

## REPORT

An IQAC committee meeting was held at 11 AM on 02.11.2018 in the principal's office under the chairmanship of Prof. Ramesh Chandra Sahoo, Principal of the college. He first welcomed the committee members and introduced the members holding different post in NAAC accreditation.

All the IQAC committee members welcomed the NAAC committee members including NAAC & IQAC Co-ordinators. They decided to chalk out the plans, programmes and action to be taken for the NAAC reaccreditation of the college before the session 2020-21.

The committee empowered the principal to take necessary step to expedite the NAAC process without any delay and arrange committee meeting in regular intervals to look after the steps to be taken towards different activities.

The meeting was ended with vote of thanks by Dr. Nilamani Lenka, Academic Bursar of the college

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

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**RESOLUTION No-01**

**Date. 02.11.2018**

An IQAC meeting was held under the chairmanship of the Principal, Prof. Ramesh Chandra Sahoo in the principal's office and the following resolutions were adopted unanimously.

**No.1:** Prof. Ramesh Chandra Sahoo, Principal gave welcome address to the committee members and introduced the newly appointed members of NAAC committee including NAAC & IQAC Co-Ordinator's.

**No.2:** All the IQAC committee members welcomed the new members of NAAC and showed a deep concern about reaccreditation of NAAC of the college.

**No.3:** It was unanimously decided to chalk out the plans and programmes and present before the committee in the next meeting to reaccreditate the college before 2020-21 under any circumstance.

**No.4:** Committee members emphasized to submit AQARs of 2017-18 and 2018-19 in due date and placed before GB for approval.

**No 5:** The committee also emphasized to involve all the staff members and students in this process. They requested to arrange a staff council meeting in this regard to aware all the members which make the process easier.

The meeting was ended with vote of thanks by Dr. D Parida, IQAC Co-ordinator.

**Members Present.**

1. Prof. Ramesh Chandra Sahoo, Principal *R.C. Sahoo*
2. Prof. Adhikari Laxmi Narayan Dash, NAAC Coordinator *Laxmi Dash*
3. Prof. Dr. Dushasan Parida, IQAC Coordinator *Dushasan Parida*
4. Prof. Nilamani Lenka, Academic Bursar *Nilamani Lenka 2-11-2018*
5. Prof. Sanjib Kumar Dash, Accounts Bursar *Sanjib Dash*
6. Sj. Pradyumna Kumar Samantaray, member *Pradyumna Samantaray*
7. Prof. Parikshita Patra, member *Parikshita Patra*
8. Prof. Duryodhan Parida, member *Duryodhan Parida*
9. Sj. Saroj Kumar Swain, Tahasildar, member *Saraj Kumar Swain*
10. Sj. Hemanta Kumar Sahoo, member *Hemanta Kumar Sahoo*
11. Smt. Chandrabati Swain, member *Chandrabati Swain*

*R.C. Sahoo*  
02.11.2018

(Prof. R.C Sahoo)  
Principal  
Pattamundai Collage,

**Action Taken report of IQAC**  
**Resolution No : 02 dated 12.03.2018**

The following actions have been taken as per decision in the IQAC committee meeting held on 12.03.2018

1. Departmental student seminars were organised in every Saturday by the 3<sup>rd</sup> year students with the cooperation of department teachers.
2. Some of the staff members participated in different state and national level Seminars and applied minor research projects in different organisations.
3. 7 no. of water purifiers along with a cooler were installed in different places of the college campus.
4. 4 no. of fire extinguishers were installed in different places in the college building for the safety of the campus.
5. As per the proposal of Principal, Executive Officer, Municipality, Pattamundai pleased to supply two large dustbins for dumping of the wastes. He also made a very good arrangement for fully lighting of college campus.

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## REPORT

An IQAC committee meeting was held at 11.30AM on 07.12.2018 in the principal's office under the chairmanship of Prof. Ramesh Chandra Sahoo, Principal of the college. He first welcomed the committee members and gave a brief idea about the role of IQAC committee regarding NAAC accreditation.

Prof. Adhikari Laxmi Narayan Dash, NAAC Co-ordinator gave a brief introduction about NAAC reaccreditation and emphasized to perform the different activities to expedite the reaccreditation work.

Dr. Dushasan Parida, IQAC Co-ordinator read out the previous resolution of the meeting and suggested NAAC Co-ordinator to give a power point presentation of the reaccreditation process before the committee.

All the members appreciated the proposal and requested the principal to make the necessary arrangement regarding this purpose.

The meeting was ended with vote of thanks by Dr. Nilamani Lenka, NAAC & IQAC committee member.

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

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**RESOLUTION No-02**

**Date. 07.12.2018**

An IQAC meeting was held under the chairmanship of the Principal, Prof. Ramesh Chandra Sahoo in the principal's office and the following resolutions were adopted unanimously.

**No.1:** Prof. Ramesh Chandra Sahoo, Principal gave welcome address to the committee members of IQAC and suggested IQAC Co-ordinator to prepare the action taken report of IQAC for the session 2017-18.

**No.2:** NAAC Co- Ordinator, Prof. Adhikari Laxmi Narayan Dash, gave a brief presentation about new NAAC accreditation process before the committee members and suggested to perform different activities like seminar, teacher-parent's meet, departmental alumni meet, etc for the session 2018-19

**No.3:** Dr. Dushasan Parida , IQAC Co- ordinator requested to the principal to arrange funds to perform the different activities by different departments of the college to expedite the NAAC reaccreditation process.

**No.4:** it was unanimously decided to fixup the maximum activities to be performed by the departments and the amount to be spent for the different activities in the next meeting.

The meeting was ended with vote of thanks by Dr. Nilamani Lenka ,IQAC member.

Members Present.

1. Prof. Ramesh Chandra Sahoo, Principal *RCS*
2. Prof. Adhikari Laxmi Narayan Dash, NAAC Coordinator *LND*
3. Prof. Dr. Dushasan Parida, IQAC Coordinator *Dushasan P*
4. Prof. Nilamani Lenka, Academic Bursar *Nilamani Lenka 7.12.2018*
5. Prof. Sanjib Kumar Dash, Accounts Bursar *SK Dash*
6. Sj. Pradyumna Kumar Samantaray, member *Pradyumna Samantaray*
7. Prof. Parikshita Patra, member *Parikshita Patra*
8. Prof. Duryodhan Parida, member *Duryodhan Parida*
9. Sj. Saroj Kumar Swain, Tahasildar, member *x*
10. Sj. Hemanta Kumar Sahoo, member *Hemanta Kumar Sahoo*
11. Smt. Chandrabati Swain, member *x*

*RCS*  
(Prof. R.C Sahoo)  
Principal  
Pattamundai Collage,  
*8/12/2018*

**Action Taken report of IQAC**  
**Resolution No: 1 dated 2.11.2018.**

**The following actions have been taken as per the decision IQAC meeting held on 2.11.2018**

1. AQARs of 2017-18 and 2018-19 are to be submitted in due date and it should be placed before the Governing Body for approval as committee showed deep concerned about the NAAC reaccreditation of the college which must be done before 2020-21
2. A staff council meeting was held in this regard to complete to aware about the committee decision and their active participation in this regard.
3. All the activities like extramural seminars, teacher parent meet, alumni meet and preparation of data base of the students must be completed before next IQAC meeting.
4. The students were notified to participate in all the activities of each department as well as college and involved fully for upcoming reaccreditation of the college.

# REPORT

An IQAC Committee meeting was held at 11.00 am on dt.24.01.2019 in the principal's office under the Chairmanship of Prof. Ramesh Chandra Sahoo, Principal, Pattamundai college. He welcomed the committee members and gave a brief introduction about the NAAC reaccreditation.

Prof. Adhikari L.N Dash, NAAC coordinator gave a PowerPoint presentation about the NAAC reaccreditation in details to aware all the members of the committee.

Dr. Dushasan Parida, IQAC coordinator readout the action taken report of IQAC of the session 2017-18 and also suggested to expedite the NAAC reaccreditation process.

Most of the members appreciated the principal's interest and also extended cooperation to support all the works to be taken by IQAC.

The meeting was ended with vote of thanks by Dr. Nilamani Lenka, IQAC Committee Member.





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

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**RESOLUTION No-03**

**Date. 24.01.2019**

An IQAC meeting was held under the chairmanship of the Principal, Prof. Ramesh Chandra Sahoo, and the following resolutions were adopted.

**No.1** Prof. R.C Sahoo, Principal gave welcome address to the committee members of the IQAC. Dr. D Parida, IQAC Co-ordinator presented the action taken report for the session 2017-18.

**No.2** The NAAC co-ordinator, Prof. A.L.N Dash gave a power point presentation for the new procedure of accreditation and seeks all cooperation from the committee members for upcoming NAAC reaccreditation process. All the members are agreed upon to extend all cooperation by them.

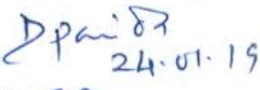
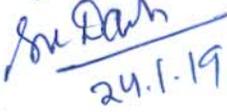
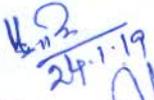
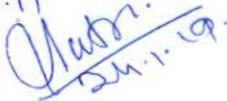
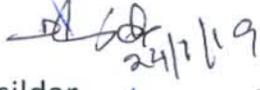
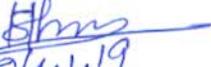
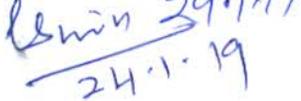
**No.3** It was unanimously decided to organize at least two extramural seminars, departmental alumni meeting and Parent-Teachers meeting within 30<sup>th</sup> April 2019 positively. And for the seminar purposes, the college will provide Rs.6000.00 (Six Thousand) to each department.

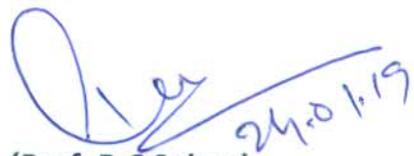
**No.4** The Principal was requested to convene a staff council meeting along with IQAC members and executive members of alumni of the college before 31<sup>st</sup> March 2019, in order to sensitize all the members regarding new re-accreditation procedure of the NAAC.

**No.5** It was decided that the next IQAC meeting was held during the month of March to finalize the academic Calendar and the activities to be taken-up for the academic session 2019-20.

The meeting was ended with vote of thanks by Dr. D Parida, IQAC Co-ordinator.

**Members Present.**

1. Prof. R.C Sahoo, Principal 
2. Prof. A.L.N Dash, NAAC Coordinator  24.1.19.
3. Prof. Dr. D Parida, IQAC Coordinator  24.01.19
4. Prof. N. Lenka, Academic Bursar  24.1.19
5. Prof. S.K Dash, Accounts Bursar  24.1.19
6. Sj. P.K Samantaray,  24.1.19
7. Prof. Parikshita Patra,  24.1.19.
8. Prof. D. Parida,  24/1/19.
9. Sj. Saroj Kumar Swain, Tahasildar 
10. Sj. Hemanta Kumar Sahoo 
11. Smt. C. Swain  24.1.19

  
(Prof. R.C Sahoo)  
Principal  
Pattamundai Collage,

**Action Taken report of IQAC**  
**Resolution No : 3 dated 24.01.2019.**

As decided in the IQAC Committee meeting, the following actions have been taken during this period.

1. The details of Seminars, Departmental Alumni meeting, & Parent-Teacher's meeting executed till now are mentioned below.

Department	Seminar	Teacher-Parent's meet	Alumni meet
Odia	02	01	01
Englsih	01		01
History	01		
Political Science	01		
Economics	01		
Philosophy	02		
Education	01		
Sociology	02		01
Commerce	02		
Physics	01		
Chemistry	02	01	
Botany	02		
Zoology	01		
Mathematics	02		

21

02

03

2. The HOD's of different departments committed to complete all the above activities within 31<sup>st</sup> March 2019.
3. A Staff Council meeting was held on 06.03.2019 where NAAC Accreditation process was discussed thoroughly.
4. A committee was formed consisting of 05 members to settle all the pending UGC and State Grants and prepared a compliance report to expedite the utilization of the amount received.
5. During this period, two faculty members, Mr. Pradyumna Pradhan, Lect. in Economics, and Mr. Ranjan Kumar Behera, Lect. in Commerce have attended the refresher course at Utkal University and Dr. Manas Kumar Nayak, Lect. in English, has also completed Ph.D degree under Central University, Amarkantak, M.P.
6. The website of the college was developed and will be fully functional very soon and the students feedback were already collected.

## REPORT

An IQAC Committee meeting was held at 11.00 am on dt.15.03.2019 in the principal's office under the Chairmanship of Prof. Adhikari Laxmi Narayan Dash, Principal, Pattamundai College. He welcomed the committee members and gave a brief introduction about NAAC reaccreditation and observation of Golden Jubilee in 2020 of the college.

Dr. Dushasan Parida, IQAC coordinator readout the minutes of previous meeting resolutions made by committee which was then confirmed and also presented the action taken report of IQAC for 2018-19 in the context of the previous resolutions.

All the members emphasized for the automation of Library and all the activities of the College must be done in the name of Golden Jubilee for this session and also extended cooperation to support all the works to be taken by IQAC for the coming session.

The meeting was ended with vote of thanks by Dr. Nilamani Lenka, Academic Bursar.





**OFFICE OF THE PRINCIPAL  
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**RESOLUTION No-04**

**Date. 15.03.2019**

An IQAC Committee meeting was held at 11.00 am on 15.03.2019 in the office of the Principal under the chairmanship of Prof. A.L.N Dash, Principal and the following resolutions were adopted unanimously.

**No.1** The resolution of the last meeting was readout and confirmed.

**No.2** The IQAC co-ordinator, Dr. D. Parida, presented the action taken report in context to the previous meeting resolutions. Maximum departments have already been completed the task of Seminars, Departmental Alumni & Teacher-Parents meeting.

**No.3** The last date of submission of IQAR for the session 2018-19 is 31<sup>st</sup> December 2019 where all the activities under taken from 1<sup>st</sup> July 2018 to 30<sup>th</sup> June 2019 are to be uploaded in NAAC site. It was decided that the activities of the current academic session must be completed before 30<sup>th</sup> June 2019 as scheduled earlier.

**No.4** It was unanimously decided that the following activities are to be taken up for next Academic session 2019-20.

- A. The outdated and unused books of library will be sorted out and disposed off taking the help of all the HODs.
- B. Steps to be Taken for the automation of the library.
- C. Dr. N. Lenka is assigned to collect the "Palm leave Pothis" from the locality by taking the help of other staff.
- D. Convene the meeting of Alumni regarding financial and non-financial assistances for the college during the said period.

- E. A preparatory meeting of all the Ex-Principals, Ex-Retired Employees and some local Alumni must be convene for the observation of Golden Jubilee in 2020 and NAAC Accreditation.
- F. It was decided to enhance the admission and readmission fees of the students by formation of a committee of staff members and report will be put forth before G.B for approval.

**No.5** Prof. Duryodhan Parida, suggested that any staff member completed his/her refresher, Ph.D & any higher degree shall be present his/her study in the department concerned with inviting other staff members of the college.

The meeting was ended with vote of thanks by Dr. N. Lenka, Academic Bursar.

**Members Present.**

1. Prof. A.L.N Dash, Principal *A.L.N Dash*
2. Dr. Dushasan Parida, IQAC Coordinator *Dushasan Parida*
3. Dr. Pramod Kumar Samal, Administrative Bursar *Pramod Kumar Samal*
4. Dr. Nilamani Lenka, Academic Bursar *Nilamani Lenka*
5. Prof. Sanjib K Dash, Accounts Bursar *Sanjib Kumar Dash*
6. Prof. Parikshita Patra, Member *Parikshita Patra*
7. Prof. Duryodhan Parida, Member *Duryodhan Parida*
8. Prof. Bharat Chandra Patra, Member *x*
9. Sj. Sarat Chandra Giri, Tahasildar, Member *x*
10. Smt. Chandrabati Swain. Member *x*
11. Dr. Ramesh Kumar Sahoo, Accounts Bursar *Ramesh Kumar Sahoo*
12. Sj. Pradyumna Kumar Samantaray, Member *Pradyumna Samantaray*
13. Sj. Hemanta Kumar Sahoo, Member *Hemanta Kumar Sahoo*

*A.L.N Dash*  
 (Prof. A.L.N Dash)  
 Principal  
 Pattamundai College

**Action Taken report of IQAC**  
**Resolution No: 3 dated 24.01.2019.**

**The following actions have been taken as per the decision IQAC meeting held on 24.01.2019**

1. All the IQAC members showed their interest to cooperate in every respect to reaccreditation of the college as per the cooperation seek by the NAAC Coordinator.
2. The committee also suggested to the principal to complete all the activities on or before 31<sup>st</sup> April 2019 positively. For extramural seminars purpose committee further suggested to provide a fund of Rs. 6,000/- to each department.
3. The activities conducted as per the Academic calendar for the session 2018-19 have been reviewed by the committee and they showed their satisfaction.
4. The committee members went to the library to verify its automation work and suggested to complete the automation work at the earliest possible.