

SHAILABALA WOMEN'S (AUTO.) COLLEGE, CUTTACK

Meeting of Executive Committee on 30.08.2018 at 12 Noon
Venue -Conference Hall

The Second Executive Committee Meeting of Shailabala Women's (Auto.) College, Cuttack held on 30.08.2018 at 12.00 Noon in the Conference Hall.

Members present

HOD of different Departments

1. HOD, Anthropology
2. HOD, Botany — *[Signature]* 30.8.18
3. HOD, Chemistry — *[Signature]* 30.8.18
4. HOD, Economics — *[Signature]* 30.8.18
5. HOD, Education — *[Signature]* 30.8.18
6. HOD, English — *[Signature]* 30.8.18
7. HOD, Hindi
8. HOD, History — *[Signature]* 30.8.18
9. HOD, Home Science — *[Signature]* 30.8.18
10. HOD, Lib. & Inf. Science — *[Signature]* 30.8.18
11. HOD, Mathematics
12. HOD, Odia — *[Signature]* 30.8.18
13. HOD, Philosophy — *[Signature]* 30.8.18
14. HOD, Physics — *[Signature]* 30.8.18
15. HOD, Political Science — *[Signature]* 30.8.18
16. HOD, Psychology — *[Signature]* 30.8.18
17. HOD, Sanskrit — *[Signature]* 30.8.18
18. HOD, Sociology — *[Signature]* 30.8.18
19. HOD, Urdu
20. HOD, Zoology — *[Signature]* 30.8.18
21. HOD, Comp. Science — *[Signature]* 30.8.18
22. Co-ordinator Commerce — *[Signature]* 30.8.18
23. Co-ordinator B. Ed

OIC / VPs of different Association and Society

1. Dr. Pratima Sarangi, OIC, Library, Student Common Room, I- Card
2. Dr. Surendra Prasad Jena, OIC, SAMS
3. Sri Jiban Ballav Jena, OIC, Examination — *[Signature]* 30.8.18
4. Dr. Tanuja Mohapatra, Student Union Advisor
5. Dr. Surendra Prasad Jena, Vice President, Athletic Society
6. Smt. Snigdha Sinha, Vice President, Literary Society
7. Smt. Ratna Prava Prusty, Vice President, Science society — *[Signature]* 30.8.18
8. Smt. Snigdha Sinha, Vice President, Debating Society
9. Dr. Surekha Sundari Swain, DSA Co-ordinator — *[Signature]* 30.8.18
10. Smt. Parbati Dei, Programme Officer, NSS — *[Signature]* 30.8.18
11. Dr. Mousumi Pattanaik, OIC, Rangers Team
12. Dr. Surekha Sundari Swain, OIC Youth Red Cross — *[Signature]* 30.8.18
13. Smt. Mamatarani Sahoo, Co-ordinator Self-Defence — *[Signature]* 30.8.18
14. Smt. Ratna Prava Prusty, Scholarship SSG & SAF — *[Signature]* 30.8.18
15. Smt. Snehalata Pati, OIC Proctorial Work & Student relation Co-ordinator

PROCEEDINGS OF THE 2ND EXECUTIVE COMMITTEE MEETING HELD ON 30.08.2018

The second Executive Committee meeting of Shailabala Women's Autonomous College, Cuttack was held on 30/08/2018 in the Conference Hall at 12 Noon. The meeting was held with Executive Committee Chairman Prof. Satyakam Mishra in the Chair.

Agenda

1. Principal requests the Chairman, EC to Chair the Meeting.
2. Welcome Address and Introduction of Chairman of EC & Members by the Principal.
3. Review of Action plan of different departments/ associations/societies by E.C.
4. Confirmation of minutes of last Executive Committee Meeting held on 30.03.2018.
5. Approval of the Action taken on previous resolutions.
6. Approval of minutes of 2nd Academic Council Meeting held on 25.08.2018.
7. Approval of minutes of 2nd Finance Committee Meeting held on 30.08.2018.
8. Commencement of existing and newly opened M. Phil courses in different subjects & increased seats in P.G. Odia.
9. Chairman's (EC) discussion on of the proposals and plans of action presented by Academic and Finance Committee.
10. Suggestion if any by the House of members present.
11. Vote of thanks by the Administrative Bursar.

Members present

Statute Members

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| 1. Prof. Satyakam Mishra, | Chairman |
| 2. Dr. Bidyut Prava Dash, | Member |
| 3. Smt. Snigdha Sinha, | Member |
| 4. Dr. Kalpana Mallick, | Member |
| 5. Dr. Sanjukta Mohapatra, | Member |
| 6. Sri Pramod Mishra, | Member |
| 7. Dr. Chinmayee Mahapatra, | Principal &
Ex Officio Member |

Invited member

1. Dr. Prasanta Kumar Samantray, Administrative Bursar & Co-ordinator RUSA
2. Smt. Pravat manjari Mohanty, Member Secretary, Academic Council
3. Dr. Bijay Ku. Behera, Asso. Admn. Bursar
4. Dr. Bandana Pathak, Accounts Bursar
5. Dr. Biswadas Mohanty, Asso. Accounts Bursar

6. Dr. Srinibas Barik, Legal Bursar
7. Dr. Kalpana Mallick, Controller of Examinations
8. Sri Jiban Ballav Jena, Academic Bursar
9. Sri Krushna Ch Swain, P.I.O

First Session

1. Discussion on the Action Plan for the Academic Session 2018-2019 of teaching departments, Associations and Examinations Section covered the following items.
 - I. Examinations Schedules.
 - II. Teaching Methodology.
 - III. Review of performance of students in University/ Autonomous Examinations.
 - IV. Introduction of teaching facility in inter-disciplinary courses.
 - V. Preparation of Academic and Cultural Calendar.

Decisions:

1. With a view to enhance the standard of teaching and general awareness of students the Executive Council suggested the following actions to be initiated during the current session.
 - a) Remedial measures to be taken for the students not performing well in the examinations. Proper attention to be given to average and below average students through counselling.
 - b) Innovative methods of teaching to be adopted to complete teaching in a time-bound manner. In view of dearth of teachers seminar method of teaching may be useful for covering the syllabus within the limited period of teaching. The scope of study of each topic in a subject along with the information about books and other sources of knowledge should be supplied to the students and they may be asked to prepare the lesson and participate in the class room transactions. Instead of teaching the topic in detail the teachers should try to discuss only the hard spots in the lesson which are beyond the comprehension of students. Rote learning must be avoided at any cost. Students should be encouraged to ask question in the class. The lesson-plan should be supplied to the students. The habit of self-study is to be encouraged both at degree and P.G level.
 - c) Subject experts are to be invited to deliver lecture on relevant topics at regular interval. The departments are to maintain a list of resource person for this purpose.
 - d) While imparting teaching in regular courses attempts should be made to enhance general awareness of students by organising various literary and

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cultural competitions. They should be encouraged to participate in the outreach programmes conducted by NCC, NSS, Youth Red Cross and such other societies so as to enable them to know about the society and the people around them.

- e) The language laboratory is to be extensively used to enhance communication skill of students of all streams.
- f) Inter-disciplinary and job-oriented courses should be incorporated in the curriculum. Introduction of teaching in the following areas may be considered.
 - I. Communicative skill
 - II. Fashion designing, Nutrition, Apparel making Beautician Courses and such other Vocational courses that would provide the opportunity of self-employment. These courses may be managed by the English and Home Science Department respectively.
- g) Coaching for preparing the students for competitive Examinations is very much necessary for students. A comprehensive inter-disciplinary course must be designed and taught to provide information on development in the field of Science, Technology, Communication, Space, Indian History and Culture, International Affairs and Institutions, Indian political system, Physical, Economic and Social Geography of India, Indian Economics, current national and international events, legal and environmental issues etc. Teachers of all subjects should identify the relevant areas of their respective subjects to be included in the proposed course.
- h) The college library needs to be modernised. Instead of purchasing text books more of journals/e- journals and reference books may be purchased. Availability of reference books and journals will encourage self-study as well as interactive mode of teaching.
- i) The web-site of the college to be updated with all relevant information about the college, staff, courses of study, courses offered academic and cultural calendar.
- j) The Science Society must be activated to organise lectures on popular science and scientific inventions. Awareness programmes on health care, sanitation, life style, life-skill, drug abuse etc. should be organised at regular intervals. Experts on the subjects may be invited to deliver lecture on these issues. The VP Science Society must take a leading role in popularising science among the staff and students .
- k) The Academic Bursar and OIC of different Society are to prepare the calendar of activities for the current session.

- l) Rama Devi Women's University, Bhubaneswar should be requested to release NSS grant. Further NSS and YRC units of the College need to be activated.
- m) Provision of regular health check-up of boarders and engagement of a Doctor in the Health-centre should be immediately made.
- n) Reassessment of work load in each department is to be made to find out the number of additional posts to be created. Department of Higher Education may be requested to create such posts and fill up vacancies in the non-teaching posts. The Principal may personally meet the Secretary to apprise him of the dire necessity of creation of post and filling of vacancies.
- o) The IQAC of this College is found to be in a dormant state. All support must be extended to activate the Cell in order to maintain the tempo of development initiated during the last visit of the NAAC team.

The IQAC must ensure that the decision taken in this meeting are meticulously put into practice by the respective HODs and Officers in charge of Association/ Societies. The IQAC is to maintain a record of all activities, healthy practices and such other measures taken to create a student- friendly environment in the College. The OIC of IQAC will present the same before the executive council in its next meeting.

2. In the second session the minutes of the last Executive Committee meeting held on 30.03.2018 were read out by Dr. P. K. Samantaray, Adm. Bursar and confirmed.
3. Action taken on the resolutions made in the last meeting were thoroughly discussed and it was resolved on expedite the remaining work on a war time basis.
4. The minutes of 2nd Academic Council Meeting held on 25.08.2018 were read out by Sri. P. Mohanty- Member, Secretary Academic Council and were approved by the committee.
5. The minutes of 2nd Finance Committee Meeting held on 30.08.2018 at 11 AM was presented by Dr. B. D. Mohanty, Asso. Accounts Bursar were approved with following recommendations.
 - I. The computer laboratory proposed to be set up in Conference Hall is to be shifted to IT laboratory and required infrastructure to be arranged to make the laboratory accessible to staffs and students.
 - II. The watchman presently working at main gate will be engaged at cycle stand of Arts and Science Block. The arrangement is felt necessary keeping in view the security needs at the cycle stand.
6. Matter regarding commencement of existing and newly opened M. Phil courses in different subjects was discussed and the committee recommended to adhere to the guidelines issued by the UGC in that regard.

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7. Chairman, Executive Committee reviewed the status of

- I. Controller of Examinations Section and recommended for allocation of a sum of Rs.5 lakh from the Self- Financing Departments i.e. 50% from B.Ed. (SF) and 50% from Comp. Sc. (S.F) to create the basic infrastructure in the section. The amount may be refunded after receipt of autonomy grant for the purpose. All purchases are to be made by the purchase committee of the college observing all formalities of purchase. Additional amount if any necessary for the purpose may be granted by the Principal from the same sources.

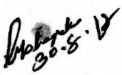
Further, the shifting of the Controller of Examinations Section from (IQAC to English department) to be effected at an early date for which Principal is to take action.

- II. As decided in the last meeting, the college canteen is to be made functional before 15th of October. It will be managed by the staff club.
- III. Service of private security agencies will be outsourced to engage security guard at the main entrance to the Arts and Science Blocks. The cycle stand fund may be utilised for the purpose.

8. Copies of the minutes to be supplied to all HODs/ Officers in-charge of various activities with a request to circulate the same among the staff members for necessary compliance of actions suggested therein.

9. The next meeting of the Executive Committee shall be convened in October 2018.

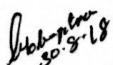
The meeting ended with a vote of thanks to the Chair.


Principal &
Ex- Officio Member

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

(Dr Chinmayee Mohapatra)


Chairman
Executive Committee
(Prof. Satyakam Mishra)


30.9.18