



GOVERNMENT OF ORISSA

**THE ORISSA EDUCATION (RECRUITMENT AND CONDITIONS OF
SERVICE OF TEACHERS AND MEMBERS OF THE STAFF OF
AIDED EDUCATIONAL INSTITUTIONS) RULES, 1974**

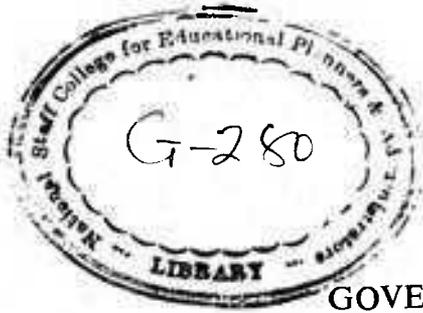
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EDUCATION DEPARTMENT

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GOVERNMENT OF ORISSA

EDUCATION DEPARTMENT

NOTIFICATION

The 12th February 1974

S. R. O. No. 96/74—In exercise of the powers conferred by sub-section (1) of section 27 read with section 10 of the Orissa Education Act, 1969 (Orissa Act 15 of 1969), the State Government do hereby make the following rules, the same having been previously published as required by the said sub-section, namely:—

THE ORISSA EDUCATION (RECRUITMENT AND CONDITIONS OF SERVICE OF TEACHERS AND MEMBERS OF THE STAFF OF AIDED EDUCATIONAL INSTITUTIONS) RULES, 1974

CHAPTER I

PRELIMINARY

Short title and commencement.

1 (1) These rules may be called the Orissa Education (Recruitment and Conditions of Service of Teachers and Members of the Staff of Aided Educational Institutions) Rules, 1974.

(2) They shall come into force on such date as the Government may by order appoint in that behalf:

Provided that it shall be within the competence of the Government to appoint different dates in respect of different categories of aided educational institutions.

(3) These rules shall not apply to Primary Schools and Schools established and maintained by Municipalities and N. A. Cs.

Definitions

2. (1) In these rules, unless the context otherwise requires—

(a) "The Act" means the Orissa Education Act, 1969 (Orissa Act 15 of 1969);

(b) "Director" means the Director of Public Instruction (Higher Education) in relation to aided educational institutions for the time being under his control and the Director of Public Instruction (Schools) in relation to such institutions for the time being under his control;

(c) "District Inspector" means the District Inspector of Schools in charge of an educational district;

(d) "Government" means the Government of Orissa in the Education Department;

(e) "Inspector" means the Inspector of Schools in charge of an educational circle;

(f) "Institution" means an educational institution as defined in section 3 (e) of the Act;

(g) "Lower Grade Post" means the posts of Duftaries, Peons, Chowkidars, Watchers and Sweepers and includes any other posts involving comparable duties and carrying comparable emoluments; and

(h) "Section" means a section of the Act.

(2) All words and expressions used in these Rules but not defined therein, shall have the same meaning as are assigned to them in the Act.

Repeal

3. The provisions of the Orissa Education Code, in relation to matters provided for in these rules, shall, to that extent, cease to apply.

CHAPTER II

THE SELECTION BOARD

Selection Board.

4. (1) The Selection Board shall comprise not less than three and not more than five members.

(2) At least two of the members shall be persons of eminence in the field of education, administration, public life, art, culture or science and technology.

(3) The Government shall appoint the members thereof including the President and the Secretary and may also appoint a Vice-President who shall perform all the functions and exercise all the powers of the President in his absence.

(4) The term of office of the members including the President, Vice-President and Secretary shall be three years from the date of their appointment and any member shall be eligible for reappointment:

Provided that the Government may, for good and sufficient reasons, extend the term of office of any member or all the members for such period as they think fit.

(5) The Selection Board may take the assistance of experts not exceeding three for any special purpose.

(6) The staff of the Selection Board shall be appointed by the Government on such terms, emoluments and conditions of service as they may determine.

(7) The Selection Board shall prepare, with the prior approval of Government, regulations not inconsistent with the Act or these Rules for the conduct of its business and discharge of its functions.

(8) The Government may, from time to time, determine the emoluments, honoraria, fees and facilities to be provided to any member of the Selection Board including an expert, the President, the Vice-President and the Secretary.

Procedure of application to the Board and appointment of staff in aided institutions.

5. (1) The Secretary of the Managing Committee or the Governing Body as the case may be, of an aided educational institution shall, on or before the thirtieth day of April every year apply to the Selection Board in such manner as the Selection Board may prescribe for selection of a candidate or candidates for appointment in the vacancy or vacancies in teaching posts likely to arise in the academic session following.

(2) The Selection Board shall, upon receipt of the application, recommend a list of names in order of merit, the list comprising, as far as may be, at least two names more than the number of vacancies reported.

(3) Appointments shall be made by the Managing Committee or the Governing Body, as the case may be, in accordance with the list supplied by the Selection Board and the order of merit indicated therein shall be strictly adhered to unless a person occupying a higher position in the list does not, within fifteen days of receipt of a notice sent to him by registered post, report for duty in which event the person next below him shall be offered the appointment.

(4) On appointment the Managing Committee or the Governing Body, as the case may be, shall enter into a contract with the teacher concerned in a form to be prescribed by Government embodying the terms and conditions of service.

(5) A report shall be submitted to the Selection Board by the Secretary of the Managing Committee or the Governing Body, as the case may be, within two months of the supply of the list referred to in sub-rule (3) indicating the action taken in the matter of appointment of the persons included in the list.

(6) The Selection Board shall bring to the notice of the Director instances of default in the appointment of persons recommended by it whereupon it shall be competent for the Director to withhold the individual teacher's cost out of the grant-in-aid to the institutions concerned provided that no such order shall be passed by the Director without giving an opportunity to the Managing Committee or the Governing Body, as the case may be, to explain its conduct and considering its explanation, if any.

(7) Where a vacancy was not foreseen by the thirtieth day of April the Secretary of the Managing Committee or the Governing Body, as the case may be, shall apply to the Selection Board for supply of a list of candidates whereupon the provisions of sub-rules (2) to (6) shall apply.

(8) It shall not be necessary to apply to the Selection Board for appointments to vacancies for a period not exceeding six months and all such appointments may be made by the Managing Committee or the Governing Body, as the case may be, with the prior approval of the Inspector in respect of an institution other than a college and of the Director in respect of a college.

Provided that where it appears to the Inspector or the Director, as the case may be, that the appointment to a vacancy or vacancies in accordance with the provisions of this rule is being circumvented by making appointments in pursuance of this sub-rule, a report shall be made to the Director and the Director shall be competent to discontinue the grants-in-aid to the institution.

Procedure of selection of candidates.

6. (1) The Selection Board shall, at such intervals as it deems proper, call for applications for various posts in respect of which vacancies are likely to arise in the course of the next one year in such manner as may be determined in the regulations of the Selection Board.

(2) The Selection Board shall conduct examinations including a *viva voce* examination of any candidate or all candidates with a view to determining their merit and suitability in the matter appointed in its regulations.

Conditions of eligibility of candidates.

7. A candidate for any post, selection to which is made by the Selection Board in pursuance of rule 6, must fulfil the conditions and be free from the disabilities mentioned hereinafter, namely :—

- (a) the minimum age-limit shall be 18 years for Lower Secondary institutions and twenty-one years of age for other institutions on the date specified by the Board ;
- (b) must have a sound physique and be free from physical or mental infirmity ;
- (c) must be of a good character which shall be supported by certificates to that effect from two respectable persons who are not related to him ;
- (d) the qualifications for appointment as teachers and for other posts would be the same as for similar or corresponding posts in educational institutions established and maintained by Government ;
- (e) must not have more than one wife living and, if a female, must not have been married to a person who has another wife living notwithstanding that a subsequent marriage is permissible according to the personal law for the time being in force.

Exceptions to selection by the Board.

8. (1) Nothing in these rules shall apply to posts filled up by persons on deputation from Government.

(2) Notwithstanding anything to the contrary in these rules it shall not be necessary to apply to or submit any appointment made by the Managing Committee or the Governing Body to the Selection Board if—

- (a) The appointment is made for a period not exceeding three months against a vacancy arising out of the relinquishment of charge by or removal of an employee, or
- (b) the vacancy, carrying a higher scale of pay and existing in an institution is filled up, with the prior approval of the Director, by an employee of the same institution who possesses the prescribed qualifications and experience and whose performance in respect of the post he holds has been found satisfactory.

(3) Any person appointed in pursuance of clause (b) of sub-rule (2) shall not, on the date of such appointment, be more than fifty-eight years of age.

CHAPTER III

Conditions of Service of Employees of Aided Institutions

Drawal of pay and allowances by employees of aided institutions.

(1) Every employee of an aided educational institution shall draw pay and dearness allowance at the rates determined by Government from time to time and shall ordinarily be paid by the tenth day of each month.

(2) The accounts shall be maintained in such manner as the Government or any person authorised by Government may determine from time to time.

(3) An increment earned by an employee shall ordinarily be sanctioned by the Managing Committee or the Governing Body, as the case may be, as a matter of course within two months of its accrual unless it is withheld under the provisions of these rules:

Provided that the Governing Body shall be competent to sanction two advance increments to any teacher of the college who obtains the degree of Doctor of Philosophy or Doctor of Literature or Doctor of Science from any University recognised by the University Grants Commission.

(4) Advance increments not exceeding five may be allowed with the previous sanction of Government to a teacher in any college in consideration of his special qualifications proficiency or experience:

Provided that no application by a Governing Body to sanction advance increments shall be considered unless it is submitted through the Director.

Promotion

10. The Selection Board shall be consulted in cases of promotion to the rank of Headmasters of Schools and in all cases of promotion of College teachers from one rank to the other.

Rules of conduct of employees.

11. (1) The following shall be the rules of conduct of employees of aided institutions, namely—

(a) They shall exercise academic freedom towards promotion of an intellectual climate conducive to the pursuit of scholarship;

Explanation—Academic freedom of teachers implies freedom to hold and express their views on academic matter provided they present the different aspect of a problem without confusing 'teaching' with 'Propaganda' in favour of their own particular views.

(b) they shall at all times maintain absolute integrity of character, devotion to duty and decorum of conduct;

(c) they shall at all times carry out the orders of the Headmaster or the Principal and act according to the instructions of the Director or other officers of the Education Department authorised to inspect the institution and of the President of the Managing Committee or of the Governing Body as the case may be;

(d) the employees of an aided college shall abide by the directions of the University in the matter of conduct of examinations and discharge of such other functions as the University may specify.

(e) they shall not, except with the previous approval of the Managing Committee or the Governing Body, as the case may be, engage in any trade or accept any employment under any other authority or person;

(f) they shall not be members of or otherwise associate themselves with any political or communal party or any organisation which takes part in politics or communal activities and shall not take part in, subscribe in aid of, or assist in any other manner any political or communal movement or activity;

Explanation—A 'Communal party' is one which is declared as such by the State Government."

(g) they shall not offer themselves as candidates for election to any legislature or local authority;

(h) they shall not with a view to ventilating their grievances or for any other reason take recourse to any strike or hunger strike or other forms of protest like Satyagraha, dharana, haratal, gherao, which are likely to cause a breach of public peace, safety and tranquility or ailing, in pursuance of a common understanding casual leave *en masse*;

Explanation—"Strike" means a cessation of work by a person or body of persons employed in any institution or institutions acting singly or in combination and includes a concerted refusal or a refusal in pursuance of a common understanding of any number of persons who are or have been so employed to work or continue to work or to accept payment.

(i) they shall not join the public in ventilating any grievance or in organising opinion in favour of or against any issue or cause which is likely to cause breach of public peace, safety and tranquility.

(j) they shall not publish or cause to be published either in their own names or anonymously or pseudonymously or contribute to the press any matter which is likely to—

(i) lead to academic indiscipline, defiance of authority established under law or breach of public tranquility, or

(ii) embarrass the relationship between the State Government on the one hand and the Union Government or any other State Government on the other, or

(iii) embarrass the relationship between the Union Government and the Government of any foreign State.

(k) they shall not, except with the previous sanction of the Managing Committee or the Governing Body, as the case may be, own wholly or in part or conduct or participate in the editing or management of a newspaper, magazine or periodical publication; and

(1) they shall not enter into any pecuniary arrangement with any other employer or person without the previous approval of the Managing Committee or the Governing Body, as the case may be.

(2) No employee who has a wife living shall, notwithstanding that a subsequent marriage is permissible under the personal law for the time being applicable to him, contract another marriage except with the prior permission of the Director.

(3) No female employee shall marry a person who has a wife living except with the prior permission of the Director notwithstanding that it is permissible for such person to have more than one wife under the personal law for the time being applicable to him.

Director's decision on questions of conduct to be final.

12. If any question arises as to whether any activity or conduct contravenes or is inconsistent with or unauthorised under any of the provisions of rule 11 or whether anything, movement or activity is of any description referred to therein, the decision of the Director thereon shall be final.

Disability of institution employing political or communal worker.

13. (1) It shall be competent for a Managing Committee or the Governing Body, as the case may be, to remove an employee from its service in accordance with the procedure prescribed in rule 14 on the ground that he is a worker of a political or communal party or organisation which takes part in politics or communal activities.

(2) If it appears to the Director that any person in the employment of an aided institution is a worker of any political or communal party or organisation which takes part in political or communal activities he may require the Managing Committee or the Governing Body, as the case may be, to show cause within such time as he may appoint why the grants-in-aid to the institution shall not be discontinued and, after considering the explanation, if any, order that the grants-in-aid to the institution be discontinued.

Explanation—The Director shall be competent to extend by such extent as he considers necessary the time appointed by him under this sub-rule.

(3) Any Managing Committee or Governing Body, as the case may be, aggrieved by an order under sub-rule (2) may, within thirty days of the order, appeal to Government whose decision thereon shall be final.

(4) Where a Managing Committee or a Governing Body, as the case may be, removes any such employee from its service or where such person relinquishes the post, the disability shall be deemed to have been removed and the order passed in pursuance of sub-rule (2) shall be deemed to have been revoked.

Provided that if the disability is not removed within the time appointed by the Director in the order requiring to show cause the grants-in-aid may not be sanctioned for the period intervening the last date appointed by the Director in this behalf and the removal of the disability or any part thereof.

Removal of political or communal workers from educational institutions.

14. On receipt of a report that any employee is a worker of a political or communal party or organisation which takes part in political or communal activities from an officer not below the rank of Inspector or an order under sub-rule (2) of rule 13 or on its own motion, the Managing Committee or the Governing Body, as the case may be, shall proceed in the following manner, namely:—

- (a) It shall call for the explanation of the employee concerned and, after considering the explanation, if any, and after giving him an opportunity of being heard either pass an order terminating his service or recommending to the Inspector where the institution is not a college and to the Director where it is a college that the matter need not be proceeded with either on the ground that the allegation is without substance or that the employee has renounced his association with the political party or communal organisation for a period long enough to warrant that the matter need not be proceeded with;
- (b) the Inspector or the Director, as the case may be, shall consider the recommendation under clause (a) and if necessary after conducting such further enquiry as he deems proper, shall pass an order either accepting the recommendation or rejecting it.
- (c) If the order under clause (b) be one accepting the recommendation under clause (a) the matter shall not be proceeded with and if it be one rejecting such recommendation the Managing Committee or the Governing Body, as the case may be, shall forthwith terminate the services of the employee concerned.

Explanation I—The decision of the Director on whether the employee is an active worker of a political party or communal organisation shall be final.

Explanation II—Participation in meetings of a political party or communal organisation, propaganda of its ideology and distribution of its literature shall be sufficient grounds for an order under this rule.

Penalty for
breach of
conduct rule.

15. For breach of any of the rules of conduct described in rule 11 except for being a worker of any political or communal party or organisation which takes part in political or communal activities in respect of which rules 13 and 14 shall apply, an employee shall be liable to disciplinary action in the manner provided in Chapter IV of these Rules.

Probation
and confirma-
tion.

16. (1) All appointments except those made under rule 8 shall be made on probation for a period of two years.

(2) No teacher who has not undergone the training prescribed for the post shall hold the post substantively except with the previous approval of the Director.

(3) The Managing Committee or the Governing Body, as the case may be, shall consider the report of the Headmaster or the Principal on the performance and the conduct of an employee during his probation and shall, after recording its own observations, refer the matter to the Inspector where the institution is not a college and to the Director where the institution is a college.

(4) The Inspector or the Director shall thereupon consider the report of the Headmaster or the Principal together with the observations of the Managing Committee or the Governing Body and issue a direction either to declare that the employee holds the post substantively with effect from the date of completion of the probationary period or such other later date or extend his probation for a period not exceeding six months on any one occasion and two years on the whole:

Provided that where the Inspector or the Director, as the case may be, disagrees with the Managing Committee or the Governing Body he shall before issuing a direction under this sub-rule, refer the matter to the Director or the Government respectively whose decision shall be final.

(5) The Managing Committee or the Governing Body, as the case may be, shall forthwith give effect to the direction issued under sub-rule (4).

(6) At the end of every extension of probation order under sub-rule (4), the procedure prescribed in the preceding sub-rules shall be followed and if at the end of the last extension of probation the employee is found unsuitable his service shall be terminated.

(7) In so far as a Headmaster or a Principal is concerned, the procedure prescribed in the preceding sub-rules will apply with the following modifications, namely:—

(a) the Managing Committee or the Governing Body, as the case may be, shall itself initiate the assessment of his performance during the probation;

(b) the recommendation both in respect of Headmasters and Principals shall be submitted to the Director, the recommendation in respect of a Headmaster being submitted through the Inspector;

(c) the orders of the Director shall be final;

(d) the Director shall be competent to order the extension of probation in any such case for a period not exceeding six months on any one occasion and two years on the whole.

(8) The Managing Committee or the Governing Body, as the case may be, shall as soon as may be after the commencement of these Rules but within a period of one year thereof, proceed in respect of employees who have rendered more than two years but less than five years of service on the date of such commencement in accordance with these Rules to declare that they hold their posts substantively:

Provided that the aforesaid period of one year may, in respect of any institution, be relaxed by Government.

Confidential
Character
Rolls and
Service Books

17. (1) A Confidential Character Roll in the form prescribed by the Government shall be maintained in respect of each employee in the manner provided hereafter, namely:—

(a) there shall be an annual assessment of the performance and conduct of the employee;

(b) the assessment shall, in respect of any teacher, be initiated by the Headmaster or the Principal, as the case may be, and submitted to the President who shall, in consultation with the Secretary, record his remarks and forward the report to the Inspector in respect of a school and the Director in respect of a college;

- (c) the Inspector or the Director, as the case may be, shall record his remarks and return the report to the Secretary of the Managing Committee or the Governing Body for record ;
- (d) the President shall, in respect of a Headmaster in consultation with the Secretary and in respect of a Principal himself initiate the assessment and submit the report to the Inspector in case of Headmaster or the Director in case of Principal for counter-signature ;
- (e) on receipt of the report in pursuance of clause (d) the Inspector or the Director, as the case may be, shall record his remarks and return the report to the Secretary where it relates to a Headmaster and the President where it relates to a Principal ;
- (f) in respect of officers of the Government on deputation a copy of the report for each year shall be furnished to the Director ;
- (g) the substance of every adverse report shall be communicated to the employee concerned unless it is decided by the President, in consultation with the Headmaster or the Principal where the employee is not the Headmaster or the Principal, that such communication is unlikely to improve his conduct and his representation, if any, shall be considered and disposed of by the Selection Board, and
- (h) these provisions shall not apply to employees in lower grade posts and, in their case, the Service Book maintained in pursuance of sub-rule (2) shall contain a brief assessment of their suitability to be made by the Headmaster or the Principal.

(2) The Secretary shall maintain in respect of each employee a Service Book which shall contain his and his father's name, permanent address, date of birth as evidenced by the certificate issued to him on his passing out the High School Certificate or equivalent examination, marks of identification, specimen signature, educational qualification, particulars of examinations passed after the High School Certificate Examination with divisions, date of appointment, particulars of promotion record of leave other than casual leave, emoluments drawn and increments sanctioned promotions received and such other particulars as may be specified by Government.

NOTE—Where the employee has not passed the High School Certificate Examination his date of birth shall be recorded with reference to his school leaving certificate issued by the competent authority or any other evidence which the Headmaster or the Principal may, with the approval of the President of the Managing Committee or the Governing Body, as the case may be, accept.

Termination
of service
after notice.

18. (1) The services of a temporary employee may be terminated if the post he holds is considered superfluous:

Provided that in every such case a notice of at least two months shall be given to the employee concerned:

Provided further that the Selection Board shall determine whether or not a post is actually superfluous.

(2) Any employee may, after giving notice of at least one month relinquish his post whereupon his services shall stand terminated.

Superannua-
tion.

19. Every employee shall retire on completion of fifty-eight years of age:

Provided that the Director, in respect of an institution other than a college and the Government in respect of a college may, on an application by the Managing Committee or the Governing Body, as the case may be, sanction re-employment in any case for a period not exceeding two years on any one occasion:

Provided further that no such application shall be considered unless it is submitted through the Inspector or the Director, as the case may be:

Provided further that in respect of a lower grade employee, the President of the Managing Committee or the Governing Body, as the case may be, shall be competent to sanction re-employment for the periods mentioned in this rule:

Provided further that in the event of introduction of Triple Benefit Scheme for the teachers of aided educational institutions Government may review the age of superannuation so as to bring it on par with that of Government servants.

CHAPTER IV

DISCIPLINARY ACTION

Nature of penalties.

20. (1) The following penalties may, for good and sufficient reasons and as hereinafter provided, be imposed on an employee of an aided educational institution, namely :—

- (a) fine;
- (b) censure;
- (c) withholding of increments or promotion;
- (d) recovery from pay of the whole or part of any pecuniary loss caused to the institution for negligence or breach of orders;
- (e) suspension;
- (f) reduction to a lower service, grade or post or to a lower scale of pay or to a lower stage in the scale of pay;
- (g) compulsory retirement;
- (h) removal from service which shall not be a disqualification for future employment; and
- (i) dismissal from service which shall ordinarily be a disqualification for future employment:

Provided that the penalty of fine shall be imposed only on lower grade employees.

(2) Termination of the services of a probationer under rule 16 or of a temporary employee in accordance with the terms of such agreement shall not amount to a penalty within the meaning of this rule.

Disciplinary authorities.

21. (1) The Director may impose any of the penalties specified in rule 20 on any employee:

Provided that the Director shall not initiate any disciplinary proceeding unless the Managing Committee or the Governing Body, as the case may be, refuses or neglects to take disciplinary action against any employee.

(2) Without prejudice to sub-rule (1) but subject to the provisions of sub-rules (3) and (4) any of the penalties specified in rule 20 may be imposed—

- (a) in respect of a lower grade employee, by the Headmaster or the Principal as the case may be, and
- (b) in respect of any other employee, by the Managing Committee or the Governing Body, as the case may be.

(3) No penalty shall be imposed on any employee by an authority other than the authority mentioned in sub rules (1) and (2) hereinafter referred to as the disciplinary authority.

(4) No penalty shall be imposed on a person appointed to any post in an aided institution on deputation from the Government except in accordance with the provisions of rule 25.

Procedure for imposing major penalties.

22. (1) No order imposing any of the penalties specified in clauses (f) to (i) of sub-rule (1) of rule 20 shall be imposed except after an enquiry held as far as may be in the manner hereinafter provided.

(2) The disciplinary authority shall frame definite charges on the basis of the allegations on which the enquiry is to be held and such charges shall be communicated in writing to the employee concerned who shall be required to submit, within such time as may be specified by the disciplinary authority, a written statement of his defence and also to state whether he desires to be heard in person.

(3) The employee concerned shall, for the purpose of preparing his defence, be supplied all the records on which the allegations are based and shall also be permitted to inspect and take extracts from such other records as he may specify provided that such permission may be refused if in the opinion of the disciplinary authority such records are not relevant for the purpose or it is against public interest to allow him access thereto.

(4) On receipt of the written statement of defence or, if no such statement is received within the time specified, the disciplinary authority may itself enquire into such of the charges as are not admitted or, if he considers necessary so to do, appoint any other person who shall either be a member of the Governing Body or the Headmaster or the Principal:

Provided that where the employee concerned is a Headmaster or a Principal, the Director may, on an application by the Managing Committee or the Governing Body, as the case may be, appoint an officer of the Government holding at least an equivalent post to conduct the enquiry.

(5) The disciplinary authority or the person appointed in pursuance of sub-rule (4) shall enquire into the charges and may consider such documentary evidence and take such oral evidence as may be relevant or material in regard to the charges.

(6) The employee concerned shall be entitled to cross-examine witnesses examined in support of the charges and to give evidence in person.

(7) The disciplinary authority or the person appointed in pursuance of sub-rule (4) may decline to examine any witness on the ground that the evidence is not relevant or material.

(8) On the conclusion of the enquiry the disciplinary authority or the person appointed in pursuance of sub-rule (4) as the case may be, shall prepare a report of the enquiry recording his findings on each of the charges together with reasons therefor.

(9) Where the disciplinary authority has himself undertaken the enquiry he shall, if in his opinion the proceedings of the enquiry establish the charges framed, and any of the penalties specified in clauses (f) to (i) of sub-rule (1) of rule 20 may be imposed, record his opinion.

(10) Where any person other than the disciplinary authority has undertaken the enquiry he shall submit the proceedings of the enquiry to the disciplinary authority and the latter shall record his opinion as provided in sub-rule (9).

(11) The disciplinary authority or the person appointed in pursuance of sub-rule (4) may, if in his opinion the proceedings of the enquiry establish charges different from those originally framed record his findings on such charges whereupon the provisions of sub-rules (9) and (10) shall apply, provided that if additional charges are framed, the employee concerned has admitted the facts constituting them or has had an opportunity of defending himself against them.

(12) The disciplinary authority under sub-rule (2) of rule 21 shall forward the record of the enquiry together with a copy of orders passed under sub-rules (9), (10) or (11) to the Director for his advice.

(13) On receipt of the advice of the Director the disciplinary authority under sub-rule (2) of rule 21 shall consider the advice and determine penalty, if any, to be imposed on the employee and pass appropriate orders on the case.

(14) The disciplinary authority shall communicate to the employee concerned a copy of the order imposing the penalty or acquitting him from the charges framed.

(15) The employees concerned may, within thirty days of receipt of the orders under sub-rule (14), appeal to the Selection Board setting forth the grounds of the appeal :

Provided that when the original order imposing the penalty is passed by the Director, an appeal shall lie to the State Government.

(16) The Selection Board or the State Government, as the case may be, shall call for the records from the disciplinary authority and if necessary after conducting such further enquiry as he deems proper pass an order either confirming or setting aside or modifying the order of the disciplinary authority.

Special procedure in case of minor penalties.

23. (1) No order imposing any of the penalties specified under clauses (a) to (c) of sub-rule (1) of rule 20 shall be passed except after—

(a) the employee concerned is informed in writing of the proposal to take action against him and of the allegation on which it is proposed to be taken and given an opportunity to make any representation he may wish to make;

(b) such representation if any is taken into consideration by the disciplinary authority, and.

(c) where the employee concerned is a Headmaster or a Principal the prior approval of the Inspector or the Director, as the case may be, has been obtained.

(2) The provisions of sub-rules (15) and (16) of rules 22 shall, *mutatis mutandis*, apply to appeals against any order referred to in sub-rule (1).

24. Notwithstanding anything contained in rules 22 and 23—

(a) where a penalty is imposed on an employee on the ground of conduct which has led to his conviction on a criminal charge, or

(b) where the disciplinary authority is satisfied for reasons to be recorded in writing by that authority that it is not reasonably practicable to follow the procedure in said rule; or

(c) where the disciplinary authority is satisfied that it is not expedient to follow procedure in public interest, the disciplinary authority may consider the circumstances of the case and pass such orders thereon as it deems fit:

Special procedure in certain cases.

Provided that in case falling under clauses (b) and (c) the prior approval of the Inspector in respect of an employee other than a Headmaster serving in a school and of the Director in relation to any other employee is obtained.

Procedure
in respect
of deputa-
tionists.

25. Where the employee concerned is a Government servant whose services have been lent to the institution no action in pursuance of any of the preceding rules shall be initiated and a report on the allegation shall be forwarded to the Director who shall, if satisfied that the allegations disclose *prima facie* delinquency on the part of the employee concerned, thereupon follow the procedure prescribed in the Orissa Civil Services (Classification, Control and Appeal) Rules, 1962.

Director's
power of
revision.

26. (1) Notwithstanding anything contained in rules 22 and 23 the Director may on his own motion or otherwise, after calling for the records of the case, revise any order which is made or is appealable under these rules and may—

- (a) confirm, modify or set aside, the order, or
- (b) impose any penalty or set aside, reduce, confirm or enhance the penalty imposed by the order, or
- (c) remit the case to the authority which made the order or any other authority directing such further action or enquiry as he considers proper in the circumstances of the case, or
- (d) pass such further orders as he deems fit.

(2) Where the employee is a Principal the Director shall before taking any action in pursuance of sub-rule (1), obtain the prior approval of Government.

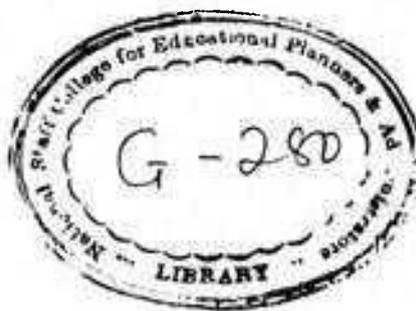
(3) No order imposing or enhancing the penalty shall be passed under sub-rule (1) unless the employee concerned has been given an opportunity of making any representation which he wishes to make against such enhanced penalty and such representation has been considered by the Director.

Savings

27. All appointments made, orders issued or action taken hereafter under the provisions of the Orissa Education Code, orders or instructions shall be deemed to have been made or taken under the provisions of these rules.

[No. 3302-E.]

By order of the Governor
H. N. DAS MOHAPATRA
Secretary to Government



NIEPA



G0280

GOVERNMENT OF ODISHA
DEPARTMENT OF HIGHER EDUCATION

No.HE-NCET-1-MISC-0160-2020.39669 /HE., Dated 02-12-2020.

From:

Saswat Mishra, IAS
Commissioner-cum-Secretary

To

Principals (488 Category of Aided Colleges)

Sub: Service Conditions of State Selection Board Recruited Teachers of Non-Government Aided Colleges – A Ready Reckoner

Madam/Sir

The Higher Education Department has received some queries from some fresh SSB-recruited teachers working in various aided non-Government colleges of the State regarding their service conditions. Therefore, for the benefit of all such teachers, some important service conditions pertaining to them are listed below.

1. The SSB-recruited teachers are selected by **State Selection Board**, an independent entity under Higher Education Department, through an open merit based selection system. They are not State Government Employees. They are employees of the 488-Category Aided Non-Government College where they are posted. They are appointed by the Governing Body of the respective college as Lecturers against vacant fully aided posts.
2. They belong to a common cadre and are governed by **The Orissa Aided Educational Institutions' Employees' Common Cadre and Inter**

Transferability Rules, 1979. They can be transferred by the State Government to any Aided Non-Government College within the State against a vacant fully aided post. On joining the new college, they become the employees of the new college.

3. They are governed by **The Orissa Education (Recruitment and Conditions of Service of Teachers and Members of the Staff of Aided Educational Institutions) Rules, 1974.** The Rules prescribe provisions for recruitment of teachers by SSB, drawal of pay and allowances, service conduct, maintenance of CCR and Service Book, disciplinary action, superannuation, etc.
4. As per Odisha Revised Scale of Pay Rules' 2017, from the date of their initial joining, they receive salary in Level 10 of pay matrix (₹ 44,900/- to ₹ 1,42,400/-) with Dearness Allowance as decided by the State Government from time to time. Prior to 2017 pay revision, they were drawing salary in the scale of ₹ 9300/---₹ 34800/- with Grade Pay of ₹ 4600/-, and with Dearness Allowance, on their initial joining. Because they receive salary as per State Government scale of pay, they are commonly referred to as "State Scale Lecturers". Their salary is drawn by Drawing and Disbursing Officer (DDO) of the concerned college from out of Grant-in-Aid given by the State Government in Higher Education Department.
5. As per **Odisha Non-Government Aided College Lecturers' Placement Rules, 2014,** the Lecturers are placed in (i.e. promoted to) the rank of Lecturer (Group A) in the scale of ₹ 56100/- to 177500/- (Level 12) on completion of 8 years of satisfactory service and Lecturers (Group A) are placed in (i.e. promoted to) Reader (State Scale) rank in the scale of

₹67700/- to ₹208700/- (Level 13) after completion of 10 years of satisfactory service as Lecturer (Group A).

6. They are entitled to various kinds of leave like casual leave, earned leave, commuted leave, maternity leave (90 days for female teachers), study leave, etc., as per **Odisha Education (Leave of Teachers and Other Members of the Staff of Aided Educational Institutions) Rules, 1977**, as amended from time to time. However, they are not entitled for the benefit of Leave Travel Concession (LTC).
7. They retire from service on attaining the superannuation age of 60 years. Those who have joined in service on or after 01.01.2005 are covered under **New Pension Scheme** and **Contributory Provident Fund (CPF) Scheme**.
8. They are entitled to Death-cum-Retirement Gratuity of 7.5 times of their last emoluments, limited to maximum of ₹ 5 lakhs.
9. If subsequently, they join in any regular Government service under Government of Odisha, being selected through due recruitment procedure for that Government Service, they can claim service continuity.
10. In case of death, one of their dependant legal heirs can claim job under the Rehabilitation Assistance Scheme of the State Government.
11. As per Higher Education Department Order No.14012/HE dated.19.03.2020, no individual permission/NOC is required, neither from the State Government nor from the college concerned, for any teacher to apply for appearing in any other recruitment examination/job interview. However, after selection, in order to be relieved from their

posts, they have to obtain permission from the Appointing Authority, i.e. the Governing Body of the college.

12. As per Higher Education Department Order No.18735/HE dated 12.09.2019, no permission from State Government is required for going abroad for private purposes. However, they have to seek leave from the competent Leave Sanctioning Authority for remaining absent from duty on account of visit to abroad.

13. This Ready-Reckoner is issued only for easy reference of fresh SSB-recruited teachers. For legal and official purposes, the relevant Acts, Rules, Guidelines, Circular, etc. must be referred to. This Ready Reckoner does not intend to prescribe anything to the contrary of the provisions of the said Acts, Rules, Guidelines, Circulars, etc.

Yours faithfully



Commissioner-cum-Secretary

Mome No. 39670 Date: 02.12.2020.

Copy to Director, Higher Education, Odisha, Bhubaneswar/ Regional Directors of Education, Balasore/ Berhampur/ Bhubaneswar/ Jeypore/ Sambalpur for information.



Commissioner-cum-Secretary



GOVERNMENT OF ODISHA
DEPARTMENT OF HIGHER EDUCATION

No. HE-NCET 2-MISC-0040-2020/ 20027 /HE, Bhubaneswar dated the 11.05.2021

From

Saswat Mishra, IAS
Principal Secretary to Government

To

Principals (All 488-Category and 662-Category Aided Colleges)

Sub: Service Conditions/Transfer & Posting of Teaching Staffs of Non- Government Aided Colleges.

Sir/ Madam,

Directorate of Higher Education was integrated with the Department of Higher Education vide this Department Notification No. 22850, Dated 30.10.2019. Consequent upon the integration and restructuring of this Department, Special Secretary/ Additional Secretary/Joint Secretary /Deputy Secretary acting as the Branch Head of the Non-Government College Establishment (Teaching-I) Section of Higher Education Department has been authorized to act as **Director** for dealing with subjects like transfer, posting and service conditions in respect of teaching and administrative staff of aided educational institutions as per Rule 2(b) of **The Odisha Education (Recruitment and Condition of Service of Teachers and Members of the Staff of Aided Educational Institutions) Rules, 1974** and Rule 2(b) of **The Odisha Aided Education Institutions Employees Common Cadre and Inter transferability Rules, 1979** vide this Department Office Order No.34042/HE, Dated 20.10.2020 and Order No.16524/HE, Dated 08.04.2021 respectively.

Similarly, as per Office Order No.24810, Dated.27.07.2020, Government in Higher Education Department have declared Special Secretary/ Additional Secretary/Joint Secretary/Deputy Secretary acting as the Branch Head of the Non-Government College Establishment (Teaching-I) Section as the Competent Authority, instead of Director (Higher Education), to accord necessary approval for **appointment of Principal-in Charge** of Aided Colleges and issue order empowering the Principal-in-Charge to make all financial transactions on behalf of the college.

However, as was the practice earlier, correspondences are still being made with the Director (Higher Education) which causes dislocation and delay in disposal of the cases. In view of this, you are hereby advised to henceforth make all correspondences on the above-mentioned subject matters with the Branch Head of the Non-Government College Establishment (Teaching-I) Section of the Higher Education Department, instead of Director (Higher Education).

Yours faithfully

Principal Secretary to Government

Memo No. 20028 /HE dated 11.05.2021

Copy forwarded to the Director, Higher Education/Regional Director of Education, Balasore/ Berhampur/Bhubaneswar/Jeypore/Sambalpur for information and necessary action.

Principal Secretary to Government



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

Date: 06/07/2023

No: 771

Notice

This is to hereby inform of all concerned that a meeting of Anti Sexual Harassment cell will be held in the office of the principal at 3.00pm on 10th July 2023 to discuss the following agenda.

1. Framing of Policy Documents.
2. Brief overview of the cells purpose.
3. Reporting and Documentation.
4. Plan awareness campaign for students.
5. Other if any

PC
06/07/23

Principal
Pattamundai College
PRINCIPAL
Pattamundai College

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

POLICY DOCUMENTS - 2023-24

PATTAMUNDAI COLLEGE, PATTAMUNDAI

Anti Sexual Harassment Cell

The Institution is committed to provide safe academic and working environment to all girl students and its women employees. As per the guidelines of Supreme Court, UGC, Sexual Harassment of Women at Workplace (Prevention, Prohibition & Redressal) Act, 2013, an Internal Complaint Committee has been established by the University on 5th August, 2016. As per the guidelines of UGC, NAAC and the Supreme Court an Anti Sexual Harassment Policy was framed and Internal Complaint Committee (ICC) has been established by Sathyabama Institute of Science and Technology to provide a healthy and congenial atmosphere to the staff and students of the College.

Definition of Sexual Harassment:-

The behavior characterized by the making of unwelcome and inappropriate sexual remarks or physical advances in a workplace or other professional or social situation. The committee was constituted to meet the three core principles in preventing and protecting any sort of sexual harassment may occur in the institution. The functioning of the committee should be in accordance with the guidelines of the policy. The main aim of the committee is to prevent and protect employees against sexual harassment. Ensuring safe and healthy work environment in the institution. The Policy also endeavours to set expectations regarding workplace behaviour and provide with a framework for reporting concerns. A victim of sexual harassment can be a man or a woman. The victim can be of the same sex as the harasser. The harasser can be a supervisor, co-worker, other Department employee, or a non-employee who has a business relationship with the Department.

ACTS THOSE SHALL COME UNDER SEXUAL HARASSMENT:

Sexual Harassment means an unwanted conduct with sexual undertones if it occurs or which is persistent and which demeans, humiliates or creates a hostile and intimidating environment or intent to induce submission by actual or threatened adverse consequences and includes any one or more or all of the following unwelcome acts or behavior (whether directly or by implication). The acts include;

1. Demand or request of sexual favours.
2. Making sexually coloured remarks.
3. Physical Contact & advances.
4. Showing pornography
5. Any unwelcome physical, verbal or non verbal conduct of sexual nature. Unwelcome actions such as the following are inappropriate and, depending on the circumstances, may in and of themselves meet the definition of sexual harassment or contribute to a hostile work environment:
6. Sexual pranks, or repeated sexual teasing, jokes, or innuendo, in person or via e-mail or sms or by any electronic means. Verbal abuse of a sexual nature
7. Touching or grabbing of a sexual nature
8. Repeatedly standing too close to or brushing up against a person

9. Repeatedly asking a person to socialize during off-duty hours when the person has said no or has indicated he or she is not interested (supervisors or people in administrative positions in particular should be careful not to pressure their employees to socialize)
10. Giving gifts or leaving objects that are sexually suggestive
11. Repeatedly making sexually suggestive gestures
12. Making or posting sexually demeaning or offensive pictures, cartoons or other materials in the workplace
13. Off-duty, unwelcome conducts of a sexual nature that affects the work environment

CONSTITUTION OF THE INTERNAL COMPLAINT COMMITTEE

The Committee shall consist of six members, who shall be appointed by the Head of the Institution as under, namely:

1. A senior female Faculty member from the Institution as the Presiding officer
2. Two Faculty members (At least one member should be female) and two non-teaching staff (At least one member should be female)
3. Three students (when students case is registered, 1 UG, 1 PG, 1 Research Scholar)
4. One External female member (preferably lawyer by profession or from NGO committed to the cause of women or familiar with issues related to sexual harassment)

DISQUALIFICATION:-

No person shall be appointed or continue to be a member of the Committee, if he/she is,

1. Declared insolvent by the competent Court;
2. Lunatic or a person of unsound mind;
3. Convicted for an offence involving moral turpitude;
4. Involved in a misconduct amounting to immoral trafficking;
5. Convicted in any criminal offence/s;
6. Facing any inquiry relating to sexual harassment or found guilty of sexual harassment; punished for any misbehaviour or misconduct.
7. If he or she is proven as partial or biased in any circumstances of investigation/report, while working as the member in the committee

OBJECTIVES OF INTERNAL COMPLAINT COMMITTEE:-

The objectives of the Internal Complaint Committee to Prevent Sexual Harassment at the Workplace are as follows:

1. To facilitate a secure physical and social environment in order to deter any act of sexual harassment
2. To uphold the commitment of the Institution and to contribute in creating an environment free of sexual harassment and gender-based discrimination

3. To promote a social and psychological environment to raise awareness on sexual harassment in its various forms

POWER AND DUTIES OF THE INTERNAL COMPLAINT COMMITTEE:-

The committee is NOT to act as a moral police; neither will it intrude on anyone's privacy. The role of the Committee is to create awareness about sexual harassment and to recommend probable punishment for non-consensual acts of sexual harassment, and not to curtail sexual expression within the campus. Members are expected to be sensitive to the issue and not let personal biases and prejudices (whether based on gender, caste, class) and stereotypes (e.g., predetermined notions of how a "victim" or "accused" should dress up or behave) affect their functioning as members of the committee. The duties of the member of the committee include:

A. GENERAL

1. Receive and redress complaints received from any member of the College (including students, research scholars, staff, hostel residents and outsiders on College premises) alleging sexual harassment by another member(s) of the College.
2. Ensure that all information pertaining either to complaints registered and the proceedings and findings of any inquiries and/or investigations are kept strictly confidential.
3. Conduct formal inquiry and investigate and take decisions upon each complaint and recommend appropriate punishment or action to be taken, by the appropriate authority, in each instance.
4. Organize awareness programmes and campaigns for the benefit of all members of the College on sexual harassment and gender based discrimination.

B. PREVENTIVE:-

1. To create and ensure a safe environment that is free of sexual harassment, including safety from persons/visitors coming into contact at the workplace
2. To spread the information about the existence and functioning of the committee.

C. GENDER SENSITIZATION:-

Gender Sensitization involves creating awareness about issues of gender, sexuality and working towards creating an enabling environment of gender justice, where all can work together with a sense of personal security and dignity. Sensitization and Awareness will be a basic function of the Committee formed. The following is a list of methods in which awareness and sensitization of students, staff and faculty will be conducted:

1. Seminars/workshops/events, discussion forums where gender sensitization and gender awareness will be the focus
2. Spreading awareness of the policy and implementation of the same through informal sessions, performances, cultural events, etc.

D. REMEDIAL:-

1. To recommend disciplinary action for any complaint registered with the Committee after the INQUIRY to the concerned authorities
2. To recommend Institution authorities to provide assistance to the complainant if the victim chooses to file a complaint in relation to the offence under the Indian Penal Code or any other law for the time-being in force
3. To recommend the Institution authorities to provide the medical intervention with the consent of the complainant or even without consent in such cases, where the complainant is physically or mentally incapacitated to give the consent
4. To inform the administration to offer for appropriate psychological, emotional, and physical support (in the form of counselling, security and other assistance) to the victim.

E. MEETINGS OF THE COMMITTEE:-

The Presiding officer shall preside over the meeting. In the absence of the Presiding officer, the second senior female Faculty member shall preside over the meeting. The Presiding officer may upon the request of not less than one third of the total members of the Committee, call a meeting on a date not later than week days after the receipt of such requisition. However, the general review of the committee shall be once in an academic year.

1. The quorum of the meeting of the Committee shall be five of its members. If the quorum is not complete in any meeting, it shall be adjourned for half an hour and thereafter, the meeting shall precede with those members who are present in the meeting.
2. All decisions in the meeting will be taken through mutual consent from the members of the Committee present in the meeting. In the case of any disagreement among the members regarding any decision, Presiding officer of the Committee shall hold the authority to take the final decision and her decision would be considered as final.

F. PROCEDURE TO BE FOLLOWED BY THE COMMITTEE:-

1. The Committee shall meet as and when any complaint is received. The Committee may direct the complainant to prepare and submit a detailed statement of incidents if the written complaint lacks exactness and required particulars, within a period of two (2) days from such direction or time period that the Committee may decide.

2. The Committee shall direct the accused employee(s) to prepare and submit a written response to the complaint / allegations within a period of two (2) days from such direction or such other time period as the Committee may decide. Each party shall be provided with a copy of the written statement(s) submitted by the other.

3. The Committee shall conduct the proceedings in accordance with the principles of natural justice. It shall allow both parties reasonable opportunity of presenting their case. However, should the accused choose not to participate in the proceedings, the Committee shall continue ex-parte.

4. The Committee shall allow both parties to produce relevant documents and witnesses to support their case. Documents produced by either party shall be affixed with that party's signature to certify the document as original / true copy.

5. The party against whom the document / witness is produced shall be entitled to challenge / cross-examine the same.

6. The Committee shall meet to record and consider the evidence produced by both parties.

7. As far as practicable, all proceedings of the Committee shall take place in the presence of both parties.

8. The Committee shall make all endeavors to complete its proceedings within a period of week (7) days from the date of receipt of complaint. In case of any unforeseen /unavoidable delay in the completion of proceedings, the committee shall mention the reasons for such delay in the report

9. Minutes of all proceedings of the Committee shall be prepared and duly signed by the members of the Committee.

10. The Committee shall record its findings in writing supported with reasons and shall forward the same with its recommendations, to the Head of the institution, within a period of five (5) days from completion of the proceedings before it. In case the Committee finds that the facts disclose the commission of a criminal offence by the accused person, this shall be specifically mentioned in the Committee's report.

11. If, in the course of the proceedings before it, the Committee is satisfied that a prima facie case of sexual harassment is made out against the accused employee(s)/student and that there is any chance of the recurrence of any such action, or that it is required to do so in the interests of justice, it may, on the request of the complainant or otherwise, disciplinary action could be initiated as mentioned in the Point No.9 of this document.

12. If, in the course of the proceedings before it, the Committee is satisfied that any person has retaliated against / victimized the complainant or any person or member of the committee or a person assisting the complainant/witness as a result of the complaint having been made or such assistance having been offered, the Committee shall report the same in writing, to the Head of the institution, with reasons and with recommendations of the action to be taken against such person.

13. If, at the culmination of the proceedings before it, the Committee is satisfied that the complainant has knowingly brought false charges of sexual harassment against any person, it shall report the same in writing to the Head of the institution, with reasons and with recommendations of the action to be taken against such person.

G.COMPLAINT PROCEDURE:-

1. Any employee or student (hereinafter mentioned as the „COMPLAINANT) shall have the right to file a complaint concerning any harassment including sexual harassment against a male student /employee /faculty /administrative staff / research staff / any of the members of the Committee (hereinafter mentioned as the „COMPLAINEE“) as the case may be.

2. Any COMPLAINANT may file a complaint within a period of 2 months from the date of incident. In case of a series of incidents, COMPLAINANT should file a case within a period of 2 months from the date of last incident.

3. Where the aggrieved woman/man is unable to file a complaint on account of her/his physical or mental incapacity or death or otherwise, her/his legal heir or such other persons as may be prescribed may make a complaint.

4. All complaints will only be accepted in writing. The Committee is allowed to take action even in the absence of a written complaint. Though a written complaint is must, however if the woman/man does not want to do the same, anybody can write on her/his behalf.

5. Any complaint in writing has to be signed by the COMPLAINANT and will be read out to the complainant and will not be acted upon till the same is signed by the complainant.

6. The complainant shall be afforded full secrecy at each stage. The name, address, identity or any other particulars that lead to identification of the COMPLAINANT shall be kept confidential and will not be disclosed even to the Committee, till the meeting in this regard is convened.

7. Within a period of 5 working days from the date of such communication, the Presiding officer shall convene a meeting to deal with the complaint and make preliminary inquiry/fact finding inquiry to verify the facts of the complaint. An Inquiry Committee will be constituted if the complaint is found genuine.

8. In case, the inquiry Committee decides to proceed with the complaint, they may have the option to settle the matter between COMPLAINANT & COMPLAINEE through conciliation. For this the wish of the complainant shall be ascertained and if the complainant wishes that a warning would suffice then the alleged offender shall be called to the meeting of the Committee, heard and if so satisfied that a warning is just and proper, he/she may be warned about his/her behaviour. The matter shall then be treated as concluded and disposed of with a note to that effect made in the Complaint Register.

H. THE INQUIRY PROCESS:-

In case the COMPLAINANT requests that the complaint should be processed with beyond a mere warning, the same may be processed and has to be solved within a stipulated time of 60 working days.

1. Within five days of the start of the inquiry process, the Inquiry Committee shall furnish a copy of the complaint to the accused and complainant along with a written notice requiring both parties to furnish a written submission. In case the complainant does not have any additions to make to the complaint filed earlier, she/he can just submit a statement to that effect.

2. Within two days, both parties shall submit to Inquiry Committee their replies to the documents that have been served on them. The replies may also include a list of questions that the party wishes the Inquiry Committee to ask the other party or its witnesses.

3. Within three working days of the receipt of the replies and list of questions in (2) above, The Inquiry Committee shall start the process of an oral hearing. However, the committee shall try to complete the inquiry and try to find a solution within 5 working days.

4. In the course of the oral hearing, the complainant, the accused, and their witnesses will separately be given a chance to give an account of the instances alluded to in the complaint.

5. All parties can also submit any documentary evidence at the time of the oral hearing.

6. The Inquiry Committee shall have the power to ask questions that it deems fit to all parties during the oral hearing.

7. The Inquiry Committee would also ask questions, which have been submitted by the complainant and defendant for the other parties. However, The Inquiry Committee has the right to disallow any questions that it has reason to believe to be irrelevant, mischievous, or gender-insensitive.

8. The Inquiry Committee may also call upon additional witnesses and ask them any questions that it may deem fit.

9. The Inquiry Committee shall have the power to ask the relevant authorities for any official papers or documents pertaining to the complainant as well as the accused.

10. The Inquiry Committee shall conduct the proceedings in a fair manner and shall provide reasonable opportunity to the complainant and accused for presenting and defending his/her case.

11. At no time during the inquiry proceedings shall make the accused and the complainant be placed face to face, or put in a situation where they may be face to face.

12. The Inquiry Committee may consider as relevant any earlier complaints against the accused. However, at no time in the inquiry process shall the past sexual history of the complainant be probed into, as such information shall be deemed irrelevant to a complaint of sexual harassment.

13. If the accused fails, without valid ground, to present him for three hearing convened by the Presiding officer of the inquiry Committee shall have right to take a decision on the complaint based upon available evidence.

14. Lawyers or external people not related to the institution are not allowed during the inquiry but both sides.

I.COMPLAINT WITHDRAWAL:-

1. The COMPLAINANT may withdraw her complaint in writing at any time during the inquiry procedure. However, the Committee must ascertain the reasons for withdrawal of the complaint and record the same in writing and get it counter-signed by the complainant.

2. The complaints inquiry procedure shall, on such withdrawal, be terminated, in instances in which the Inquiry Committee is informed, knows, or has reason to believe, that the reasons for such withdrawal are the consequences or effect of coercion and intimidation exerted by the accused(s), or any person on her/his behalf on the complainant. In such an instance, the complaints inquiry proceedings shall continue in accordance with the procedure mentioned earlier in this document (Point No.7)

J.DISCIPLINARY ACTIONS:-

Enhancement of disciplinary action, by the Committee, could depend on factors such as the nature and extent of injury caused to the complainant/witness (in any case), the impact of the violation on the institutions as a whole, the position of the harasser in the power hierarchy, repetition of offence etc.

A. Where the Committee finds an employee of the Institution involved in sexual harassment of the complainant; it can recommend disciplinary action in the form of:

1. Warning
2. Written apology
3. Bond of good behavior
4. Adverse remarks in the confidential report
5. Recommendation for debarring from supervisory duties
6. Recommendation for Denial of membership of statutory bodies
7. Recommendation for Denial of re-employment/re – admission

8. Recommendation for stopping of increments / promotion/denying admission ticket
9. Recommendation for Reverting, demotion
10. Recommendation for Suspension
11. Recommendation for Dismissal

B. Where the Committee finds a research scholar/student of the institution is involved in sexualharassment of the complainant, it can recommend disciplinary action in the form of:

1. Warning
2. Written apology
3. Bond of good behavior
4. Recommendation for Debarring entry into the hostel/mess/guest house/campus
5. Recommendation for Suspension for a specific period of time
6. Recommendation for Withholding results
7. Recommendation for Debarring from exams
8. Recommendation for Stopping of fellowship and contingency
9. Recommendation for Expulsion
10. Recommendation for Denial of admission
11. Recommendation for Community service
12. Recommendation for any other relevant mechanism

C. In such cases where the Committee finds a third party/outsider to be guilty of sexualharassment, the institute's authorities shall initiate action by making a complaint with the appropriate authority and at the Institution level it can recommend for disciplinary action.



Principal
Pattamundai College

PRINCIPAL
Pattamundai College

FROM
PATTAMUNDAI COLLEGE PATTAMUNDAI
ANTI SEXUAL HARASSMENT COMMITTEE

1. Name of complainant and class Roll no –
2. Name of the Accuser –
3. Class & Roll no –
4. Nature of Compliant –

Signature of the Complainant
Mobile No –
Mail ID –
Address –

FROM
PATTAMUNDAI COLLEGE PATTAMUNDAI
ANTI SEXUAL HARASSMENT COMMITTEE

1. Name of complainant and class Roll no –
2. Name of the Accuser –
3. Class & Roll no –
4. Nature of Compliant –

Signature of the Complainant
Mobile No –
Mail ID –
Address -

Resolution: 1

RESOLUTION OF WOMEN DEVELOPMENT AND ANTI-SEXUAL HARASSMENT CELL PATTAMUNDAI COLLEGE, PATTAMUNDAI

Date- 10-07-2023

Time-03.00 P.M

A Meeting of Women Development and Anti-Sexual Harassment Cell were organized on 10TH July, 2023. The following resolutions were adopted by the cell for the Academic session 2023-2024.

- 1- Women Development and Anti-sexual Harassment cell of the College is committed to provide a safe and healthy atmosphere to the students in the campus and works to combat sexual harassment and gender discrimination.
- 2- It aims to organize gender sensitization awareness program for protection against sexual harassment and for the prevention and redressal of complaints of the students in order to create a safe and student friendly environment in the College.
- 3- The cell has decided to organize Awareness programmed/seminars to sensitize the Students.
- 4- The cell set guidelines for maintaining records of complaints and resolutions.
- 5- Time and again it will serve notice to the students to approach the cell in case of any issues of insulting, Abusive, Embarrassing, Humiliating and Demeaning criticism/comments they face or perceive during their study hours in the College.

The committee is committed to fostering an inclusive and equitable environment at Pattamundai College and will ensure the proper implementation of the above resolutions.

Members Present: Head & Gender Audit Committee members.

PRINCIPAL
Pattamundai College

Nibedita Pradhan
Rasmita Panigrahy
Namita Behera

FROM
PATTAMUNDAI COLLEGE PATTAMUNDAI
ANTI SEXUAL HARASSMENT COMMITTEE

- 1. Name of complainant and class Roll no –**
- 2. Name of the Accuser –**
- 3. Class & Roll no –**
- 4. Nature of Compliant –**

Signature of the Complainant
Mobile No –
Mail ID –
Address –

FROM
PATTAMUNDAI COLLEGE PATTAMUNDAI
ANTI SEXUAL HARASSMENT COMMITTEE

- 1. Name of complainant and class Roll no –**
- 2. Name of the Accuser –**
- 3. Class & Roll no –**
- 4. Nature of Compliant –**

Signature of the Complainant
Mobile No –
Mail ID –
Address -



OFFICE OF THE PRINCIPAL
PATTAMUNDAI COLLEGE

NAAC Accredited B Grade

Pattamundai, Kendrapara, Odisha-754215

No: 1150

Date: 30/09/2023

Notice

This is to hereby inform of all concerned that a meeting of Women Development and Anti Sexual Harassment cell will be held in the office of the principal at 3.00pm on 5th Oct. 2023 to discuss the following agenda.

1. Awareness programs.
2. Safety and security measures.
3. Gender inclusive curriculum and activities.
4. Discussion on observation of international day for rural women.
5. Other if any.


30/09/23

Principal
Pattamundai College
PRINCIPAL
Pattamundai College

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

Resolution: 2

**RESOLUTION OF WOMEN DEVELOPMENT AND ANTI-SEXUAL HARASSMENT CELL
PATTAMUNADAI COLLEGE, PATTAMUNDAI**

The women development and anti-sexual harassment cell of Pattamundai college convened on 5th Oct. 2023 at 3:00 pm. in the college premises to discuss and resolve various tasks for the academic session 2023 – 24. The following resolutions were passed for the work.

1. Include gender sensitization programs as part of orientation for new students and faculty members.
2. Conduct awareness drives on issues like gender discrimination, harassment and the importance of equal opportunities.
3. Strengthen the existing mechanisms for the safety of women on campus, including the installation of CCTV cameras in strategic locations.
4. Encourage faculty to include gender perspectives in the curriculum, wherever applicable.
5. Promote student participation in gender-related research and projects.
6. Organize essay competitions, debates, drawing competitions, and cultural activities focusing on gender equity themes.

The committee is committed to fostering an inclusive and equitable environment at Pattamundai College and will ensure the proper implementation of the above resolutions.

Members Present: Head & Gender Audit Committee members.


PRINCIPAL
Pattamundai College


Nibedita Pradhan
Rasmita Panigrahi
Namita Behara

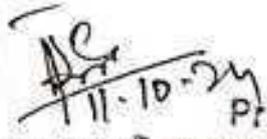


OFFICE OF THE PRINCIPAL
PATTAMUNDAI COLLEGE, PATTAMUNDAI

NO 1207(A) Dt 11/10/2023

NOTICE ON OBSERVATION OF INTERNATIONAL DAY OF RURAL WOMEN

It is hereby notified that for the observation of International Day of Rural Women on 15th October, 2023, at 11am, Women Development and Anti Sexual Harassment, cell is organizing a seminar topic on **“Challenges Faced by Rural Women in Accessing Education”** in the Department of Political Science. So all the students and staff members are requested to remain present in the said seminar.


11-10-23
Principal
PRINCIPAL Pattamundai Co

Pattamundai College

Copy to: Staff Common Room/ Guard File/ Notice Board/IQAC/ HEAD OFWDASHC



**PATTAMUNDAI COLLEGE NACC
REACCREDITED B GRADE
PATTAMUNDAI, KENDRAPARA, ODISHA.**

**ACADEMIC YEAR 2023-2024
WOMEN DEVELOPMENT AND ANTI SEXUAL HARASSMENT CELL
PATTAMUNDAI COLLEGE**

Name of the Activity: Observation of International Day of Rural Women
Date: 15-10-2023
Speaker Name: Dr. Sunil Kumar Pradhan
Reader in Chemistry, Pattamundai College

Duration: One Day

Participants: Student -40 and Faculty - 08

Learning Objective:

1. Highlight the contributions of rural women and challenges they face.
2. Highlights the challenges they face such as gender based disparities in access resources, education, services and rights.
3. Enhancing agricultural and rural development, improving food security and eradicating rural poverty.

Learning Outcomes:

1. Learnt about the important role of rural women in society and need to support them.
2. Encouraged global cooperation to improve the living conditions and economic opportunities of rural women.
3. Educated and raise awareness about women's equality.



Report of the Event: International Day of Rural Women observed by the Women Development and Anti Sexual Harassment Cell, Pattamundai College, Pattamundai on 15th October 2023 at 11.00 A.M. in the Seminar Hall of Department of Political Science. On this occasion a seminar was organized for the students. Dr. Sunil Kumar Pradhan was the resource person. The meeting was commenced at 11:00 A.M with the welcome address by Mr. Sarbeswar Sahoo, Reader in Political Science. Dr. Nibedita Pradhan, Lecturer in Political Science introduced the Resource Person on this occasion. Dr. Pradhan delivered an informative talk on the importance of observing this day & delivered various dimensions that contribute to the challenges faced by rural women for accessing basic education in rural areas. The Seminar was ended with vote of thanks by Mr. Rashmita Panigrahi, Lecturer in Economics at 12.30 P.M.

Signature of Head
WDASHC


Signature of the
IQAC Co-ordinator
Pattamundai College


Principal
Pattamundai College



OFFICE OF THE PRINCIPAL
PATTAMUNDAI COLLEGE

NAAC Accredited B Grade

Pattamundai , Kendrapara, Odisha-754215

No: 1337

Date: 10/11/2023

Notice

This is to hereby inform of all concerned that a meeting of Women Development and Anti Sexual Harassment cell will be held in the office of the principal at 3.00pm on 13th November. 2023 to discuss the following agenda.

1. Infrastructure development.
2. Grievance redressal mechanism.
3. Updating of college anti-sexual harassment policy.
4. Other if any.


10/11/23

Principal
Pattamundai College
Pattamundai College

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

Resolution: 3

RESOLUTION OF WOMEN DEVELOPMENT AND ANTI-SEXUAL HARASSMENT CELL PATTAMUNADAI COLLEGE, PATTAMUNDAI

The women development and anti-sexual harassment cell of Pattamundai college convened on 13th Nov. 2023 at 3:00 pm. in the college premises to discuss and resolve various tasks for the academic session 2023 – 24. The following resolutions were passed for the work.

1. Create more gender sensitive infrastructure including common rooms, and sanitation facilities for all genders.
2. Preparation of questions for gender audit to ensure inclusivity for student with diverse needs.
3. Update of the college anti-sexual harassment policy and circulate it among student and staff.
4. Display information about the policy and the cell's contact details on notice board and college website.
5. Strengthen the existing grievance redressal mechanism to ensure timely and confidential resolution of complaints.

The committee is committed to fostering an inclusive and equitable environment at Pattamundai College and will ensure the proper implementation of the above resolutions.

Members Present: Head & Gender Audit Committee members.


PRINCIPAL
Pattamundai College

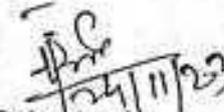

Nibedita Pradhan
Rasmita Panigrahi
Namita Behara

Office of the Principal
Pattamundai College, Pattamundai

No. 1457(+) Date 24/11/2023

NOTICE

It is for the information of all concerned that Elimination of Violence against women day will be observed by the Women Development And Anti Sexual Harassment cell on 25-11-23 at 10:30 a.m in the Department of Political science. All the students are instructed remain present in the meeting and also the staffs are requested to attend the event. In addition to that a drawing competition will be held based on the theme " Women Empowerment".


Principal
Pattamundai College
Pattamundai College

Copy to :Guard File, Office, WDASHC , IQAC



**PATTAMUNDAI COLLEGE NAAC REACCREDITED B
GRADE PATTAMUNDAI, KENDRAPARA, ODISHA**

**Report on A Day Observation of Elimination of Violence Against Women
ACADEMIC YEAR 2023-24**

Name of the Activity: A Day Observation of Elimination of Violence Against Women

Date: 25.11.2023

Organiser: WDASH Cell.

Duration- 1 Day

Participants: Students-192
Faculty- 10

Learning Objective:

1. Educating and empowering students to address gender-based violence.
2. To raise awareness about the prevalence, causes, and impact of violence against women.
3. Empower students to challenge gender-based discrimination and stereotypes in daily life.

Learning Outcomes:

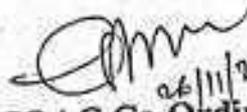
1. The students gain knowledge about the importance of gender equality.
2. They got aware about discrimination and stereotypes attitude towards women.
3. They gain knowledge how to raise their voice against this violence.

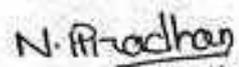


Report of the Event:

On 25.11.2023, the WDASH Cell of Pattamundai College Pattamundai observed the Day for the Elimination of Violence Against Women. The aim of this observation was educating and empowering students to address gender-based violence. The key highlight of the day was a drawing competition which was organized to creatively express the themes of gender equality, women's empowerment and the impact of violence against women. Students of various departments enthusiastically participated in the competition. In addition to the competition a discussion was also held where Dr. Nibedita Pradhan, Lecturer in Pol.sc. and as a member of this women development cell gave her valuable speech. The event concluded with a prize distribution ceremony and vote of thanks given by Miss. Namita Behera, Lecturer in Education.


Principal
Principal
Pattamundai College


26/11/2023
IQAC Co-Ordinator
IQAC Co-ordinator
Pattamundai College


26-11-2023
Head of WDASH

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

No 381 (A) Date 05/03/2024

NOTICE ON INTERNATIONAL WOMEN'S DAY

It is for the information of all concerned that International women's day will be observed by the department of Women Development and Anti Sexual Harassment cell on 07-03-24 at 10:30 am in the Department of Political science. All the students are instructed remain present in the meeting and also the staffs are requested to attend the event.



Principal

Pattamundai College

Principal

Pattamundai College

Copy to : Guard File, Office, WDASHC, IQAC, Notice Board



PATTAMUNDAI COLLEGE (NAAC ACCREDITED B GRADE)
PATTAMUNDAI, KENDRAPARA, ODISHA

Report on One Day Observation of International Women's Day
Academic Year 2023-24

Name of the activity: A day Observation of International Women's Day
Date: 07.03.24
Organiser: WDASHC

Duration: 1 day
Participants: Students 30
Faculty- 10

Learning objective

- To understand the significance of gender equality and its impact on societal development.
- Encouraging women and girls to pursue their ambitions and assert their rights.
- Educate about the historical and current struggles for women's rights globally.
- Equip individuals with skills to advocate for gender equality in their communities.

Learning Outcome

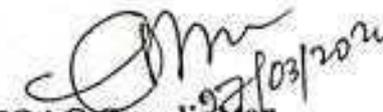
- Improved understanding of gender equality and women's rights.
- Increased motivation for women and girls to pursue their goals.
- Development of skills to advocate for gender equality.
- Greater involvement in community initiatives for women's empowerment.

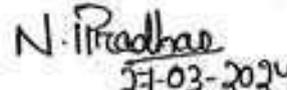


Description Of the event.

International women's day was observed by WDASH cell of the college on 07.03.2024. In this occasion, one day seminar was held in the seminar hall of Political science department under the chairmanship of Mr. Sabeswara Sahoo, Head of the department of political science. He emphasised that empowerment of women is the need of hour in his welcome address. Mrs Rasmita Panigrahi one of the members of WDASH cell described the purpose and the importance of this seminar. The other faculties of this institution Mr Alok Kumar Sahoo, Miss Simangini Das, Mrs RNM Parida, Mrs Sarojini Mishra gave their valuable independent views regarding the topic. More than 30 students have actively participated in this seminar. The meeting was ended with vote of thanks by Miss Namita Behera, Lecturer in Education.


Principal
Pattamundai College


IQAC Co-ordinator
Pattamundai College


Head WDASHC

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.
2. Javeline through – 2 Pics.
3. Crickets Bat(Duse) – 2 Pics.
4. Crickets Pad – 1 Pairs
5. Duse ball (Cricket) – 2 packets
6. Volley ball – 4 Pics
7. Basket Ball – 2 Pics
8. Foot Ball – 2 Pics
9. Cricket Stick – 6 Pics
10. Badminton Stands- 1 Pairs
11. Badminton Net – 4 Pics
12. Badminton Cork – 2 barrel
13. Badminton Racket – 4 Pics
14. Short Table Tennis – Complete Sets
15. Carrom Board – 1 Sets
16. Vicky Stand – 1 Sets.
17. Sports Umbrella – 2 Pics.
18. High Jump Cross Bar – 1 Pics
19. Basket Ball Net And Rings – Complete Sets.
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 Pradhan*
- 2- *S. Jena*
- 3- *Pradyumn Pradhan*
- 4- *S. R. Samantaray*

Pradyumn Pradhan
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. Smrati 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 Sarmal	1C22-210	9810324062
15. Soumya Ranjan Belurda	1C22-125	7735980268



**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

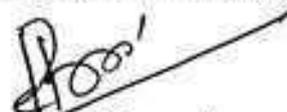
Date- 12-07-2023

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


12/7/23
PRINCIPAL
Pattamundai College

Pattamundai College, Pattamundai
MEETING OF THE CONSTRUCTION COMMITTEE

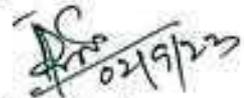
Date: 02.09.2023, Time; 03.30 pm

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
5. Sankar 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.

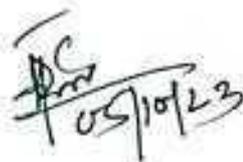
Labour Components

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. Rao. 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 Chandra 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. (B.D.) 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 - Shu
2. Ramesh Kumar Saha
3. Ranujit Keshri I-y. 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

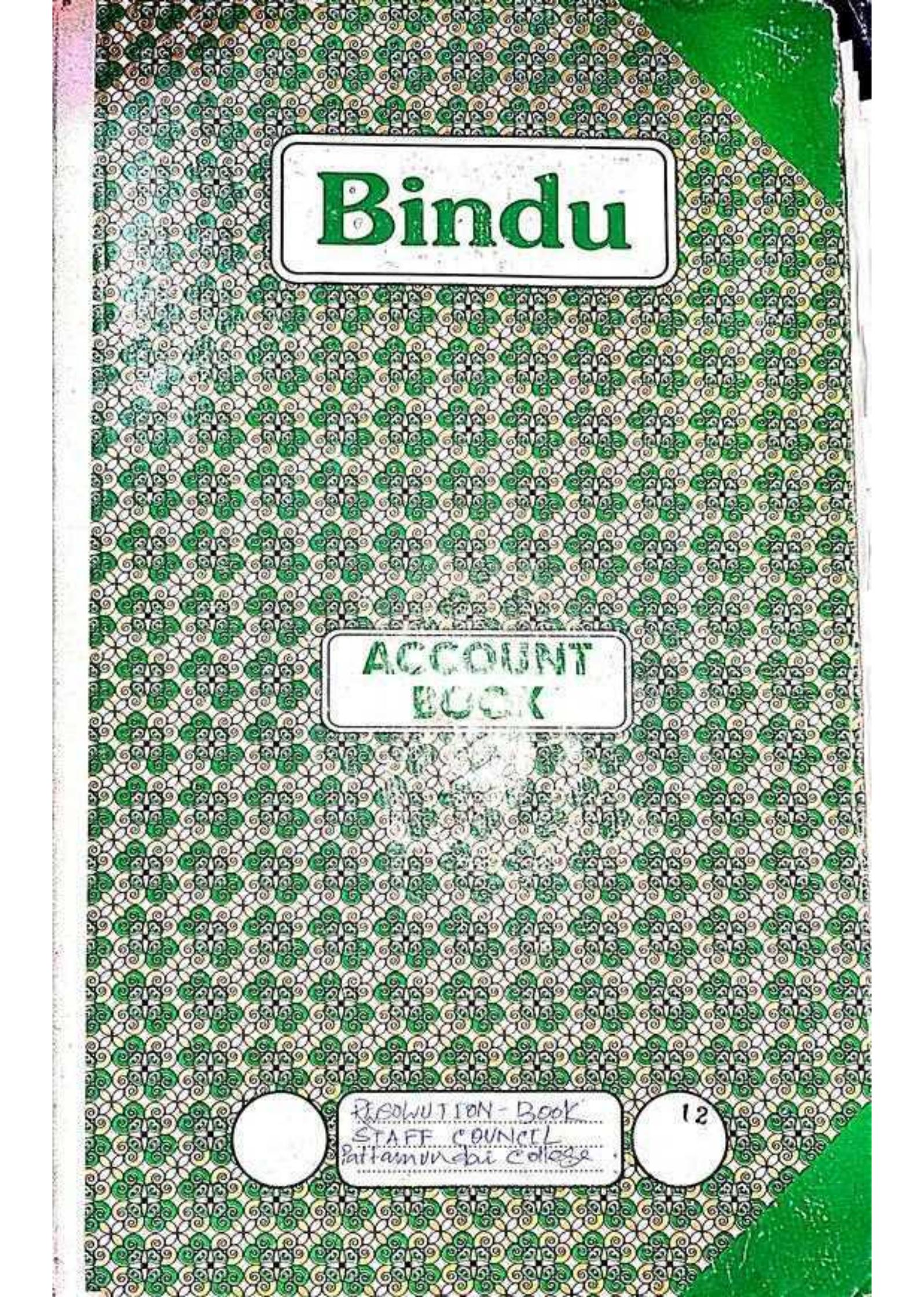
An urgent meeting of the Library Committee was held on 31.10.2023 at 3.00 pm in the Office of the Principal under his Chairmanship and the following resolutions are unanimously adopted.

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	Fakar ch Pradhan
3	Miss. S Das	S. Das	3	Dr. S.K Pradhan	
4	Smt. S. Pothal	(CL)	4	Sri R.K. Gahan	Pradip K 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	

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...~~251~~.....//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 AHSK-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.

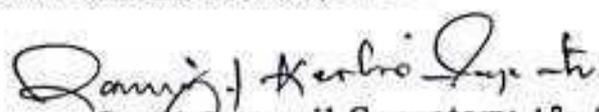
Dr. Dushasann Parida , HOD- Chemistry wanted to know from Sri R.K.Gahan about the distribution of question at the tagged centers.

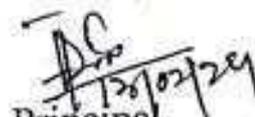
Sri Alok Kumar Sahoo, Lect. in Philosophy requested the Prof. I/C of + 2 Examination Cell that a perfect ratio of Seniors & Juniors should be maintained properly while assigning examination duties in each examination hall .

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		
DEPARTMENT OF SOCILOGY			1	Sri J. Behera	<i>[Signature]</i>
1	Capt. M. Parida	<i>[Signature]</i> 13-2-24	DEMONSTRATORS		
2	Sri R.K. Senapati	<i>[Signature]</i>	1	Sri B.N. Dash	<i>[Signature]</i>
DEPARTMENT OF EDUCATION			2	Sri G.C. Dash	<i>[Signature]</i>
1	Smt. N. Nayak	<i>[Signature]</i>	3	Sri G. Das	<i>[Signature]</i>
2	Miss N Behera	<i>[Signature]</i>	4	Sri A. Mohanty	<i>[Signature]</i>
3			5	Sri S. Biswal	<i>[Signature]</i>
DEPARTMENT OF SOCILOGY			P.E.T		
1	Capt. M. Parida	<i>[Signature]</i> 13/02/24	1	Sri S.R. Samantaray	<i>[Signature]</i>

[Signature]
Principal
13/2/24