

Resolution-29

Meeting of Athletic Association On 04.11.2023

A meeting of Athletic Association was held under the chairmanship of the Principal, Prof Dillip Kumar Bhuyan at 11.00 am on 04.11.2023 in the office of the principal and the following resolutions were made unanimously.

- 1 - Preparation of Volley ball court, Badminton court, Kho-Kho, Basket Ball, Kabaddi court and Cricket ground will be completed in all respect for this purpose, P.E.T is advice to take advance the amount required to complete the work.
- 2 - Inter-class Competition related to various games and sports will be conducted very soon.
- 3 - The students participating the various games and sports for Inter-Class tournaments of different competitions are to be allowed to practise immediately and get ready to participate any games and sports of University sponsored at any moment for the session 2023-2024.
- 4 - The students are to be notified to give their name to P.E.T. for different games and sports immediately.
- 5 - Annual Athletic Meet will be held in the last week of December 2023 tentatively which will be decided in the next meeting to be held in the first week of December, 2023.
6. It is decided that the Indore games like Carrom, Chess, Badminton and Outdoor game like Kabaddi, Volley Ball and Cricket will be conducted before 2nd week of December.
- 7 - Following Sports equipment's will be purchased by S.R. Samantaray.

SPORTS EQUIPMENTS

- | | |
|------------------------------------|--|
| 1. High Jump Stands – 1 Pairs. | 11. Badminton Net – 4 Pics |
| 2. Javeline through – 2 Pics. | 12. Badminton Cork – 2 barrel |
| 3. Crickets Bat(Duse) – 2 Pics. | 13. Badminton Racket – 4 Pics |
| 4. Crickets Pad – 1 Pairs | 14. Short Table Tennis – Complete Sets |
| 5. Duse ball (Cricket) – 2 packets | 15. Carrom Board – 1 Sets |
| 6. Volley ball – 4 Pics | 16. Vicky Stand – 1 Sets. |
| 7. Basket Ball – 2 Pics | 17. Sports Umbrella – 2 Pics. |
| 8. Foot Ball – 2 Pics | 18. High Jump Cross Bar – 1 Pics |
| 9. Cricket Stick – 6 Pics | 19. Basket Ball Net And Rings – Complete Sets. |
| 10. Badminton Stands- 1 Pairs | 20. Kho-Kho Pole 1 Pairs. |
| | 21. Jersey Cap for all Games & Sports |

The meeting is ended with vote of thanks by Prof. S. Jena, Association Vice-President of Athletic Association.

The following members of the committee are Present in the meeting.

- 1- *Pradyumn Prada*
- 2- *S. Jena*
- 3- *Pradyumn Prada*
- 4- *S. R. Samantaray*

Pradyumn Prada
4.11.23
Vice President
Athletic Association

S. Jena
04.11.23
Principal
Pattamundai College

Preparatory meeting for MDP

Date: 04/11/2023

Members Present

1. Dilip Kumar Blegin.
2. Ramesh Kumar Sahoo
3. Pooja Poida
4. Srinata K. Jena
5. Pradyumn Datta.
6. Smruti Ranjan Samantapur.

Students -

7. Surender Sattaprakash maik	BA-21-123	- 8260845392
(8) Prulhinaraj Singh	BA-22-004	9668811033
9. Lokita Sahoo	BA-22-076	7762033089
10. Snehanjali Jena	1A22-064	9668807189
11. Anupama Nayak	1A22-031	9692450649
12 - Snehalata Acharya.	BA23-013	9040120514
13 - Rashmilata Pradhan	BA-22-058	7325818098
14. Prashant Samsal	1C22-210	9810324062
15. Soumya Ranjan Belurda	1C22-125	7735980268

Letter No. 9309

Dated 6.12.23

He
Keep it in G.B. File
13/12/23

To

Sri Adhikari Laxminarayan Dash
President of Governing Body,
Pattamundai College,
Pattamundai, Dist-Kendrapara



Sub: Reconstitution of Governing Body of Pattamundai College, Pattamundai, Dist-Kendrapara, Regarding:

Ref: 1. Govt. Letter No-31453/HE dtd-26.07.2023.
2. Letter No-1382 dtd-15.11.2023 of the Principal, Pattamundai College, Pattamundai, Dist-Kendrapara.

Sir,

In inviting a reference to the subject cited above and letters under reference, I am to say that the proposal submitted by the Principal, Pattamundai College, Pattamundai, Dist-Kendrapara for the reconstitution of the Governing Body in Form-III along with related papers vide their Letter No-1382 dtd-15.11.2023 is found to be correct and proper in accordance with the provisions of Rule 25 of Odisha Education (Establishment, Recognition & Management of Private College) Rules 1991 as amended vide Government in the Higher Education Department Notification No.28214/HE, Dtd-01.09.2020 and as published in the Odisha Gazette Extraordinary, No.1102 Dated 01.09.2020.

In view of this, I am to request you to take appropriate steps and follow-up actions for the reconstitution Governing Body of the Pattamundai College, Pattamundai, Dist-Kendrapara with the following members as per rules under intimation to this Directorate.

- | | |
|-----------------------------------|--|
| 1. Sri Adhikari Laxminarayan Dash | --President |
| 2. Dillip Kumar Bhuyan | --Principal -Cum - Secretary (Ex-officio) |
| 3. Sri Sarbeswar Sahoo | --Member (Teacher Representative Man) |
| 4. Dr. Premalata Rout | --Member (Teacher Representative Woman) |
| 5. Pramod Kumar Parida | --Member (Non-Teaching Staff Representative) |
| 6. Samir Kumar Malik | --Member (SC) |
| 7. Sagufa Begum | --Member (Minority Community) |
| 8. Sumitra Sahoo | --Member (Woman) |
| 9. Lipsa Behera | --Member (Woman) |
| 10. Bichitra Malik | --Member (Parent of Enrolled Student Man) |
| 11. Tapaswini Das | --Member (Parent of Enrolled Student-Woman) |

The reconstituted Governing Body of Pattamundai College, Pattamundai, Dist-Kendrapara shall function for a period of three years w.e.f the date of issue of this letter. The Governing Body existing prior to this date shall cease to continue in office forthwith. This communication is subject to that none of the members of the Governing Body suffers from any disqualification / disability as contained in Rule / Para-28 of Odisha Education (Establishment, Recognition and Management of Private College) Rules-1991 as amended thereof.

Yours faithfully,


Regional Director of Education
Bhubaneswar

P.T.O.

Date.20th July, 2024
Place: Pattamundai College
Time: 11.00 AM

RESOLUTION NO.

A meeting of the Governing Body of Pattamundai College, Pattamundai was held on 20.07.2024 at 11.00a.m. in the Office of the Principal, under the Chairmanship of Prof. Adhikari Laxminaryan Dash, President, Governing Body of the College. The following members were present in the meeting and following decisions were unanimously adopted.

Members Present:

1. Adhikari Laxminaryan Dash.
2. Dilip Kumar Bhuyan.
3. Lopsa Behera.
4. Tapaswini Das.
5. Anichitra Mallick
6. Dr. Pranjalata Paul -
7. Sambelwar Sahoo
8. Pramod Kumar Panick.
- 9.
- 10.

Contd...



**OFFICE OF THE PRINCIPAL
PATTAMUNDAI COLLEGE
NAAC Accredited B Grade
Pattamundai , Kendrapara, Odisha-754215**

No: 778(A)

Date: 8/7/23

Notice

This is to hereby informed of all concerned that a meeting of Grievance and Redressal Cell will be held in the office of the principal at 3.00pm on 12th July 2023 to discuss the following agenda.

1. Framing of Policy Documents.
2. Define Objectives.
3. Establish Guidelines and Policies
4. Awareness and Accessibility
5. Other if any

DC
8/7/23

Principal

Pattamundai College

PRINCIPAL

Pattamundai College

Copy to: Notice Board/ Guard file/ Concern Department/IQAC/ College Website

POLICY DOCUMENTS - 2023-24

PATTAMUNDAI COLLEGE, PATTAMUNDAI

Grievance Redressal Cell/ Discipline Committee

Grievances Redressal Mechanism

The Grievance and Redressal Cell desires to promote and maintain a conducive and unprejudiced environment for its stakeholders. It attends to the grievances and complaints registered by anyone with regard to the activities of the Institution, and in particular, those made by students. The Cell ensures effective solution to the grievances, using a fair approach. The Grievance and Redressal Cell enables the students to express their grievances by initiating and following the grievance procedure in accordance with the rules and regulations of the College. The cell meets periodically, examines the nature and pattern of the grievances and redresses it accordingly.

Objectives

1. To develop an organizational framework to resolve grievances of the students and other stakeholders.
2. To ensure effective solution to the stakeholders' grievances with an impartial and fair approach

Grievance and Redressal Cell Composition

Principal –Prof. Dilip Kumar Bhuyan

Administrative Bursar- Mr. Sarbeswar Sahoo

Grievance and Redressal Head- Dr. Premalata Rout,

Member-Dr.N Pradhan

Member-Mrs R.Panigrahi

Member-Miss. N.Behera

Non-teaching Staff Member- Mr.P.K Parida

Students –Bibhuti bhusan Jena , +3 2nd Year Arts

Sumitra Parida, +3 3rd Year Arts

Functions of the Grievance and Redressal Cell

1. Provides information about the Cell's objectives and mode of operation through the website and handbook.
2. To investigate the reason of dissatisfaction.
3. To enlighten the students on their duties and responsibilities.
4. Informs students of the process for registering of grievances in the Induction Programs.
5. Acknowledges and analyses the grievances.
6. Seeks a solution through decision-making process
7. Reports the grievances and records how they were redressed.
8. The procedures made known through the Hand-book, given to each student at the

9. beginning of every academic year, and also in the Value Education classes taken by the Class-in Charge teachers.

Procedures

The Grievance and Redressal Cell shall receive and redress the grievances of the following issues:

1. Academic issues pertaining to teaching, learning and evaluation activities.
2. Student-teacher, student-student grievances
3. Grievances related to library, canteen and IT services.
4. Grievances related to sports, cultural
5. Grievances related to behaviour of stakeholders
6. The grievances shall be redressed depending on the nature of the grievance.
7. The Grievances are invited through suggestion boxes provided in each floor of the building.
8. Department level counselling is offered where the matter can be resolved
9. Grievances pertaining to academic and internal evaluation shall be redressed at individual / faculty /HOD/ principal level.
10. For other grievances that require review shall be redressed by receiving written and signed application.
11. As soon as the application is received the Redressal Committee shall review the complaint and invites both the parties for discussion. The outcome of the discussion is reported to the Principal for further action to be taken.

Redressal of Grievances

1. The grievances are redressed at the earliest by issuing warning letter, memo and reformation remedies. Priority is given according to the urgency of the complaint. In all cases the aggrieved is informed of the measures taken. Checks in the system are introduced to ensure there is no repetition of the same complaint.
2. All the grievances concerning to women harassment and ragging shall be dealt by the respective committees as per the prescribed procedure Pattamundai College is committed in providing a safe, fair and harmonious learning and work environment. Grievance Redressal Cell in accordance with the University Grants Commission regulations 2012 (The Gazette of India, March 23-29, 2013) in July 2014 and reconstituted on July 2019 to probe into stake holders grievances.
3. Grievance Redressal Cell facilitates the resolution of grievances in a fair and impartial manner involving the respective College/Dept./Office (dealing with the substantive function connected with the grievance), maintaining necessary confidentiality, as the case may be. Any stakeholder with a genuine grievance may approach Grievance Redressal Cell to submit his/her grievance in writing or send through e-mail on pattamundaicollege@gmail.com.

DEFINITIONS

Grievance:

1. A grievance is a formal complaint that is raised by any stakeholder towards any discomfort within the workplace. There are many reasons as to why a grievance can be raised, and also, many ways to go about dealing with such a scenario. It includes any kind of dissatisfaction or negative perception, whether expressed or not, arising out of anything connected with institution that a student or parent or staff member thinks, believes, or even feels, is unfair, unjust or inequitable.

Grievant:

1. Grievant means stakeholder i.e., a student, parent, staff member, alumni, public or group of students or parents or staff members submitting the grievance.

Functions of the Committee

To provide with proper advocacy to stakeholders to express their grievances freely and frankly without any fear of being victimized; To ensure that there is no reprisal of any kind against any applicant, witness, or any other participant in the grievance redressal process by reason of such participation in the grievance process. To analyse the merits of grievances and conduct formal hearings and investigation as the case may be to protect the privacy and confidentiality of all parties during the investigation, consistent with and subject to the policy guidelines; to obtain the facts through relevant sources in a fair and objective manner, to work out a solution of the issues involved with the parties named in the grievance application; to ensure speedy disposal of every grievance application - within a maximum period of one month of the receipt of application;

Procedure for filing the formal complaint/grievance

1. Any stakeholder may lodge a complaint.
2. Complaint should be made to Grievance Redressal Committee.
3. Complaint may be oral, by email or in writing. If the complaint is oral, it will be converted into a written form by the GRC member who received the complaint and authenticated by the complainant under his / her signature as soon as possible.
4. Upon receipt of complaint by any member of GRC, the member should forward it to GRC.5.3 Procedure for filing a complaint / grievance without revealing identity, If the complainant would not like to reveal his/her name for any grievance, they can drop the grievance(s) in the drop box placed outside the Library or through mail.

Process for addressing the Grievance

1. Upon receipt of complaint, the Chairperson of the Committee will send a response to the complainant acknowledging the receipt of grievance immediately.
2. At this stage, based on the nature of the complaint and severity of its possible impact, the Chairperson may take one of the two options to proceed on addressing the concerns while keeping the Chairperson, GRC copied in all communication:
 - 1.. **Option 1-** which can be exercised on matters that could be more routine operation:
 - I. The Chairperson of the Committee may address the issue directly with the help of the concerned department.
 - II. In this case, it is important that the complainant is apprised of the actions taken or the work-in-progress in a timely manner.
 - III. Once the matter has been resolved the Chairperson will send a final update to the complainant on the matter.

2.Option 2 which can be exercised in matters of very serious concern, in consultation with the Chairperson:

I. The Chairperson may also call for a meeting of the GRC. The quorum for the meeting is 5 (Five).

II. The Committee, as required, may also call for a deposition by the complainant and the person/representatives from the department against which the complaint has been made.

III. Final decision of the GRC has to be communicated to the student within 15 days of the receipt of the complaint.

IV. The Chairperson of the Committee will communicate the decisions to the concerned parties/departments via email and a copy of the case and decision will be sent to the management.

3. The Head of the cell will maintain an updated record of all complaints, actions taken and closure status.

4. In case the complaint has been made against a member of the GRC or a member of the Appeal Committee for GRC, the concerned member will be barred from participating in any proceedings till the case have been closed.

FORMAL REGISTRATION:

Any grievant with a genuine grievance will submit his/her Grievance along with necessary documents, if any, through any of the following modes: Sending via e-mail Submitting a signed hard copy of the grievance complaint in person to the Officer- In-Charge of Grievance Redressal Cell

FORWARDING:

Upon receipt of grievance the Grievance Redressal Cell shall categorise, analyse the merits of the grievance, and forward the grievance to the respective department/office/individual (dealing with the substantive function linked with the grievance)requesting them to enquire into the grievance and redress within such period as may be specified, not exceeding 7 days from the receipt of grievance complaint.

FOLLOW UP & MONITORING:

Grievance Redressal Cell shall coordinate, monitor and ensure redressal within the stipulated time. Depending up on the seriousness of grievance the Grievance Redressal Cell will follow them up regularly till their final disposal by way of reminders.

SCRUITINY:

Grievance Redressal Committee will make a thorough review of the redressal process. In case the committee feels satisfied with the resolution provided by the respective department/office/individual, then it will intimate the same to the grievant via e-mail. Once the grievant indicates acceptance of the resolution at this level, then the matter is deemed closed.

CALL FOR HEARING:

If the Grievance Redressal Committee is not satisfied with the resolution provided by the respective department/office/individual or upon the grievant's written request, the committee shall fix a date for hearing, and intimate the same to the respective department/office/individual as well

RESOLUTION OF GRIEVANCE AND REDRESSAL CELL

PATTAMUNADAI COLLEGE, PATTAMUNDAI

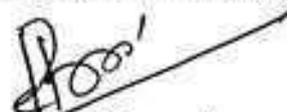
Date- 12-07-2023

Time-03.00 P.M

A Meeting of Grievance and Redressal Cell was organized on 12TH July, 2023. The following resolutions were adopted by the cell for the Academic session 2023-2024.

- 1- Clearly outline the Purpose of the Cell, which is to address and resolve grievances in a fair, transparent and Timely manner.
- 2- Develop a structured grievance redressal policy that specifies the Procedure, timelines and escalation levels.
- 3- Inform employees and students about the grievance redressal mechanism through proper channel.
- 4- Ensure the grievance submission process through forms, online portals, Grievance and suggestion boxes.
- 5- Implement a systematic process to register grievances with proper acknowledgment and provide multiple modes of grievance submission through written, email or online Portal.
- 6- Propose and implement solutions after thorough discussion with in the cell.
- 7- Regularly evaluate the effectiveness of the grievance redressal process and update policies as required.

Members Present in the meeting.

- 1- 
- 2- Nibedita Piradha
- 3- Rasmita Puni'gram
- 4- Namita Behera


12/3/23
PRINCIPAL
Pattamundai College

Pattamundai College, Pattamundai
MEETING OF THE CONSTRUCTION COMMITTEE

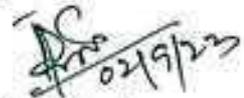
Date: 02.09.2023, Time; 03.30 pm

Resolution

An urgent meeting of the Construction Committee was held on 02.09.2023 at 03.30 pm in the Office of the Principal, Pattamundai College, Pattamundai regarding discussion about Reconstruction/Replacement of Principal's Office Table and the following resolutions were unanimously adopted.

1. It was unanimously resolved that the reconstruction of Principal's Office Table will be undertaken at an earliest for decent view and smooth functioning of Administration.
2. It was unanimously resolved that the reconstruction of Principal's Office Table will be made with the waterproof play and laminated mica.
3. It was unanimously resolved that the requisite materials will be purchase from the local market with GST.
4. It was unanimously resolved that the work will be done by a carpenter from the local market with a maximum labour charges @ 40% of the total material cost.
5. It was unanimously resolved that the material cost will be made to the party through NEFT/RTGS on production of GST invoice and the labour charges will be paid to the carpenter on an agreement basis through NEFT/RTGS.

The meeting ends with vote of thanks to the Chair.



Principal
Pattamundai College

Member of the Construction Committee:

1. Dr. Fakir Chandra Pradhan
2. Prasad Kumar Jena
3. Ranjan Kumar Pradhan
4. Arun Kumar Nayak
5. Sanjib Kumar Nayak

**OFFICE OF THE PRINCIPAL
PATTAMUNDAI COLLEGE, PATTAMUNDAI**

GARDEN COMMITTEE

RESOLUTION NO-

Dt: 04.10.2023

The Garden committee meeting was held on 04.10.2023 at 3.30 pm in the Chairmanship of Principal. The following resolutions were unanimously adopted.

Resolutions :-

1. That, after Dusherra vacation the flower bed will be prepared.
2. Different flower plants will be purchased for beautification of Garden.
3. Labourers will be employed to clean and preparation of bed.
4. Keeping in view, different works are distributed among the members.

Labour components.

1. Prof. A.K Das, Reader in English.
2. Prof. A.K Sahu, Lect. in Philosophy

Plants, Fertilizers, Compost etc purchase components.

1. Prof. R.K Senapati, Reader in Sociology.
2. Prof. B.C Roul, Reader in Physics.

Signature of the members present :-

1. Prof. Ranjit Keshari Senapati, Reader in Sociology. *Ranjit Keshari Senapati*
4.10.23
2. Prof. Baikuntha Charan Roul, Reader in Physics. *Baikuntha Charan Roul*
7.10.23
3. Prof. Amiya Kumar Das, Reader in English. *Amiya Kumar Das*
4.10.23
4. Prof. Alok Kumar Sahu, Lect. in Philosophy *Alok Kumar Sahu*
4.10.23

AS
04.10.23

Principal.
Pattamundai College

Garden Committee meeting

Dt. 04.10.2023

Members present: —

1. Ranjit Kishor Ingle
2. Baikunth Chohan Rao
3. Anirudh Kurvar Das,
4. Alak Kumar Sahu.

The Garden committee meeting was held on 04.10.2023 at 3.30 PM in the chairmanship of Principal. The following resolutions were adopted unanimously.

Resolutions: —

That, after Dusshera vacation the flower bed will be prepared.

Different flower plants will be purchased for beautification of Garden.

Labourers will be employed to clean and preparation of bed.

Keeping in view, different works ^{are} distributed among the members.

Plants, fertilizers, compost, etc purchase components.

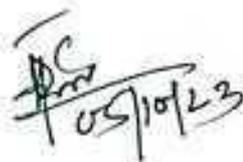
Labour Components

1. Prof. A.K. Das
Reader in Eng.
2. Prof. A.K. Sahu
Lect. in phil.

1. Prof. R.K. Senapati
Reader in Soc.
2. Prof. B.C. Roul
Reader in phy.

Signature of the members present: —

1. Ranjit Kishor Senapati. Reader in Sociology
2. Baikunth Ch. Raut, Reader in physics
3. Anirudh Kr. Das, Reader in English.
4. Alak Kr. Sahoo. Lect. in philosophy.


05/10/23

Pattamundai College, Pattamundai

Date: 04.10.2023, Time: 11.30 am

Resolution

A meeting of the Purchase Committee was held on 04.10.2023 at 11.30 am in the Office of the Principal, Pattamundai College, Pattamundai and the following resolutions were unanimously adopted.

1. It was unanimously resolved that an AC will be purchased for Staff Common Room from local market of make IFB/Lloyd/Daikin as per the requirement of staff members.
2. All the payment will be made to the party only through net-banking.

The meeting ends with vote of thanks to the Chair.


04-10-23

Principal
Pattamundai College
Principal
Pattamundai College

Members of Purchase Committee:

1. Faiz Chandra Pradhan
2. Baikunth Charan Roul
3. Anita Kumar Das
4. Anand Lal 4/10/23
5. Ranjan Kumar Behera

A meeting of College Foundation-Day Observation Committee was held under the Chairmanship of the Principal, Prof. D.K. Bhuyan on dt. 01.07.2023 at 11.00 am. In view of observing 53rd Foundation Day on dt. 05.07.2023, the following resolutions were adopted unanimously by the members.

That,

- 1) There will be a meeting in the Auditorium Hall on the day of foundation. In this meeting it was decided that Sri. Dhruva Sahoo, MHA, Rajnagar, Sub-Collector of Kendrapara & President of College Governing Body ^{Sri Niranjan Mishra} and Prof. (Dr.) Surya Narayan Mishra, Senior Scientist and Head of Kendrapara Krushik Biogyan Kendra will ~~host~~ grace the occasion as Chief Guest, Guest of Honour and Chief Speakers respectively.
- 2) Further, it was decided that all the Toppers of +2 & +3 wings (Arts/Science/Com.) will be felicitated by the Guests.
- 3) That, All the staff who have retired within a period of one year (After July-2022) will be invited and felicitated.
- 4) It was further decided that all the Ex-principals of this college, Alumni Association members, and Founder Members, if any are to be properly invited.
- 5) In view of this, a committee will be constituted to prepare Lunch meals (at least 300 meals) for the Guests, staff, invitees and students of the college.
6. Keeping in view, the campus should be properly cleaned and decorated.
7. It was unanimously resolved that Prof. Pramod Kumar Swain, Reader in Odia is hereby authorised to draw money to meet all the expenditures of foundation-day.

Lastly, the meeting was ended with vote of thanks to the chair.

[Signature]
01.7.23
Principal
Pattammuni College.

College foundation day observation committee meeting.

Dt- 01.07.2023, Time:- 11AM.

Members present

1. Sambhuwar Saha - Sh
2. Ramesh Kumar Saha
3. Ranujit Keshri I. J. Li.
4. Pramod Kumar Parida
5. Mayi Parida
6. Dushaman Parida
- 7) Pramod K. Parida.
- 8) Abinash Parida

DC
01.7.23

RESOLUTION NO-02.

DATE: - 10.02.2024 TIME:-11.00AM VENUE: - OFFICE OF THE PRINCIPAL

A meeting of the Library Committee was held in the office of the Principal on 10.02.2024 at 11.00 AM under his chairmanship and the following resolutions were unanimously passed that,

01. At the outset the librarian intimated the house that the quotations received by this office from various agencies were expired (2 months duration passed) hence it is cancelled & necessary alternative steps may be taken for the purchase of books for both +2 & +3 streams amounting a sum of Rs.1, 20,000/- (Rupees One lakh twenty thousands) only for each stream as per the book list given by the HODs of various Departments.
02. It is unanimously decided that the Library Committee Members , Dr. Fakir Chandra Pradhan, Reader in Chemistry, Dr. Anjali Kumari Dash, Reader in Botany (+3 Stream), Dr. Manas Kumar Nayak, Lect. in English, Sri Sarojkant Nayak, Lect. in English (+2 Stream), are requested to receive advance 60,000/- (Rupees Sixty thousand) only each which will be adjusted after the submission of bills & vouchers .
03. It is unanimously decided that the Library Committee Members Dr. Anjali Kumari Dash, Reader in Botany, Dr. Manas Kumar Nayak, Lect. in English, Subhalaxmi Pradhan, Lect. in Commerce and Sri Biswojit Bhadra, Librarian are requested for the purchase of books from Kitab Mahal/Mishra Agency/ Kalyani Publishers, Cuttack and produce the bills & vouchers for necessary compliance in the accounts section.
04. Purchase of Books should strictly adhere to the book list given by the HODs of various Departments and Faculty.
05. The Librarian Sri Biswojit Bhadra is requested to complete accession number of the purchased books within 10th March -2024 positively to square up the advance amount.

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

Members Present in the Meeting:-

01. Prof. Dillip Kumar Bhuyan, Principal

D.K. Bhuyan
10/2/24

02. Dr. Ramesh Kumar Sahoo, Reader in Physics & Accounts Bursar *Ramesh Kumar Sahoo*

03. Dr. Fakir Chandra Pradhan, Reader in Chemistry & I/C Library *Fakir Chandra Pradhan*

04. Dr. Anjali Kumari Dash, Reader in Botany *Anjali Kumari Dash*

05. Dr. Manas Kumar Nayak, Lect. in English *Manas Kumar Nayak*

06. Sri Sarojkant Nayak, Lect. in English *Sarajkant Nayak*

07. Miss Subhalaxmi Pradhan , Lect. in Commerce *Subhalaxmi Pradhan*

08. Sri Abinash Parida, Accountant *Abinash Parida*

09. Sri Biswojit Bhadra, Librarian *Biswojit Bhadra*

RESOLUTION NO- 01/2023

Venue: - Office of the Principal

Time: 3.00 PM

Date: - 31.10.2023

Minutes of the Proceedings of the meeting held on 31.10.2023

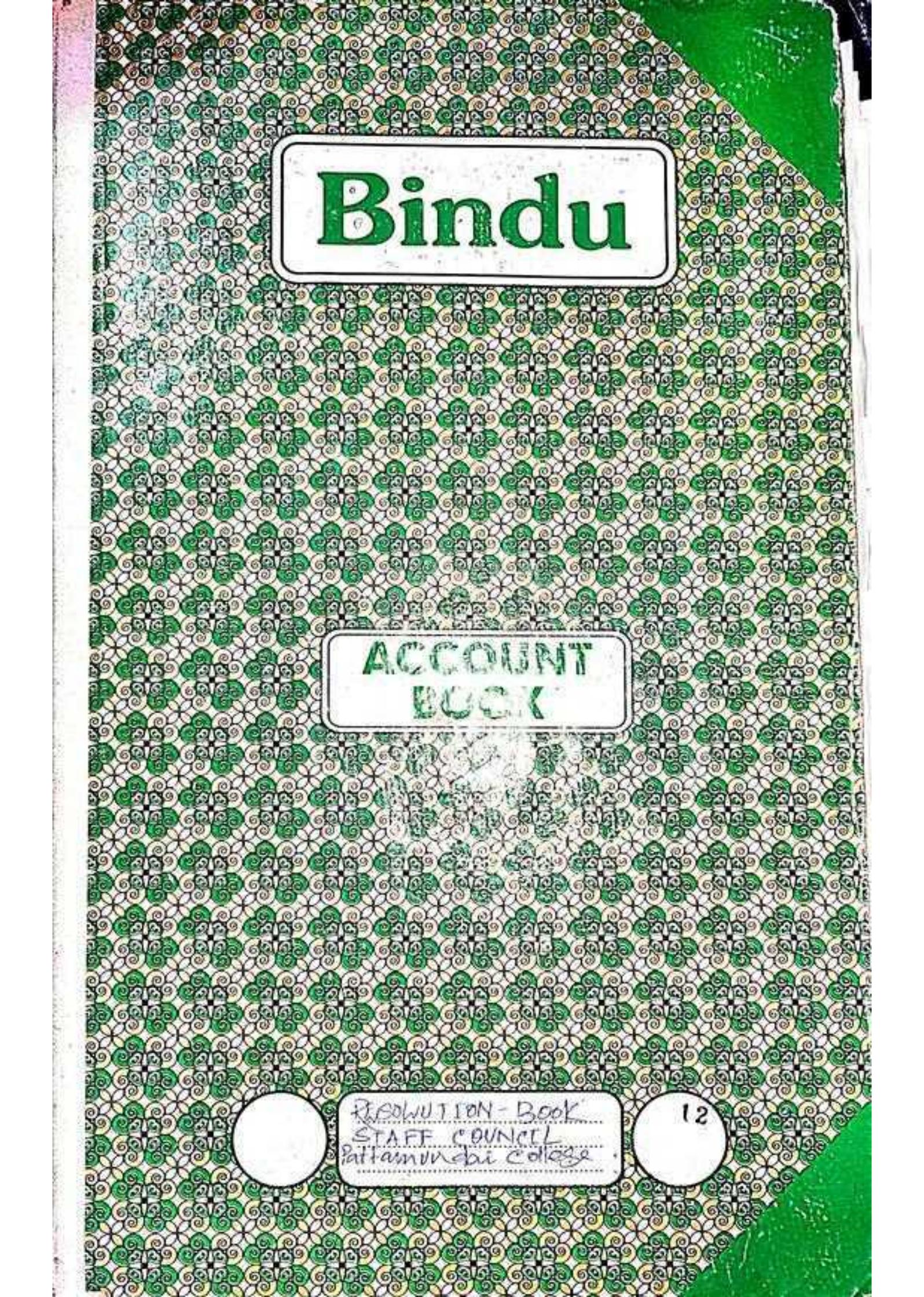
An urgent meeting of the Library Committee was held on 31.10.2023 at 3.00 pm in the Office of the Principal under his Chairmanship and the following resolutions are unanimously adopted.

1. At the outset the Head of the Library Committee Dr. Fakir Chandra Pradhan, Reader in Chemistry appraised the house regarding the various issues and shortcoming of the Central Library and the matter was discussed by all members present in the meeting and requested the head of the institution to take immediate step to sought out the problems.
2. Regarding the mode of the purchase of Latest Edition Books for various Department and faculties will be done as per the norms laid down by the H.E Department & NAAC Guidelines with a ratio of reference Books 75/ 25. The following faculty members are requested to proceed to the lowest quoted farm for the purchase of books.
 - a) Dr. Anjali Kumari Dash, HOD Botany
 - b) Dr. Manas Kumar Nayak, Lect. In English
 - c) Miss Subhashree Pradhan, Lect. In Commerce
3. All the members expressed their concern on the enhancement of Budgetary Provision for the purchase of Library Books in the coming session keeping in mind ever increasing student mass which was accepted and passed by all members.
4. Regarding Library Automation work the matter was discussed and the Head of the institution assured the house that the automation work is going to done by reputed Organization which is going to be finished very soon.
5. All the members expressed their are concern over the purchase of Journals and Magazines separately on Physical and Biological Sciences, Humanities and Commerce as it is highly required for Assessment and Accreditation process. The Head of the institution assured the house to expedite the work basing upon the available Budgetary Provision soon.
6. All the Members expressed their anguish over the callousness of some of the HODs regarding the submission of book list in due date and after several reminders. The house feels it better and requested the Head of the institution to initiate appropriate actions as demand fit if the process continues further. Once again it is decide that to issue another reminder to submit the book list on or before 04.11.2023.
7. The meeting ended with a vote of thanks to the Chair by Sri Biswajeet Bhadra, Librarian.

Signature of the Members Present in the Meeting:-

1. Dr. Fakir Chandra Pradhan, Reader in Chemistry & Librarian
2. Dr. Anjali Kumari Dash, HOD Botany
3. Dr. Manas Kumar Nayak, Lect. In English
4. Mr. Saroj Kumar Nayak, Lect. In English
5. Miss Subhalaxmi Pradhan, Lect. In Commerce
6. Sri Biswajeet Bhadra, Non. Gr. Librarian

Counter Signature of the Principal



Bindu

ACCOUNT
BOOK

RESOLUTION - Book
STAFF COUNCIL
Pattammunabi College

12

OFFICE OF THE PRINCIPAL
PATTAMUNDAI COLLEGE, PATTAMUNDAI

No. 857 dt. 28/07/2023

NOTICE

A staff council meeting will be held on today i.e on dt. 28.07.2023 at 3.30 pm in staff union room to welcome New President. G.B interaction of staff members with the President, discussion regarding overall development of institutional work and others.

All staff members are requested to present in the meeting without fail.

28/07/2023
Secy. Staff Union
Pattamundai College


Principal
Pattamundai College
Pattamundai College

cc: Notice Board / Staff Union Room / Guard File.

PATTAMUNDAI COLLEGE, PATTAMUNDAI,

DIST: KENDRAPARA

Signature Sheet (Teaching Staff Members)

Staff Council Meeting Dt. 28 / 07 / 2023

Sl.	Name	Signature	Sl.	Name	Signature
DEPARTMENT OF ENGLISH			DEPARTMENT OF PHILOSOPHY		
1	Sri A.K Das		1	Sri S.K. Jena	
2	Dr. M.K. Nayak		2	Miss R.N M. Parida	on training
3	Sri S.K. Nayak		3	Sri A.K. Sahoo	on training
DEPARTMENT OF ODIA			DEPARTMENT OF COMMERCE		
1	Dr. P. Rout		1	Sri J. Malik	
2	Sri P.K. Swain		2	Sri R.K. Behera	
3	Miss L.P. Patra	(ML)	3	Miss. S. Pradhan	S. Pradhan
4			4	Sri M. Das	
DEPARTMENT OF POLITICAL SCIENCE			DEPARTMENT OF CHEMISTRY		
1	Mr. S Sahoo		1	Dr. D. Parida	(CL)
2	Smt. N. Pradhan		2	Dr. F.C Pradhan	Fakir ch Pradhan
3	Miss. S Das	S. Das	3	Dr. S.K Pradhan	
4	Smt. S. Pothal	(CL)	4	Sri R.K. Gahan	Pradip Kumar Gahan
DEPARTMENT OF HISTORY			DEPARTMENT OF PHYSICS		
1	Sri R.K. Panda		1	Dr. R.K. Sahoo	R.Sahoo/28/07/23
2	Sri R.K Behura		2	Sri B.C. Roul	Poul 28.07.23
3			3	Sri A. K. Sahoo	A.K.Sahoo 28.7.23
DEPARTMENT OF ECONOMICS			DEPARTMENT OF MATHEMATICS		
1	Sri P. Pradhan	P. Pradhan	1	Sri A. Pandab	
2	Sri S. Mishra	S. Mishra	2	Dr. N.K. Sahoo	
3	Smt. R Panigrahi	R. Panigrahi	DEPARTMENT OF ZOOLOGY		
DEPARTMENT OF SOCIOLOGY			1	Sri. D.K. Bhuyan	
1	Capt. M. Parida		2	Smt. S. Mishra	S.Mishra
2	Sri R.K. Senapati		3		
DEPARTMENT OF EDUCATION			DEPARTMENT OF BOTANY		
1	Smt. N. Nayak	N. Nayak	1	Dr. (Miss) A.K. Dash	
2	Miss N Behera	N. Behera	3	Smt. S. Biswal	
3			DEPARTMENT OF VOCATIONAL		
DEPARTMENT OF P.E.T			1	Sri J. Behera	
1	Sri S.R. Samantaray	(CL)	DEMONSTRATORS		
			1	Sri B.N. Dash	
			2	Sri G.C. Dash	(CL)
			3	Sri G. Das	
			4	Sri A. Mohanty	(CL) 28/07/23
			5	Sri S. Biswal	(CL)

28/7/23

Principal

Pattamundai College

STAFF COUNCIL MEETING

04.28.07.2023

A staff council meeting was held on Dt. 28.07.2023 at 03.30 pm under the chairmanship of Prof. D.K.Bhuyan, Principal, Pattamundai College to welcome Mr.A.L.N.Dash who was appointed as president of Governing Body, Pattamundai College, Pattamundai

The previous resolution was read by Captain Manoj Parida, Secretary, Staff Council, Pattamundai College.

1. Prof D.K.Bhuyan first of all welcomed new president, G.B and wished cooperation of everyone for the coming NAAC, 2026
2. Mr.R.K.Gahan welcomed president and begged the cooperation of president for NAAC activities as before
3. Dr.R.K.Senapati said that newly appointed G.B president has done a lot of work for the college at the time of his principalship like arrangement of webinars, symposia, seminars etc, ^{Mou} tie with SOA and KIIT. That should be resumed so that we must reach the next level of glory
4. Prof.S.Sahoo praised new president and said that we must do what is required by our college
5. Mr. Alok Sahu said that NAAC accreditation is a process but we should solve our academic problems first. He has given stress on blackboard repair and classroom availability
6. Dr. F.C. Pradhan welcomed president and praised the working skill of president at the time of his principal ship in pattamundai College

7. Prof. Subhasis Mishra said that NAAC is a continuous process and we must work for this to avail a higher grade
8. Dr.S.K.Pradhan welcomed new GB President and anticipated his support for the growth of the college. He focused on teaching and drew attention of GB president to some problems of college like renovation of boys and girls common room, fencing of college boundary, canteen renovation etc.
9. Dr.M.K.Nayak said that we must write Reader and lecturer instead of professor
10. Miss.Simangini Das said that we must focus on classroom teaching and 75% of attendance must be calculated
11. Mr.A.L.N.Dash said that we must convert our weakness to strength. We must work for NAAC and we must assess ourselves what we have done for ourselves. We must involve ourselves in seminars, symposia, paper presentation. We have resource and that should be materialized. Preparation of academic calendar should be completed in stipulated time. 13 smart classes will be run within 3 months. MLA has given consent to give funds whenever required. Staffs will be appointed very soon. Rest of the problems will be solved by governing body. Self-financing course is must and PG will be open very soon. We will take the institution to a certain height. We have resource and potentiality.

The meeting was ended with a Vote of Thanks by

Dr.A.K.Dash, Assistant Secretary, Staff Council,

Pattamundai College.

M.K.N.
22.11
Secretary
Staff Council

A.K.D.
Principal
Pattamundai College

OFFICE OF THE PRINCIPAL
PATTAMUNDAI COLLEGE, PATTAMUNDAI

NOTICE

No...~~25~~.....//Dt.10.02.2024

All the staff members are hereby requested to remain present in the staff council meeting on 13.02.2024 at 3 pm in the staff common room to discuss the following agenda-

03. Regarding the Smooth conduct of AHSE-2024 as per the instruction given by CHSE.
04. Others if any with the permission of the chair


Principal
Pattamundai College

Pattamundai College

Copy to forward to the Staff Council Secretary for information & necessary

arrangements //Guard file.

STAFF COUNCIL MEETING

50
Dt- 13.02.2024
3.P.M.

Agenda:

1. Welcome and brief address by the Principal, Prof. D.K. Bhuiyan
2. Previous resolution was read out by the Secretary of Staff Council, Sri R.K. Senapati for Confirmation.
3. Address by Prof. in-charge of +2 Exam. Dr. F.C. Pradhan, Reader in Chem.
4. Address by EMH Dy. Supervisor, Sri R.K. Gahan, Lect. in Chem.
5. Inviting proposals/suggestions from the Staff members.
6. Discussion about the AQAR Status of 2022-23.
7. Vote of Thanks to the Chair and meeting ends.

Staff Council Meeting

RESOLUTION:

Dt 13.02.2024
Time- 3.00 pm

A meeting of College Staff Council was held under the Chairmanship of Prof. Dillip Kumar Bhuiyan, Principal inside the Staff Common Room on the above mentioned date and time and the following resolutions were unanimously adopted by the staff members.

At the very outset, Principal of the College addressed the House and sought all cooperation from the staff members for smooth conduct of ensuing AHS Examination-2024. Thereafter, Sri R.K. Senapati, Reader in Sociology & Staff Council Secretary briefed the House about the purpose of the meeting & read out the previous resolution for confirmation.

Secondly Dr. F.C. Pradhan Reader in Chemistry & Prof. I/C of + 2 Examination Cell spoke in details about the guide lines for conducting AHS Exam-2024. He informed the house about the exact of number of candidates (Stream wise) appearing in the annual H.S. Examination -2024.

Then Dy. Supervisor of Pattamundai H.S.S-E.M.H-Sri Ranjan Kumar Gahan intimated the members present in the house about the number of examination centers tagged to our EMH. Sri Gahan informed the members present in the house about the duties & the responsibilities of the observers while transporting Question Packets/Answer Scripts and other allied examination materials carefully to the Hub Centre.

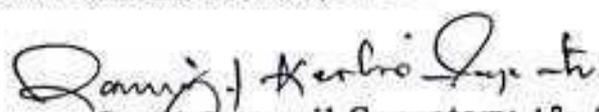
Dr. Dushasann Parida , HOD- Chemistry wanted to know from Sri R.K.Gahan about the distribution of question at the tagged centers.

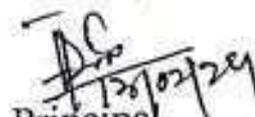
Sri Alok Kumar Sahoo, Lect. in Philosophy requested the Prof. I/C of + 2 Examination Cell that a perfect ratio of Seniors & Juniors should be maintained properly while assigning examination duties in each examination hall .

After hearing all the points raised by the honourable members, the head of the institution Prof. D.K. Bhuyan had an appeal to the house for extending all sorts of help & cooperation for the smooth conduct of ensuing AHSE-2024.

Thereafter another important agenda regarding the uploading of AQAR-2022-2023 was discussed among the learned members of the council & finally it was approved by this intellectual body for onward communication.

Lastly the meeting was ended with a vote of thanks to the chair by Sri Alok Kuma Sahoo, Lect. in Philosophy.


Staff Council Secretary 13.2.24


Principal

PATTAMUNDAI COLLEGE, PATTAMUNDAI,
DIST: KENDRAPARA

Signature Sheet (Teaching Staff Members)

Dt. 13.02.2024

Sl.	Name	Signature	Sl.	Name	Signature
DEPARTMENT OF ENGLISH			DEPARTMENT OF PHILOSOPHY		
1	Sri A.K Das	<i>[Signature]</i>	1	Sri S.K. Jena	<i>[Signature]</i>
2	Dr. M.K. Nayak	<i>[Signature]</i>	2	Miss R.N M. Parida	<i>[Signature]</i>
3	Sri S.K. Nayak	<i>[Signature]</i>	3	Sri A.K. Sahoo	<i>[Signature]</i> 13.02.24
DEPARTMENT OF ODIA			DEPARTMENT OF COMMERCE		
1	Dr. P. Rout	<i>[Signature]</i>	1	Sri R.K. Behera	<i>[Signature]</i> 13/02/24
2	Sri P.K. Swain	<i>[Signature]</i>	2	Sri J. Malik	<i>[Signature]</i> 13/02/24
3	Dr. L.P. Patra	<i>[Signature]</i>	3	Miss. S. Pradhan	<i>[Signature]</i>
4			4	Sri M. Das	<i>[Signature]</i>
DEPARTMENT OF POLITICAL SCIENCE			DEPARTMENT OF CHEMISTRY		
1	Sri. S.Sahoo	<i>[Signature]</i>	1	Dr. D. Parida	<i>[Signature]</i>
2	Dr. N. Pradhan	<i>[Signature]</i>	2	Dr. F.C Pradhan	<i>[Signature]</i>
3	Miss. S Das	<i>[Signature]</i>	3	Dr. S.K Pradhan	<i>[Signature]</i>
4	Smt. S. Pothal	<i>[Signature]</i>	4	Sri R.K. Gahan	<i>[Signature]</i>
DEPARTMENT OF HISTORY			DEPARTMENT OF PHYSICS		
1	Sri R.K Behura	<i>[Signature]</i>	1	Dr. R.K. Sahoo	<i>[Signature]</i> 13/02/24
2	A-Jena	<i>[Signature]</i>	2	Sri B.C. Roul	<i>[Signature]</i>
3	M. Prusty	<i>[Signature]</i>	3	Sri A. K. Sahoo	<i>[Signature]</i>
DEPARTMENT OF ECONOMICS			DEPARTMENT OF MATHEMATICS		
1	Sri P. Pradhan	<i>[Signature]</i>	1	Sri A. Pandab	<i>[Signature]</i> 13/02/24
2	Sri S. Mishra	<i>[Signature]</i>	2	Dr. N.K. Sahoo	<i>[Signature]</i>
3	Smt. R Panigrahi	<i>[Signature]</i>	DEPARTMENT OF ZOOLOGY		
DEPARTMENT OF SOCIOLOGY			1	Smt. S. Mishra	<i>[Signature]</i>
1	Capt. M. Parida	<i>[Signature]</i> 13/02/24	2		
2	Sri R.K. Senapati	<i>[Signature]</i>	3		
DEPARTMENT OF EDUCATION			DEPARTMENT OF BOTANY		
1	Smt. N. Nayak	<i>[Signature]</i>	1	Dr. (Miss) A.K. Dash	<i>[Signature]</i>
2	Miss N Behera	<i>[Signature]</i>	3	Smt. S. Biswal	<i>[Signature]</i>
3			DEPARTMENT OF VOCATIONAL		
DEMONSTRATORS			1	Sri J. Behera	<i>[Signature]</i>
1	Sri B.N. Dash	<i>[Signature]</i>	P.E.T		
2	Sri G.C. Dash	<i>[Signature]</i>	1	Sri S.R. Samantaray	<i>[Signature]</i>
3	Sri G. Das	<i>[Signature]</i>	Principal		
4	Sri A. Mohanty	<i>[Signature]</i>	<i>[Signature]</i> 13/02/24		
5	Sri S. Biswal	<i>[Signature]</i>	<i>[Signature]</i>		

[Signature]
Principal

Office of the Principal
Pattamundai College, Pattamundai
No. 1021 dt. 25.8.2023
Office Order

IQAC Committee has been reshuffled & constituted with the following members to perform its function as per the NAAC new guidelines. All the members are requested to act accordingly for the betterment of the noble institution in future.

1. Principal - Chairman
2. President G.B. - Management Member
3. Dr. Sunil Kumar Pradhan - IQAC Coordinator
4. Dr. Ramesh Kumar Sahoo,
Reader & HOD, Dept. of Physics
Sri Ranjit Keshari Senapati,
Reader in Sociology
Sri Subhasis Mishra,
Lecturer in Economics
Sri Jitendra Malik,
Lecturer in Commerce } Teacher Representative
5. Prof. Bharat Chandra Patra - Alumni President
6. Prof. Duryodhan Parida,
Retd. Reader in English
Prof. Debabrata Pradhan,
Retd. Reader in Phil. &
Ex-Principal } Academician
7. BDO/Addl. BDO/Tahasildar/Addl. Tahasildar/
Medical Officer/Executive Officer, Pattamundai
Municipality (Name will be notified later on) } Govt. Administrative
Officers
8. Miss Arpita Parida, +3 2nd Yr. Sc., Roll-BS(B)22-029
Miss Sonali Sahoo, +3 2nd Yr. Com., Roll-BC22-002
Sri Satyabrata Nayak, +3 2nd Yr. Arts, Roll-BA22-005 } Students REpresentative

[Signature]
25/8/23

Principal
Pattamundai College

Copy to the person concerned/IQAC Cell/Establishment Section/Accounts
Section/Library/Guard File.



**OFFICE OF THE PRINCIPAL
PATTAMUNDAI COLLEGE, PATTAMUNDAI**

No. 1048 dt. 29/08/2023

NOTICE ON IQAC MEETING

A meeting of IQAC is going to be held at 03.00 PM on 02 September 2023 to discuss the following agenda. You are requested to attend the same.

Members

1. Prof. Dillip Kumar Bhuyan, Chairman
2. Prof. A.L.N Dash, President, G.B
3. Dr. Sunil Kumar Pradhan, IQAC Coordinator
4. Dr. Ramesh Kumar Sahoo
5. Mr. Ranjit Keshari Senapati
6. Mr. Subhasis Mishra
7. Mr. Jitendra Malik
8. Prof. Bharat Chandra Patra
9. Prof. Duryodhan Parida
10. Prof. Debabrata Pradhan
11. Mr. Ajit Narayan Prasad Giri
12. Miss Arpita Parida, Students representative
13. Miss Sonali Sahoo, Students representative
14. Sri Satyabrata Nayak, Students representative

AGENDA

1. Action taken report of previous IQAC meeting
2. Preparation of AQAR 2022-23
3. Approval of Budget for yearly plan of IQAC.
4. Discussion on Field visit and MOU.
5. Approval of Seminar & research guidelines
6. Guidelines for Add-on Course for all departments.
7. Others, if any.


29/8/2023
Principal
Pattamundai College
PRINCIPAL
Pattamundai College



IQAC MEETING
PATTAMUNDAI COLLEGE
PATTAMUNDAI

Dt: 02-09-2023

Time: 03.00 P. M.

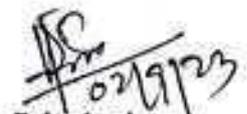
A meeting of IQAC was held at 03.00PM on 02.09.2023 in the IQAC hall. After detail discussions the following resolutions were adopted.

RESOLUTION

1. Action taken report of the IQAC meeting held on 20.05.2023 was discussed and approved.
2. The Progress of AQAR - 2021-22 was discussed and unanimously approved for submission.
3. The guidelines for Add-on course for the session 2023-24 was discussed and it was decided to conduct one add-on course in each department.
4. The field visit programme designed by IQAC was discussed and approved for further action.
5. It was resolved to expedite the signing of new MOU with other institution and execution of activity under the existing MOU.
6. The seminar & research guidelines provided by seminar & research committee are approved and it is suggested all the seminar should be completed by January 2024 in view of General Election.
7. The departments are to conduct their annual Parent-Teacher Meet and Alumni Meet before March 2024.


IQAC 02/09/2023
Coordinator

IQAC Co-ordinator
Pattamundai College


Principal

Pattamundai College
PRINCIPAL
Pattamundai College



IQAC MEETING
PATTAMUNDAI COLLEGE
PATTAMUNDAI

ACTION TAKEN REPORT ON IQAC MEETING HELD ON 20.05.2023

- 1) The AQAR work was completed placed in the IQAC for approval.
- 2) The progress register and Mentor Mentee register of all the faculty members was collected after end of previous session and analysed by Academic Bursar.
- 3) The feedback from Mentor-Mentee register was communicated to different section of administration for necessary action.
- 4) Action taken report on feedback from students, Alumni, Parents and Teachers was prepared and placed with the administration.


IQAC 21/5/2023

Coordinator

IQAC Co-ordinator
Pattamundai College


Principal 21/5/23

Pattamundai College

PRINCIPAL
Pattamundai College

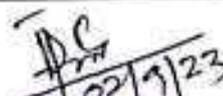


INTERNAL QUALITY ASSURANCE CELL (IQAC)
PATTAMUNDAI COLLEGE,
PATTAMUNDAI

IQAC Meeting
Date-02.09.2023

Members Present

NAME	SIGNATURE
1. Prof. Dillip Kumar Bhuyan, Chairman	Dillip Kumar Bhuyan
2. Prof. A.L.N Dash, President, G.B	
3. Dr. Sunil Kumar Pradhan, IQAC Coordinator	Sunil Kumar Pradhan 02.09.2023
4. Dr. Ramesh Kumar Sahoo	Ramesh Kumar Sahoo 02/09/2023
5. Mr. Ranjit Keshari Senapati	
6. Mr. Subhasis Mishra	S. Mishra 02.09.23
7. Mr. Jitendra Malik	Jitendra Malik 02.09.23
8. Prof. Bharat Chandra Patra	
9. Prof. Duryodhan Parida	Duryodhan Parida
10. Prof Debabrata Pradhan	Debabrata Pradhan
11. Mr. Ajit Narayan Prasad Giri	Ajit Narayan Prasad Giri
12. Miss Arpita Parida, Students representative	Arpita Parida
13. Miss Sonali Sahoo, Students representative	Sonali Sahoo
14. Satyabrata Nayak, Students representative	Satyabrata Nayak


02/09/23
PRINCIPAL
Pattamundai College

**OFFICE OF THE PRINCIPAL
PATTAMUNDAI COLLEGE, PATTAMUNDAI**

No. 1197 dt. 10/10/23 /

NOTICE ON IQAC MEETING

It is for information of all esteemed members of IQAC, that a meeting of IQAC will be held in the office of the principal at 10.30 A.M. on 14-10-2023 to discuss about the following agenda.

AC
10/10/23

**Principal
Pattamundai College**

AGENDA

1. AQAR preparation of 2022-23 & submission of AQAR 2021-22.
2. Add-on Course Status.
3. Action taken report on feedback.
4. MoU status.
5. Conduct of state level seminar.
6. Activities to be done ,2023-24

Copy to Guard File, Office and IQAC.



INTERNAL QUALITY ASSURANCE CELL (IQAC)
PATTAMUNDAI COLLEGE,
PATTAMUNDAI

IQAC Meeting
Date-14.10.2023

Members Present

1. Prof. Dillip Kumar Bhuyan, Chairman. *Dillip Kumar Bhuyan*
2. Prof. A.L.N Dash, President, G.B. *A.L.N Dash*
14.10.23
3. Dr. Sunil Kumar Pradhan, IQAC Coordinator *Sunil Kumar Pradhan*
4. Dr. Ramesh Kumar Sahoo
5. Mr. Ranjit Keshari Senapati *Ranjit Keshari Senapati*
14.10.23
6. Mr. Subhasis Mishra *Subhasis Mishra*
14.10.23
7. Mr. Jitendra Malik *Jitendra Malik*
14.10.23
8. Prof. Bharat Chandra Patra
9. Prof. Duryodhan Parida *Duryodhan Parida*
10. Prof. Debabrata Pradhan *Debabrata Pradhan*
11. Mr. Ajit Narayan Prasad Giri
12. Miss Arpita Parida, Students representative *Arpita Parida*
13. Miss Sonali Sahoo, Students representative *Sonali Sahoo*
14. Sri Satyabrata Nayak, Students representative *Satyabrata Nayak*



IQAC MEETING

PATTAMUNDAI COLLEGE, PATTAMUNDAI

Dt: 14-10-2023

Time: 10.30 A. M.

A meeting of reconstituted IQAC was held at 10.30PM on 14 October 2023 (Sunday) in the Office of the Principal. Prof Dillip Kumar Bhuyan, Principal, gave welcome address. Dr S.K.Pradhan ,IQAC Co-Ordinator read out the resolution of previous meeting. After threadbare discussions the following resolutions were adopted.

RESOLUTION

1. It was decided that MOU committee of the college should conduct their meeting immediately and take further actions should initiated as soon as possible.
2. It was decided new MOUs will be signed with FM University, Balasore , Sri Sri University, Cuttack and Gramma Utthan, NGO, Rajkanika, Kendrapara within 30 November 2023.
3. It was decided that as the Add-on course for the session 2022-23 was completed the successful candidates are to be awarded certificate in a centralized ceremony .
4. It was decided there should be a new add on course namely Weather Forecasting & Lightning be introduced in the department of Physics and in the department of commerce a new add-on course namely Tally Prime be introduced from the session 2023-24.
5. It was resolved that the Academic calendar for each academic session will be prepared by second week of June and departmental academic calendar will be collected accordingly
6. College Calendar for the session 2023-24 should be distributed to students immediately after completion of admission process.
7. The NSS & YRC units are to submit their volunteer list for the session 2023-24 to IQAC .
8. It is resolved that the examination related grievance committee will meet regularly to decide the Grievance application.

9. Departments will be instructed regarding timely completion of various activities as per the academic calendar.
10. It is resolved that the placement cell will organize at least 04 to 05 activity each year depending on the requirements of the students.
11. It is resolved that Question banks of all departments are to be updated latest by 30 November 2023.
12. It is resolved that PO, PSO & CO of all department will be updated latest by 30 November 2023.
13. It is resolved that the Scholarships from the institution will cover both financial & kinds (Books).
14. It is resolved that students exchange & faculty exchange will be done through MoUs
15. A mega health camp will be organised with the help SOA, Bhubaneswar during month of November & December.
16. The parent teacher meet and alumni meet of the departments will be undertaken as per the recent guidelines of IQAC.
17. All the departments are to organize a state level seminar this session (2023-24) with two resource persons of one Professor Rank & second one with Associate Professor Rank. The detail budget for this purpose will be provided by Seminar Research Committee.
18. A first aid training programme will be organised with help of Saint John Ambulances Association by YRC.
19. It is resolved that 20 students will be provided with skilled base training in machine binding /Welding/Washing machine with help of PNS Engineering College, Marsaghai, Odisha.
20. The proposed ability Enhancement course by IQAC for this session is approved with few modification.
21. The AQAR submission for the session 2021-22 on 30 September 2023 is approved.


Coordinator, IQAC
IQAC Co-ordinator
Pattamundai College

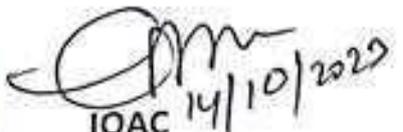

Principal
Pattamundai College
PRINCIPAL
Pattamundai College

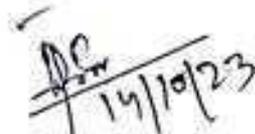


IQAC MEETING
PATTAMUNDAI COLLEGE
PATTAMUNDAI

ACTION TAKEN REPORT ON IQAC MEETING HELD ON 02.09.2023

- 1) The AQAR of 2021-22 was submitted.
- 2) The Add-on course for the session 2023-24 was started by each department.
- 3) Three departments have completed their field visit programme and rest department will complete the same soon.
- 4) The MOU committee has taken initiative for signing of new MOU.
- 5) The seminar and research activity started in many department and report submitted at IQAC.


IQAC 14/10/2022
Coordinator
IQAC Co-ordinator
Pattamundai College


14/10/23
Principal
Pattamundai College
PRINCIPAL
Pattamundai College



**OFFICE OF THE PRINCIPAL
PATTAMUNDAI COLLEGE, PATTAMUNDAI**

No. 66 dt. 12/01/2024

NOTICE ON IQAC MEETING

A meeting of IQAC will be held at 11.00 AM on 16.01.2024 to discuss the following agenda. You are requested to attend the same.

Members

1. Prof. Dillip Kumar Bhuyan, Chairman
2. Prof. A.L.N Dash, President, G.B
3. Dr. Sunil Kumar Pradhan, IQAC Coordinator
4. Dr. Ramesh Kumar Sahoo
5. Mr. Ranjit Keshari Senapati
6. Mr. Subhasis Mishra
7. Mr. Jitendra Malik
8. Prof. Bharat Chandra Patra
9. Prof. Duryodhan Parida
10. Prof. Debabrata Pradhan
11. Mr. Ajit Narayan Prasad Giri
12. Miss Arpita Parida, Students representative
13. Miss Sonali Sahoo, Students representative
14. Sri Satyabrata Nayak, Students representative

AGENDA

1. Action taken report of previous IQAC meeting
2. Status of AQAR 2022-23
3. Progress of annual plan.
4. Submission of Add-on Course report
5. Progress of State level seminar
6. Joining of teachers in FDP, Refresher Course, Short term course etc.
7. Others, if any.


Principal
Pattamundai College

PRINCIPAL
Pattamundai College



INTERNAL QUALITY ASSURANCE CELL (IQAC)
PATTAMUNDAI COLLEGE,
PATTAMUNDAI

IQAC Meeting
Date-16.01.2024

Members Present

NAME	SIGNATURE
1. Prof. Dillip Kumar Bhuyan, Chairman	Dillip Kumar Bhuyan.
2. Prof. A.L.N Dash, President, G.B	
3. Dr. Sunil Kumar Pradhan, IQAC Coordinator	Sunil Kumar Pradhan 16.1.2024
4. Dr. Ramesh Kumar Sahoo	Ramesh Kumar Sahoo 16/01/2024
5. Mr. Ranjit Keshari Senapati	
6. Mr. Subhasis Mishra	S. Mishra 16-01-24
7. Mr. Jitendra Malik	Jitendra Malik 16.01.24.
8. Prof. Bharat Chandra Patra	
9. Prof. Duryodhan Parida	Duryodhan Parida
10. Prof Debabrata Pradhan	Debabrata Pradhan
11. Mr. Ajit Narayan Prasad Giri	Ajit Narayan Prasad Giri
12. Miss Arpita Parida, Students representative	Arpita Parida
13. Miss Sonali Sahoo, Students representative	Sonali Sahoo
14. Satyabrata Nayak, Students representative	Satyabrata Nayak

AC
16/1/24
PRINCIPAL
Pattamundai College



IQAC MEETING
PATTAMUNDAI COLLEGE
PATTAMUNDAI

Dt: 16-01-2024

Time: 11.00 A. M.

A meeting of IQAC was held at 11.00AM on 16.01.2024 in the office of the Principal. After a long discussion the following resolutions were adopted.

RESOLUTION

1. Action taken report of the IQAC meeting held on 14.10.2023 was discussed and approved.
2. The Progress of AQAR - 2022-23 was discussed and the departments/ offices who have not submitted their documents are to be intimated soon.
3. Annual activity plan of IQAC and different departments was reviewed and pending activities are to be conducted soon.
4. The Add-on course conducted by all departments was reviewed and the coordinators are to submit the detail report soon at IQAC.
5. The faculties are to join FDP, Refreshers & short term courses during the coming days.
6. The departments who have not conducted state level seminar are to complete their seminar by end of January 2024.
7. The career counseling cell are to conduct 4/5 programme particularly for 3rd year students.


16/01/2024
IQAC
Coordinator
IQAC Co-ordinator
Pattamundai College


16/01/24
Principal
Pattamundai College
PRINCIPAL
Pattamundai College



IQAC MEETING
PATTAMUNDAI COLLEGE
PATTAMUNDAI

ACTION TAKEN REPORT ON IQAC MEETING HELD ON 14.10.2023

- 1) The MOU committee held its meeting on 20.10.2023 and decided to sign MOU with FM University, Sri Sri University & Gram Utthan NGO..
- 2) A team comprising of IQAC Coordinator and Add-on course Coordinator move to FM University and have a discussion with the V.C. As pper the discussion a draft MOU has been sent to the V.C.
- 3). Two new Add-on course was introduced in the department of Physics and Department of commerce namely Basic software in Physics and Tally ERP 09.
- 4) The published college calendar was distributed to students through library.
- 5) The NSS and YRC have submitted their volunteers list for the session 2023-24.
- 6) All departments are instructed for timely completion of various activities as per academic calendar.
- 7) 5 departments have completed updating their question bank and rests are in progress.
- 8) 9 departments have completed their seminar assignment till date.


13/01/2024
IQAC
Coordinator
IQAC Co-ordinator
Pattamundai College


13/01/24
Principal
Pattamundai College
PRINCIPAL
Pattamundai College



**OFFICE OF THE PRINCIPAL
PATTAMUNDAI COLLEGE, PATTAMUNDAI**

No. 557 dt. 26/4/24

NOTICE ON IQAC MEETING

A meeting of IQAC will be held at 11.00 AM on 30.04.2024 to discuss the following agenda. You are requested to attend the same.

Members

1. Prof. Dillip Kumar Bhuyan, Chairman
2. Prof. A.L.N Dash, President, G.B
3. Dr. Sunil Kumar Pradhan, IQAC Coordinator
4. Dr. Ramesh Kumar Sahoo
5. Mr. Ranjit Keshari Senapati
6. Mr. Subhasis Mishra
7. Mr. Jitendra Malik
8. Prof. Bharat Chandra Patra
9. Prof. Duryodhan Parida
10. Prof. Debabrata Pradhan
11. Mr. Ajit Narayan Prasad Giri
12. Miss Arpita Parida, Students representative
13. Miss Sonali Sahoo, Students representative
14. Sri Satyabrata Nayak, Students representative

AGENDA

1. Action taken report of previous IQAC meeting
2. Status of AQAR 2022-23
3. Submission of report of different events
4. Preparation of Annual plan for 2024-25
5. Conduct of online survey for SSS
6. Conduct of online survey for Feedback collection
7. Others, if any.


28/4/24

**Principal
Pattamundai College**

**PRINCIPAL
Pattamundai College**



INTERNAL QUALITY ASSURANCE CELL (IQAC)
PATTAMUNDAI COLLEGE,
PATTAMUNDAI

IQAC Meeting
Date-30.04.2024

Members Present

NAME	SIGNATURE
1. Prof. Dillip Kumar Bhuyan, Chairman	Dillip Kumar Bhuyan
2. Prof. A.L.N Dash, President, G.B	
3. Dr. Sunil Kumar Pradhan, IQAC Coordinator	Dr. Sunil Kumar Pradhan 30/4/2024
4. Dr. Ramesh Kumar Sahoo	R. Sahoo 30.04.2024
5. Mr. Ranjit Keshari Senapati	
6. Mr. Subhasis Mishra	S. Mishra 30.04.2024
7. Mr. Jitendra Malik	J. Malik 30.04.2024
8. Prof. Bharat Chandra Patra	
9. Prof. Duryodhan Parida	D. Parida
10. Prof Debabrata Pradhan	Debabrata Pradhan
11. Mr. Ajit Narayan Prasad Giri	A. Giri
12. Miss Arpita Parida, Students representative	Arpita Parida
13. Miss Sonali Sahoo, Students representative	Sonali Sahoo
14. Satyabrata Nayak, Students representative	Satyabrata Nayak


30/4/24
PRINCIPAL
Pattamundai College



IQAC MEETING
PATTAMUNDAI COLLEGE
PATTAMUNDAI

Dt: 30-04-2024

Time: 11.00 A. M.

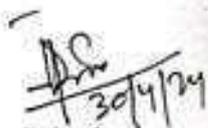
A meeting of IQAC was held at 11.00AM on 30.04.2024 in the IQAC hall. After detail discussions the following resolutions were adopted.

RESOLUTION

1. Action taken report of the IQAC meeting held on 16.01.2024 was discussed and approved.
2. The Progress of AQAR - 2022-23 was discussed and it was resolved to expedite the process of AQAR submission.
3. The submissions of reports of different events by the departments for the session 2023-24 are to be expedited.
4. The annual plan for the session 2024-25 including the calendar for days and event celebration prepared by IQAC is approved for further action.
5. The academic calendar of the college for the session 2024-25 is discussed and approved. The faculties are to submit their personal academic calendar before the start of new academic session.
6. The faculties are to submit their self appraisal reports after completion of the academic session.
7. The lesson plan & progress register of the session 2023-24 are to be submitted at IQAC duly signed by Academic Bursar & Principal.
8. The online student satisfaction survey will be conducted in the Month of May and accordingly action taken report will be prepared.
9. The online collection of student feedback will be conducted in the Month of May and accordingly action taken report will be prepared.
10. The newly joined faculty members will be sent different teachers training programme (online/offiline).


IQAC 30/4/2024
Coordinator

IQAC Co-ordinator
Pattamundai College

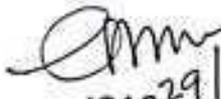

Principal
Pattamundai College
PRINCIPAL
Pattamundai College



IQAC MEETING
PATTAMUNDAI COLLEGE
PATTAMUNDAI

ACTION TAKEN REPORT ON IQAC MEETING HELD ON 16.01.2024

- 1) The submission of AQAR 2022-23 was delayed due to pending of financial audit report.
- 2) Most of the activity was completed except days celebration and 3 state level seminar.
- 3) All departments have completed their add-on course as per the schedule.
- 4) Some faculties have completed FDP, short term, Refresher Course etc. during the session.
- 5) Four career counseling programme were conducted for 3rd year student.


IQAC 29/4/2024
Coordinator
IQAC Co-ordinator
Pattamundai College


Principal
Pattamundai College
PRINCIPAL
Pattamundai College