First Executive Meeting of Shailabala Women's (Auto.) College, Cuttack
Held on 30.03.2018 at 11.30 A.M.
Venue - Conference Hall

Members Present :

1. Prof. Satyakam Mishra, Chairman 30/3/18
2. Smt. Sonali Bhuyan, Member Sonali Bhuyan
3. Sri Pramod Mishra, Member
4. Smt. Aparajita Mohapatra, Member A Mohapatra 30. 3. 18
5. Dr. Chinmayee Mohapatra, Member 30.3.18
6. Dr. Sanjukta Mohapatra, Member S mohapatra 30/3/18
7. Dr. Vimal Rarh, Member ABSENT
8. Dr. Upendra Nath Sahu, Member U N Sahu 30/03/18
9. Dr. Bidyut Prava Dash, Member 30-3-18
10. Dr. Prasanta Ku. Mohanty, Principal 30.3.18

Internal Members:

1. Dr. Prasanta Kumar Samantaray, Administrative Bursar - 30/3/18
2. Dr.Bijay Ku. Behera, Asso. Admn. Bursar B.K.Beh 30.3.18
3. Dr. Bandana Pathak, Accounts Bursar 30.3.18
4. Dr. Biswadas Mohanty, Asso. Accounts Bursar 30/3/18
5. Dr. Kalpana Mallick, Controller of Examinations K mallick 30/3/18
6. Dr. Niranjan Pati, Dy. Controller of Examinations 30.3.18
7. Dr. Moushumi Pattanaik, Coordinator, UGC M Pattnaik 30.3.18
8. Sri Jiban Ballav Jena, Academic Bursar 30.3.18
9. Dr. Pratima Sarangi, OIC ,Library Sarangi 30-3-18
10. Dr. Surekha Sundari Swain, Coordinator, B. Ed S.S. Swain 30.3.18
11. Ms. Monalisha Swain, HOD, Comp. Sc. Swain 30.3.18

Resolution/Minutes

After a longstanding discussion & presentation by the statutory & invited members the following resolutions were made.

1. The O.I.C, UGC should prepare the budget for financial assistance and other enabling provisions of Rs. 20, 00, 000/- (Rupees twenty lakh) only & pending approval of Finance Committee be submitted to U.G.C., Regional Office before 30th April 2018 positively.
2. The newly formed Autonomous Examination Section should frame the Regulations of Examinations, Admission Committee to frame Rules for admission & the students related matter and display the same in the college website. Action to be taken by the Controller of Examinations by 31st May,2018.
3. The college website should be updated with all relevant information for the benefit of the students and public forthwith. Action - OIC website
4. The syllabus for students should be printed, sold & uploaded in college website by the Autonomous Section.
5. New courses like Beauty Care, Music, Apparel designing coming under skill development be introduced on Self Financing mode.
6. **A core committee** be formed for all Self Financing courses to consider/examine the proposals for their annual/seasonal activities and submit the same for approval of the Principal. The proposal approved by the Principal will be implemented by the committees concerned.
7. Principal is authorised to utilize the unutilized fund of the self financing courses for different purposes required for the benefits of the students like AMC of Computers, Xerox Machine, Wifi System, CC Camera, Aqua Guards and Lab Development etc. but not for Civil Works.
8. New Self Financing courses Govt. sponsored/PPP mode like M.B.A, MSW, MSC (Comp. Sc.), Bio-Technology etc. be introduced after recommendation by the Academic Council of the college.
9. The temporary non-teaching & Laboratory staff of the self financing courses should not be engaged during vacation/holidays unless there is justified requirement of their work. Their engagement should be made for each academic year as there is no regular post created for them. A common guideline should be followed at the time of engaging Temporary/Casual staff when paid from the college Development fund or Self Financing Fund.

The closed college canteen be opened for the students & be managed by the members of the canteen committee members by enagaing workers of Hostels/internal college staff who are staying inside the college campus. No outsiders be allowed to run the canteen inside the college campus as it is exclusively a women's college. The Canteen will be managed as a no profit enterprise. However the electricity consumed in the canteen shall be treated as a cost and borne by the canteen.

The continuance of the Manager of the canteen will depend upon the recommendation by the canteen committee members.

11. The O.I.C. IQAC should review the academic activities of the Departments frequently & activate the follow up work & see that all teaching Departments should update the Question Bank & submit it to the Reading Room of the Library. The IQAC shall meet with all HODs once in every month to review quality enhancement endeavours and suggest best practices to be adopted.
12. Proposal to create a School of Education should be placed before the Academic Council for approval before submission to the Govt. It will cover B.Ed and M.A. Courses in Education.
13. Since the Autonomous Section have no regular support staff & the College Library is in acute shortage of technical staff both the Autonomous Examination Section can hire temporary technical hands from outside on "Job Contract" basis for specific work for a specific period in order to complete the technical portion of their work & the remuneration will be decided by the Finance Committee.
14. The temporary/contractual staff engaged by the college Authority & paid from the college Development Fund should not be given **89** days engagement rather their services be utilized for one academic year with break in vacation & holidays unless & otherwise their services are highly essential during vacation/holidays and the employee need to submit an affidavit/undertaking that they are aware of the nature of their engagement and will not move to court of law against the Administration regarding their permanent engagement.

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15. Regarding the engagement of contractual teachers in self financing courses, a panel to be prepared, as and when required, classes may be allotted to them and accordingly remuneration be paid for the said classes.
16. A committee to be constituted by the Principal to decide various prizes and donations to be received and distributed during the college Annual function. It was also resolved that minimum contingent expenses for the said purpose shall be incurred out of the interest money. The amount is to be decided by a committee. However it should not be more than five percent of the interest on the endowment. Henceforth new endowments of less than Rs.50, 000/- & will not be accepted.
17. It was unanimously decided to nominate Sri Pramod Ku. Mishra, Chartered Accountant, PAMS Associates and member of Executive Committee to be one of the member in the college Finance Committee.
18. As per UGC guide lines the following experts from various fields have been nominated to the Academic Council of the college.
    1. Dr. C.V.K. Mohanty- Prof. Medicine, S.C.B. Medical College, Cuttack.
    2. Dr. Kharavela Mohanty- Retd. Prof. of History
    3. Dr. Bimal Nanda- Former Director, Higher Education, Odisha.
    4. Sri Rajendra Kumar Bose- Sr. Advocate, High Court Odisha
    5. Dr. Sarmistha Mishra, Retd. Associate Professor of Physics
19. Following committees and cells are to be formed as per UGC guidelines.
    1. Grievance Cell
    2. Students Welfare Committee
    3. Internal sexual harassment Grievance Cell/Committee
    4. Extracurricular Activities Committee
20. Different clubs to be formed keeping in view the interest of students.
21. Extension activities in the college to be strengthened.
22. Alumni Association should meet regularly.

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

30.3.2018

Principal &
Ex-Officio member

30/3/18

Chairman
Executive Committee