

Proceedings of the Meeting held on the 16<sup>th</sup> December 2022 at 4:30 p.m. to deliberate upon the findings and recommendations of the Report of the Administrative Audit held by IQAC in the academic Session 2021-22

A meeting, presided over by the Principal, was held in his Office Chamber to deliberate upon the report of the Administrative Audit 2021-2022. The following members belonging to the Administrative audit Committee and IQAC were present in the meeting:

1. Prof. G.M. Khan (Administrative Bursar) ————— *G.M. Khan 16/12/22*
2. Prof. Renuka Sahu, (Member, IQAC) ————— *Renuka Sahu 16/12/22*
3. Chinmoy Krishna Patel (Coordinator, IQAC) ————— *Chinmoy 16.12.2022*
4. Dr. Mandakini Baral (Member, Administrative Audit Committee) — *MBaral 16.12.2022*
5. Dr Sampriti Panda (Member, Administrative Audit Committee) — *S. Panda 16/12/22*

Upon thorough discussion held on the recommendations made in the Administrative Audit Report, the following decisions were made in the meeting:

- 1) Steps maybe taken to conduct orientation programmes for staff members related to Administrative, Financial and office procedures.
- 2) Steps may be taken to substantially increase CCTV coverage of the college campus.
- 3) A committee of staff members including the H.O.D of Computer Science Department and O.I.C website may undertake a Feasibility study for creation of an Alumni portal.
- 4) Steps to be taken to sign MOU with a prominent local hospital for the regular health check-up of employees and students.
- 5) Feasibility study may be done for infrastructural financial resources required for setting up of a crèche for the benefit of working mothers of the institution with young children.
- 6) The college may submit proposal to appropriate authority for construction of an auditorium in the campus.
- 7) Steps may be taken for Installation of A. C in Classrooms and Laboratories.

The meeting ended with a vote of thanks offered by the coordinator, IQAC to all members present in the meeting.

*[Signature]*  
Principal, 16.12.22  
B.J.B. autonomous College,  
Bhubaneswar