

The fourth Executive Committee Meeting of Shailabala Women's Autonomous College, Cuttack was held on 11.12.2019 in the Conference Hall at 11.30 AM. The meeting was held with Executive Committee Chairman, Prof. Satyakam Mishra in the Chair.

AGENDA

1. Request by the Principal to Chairman, EC to preside over the meeting.
2. Welcome address by the Principal.
3. Confirmation of the minutes of the 3rd Executive Committee held on 12.11.2018 and action taken appraisal of the previous resolutions.
4. Approval of the Resolutions made in
 - I. Academic Council Meeting held on **19.11.2019**: - to be presented by Academic Bursar
 - II. IQAC Meeting held on **26.11.2019**: - to be presented by Coordinator, IQAC
 - III. Finance Committee meeting held on **29.11.2019**:- to be presented by Accounts Bursar
5. Proposal regarding
 - i. Controller of Examinations Section
 - ii. B. Ed (S.F) Course
 - iii. Computer Science (S.F.)
 - iv. College Development
 - v. Other matters if any
6. Discussion by Chairman(EC)
7. Suggestions if any by the members present in the house.
8. Vote of thanks by Administrative Bursar.

Members Present

Statutory Members

1. Prof. Satyakam Mishra, Chairman
2. Smt. Sonali Bhuyan, Member

2. Actions taken on the resolutions made in the last meeting were discussed and following recommendations were made.

- a. Remedial classes taken for the deserving students are to be reflected in the time table i.e. at least 02 classes per week for convenience of students and teachers.
- b. Innovative methods of teaching as advised in the first meeting of the EC be implemented in addition to the use of Smart Class Room.
- c. INFLIBNET connection be secured for Teachers and Students on a war footing basis.
- d. College Bulletin be prepared to show all the activities conducted under the aegis of different societies, associations, departments in every academic year. It is absolutely necessary to meet the requirement of future NAAC Assessment and extension of Autonomous status.
- e. Language Lab is to be made functional and used for Communicative English and Odia classes in self-financing mode. Funds required for the above purpose be provided from Computer Science (S.F) 40% share.
- f. To activate the Career Counselling Cell, it was decided that
 - (i) One teacher from each department will co-ordinate different activities of the career counselling cell on regular basis with the help of Co-ordinator, Career Counselling Cell.
 - (ii) Separate notice board for Career Counselling Cell be installed to inform students about different jobs/ employment opportunities copies of the notices shall be kept in a separate file for maintenance of records.
 - (iii) Fund required for this purpose be provided from P.L fund.
 - (iv) NET Coaching, Civil Service Coaching, be imparted as per the syllabus of NET examination and Odisha Civil Services Examination respectively. Experts may be invited to deliver talks on relevant topics on current events and emerging social, economic and political issues of national importance.

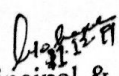
(vii) The revised remuneration shall be effective from 2019-20 sessions. However the enhanced rates shall be applicable for all examination works taken up w.e.f. 1st December 2019.

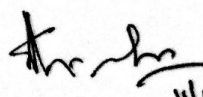
(viii) Results of the following examinations published during 2019-20 were given post facto approval:

- (a) 4th Semester P.G. Examination 2019 (2017 Admission Batch)
- (b) 2nd year Annual B.Ed Examination 2019 (2017 Admission Batch)
- (c) 1st Semester UG/ PG Examination 2019 (2018 Admission Batch)
- (d) 3rd Semester UG Examination 2019 (2018 Admission Batch)
- (e) 1st Semester M.Phil Examination 2019 (2018 Admission Batch)

7. Proposal regarding engagement of Temporary workers, Librarian, Asst. Store Keeper, in B. Ed (SF) courses as per NCTE guideline was approved. The engagement should be made in accordance with the norms prescribed by Govt.
8. Services of a physician be hired for weekly health check up of borders of different hostels and the expenditure for the same be met from Hostel Establishment Fund.
9. Service of private security agency and private cleaning agency will be outsourced for different hostels for the betterment of security and hygienic conditions.
10. For the betterment of the borders of New and Old hostel the fixed deposit amounts in the bank be utilised for infrastructure work, furniture as well as sanitation purposes with prior approval of the Principal.
11. The financial status of each hostel be furnished by the respective superintendents to the Principal at the end of each month and internal audit be completed in the current financial year.

The meeting ended with vote of thanks to the chair


Principal &
Ex- Officio member of the Committee


Chairman
Executive Committee

11/12/2019.