

R.C.M SCIENCE COLLEGE, KHALLIKOTE

Resolutions of the Governing Body meeting held on 11.11.2022 at 11:00 A.M.
Venue- Office of the Principal

Members Present:

1. Smt. V. Sugnana Kumari Deo, President, Governing Body
2. Dr. B. Saketh Rama Rao Member
3. Dr. Bimal Prasad Sahu, Principal, Ex-Officio Secretary Member
4. Sri Trinath Sahu, Reader in Zoology Member
5. Smt. Harapriya Sabat, Reader in Botany Member
6. Smt. Kumudini Behera Member
7. Smt. Rachita Mahapatra Member
8. Sri Labanya Kumar Rauta Member
9. Smt. Ritanjali Pattnaik Member
10. Sri Santosh Kumar Bisoyi Member

The meeting of the Governing Body was held at 11:00 A.M on 11.11.2022 in the Office of the Principal with Prof. Dr. Saketh Rama Rao on chair. The Principal-cum-Secretary Governing Body read the Proceedings of the last Governing Body meeting held on 25.03.2022. The execution of the resolutions of the last Governing Body were reviewed and confirmed.

Agenda-1:

Opening of P.G Departments in Economics and Botany.

Resolution - 1:

The Governing Body unanimously resolved to open Post Graduate Department in Economics, and Botany from the academic session 2022-23. Hence, the Principal is authorised to take necessary steps before 30.11.2022.

Agenda-2:

Increasing of seats in +3 Arts from 256 to 288, Science 256 to 320 and Commerce 256 to 272.

Resolution - 2:

Taking into the present position of student's strength in all the streams it was resolved not to increase seat in any of the streams.

Agenda-3:

Sanction of E.L in favour of:

- a) Sri Kameswar Sahu, Demonstrator in Chemistry for the period from 10.10.2022 to 19.10.2022 (10 Days).

Handwritten signature
Sign.

Political
Science
Commerce
Zoology

Miss Padmaja Nayak, Lecturer in Physics for the period from 10.10.2022 to 17.10.2022 (08 Days).

c) Smt. Rasmita Sahu, Lecturer in Economics for the period from 19.08.2022 to 31.08.2022 (13 Days).

Resolution – 3:

On verification of the leave account of the aforesaid staff it was found that they have sufficient number of earned leave at their credit. Hence, E.L for the periods mentioned against their name was sanctioned.

Agenda-4:

Approval of temporary and ad-hoc engagement of Management employees:

a) Sri Sankarsan Achary, Demonstrator in Chemistry from 02.04.2022 for the academic session 2022-23.

b) Sri Biswajit Bardhan Samanta, Junior Clerk from 02.04.2022 for the academic session 2022-23.

Resolution – 4:

a) The temporary and ad-hoc engagement of Sri Sankarsan Achary, Demonstrator in Chemistry joined on 02.04.2022 was approved for the academic session 2022-23 from the date of his joining.

b) The temporary and ad-hoc engagement of Sri Biswajit Bardhan Samanta, Junior Clerk joined on 02.04.2022 was approved for the academic session 2022-23 from the date of his joining.

Agenda-5:

Approval of temporary and ad-hoc engagement of Management Teaching Staff.

a) Joining of Sri Situn Padhiary as Lecturer in Political Science on 04.04.2022.

b) Joining of Miss Bishnupriya Mahapatra as Lecturer in Chemistry on 04.04.2022.

c) Joining of Sri Soumya Ranjan Panda as Lecturer in Computer Science on 21.10.2022.

Resolution – 5:

a) The temporary and ad-hoc engagement of Sri Situn Padhiary, Lecturer in Political Science joined on 04.04.2022 was approved for the academic session 2022-23 from the date of his joining.

b) The temporary and ad-hoc engagement of Miss Bishnupriya Mahapatra, Lecturer in Chemistry joined on 04.04.2022 was approved for the academic session 2022-23 from the date of his joining.

c) The temporary and ad-hoc engagement of Sri Soumya Ranjan Panda, Lecturer in Computer Science joined on 21.10.2022 was approved for the academic session 2022-23 from the date of his joining.

Agenda-6:

Approval of expenditure for Rs. 1, 22,571/- (Rupees One Lakh Twenty Two Thousand Five Hundred Seventy One) only towards installation of CC T.V in different classrooms, and examination hall.

Resolution – 6:

The expenditure of Rs. 1, 22,571/- (Rupees One Lakh Twenty Two Thousand Five Hundred Seventy One) only incurred towards installation of CC T.V in different classrooms, and examination hall was approved.

Agenda-7:

Approval of expenditure for Rs. 55,630/- (Rupees Fifty Five Thousand Six Hundred Thirty) only towards installation of Networking the Class Rooms.

Resolution – 7:

The expenditure of Rs. 55,630/- (Rupees Fifty Five Thousand Six Hundred Thirty) only incurred towards installation of Networking the Class Rooms was approved.

Agenda-8:

Approval of expenditure for Rs. 61,532/- (Rupees Sixty One Thousand Five Hundred Thirty Two) only installation of Grills in the Academic Building.

Resolution – 8:

The expenditure of Rs. 61,532/- (Rupees Sixty One Thousand Five Hundred Thirty Two) only incurred towards installation of Grills in the Academic Building was approved.

Agenda-9:

Approval of expenditure for Rs. 60,122/- (Rupees Sixty Thousand One Hundred Twenty Two) only towards partition of Botany Research Lab.

Resolution – 9:

The expenditure of Rs. 60,122/- (Rupees Sixty Thousand One Hundred Twenty Two) only incurred towards partition of Botany Research Lab was approved.

Agenda-10:

Approval of expenditure for Rs. 46,410/- (Rupees Forty Six Thousand Four Hundred Ten) only towards the National Seminar of Chemistry Department.

Resolution – 10:

The expenditure of Rs. 46,410/- (Rupees Forty Six Thousand Four Hundred Ten) only incurred towards the National Seminar of Chemistry Department was approved.

Agenda-11:

Approval of Academic Calendar of IQAC for the session 2022-23.

Resolution – 11:

The Academic Calendar of IQAC for the session 2022-23 was approved after threadbare discussion.

Agenda-12:

Approval of Administrative Calendar of IQAC for the session 2022-23.

Resolution – 12:

The Administrative Calendar of IQAC for the session 2022-23 was approved after threadbare discussion.

Agenda-13:

Approval of Annual Action Plan of IQAC for the session 2022-23.

Resolution – 13:

The Annual Action Plan of IQAC for the session 2022-23 was approved with a suggestion to the Coordinator IQAC to break-up the annual plan month wise and assignment of responsibility to different members of teaching and non-teaching staff be fixed for smooth discharge and execution of the action plan.

Agenda-14:

Approval of Two Best Practices to be followed by the college.

Resolution – 14:

The two best practices adopted by the IQAC of the college from the beginning of academic session 2022-23 were approved.

Agenda-15:
Resolution – 15
Approval of Fee Structure of Higher Secondary School and Degree wing of the college.

The Fee structure of Higher Secondary School and +3 Arts, Science and Commerce (Regular Mode) for the academic session 2022-23 was approved without any change to the fee structure of previous year.

Agenda-16:

To consider Budget of the college for the financial year 2022-23.

Resolution – 16

The tentative budget for the financial year 2022-23 submitted by the college for Higher Secondary Wing and Degree wing be revised balancing with the budget of 2021-22 transferring the unspent amount under each head to the Corpus Fund of the college.

Agenda-17:

To review the Academic Audit Report of the session 2021-22.

- a) Introduction of Skill based, Value Added add-on courses to make the students employable.
- b) Collaboration with organizations, industries and institutions of report for placement of students.
- c) Arrangement of more number of seminars, workshops, training programs for teachers, non-teaching staff and students.
- d) Exploring outreach programs for the benefit of community such as farmers and fisherman of Chilika.
- e) Creating facilities and encouragement of research activities.
- f) Optimal use of infrastructure.

Resolution – 17:

The Governing Body perused the academic audit report conducted by peer members of high academic excellence and appreciated their suggestions and advised with sincere thanks to all peer members.

- a) Introduction of Skill based, Value Added add-on courses to make the students employable-
Resolved that Skill based, Value Added add-on courses be introduced as early as possible to make the students employable. Further, the GB advised that students who have completed graduation in last five years and sitting idle without further studies and employment be motivated to undergo apprenticeship training introduced by Ministry of Education, Department of Higher Education, Government of India under National Apprenticeship Training Scheme (NATS).
- b) Collaboration with organizations, industries and institutions of report for placement of students -

The Governing Body was pleased to note that the college has signed MoU with –

- i. Kalinga Institute of Industrial Technology (KIIT), Deemed to be University, Bhubaneswar for a period of three calendar years or extendable on mutual agreement of both the parties. and
 - ii. Industrial Training of Institute, Government of Odisha, Berhampur.
- c) Arrangement of more number of seminars, workshops, training programs for teachers, non-teaching staff and students -

The Principal was advised to conduct more number of seminars, workshops, training programs for teachers, non-teaching staff and students by tapping funds from UGC, NCTE, NUEPA, DST, ICSSR, DBT, NAAC etc.

Exploring outreach programs for the benefit of community such as farmers and fisherman of Chilika -

The GB advised the Principal to conduct outreach programs, extension programs for the benefit of nearby community through NSS, NCC and YRC. Further, steps may be taken for introduction of Rovers and Rangers unit in the college from the academic session 2023-24. Application may be sent in this regard to the State Scout and Guide Authorities, Bhubaneswar before December 2022.

e) Creating facilities and encouragement of research activities -

The Governing Body is pleased to note that Dr. Sarmistha Mahapatra, Lecturer in Odia and Dr. Sunil Kumar Senapati, Lecturer in Botany have taken Research Projects under OURIP of Government of Odisha.

Agenda-18:

To review the evaluation done by the academic audit peer members in five point scale.

- a) Parameter – 1: Curricular Aspects.
- b) Parameter – 2: Teaching, Learning & Evaluation – (Discussion on Sl.No.4)
- c) Parameter – 3: Research and Innovation. (Discussion on Sl No.2,3 and 5)
- d) Parameter – 4: Infrastructure and Learning Resources. (Discussion on Sl No.4)
- e) Parameter – 5: Governance, Leadership and Management.
(Discussion on Sl No.1,2,3& 4)
- f) Parameter – 6: Students Profile.(Discussion on Sl No.1 and 5)
- g) Parameter – 7: Teacher's Profile. (Discussion on Sl No.3, 4, 5 and 6)
- h) Review and Implementation of the opportunities available for the HEI.
- i) Review of the challenged faced by the HEI.

Resolution – 18

The Governing Body perused the Academic Audit Report 2021-22 conducted by peer members of high academic excellence Parameter wise and suggested the Principal on the issues as stated against each parameter.

- a) Parameter – 1: Curricular Aspects: **No Comments.**
- b) Parameter – 2: Teaching, Learning & Evaluation – (Discussion on Sl.No.4):
The Principal was advised to make proper documentation of all students' centric activities, remedial classes and other student engagements in curriculum, extra curriculum and co-curriculum activities.
- c) Parameter – 3: Research and Innovation. (Discussion on Sl No.2,3 and 5):
Sl. No – 2: The Governing Body express their appreciation in favour of Smt. Subhashree Nayak, Lecturer in Chemistry and Smt. Sasmita Sahoo, Lecturer in Commerce for participating in Faculty Development Programme. Further, the Principal was advised to encourage other faculty members: -
 - i. To participate in online FDPs, Orientation Courses and Refresher Courses as much as possible without hampering the teaching periods of the HEI.
 - ii. To undergo online training on New Education Policy 2020 and appear the examination online conducted by Higher Education Department, Government of India.Sl.No – 3: The faculty members of Zoology, Physics, Chemistry Departments be encouraged to apply for Minor Research Projects to UGC and other funding agencies of Government of India.
Sl.No – 5: No Comments as on this date the HEI has signed one more MoU with Industrial Training Institute, Berhampur, Government of Odisha.
- d) Parameter – 4: Infrastructure and Learning Resources: **No Comments.**

Parameter – 5: Governance, Leadership and Management:
Proper documentation of:

- (i) Sl. No-1: Institute Support to the Students from marginalized and poor segments of society.
 - (ii) Sl No -2: Visiting faculty hired from Berhampur University to take P.G classes.
 - (iii) Sl. No -3: Participation of faculty in external programmes for faculty empowerment and
 - (iv) Sl No -4: Conduct of at-least four meetings of IQAC in an academic session, conduct of seminars by IQAC, tapping resources from UGC and NAAC and orientation programme to the teaching and non-teaching staff on different issues pertaining to NAAC and the State/Nation. Besides observing different National Days.
- f) Parameter – 6: Students Profile:
- (i) Sl. No -1: The Demand Ratio of students be indicated showing affiliated strength vs. enrolled strength.
 - (ii) Sl. No-5: The slow learners identified from reviewing the marks of Mid-semester examination of 1st semester students and the remedial measures taken for them be documented by maintaining students attendance register for conduct remedial classes of slow learners identified in 1st semester. The resolution book maintained for Parent Teachers Meet and the photographs of the PTM and interaction between parents and teachers be properly documented.
- g) Parameter – 7: Teacher's Profile-
- (i) Sl No-3: Teachers be encouraged to attend national and international seminars and conferences by way of presenting papers and the certificates issued by them for presentation of papers be properly documented.
 - (ii) Sl No-4: The faculty members of each department be encouraged to write research articles and published the same in UGC Care Listed Journals and journals of National and International repute with Scopus indexed.
 - (iii) Sl No-5: The Governing Body while appreciating the academic interest of Smt. Subhashree Nayak, Lecturer in Chemistry and Smt. Sasmita Sahoo, Lecturer in Commerce advised the other faculty members to develop their academic career by writing research articles and publishing in UGC Care Listed and National, Peer reviewed National and International Scopus indexed journals and participating in faculty development programmes, workshops on their own discipline. This resolution may be communicated to all faculty members and their signature be obtained.
 - (iv) Sl No-6: The e-learning materials may be recorded through Video using smart boards unit wise for all semesters for communicating to the students through WhatsApp etc.
- h) Review and Implementation of the opportunities available for the HEI:
The Governing Body suggested to make full use of the opportunities available to the HEI as stated in the Academic Audit Report 2021-22 and
- i) Review of the challenged faced by the HEI -
The Governing Body also suggested the Principal to overcome the challenges through the active participation and cooperation of faculty members of the HEI and the Mentors in particular for their mentees.

Agenda-19:

Review of the general remarks academic audit suggested by the Peer Members.

- (a) Conduct of student centric activities.
- (b) Conduct of student internship/placements.
- (c) Conduct of Industry Linkage Programme.

(d) Conduct of Seminars, Workshops, Conferences etc.

Resolutions-19:

The general remarks given by the peer members in the academic audit report are to be given importance.

Agenda-20:

To review the recommendations of NAAC peer team.

- (a) Introduction of job oriented diploma/certificate courses.
- (b) Major/Minor/Research projects to be taken up by the teachers.
- (c) Top priority of appointment of permanent staff.
- (d) Introduction of P.G courses.
- (e) Encouragement of teachers to do research work.
- (f) Appointment of qualified librarian.
- (g) Opening of NCC Naval Wing.
- (h) Appointment of Physical Education Teacher.
- (i) Appointment of trained instructor for Language Laboratory.
- (j) Launching Studies on various aspects of Chilika Lake environment by different departments of the college.
- (k) Furnishing the auditorium and providing good audio visual equipment's.
- (l) Strengthening of drinking water to the students.
- (m) Reconstruction of Boy's Hostel.
- (n) Encouragement of Staff and Students to adopt Massive Open Online Courses (MOOCs).

Resolutions-20:

The Governing Body perused the recommendations of Peer Members given in their report Under Section IV for quality enhancement of the HEI after their August visit in the 2nd cycle assessment and accreditation. The Governing Body appreciated for implementing most of the recommendations. Further, the GB advised the Principal –

- (i) To make correspondence with NCC Naval authorities for opening of an NCC Naval unit in the HEI.
- (ii) To ask the Assistant Librarian working in the college to develop their skill in computer application /operation to handle the automation of library and report compliance to the Principal as early as possible.

Agenda-21:

Review of AQAR 2021-22.

Resolutions-21:

The IQAC Coordinator was advised to complete the exercise of preparing AQAR 2021-22 for review of the Governing Body in the 1st half of December so that the same can be sent online to NAAC before the end of December 2022.

The meeting ended with thanks to the Chair and the esteemed members of the Governing Body.

*Administrative Audit, Environment Audit, Energy Audit, Green Audit,
Proceeding of seminar to be published.*

M. Sugana Kumari Deo

President

Governing Body

Smt. V. Sugana Kumari Deo

President

(Governing Body)

Chandra Mahapatra Science College

Kole - 761030 (Gm.) ODISHA

[Signature]
Principal-cum-Secretary
Governing Body

PRINCIPAL & SEC. G B

R. G. M. Science College

Khallikote, (Gaujano)