

**GOVERNING BODY MEETING OF  
SARBATI DEVI WOMEN'S COLLEGE, RAJGANGPUR.**

Venue: Office of the Principal.

No. 01

Date: 15.02.20

A meeting of the Governing Body was held in the office of the principal on Dt.15.02.20 at about 11.00am. The sub collector, Sundargarh Sadar cum President Governing Body presides over the meeting and resolved the following:

**Resolution No. 1:-** It is suggested by the principal cum secretary GB to appoint part time lecturer in History, Home science, Zoology and Botany from the coming academic session as there are only one faculty member in such departments and quite difficult for them to complete syllabus in both junior and degree level. Resolved as suggested.

**Resolution No. 2:-** It is informed by the principal that the student strength in +3 SCIENCE (SELF FINANCING) AND +3 ARTS in the last two years is decreasing and becomes difficult to meet the salary expenses of teaching faculty and suggested to raise the development fees of + 3 science and Arts by 1000 from the coming academic session 2020-2021 and also to freeze the annual increment of management employees till accumulation of funds by increased student strength. Resolved as suggested

**Resolution No. 3:-** It is suggested by the principal that the Demonstrators of four departments of Physics, Chemistry, Botany, and Zoology are getting very meagre salaries at about Rs. 6300/- per month and given representation to this august house to raise their salaries. After careful calculation in the Annual Budget and ongoing discussion with accounts section, it is suggested to raise their salaries by 1000/- each in lump sum which will be met out from increased development fees and will be effective from coming academic session. Resolved as suggested.

**Resolution No. 4:-** It was suggested to follow strict gate checking by deploying a security person, with a register where entry and exit of any outside persons/Visitors/ Guardian/parents and hostel boarders going outside, will be mentioned. The house resolved to appoint a watchman from security agency in the mode of out sourcing to perform eight hour duty in day time. Resolved as suggested.

**Resolution No. 5:** It is suggested by the principal to raise the salaries of Hostel employees by Rs.300/- per month in lump sum from coming academic session, as they are getting very meagre salary which will be met out from hostel development fees. Resolved as suggested.

**Resolution No. 6:-** It is suggested by the principal to approve the ANNUAL PERFORMANCE MILESTONE (APM for the session 2020-2021) as required by Dept. of Higher Education Govt. of Odisha under OHEPEE. These are as follows.

**APM for 2020 Academic Year:**

1. Timely submission of yearly AQAR in NAAC website and upload it in the college website.
2. Nodal person for scholarship (faculty or non faculty) ensure at least 90% of the eligible and desiring candidates have applied for it.
3. Active career counseling cells (display various job openings, create awareness on job aggregator sites likes naukri.com etc, create awareness on higher education options, Student interaction with experts

*Chandranan Patel*  
Principal cum Secretary  
15/02/20  
Sarbati Devi Women's College  
Rajgangpur

*[Signature]*  
President, G.B.  
Sarbati Devi Women's College  
Rajgangpur

in different fields (self business, industry, educationalist etc.) At least 2 meetings with proceedings to be in website.

#### Optional action points

1. Yoga / Meditation classes for 100 students or 10% of student's strength, whichever is less. Each session should be of 45 mins. Duration. At least 50% attendance per session and at least 10 sessions per year, Attendance sheets will be maintained.
2. Organizing bi-annual meeting between teachers and parents

#### APM for 2021 Academic Year:

1. All faculties will have a file/data containing lesson plan clearly indicating the topic/ unit wise classes to be held for all semesters s/he will cover for academic year 2020-21, as per the exam schedules mentioned in the University regulations. It should include time for internal exam, additional quiz if planned, discussion of answers, doubt clearing for the lecturers, tutorials for weak students etc., All faculty will have a file/ data containing method of content delivery (black board, PPT, practical's, discussions, case studies/ real life problems, models, news clippings (economics, management), role play etc) topic/ unit wise classes to be held for all semesters-s/he will cover for academic year 2020-21.
2. Engagement of alumni for career counseling and other improvements in the College. At least one meeting a year with photos and summary of discussions to be uploaded in the college website (or) the college can launch Alumni Portal to connect with the alumni and utilize their inputs.
3. Collection of feedback from students and sharing information on the action taken on such feedbacks. A committee headed by Principal consisting of at least 3 students from each stream and at least 2 faculty from each stream is to be constituted. Committee to conduct at least 3 meetings in an academic year and upload proceedings in website

#### Optional action points

1. Suggestion boxes outside the office and hostel. Proper record keeping of all grievances/ suggestions with action taken.
2. Ensure at least one hour of Group discussion/ seminar per course for all students of the college, (Each student should either participate in the Group discussion or present a topic in the seminar)

Resolved as suggested.

The Meeting ended with a vote of thanks by the principal cum Secretary, Governing Body.

*Chandramoni Patel*  
15/2/20

Principal-cum-Secretary  
S. D. Women's College  
Raiganpur  
Principal cum Secretary  
Sarbati Devi Women's College  
Raiganpur

*15/2/20*  
Sub collector cum  
President, Governing Body  
S.D. Women's College  
Raiganpur  
President, G.B.  
Sarbati Devi Women's College  
Raiganpur

**GOVERNING BODY MEETING OF  
SARBATI DEVI WOMEN'S COLLEGE, RAJGANGPUR.**

Venue: Office of the Sub collector

No. 02

Date: 20.06.20

A meeting of the Governing Body was held in the office of the Sub collector on Dt.20.06.20 at about 11.00am. The sub collector, Sundargarh Sadar cum President Governing Body presides over the meeting and resolved the following.

- 1 **Resolution No. 1:-** It is suggested by the principal cum secretary GB to purchase and install Panel Glass door in the stair cases and in both ends of the main college building to prevent heavy rain water. The principal suggested an approximate estimate of Rs.50,000/- may be resolved which will be met out from College Development funds
  
- 2 **Resolution No. 2:-** To purchase and install WPC (Wood polymer Coated) Doors in the bath rooms of the college women's Hostels, due to frequent complaint by the borderers. The old Iron doors being rusted were destroyed and not in proper condition for ladies toilets and bath rooms for both the Hostels. The principal suggested an approximate estimate of Rs.2, 00,000/- may be resolved which will be met out from Hostel Development funds.

Resolved as suggested.

*Chandramani Patel*  
20/06/20  
Principal - cum - Secretary  
G B, S D Women's College  
Rajgangpur  
Sarwati Devi Women's College  
Rajgangpur

*20-6-2020*  
President GB  
S D Women's College  
Rajgangpur  
President, G.B.  
Sarwati Devi Women's College  
Rajgangpur

GOVERNING BODY MEETING OF  
SARBATI DEVI WOMEN'S COLLEGE, RAJGANGPUR.

Venue: Office of the Sub collector

No. 03

Date: 10.10.20

A meeting of the Governing Body was held in the office of the Sub collector on Dt.10.10.20 at about 11.00am. The sub collector, Sundargarh Sadar cum President Governing Body presides over the meeting and resolved the following.

- 1 **Resolution No. 1:-** It is suggested by the principal cum secretary GB to make the Toilets and washrooms hygienic and to provide adequate water supply to staff and student's toilets/ washrooms through repairing of two (college and Hostel) submersible water pumps and fresh connections along with additional water tanks. The principal suggested an approximate estimate of Rs.50,000/- may be resolved which will be met out from College Development funds

Resolved as suggested.

*Chandraseni Patel*  
Principal - cum - Secretary  
G.B. S D Women's College  
Principal cum Secretary  
Sarbati Devi Women's College  
Rajgangpur  
10/10/20

*[Signature]*  
President GB  
S D Women's College  
Rajgangpur, G.B.  
Sarbati Devi Women's College  
Rajgangpur  
10.10.2020

**GOVERNING BODY MEETING OF  
SARBATI DEVI WOMEN'S COLLEGE, RAJGANGPUR.**

Venue: Office of the Sub collector

No. 04

Date: 07.01.21

A meeting of the Governing Body was held in the office of the Sub collector on Dt.07.01.21 at about 11.00am. The sub collector, Sundargarh Sadar cum President Governing Body presides over the meeting and resolved the following.

- 2 **Resolution No. 1:-** It is suggested by the principal cum secretary to purchase four Numbers of New battery along with UPS, for the other side of the main building which connects principals Room, Exam section and +2 SAMS Room The principal suggested an approximate of estimate of Rs.70,000/- may be resolved which will be met out from College Development funds

Resolved as suggested.

*Chandramani Patel*  
7/01/21

Principal – cum – Secretary  
G B, S D Women's College

Rajgangpur  
Principal cum Secretary  
Sarbati Devi Women's College  
Rajgangpur

*Chandramani Patel*  
7.1.2021  
President GB  
S D Women's College  
Rajgangpur