ROCEEDINGS OF THE 3rd EXECUTIVE COMMITTEE MEETING HELD ON 12.11.2018

The third executive Committee meeting of Shailabala Women's Autonomous College, Cuttack was held on 12/11/2018 in the Conference Hall at 12 Noon. The meeting was held with Executive Committee chairman Prof. Satyakam Mishra in the Chair.

AGENDA

1. Confirmation of minutes of last Executive Committee meeting held on 30/08/2018 and action taken appraisal of the previous resolutions.
2. Proposals regarding the:-
   - **I.** inclusion of M. Phil courses under autonomous wing
   - **II.** B. Ed .(S.F),Course
     1. De-reservation of SC/ST seats for admission of general studies
     2. Enhancement of remuneration in favour of Dealing Assistant
     3. Publication of peer review International Journal from B. Ed. (SF).
   - **III.** enhancement of remuneration of Dealing Assistant of Computer Science (S.F)
   - **IV.** allocation of fund for the conduct of Academic Council, Finance Committee and Executive Committee,
3. Discussion by Chairman (EC) on the proposal and plan of action,
4. Suggestion if any by the house of members present.

Members Present

1. Prof. Satyakam Mishra, Chairman
2. Smt. Sonali Bhuyan, Member
3. Sri Pramod Mishra, Member
4. Dr. Kalpana Mallik, Member
5. Dr. Saroj Nalini Das Member
6. Dr. Sanjukta Mohapatra, Member
7. Dr. Vimal Rarh, UGC Nominee
8. Dr. Bidyut Prava Dash Member and V.C nominee
9. Dr. Chinmayee Mohapatra, Principal & Ex Officio Member

Invited Members

01. Dr. Prasanta Kumar Samantaray, Administrative Bursar

02. Smt. Pravat Manjari Mohanty, Asso. Admn. Bursar
03. Dr. Bandana Pathak, Accounts Bursar
04. Dr. Biswadas Mohanty, Asso. Accounts Bursar and Convenor CDC
05. Dr. Niranjana Pati, Controller of Examinations
06. Dr. Moushumi Pattanaik, OIC, UGC
07. Dr. ChittaRanjan Panda , Academic Bursar
08. Dr. S.K. Biswal, Academic Bursar
09. Dr. Surekha Sundari Swain, Coordinator, B.Ed (SF)

Business Transacted

1. The minutes of last executive Committee meeting of 30.08.2018 were read out by Dr. P. K. Samantaray, Adm. Bursar and confirmed.
2. Actions taken on the resolution made in the last meeting were reviewed and following recommendations were made.

a. On the basis of the performance of students in internal/external examination remedial coaching may be provided to those found to be below standard. Difficulties of learning of those students may be identified and accordingly remedial measures may be taken to make good of their deficiencies.

b. Innovative methods of teaching as suggested in the last meeting to be adopted to complete teaching within the specified periods.
- Dr. V Rarh, UGC Nominee suggested to use ICT in classroom transactions.
- Provision of INFLIBNET and CEC connectivity may be made in the college.

c. No extramural lecture was found to have been organised by any of the teaching departments. Similarly subject experts were not also invited to seminars. The Principal was requested to take appropriate steps in this regard.

d. Committee recommended Principal to take action against those who were unable to utilise the students fund allocated for various use/curricular and extra-curricular activities. The Principal was advised to take steps for allotment of university fund for NSS.

e. The language lab was found to be underutilised. Steps should be taken to use the lab extensively for the benefit of students.

f. Regarding the introduction of interdisciplinary and job oriented courses a committee be formed and detail proposals to be prepared and placed before next Academic Council Meeting.

g. Career Counselling cell needsto be activated and to start class in inter-disciplinary courses for the UG and PG students.

h. College Library was found to be in coma. Library being the nerve centre of the college it should be upgraded with following facility for the students and staff :-

I. Automation process to be competed in all respect for which fund be allocated from Computer Science (SF), (40% share) fund.

II. INFLIBNET , e-journal are to be provided in the library. Provision of fund for the purpose may be made from B.Ed (SF), (40% share) fund.

III. List of journals to be subscribed for each subject be prepared by HODs of different departments and submitted for procurement to OIC library .

IV. OIC, library, Librarian, Library attendant are to work together to complete the modernisation work with the assistance of faculty members and students of Library and Inf. Science Department.

V. HOD Library and Inf. Science is to provide technical support to library through their faculty members and students.

VI. A reading room may be provided in the library.

i. The website of the college was to be updated with all relevant information about the college.

j. Since the college election 2018 has been cancelled by govt. due to Cyclonic Storm "Titli", the committee recommended to nominate the representative of students' Union and different Societies/Association for the session 2018-19 to act as office bearers.

k. Accordingly the VPs of different societies are to expedite the action plan of their respective Departments/Societies/Association to complete the activities at the earliest i.e. by 15th Dec, 2018.

l. Academic Bursar was advised to take immediate steps for uploading the Academic Calendar in the college website with relevant information.

m. Follow up action to be taken regarding the deployment of doctor in the college health centre.

n. IQAC needs to take the following measures with immediate effect.

I. Complete the IQR uploading.

II. NIRF ranking be done for the college at an early date.

III. UGC sponsored different research Programmes to be communicated to the faculty members.

IV. Steps to be taken for providing necessary information about research projects of UGC, ICSSR, DOST, ICSR etc.

V. Regarding the grant of UGC fund for autonomy reminder to be made and follow up to action be taken.

3.

I. Regarding inclusion of M. Phil courses under Autonomous status of S.B. Women's College, the UGC nominee Dr. Vimal Rarh expressed her dissatisfaction over the delay being done by the affiliating university not allowing the college to conduct board of studies at this end for the admitted students 2018-19 batch.

It was suggested that the Principal personally to meet the Vice Chancellor/ Registrar of Rama Devi Women's University to resolve the issue and if required the matter be placed before the Commissioner cum Secretary , Department of Higher Education for impressing upon the university to do the needful to resolve the issue.

II. Proposals placed by Dr. S. S. Swain, Coordinator ,B. Ed(SF)

a) The proposal for de-reservation on SC/ST seats in the current session was rejected.

b) Director, Mind Fire solution, Smt. Sonali Bhuyan, Member of EC volunteered to provide scholarship to the needy SC/ST students of B. Ed (SF) course from her organisation.

c) Proposal for enhancement of remuneration from Rs. 1000 to Rs.1500/- in favour of the Dealing Assistant of the B.Ed (SF) was approved.

d) Proposal for publication of International peer review journals from B. Ed (SF) courses was rejected. However it was suggested to have different research projects for the department from various sources and publishing an in-house journal.

III. Regarding enhancement of remuneration of the Dealing Asst. of Computer Science (SF) from Rs. 150/- to Rs. 1000/-, the Committee recommended to communicate to seek Govt. approval.

IV. Regarding the utilization of PL fund following recommendations were made.

a. As college election has not been done hence selection of candidates for various posts be completed by 15.12.18 and accordingly the activities for various Societies/Association be conducted, keeping in view the interest of students, as these are students money kept in PL fund it has to be utilised for students before expiry of the current session.

b. Regarding the utilisation of seminar fund collected from students, the existing pattern of fund transfer to the concerned HOD's will continue for this session. From the coming session a committee under the chairmanship of the Principal, and Accounts Bursar as convenor be formed to fix the modalities for the collection, utilization of funds and submission of bills, and vouchers thereof.

V. Proposal for sanction of funds for the arrangement of Executive Committee meeting from B.Ed (SF) head for Academic Council Meeting from Controller of Examinations fund and for Finance Committee meeting from Computer Science (SF) fund was approved.

VI. Dr. Vimal Rarh, the UGC Nominee, member of EC suggested the following programme for implementation.

a. UGC guidelines be adhered strictly to maintain the tempo of Autonomous status.
b. Circular, Notification of UGC be circulated among the staff regularly.
c. Facilities provided under the Open Education system of Govt. of India be made available to the PG and UG students.
d. Name of faculty members for Teacher Development programme conducted by MHRD, New Delhi under PMM College be intimated to the coordinator Dr. V. Rarh at an early date. She advised to take the advantage of 68 free of cost UGC online courses for the staff / students.

VII.

a) Calculation of attendance of students be made the end of every month and parents of the students attending less than 75% of classes may be informed. A list of such candidate may also be notified with a warning to improve their attendance.

b) The tempo of development of academic activities of the college was bound to be absent. All out efforts should be made to introduce a innovative methods of teaching, extensive use of ICT, introduction of healthy practices to improve the quality of work and revamping of syllabus.

The meeting ended with a vote of thanks to the Chair.

12.11.18

Principal &

Ex- Officio member of the Committee

Principal
S.B. Women's (Auto) College
Cuttack

Chairman

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Executive Committee