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FAKIR MOHAN AUTONOMOUS COLLEGE, BALASORE  
MINUTES OF THE EXECUTIVE COMMITTEE MEETING DATED 21.12.18

The Executive Committee of Fakir Mohan Autonomous College met on 21.12.18 at 11 AM under chairmanship of Dr. Ashok Kumar Patnaik.

The meeting was attended by the following members.

1. Prof. Dr. Tarini Charan Kara - Member
2. Dr. Biraja Shankar Rath, - Member
3. Prof. Suresh Chandra Nayak - Member
4. Sri P. R. Puthal - Member
5. Dr. Srimoy Das Adhikary - Principal-cum-Member Secretary

The following members of the staff also attended the meeting as special invitees.

1. Dr. L. Dey, Controller of Examinations
2. Prof. G. Roy, - Administrative Bursar
3. Prof. F.K. Parhi, Accounts Bursar

At the outset, the Principal welcomed all present and initiated the proceedings.

- I) The meeting began with the reading out of the minutes of the last meeting dated 30.06.2018 which was confirmed by all present and followed by a review of the progress made. The Action Taken Report was presented by the Principal with the members expressing their appreciation.
- II) The proceedings of the last Finance Committee meeting dated 18.12.18 was read out by Prof. F. K. Parhi and the Executive Committee approved the same.
  - a) The Budget proposals of different Self-Financing Courses and Examinations for the session 2018-19 were approved.
  - b) The Committee approved the revision of remuneration and other expenses during examinations proposed by the Examination Committee and passed by the Finance Committee dated 18.12.2018.

Ashok Kumar Patnaik

- c) The Committee approved the sitting charge/honorarium @ Rs.1000/- to each outside member attending the Statutory Body meetings which shall be met out of UGC grant/Development fund/Exam. fund to which the bodies relate.
- d) The Committee approved the decision to conduct the audit of different Self-Financing Courses by a Chartered Accountant during the current session.

III) **Academic Reforms:**

Dr. B. S. Rath (Academic Bursar) presented the proceedings of the Academic Council Meeting held on 19.11.2018. It was duly approved after deliberations. He also presented the innovations introduced into the Academic Curriculum with approval of the Academic Council.

- Introduction of CBCS pattern at the P. G. level was appreciated and approved.
- A change in the pattern of question - setting for P.G. courses as adopted by the Examination Committee was approved.

IV) . Nomination of outside experts to Academic Council and Board of Studies by the Executive Committee:

The proposal of the Principal for nomination of the following outside members to the Academic Council and Board of Studies were approved by the Executive Committee.

**Academic Council:** 1. Dr. Gananath Dash, Reader in English (Retd.)

2. Sri Pradeep Kumar Chatterjee - Advocate

3. Er. Rajib Kumar Mohapatra, Ispat Alloys.

4. Dr. Naresh Chandra Nayak, Medical Practitioner.

**Board of Studies:** The Committee authorised the Principal to nominate the Members as EC Nominee to Board of Studies of each subject.

Ashok Kr. Patra

- V) The New Agenda for discussion and approval was presented before the E. C. and the following resolutions were made.

**Resolution No.1:** Naming of different campus and Hostels:

**College Campus:**

The Executive Committee approved the proposal of the Principal for naming the three Campus of the College viz; Main Campus, Commerce Block and East Campus after the following eminent personalities such as: 1. Sir John Beams, 2. Raja Baikuntha Nath De and 3. Kabibar Radha Nath Ray. However, the Executive Committee suggested for further deliberations on the naming at a meeting of College staff or in other forums.

**Hostels:**

For the Hostels (3 Nos. of Men's Hostel and 3 Nos. of Women's Hostel), it is proposed that 3 Men's Hostels be named after 3 rivers and 3 women's Hostels be named after 3 mountains, all existing within the vicinity of Balasore District. Suggestions to be invited from all staff members for the same.

**Resolution No.2:**

The signing of MoU with Odisha State Open University for offering **non-credit modular courses** at nominal rates with the award of Grade Certificate to participants, was approved.

**Resolution No.3: Fee Reduction of Integrated B. Ed. Course:**

In view of the present surplus, it was proposed that the fee for the course be reduced by Rs. 10,000/- annually. The proposal was highly appreciated and approved.

**Resolution No.4: Taking over the renovated Play ground:**

In view of the allegations made by ex-students and other general public, Princial, Dr. Das Adhikary apprised that this matter had been referred to the District Collector. The Collector would initiate hand over of the field after due investigation into this matter. The decision was approved.

Ashok K. Patra



**Resolution No.5: Introduction of Best Practice of the College:**

Principal, Dr. Das Adhikary proposed that the College campus be made Fossil Fuel Vehicle-Free for one day of the week in order to sensitize students about environmental Protection.

Prof. Suresh Chandra Nayak (member) proposed the uploading of Model Class Room Lectures on the College website for the benefit of students. The proposal was appreciated and approved.

Dr. T. C. Kara added that important Seminar Talk also be uploaded. Dr. Kar urged that newly-inducted faculty members be motivated to apply for Research Projects of various funding agencies like UGC, ICSSR, ICHR, ICIR etc.

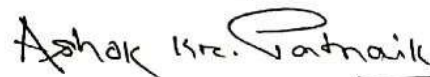
All the above proposals were severally appreciated and approved.

**VI) Other Matters:**

- i) The Alumni Association's request for permission to construct buildings on land under un-authorized occupation was discussed. However, it was decided that Alumni Association be urged to first embark on the process of evacuation. Matters of building rights, building sharing, construction would be decided as permitted by the Govt. stipulations.
- ii) Dr. T. C. Kara proposed setting up of a Centralized Drinking Water facility for the benefit of the entire College.
- iii) Dr. T. C. Kara stressed on documentation and periodic updation of Mission-Vision-Goal of the Institution for greater impetus and transparency.
- iv) The College Branch of SBI's urgent request for additional space to facilitate proper functioning was to be forwarded to the PWD, Balasore urging speedy construction.
- v) The Educational Exchange programme proposed in the previous meet was found to be tenable only in the case of Integrated B.Ed. students.

The meeting ended with a Vote of Thanks offered by the Principal, Dr. S. Das Adhikary.

Date: 21.12.18

  
(Ashok Patnaik)  
Chairperson  
21/12/18

**FAKIR MOHAN AUTONOMOUS COLLEGE, BALASORE**  
**MINUTES OF THE EXECUTIVE COMMITTEE MEETING DATED-30.06.2018**

A meeting of the Executive Committee of Fakir Mohan Autonomous College, Balasore, was held on dt-30.06.18 in the office chamber of the Principal. At the outset, the Principal heartily welcomed the newly appointed chairperson, Dr. Ashok Kumar Patnaik and the other members.

**The following members were present: -**

- |                                    |              |
|------------------------------------|--------------|
| 1. Prof. Dr. T.C. Kara             | Member       |
| 2. Dr. S.D. Adhikary, Principal    | Member       |
| 3. Prof. Dr. Geetanjali Dash       | V.C. Nominee |
| 4. Sri P.R. Puthal, C.A.           | Member       |
| 5. Dr. B.S. Rath, Senior Faculty   | Member       |
| 6. Sri. S.C. Nayak, Senior Faculty | Member       |

**The following members of the staff also attended the meeting as special invitees: -**

1. Dr. G. Roy, Administrative Bursar
2. Sri. F.K. Parhi, Account Bursar

The meeting began with the reading out of the minutes of the last meeting held on 28.12.17, by the Principal, and the same were unanimously approved.

The first part of the discussions consisted of a review of the 'Action Taken Report', based on the resolutions of the previous meet held on 28.12.17. The extent of compliance was verified and the progress was found to be satisfactory.

The committee had a detailed discussion on the financial and other matters in the agenda and resolved the following: -

**Resolution – 1**

The committee went through the fee structure of students and approved the proposal of Development Committee and Finance Committee regarding the revision of fees under different heads as given under: -

<u>Sl. No</u>	<u>Head</u>	<u>Existing Rate</u>	<u>Revised Rate</u>
1.	Syllabus	Rs.50/-	Rs.125/-
2.	Calendar	Rs. 6/-	Rs. 25/-
3.	Magazine	Rs.15/-	Rs. 35/-
4.	DSA	Rs. 2/-	Rs. 5/-
5.	College Union	Rs. 9/-	Rs. 20/-
6.	Athletic	Rs.15/-	Rs. 25/-
7.	BCR/ GCR	Rs. 6/-	Rs. 10/-
8.	Drama	Rs.10/-	Rs. 15/-
9.	Science/ Com./ Humanities Soc.	Rs. 5/-	Rs. 10/-
10.	Smart Identity-cum-Library Card	Rs. 3/-	Rs.210/-

It was decided to implement the revised fee structure with govt. permission under heads at Sl.No-1 to 9 from the current academic session and the revised fee for the smart Identity-cum-Library Card be implemented from the next academic session i.e. 2019-20, after the automation work is complete.



### Resolution – 2

The committee approved the decisions of the Finance Committee regarding the revision/ payment of honorarium and other expenses in Non-SAMS (PG/ BBA/ B.Ed.) admission as given under: -

- a) The honorarium for non-teaching staff engaged in admission work shall be revised to Rs.10/- per application form.
- b) The Honorarium for teaching staff engaged in admission work is hereby fixed at Rs.10/- per application form.
- c) The refreshment expense during the admission work is revised to Rs.15/- per application form.

### Resolution – 3

The committee approved the payment of a remuneration of Rs.1000/- along with TA/ DA/ CA as per govt. rule to each subject Expert attending the walk-in interview for engagement of guest faculty.

The refreshment expense for each department conducting the interview shall be revised to Rs.300/-.

### Resolution – 4

The proposal for opening of course in the P.P.P. mode was welcomed and suggestions were made to explore such courses that would enhance the employability potential of the students. The committee proposed opening of courses like PMIR, MBA, MSW and MFC. Opening of MBA Course was strongly recommended.

### Resolution – 5

The committee approved the plan and estimate of the new building to be constructed in the East Campus out of the unspent balance in the self-financing course funds to accommodate these departments. It was decided to obtain prior approval of the govt. for construction of the building.

### Resolution – 6

The master plan for building expansion provided by the Alumni Association as agreed upon previously was found to be inadequate. The drawing up of another suitable plan in consultation with the PWD was proposed. The committee approved that the cost of the Master Plan be met from the internal resources of the college.

### Resolution – 7

The Committee approved the naming of the upcoming academic block after Kabibara Radhanath Ray, eminent Odia poet. Names of other eminent sons-of-the-soil were suggested (for other upcoming blocks) namely Padmasri Laxminarayan Sahu and Raja Baikunthnath Dey.

### Resolution – 8

The Committee approved that the remuneration of the Centre Superintendent of Term End Exam be enhanced from Rs.125 to Rs.150.

### Other Matters:-

Prof. Dr. T.C. Kara (Member) proposed a long-term plan of Targets to be achieved by the college along with specific yearly targets. He proposed the sending of batches of meritorious students to other institutes of repute, for educational exposure as well as inviting eminent scholars to deliver lectures and enlighten the students. Sources of funding were to be explored

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

Place : Balasore  
Date: 30.6.2018

  
Chairperson 30/6/18

**FAKIR MOHAN AUTONOMOUS COLLEGE, BALASORE**  
**MINUTES OF THE EXECUTIVE COMMITTEE MEETING DATED 28.12.2017**

A meeting of the Executive Committee of F. M. Autonomous College, Balasore was held at 11.00 AM on dt. 28.12.17 in the Office chamber of the Principal, Dr. S. Das Adhikary. The meeting was chaired by Sri Rabi Narayan Das, IAS (Retd).

The following members were present.

1. Sj. Sanat Kumar Roy, UGC Nominee
2. Dr. Dr. S. K. Dey, V. C. Nominee
3. Er. D. D. Mishra - Member
4. Dr. B. S.Rath, Senior Faculty - Member
5. Dr. A. Panda, Senior Faculty- Member

The following members of the staff also attended the meeting as special invitees.

1. Dr. L. Dey, Controller of Examinations
2. Prof. G. Roy, - Administrative Bursar
3. Prof. F.K. Parhi, Accounts Bursar

At the outset, the Principal extended a hearty welcome to the Chairperson and members of the Executive Committee.

The Minutes of the last meeting held on 31.10.16 were read out by the Principal and the same were unanimously approved.

The first part of the meeting consisted of a review of the Action Taken on the resolutions of the previous meeting and the extent of compliance was verified. The progress was found to be satisfactory.

  
P.T.O.



The following resolutions were adopted.

**Resolution No.1:**

The proceedings of the Finance Committee held on 23.12.17 were presented and the Executive Committee approved the following:

- a) The Budget proposals of the Self-Financing Courses and Examinations for the session 2017-18 were approved.
- b) The Committee approved the budget proposals amounting to Rs.13,00,000/- for the financial year 2017-18 and 20,00,000/- for the financial year 2018-19 in the Autonomy Grants for submission to the UGC for sanction.
- c) The Committee approved the enhancement of honorarium to the Coordinators of the Integrated B. Ed. and BBA to Rs. 20,000/- per month each with the provision of allowing each Coordinator to engage 10 Nos. of classes per month in addition to his/her normal duties with effect from 01.01.2018.
- d) The Committee approved the enhancement of remuneration to the persons engaged in End-Semester examinations as mentioned below w. e. f. 01.01.18.

<u>Nature of duty</u>	<u>Existing rate</u>	<u>Revised rate</u>
Dy. Centre Supdt.	Rs.75/- per sitting	Rs.125/- per sitting
Invigilator/Reliever	Rs.75/- per sitting	Rs.100/- per sitting

- e) The Committee approved the payment of remuneration @ Rs.5/- per script to all Examiners for evaluation of answer scripts of the Mid-Semester examinations w.e.f. 01.01.2018.

P.T.O.





- f) The Committee approved the decision to liquidate all fixed deposits of Self-Financing Courses and transfer the same to Flexi-Savings accounts for better utilization of the funds as per the financial and operational prudence of Odisha Higher Education Programme for Excellence and Equity (OHEPEE).

**Resolution No.2:**

All decisions of the Academic Council Meet held on 22.03.17 were reviewed and approved except the proposal for closure of Add-On Two Years Diploma Course in Journalism and Mass Communication. It was resolved that the course would continue for the time being and the scope for affiliation to F. M. University be pursued.

**Resolution No.3:**

The proposal for construction of a new Self-Financing Building in the East Campus, its sites and other related matters were discussed and approved.

**Resolution No.4:**

As regards the naming of the up-coming Academic Block building after 'PADMASHREE MANOJ DAS, it was noted that naming after living persons would entail bottlenecks at the Govt. level. Thus, it was proposed that other eminent Sons-of-the-Soil be considered.



P.T.O.

**Resolution No.5:**

The Committee approved the proposal of the Principal to engage additional man power to the tune of 01 No. of DEO, 2 Nos. of Peons and 01 No. of Sweeper on outsourcing basis which shall be met out of the Self-Financing Courses/Examination funds.

**Resolution No.6:**

The Committee considered the proposal for construction of an extension building adjacent to the existing SBI building (given on rent) and the steps initiated so far to provide additional space to the Bank as well as to create space for the badly cramped examination section. The expenses for the construction shall be met from the unspent balance of the Examination fund. The Committee approved the proposal.

**Resolution No.7:**

Regarding the problem of unauthorized encroachment of the College land, Principal reiterated that several letters for eviction had been served and the District Administration apprised. In addition, notices for eviction have been served to 2 Nos. families residing in the Commerce Block premises. The case is lying sub-judice.



P.T.O.



**Resolution No.8:**

The Master Plan for civil expansion of the existing campus is awaited for work to begin. The generation of funds to meet the cost of 'Plan' is being explored.

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

Place: Balasore

Date: 28.12.17

  
Chairperson

**FAKIR MOHAN AUTONOMOUS COLLEGE, BALASORE**  
**MINUTES OF THE EXECUTIVE COMMITTEE MEETING DATED 31.10.2016**

A meeting of the Executive Committee of F. M. Autonomous College, Balasore was held at 11.30 AM on dt 31.10.2016 in the Office chamber of the Principal with Sri Rabi Narayan Das, IAS (Retd), Advisor Odisha Planning Board, Chairman in Chair.

The following members were present.

1. Dr. P. K. Behera, Dy. Director (GCB), on behalf of the DHE (O) - Member
2. Dr. G. N. Dash, Registrar, Fakir Mohan University - Member
3. Er. D. D. Mishra - Member
4. Sri R. Mohanty, Associate Prof. Commerce - Member
5. Dr. H. Kanungo, Associate Prof. Odia - Member
6. Dr. P. Biswal, Principal & Member Secretary

The following members of the staff also attended the meeting as special invitees.

1. Dr. S. Das Adhikary, Associate Professor in English - Administrative Bursar
2. Dr. K. K. Sahu, Associate Professor in Chemistry - Controller of Examinations
3. Sri F. K. Padhi, Assistant Professor in Zoology - Accounts Bursar

At the outset, the Principal extended a hearty welcome to the Chairman and members of the Executive Committee and presented a brief profile of the College.

The business session of the meeting was then conducted by the Chairman as per the approved agenda.





Minutes of the last meeting held on 21.03.2015 were read out by the Principal and were confirmed by the Chairman and members. The Principal presented the Action Taken Report before the Committee. The Chairman and members expressed satisfaction over the action taken by the Principal on the resolutions taken in the Executive Committee held on 21.03.2015.

The following resolutions were adopted.

**Resolution No.1:**

The proceedings of the Finance Committee held on 17.02.2016 and 06.06.2016 were presented before the Committee and were approved.

However, modifications as listed below were suggested to integrated B. A.,  
B. Sc. Budget during the course of discussion.

- i. The remuneration of the Principal towards supervision and monitoring of the course shall be fixed at Rs.5000/- per month to be made effective from the commencement of the course i.e. 01.07.2016.
- ii. It was felt that since the Coordinator is a person from outside the College, all files relating to accounts have to be routed through the Accounts Bursar of the College; as such, suitable remuneration, as decided by the Core Committee constituted for the Integrated B. Ed. Course shall be admissible to him w.e.f. 01.07.2016.

**Resolution No.2:**

The Committee, after due deliberation, nominated the names of the following outside experts in an attempt to broad base the Academic Council of the college



- i. Sri Anjan Kumar Das, Former Reader in English, F. M. Autonomous College, Balasore
- ii. Dr. Ch. Satyabrata Nanda, Eminent Physician and renowned columnist
- iii. Sri Pradeep Kumar Chatterjee, Advocate
- iv. Dr. A. Pradhan, Former Professor of History, Utkal University, Bhubaneswar

**Resolution No.3:**

The statements of accounts under the Autonomy Grants for the year 2015-16 as well as XII Plan College Development Grants were presented before the Committee. Both the Account Statements were approved by the Committee with the following recommendations. Budget proposal submitted to the UGC towards Autonomy Grants for the current session 2016-17 amounting to Rs.20 lakhs was approved.

- i. The Committee felt that in the event of the Library Automation not being accomplished by 31<sup>st</sup> March 2017, the funds allocated for the purpose can be diverted for use elsewhere <sup>as decided by the UGC committee</sup> and that the funds from <sup>of Library Automation</sup> the College Development Fund can be earmarked for the purpose in the Financial Year 2017-18.

**Resolution No.4:**

The Principal apprised the Chairman and the members regarding the grants received from the Government of Odisha towards construction of Academic Block with an estimated outlay of Rs.5.00 crore and the extension of Library building amounting to Rs.1.0 crore.

*Plr*



Regarding the construction of the Academic Block, the Executive Committee suggested that the new project be taken up on the previous South Hostel Campus of the College, which has become unsafe for either accommodation or classroom activities.

Regarding the Extension of the College Library, the Principal informed the Committee that the Plan and Estimate have been submitted to the Executive Engineer, Balasore R&B Division, Balasore for the construction of the project.

**Resolution No.5:**

The Executive Committee approved the proposal submitted by the Finance Committee dated 17.02.16 regarding construction of an Academic Building from the Self-Financing (BBA) Funds with an estimated outlay of Rs.1.5 crore.

The Executive Committee also suggested that the Department of Higher Education be approached for obtaining approval for speedy construction of the project.

**Resolution No.6:**

The Controller of Examinations presented the proceedings of 14<sup>th</sup> Academic Council Meeting held on 02.02.2016 which was approved.

During deliberations, the Principal informed the Committee that a 4-year Integrated B. A., B.Ed. and B.Sc., B.Ed. Course with an intake capacity of 50 students each has been introduced in the College in the current Academic Session 2016-17.

**Resolution No.7:**

The Committee accorded ex-post-facto approval to the appointment of Co-ordinator and Guest Faculties recruited earlier for the smooth functioning of the



Integrated B. Ed. Course. It also recommended that other support staff such as Data Entry Operator, Sweeper, Attendant, Watchman, Peon etc. be recruited with immediate haste.

**Resolution No.8:**

The discussion on the shifting of F. M. Junior College Office and Library to the Commerce Block was postponed in the light of the decision of the Government of Odisha in the Department of Higher Education to amalgamate the Plus Two education in the Department of Mass and Continuing Education.

**Resolution No.9:**

The Committee recommended that the Guest Faculties of various departments be paid remuneration as per the rate prescribed by the Government from time to time.

**Resolution No.10:**

The Controller of Examinations presented before the Committee the statement of accounts regarding conduct of examinations and valuations of papers, which were approved by the Committee.

**Resolution No.11:**

***Other matters:***

- i. The Controller of Examinations pointed out that difficulty in storing of valued answer scripts and other examinations related materials because of shortage of space. After discussion, the Committee suggested for the construction of a new building on the ground floor adjacent to the SBI parking lot from examination funds.

The Committee suggested that the proposal be sent to the Government after careful study of the feasibility report.



- ii. The Executive Committee approved the proposal submitted by Dr. Harihar Kanungo for introduction of M. Phil. Classes in Odia.
- iii. The Executive Committee resolved to pay a sum of Rs.1000/- each as Sitting Charge to all outstation members for attending the Executive Committee meeting. Further resolved that the sitting charge of Rs.1000/- to such members shall be admissible with the current meeting on 31.10.2016.

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

Date: 31.10.16

  
-Chairman



**FAKIR MOHAN AUTONOMOUS COLLEGE, BALASORE**  
**Minutes of the Executive Committee Meeting held on 21.03.2015**

A Meeting of the Executive Committee of the college was held at 11.30 A.M. on 21.03.2015 in the chamber of the Principal with Prof. Sudarshan Nanda on chair.

The following members were present:

1. Prof. Sudarshan Nanda, Chairman
2. Prof. R.C. Thakran, Member (UGC Nominee)
3. Dr. Nibedita Mohanty, Member
4. Sri Himansu Das, Member
5. Prof. N.C. Dash, Member (University Nominee)
6. Dr. G.N. Dash, Member
7. Sri Sudarsan Nayak, Principal and Member Secretary

The following members of the teaching staff attended the meeting as special invitees.

1. Dr. S.K. Samal, Academic Bursar
2. Dr. K.K. Sahoo, Controller of Examinations
3. Sri F.K. Padhi, Accounts Bursar

At the outset, Principal extended a hearty welcome to the chairman and members of the Executive and presented a brief account of the developmental work of the college. He apprised the members about the opening of three new Honours subjects – Anthropology, Geology and Geography from this academic session. He also informed about the successful running of the newly introduced certificate course in 'Basic Education in Computer Application' for +3 1<sup>st</sup> year and P.G. 1<sup>st</sup> Year students. He intimated the members about the running of a Diploma Course, "Tourism and Hospitality Management" fully financed under UGC Community College Scheme w.e.f. December 2014. He also expressed satisfaction over the appreciable increase in number of teaching staff during the current academic session.. He discussed the problem in shifting the boarders of K.K. Women's Hostel of the college now accommodated in a rented house in Mallikashpur to the new women's Hostel due to completion of its extension wing. The rent of K.K. Women's Hostel is paid by Government. The owner is yet to receive an arrear of around Rs. 5 lakhs towards the

rent. Four number of security persons were engaged from October 2014 as per the resolutions made in the last EC meeting. One security person is also engaged in New Women's Hostel.

The business session of the meeting was then conducted by the chairman as per the Agenda.

Minutes of the previous meeting held on 29.03.2014 and the action taken report was read out by Dr. S.K. Samal on behalf of the member secretary. The chairman and the members expressed satisfaction over the action taken by the Principal on the resolutions taken in the Executive Committee Meeting held on 29.03.2014. The following resolutions were taken :

**Resolution-1:** Initiating the discussion, UGC nominee Prof. Thakran along with other members insisted on holding Executive Committee Meeting at least twice a year preferably in the month of October/November and April/May which was accepted by the Principal. Prof. Thakran also stressed upon participation of academicians of National level institution outside the state in UGC aided National Seminar.

**Resolution-2:** The committee approved the resolutions of the finance committee held on 27.02.2015 with the following observations:

- a. Relating to the unspent balance of the Examination Section the chairman and other members suggested that the proposed fixed deposit of Rs. 20 lakhs be divided into four deposits of Rs. 5 lakhs each. One deposit should be for a duration of one year while other three deposits are to be for a period of two years and above. Out of total surplus of Rs. 37 lakhs barring this twenty lakhs, an amount of Rs. 10 lakhs may be kept in short term Fixed Deposit like 6 months/ 3 months depending upon the requirement of the Examination Section.
- b. The committee approved the resolution of the finance committee to allow conveyance allowance to Controller of Examination/ Coordinators/ Asst. Coordinators of self financing courses w.e.f. 01.06.2015 as per the approved budget. It may be mentioned that the honorarium/conveyance allowance paid to Controller / Coordinators etc. were withheld as per Government directive which has subsequently been withdrawn. However, the committee



approved the decision of the finance committee to allow conveyance allowance to the coordinator and honorarium to the staff engaged in the operation of the newly opened Basic Education in Computer Application Course with effect from the academic session 2014-15, i.e. from 16.09.2014 as per the approved budget.

- c. In relation to the proposed expenditure of Rs. 23 lakhs from accumulated PL fund towards setting of e-evaluation centre in the new building of the East Campus the committee suggested to seek the permission of the Government for drawal of the said amount.

**Resolution-3:** The committee approved the proposals and regulations of the Examination Committee. The committee felt that the proposal to provide copy of valued answer script (theory only) should have been passed in the Academic Council prior to putting it before Executive Committee. However, it may be mentioned that this proposal was initiated in the Academic Council by Sri Ashok Kumar Senapati, Advocate who is an Executive Committee nominee.

**Resolution-4:** The committee accorded ex post facto approval to the regulations of Basic Education in Computer Application as it has been approved by the Principal as per the resolution of the Academic Committee.

**Resolution-5:** The committee approved the results of both UG and PG of 2013-14.

**Resolution-6:** While discussing points under other matters, the Executive Committee resolved the following and also gave certain suggestions.

- a. Guest Faculty be engaged in Environmental Studies and General Studies ( a non-credit course for final year students to be effective from 2015-16) from Government/ UGC fund.
- b. Government should be moved to create additional posts in single man departments such as Sociology, Psychology, Education, Urdu, Hindi and Statistics. Pending creation of these posts guest faculty should be engaged in these departments to prevent dropping of classes.
- c. Two smart classrooms are to be made operational from 2015-16 and all the accessories like furniture, writing board and necessary teaching aids be



purchased from balance funds of self financing courses and Examination Section.

- d. Quotations are to be called to shortlist firms to provide tent, light, sound etc. to the various functions of the college at the beginning of each session.
- e. The students of +3 II<sup>nd</sup> year, +3 III<sup>rd</sup> year and PG VI year are required to deposit the requisite examination fees and tuition fees for the year at the time of readmission. There should be not filling up forms by them in the middle of each semester.
- f. Proposal for opening of M.Sc. in computer science with 32 seats is approved under self financing mode.
- g. Because of large demands from students , the following Honours seats are to be increased from 32 to 48 for Physics, Chemistry, Mathematics; from 40 to 48 for Botany and Zoology; from 32 to 48 in case of Computer Science and from 16 to 32 in Geology and 16 seats fresh in Statistic Honours in +3 Science and the overall strength in Science is to be enhanced from 240 to 336.
- h. A Sweeper, one security person and one attendant are to be engaged on daily wage basis through service providing company. The emoluments for first two persons shall be paid from Examination Section and for attendant be paid from self financing fund of BBA.
- i. The house rent due in respect of K.K. Women's Hostel is to be paid to the house owner from the surplus fund of self financing courses/ Examination Section to facilitate vacating the private house taken on rent by 30.04.2015. The amount is to be reimbursed on receipt of Government allotment for the purpose accordingly.
- j. The Executive Committee expressed its satisfaction over the NAAC Peer Team report and the action taken there of in many respects. However, the Executive Committee urged the Principal to work more seriously on NAAC recommendation relating to collaborative linkage with national/ international institutions for teaching-learning and research, upgradation of research

culture and encouragement of faculties to avail major and minor research projects etc.

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

Approved

Sranda

9.4.15

Prof Sudarshan Panda

Chairman

Sri Sudarshan Nayak 9.4.15

Sri Sudarshan Nayak

Principal and Member Secretary

Minutes approved/confirmed in the  
EC meeting held on 31.10.2016

RM  
31.10.2016

**FAKIR MOHAN AUTONOMOUS COLLEGE, BALASORE**  
**Minutes of the Executive Committee Meeting held on 29.03.2014**

Meeting of the Executive Committee of the college was held at 11.00 A.M. on 29.03.2014 in the chamber of the Principal. The following members attended the meeting.

1. Prof. Sudarsan Nanda, Chairman
2. Prof. R.C. Thakran, Member
3. Dr. Nibedita Mohanty, Member
4. Sri Himanshu Das, Member
5. Prof. N.C. Dash, Member
6. Dr. G.N. Dash, Member
7. Sri S. Nayak, Member
8. Dr. Dharitri Das, Principal and Member Secretary.

The following members of the staff attended the meeting as special invitees.

1. Dr. S.C. Patra, Academic Bursar
2. Dr. S.K. Samal, Co-ordinator, NAAC Steering Committee
3. Dr. K.K. Sahoo, Controller of Examinations
4. Sri F.K. Parhi, <sup>Count</sup> Academic Bursar

The proceedings of the meeting were recorded by Dr. G.N. Dash.

At the outset Dr. Dharitri Das, Principal and Member Secretary extended a hearty welcome to the chairman and members of the Executive and presented a brief account of the developmental works and problems of the college. She spoke at length about the RUSA Plan submitted to the Government, the visit of the NAAC Peer Team to the college from 10 to 12 March 2014 for accreditation and infrastructure development etc. She informed that with the approval of the staff council the college has decided to introduce a computer literacy programme for the new entrants (UG 1<sup>st</sup> Year and PG 1<sup>st</sup> Year) w.e.f. 2014-15 session. Each student has to pay Rs.400/- at the time of admission to the college. The Principal informed the members that a new building with a about 24000 sq.feet in the erstwhile Brahma Samaj land and three storied Women's Hostel in the existing women's hostel premises are nearing completion. She also informed the members that the college proposes to open Anthropology, Geography and Geology Honours and M.Sc. in



Computer Science and MFC under Self Financing Mode. She brought to the notice of the members to the acute shortage of teaching and support staff in the college, which affects teaching and research. Presently the college has faculty strength of 35 against the sanctioned strength of 76 and the strength of non-teaching staff 63 against the sanctioned strength of 109.

The Proceedings of the meeting was then conducted by the Chairman as per the agenda.

Minutes of the previous meeting held on 04.05.2013 and the action taken report on it were read out by Dr. G.N. Dash on behalf of the member secretary. It was informed that the proposal to open community college in F.M. Autonomous College has been formally approved by the Government and the UGC has sanctioned 35 Lacs for introducing Tourism and Hospitality Management. Regarding introducing new programmes like Remote Sensing, Lab. Technician and Medical Instrumentation as decided in the previous executive, it was informed that these courses could not be introduced due to lack of infrastructure and manpower. After a threadbare discussion on the resolution of the previous meeting and the ATR, the minutes of previous meeting was approved and the following resolutions were adopted.

Responding to the Principal's address members expressed their concern about the severe shortage of staff. They felt that this could affect status of the college as well as UGC funding. The following resolutions were adopted.

**Resolution-1**

The Executive expresses its gratitude to the outgoing members and welcomes the new members.

**Resolution-2**

It was resolved to move the Government to fill up vacancies at the earliest by 30<sup>th</sup> June 2014. If required a delegation of the Executive will meet the Secretary, Higher Education and Minister, Higher Education to present the problems of the college before the Government. The Principal was asked to submit the resolution to the Government and take initiatives for the meeting of the delegation with Government authorities.

**Resolution-3**

The Principal's proposal to introduce computer literacy programme for new entrants w.e.f. 2014-15 and the fee structure Rs.400/- per annum was approved.

**Resolution-4**

The Executive appreciates the efforts of the Principal and staff for undertaking the accreditation process. However it was felt that academic audit , mock visit and a meeting of Executive committee before the visit of NAAC Peer Team probably would have helped for a better presentation before the committee. But it was understood from the member secretary that it could not be done since the visit was with a short notice.

**Resolution-5**

It was resolved that the views of the Principal, teachers and the members of the Executive be sought before finalizing the courses and the firms under community college scheme. The chairman was requested to give his views regarding the matter for submission to the Government. It was also decided to seek Government approval to appoint technical persons for the Computer Hub and the Language Laboratory to make them functional and also to introduce proposed computer literacy courses.

On behalf of the Member Secretary, Dr. S.C. Patra presented the resolution of the Academic Council meeting held on 10.08.2013 and that of the Building Committee held in 23.11.2013 and 18.02.2014. It was informed that the new Academic Block in the East Campus under State Government funding was nearing completion. He informed that one 200-bedded Women's Hostel and one 100-bedded SC Boys' Hostel are proposed to be constructed out of State Government funding. It was also informed that the college has decided to construct the self-financing block in the main campus for which Government has approved 60 lacs to be spent out of BBA and Computer Science funds. The Building Committee and Finance Committee of the college have approved the proposal. After threadbare discussion, the proposals of the Academic Council and Building Committee were approved and the following resolutions were adopted.

**Resolution-6**

The Executive approved the resolution of the Academic Council held on 10.08.2013 and it suggested that new programmes be implemented to make teaching need-based.



#### **Resolution-7**

The Executive approved the resolution of the Building Committee held on 23.11.2013 and 18.02.2014 and suggested that the PWD be moved to expedite the completion of the building so that they could be used from 2014-15 session. Regarding payment by the self financing departments towards the proposed construction of SF Block, it was decided that the two SF departments shall contribute 30 lacks each from their balance amount.

Sri Firoz Parhi, Account Bursar presented the resolutions of the Finance Committee held on 25.02.2014 and after discussion it was approved.

#### **Resolution-8**

With regard to the collection of Rs.400/- from new entrants at the time of admission for computer literacy programme, Rs.100/- per annum in addition to Rs.30/- collected now towards engagement of private security and Rs.50/- per annum towards miscellaneous fees from all students, the executive requested to Principal to move the Government for approval before implementation. The executive committee asked the college to collect the security fee from the students and extend the security to entire campus of the college including the hostels under the heading campus security.

Dr. K.K. Sahoo, Controller of Examinations presented the resolution of the examination committee held on 07.08.2013 and 14.09.2013 which have been subsequently approved by the finance committee on 25.02.2013. It was informed that the remuneration for invigilation and evaluation etc. have been revised w.e.f. even semesters examinations, 2013-14. Participating in the discussion members felt that the remuneration for various works should be raised and that the guest faculties should be engaged for evaluating the internal examination papers where regular faculties are not available. The following resolutions were adopted.

#### **Resolution-9**

The executive approves the resolution of the examination committee duly approved by the finance committee regarding revision of remuneration. However, it suggests that for internal examination, where applicable remuneration should be minimum Rs.5/- for 20 marks and for evaluation of semester scripts the remuneration should be minimum Rs.20/- per script, for invigilation remuneration should be Rs.75/- for three hours and Rs.60/- for two hours. The Controller should be paid Rs.1000/-



towards telephone per month. Remuneration structure for all other items should be revised by the examination committee and implemented with the approval of the finance committee.

**Resolution-10**

Students should be notified regarding the shortage of attendance on monthly basis. In worst cases the parents may also be intimated.

**Resolution-11**

The Executive suggested that instead of solely depending on guest faculties for completion of courses, retired teachers and experts should be invited to take classes, and also take sample evaluation of the papers checked by guest faculties.

Dr. S.K. Samal presented the feedback provided by the NAAC Peer Team. It was informed that the Peer Team members appreciated the efforts of the Alumni Association for the growth and development of the college. They had suggested making IQAC functional, Gymnasium operational for boys and girls, addition of new books to the library, completion of library automation and putting a suggestion box in front of the library and office. The Peer Team also suggested that there should be adequate security for the students, adequate parking space in the college, addition of meritorious alumnus and members from industry in the Board of Studies, improvement of condition of living in hostel and promotion of ICT in Teaching-Learning and computer culture among students and staff. The Peer Team members also have suggested introduction of interdisciplinary and job oriented courses and undertaking major and minor research by faculties to boost research. Participating in the discussion members were of the view that more and more seminar and lecture programme should be conducted from the beginning of the session without waiting for the UGC grant. Members expressed their concern about the Peer Team members' unhappiness with the functioning of the IQAC and suggested that it should be made vibrant in right earnest. Members of the executive suggested that the college should send special proposal to UGC for automation of office, library, examination and admission etc. The Principal should take initiative to raise certain fees to provide security in girls hostel and also on the campus and get it approved from the Government. After detailed discussion the following resolution were adopted.

**Resolution-12**

The Executive Committee was apprised of the feedback of the NAAC Peer Team and suggests holding of regular seminars, promote research by undertaking more and more UGC projects by the teachers, introducing interdisciplinary subjects and making teaching learner friendly by adopting ICT.

**Resolution-13**

For round the year seminar, extension and cultural activities, a budget be approved by the executive committee at the beginning of the academic session. The fund for the purpose be made available from the college development/ self financing funds of the college. The amount spent for the purpose shall be reimbursed as and when the fund from the UGC is received.

**Resolution-14**

The Executive suggested that before implementation of the compulsory computer literacy programme for new entrants, Sri Himanshu Das, Member, Executive may be consulted for running the course.

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

*S. Das.*  
26-4-14

*Eranda*

**Dr. Dharitri Das**  
Principal & Member Secretary