

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

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

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



Principal
Pattamundai College

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



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

No. 1048 dt. 29/08/2023

NOTICE ON IQAC MEETING

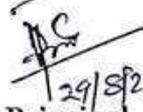
A meeting of IQAC is going to be held at 03.00 PM on 02 September 2023 to discuss the following agenda. You are requested to attend the same.

Members

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

AGENDA

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


29/8/2023
Principal
Pattamundai College
PRINCIPAL
Pattamundai College



IQAC MEETING
PATTAMUNDAI COLLEGE
PATTAMUNDAI

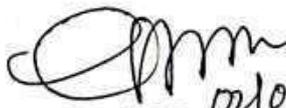
Dt: 02-09-2023

Time: 03.00 P. M.

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

RESOLUTION

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


IQAC 02/09/2023
Coordinator

IQAC Co-ordinator
Pattamundai College


Principal

Pattamundai College
PRINCIPAL
Pattamundai College



IQAC MEETING
PATTAMUNDAI COLLEGE
PATTAMUNDAI

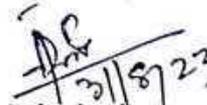
ACTION TAKEN REPORT ON IQAC MEETING HELD ON 20.05.2023

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


IQAC 21/5/2023

Coordinator

IQAC Co-ordinator
Pattamundai College


Principal 21/5/23

Pattamundai College

PRINCIPAL
Pattamundai College



INTERNAL QUALITY ASSURANCE CELL (IQAC)
PATTAMUNDAI COLLEGE,
PATTAMUNDAI

IQAC Meeting
Date-02.09.2023

Members Present

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

Principal
02/09/23
PRINCIPAL
Pattamundai College

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

No. 1197 dt. 10/10/23

NOTICE ON IQAC MEETING

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

DC
10/10/23

**Principal
Pattamundai College**

AGENDA

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

Copy to Guard File, Office and IQAC.



INTERNAL QUALITY ASSURANCE CELL (IQAC)
PATTAMUNDAI COLLEGE,
PATTAMUNDAI

IQAC Meeting
Date-14.10.2023

Members Present

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



IQAC MEETING

PATTAMUNDAI COLLEGE, PATTAMUNDAI

Dt: 14-10-2023

Time: 10.30 A. M.

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

RESOLUTION

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

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


Coordinator, IQAC
IQAC Co-ordinator
Pattamundai College


Principal
Pattamundai College
PRINCIPAL
Pattamundai College



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

No. 66 dt. 12/01/2024

NOTICE ON IQAC MEETING

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

Members

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

AGENDA

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


Principal
Pattamundai College
PRINCIPAL
Pattamundai College



INTERNAL QUALITY ASSURANCE CELL (IQAC)
PATTAMUNDAI COLLEGE,
PATTAMUNDAI

IQAC Meeting
Date-16.01.2024

Members Present

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

AC
16/1/24
PRINCIPAL
Pattamundai College



IQAC MEETING
PATTAMUNDAI COLLEGE
PATTAMUNDAI

Dt: 16-01-2024

Time: 11.00 A. M.

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

RESOLUTION

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


16/01/2024

IQAC

Coordinator

IQAC Co-ordinator
Pattamundai College


16/01/24

Principal

Pattamundai College
PRINCIPAL
Pattamundai College

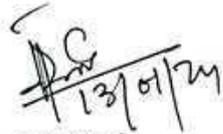


IQAC MEETING
PATTAMUNDAI COLLEGE
PATTAMUNDAI

ACTION TAKEN REPORT ON IQAC MEETING HELD ON 14.10.2023

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


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


13/01/24
Principal
Pattamundai College
PRINCIPAL
Pattamundai College



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

No. 557 dt. 26/4/24

NOTICE ON IQAC MEETING

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

Members

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

AGENDA

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



**Principal
Pattamundai College**

**PRINCIPAL
Pattamundai College**



INTERNAL QUALITY ASSURANCE CELL (IQAC)
PATTAMUNDAI COLLEGE,
PATTAMUNDAI

IQAC Meeting
Date-30.04.2024

Members Present

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


30/4/24
PRINCIPAL
Pattamundai College



IQAC MEETING
PATTAMUNDAI COLLEGE
PATTAMUNDAI

Dt: 30-04-2024

Time: 11.00 A. M.

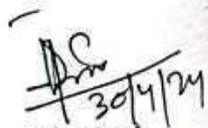
A meeting of IQAC was held at 11.00AM on 30.04.2024 in the IQAC hall. After detail discussions the following resolutions were adopted.

RESOLUTION

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


IQAC 30/4/2024
Coordinator

IQAC Co-ordinator
Pattamundai College


Principal
Pattamundai College
PRINCIPAL
Pattamundai College



IQAC MEETING
PATTAMUNDAI COLLEGE
PATTAMUNDAI

ACTION TAKEN REPORT ON IQAC MEETING HELD ON 16.01.2024

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


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


Principal
Pattamundai College
PRINCIPAL
Pattamundai College