

Office of the Principal
Pattamundai College, Pattamundai
No. 626 dt. 25/06/2020
OFFICE ORDER

A Budget Committee is constituted ~~with~~ with the following staff members for the Financial Year 2020-21 (1st April, 2020 to 31st March, 2021). They are advised to prepare the annual budget keeping in view of ensuing NAAC visit and observation of Golden Jubilee and to deposit the same on or before 10th July, 2020.

Members of the Committee:

1. Dr. Dushasan Parida, Reader in Chemistry *[Signature]*
2. Dr. Ramesh Kumar Sahoo, Lecturer in Physics (Gr-A) *[Signature]*
3. Sri Sanjib Kumar Dash, Lecturer in Commerce (Gr-A) *[Signature]*
4. Sri Abinash Parida, Accountant I/C *[Signature]*

[Signature]
26.6.20
[Signature]
26/6/2020
[Signature]
Principal 25.06.2020
Pattamundai College

[Signature]

B.M

NOTE SHEET

Pattamundai College
Pattamundai

President, Governing Body,
Pattamundai College-cum-
Sub-Collector, Kendrapara.

A Budget Preparation Committee has been constituted with the 4 nos. staff members of the college (office order enclosed) and they submitted the annual budget separately for Pattamundai Degree College & Pattamundai Higher Secondary School by taking into consideration of approximate income from Admission & Readmission fees as per students' strength of the institution.

I put up hereby the aforesaid budget(s) for the Current Financial Year 2020-21 for your kind approval.

Asst. Secy
27.08.20
Principal-Cum-Secretary
Pattamundai College,
Pattamundai.

Approved
27/8/20
SUB-COLLECTOR
KENDRAPARA
27/8/20

2/11

NOTE SHEET

Pattamundai College
Pattamundai

Principal Sir,

As per your office order No.626, dated 25.06.2020, we have prepared an Annual Budget for the Current Financial Year 2020-21 and submit herewith for your kind perusal & further course of action at your end.

Signature of Budget Committee members:

1. Dr. D. Parida, Reader in Chemistry (SS)

Dushanta Parida

2. Dr. R.K. Sahoo, Accounts Bursar

Ramesh Kumar Sahu

3. Sri S.K. Dash, Lecturer in Commerce (GR-A)

Sanjib Kumar Dash

4. Sri A. Parida, Accountant I/C

Aparashakti Parida

*Put up this
proposal before
Sub-collector & president
Governing body for approval.
Anfalath
24.08.20.*

BUDGET FOR THE YEAR 2020-21 (April to March)

PATTAMUNDAI DEGREE COLLEGE, PATTAMUNDAI, DIST: KENDRAPARA

	INCOME	AMOUNT	EXPENDITURE	AMOUNT
1	Opening Balance			
	Fixed Deposit (Corpus Fund)	50,97,130		
	Unutilized Grants (State Govt. Grants)			
	Infrastructure Grant, 2014-15 (2nd Phase)	5,00,000	Commerce Block (Agency BDO)	20,00,000
	Infrastructure Grant, 2016-17 (1st Phase)	5,00,000	Renovation Principal Quarter (Agency BDO)	15,00,000
	Classroom Building Grant 2017-18	10,00,000	Repair of Door & Windows (Classroom) (Agency BDO)	8,00,000
	Fani Grant	23,00,000		
	Bank Balance (Development Fund upto 2017-18)			
	General	27,40,000		
	Subsidiary	1,80,000		
2	Statutory Collections from the Students (General Fund)			
	i) College Admission Fees	5,000	Deposit of College Admission Fees	5,000
	ii) Tuition Fees	60,000	Deposit of Tuition Fees	60,000
	iii) Registration & Recognition (on admission)	33,600	Deposit of fees for Registration & recognition	33,600
	iv) Sports Council Fee (on admission)	72,000	Deposit of Sports Council fees	43,200
	v) Medical	14,100	Deposit of Medical Fees	7,050
	vi) NSS Fees (only for Degree Students)	14,100	Deposit of NSS Fees	14,100
	vii) C.D.C. Fees	7,050	Deposit of CDC Fees	14,100
	viii) NCC Development & Army Fees	28,200	Deposit of NCC & Army fees	28,200
	ix) Rover Ranger Fees	16,920	Deposit of Rover Ranger Fees	16,920
	x) Insurance	14,100	Deposit of Insurance Fees	2,820
	xi) Red Cross	28,200	Red Cross	28,200
3	Collection from Students for Union & other aided Associations (Subsidiary Fund)			
	i) Students' Union Election	28,200	Students' Union Election	26,790
	ii) Students' Union	84,600	Students' Union Function	80,370
	iii) Athletic Association	42,300	Annual Athletic Meet	40,185
	iv) Cultural Association	35,250	Annual Cultural Function	34,480
	v) Dramatic Association	14,100	Day Scholar Association	13,395

vi) Day Scholar Association	21,150	Annual Drama Function	34,480
vii) Odia Sahitya Samaj	21,600	Annual OSS Function	20,090
viii) Science Society	13,850	Science Society Function	13,150
ix) Commerce Society	19,200	Commerce Society Function	19,200
x) SSG	14,100	SSG	12,690
xi) SAF	14,100	SAF	12,690
4 Other Fees (Collection for General Purpose)			
i) College Examination	14,100	Examination question printing, preparation of answer book, addl. Etc.	90,000
ii) Abstract of Attendance	7,050	Abstract of Attendance	5,000
iii) Identity Card	70,500	Preparation of Hanging Identity Cards	30,000
iv) Duplicate Identity Card/Library Card	1,000	Printing of College Magazine	60,000
v) College Magazine	70,500	Printing of College Calendar	25000
vi) College Calendar	28,200	Redcross (Awareness camp, Rally, deposit and purchase of aids etc.)	15000
vii) Time Table	14,100	Preparation and printing of time table	10000
viii) Association Fee	14,100	Affiliation & Processing Fee (Renewal, Permanent recognition, opening of new subjects etc.)	50000
ix) Contingency Fees	70,500	Printing of Library Cards	3000
x) Affiliation and Processing Fee	84,600		
xi) Environment & Gardening	28,200	Environment & Gardening	50,000
xii) College Foundation Day	35,250	Security salary, dress, shoe etc. (including Employers EPF)	90,000
xiii) Cycle Shed	14,100	Purchase of Library Books	1,25,000
xiv) Computer & Internet	2,11,500	Purchase of Library Furnitures & Maintenance	30000
xv) Fees for Security	1,41,000	Purchase of Newspaper & journals	30000
		Laboratory Equipments and Chemicals etc.	60,000
5 Development Fees		Laboratory Contingency & Maintenance	20,000
A) Library Development			
i) Library Caution Money	14,400		

	ii) Purchase of Journal	42,300	Celebration of Independence Day, Republic Day, Gandhi Jayanti, Netaji Jayanti etc.	15,000
	iii) Library Development Fees	1,41,000	Ganesh Mandir (Nana Dakshina & Puja/Bhoga samagri)	12,000
	B) Laboratory Development		Management Salary including EPF (employer share)	20,00,000
	i) Laboratory Caution Money	9,600	Remuneration to Contractual employees & Guest Faculties	200000
	ii) Laboratory Development Fees	67,440	Night Watchman Uniform & other assessories	10,000
	iii) Laboratory Contingency	14,050	College website Development & Maintenance	20000
	C) Building Development	3,38,400	Electricity Charges including outstanding arrears	101600
	D) Field Development & Sports Improvement	1,69,200	Telephone / Net	1,00,000
	E) Faculty Improvement	70,500	Holding Tax	20,000
	F) General Development	12,33,000	Office Stationaries	50,000
			Office Printing	20000
6	Other Specific Collection as per the Special order of the Authority		Office Furniture	20,000
	i) Hons Seminar	3,30,000	Advertisement for different purposes	20,000
	ii) CLC, Character Certificate, Conduct Certificate etc.	5000	Classroom Furniture, Audio/Video for e-Class and maintenance	2,50,000
	iii) Other Collection (Late Fee & miscellaneous fines)	5000	Postage	10,000
7	Hostel Dues at College		TA/DA	40000
	70 Students @ 740 (Boys & Girls Hostel)	51,800	Refreshment for Staff Council Meeting	20,000
8	Quarter Rent (2nos. @ 1640)	39360	Sports Equipment	1,00,000
9	Miscellaneous		Field Maintenance	50,000
	Water Supply	56520	Payment for Honours Seminars & Books	2,60,000
	Electricity	169560	Legal Expenses	50,000
	Furniture	47100	Renovation of Auditorium Hall (Sound, Light, Ceiling, Flooring, Colour, Display Board, Cup-Board etc.)	15,00,000
	Naac Processing Fees	188400	Hostel Development & Renovation	100000
	Golden Jubilee	94200		
			Renovation of Students Studyroom	5,00,000

		Re-execution of Electric Work of Administrative Block	2,00,000
		NAAC Processing Expenditure	4,00,000
		Online Webinar	1,00,000
		Hospitality for Audit Review	10,000
	1,17,13,250		1,17,32,310

N.B.

1) The unspent amount of any Head excluding that of the Statutory Head shall be diverted towards development expenditure for construction, renovation & repairing works. The statutory fees, however, earmarked for a specific purpose and are no more required shall be diverted to meet development expenditure.

Proposed by

L.N. Dash
24.12.20
(Adhikari L.N. Dash)

Principal-cum-Secretary

Pattamundai College, Pattamundai
Principal-cum-Secretary
Pattamundai College,
Pattamundai.

Approved by

J. Prabhakar
President, Governing Body
Pattamundai College

GOVERNING BODY,
Pattamundai College.

Budget Committee Members:

- 1) Dr. D. Parida, Reader in Chemistry (SS) *Dushasan Parida*
- 2) Dr. R.K. Sahoo, Accounts Bursar *Ramesh Kumar Sahoo*
- 3) Sri S.K. Dash, Lecturer in Commerce (Gr-A) *Sanyib Kumar Dash*
- 3) Sri A. Parida, Accountant I/C *Abinash Parida*

OFFICE OF THE PRINCIPAL
PATTAMUNDAI COLLEGE, PATTAMUNDAI

NOTICE

No 858

Dt. 12/09/2020

An urgent meeting of the Research and Seminar Committee is going to be held in the office of the undersigned at 12.30 pm on 12th September 2020 i.e. today. All the members of the committee are requested to participate the same without fail.

Committee Members:-

1. Dr Pramod Kumar Samal. *AS*
2. Dr Nilamani Lenka. *AS*
3. Dr Dushasan Parida. *DP*
4. Dr Ramesh Kumar Sahoo. *RKS*
5. Mr. Sanjib Kumar Dash. *Sanjib Dash*

Principal
Principal
12.9.20
Pattamundai College

Copy forwarded to: - Guard File/Staff Common Room.

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

No. 357 /Dt. 06/03/21

OFFICE ORDER

The following members of the Construction Committee are requested to attend a meeting at 4.00 pm today in the office of the undersigned to discuss ~~any~~^{and} settlement of different construction works of the college.

Members.

1. Prof. R.K Senapari, Reader in Sociology. *R.K. Senapari*
2. Prof. S.K Dash, Reader in Commerce. *S.K. Dash*
3. Dr. S.C Dash, Reader in English. *S.C. Dash*
4. Prof. P.K Swain, Reader in Odia. *P.K. Swain*
5. Prof. R.K Behura, Lect. in History. *R.K. Behura*
6. Dr. R.K Sahoo, Reader in Physics & Account Bursar. *R.K. Sahoo*
7. Dr. P.K Samal, Reader in History. *P.K. Samal*

S.K. Dash
Principal C-3-4

Pattamundai College

Copy to:- Person Concerned / Staff Common Room / Guard file.

O/C

CONSTRUCTION COMMITTEE
Pattamundai college, pattamundai

The meeting of College Construction Committee was held on dt.06.03.2021 at 4.00 pm in the office of the Principal under the chairmanship of Prof. ALN Dash, Principal.

The house conveyed a special thanks to Hon'ble MLA, Mr. Dhruva Sahoo, for sanctioning a sum of Rs.30.00Lakh to the college from his MLA LAD Fund for construction of College Boundary Wall, Computer Centre, and completion of Auditorium respectively (Rs.10.00 Lakh each).

Earlier Hon'ble MLA has provided Rs.7.00 Lakh to the college for construction of 450 running feet Boundary wall from Botany Department to back side of Odia Department from his MLA LAD Fund. Now it was decided to provide the matching share expenditure for the 450 running feet wall coping, angel fitting and barbed wire fencing from college C.D Fund to the BDO, Pattamundai.

It was further decided to construct 1150 running feet of boundary wall from back side of Odia department to the back side of room no-8 and from Boys' hostel side to pond side. Honb'le MLA has already given Rs.10.00 Lakh from his MLA LAD for this purpose to construct 544 running feet. And it was decided in the meeting to construct rest of the 606 running feet and the expenditure cost will be borne by the college out C.D fund. In this regard, the Asst. Executive Engineer of Pattamundai Block has given an estimate of Rs.9.00 Lakh for construction of wall and Rs.2.75 Lakh for wall copping, angel fitting and bared wire fencing. The said amount shall be given to the BDO,

Pattamundai for the execution of the construction of boundary wall and other fittings.

As per the previous G.B resolution, the Construction of Computer Centre shall be done this year which consists of extension of ground floor near Odia department and 1st floor above the History & Odia departments. In this regard, Honb'le MLA has already provided Rs.10.00 Lakh out of his MLA LAD. As per the estimate prepared by the Asst. Executive Engineer, Pattamundai Block, additional Rs.10.00 lakh is required to construct the civil work of the 1st floor of Computer Centre. The said amount will be borne by the college as per the budgetary provision and it will be given to the BDO, Pattamundai for execution of this work.

Further it was resolved by the members that MLA has sanctioned Rs.10.00Lakh for the completion of Auditorium and rest of the amount shall be borne from college Development Fund as matching share to complete the Auditorium in to an usable condition. The said amount will be provided to BDO, Pattamundai for execution of the work.

Further there was a discussion for utilization of State Infrastructure Grant, Govt. of Odisha amounting to Rs.15.00 Lakh to complete the 1st floor construction of Commerce Building. It was resolved that out of this grant of Rs.15.00 Lakh the expenditure for the construction of First Floor and Stair-case from Library Side shall be met. Besides this Grant of Rs.15.00 Lakh, rest of the amount required to complete the Building shall be borne by the College as matching share. This amount will be given to the BDO, Pattamundai for execution of the work.

Finally, the meeting was ended with vote of thanks to the Chair by Prof. P.K Swain, Reader in Odia of this college.

Approved

Date

Dt. 06th March, 2021.

Abhinav Laxminarayan Das,
06.03.2021 Principal, Pattamundai College

Members Present

1. Soanod Kumar Samal.

2. Ramash Kumar Saha.

3. Sanjib Kumar Das

4. Pramod Kumar Sahoo.

5. Sarat Chandra Das.

6. Ranjita Kati Saha.

7. Rajan Kumar Behara

8. Abinash Panda

A meeting of College Construction Committee was held on dt. 21.12.2020 at 12.30 P.M. under the Chairmanship of the Principal, Prof. A.L.N. Dash.

That, the members of the Committee made a proposal to renovate the Toilet-rooms of the Principal's anti-room and the office-Toilet of the College for the purpose of NAAC visit.

Considering the need of the works, it was resolved to prepare an approximate estimate from the Competent Engineer. It is further decided to employ one labour Contractor for supply of labourers and all the payments for labourers and purchase of materials, shall be made directly to the party/firms or through the Executants of the work by a cheque/NEFT or RTGS.

Shri Ranjan Kumar Behura, Lect. in History was unanimously decided to execute both the works and the cost of the materials shall be finalized by inviting quotations from the firms.

The work includes demolition of the partition wall, sanitary fittings, floor and wall tiling, etc to improve the standard of the Toilets.

Lastly, the meeting was ended with vote of Thanks to the chair by Prof. P.K. Swain, Lect in Adm.

Members Present in the Meeting:

1. Prasad Kumar Samal


21/12/20
PRINCIPAL

PATTAMUNDAL COLLEGE

2. Ranjita Khatun
3. Prasad Kumar Swain
21.12.2020

4. Ranjan Kumar Behura

Resolution No - 11

Resolution No - 11

THE HOD'S MEETING OF SCIENCE DEPARTMENT HELD ON
19.01.2021, AT 12.30PM.

The HOD'S Meeting of Science Department was held on dated 19.01.2021 at, 12.30 pm under the chairmanship of Prof. A.L.N.Dash Principal, in the office of the principal.

The following Resolutions were adopted in the HOD'S Meeting.

1-The HOD'S of all Science Departments were requested to submit their Departmental profile immediately for the submission of Self Study Report.

2-It was decided that for preparing the Departmental Profile the concerned departments are required to contact Sri S.Mishra, Lect. In economics and Smt.N.Swain, Lect, in Education for their doubt clear

At last, the meeting was closed with a vote of thanks by Dr.R.K.Sahoo, Reader in Physics.

Approved
A.L.N.Dash
10.2.21

A meeting of the Construction Committee was held on 15.10.2020 at 12.30 P.M. under the Chairmanship of the Principal, Prof. ALN Dash to discuss about the proposal of renovating the Principal's office of the College.

That, the members of the Committee proposed for Gibson sealing with sealing lights, sealing and Wall painting/colouring immediately owing to the ensuing NAAC visit to the College.

Considering the viability of the proposal, it is resolved to prepare an approximate estimate from the competent person. It is resolved that, at first wooden sealing and tight-fitting works to be done then colouring of the sealing and walls to be initiated for which a Labour Contractor shall be employed to supply Carpenters, Electricians & Painters.

It is further resolved that all the payments shall be made directly to the firms/Labour Contractors for supply of materials and labourers to the College or through the Executants of the work by Cheques/RTGS/NEFT and the cost of the materials are to be finalized by inviting quotations.

As per the decision of the members, Prof. P.K. Sama Reader in History of this College shall execute the works as early as possible.

The meeting was ended with vote of thanks to the Chair by Sri Pramod Ku. Swain, Lect. in Odia.

Signature of the Members Present:

1. Pramod Kumar Swain

2. Ranigat Kanti Swain 15.10.2020.

3. Pramod Kumar Swain


15.10.20

PRINCIPAL

PATTAMUNDAL COLLEGE.

Resolution No - 06

12-10-2020

As per the application of Sri Dilip Kumar Bhuyan, Reader & HOD, Zoology, there is a need for construction of a cement slab with tile roof & fitting of two grills at the departmental entrance & department office window for the smooth conduct of practical classes. The slab should be constructed in the department corridor measuring 30ft length, 2ft height & 4ft width. Regarding this a construction committee meeting was held on 12-10-2020 under the chairmanship of Principal, Pattamundai college, Pattamundai.

It was decided by the committee that ^{the} construction of a slab & fitting of grills as proposed by HOD Zoology, will be started under execution & supervision of Sri D.K. Bhuyan, HOD Zoology. Sri Bhuyan shall execute the work & all necessary materials for the above said purpose will be supplied from the college general stock.

Members present in the meeting:-

1. Prasad Kumar Samal
2. Ramash Kumar Sahoo
3. Prasad Kumar Sahoo
4. Ranjan Kumar Behera
5. Ranjita Kanti Sahoo

12-10-20
Principal
Pattamundai college

RESOLUTION No. 04.

Construction Committee,
Pattamundai College, Pattamundai.

DE. 14.08.2020

The Construction Committee of the Pattamundai College, Pattamundai conducted a meeting under the Chairmanship of Principal, Prof. ALN Dash on dt. 14.08.2020 at 1.00 p.m. to discuss about some minor constructions for the beautification of campus, in view of NAAC visit.

1. That, members of the Committee adopted resolutions to construct BRICK TREE-RINGS/WALLS around the big trees in front of College Administrative Building and besides the inner-roads connecting to the Library and Auditorium Hall.

2. It is decided that all the works will be done on daily-wage basis and the payment of wages shall either directly paid to Labour Contractor or to the work executant once in a week through cheques/NEFT/RTGS. The College will provide all requisite construction materials for this purpose.

3. Further, it is decided that Prof. P.K. Swain, Lect. in Odia shall execute the work and make necessary arrangements for payments to the parties. Prof. R.K. Senapati shall supervise the works.

Lastly, the meeting was ended with vote of thanks ^{to the chair} by Prof. R.K. Behura, Lect in History.

Members Present (signatures)

1. Pramod Kumar Samal (Adm. Officer)

2. Ramesh Kumar Sahu 14.8.2020

3. Jangam Lal 14/8/2020

4. Pramod Kumar Samal 14.8.2020

5. Ramesh Kumar Sahu 14.8.20

6.


14.08.20
PRINCIPAL,
PATTAMUNDAI COLLEGE

Resolution No=05

DT. 12.10.2020

As per the application of Sri B. Roul, Sr. Lecturer in Physics and Seminar In-charge to repair the roof and Wall Leakage and to replace the broken Windows, a meeting was conducted by the Construction Committee under the Chairmanship of the Principal on dt. 12.10.2020.

It was decided by the Committee to repair ~~the~~ immediately the wall and roof leakage, Electrification repairing and Cement painting of the Seminar Hall. It was decided that Sri B. Roul, Seminar In-charge of physics shall execute the work and all necessary materials for repairing will be supplied from the College general stock. Further, the labour charges shall be paid directly to the Labour Contractor or to the Executant through Cheque/NEFT/RTGS.

Members present in the meeting:

1. Prasad Kumar Senani 12/10/20
Principal
Pattamundai College,
Pattamundai
2. Ranjita Khatun
Reader in Sociology, 12.10.2020
3. Ramesh Kumar Sahu Accounts Officer 12.10.2020
4. Prasad Kumar Senani 12.10.20
5. Rajendra Kumar Patra 12.10.20

Resolution No 10

Resolution No 10

THE HOD'S MEETING OF ARTS DEPARTMENT HELD ON
18.01.2021, AT 2PM

The HOD'S Meeting of Arts Department was held on dated 18.01.2021, at 2pm under the chairmanship of Prof. A.L.N.Dash Principal, in the office of the principal.

The following Resolutions were adopted in the HOD'S Meeting.

1-The HOD'S of all Arts Departments were requested to submit their Departmental profile immediately for the submission of Self Study Report.

2-It was decided that for preparing the Departmental Profile the concerned departments are required to contact Sri S.Mishra, Lect. In economics and Smt.N.Swain, Lect, in Education for their doubt clear

At last, the meeting was closed with a vote of thanks by Dr. N.Lenka, Reader in Odia.

A/Principal
18.01.21

The HoD meeting of the Arts Department
Held on 18.01.2021 at 2 PM.

Members present:-

- ① Prana Kumar Samal .
- ② Pradyumn Pradhan, H.O.D. Economics
- ③ Manoj Panda.
- ④ Nibedita Pradhan. Pat. SG
- ⑤ Nibedita Nayak . H.O.D. Edn.
- ⑥ Sarat Chandra Das. H.O.D. English
- ⑦ N. Samant Singh H.O.D. Odia
- ⑧ Srimanti K. Sena HoD. Philosophy

The HoDs Meeting of Science & Commerce department
held on 19.1.2021 at 12:30 PM.

members present -

- ① Pramod Kumar Samal
- 2 Dushasan Patra
- 3 Anjali Kumari Dash
- 4 Sanjay Kumar Dash
- 5 Ramesh Kumar Saha
- 6 Anand Kumar Patra

RESOLUTION NO-09

The Hostel Committee Meeting held on 13.01.2021 at 1.00 pm

The Hostel committee meeting was held on 13.01.2021 at 1.00 pm under the Chairmanship of Prof. A.L.N Dash, Principal in the Office of the Principal.

The following resolutions were unanimously adopted in the Hostel committee meeting

1. It was decided that the monthly hostel establishment fees of both Boys & Ladies hostel will not collect from April 2020 to December 2020. But the monthly establishment fees of both the hostels will collect from the month of January 2021.
2. The employees engaged in both the Hostels will not be paid their monthly remuneration from April 2020 to December 2020. In exigency, the sweeper and security may be paid.
3. For the development of both the Hostels Rupees One Lakh each will be provided by the college out of the college development fund and the superintendent of both the Hostels are required to estimate the budget of their respective hostels as soon as possible.

At last, the meeting was closed with vote of thanks by Dr. P. Rout, Reader in Odia.

Approved
A.L.N Dash
13.1.2021

Hostel Committee Meeting held on DT. 13.1.2021
Time - 12:30 PM.

Members present: -

- 1 - Pramod Kumar Samal
- 2 - Ramesh Kumar Sahoo
- 3 - Rabintra Kumar Panda
- 4 - Nirmala Kumar Sahoo
- 5 - RN Madhusmita Parida
- 6 - Dr. Premalata Rout
- 7 - Laxmidhriya Patra
- 8 - Baikunth Charan Rout

RESOLUTION No- 8

HOD Meeting, Dated on 04.01.2021, Time : 12.30 pm

A meeting of all HODs was held under the Chairmanship of Prof. A.L.N Dash, Principal in the office of the Principal.

The following resolutions were unanimously adopted in the HODs meeting.

1. The Physical classes of +2 2nd year & +3 3rd year will start on 08.01.2021 & 11.01.2021 respectively.
2. Grouping at +2 level will be made consisting of 64 students.
3. Theory and practical classes of +2 science will start simultaneously. The courses will complete as per Govt. time line.
4. Theory and practical classes of +3 5th semester will be held as per the syllabus.
5. The project work of +3 3rd year will give focus in advance.
6. The online +3 1st semester (Arts, Science & Commerce) classes will continue simultaneously with 5th Semester physical classes.
7. The feedback forms of +3 3rd year (Arts, Science & Commerce) students will collect by the concerned department.
8. The Parent-Teacher meet will be held on virtual mode during the month of January.

Lastly, the meeting was ended with vote of thanks by Dr. N. Lenka, Reader in Odia.

Approved
A.L.N Dash
4.1.21

THE HOD'S meeting, Held on 04.01.2021.
Time - 12.30 P.M.

Members Present: -

1. - Pramod Kumar Samal.
2. - N. Suman Kumar
3. - Dusharso Parida
4. - Sarat Chandra Das
5. - Sanjib Kumar Dash.
6. - Dilip Kumar Behera.
7. - Manoj Parida
8. - Arun Kumar
9. - Ajit Kumar Bhoi
10. - Nibedita Pradhan
11. - Jagannath Behera - a
12. - Nibedita Nayak.
13. - Srinivas Kumar.
14. - Ramesh Kumar Sahoo

RESOLUTION NO -7

HOD'S MEETING

DEPARTMENT OF ARTS, HELD ON DATED 27.11.20, TIME-12.30 PM

A Meeting of all HODs of Arts Department was held under the chairmanship of Prof. Adhikari Laxminarayan Dash, principal on dated 27.11.2020 at 12.30 pm, in the office of the Principal.

The following Resolutions were unanimously adopted in the HOD,s Meeting.

1. It was decided that the courses of +3 & 5th Semester shall be Completed on or before 07.12.2020, positively.
2. The data Base of the students and also their result sheets for the session 2017-18, 2018-19 & 2019-2020 are to be prepared at the earliest and the concerned departments are requested to keep it in their departments carefully for internal verification.
3. The seminar Library books must be purchased before 15th December 2020 by all the departments and submitted their bills & vouchers for payment
4. It was decided that the +3 1st year classes shall be commenced from 09.12.2020.

The meeting was ended with a vote of thanks by Capt. Manoj Kumar Parida, Reader in Sociology.

Appraced
Laxminarayan Dash
27.11.20

THE HODS MEETING OF ARTS DEPARTMENT
HELD ON 27.11.2020.
Time - 12:30 P.M.

MEMBERS PRESENT

- 1 - Pramod Kumar Samal, HOD, History
- 2 - Mohi Pouda, H.O.D. Sociology
- 3 - Pradyumna Pradhan, H.O.D. Economics
- 4 - Sarat Chandra Das, H.O.D. English
- 5 - Nibedita Pradhan, H.O.D. Political Science
- 6 - Swimanta K. Jena, H.O.D. Philosophy
- 7 - Nibedita Nayak, H.O.P. Educational

Resolution No-06

THE HOD'S MEETING OF THE SCIENCE DEPARTMENS HELD DATED ON
DATED 25.11.2020 AT 12.30 PM, Pattamundai College.

A meeting of all HOD's of science department, Pattamundai College was held on 25.11.2020 at 12.30 pm in the Principals office under the chairmanship of Prof. Adhikari Laxminarayan Dash. The following resolutions were unanimously adopted.

1. All the science departments are to be prepared the estimate for the purpose of equipments at an earliest in an urgent manner.
2. The Botany department has not yet prepared the list of required articles and equipments. The head of department is advised to take this matter urgently and seriously. Necessary steps should be taken to repair all Microscopes.
3. It was decided that before 5th December, 2020 all department works will be completed. The department heads were requested to pay attention urgently in this regard.
4. It was decided that the Science Magazine will be published for the session 2020-2021. Sri D. K. Bhuyan, Reader in zoology and Sri A. pandab , Lect. In mathematics were requested to expedite it.
5. The HODS are requested to focus for the completion of of+3 5th&3rd semesters on or before 15th December, 2020.

AT last the Meeting was closed with a vote of thanks
by Sri D. K .Bhuyan, Reader in Zoology.

Approved
A. Laxminarayan
25.11.20

The HOD'S Meeting of the Science
Department, held on dt. 25.11.2020
Time at - 12.30 P.M.

Members Present.

- 1- Pramod Kumar Samal (Administrative BLSat)
- 2- Ramesh Kumar Sahoo H.O.D Physics
- 3- Arabinda Paul, HOD Mathematics
- 4- Anjali Kumari Dash, H.O.D, Prof any
- 5- Dasharath Panda, HOD, Chemistry.
- 6- Dilip Kumar Bhoja, HOD, Zoology

Resolution No-05

THE HOD'S MEETING OF THE SCIENCE DEPARTMENTS HELD ON DATED ON
DATED 25.09.2020 AT 12.30 PM, Pattamundai College.

A meeting of all HOD's of science department, Pattamundai College was held on 25.09.2020 at 12.30 pm in the Principals office under the chairmanship of Principal, Prof. Adhikari Laxminarayan Dash. The following resolutions were unanimously adopted in the HOD's Meeting for the session 2020-2021.

1. The HOD'S of all the department of Science are requested to update their departmental Equipments and Infrastructure on or before 15.11.2020. The budgetary provisions have been made approximately in this regard.
2. Each department will be provided Rs.1,00,000 (Rupees One Lakh) only towards their Infrastructure development and Equipment purchase.
3. The HODS are advised to focus more on Equipments and less on Infrastructure.
4. The department concerns are advised to make the estimation of their departmental Equipments and Infrastructure works and submit it in the college office and after the approval of estimation payment will be made as and when required.
5. The department Heads are required to submit their estimation in the office within a week.

At last, the meeting was closed with a vote of thanks by Dr. Ramesh Kumar Sahoo, Reader in Physics.

Approved
L. M. Dash
25.9.20

The HOD's Meeting of the Science Departments
Held on dated 25.09.2020
Time at 12.30 P.M.

Members present

1. Pramod Kumar Samal (Administrative Bursar)
2. Dilip Kumar Bhuyan
3. Dinesh Chandra Samal
4. Hemant Paul
5. Ramesh Kumar Sahu
6. Ajay Kumar Dash

Resolution NO-01.

HOD Meeting, Dated- 07.07.20

Pattamundai College.

A meeting of all HODs of different departments of Pattamundai college held on 07.07.2020 at 11 AM in Principal's office, under the chairmanship of Principal. The following resolutions were adopted unanimously: -

1. All the HODs are requested to submit the departmental time table for online classes.
2. Class duration^{for} each online class will be 1.5 hrs for three days.
3. All HODs are also requested to arrange Webinar of the department, consulting IQAC of the college.
4. The HODs are also advised to arrange two extramural seminars & one state level seminar of the concerned department.
5. Question bank of Sem-I to Sem-XI should be submitted in IQAC by end of July 2020.
6. Extramural (02 Nos) seminars should be completed by each & every HODs teaching departments within the month of July 2020.

The meeting was ended with vote of thanks by
Dr. N. Lenka, Leader in Odia.

Approved

Dr. Lenka
7.7.20

HOD MEETING

Dated - 07.07.2020

Time - 11.30 AM.

Members Present :-

1. Pragnod Kumar Jamal - History
2. Nishamans Kumar - Odia
3. Dilip Kumar Bhowmik - Zoology.
4. Jagannath Bhowmik, Lect. Voc.
5. Sarat Chandra Das.
6. Anjali Kumari Das
7. Manoj Panda
8. Sanjay Kumar Das.
9. Ramesh Kumar Sahoo H.O.D. Physics
10. Arun Kumar, HOD Mathematics
11. Nibedita Nayak. HOD Education.
12. Nibedita Pradhan. H.O.D Political Science
13. Subhasis Mishra, Lect in Economics
14. Srivanta K. Jena HOD, Philosophy
15. Dusharan Panda, HOD, Chemistry

Resolution NO-02

HOD, meeting, Dated - 05.09.2020, Time - 12 Noon.
Pattamundai College.

A meeting of all HOD's of different departments of Pattamundai college was held on 05.09.2020 at 12 Noon, in Principal's office, under the chairmanship of Principal Prof ALN Dash. The following resolutions were made unanimously:-

- 1) The 3rd sem Question bank (to per the new syllabus) will be produced on or before 11.09.20 in the IQAC of college.
- 2) The SSR will be submitted in the month of December-2020 & the NAAC team will visit in the month of Jan-2021 tentatively as suggested by IQAC coordinator Dr. Dineshan Prinda.
- 3) The teachers profile will be produced on or before 18.9.20 in IQAC.
- 4) The Academic Audit of different departments will be completed in the month of September 2020 or in the 1st week of Oct'20.
- 5) The Green & Environment audit will be completed within the month of Oct'20.
- 6) It was unanimously decided that the extramural seminar of all Home teaching departments will be completed positively on or before 30.09.20.
- 7) For further discussion regarding NAAC/SSR, ^{HOD} ~~discussion~~ meeting will be held on 08.09.20 at 11 AM.

Lastly the meeting was ended with vote of thanks by Captain M-Prinda, Reader in Sociology.

Approved
Prof. Dash
5-9-20

HOD, meeting dt. on. 05.09.2020
Time - 12 Pm.

Members Present

1. Prano Kumar Samal
2. Dasharan Panda
3. Nalamban Gana
4. Ramesh Kumar Saha
5. Anjali Kumari Dash
6. Pradyumna Pradhan
7. Ranjita Pradhan
8. Dilip Kumar Bhojari
9. Pradyumna Pradhan
10. Nibedita Pradhan
11. Jayannath Bhojari
12. Sarat Chandra Das
13. Sanjay Kumar Das
14. Anjali Pradhan, HOD of Accounting 05/09/20
15. Neelapama Swain 05/09/2020
16. Anjali Kumar Pradhan
17. Sumantra K. Jena

Resolution No-03

HOD's Meeting dt on 08.09.2020 at 12.00 noon

Pattamundai College, Pattamundai

A Meeting of all HOD's of different departments of pattamundai college was held on 08.09.2020 at 12.00 noon in the principal office, under the chairmanship of principal Prof. Adhikari Laxminarayan Dash, the following Resolution were unanimously adopted in the H.O.D meeting for the session 2020-2021.

1. The IQAR will be submitted along with S.S.R in the month of December.
2. The laboratories will be updated with safety management.
3. It is decided that all the staffs must attend short term courses through SWAYM PORTAL.
4. Each department will give focus on project study and Science department are requested to make focus on experiments basing on the local areas.
5. The teachers are required to give more emphasis on their carrier developments.
6. Academic audit will be completed within 20th of October.
7. The teachers of the respective department are requested to collect data on students' performance and achievement.
8. The department teachers are requested to collect certificates of achievement if any received from state or national level competition.
9. The teachers of different department are requested to complete their pending reports for 2017-18, 2018-19, 2019-2020, as assigned to them at the earliest.
10. Each department are requested to take target for completion of minimum two project works for the session 2019-2020 & 2020-2021.
11. Teachers are requested to take technical help from Smt. R.N.M.Parida, Lecture in Philosophy & Smt. Nibedita Pradhan, Lecture in Pol.Science for organizing for Extramural Webinar and national level webinar.
12. The teachers are requested to contact Sri S.R.Barik, Jr. Clerk for preparation of any kind of reports after college hours.
13. The IQAC Co-ordinator is requested to verify the updated works of each departments.

At last the meeting closed with a vote of thanks by Dr.Nilamani

Prin. P. Dash

HOD, meeting, date - 08.09.2020
Time - 11 AM.

Members Present :-

1. Dilip Kumar Behera.
2. Dushasan Panda
3. Prasad Kumar Jena
4. Sanjay Kumar Jena
5. Sanal Chandra Das
6. Pradyumna Pradhan.
7. Nibedita Pradhan
8. Nibedita Nayak
9. Gromant K. Jena
10. Ramesh Kumar Sahoo
11. Anjali Kumari Bish
12. Nafawani Lali
13. Pooja Panda.
14. Subhasis Mishra.
15. Vitendra Mishra

Resolution No-04

The Research and Seminar Committee Meeting held on dated 12.09.2020 at 12.30 pm, Pattamundai College, Pattamundai

A meeting of the Research and Seminar committee of Pattamundai College was held on dated 12.9.2020 at 12.30 pm in Principals office under the chairmanship of Principal, Prof. Adhikari Laxminarayan Dash the following Resolutions were unanimously adopted in the Research and Seminar Committee Meeting for the session 2020-2021

1. It was unanimously decided that all the department shall organize a National level webinar on or before 15th November, 2020 positively for the session 2020-2021
2. The resource persons must be the Professor/ Associate Professor of different universities/autonomous college across the country.
3. Each department will be provided Rs. 6000-00 (six thousand Rupees) only as financial assistance.
4. The H.O.D's are advised to submit three copies of their Webinar Reports for Department, Library and NAAC section.
5. The Honorarium of Rs. 2000-00 (Two thousand) only will be paid to the Resource person per each session.

The meeting was ended with vote of thanks by Dr Nilamani Lenka, Reader in Odia.

Approved
Prof. Dash
12.9.20

RESEARCH and Seminar Committee Meeting.
Date - 12.09.2020
Time - 12.30 PM

MEMBERS PRESENT.

- 1 - Prasad Kumar Samal.
- 2 - Duchasan Parida
- 3 - Sanjay Kumar Dash
- 4 - Ramesh Kumar Sahoo
- 5 - Nilamant Lenka

ବୈଠକ ନମ୍ବର ୪୦/ ଡା ୦୧-୦୨-୨୦୨୧.

ଅନୁପାତ ୧/୦୨/୨୦୨୧ରୁ ଉପସମାପନ କରାଯାଇଥିବା ୧୧୧୧୧୧
ସମୟରେ ପଦାର୍ଥସଂଗ୍ରହଣ କରାଯାଇଥିବା ଶ୍ରୀମୁଖ୍ୟ ଶ୍ରୀମତୀ ପ୍ରମିଳା
କୌଶଲ୍ୟାଙ୍କ ସହାୟତାରେ ଏକ ବୈଠକ ଆୟତ୍ତ ହୋଇଥିଲା
ଏହି ବୈଠକରେ ପୂର୍ବ ଆୟତ୍ତସମୟ ବିବରଣୀ ପାଠକର
ନାହିଥିଲା ଏବଂ ତାହାକୁ ସ୍ୱର୍ଣ୍ଣ ସମ୍ମିଳିତ ଶ୍ରୀମତୀ ସୁଜାତା
କରାଯାଇଥିଲା । ଏହାପରେ ଶ୍ରୀମତୀ ପ୍ରମିଳା କୌଶଲ୍ୟାଙ୍କ
ପ୍ରତି ଆବେଦନ ସମ୍ବନ୍ଧରେ ସମୟ ସମୟରେ ଶ୍ରୀମତୀ କରାଯାଇ
ଥିଲା ଏବଂ ସମୟରେ ଶ୍ରୀମତୀ ପ୍ରମିଳା କୌଶଲ୍ୟାଙ୍କ
ପ୍ରତି କରାଯାଇଥିଲା ।

ଆବେଦନକାରୀ:-

- ୧ ପ୍ର.ମାନସ କୁମାର ନାୟକ ଟ ୫୦,୦୦୦/- (କୋଷରୁ ଉଦ୍ଧାରଣ)
- ୨ ଶ୍ରୀ. ସୁଧାକର ନାୟକ ଟ ୫୦,୦୦୦/- (କୋଷରୁ ଉଦ୍ଧାରଣ)

Board of Directors

- ୧) Prof. S.P. Choudhury - (President)
- ୨) Dr. R.K. Sahoo - (Secretary) Retd.
- ୩) Dr. D. Parida (Member)
- ୪) Mr. S. Das (Treasurer)
- ୫) A. Parida Member
- ୬) Mr. B. Barik "
- ୭) Mr. P. Jena "

Resolution = 02

A meeting of Purchase Committee and Electronics & Electricity committee was held at 11.30 a.m. on 04.08.2020 in the Principal's office. The following resolutions are made unanimously.

1. Purchase of Computers (Laptop/ Desktop), Web camera and Projector for different departments for the purpose of online classes.
2. Purchase of Xerox machine for NAAC section, SAMS laboratory and Central library of Pattamundai College.
3. Installation of Electrical Panel Board for the main building to control and regulate the electrical distribution in main building, class room, seminar room and submersible motor.
4. Installation of solar system for energy saving.
5. LAN connection are to be made to seminar halls for internet purpose.
6. Installation of EPBX system.
7. Installation of CCTV camera in Central library and other departments.

Members Present.

1. Dusharao Panid _{04.08.2020}
2. Anand Palis _{04.08.2020}
3. Subhashis Mishra _{04.08.20}
4. Jitendra Malis _{04.08.20}
5. Ramesh Kumar Sahu (Account Bursar) _{04.08.2020}
6. Prasad Kumar Saha (Administration Bursar) _{4/8/20}
7. Baikunth Charan Rout _{04/08/20}

[Signature]
Principal
Pattamundai College
Principal
Pattamundai College
_{4.08.20}

Office of the Principal
Pattamundai College, Pattamundai
No. 632 dt. 26.06.2020

OFFICE ORDER

It is hereby notified for the information of all concerned that the Extra-Curricular Council of the college is constituted with the assignment of extra-curricular duties to the following staff members for the Academic Session 2020-21 with effective from 26.06.2020.

**CONSTITUTION OF EXTRA-CURRICULAR COUNCIL
ACADEMIC SESSION 2020-21**

PORTFOLIOS	NAME & DESIGNATION
1) Staff Council: Secretary	: Capt. M. Parida, Reader in Soc
2) Administrative Bursar	: Dr. P.K. Samal, Reader in History
3) Academic Bursar	: Prof. S.K Dash, Lecturer in Commerce
4) Accounts Bursar (Both for General & UGC)	: Dr. R.K. Sahoo, Reader in Physics
5) +2 Admission Committee	: Dr. N. Lenka, Reader in Odia Prof. S.K Dash, Lecturer in Commerce Prof S. Mishra Lecturer in Economics Dr. N.K Sahoo Lecturer in Mathematics Dr. M.K Nayak Lecturer in English
6) +3 Admission Committee	: Dr. N. Lenka, Reader in Odia Prof. P Pradhan, Lecturer in Economics Prof. R.K Behura Lecturer in History Prof. J. Malik Lecturer in Commerce Prof. R.K Gahan Lecturer in Chemistry
7) Time Table Committee	: Prof. A. Pandab, Lecturer in Math.

		Dr. N.K. Sahoo, Lecturer in Math.
8) Discipline & Internal Security Committee	:	All the HODs
9) +2 Examination Cell	:	Prof. R.K. Senapati, Reader in Sociology Prof. S.K. Dash, Lecturer in Commerce Prof. A.K. Das, Lecturer in English Prof. S.K. Nayak, Lecturer in English
+3 Examination Cell	:	Prof. D.K. Bhuyan, Reader in Zoology Capt. M. Parida, Reader in Sociology Prof. R.K. Panda, Lecturer in Hist. (Gr-A) Prof. R.K. Gahan, Lecturer in Chemistry Prof. R.K. Behera, Lecturer in Commerce
10) Students' Union Advisor	:	Prof. D.K. Bhuyan, Reader in Zoology
Associate Advisors	:	Capt. M. Parida, Reader in Sociology Prof. R.K. Senapati, Reader in Sociology Prof. R.K. Behura, Lecturer in History
11) Athletic Association Vice-President	:	Dr. D. Parida, Reader in Chemistry
Asso. Vice-President(s)	:	Dr M.K. Nayak, Lecturer in English Prof. P. Pradhan, Lecturer in Economics
12) Dramatic Association Vice-President	:	Prof. R.K. Senapati, Reader in Sociology
Asso. Vice-President(s)	:	Prof. A.K. Das, Lecturer in English Prof. S.K. Jena, Lecturer in Philosophy Prof. RN M. Parida, Lecturer in Philosophy

- 13) Cultural Association
 Vice-President : Dr. N. Lenka
 Reader in Odia
 Asso. Vice-President(s) : Dr. (Miss) A.K. Dash,
 Lecturer in Botany (Gr-A)
 Prof. S.K. Nayak,
 Lecturer in English
 Prof. N. Swain,
 Lecturer in Education
- 14) Social Service Association
 Vice-President : Dr. N.K. Sahoo,
 Lecturer in Mathematics
 Asso. Vice-President(s) : Prof. S. Biswal,
 Lecturer in Botany
- 15) Day Scholars' Association
 Vice-President : Prof. P. Pradhan,
 Lecturer in Economics
 Asso. Vice-President(s) : Prof. RN M. Parida,
 Lecturer in Philosophy
- 16) Library Committee : Prof D K Bhuyan
 Reader in Zoology
 Dr. S.C. Das,
 Lecturer in English (Gr-A)
 Dr. (Miss) A.K. Dash,
 Lecturer in Botany (Gr-A)
 Prof. M.K. Nayak,
 Lecturer in English
 Prof. J. Malik,
 Lecturer in Commerce
- 17) College Calendar
 Chief Editor : Dr. N. Lenka,
 Reader in Odia
 Sub-Editor : Prof. S.K. Nayak,
 Lecturer in English
- 18) College Magazine
 Chief Editor : Dr. P. Rout,
 Reader in Odia
 Sub-Editor : Dr. M.K. Nayak,
 Lecturer in English
 Prof. S. Biswal,

		Lecturer in Botany Prof. S. Mishra, Lecturer in Economics
19) Science Magazine		
20) Chief Editor	:	Prof D K Bhuyan Reader in Zoology
Sub-Editor	:	Prof. A. Pandab, Lecturer in Mathematics
21) UGC, IQAC & NAAC Committee	:	Dr. D. Parida (Co-ordinator), Reader in Chemistry Dr. S K Pradhan Lecturer in Chemistry (Gr-A) Prof. S. Mishra, Lecturer in Economics Prof. J. Malik, Lecturer in Commerce Dr. M.K. Nayak, Lecturer in English Prof. S.K. Nayak, Lecturer in English Prof. N. Swain, Lecturer in Education
22) Prof. I/C of Career Counselling	:	Capt. M. Parida, Reader in Sociology Dr. S K Pradhan Lecturer in Chemistry (Gr-A)
23) Prof. I/C of Remedial Class	:	Prof. S.K. Dash, Lecturer in Commerce (Gr-A)
24) Legal Cell	:	Prof. R.K. Senapati, Reader in Sociology Dr. R.K. Sahoo, Reader in Physics Prof. A. Pandab, Lecturer in Mathematics
25) RTI Cell PIO	:	Prof. A.K. Das, Lecturer in English Sri P.K. Parida,

- 26) Budget Committee : Establishment Section
Dr. N. Lenka,
Reader in Odia
Dr. R.K. Sahoo,
Reader in Physics
Prof. S.K. Dash,
Lecturer in Commerce (Gr-A)
- 27) Construction Committee : Prof. R.K. Senapati,
Reader in Sociology
Prof. S.K. Dash,
Lecturer in Commerce (Gr-A)
Dr. S.C. Das,
Lecturer in English (Gr-A)
Prof. P.K. Swain,
Lecturer in Odia (Gr-A)
Prof. R.K. Behura,
Lecturer in History
- 28) Purchase Committee : Dr. D. Parida,
Reader in Chemistry
Prof. B.C. Roul,
Lecturer in Physics (Gr-A)
Prof. A. Pandab,
Lecturer in Mathematics
Prof. J. Malik,
Lecturer in Commerce
- 29) Environment, Garden & Orchard Development Committee : Prof. R.K. Senapati,
Reader in Sociology
Prof. R.K. Panda,
Lecturer in History
Prof. B.C. Roul,
Lecturer in Physics (Gr-A)
Prof. P.K. Swain,
Lecturer in Odia (Gr-A)
- 30) Botanical Garden : Dr. A.K. Dash,
Lecturer in Botany (Gr-A)
Prof. S. Biswal,
Lecturer in Botany
Sri A. Mohanty,
Demonstrator in Botany
- 31) SC & ST Affairs Committee : Dr. S.C. Das,
Lecturer in English (Gr-A)
Prof. S.P. Choudhury,

		Lecturer in Commerce (Gr-A) Prof. S. Mishra, Lecturer in Zoology
32)Odia Sahitya Samaj		
Vice-President	:	HOD, Odia
Asso. Vice-President(s)	:	Staff members of the Odia Dept.
33)Commerce Society		
Vice-President	:	HOD, Commerce
Asso. Vice-President(s)	:	Staff members of the Com. Dept.
34)Science Society	:	All the HODs of Physics, Chemistry, Botany, Zoology & Mathematics
35)Prof. I/C of Affiliation & Concurrence	:	Dr. P.K. Samal, Reader in History Dr. R.K. Sahoo, Reader in Physics Prof. A. Pandab, Lecturer in Mathematics
36)Prof. I/C of Staff Common Room	:	Prof. R.K. Panda, Lecturer in History (Gr-A)
37)Prof. I/C of Boys' Common Room	:	Prof. J. Behera, Lecturer in Vocation Education
38)Prof. I/C of Girls' Common Room	:	Prof. L.P. Patra, Lecturer in Odia
39)Prof. I/C of Guest House	:	Prof. P.K. Swain, Lecturer in Odia (Gr-A)
40)Prof. I/C of Income Tax	:	Prof. J. Malik, Lecturer in Commerce
41)Prof. I/C of Electricity & Electronics	:	Prof. A. Pandab, Lecturer in Mathematics Prof. S. Mishra, Lecturer in Economics
42)Prof. I/C of Sanitation	:	Prof. R.K. Behura, Lecturer in History

- 43) Prof. I/C of SAMS : Prof. A. Pandab,
Lecturer in Mathematics
Prof. J. Malik,
Lecturer in Commerce
- 44) Grievance & Sex Harassment Cell :
Dr. P. Rout,
Reader in Odia
Capt. M. Parida,
Reader in Sociology
Dr. N.K. Sahoo,
Lecturer in Mathematics
Prof. N. Nayak,
Lecturer in Education
- 45) Anti-Ragging Cell : Dr. N. Lenka,
Reader in Odia
Dr. P. Rout,
Reader in Odia
Capt. M. Parida,
Reader in Sociology
Prof. R.K. Panda,
Lecturer in History (Gr-A)
Dr. S.C. Das,
Lecturer in English (Gr-A)
Dr. (Miss) A.K. Dash,
Lecturer in Botany (Gr-A)
Prof. S.K. Dash,
Lecturer in Commerce (Gr-A)
- 46) Prof. I/C of Alumni Association : Prof. R.K. Senapati,
Reader in Sociology
Prof. A.K. Das,
Lecturer in English (Gr-A)
Prof. P.K. Swain,
Lecturer in Odia (Gr-A)
- 47) Prof. I/C of General Stock & Store : Prof. S.K. Dash,
Lecturer in Commerce (Gr-A)
Prof. S. Mishra,
Lecturer in Zoology
Prof. J. Behera,
Lecturer in Vocation Education
- 48) Prof. I/C of College Ponds : Prof. B.C. Roul,
Lecturer in Physics (Gr-A)
Sri G.C. Dash,

49)Prof. I/C of Landed Properties	:	Demonstrator in Chemistry Dr. N. Lenka, Reader in Odia Prof. S.P. Choudhury, Lecturer in Commerce (Gr-A) Sri G.C. Dash, Demonstrator in Chemistry
50)Prof. I/C of Furniture	:	Prof. R.K. Panda, Lecturer in History (Gr-A) Prof. R.K. Gahan, Lecturer in Chemistry Prof. S.K. Jena, Lecturer in Philosophy
51)Self Defence Training for Girls	:	Dr. (Miss) A.K. Dash (Co-ordinator), Lecturer in Botany (Gr-A) Prof. N. Swain, Lecturer in Education
52)Prof. I/C of Red-Cross	:	Prof. S.K. Nayak, Lecturer in English Prof. N. Nayak, Lecturer in Education
53)Prof. I/C of NCC	:	Capt. M. Parida, Reader in Sociology
54)Prof. I/C of +3 NSS Boys' Unit	:	Prof. P. Pradhan, Lecturer in Economics
Girls' Unit	:	Prof. S. Mishra, Lecturer in Zoology
55)Prof. I/C of +2 NSS Boys' Unit	:	Prof. P.K. Swain, Lecturer in Odia (Gr-A)
Girls' Unit	:	Prof. N. Swain, Lecturer in Education
56)Prof. I/C of Scouts & Guides Boys' Unit	:	Prof. R.K. Behura, Lecturer in History
Girls' Unit	:	Prof. RN M. Parida, Lecturer in Philosophy
57)Prof. I/C of College Cafeteria		

Girls' Unit	:	Prof. RN M. Parida, Lecturer in Philsophy
57)Prof. I/C of College Cafeteria	:	Prof. P.K. Swain, Lecturer in Odia (Gr-A) Prof. R.K. Gahan, Lecture in Chemistry Prof. R.K. Behera, Lecturer in Commerce
58)Prof. I/C of Proctorial System	:	Dr. N. Lenka, Reader in Odia Prof. R.K. Behera, Lecturer in Commerce
59)Seminar & Research Committee	:	Dr. P.K. Samal, Reader in History Dr. N. Lenka, Reader in Odia Dr. D. Parida, Reader in Chemistry Dr. R.K. Sahoo, Reader in Physics Prof. S.K. Dash, Lecturer in Commerce (Gr-A)
60)Hostel Committee	:	Dr. P. Rout, Reader in Odia Prof. R.K. Panda, Lecturer in History (Gr-A) Prof. B.C. Roul, Lecturer in Physics (Gr-A) Prof. L.P. Patra, Lecturer in Odia Supdt., Boys' Hostel Supdt., Ladies Hostel
61)Boys' Hostel Superintendent	:	Dr. P.K. Samal, Reader in History
Office Assistant	:	Sri B.N. Dash, Demonstrator in Chemistry
62)Ladies Hostel		

Superintendent : Dr. N.K. Sahoo,
Lecturer in Mathematics
Dy. Superintendent : Prof. RN M. Parida,
Lecturer in Philosophy
Office Assistant : Sri A. Parida,
Jr. Clerk-cum-Typist
63)Media Cell (Print & Electronic) : Dr. P.K. Samal,
Reader in History
Capt. M. Parida,
Reader in Sociology
Prof. S.K. Nayak,
Lecturer in English

Anil Datta
Principal 26.6.20

Pattamundaj College

Principal

Pattamundaj College
Staff Common Room for

Copy forwarded to all the sections of the College and Staff Common Room for information.



PATTAMUNDAI COLLEGE

PATTAMUNDAI, KENDRAPARA

SESSION 2020 -2021

CLASS +3 3rd & 5th Sem.

+3 STREAM

LESSON PLAN AND PROGRESS REGISTER

(To be maintained by all members of teaching staff)

FULL NAME OF THE TEACHER

Dilip Kumar Bhojani

DESIGNATION

Reader in Zoology

DEPARTMENT

ZOLOGY

DS
14/3/20
Signature

+32nd yr Se.

PROGRESS

3rd Sem

Subject Zoology Home

Week	Date	Time	Topics covered (If class not taken, mention the reasons)	Signature of Teacher	Signature of H.O.D / Principal
1	13.7.20	Unit-1	General tissue organisation.		
2	13.7.20		Structure, location & function of Epithelial tissues.		
3	14.7.20		Structure, location & function of connective tissue.		
4	14.7.20		Structure function of Muscular tissue		
5	15.7.20		Structure function of Nervous tissues.		
6	15.7.20		Structure & types of Bones.		
7	20.7.20		Structure & types of Cartilages.		
8	27.7.20		Ossification of Bone.		
9	28.7.20		Bone growth & development.		
10	04.8.20		Bone resorption - -		
11	05.8.20	Unit-2	Histology of muscle		
12	17.8.20		Structure of skeletal muscle		
13	18.8.20		Structure of Neuron.		
14	19.8.20		Nervous conduction.		
15	24.8.20		Synaptic transmission.		
16	25.8.20		Reflex action		
17	26.8.20		Neuromuscular junction		
18	31.8.20		Physiology of hearing		

PROGRESS

Class B2nd yr sc. (3rd Sem)

Subject Zool. Hons

Sl. No	Date	Time	Topics covered (If class not taken, mention the reasons)	Signature of Teacher	Sign of H. Pr
19	01.09.20		Physiology of hearing (contd.)		
20	02.9.20		Physiology of vision.		
21	07.9.20	Unit-3	Histology of testis & ovary		
22	08.9.20		Physiology of male & female reproductive system (contd.)		
23	09.9.20		Physiology of male & female reproductive system (contd.)		
24	12.9.20		Hypothalamus-Pituitary & Gonadal axis.		
25	14.9.20		Ovarian cycle & Puberty (contd.)		
26	15.9.20		Ovarian cycle & Puberty (contd.)		
27	31.9.20		Methods of contraception in male		
28	22.9.20		Methods of contraception in female		
29	23.9.20		Placental hormones.		
30	28.9.20		Placenta & its function		
31	29.9.20	Unit-4	Histology of Endocrine glands.		
32	30.9.20		Neuroendocrine gland (Hypothalamus)		
33	05.10.20		St, function & hormone of pineal gland.		

PROGRESS

13th 2nd yr Sc. (3rd sem)

Subject Zoology Home

Signature of H.O. Principal	Date	Time	Topics covered (If class not taken, mention the reasons)	Signature of Teacher	Signature of H.O.D / Principal
	06.10.20		Structure & function of Parathyroid.		
	07.10.20		Structure & hormones of Pituitary		
	10.10.20		Structure & hormones of Thyroid		
	12.10.20		Pancreas & its hormones.		
	13.10.20		Adrenal gland.		
	14.10.20		Classification of hormones.		
	15.10.20		Mechanism of hormone action.		
	18.10.20		Mechanism of hormone action (Contd).		
	19.10.20	P-VII Unit 3	Nomenclature of enzymes.		
	20.10.20		Classification of enzymes.		
			→ Priza vacation →		
	02.11.20		Specificity of enzyme action		
	03.11.20		Isozymes, cofactors, Factors of enzyme action.		
	04.11.20		Michaelis - Menten equation		
	09.11.20		Concept of Km & Vmax, L.B. Plot.		
	10.11.20		Multisubstrate reactions, enz. inhibition.		
	11.11.20		Allosteric enzymes & enzyme regulation		
	12.11.20	P-VII Unit 4	General introduction, Prokaryotes, Bacteria.		

Principal
21/11/20
M. Hamunda

PROGRESS

Class B.Sc. (3rd Sem)

Subject Zool. Hons

Sl. No	Date	Time	Topics covered (If class not taken, mention the reasons)	Signature of Teacher	Signature of H.C. Principal
	17.11.20		Nucleic Acids		
	18.11.20		Structure of DNA		
	19.11.20		Structure of RNA		
	20.11.20		Purines		
	22.11.20		Pyrimidines		
	24.11.20		Nucleosides		
	27.11.20		Nucleotides		
	28.11.20		Base pairing		
	29.11.20		Base pairing		
	01.12.20		Chargaff's rule		
	02.12.20		Cot curve		
	03.12.20		Denaturation of DNA		
	05.12.20		Renaturation of DNA		
	06.12.20		Mechanism of Denaturation		
	07.12.20		Types of DNA		
	08.12.20		Types of DNA		
	10.12.20		Types of RNA		
	11.12.20		Primary, Secondary structure		
	12.12.20		- contd -		
	14.12.20		Complementarity of DNA		
	15.12.20		- contd -		
	17.12.20		Hypo-hyperchromaticity of DNA		
	20.12.20		Hypo-hyperchromaticity of DNA (- contd)		

Pattamundai College, Pattamundai

Time Table, +3 3rd year Arts, Session 2020-21(6th Sem).

Days	11.30	12.15	1.00	1.45	2.30	3.15
Monday	All DSE-3-Sem	All Core- Sem	All Core- Sem	All Core- Sem		
Tuesday		All DSE-4-Sem	All Core- Sem	All Core- Sem		
Wednesday		All DSE-4-Sem	All Core- Sem	All DSE-3-Sem		
Thursday		All DSE-4-Sem	All Core- Sem	All DSE-3-Sem		
Friday	All DSE-4-Sem	All Core- Sem	All Core- Sem	All DSE-3-Sem		
Saturday		All DSE-4-Sem	All Core- Sem	All DSE-3-Sem		

Prof. in-Charge of Time Table
Sri. A. Pandab A
Dr N K Sahoo

Dr S
Coordinator
Pattamundai College

Pratibha Dash
Principal
Pattamundai College

Pattamundai College, Pattamundai
+3 3rd Year Science, Time Table for the Session 2020-21

Days	9.15	10.00	10.45	11.30	12.15	1.00	1.45
Monday		↔	All Core Practical	↔	All Core -Sem	All DSE3 -Sem	
Tuesday		↔	All Core Practical	↔	All Core -Sem	All DSE3 -Sem	
Wednesday	↔	All DSE Practical	↔	All Core -Sem	All Core -Sem	All DSE4 -Sem	
Thursday				All Core -Sem	All Core -Sem	All DSE4 -Sem	
Friday				All Core -Sem	All DSE3 -Sem	All DSE4 -Sem	
Saturday				All Core -Sem	All DSE3 -Sem	All DSE4 -Sem	

Prof. In-Charge of Time Table
 Sri A Pandab
APB

Sri A Pandab
 Co-ordinator
 Pattamundai College

Sri A Pandab
 Principal
 Pattamundai College

Pattamundai College, Pattamundai

Time Table, +3 3rd year Commerce, Session 2020-21

Days	11.30	12.15	1.00	1.45
Monday		Indirect Tax Law-27	DSE-3-27	DSE-4-27
Tuesday	Auditing & Corporate Governance-27	Indirect Tax Law-27	DSE-3-27	DSE-4-27
Wednesday		Indirect Tax Law-27	DSE-3-27	Auditing & Corporate Governance-27
Thursday		Indirect Tax Law-27	DSE-4-27	Auditing & Corporate Governance-27
Friday		DSE-3-27	DSE-4-27	Auditing & Corporate Governance-27
Saturday	Indirect Tax Law-27	DSE-3-27	DSE-4-27	Auditing & Corporate Governance-27

Prof. In-Charge of Time Table
Sri A. Pandab A.S.

S.S.
9/10/21

IOAC Coordinator
Pattamundai College


 Prof. N. Dash
 Principal
 Pattamundai College

Pattamundai College, Pattamundai

Time Table, +3 1st year Arts., Session 2020-21

Days	9.15	10.00	10.45	11.30
Monday	GE-Hist-10 Odia -23	Env Sc(A)-23 (B)-21	All Core-SEM	GE-Odia-21
Tuesday	GE-Hist-10 Odia -23	Env Sc(A)-23 (B)-20	All Core-SEM	All Core-SEM
Wednesday	GE-Hist-10 Odia -23	Env Sc(B)-23	All Core-SEM	All Core-SEM
Thursday	GE-Hist-10 Odia -23	Env Sc(A)-23	All Core-SEM	All Core-SEM
Friday	GE-Hist-10	Env Sc(A)-23	All Core-SEM	Env Sc(B)-21
Saturday		Env Sc(B)-21 Env Sc(A)-23	All Core-SEM	All Core-SEM

Prof. In-Charge of Time Table

Sri A. Pandab

A.P.

IOAC Co-ordinator
Pattamundai College
09/02/21

Prof. A. N. Das
Principal
Pattamundai College

Pattamundai College, Pattamundai

Time Table, +3 1st year Science. Session 2020-21(1st Sem)

Days	09.15	10.00	10.45	11.30	12.15	1.00	1.45
Monday	All Core -Sem	Gen-Phy-15 Chem-18 Zool-7 Bot-9	All Core -Sem				
Tuesday	All Core -Sem	Gen-Phy-15 Chem-18 Zool-7 Bot-9	Envn Sc-10				
Wednesday	All Core -Sem	Gen-Phy-15 Chem-18 Zool-7 Bot-9	Envn Sc-10	←	Gen Phy Gr1, Chem, Bot, Zool Practical	→	
Thursday	All Core -Sem	Gen-Phy-15 Chem-18 Zool-7 Bot-9	Envn Sc-10	←	Gen Phy Gr2 Practical	→	
Friday	All Core -Sem	Gen-Phy-15 Chem-19 Zool-7 Bot-9	Envn Sc-10	←	All Core practical	→	
Saturday	All Core -Sem	All Core -Sem	Envn Sc-10	←	All Core practical	→	

Time Table Prof. in-Charge
Sri A Randab, Dr N K Sahoo

(Signature)
Coordinator
Pattamundai College

(Signature)
Prof A L N Das
Principal
Pattamundai College

Pattamundai College, Pattamundai

Time Table, +3 1st year Commerce, Session 2020-21

Days	8.30	9.15	10.00	10.45	11.30
Monday		CORE-1 Financial Acc -26	CORE-2 Business Law-26	GE-1 Micro Economics-26	AECC-1 Envn. Sc -20
Tuesday		CORE-1 Financial Acc -26	CORE-2 Business Law-26	GE-1 Micro Economics-26	AECC-1 Envn. Sc -20
Wednesday		CORE-1 Financial Acc -26	CORE-2 Business Law-26		AECC-1 Envn. Sc -20
Thursday		CORE-1 Financial Acc -26	GE-1 Micro Economics-26		AECC-1 Envn. Sc -20
Friday		CORE-2 Business Law-26	GE-1 Micro Economics-26		AECC-1 Envn. Sc -20
Saturday		CORE-2 Business Law-26	GE-1 Micro Economics-26		CORE-1 Financial Acc -20

Prof. In-Charge of Time Table
Sri A. Pandab


 IQAC Co-ordinator
 Pattamundai College


 Prof. A. L. N. Dash
 Principal
 Pattamundai College

Pattamundai College, Pattamundai
Time Table for the Session 2020-21, +3 2nd Year Arts (3rd Sem)

Days	9.15	10.00	10.45	11.30	12.15
Monday	All Core- Sem	All Core- Sem	SEC-1- Eng Comm-(A)21	SEC-1- Eng Comm-(A)10 Eng Comm(B)-16	Generic Hist-21, Odia-16
Tuesday	All Core- Sem	All Core- Sem	Core Eng-7, Odia-9, PSc-15, Hist-18, Eco- 19, Soc-24, Edn-21, Phil-23	SEC-1- Eng Comm-(A)10 Eng Comm(B)-16	
Wednesday	All Core- Sem	All Core- Sem	Core Eng-7, Odia-9, PSc-15, Hist-18, Eco- 19, Soc-24, Edn- 21, Phil-23	Generic Hist-21, Odia-16	SEC-1- Eng Comm-(A)10 Eng Comm(B)-16
Thursday	All Core- Sem	All Core- Sem	Core Eng-7, Odia-9, PSc-15, Hist-18, Eco- 19, Soc-24, Edn-21, Phil-23	Generic Hist-21, Odia-16	
Friday	All Core- Sem	SEC-1- Eng Comm-(A)23	Core Eng-7, Odia-9, PSc-15, Hist-18, Eco- 19, Soc-24, Edn- 20, Phil-23	Generic Hist-21, Odia-16	SEC-1- Eng Comm(B)21
Saturday	All Core- Sem	SEC-1- Eng Comm(B)23	Core Eng-7, Odia-9, PSc-15, Hist-18, Eco- 19, Soc-24, Edn- 20, Phil-23	Generic Hist-21, Odia-16	

Prof. in-Charge of Time Table

Sri. A. Pandab

Dr N K Sahoo

A.P.

Dr S
09/10/21

IOAC Co-ordinator
Pattamundai College

Prof A L N Dash

Principal

Principal

Pattamundai College

09/10/21

Time Table, +3 2nd year Science, Session 2020-21(3rd Sem)

Days	09.15	10.00	10.45	11.30	12.15	1.00	1.45
Monday	SEC-1(English Communication)23	All Core -sem	Generic Phy-15, Chem-19 Bot-07, Zool-09	All Core - sem	←	All Core Practical	→
Tuesday	SEC-1(English Communication)23	All Core -sem	All Core -sem	All Core - sem	←	All Core Practical	→
Wednesday	SEC-1(English Communication)23	All Core -sem	All Core -sem	,	←	Ge Phy Pr Gr-1, Ge Chem, Ge Bot, Ge Zool - (Practical	→
Thursday	SEC-1(English Communication)23	All Core - sem	All Core -sem		←	Ge Phy Pr Gr-2	→
Friday	Generic Phy-15, Chem-19 Bot-07, Zool-09	All Core -sem	All Core -sem		SEC-1(English Communication) 23		
Saturday	Generic Phy-15, Chem-19 Bot-07, Zool-09	Generic Phy-15, Chem-19 Bot-07, Zool-09	All Core -sem				

Time Table Prof. in-Charge
Sri A Pandab, Dr N K Sahoo

Dr S
20/10/21
IQAC Co-ordinator
Pattamundai College

Prof A L N Das
Principal
9.2.21
Pattamundai College

GOVERNMENT OF ODISHA
HIGHER EDUCATION DEPARTMENT

HE-PTC-MISC-0004-2015 21891 /HE, Dated: 02.07.2020

From

Saswat Mishra, IAS
Commissioner-cum-Secretary

To

The Principals (All Degree Colleges coming under Higher Education Department)

Sub: Guidelines for On-Line Teaching of Under Graduate and Post-Graduate Students of All Colleges under the Administrative Control of Higher Education Department

Madam/Sir,

In view of Covid-19 pandemic, Government of Odisha has instructed all Universities and Colleges to remain closed for the purpose of teaching till 31st August, 2020 vide its letter No. 3856/R & DM(DM)/30.06.2020. This will result in loss of teaching days and may completely disrupt the Academic Calendar. Therefore, all Degree Colleges are to start online teaching as per following modalities, so that there will not be any disruption in learning during this period.

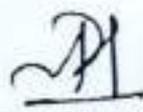
- (a) The online teaching must start for students of Intermediate Semesters/Year from 13th July, 2020.
- (b) Teachers shall form WhatsApp or/and e-mail group of students, not exceeding 32 in one group.
- (c) Teachers shall provide soft copy of Notes/ Text Books/ Reference Books / Good PPTs/ Recommended Lectures (of self or others) to students either through WhatsApp or e-mail for study at home. Good

digital study materials are also available in e-PG Pathshala (e-content), MOOCS (Massive Open Online Course), Odisha State Open University website, etc.

- (d) Teachers shall conduct on-line class with students for at least 2 to 3 hours per day for three days in a week. They can use Google Meet/ Zoom/Skype or other digital platforms for such purpose. The on-line class must be conducted by the teachers from the college premises.
- (e) Teachers will maintain attendance register of students attending on-line class and also maintain their own Lesson Plan and Progress Register.
- (f) Each Department shall prepare the Time-Table for on-line classes and submit to the Principal who shall prepare the Master Time Table, which should be made available on the college website as well as to students through WhatsApp/e-mail.
- (g) Principal with the assistance of Academic Bursar/two to three senior teachers shall supervise conduct of on-line classes from time to time.
- (h) Officers of Higher Education Department and RDEs will make surprise visit to monitor conduct of online classes.

This is for your information and necessary action.

Yours faithfully,


02.07.2020
Commissioner-cum-Secretary

Memo No. 21892 /HE, dated 02.07.2020

Copy to Commissioner-cum-Secretary to Hon'ble Chancellor, Raj Bhavan, Bhubaneswar for kind information of Hon'ble Chancellor.


Commissioner-cum-Secretary



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

No. 666 /Dt. 10/07/2020

NOTICE

The online classes of +3 2nd year (3rd Semester) and +3 3rd year (5th Semester) Arts, Science, Commerce shall be commencing from 13th July 2020 through Google Meet, Zoom, Skype etc. The Students are advised to download these apps in their mobile in order to attend the classes. The timetable of different departments are available with their respective HOD, it is also uploaded in their WhatsApp group. Students are to remain present in the classes as attendance will be taken by the teacher.

If they have any query / complain /suggestion etc. they can contact with the following staff members who are assigned to monitor these classes.

1. Science Stream :-Mr. Sanjib Kumar Dash, Mob-9938493379
2. Commerce Stream :-Dr. Nilamani Lenka , Mob-9438329950
3. Arts (English, Odia, Sociology & Philosophy) :-Mr. Dillip Kumar Bhuyan, Mob-9437383989
4. Arts (Economics, Education, Pol.Sc & History):- Capt. Manoj Parida, Mob-9861329944

ZKS
ICAP Co-ordinator
Pattamundai College

Sanjib Kumar Dash
Principal
Pattamundai College
10-7-2020

Copy to:- Noticeboard /Website/Staff Common Room / Guard file
Principal
Pattamundai College