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

**Internal Members:**

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

**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 *Mul 30.8.18*
2. HOD, Botany *Phunsi 30.8.18*
3. HOD, Chemistry *R. Karan 20.8 30.8.18*
4. HOD, Economics *C.S. Sin 30.8.18*
5. HOD, Education *S. Saha 30.8.18*
6. HOD, English
7. HOD, Hindi
8. HOD, History *S. Saha*
9. HOD, Home Science *Am 30.8.18*
10. HOD, Lib. & Inf. Science *30.8.18*
11. HOD, Mathematics
12. HOD, Odia *S. Misra 30.8.18*
13. HOD, Philosophy *Mul 30.8.18*
14. HOD, Physics *30.8.18*
15. HOD, Political Science *30.8.18*
16. HOD, Psychology *30.8.18*
17. HOD, Sanskrit *30.8.18*
18. HOD, Sociology *Taj 30.8.18*
19. HOD, Urdu
20. HOD, Zoology *30.8.18*
21. HOD, Comp. Science *30.8.18*
22. Co-ordinator Commerce *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 *30.8.18*
2. Dr. Surendra Prasad Jena, OIC, SAMS
3. Sri Jiban Ballav Jena, OIC, Examination *30.8.18*
4. Dr. Tanuja Mohapatra, Student Union Advisor *30.8.18*
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 *30.8.18*
8. Smt. Snigdha Sinha, Vice President, Debating Society
9. Dr. Surekha Sundari Swain, DSA Co-ordinator *30.8.18*
10. Smt. Parbati Dei, Programme Officer, NSS *30.8.18*
11. Dr. Mousumi Pattanaik, OIC, Rangers Team
12. Dr. Surekha Sundari Swain, OIC Youth Red Cross *30.8.18*
13. Smt. Mamatarani Sahoo, Co-ordinator Self-Defence *30.8.18*
14. Smt. Ratna Prava Prusty, Scholarship SSG & SAF *30.8.18*
15. Smt. Snehalata Pati, OIC Proctorial Work & Student relation Co-ordinator

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**PROCEEDINGS OF THE 2<sup>ND</sup> 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 2<sup>nd</sup> Academic Council Meeting held on 25.08.2018.
7. Approval of minutes of 2<sup>nd</sup> 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**

- |                            |                                  |
|----------------------------|----------------------------------|
| 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                           |
| Sri Pramod Mishra,         | Member                           |
| Dr. Chinmayee Mahapatra,   | Principal &<br>Ex Officio Member |

**Invited member**

- Dr. Prasanta Kumar Samantray, Administrative Bursar & Co-ordinator RUSA  
 Smt. Pravat manjari Mohanty, Member Secretary, Academic Council  
 Dr. Bijay Ku. Behera, Asso. Admn. Bursar  
 Dr. Bandana Pathak, Accounts Bursar  
 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 information about books and other sources of knowledge should be supplied to the students and they may be asked to prepare the lesson plan to 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 questions 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 persons 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

- 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 2<sup>nd</sup> 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 2<sup>nd</sup> 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.

*Principal*  
30/9/18

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

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 15<sup>th</sup> 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.

*Dr. Chinmayee Mohapatra*  
30.5.18

Principal &  
Ex- Officio Member

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

(Dr Chinmayee Mohapatra)

*Prof. Satyakam Mishra*  
30/5/18

Chairman  
Executive Committee

(Prof. Satyakam Mishra)

*Dr. Chinmayee Mohapatra*  
30.5.18

SHAILABALA WOMEN'S (AUTO.) COLLEGE, CUTTACK

3<sup>rd</sup> Executive Committee Meeting on 12.11.2018 at 12 Noon

Venue - Conference Hall


The 3<sup>rd</sup> Executive Committee Meeting of Shailabala Autonomous College, Cuttack held on 12.11.2018 at 12 Noon in the Conference Hall.

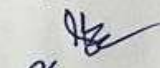
Members Present

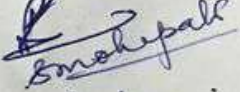
Statutory Members


1. Prof. Satyakam Mishra,
2. Smt. Sonali Bhuyan,
3. Sri Pramod Mishra,
4. Dr. Sanjukta Mohapatra,
5. Dr. Vimal Rarh,
6. Dr. Upendra Nath Sahu
7. Dr. Bidyut Prava Dash
8. Dr. Chinmayee Mohapatra,
  
9. Dr. Kalpana Mallik,
10. Dr. Saroj Nalini Das

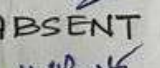
Signature:

Chairman - 

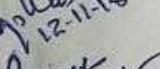
Member 

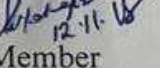
Member 

Member 

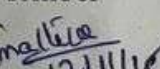
UGC Nominee 

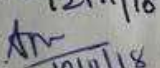
Member ABSENT

Member 



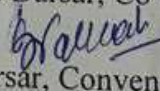

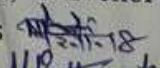
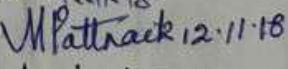

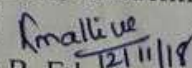
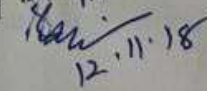
Principal & 

Ex Officio Member

Member 

Member 

Invited Members

01. Dr. Prasanta Kumar Samantaray, Administrative Bursar 
02. Smt. Pravat Manjari Mohanty, Asso. Admn. Bursar, Co-ordinator RUSA 
03. Dr. Bandana Pathak, Accounts Bursar 
04. Dr. Biswadas Mohanty, Asso. Accounts Bursar, Convenor CDC 
05. Dr. Niranjana Pati, Controller of Examinations 
06. Dr. Moushumi Pattanaik, Coordinator, UGC 
07. Dr. Chitta Ranjan Panda and Dr. S.K. Biswal, Academic Bursar 
08. Dr. Kalpana Mallick, Coordinator IQAC 
09. Dr. Surekha Sundari Swain, Coordinator B. Ed 



**SHAILABALA WOMEN'S (AUTO.) COLLEGE, CUTTACK**

**3<sup>rd</sup> Executive Committee Meeting on 12.11.2018 at 12 Noon**

**Venue -Conference Hall**

**AGENDA**

1. Request by the Principal to Chairman EC to preside over the meeting.
  2. Welcome address by the Principal.
  3. Confirmation of minutes of last Executive Committee meeting held on 30/08/2018 and action taken appraisal of the previous resolutions.
  4. Proposals regarding the
    - I. Inclusion of M. Phil courses under autonomous wing by Academic bursar
    - II. Regarding B. Ed. (S.F) by ~~Co-ordinator~~ B.Ed.
    - III. Computer Science Course (S.F) by Adm. bursar.
- Discussion by Chairman (EC) on the proposal and plan of action.
- Suggestion if any by the house of members present.
- Note of thanks by Asso. Administrative bursar.

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# SHAILABALA WOMEN'S (AUTO.) COLLEGE, CUTTACK

3<sup>rd</sup> Executive Committee Meeting on 12.11.2018 at 12 Noon

Venue -Conference Hall

The 3<sup>rd</sup> Executive Committee Meeting of Shailabala Autonomous College, Cuttack held on 12.11.2018 at 12 Noon in the Conference Hall.

## HODs of different Departments

01. Co-ordinator, Anthropology *Md* 12.11.18
02. HOD, Chemistry *J.S.* 12.11.18
03. HOD, Economics *K. Mallick* 12.11.18
04. HOD, Education *C.S.* 12.11.18
05. HOD, English *S. Mishra* 12.11.18
06. HOD, Hindi
07. HOD, History *S.V.* 12.11.18
08. HOD, Home Science *Dr* 12.11.18
09. HOD, Lib. & Inf. Science *J.* 12.11.18
10. HOD, Mathematics *J.* 12.11.18
11. HOD, Odia *S. Mishra* 12.11.18
12. HOD, Philosophy *M* 12.10.18
13. HOD, Physics *S. Mishra*
14. HOD, Political Science *M. Pattnaik* 12.11.18
15. HOD, Psychology *J. Mishra* 12.11.18
16. HOD, Sanskrit *J. Mishra* 12.11.18
17. HOD, Sociology *J. Mishra* 12.11.18
18. HOD, Urdu
19. HOD, Zoology *J. Mishra* 12.11.18
20. HOD, Botany *J. Mishra* 12.11.18
21. HOD, Comp. Science *J. Mishra* 12.11.18
22. Co-ordinator Commerce *K. Mallick* 12.11.18
23. Co-ordinator B. Ed *C.S.* 12.11.18

## OICs / VPs of different Association and Societies

01. Dr. Ratna Prava Prusty, OIC, Library, Student Common Room, I- Card *J. Mishra* 12.11.18
02. Dr. Surendra Prasad Jena, OIC, SAMS *J. Mishra* 12.11.18
03. Dr. Charubala Pani, OIC, Examination *J. Mishra* 12.11.18
04. Dr. Tanuja Mohapatra, Student Union Advisor *J. Mishra* 12.11.18
05. Dr. Surendra Prasad Jena, Vice President, Athletic Society *J. Mishra* 12.11.18
06. Smt. Snehalata Pati, Vice President, Literary Society *J. Mishra* 12.11.18
07. Dr. Jamini Ranjan Mohanty (Chemistry), Vice President, Science society *J. Mishra* 12.11.18
08. Smt. Snehalata Pati, Vice President, Debating Society *J. Mishra* 12.11.18
09. Smt. Snehalata Pati, DSA Co-ordinator *J. Mishra* 12.11.18
10. Dr. Surekha Sundari Swain, Programme Officer, NSS *J. Mishra* 12.11.18
11. Dr. Chinmayee Mallick, OIC, Rangers Team *J. Mishra* 12.11.18

Contd. P/2.....

SHAILABALA WOMEN'S (AUTO.) COLLEGE, CUTTACK

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

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. Appraisal of the Action taken on previous resolutions.
6. Approval of the minutes of 2<sup>nd</sup> Academic Council Meeting held on 25.08.2018.
7. Approval of the minutes of the 2<sup>nd</sup> 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 Administrative Bursar.

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 30<sup>th</sup> 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 31<sup>st</sup> 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.

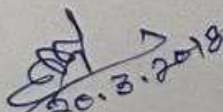
10. The closed college canteen be opened for the students & be managed by the members of the canteen committee members by enaging workers of Hostels/internal college staff who are staying inside the college campus. No outsiders be allowed to run the canteen inside the college campus as it is exclusively 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.

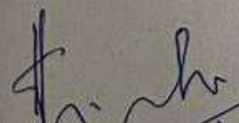
The continuance of the Manager of the canteen will depend upon the recommendation by the canteen committee members.

11. The O.I.C. IQAC should review the academic activities of the Department 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 day 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.

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

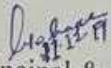
  
Chairman  
Executive Committee  
30/3/18

(vii) The revised remuneration ~~shall be~~ enhanced rates shall be applicable for all examination works taken up w.e.f. 1<sup>st</sup> December 2019.

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

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

- (ii) Expenditure incurred towards purchase of Library books and Computer beyond 60% of current collection be met from unspent balance of Computer Science (S.F), with prior approval of the Principal.
1. A committee comprising OICs of various associations/ societies be constituted to look into the matter related to organising functions and conduct of different competitions for the session 2018-19 as per the Govt. instructions.
  3. The minutes of 3<sup>rd</sup> Academic Council Meeting held on 19.11.2019 read out by Dr. N. P. Rath, Academic Bursar were approved by the committee.
  4. The minutes of last IQAC meeting held on 26.11.2019 read out by Dr. B. P. Das, Co-ordinator IQAC were approved by the committee.
  5. The minutes of 4<sup>th</sup> Finance Committee meeting held on 29.11.2019 read out by Dr. B. Pathak, Accounts Bursar were approved by the committee.
  6. Regarding Autonomous Examination the committee ratified the resolutions of Examination Committee held on 19.10.2019 and resolution of Finance Committee held on 29.11.2019 <sup>with changes</sup> as mentioned here under:
    - (i) The remuneration to paper setter shall be Rs.1000/- (U.G, P.G, B. Ed, M. Phil) for paper carrying full marks above 50.
    - (ii) The remuneration for moderation shall be Rs.300/- per set for all papers. ~~Rs.500/-~~  
~~Rs.400/-~~
    - (iii) The remuneration for valuation of theory papers will be Rs.30/- for U.G, P.G, B. Ed, and M. Phil <sup>Examinations.</sup> ~~classes.~~
    - (iv) Coding Contingency shall be Rs.5/- per students/ for each semester.
    - (v) <sup>amount towards</sup> No miscellaneous expenses shall be paid to paper setters and moderators.
    - (vi) In view of escalation of cost of examination related works, the examination fee, be enhanced by Rs.100/- per semester from the academic session 2020-21.



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.

MINUTES OF THE 4<sup>th</sup> EXECUTIVE COMMITTEE MEETING HELD ON 11.12.2019

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 3<sup>rd</sup> 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

SHAILABALA WOMEN'S (AUTO.) COLLEGE, CUTTACK

4<sup>th</sup> Executive Committee Meeting on 11/12/2019 at 11.30 AM

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 3<sup>rd</sup> Executive Committee held on 12.11.2018 and action taken appraisal of the previous resolutions.
4. Approval of the Resolution 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.

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**SHAILABALA WOMEN'S (AUTO.) COLLEGE, CUTTACK**

**4<sup>th</sup> Executive Committee Meeting on 11.12.2019 at 11.30 AM**

**Venue -Conference Hall**

The 4<sup>th</sup> Executive Committee Meeting of Shailabala Autonomous College, Cuttack is held on 11.12.2019 at 11.30 AM in the Conference Hall following statutory and invited members present in the meeting.

**Members Present**

**Statutory Members**

1. Prof. Satyakam Mishra, Chairman *SM* 11/12/19
2. Smt. Sonali Bhuyan, Member *SB* 11.12.19
3. Sri Pramod Mishra, Member *PM* 11/12/19
4. Dr. Sanjukta Mohapatra, Member *Smohapatra* 11/12/19
5. Dr. Vimal Rarh, UGC Nominee - Absent
6. Govt. Nominee - Absent
7. Dr. Bidyut Prava Dash *Bp* 11.12.19
8. Dr. Saroj Nalini Das, Member *SN* 11.12.19
9. Dr. Chinmayee Mohapatra, Principal & Ex Officio Member *Chinmayee* 11.12.19
10. Prof. Sasmita Mohanty, VC Nominee, R.D Women's University - Absent

**Invited Members**

01. Dr. Prasanta Kumar Samantaray, Administrative Bursar *PKS* 11/12/19
02. Dr. Bandana Pathak, Accounts Bursar *BPathak* 11.12.19
03. Dr. Biswadas Mohanty, Convenor CDC *BMohanty* 11.12.19
04. Dr. A. K. Nayak, Controller of Examinations *AKN* 11/12/19
05. Smt. Ratna Prava Prusty, Co-ordinator, RUSA *RPrusty* 11.12.19
06. Dr. Moushumi Pattanaik, OIC UGC, NAAC *M Pattanaik* 11/12/19
07. Dr. Niranjana Rath, Academic Bursar *NR* 11.12.19
08. Dr. Bidyut Prava Das, Co-ordinator IQAC *Bp* 11.12.19
09. Dr. Sipra Ray, Co-ordinator B.Ed *SRay* 11/12/19
10. Ms. Monalisa Swain, HoD, Computer Science *MS* 11.12.19
11. Dr. B. K. Das, OIC, Campus Development *BK* 11.12.19
12. Dr. Swapna Sankar Nayak, OIC, Career Counseling *SS* 11/12
13. Smt. Pravati Manjari Mohanty, Asso. Admn. Bursar *PM* 11/12/19
14. OIC Library - *Library* 11.12.19

## RESOLUTION

Meeting No- 01

No. 234

Dt. 20.01.23

The first Governing Body Meeting of Shailabala Women's Autonomous College, Cuttack was held on 18.01.2023 in the Conference Hall of the College after its reconstitution vide Govt. Notification No.52279/HE dt.19<sup>th</sup> December 2022. The meeting was held under the chairmanship of Er. (Dr.) Prabhakar Swain, Chairman of the Governing Body.

Agenda – Copy enclosed

Members present – attached attendance sheet


Following business were transacted:-

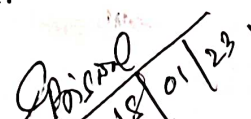
1. At the outset Principal Prof. (Dr.) Gayatri Biswal welcome the chairman and all the members of Governing Body and gave the introductions of chairman and other members.
2. Er. (Dr.) Prabhakar Swain, Chairman of the Governing Body, expressed his gratitude to Department of Higher Education, Govt. of Odisha for giving him the responsibility to be the chairman of the Governing body of this prestigious, heritage institution. He also requested all to co-operate whole heartedly to complete his tenure to achieve the target.
3. Dr. Jamini Ranjan Mohanty, Administrative Bursar briefed the house regarding the history and status of NAAC Accreditation and Renewal of Autonomy of the college.
4. Mv Wunnam Easwar, Chartered Accountant, S/O- Late W.V.K. Rao, Flat No.-1/30, Gangotri VIP Enclave, Chandrasekharpur, Bhubaneswar-16 was nominated by the Governing Body as a member of the Finance Committee.
5. The minutes of last academic council meeting held on 30.09.2022 was presented by Academic Bursar and was approved by the house.
6. As per proposal of the Principal, the Academic Council was reconstituted. As some of the members of Academic Council have already been nominated to the Governing Body, the following members were nominated for the Academic Council which is to be reconstituted.
  - i. Academician – Prof. (Dr.) Mitali Chinara, Department of Economics, Utkal University, Bhubaneswar.
  - ii. Commerce – Prof. Malaya Kumar Mohanty, Former Prof. G.M. College, Sambalpur.
  - iii. Medicine – Prof. Janmejaya Mohapatra, Gynaecologist, Acharya Harihar, PG Institute of Cancer, Cuttack.
  - iv. Engineer – Er. Chandeswar Behera, Retd. Chief Engineer, Cuttack.
  - v. Industrialist – Miss Varsha Biswal, CEO, Trupti Diary, Khurda

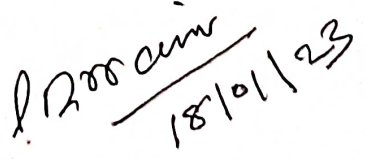
Further discussion was made by the Chairman with all the members of the Governing Body and invited members as well as suggestions were invited from all the members for betterment of the institution after which following resolutions were unanimously adopted.

- (i) Keeping in view the opening of new P.G. courses, existing P.G courses and enhancement of seats in UG classes, the Administrative Bursar and Academic Bursar have to prepare the required no. of posts taking into account workload of each subject. Accordingly the government may be requested to appoint permanent faculties against the vacant posts as well as to sanction new posts for smooth management of academic activities.
- (ii) The house unanimously resolved to form a committee under the chairmanship of the Governing Body Chairman Er. (Dr.) Prabhakar Swain for inviting intellectuals and leaders from Cuttack with an agenda to upgrade Shailabala Women's Autonomous College to the status of a University, which is a long pending demand of various stakeholders.
- (iii) Regarding record of the scheduled land of Science Block and Arts Block in the name of the College, Dr. Bikash Kumar Das, OIC College Development was assigned with the responsibility to consult with Sri S. K. Panda, MD, Jay Bharat, Pvt., Ltd. in order to finalise the matter with the district administration at the earliest possible.
- (iv) Govt. will be intimated for vertical expansion of the college to have more no. of galleries to accommodate the general classes.
- (v) A committee is to be formed for the observance of college Foundation Day on March 25<sup>th</sup> each year (the Birthday of Miss Shailabala Das) as mentioned in the gift deed signed on 02.02.1952.
- (vi) The 110<sup>th</sup> Foundation Day / 110<sup>th</sup> Anniversary Day of the college is to be celebrated this year inviting the Honourable Chief Minister as Chief Guest.
- (vii) A complete report on the status of the college is to be prepared keeping in view the requirement of University status, so that it can be presented to Media or Govt. officially as and when required.

The meeting ended with vote of thanks to the chair and members by Dr. Bikash Kumar Das, Associate Administrative Bursar.

  
18.01.23  
Admn. Bursar

  
18/01/23  
Principal

  
18/01/23  
Chairman

Y  
K.P.K. h  
Administrative Assistant  
O.K. U.C.C.  
Date  
19/1/18

1656  
17.1.18

158  
18.1.18

**Government of Odisha  
Department of Higher Education**

**NOTIFICATION**

Bhubaneswar, Dated the 17.1.18

No.HE-FE III-COMM-400/17 1656 /HE; In pursuance to 11<sup>th</sup> Plan Guidelines of University Grant Commission, Government have been pleased to re-constitute the Executive Committee of Shailabala Women's (Auto) College, Cuttack with the following members for a period of 2(Two) years with effect from the date of issue of the Notification.

1.	Prof. Satyakam Mishra, Former Director, Higher Education, Odisha	Educationist	Chairman
2.	Smt. Sonali Bhuyan, Director, Mind Fire Foundation, Bhubaneswar.	Industrialist	Member
3.	Sri Pramoda Mishra, Chartered Accountant, PAM Associates, Near Purighat Thana, Cuttack.	Professional	Member
4.	Sri Ramesh Prasad Rout, Associate Prof. of Chemistry, Shailabala Women's (A) College, Cuttack.	Teachers of the College	Member
5.	Dr. Chinmayee Mohapatra, Associate Prof. of Odia, Shailabala Women's (A) College, Cuttack.		Member
6.	Dr. Sanjukta Mohapatra, Retd. Principal (Gr-I), 201, Exclusive Apartment, Tulsipur, Cuttack.	Educationist	Member
7.	Dr. Vimal Rath, Department of Chemistry, SGTB, Khalsa College, New Delhi.	U.G.C. Nominee	Member
8.	Dr. Upendra Nath Sahu, SLO-cum-Deputy Secretary to Government, Higher Education Department.	State Govt. Nominee	Member
9.	Dr. Bidyut Prava Dash, Associate Prof. of Botany, Ramadevi Women's University, Bhubaneswar.	University Nominee	Member
10.	Principal, Shailabala Women's Autonomous College, Cuttack.	Principal	Ex-Officio Member

The T.A. & D.A. of their participation in the meeting will be paid by the college.

By Order of the Governor,  
*[Signature]* 17.1.18  
Sri Srikanta Prusty  
Additional Secretary to Government.  
P.T.O.

Administrative  
Bursar

Amid  
20/12/22



4077 / 2858 / 20.12.22  
20.12.22

GOVERNMENT OF ODISHA  
DEPARTMENT OF HIGHER EDUCATION  
Lokaseva Bhawan, Sachivalaya Marg, Bhubaneswar-751001  
Email ID: [hedsec.od@nic.in](mailto:hedsec.od@nic.in)

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**NOTIFICATION**

Bhubaneswar, Dated the 19th December 2022.

No. HE-GCNE-COL-0020-2021 *52279* /HE; In pursuance to revised University Grant Commission Guidelines, 2018, Government in Higher Education Department have been pleased to re-constitute the Governing Body of Shailabala Autonomous Women's College, Cuttack with the following members for a period of 3(three) years w.e.f. the date of issue of this Notification.

Sl no.	Name of the members	Category
1	Er. Prabhakar Swain, Retd. Chief Engineer, Plot no.1501, Mahanadi Bihar, Cuttack	Chairman
2	Prof. (Dr.) Jayanta Kumar Parida, Director, School of Social, Financila & Human Science, Campus-3, E-Block, KIIT University, Bhubaneswar	Educationist
3	Sri Susanta Kumar Panda, M.D. ,Jay Bharat Spices Pvt. Ltd. Cuttack	Industrialist
4	Dr. Bichitra Pani, Associate Professor of Mathematics	Faculty members
5	Dr. Jamini Ranjan Mohanty, Admin Bursar	
6	Prof. Dr. Ranjan Kumar Bal, Retd. Professor & CPGC of Utkal University, Plot no.289, Srikhetra Vihar, Phase-1, Lane-2, Aigania, Bhubaneswar-751019	Educationist
7	Prof (Dr.) Vimal Rarh. Department of Chemistry SGTB, Khalsa College, New Delhi	UGC nominee
8	Regional Director of Education, Bhubaneswar	State Govt. nominee
9	Prof.(Dr.) Madhusmita Pati, Deptt. of English, R.D. Women's University, Bhubaneswar	University nominee
10	Principal, Shailabala Women's (Auto) College, Cuttack	Ex-officio member

By Order of the Governor, Odisha

*May*  
19.12.22  
Joint Secretary to Government

Memo No. *52280*

/HE; Dated *19.12.2022*

Copy forwarded to the P.S. to Hon'ble Minister, Higher Education Department / P.S. to Principal Secretary to Government, Higher Education Department for kind information of Hon'ble Minister & Principal Secretary respectively.

*May*  
19.12.22  
Joint Secretary to Government



Admission  
Bursar

20/12/22



4077 / 2858 / 20-12-22  
20.12.22

GOVERNMENT OF ODISHA  
DEPARTMENT OF HIGHER EDUCATION  
Lokaseva Bhawan, Sachivalaya Marg, Bhubaneswar-751001  
Email ID: [hedsec.od@nic.in](mailto:hedsec.od@nic.in)  
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**NOTIFICATION**  
Bhubaneswar, Dated the 19<sup>th</sup> December 2022.

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4	Dr. Bichitra Pani, Associate Professor of Mathematics	Faculty members
5	Dr. Jamini Ranjan Mohanty, Admin Bursar	
6	Prof. Dr. Ranjan Kumar Bal, Retd. Professor & CPGC of Utkal University, Plot no.289, Srikhetra Vihar, Phase-1, Lane-2, Aigania, Bhubaneswar-751019	Educationist
7	Prof (Dr.) Vimal Rarh. Department of Chemistry SGTB, Khalsa College, New Delhi	UGC nominee
8	Regional Director of Education, Bhubaneswar	State Govt. nominee
9	Prof.(Dr.) Madhusmita Pati, Deptt. of English, R.D. Women's University, Bhubaneswar	University nominee
10	Principal, Shailabala Women's (Auto) College, Cuttack	Ex-officio member

By Order of the Governor, Odisha

*Gray*  
19.12.22  
Joint Secretary to Government

Memo No. 52280 /HE; Dated 19.12.2022

Copy forwarded to the P.S. to Hon'ble Minister, Higher Education Department / P.S. to Principal Secretary to Government, Higher Education Department for kind information of Hon'ble Minister & Principal Secretary respectively.

*Gray*  
19.12.22  
Joint Secretary to Government

Memo No. 52281

/HE; Dated 19.12.2022

Copy forwarded to the Regional Director of Education, Bhubaneswar/ Principal, Shailabala Women's (Autonomous) College, Cuttack/ Persons concerned (through the Principal of the concerned college) for information & necessary action.

Joint Secretary to Government  
19.12.22

Memo No. 52282

/HE; Dated 19.12.2022

Copy forwarded to GCET (A)/ GCENT sections for information & necessary action.

Joint Secretary to Government  
19.12.22

Memo No. 52283

HE; Dated 19.12.2022

Copy forwarded to the Gazette Cell, Commerce and Transport Department (Commerce) for publication of the notification in the next issue of Odisha Gazette.

A separate soft copy in word format will be sent through e-mail shortly.

Joint Secretary to Government  
19.12.22