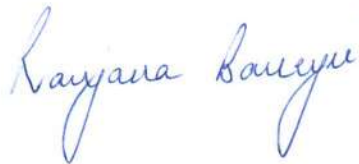
3. Sister informed that she will make a list of items which she intends to showcase. The list will include RFID in the library / the solar cells / a smart classroom with a smart board and the college hostel facilities. She would also like to showcase infrastructural developments that mark the progress of the college beyond the purview of RUSA funds.

4. Sister informed the members that RUSA Committee has recognized the institution among 14 other colleges



Sr Christine Coutinho

15.03.2017



### Report of the Monitoring Board

The Monitoring Board of Loreto College has worked along with the Planning Board so as to have an overview of the work undertaken and planned out of the funds allocated to the college by RUSA and other funding sources such as the UGC-CPE Second Phase. In meetings held jointly with the Planning Board, the Monitoring Board has learnt from the Principal about the successful utilization by the college of the grants received by the college so far. The purchase of e-books and journals for the library, the procurement of smart boards and projectors for classrooms, the equipping of a new virtual classroom, RFID for the library, computers and servers as well as furniture have been completed within the scheduled and allocated budget. Necessary repair and renovation on the roof was undertaken and maintenance work carried out. Hostel facilities were made ready at the start of the academic year 2016-17.

The Monitoring Board was also involved in the future plans regarding the utilization of the UGC 12<sup>th</sup> Plan funds and from the third phase of RUSA. It was decided that the media laboratory would be set up using the RUSA funds.

It was noted with satisfaction that the generation of solar electricity in the college has been completed. Loreto College is the first Loreto institution to install solar cells producing 15 KB of electricity. The college shares the supply of electricity with CESC through a grid system.

The Monitoring Board noted that all the funds have been utilized in accordance with the norms set up by RUSA and other funding sources and that documentation to this effect is maintained by the college.

*Abhishek Das Gupta*  
31.5.2017

*Vaanya Zaver*  
31.5.2017

*Rauneyi*  
31/5/2017

*Cartinho*



**Planning Board Meeting held on Monday 17.07.2017 in the Staff Study at 12.00pm**

**Members Present**

Sr Christine Coutinho

Dr Ranjana Banerjee

Dr Aditi Das gupta

Dr Sujata Chowdhury

Dr Sukanya Dasgupta

Dr Neeta Dang

Mrs Soma Ganguly

Ms Bonny Ghosh

Ms Dona Chung

Ms Chandrani Sengupta

**Agenda**

- A) Disbursement proposals of the residue grant of Rs 4 Lakhs from UGC 12<sup>th</sup> Plan fund to be utilized for SC / ST and OBC Category of students
- B) UGC - CPE balance Fund expense proposals

1. The minutes of the previous meeting was read out by Dr Ranjana Banerjee
2. Sister informed that college had received 29 Lacs as a grant from the UGC 12<sup>th</sup> Plan. College is now left with a residue of Rs 4 Lacs which has to be utilized specifically for the benefit of the SC/ ST and OBC students.
3. It was discussed and decided by the Board members that from the balance of Rs 4 lac, two computers would be purchased amounting to an approximate cost of Rs One lac and they be labeled for the SC / ST/ OBC students' usage. They will be placed in the computer laboratory and can also be used by other students.
4. A sum of Rs two lacs will be spent on buying books. It was proposed by the members that it is advisable to buy books on caste, migration, displacement and on Dalit literature as they are becoming the thrust areas of study.
5. Sister proposed that from the balance fund of Rs one Lac, salary to be paid to Rwitika Roy who has been teaching the tribal girl Bhumika Minj, and a Public speaking Course by JCI for SC / ST and OBC only
6. UGC - CPE Grant will be over in the March of 2018. Till date Rs 47, 825.00 <sup>has</sup> ~~have~~ been paid for library automation from the allotted 4 Lacs towards the same. Tentative further purchase from the balance of 3,53,175.00 would be 5 computers for B.Ed library; I pair Gate Antenna, I UPS for the Gate Antenna, Printer, Scanner, RAM and keyboards for the Central Library

8. College Fund Book budget has been decided for the year 2017-2018. Choice Based Credit System will be introduced from next academic year and syllabus may change. In the light of this, all Honours subjects have been allotted Rs. 25,000 each and single departments Rs. 10,000 each. The Library general spending – Rs.25,000 / PG English Rs. 25,000 / B.Ed. Rs. 50,000 / Sociology Rs. 75,000 of which Rs. 20,772 has been spent. Sister mentioned that in the event college received more money from the XIIth Plan, this amount could then be taken from there.

9. Sister mentioned that she will now concentrate on the pending infrastructure in the likes of the Cafeteria and the Media Lab in the new Floor. College is due to receive the last instalment from RUSA from which ~~they~~ <sup>these</sup> could be taken care of.

9. A workshop on Plagiarism and Copyright will be conducted by Shri Biswajit Sarkar on 25<sup>th</sup> July. Dr R. Banerjee proposed that one such workshop be organized for the present 3<sup>rd</sup> years that are next in line to proceed with their Higher Education and Research. Sister mentioned that she has plans for the same.

10. Workshop on JCI public speaking along with personality development course will be conducted for the tribal students.

11. Bianca Monier may receive placement in the IP Attorney company headed by Biswajit Sarkar .

Pantika  
3/11/2017

Rayana Banerji

## Planning Board Meeting held on Monday 03.11.2017 in the Staff Study at 12.00pm

### Members Present

Sr Christine Coutinho

Dr Ranjana Banerjee

Dr Aditi Das gupta

Dr Sujata Chowdhury

Dr Sukanya Dasgupta

Dr, Neeta Dang – apology

Mrs Soma Ganguly

Ms Bonny Ghosh

Ms Dona Chung

Ms Chandrani Sengupta

Mr.Soumya Dutta

1. The minutes of the last Planning Board meeting held on 17th July was read and confirmed.

Matters Arising - Bianca Monier has refused placement in the IP Company

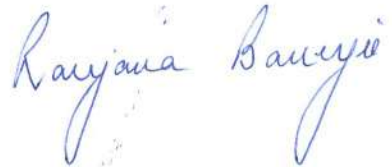
2. Sr informed that she has received intimation from Ms Madhumita Ray of the RUSA Office concerning a meeting in Delhi where the progress and the work completed with the RUSA fund will be assessed. The discussion areas for the Delhi meeting is as follows
  - Physical progress of works- University and College wise.
  - Financial achievement and final UC submission.
  - Status of geo –tagging, filling of information on Reforms and Fund tracker. Submission of high resolution and photos on best practices.
  - Documentation on outcome of 3 years of RUSA
  - Status of curriculum reforms in Universities
3. Sister requested Dr Sukanya Dasgupta to look into the final document to be presented at the meeting and make the required modifications
4. Sister mentioned that the cost of the Water Harvesting Project has been estimated for about Rs1 Crore. She proposes to place this requirement to RUSA towards the same. She was requested by Dr A Dasgupta, Dr S Chowdhury and Dr R. Banerjee to place a proposal for a fund towards the B Part of the building construction
5. UGC/ CPE GRANT will be over by March, 2018. An approximate sum of Rs 20 lakhs is yet to be utilized
7. The last installment of Rs 78 Lacs is due to us from the RUSA Fund
8. Sister informed that the Hall has been fitted with 6 Air conditioners and is in operation.

9. Jewellery Course has commenced

10 Soumya has received quotation from O'Rell for setting up the Language Laboratory primarily along with the Media Lab. The standard quality ranges from 1.25 Lacs – 1.75 Lacs and the Premium from 2.25 – 2.75 Lacs. The quotation is inclusive of the 18% GST



Sr Christine Coutinho  
Principal



**Planning Board Meeting held on Wednesday day 19.11.2017 in the Staff Study at 12.00pm**

Members Present

Sr Christine Coutinho

Dr Ranjana Banerjee

Dr Aditi Das Gupta

Mr. Soumya Dutta

Dr Sukanya Dasgupta

Ms Chandrani Sengupta.

Mrs Soma Ganguly

Ms Bonny Ghosh

Ms Dona Chung

Ms Chandrani Sengupta.

Mr Abdul Javed

Apology – Dr Neeta Dang

Agenda

- A) Disbursement of Recurring and Non Recurring Grants of CPE
- B) Submission of CPE Accounts and Utilization Certificate to be submitted to UGC by 30<sup>th</sup> November
- C) Discussion of RUSA accounts

The minutes of the previous meeting were read and confirmed

Minutes of the Planning Board Meeting held on ..

The points discussed were:

**MHRD - RUSA**

The third instalment of RUSA will shortly be issued

There is a large sum of money for ICT in Part A of RUSA – New facilities

The media lab will have to be set up – Part A

Possibilities for **Fire Security** in instalments was considered - from RUSA. Part A?

Cafeteria will need to be furnished- Part A

**UGC - CPE**

It had been informed by a Principal of another college who visited UGC office, Delhi in November 2017, and that CPE Accounts and UC will need to be submitted to UGC by 30 December 2017.

**Non-recurring: Expenses to be made in the following areas:**

Lab up-gradation

Teaching Aids

Library Automation

Books and Journals

Computers

Internet Connectivity

Up-gradation of Classrooms (a small sum)

Women's Cell

**Possibilities:**

The Library Dept reassured all present that their requirement list was ready and that the fund for Library Automation and Books and Journals would be spent well before the stipulated time.

For Lab Upgradation we could focus on the Computer Lab, Psychology and Geography Labs, based on their requirements. B. Ed. Computer Lab, B.Ed. Computer Lab need to be completed with computers. High-end computers could be purchased on buy back offers –up-gradation

Mounted projectors in the Auditorium and Concert Hall could enable teaching more effectively- teaching aids- Webel. Automated curtain for the Concert Hall would help.

Computers- 8-10 computers for the computer lab will help. An LCD monitor each in the office and in the Library for CCTV would help keep students alert. A monitor outside the Library for the display of notices could be procured immediately. This would need to be connected to a Computer in the office- Mary's/ Principal's?

A Lease line could be procured for the college

Upgradation of classrooms- Presenters (laser pointers for each dept)

**Recurring: Expenses to be made in the following areas:**

Software

Internet services

Enrichment of teachers

Women's Cell

Kalakriti

Possibilities:

Software- Anti-plagiarism software could be purchased since the college is actively involved in publishing. Original packs of Microsoft Word could also be procured

Internet services- bills of WiFi internet, and other such bills could be put in for the balance of the amount to be spent.

Enrichment of teachers- Staff Development seminars, workshops... For nonteaching staff as well. Chandrani could conduct a workshop for Linux/ Upgradation in technology for staff?

Women's Cell- Could fees be paid for Women's Cell students who are in college? Mrs. Bubna will need to be consulted.

Kalakriti- the Psychology teachers were preparing to procure gift items for next year's Kalakriti. Bills could be looked at regarding expenses under this category.

**UGC – IQAC**

The grant allotted for 5 years. This will expire this academic year. The sum for remuneration for IQAC coordinator is taken care of. IQAC seminar/workshop to be conducted urgently – for teaching/non-teaching staff.



**PLANNING BOARD MEETING HELD ON 19.2.18  
MINUTES**

The minutes of the previous meeting dated 19th Nov 2017 were read and passed.

Matters arising:

1. Since the last installment of funds from RUSA would be credited to the college very soon, it was decided that planning the expenditure was urgently required since the funds would have to be utilized by 15 March 2018.
2. In **PART A** the money required to be spent was **Rs. 32 lakhs.**
  - a) Lease line quotations have been taken and quotations for mounted projectors to be finalized when Sister Christine returns: Rs. 4 lakhs
  - b) Repairing furniture in the hostel: 15 lakhs can be spent.
  - c) Psychology Laboratory: Rs. 2 lakhs.
  - d) Media Lab: Proposed expenditure of Rs. 8 lakhs. Soumya Dutta would look into this matter.
  - e) Cafeteria: Rs. 2.5 lakhs
  - f) Student Common Room: Rs. 1 lakh
3. **PART B: Rs. 12 lakhs to be spent**
  - a) Renovation of toilets: Rs. 3 lakhs
  - b) Upgradation of Library including AC, Library automation, printers and scanners for the Library, RFID gate: Rs. 8 lakhs
  - c) Renovation of damaged academic building
4. **PART C: Rs 4 lakhs to be spent**
  - a) Procurement of books and journals: Orders for 4 journals placed with Gopal Shaw. Orders for 2 Sage journals to be placed.
  - b) M.A. and B.Ed students require the use of computers: 16 computers have been ordered from CPE funds but Sister Christine will be doing the fund allocation on her return.
  - c) 1 laptop for the M.A (English) Convenor and 1 Laptop for the IQAC Coordinator, preferably with a dongle: Rs. 1 lakh

There being no further things to be discussed, the meeting ended with thanks to the Chair.

*Soumya Dasgupta*



## MINUTES OF THE PLANNING BOARD MEETING

ON 6.3.2018

The minutes of the previous meeting held on 19 February 2018 were read and passed.

Matters arising from the meeting:

The members of the advisory committee for inspection of CPE funds for the 3 phases of CPE were due to come before 21 March, 2018. The committee would consist of 1 person from BHU and 1 from Kendrapara, Orissa. The CPE Phase 3 is valid till 2020.

Sister Christine requested the Board members to tap NAAC resources for the organization of a multidisciplinary seminar which would be an IQAC initiative.

According to the RUSA DPR we were to spend Rs 35 lakhs for the hostel. Only 19 lakhs have been spent so far. 15 lakhs were left to be spent. It was suggested that since electricity is required at night in the hostel, solar cells be installed which would cost approx. 14 lakhs. Sister Christine said that if more funds were required for the solar cells then that could be provided from other resources.

Lease line and mounted projector would cost approx. Rs. 5 lakhs.

Media Lab: 1 mounted projector would be required. Mr. Soumya Dutta reported that the person who would do the sound proofing had inspected the Media Lab. Sound proofing paint could be used. Orel was coming to 25 lakhs that included 1 server and 10 other computers. Sister Christine suggested there should be 2 bills for the Media Lab: 1 from Orel and the other for sound proofing. Tables and wiring for the Media Lab was done. Orgole software would cost around 2.5 lakhs. The 10 or 11 computers in the Media Lab can be bought with ICT RUSA funds or the college can provide for it as well. The Media Lab should be completed first and then the Conference room.

Cafeteria on the 3<sup>rd</sup> floor would cost Rs. 1.5 lakhs approx..

The Common Room has had furniture bought for it and Javed was requested to check on the bills provided by Mr. Chen and Mr. Seal.

For technologically enabled classrooms Rs. 4 lakhs worth of software has been bought from the Part C funds of RUSA. Rs 1 lakh worth of books, journals etc can be bought.

In Part B of RUSA, Rs. 12 lakhs remain. Renovation of toilets would be Rs. 3 lakhs and has been completed. The bill for this needs to be checked from Basumati.

Fire security can be done from Part B funds and fire extinguishers can be bought and installed later. Part of the funds for the hostel can be used for solar cells and part of it for fire security as well.

For Part C of RUSA, 3 laptops were to be bought: for Research Cell, IQAC Coordinator and M.A. Convenor. There is an amount of 4 lakhs here. The laptops would cost 3 lakhs and Rs. 1 lakh could be used to buy Psychology books for their PG section.

An anti-plagiarism software was also required.

There being no other matters to discuss, the meeting ended with thanks to the Chair.

*Ankanya Dasgupta*