



GOVERNMENT AUTONOMOUS COLLEGE, PHULBANI
DISTRICT -KANDHAMAL, Odisha

STATEMENT OF ANALYSIS OF FEEDBACK FROM STUDENTS : AY-2019-20

UNDERTAKEN BY IQAC

BASED ON ANALYSIS OF RESPONSES TO FEEDBACK FORM FROM SAMPLE SIZE-100

PERFORMANCE SCALE(%)

SL NO	SATISFACTION PARAMETERS	EXCELLENT	VERY GOOD	GOOD	AVERAGE	POOR	REMARK
1	TEACHING QUALITY	20	30	25	10	15	Includes teaching technique, communication skill, class room evaluation
2	LIBRARY	10	32	33	15	10	
3	EXTR-CURRICULAR ACTIVITIES	5	10	10	20	55	Sports, NCC, other co-curricular activities
4	EXAMINATIONS	10	30	50	5	5	Assessment & evaluation
5	TEACHERS MENTORING	10	22	20	30	18	
6	STUDENTS SUPPORT SERVICES	20	23	30	15	12	
7	HOSTEL ACCOMMODATION	30	40	22	5	3	
8	STUDENTS SAFETY & SECURITY	20	23	20	32	5	

Signature of IQAC Co-ordinator

Signature of Principal

Govt. Auto. College
Phulbani



GOVERNMENT AUTONOMOUS COLLEGE, PHULBANI
DISTRICT -KANDHAMAL, Odisha

STATEMENT OF ANALYSIS OF FEEDBACK FROM PARENTS: AY-2019-20
 UNDERTAKEN BY IQAC

BASED ON ANALYSIS OF RESPONSES TO FEEDBACK FORM FROM SAMPLE SIZE-100

PERFORMANCE SCALE(%)

SL NO	SATISFACTION PARAMETERS	EXCELLENT	VERY GOOD	GOOD	AVERAGE	POOR	REMARK
1	Institutional Discipline and Culture	10	36	36	14	4	
2	Infrastructure facilities	2	30	34	34	0	
3	Communication from the college about the progress of the ward	10	25	36	22	7	
4	Career guidance and placement	5	22	26	33	14	
5	Overall Rating of the College	8	15	36	33	8	

Signature of IQAC Co-ordinator
 6.3.20

Signature of Principal
 Principal
 Govt. Auto. College
 Phulbani
 6.3.20



GOVERNMENT AUTONOMOUS COLLEGE, PHULBANI
DISTRICT -KANDHAMAL, Odisha

STATEMENT OF ANALYSIS OF FEEDBACK FROM ALUMNI : AY-2019-20
UNDERTAKEN BY IQAC

BASED ON ANALYSIS OF RESPNSES TO FEEDBACK FORM FROM SAMPLE SIZE-50

PERFORMANCE SCALE(%)

SLNO	SATISFACTION PARAMETERS	EXCELLENT	VERY GOOD	GOOD	AVERAGE	POOR	REMARK
1	Admission Procedure	60	25	5	5	5	
2	Fee Structure	22	20	10	26	22	
3	Infrastructure	32	22	27	13	6	
4	Lab facilities	2	12	10	8	68	
5	Hostel facilities	20	30	24	10	16	
6	Faculties	2	12	20	42	24	
7	Quality of support services	4	19	32	35	10	
8	Training and Placement	0	0	10	14	76	
9	Library	4	10	24	35	27	
10	Overall rating of the college	0	10	45	40	5	
11	Alumni Association and network of old friends	10	20	55	10	5	

Signature of IQAC Co-ordinator
 6.3.20

Signature of Principal
 Principal
 Govt. Auto. College
 Phulbani
 6.3.20



GOVT. AUTONOMOUS COLLEGE, PHULBANI

Report on Feedback from Students, Parents and Alumni for 2019-20

Prepared and submitted by IQAC

The following is the report based on the analysis of responses as obtained from students, parents, and alumni. The sample size for feedback from parents and students was 100 each. The sample size from alumni feedback was fixed at 50. The form of feedback was approved by IQAC in its meeting dated 26-02-2020.

1. **REPORT BASED ON RESPONSES FROM STUDENTS:** Majority of the students considered the college as very good on the eight parameters as listed in the analysis sheet. Highest 40% ranked hostel accommodation as very good which was also ranked excellent by 30% of students. The poor rating was obtained for library, students support services, extracurricular activities. 55% of students considered extracurricular activities as poor.
2. **REPORT BASED ON PARENTS FEEDBACK:** Majority of parents graded the college as good. The highest percentage was 36%. The highest average ranking was given by maximum 33%. 40% of the parents consider career guidance as poor and 33% considered as average.
3. **REPORT BASED ON ALUMNI FEEDBACK.** The following matters are remarkable in the responses obtained from alumni.
 - i) 60% consider admission procedure as excellent
 - ii) 68% consider lab facility as poor and 42% considered it average
 - iii) Overall rating of the college was considered good by 45% and average by 40%
 - iv) Their own association was considered good by 55%
4. **CONCLUSION:** The following conclusions emerge from the above reports
 1. Students were dissatisfied with respect to functioning of library, extracurricular activities and students' safety and security in the campus.
 2. Parents seem to be dissatisfied with the career guidance for their wards. They also considered functioning of the college at an average level.
 3. Alumni were severely dissatisfied with respect to lab facilities, library facilities and fee structure. Their ranking of the college was at the level of good by maximum 55%. Only 20% considered it very good.

5. SUGGESTIONS FOR FOLLOW UP MEASURES:

The following measures are being suggested as remedial measures for dissatisfaction among students, parents, and alumni.

1. Filling up of the vacancy position in teaching, library, and laboratory for enhancing quality of education.
2. Improvement is required for campus security, mentoring of students and student support services.
3. Career counseling cell needs to function much frequently to address career consciousness of students. A placement cell may be formed immediately and scope for campus recruitment may be explored.
4. Examination fees may be maintained at the present level at least for two coming years


IQAC Coordinator 6.3.20


Principal 6.3.20
Govt. Auto. College
Phulbari

IQAC
Approved Form



GOVT. AUTONOMOUS COLLEGE PHULBANI
INTERNAL QUALITY ASSURANCE CELL

PARENTS' FEEDBACK FORM

FOR THE SESSION 2019-20

A.(GENERAL INFORMATION)

1. Name of the Parent (Father/Mother/Guardian).....
2. Address, contact number & mail id:
2. Occupation of the Parent (Father/Mother/Guardian).....
3. Educational level of the Parent (Father/Mother/Guardian).....
4. Name of the Student.....
5. Class(UG/PG)..... Semester.....Roll No.....
7. Contact No. & mail id of the student:.....
6. Residential status of the student(Day scholar/Boarder).....

B.(FEEDBACK INFORMATION)

In the following table put (✓) mark in the appropriate choice for each point.

Quality benchmarks	excellent	Very good	Good	average	poor
Institutional Discipline and Culture					
Infrastructure facilities					
Communication from the college about the progress of the ward					
Career guidance and placement					
How do you rate the college?					

Date

Signature of the Parents

Countersigned

H.O.D

P. B. Sore
26-2-20

Countersigned

Co-ordinator IQAC

M. S.
26/2/20

Countersigned

Principal
26.2.20
Principal
Govt. Auto. College
Phulbani



Dr. S. S. Choudhary
have via email
20-11-18

652

Government of Odisha
Higher Education Department

Letter No. 208 / dated 05-11-2018
HE-WB-OHEPEL-108-2018-19

To
The Registrars of Utkal University, Ravenshaw University, Fakir Mohan University,
Berhampur University, Odisha State Open University, Sambalpur University

947

The principals of 70 selected Colleges (list attached)

20-11-18

Sub: Installation of Biometric devices with finger print detection system

Ref: Tender no: 03/2018/OHEPEL dated: 06/08/2018 & Letter no: HE-PL-IA-WB-0004-2016-32747 dated 30-11-2017

Sir/Madam,

With reference to the subject cited above, I am to say that, there are five Disbursement-Linked Indicators (DLIs) under Odisha Higher Education Program for Excellence and Equity (OHEPEL) Annual Performance Milestones (APMs) is the third DLI. For the year 2018-19, installation of biometric attendance is one of the five APMs for both the selected Colleges and Universities.

Sai Touch Solutions Pvt. Ltd. is selected through a tender process to install the biometric device of Make Mantra, Model: mbio-G-2 in all the selected 70 Colleges and 6 Universities. Each college and university shall have to install 2(two) nos and 5(five) nos of biometric devices respectively. HEIs have to provide a power source and Ethernet cable (Cat-6 cable with RJ-45) connection for installation of each biometric device. Internet connection is also required for uploading the attendance data to cloud platform. In case of no internet connectivity, attendance data will be stored in the device itself and will sink to cloud platform as and when it gets connected to internet. It is essential to record attendance of all teaching and non-teaching staffs including guest faculty on daily basis. An installation certificate (format attached) has to be signed by the Head of the institution and reflect the same in the online MIS sheet.

You are therefore requested to cooperate with the supplier to install the biometric device in a convenient location

Yours sincerely,

TSS
SPD, OHEPEL-cum-Joint Secretary,
Higher Education Dept

Memo No. 208 Dt. 05-11-2018

Copy to Sr PS to Commissioner-cum-Secretary, H.E. for kind information of CCS.

TSS
SPD, OHEPEL-cum-Joint Secretary,
Higher Education Dept

Memo No. 209 Dt. 05-11-2018

Copy to RDEs for information

TSS
SPD, OHEPEL-cum-Joint Secretary,
Higher Education Dept

Biometric abstract report for the period of October 2019

Teaching staff

Name of the Employee	Casual leave	Duty Leave	No Out time
Sri R.K. Mahalik		21,22	15,16,17,26
Sri P. Behera		21,22,23	
Sri M. Sethi	23		
Dr. (Maj) S. Baliarsingh		15-28	
Dr. S. Sahoo		21,22	
Sri S. Pradhan	01		
Dr. P. Pattanaik	21,22		25
Sri S. Behera			25,29
Miss. N. Pani	29	21,22	26
Dr. (Mrs.) M. Mohapatra			16,17
Dr. N. Padhy			
Sri. A.K. Naik	21, 26		17,29
Dr. G.P. Dash	16,17,26		18,21,23,25,29,30
Dr. (Mrs.) S. Panigrahi	19,26		16,17
Dr. M. Muduli			17,26
Sri S. Dutta	29,30		26

Non teaching staff

Name of the Employee	Casual leave	Duty Leave	No Out time
Sri Suresh Ch. Mishra			14,16,17,19,25,26
Sri Subas Ch Sahoo	14-31		
Sri Bujay Ku Sahoo	16-19		
Sri Sadhuch Mallick	18-19		16
Sri Bipad Bhanjna Sethi	30		26
Sri Sesadev Jani		17-19	23
Sri Bishnu Ch Nayak	17		
Sri Bishnu Ch Nayak	15		16
Sri Anil Ku Naik	21		25,
Sri P.B. Rao	16		
Sri Ramesh Ch Dash			19,21
Sri Dambaru Dhar Mahananda			
Sri Anil Ku Behera	29		
Sri Narasingha Behera	29,30		

Signature of the Principal
Govt. Auto. College, Phulbani

1. Date of Bio-Metric Installation - 02.01.19
2. Total no of faculty - 51
3. Total No. of Faculty registered in biometrics - 51

4. No. of Faculty having 100% entry and exist for all working days (during the current month) - 21

5. Total No. of Non-teaching staff - 35
6. Total No. of Non-teaching staff registered in biometrics - 35

7. No. of non-teaching staff having 100% of entry and exist for all working days during the current month. - 31

Remarks

Point 04 and 07 are estimated.

OFFICE OF THE PRINCIPAL GOVT. AUTONOMOUS COLLEGE, PHULBANI

No. 708 GACP//

OFFICE ORDER

Date 28/8/2019

In partial modification of this order no. 578 dt. 06-08-2019, a proctorial committee has been constituted with the following members for the session 2019-20 to act with immediate effect. The members are

1. Chairman- Principal
2. Chief proctor – Sri Priyabrata Pattanaik, Academic Bursar
3. Asst proctor – a. Dr. Giraaja Prasad Dash, Commerce
b. Sri Manoj Kumar Mallik, Odia
4. Invited member – Dr. Sudarshan Sahoo, Commerce

The committee will take up the following function

1. To hold proctorial meeting with the proctors for time to time
2. To ensure that proctors hold proctorial meeting with the students frequently.
3. To print, distribute proctorial format to each proctor and collect filled in formats at the end of each session.
4. To communicate with the higher authorities regarding any official correspondence

Om
Principal 28.8.19
Govt. Auto. College
Phulbani, Kandhamal

Memo No. 709 /GACP/19 // Dt. 28-8-19
Copy to person concerned/ Guard files / Notice Board for information.

Om
Principal 28
Govt. Auto. College
Phulbani, Kandhamal

Om
28/8/19

Om
28.08.19

O/C

OFFICE OF THE PRINCIPAL GOVT. AUTONOMOUS COLLEGE, PHULBANI

No. 706 GACP// NOTICE

Date 28/8/2019

A meeting of proctorial committee will be held on 28-08-2019 at 4.00 P.M in the chamber of the undersigned to discuss about the modalities to implement the proctorial system for the session 2019-20.

All the members of the committee are requested to attend the meeting positively.

[Signature]
Principal
Govt. Auto. College
Phulbari, Kandhamal

Memo No. 707 /GACP/19 // Dt. 28/8/19
Copy to members / Guard files for information.

[Signature]
Principal
Govt. Auto. College
Phulbari, Kandhamal

[Signature]
28.8.19

[Signature]
28-08-19

[Signature]
28-8-19

OFFICE

OFFICE OF THE PRINCIPAL; GOVT. AUTO. COLLEGE, PHULBANILetter No. 156Date. 31-8-19

To
The Commissioner - Cum - Secretary to Govt.
Department of Higher Education
Odisha, Bhubaneswar.

Sub:- Action taken report on implementation of proctorial system and 100% students attendance in the college

Ref:- Letter No. 15275/HE.dated. 31-07-2019, 1927/RDE, Berhampur dated 09-08-2019 and 1972/RDE, Berhampur dated. 22-08-2019

Sir,
With reference to your letter on the subject cited above, the following are the actions taken report regarding proctorial system and 100% students attendance.

Regarding proctorial system

1. A proctorial committee has been constituted under the chairmanship Principal for the implementation of proctorial system (xerox copy enclosed).
2. A meeting of proctorial committee has been convened on 28-08-2019 to find out the modalities of implementing the system (Xerox copy enclosed)
3. The grouping of students for the purpose has been completed and notified to the students (xerox copy enclosed)
4. A budget for providing proctorial kit to the proctors has been prepared for the session 2019-20
5. The students proctorial format has been designed and send for printing for the purpose of maintaining proctorial records. (Xerox copy enclosed)
6. Necessary instructions have been issued to both the proctors and students regarding how to implement the system.
7. It has been resolved to reflect the details of proctorial system in the college calendar and college website for reference.

Regarding Attendance

1. Adequate awareness has been created through flex in front of college building and posters inside the class rooms with a request to students to be regular, punctual and attentive otherwise they will not be eligible for appearing the semester examination.
2. Proctors have been instructed to guide their respective group of students regarding attendance.
3. Principal, Academic Bursar and concerned teachers have visited each class rooms and instructed to the students regarding regular attendance.
4. The attendance of students from 20-06-2019 to 31-07-2019 has been calculated and will be notified to the students shortly.

Yours faithfully

[Signature]
Principal
Govt. Auto. College
Phulbani, Kandhamal

Memo No. 157 //GACPDated 31-8-19

Copy to Director of Higher Education/ Regional Director of Education, Berhampur for
Kind information .

[Signature]
Principal
Govt. Auto. College
Phulbani, Kandhamal



Ph.No/Fax.No.: 06842-253635
E-mail ID:govtcollegephulbani@gmail.com

**OFFICE OF THE PRINCIPAL; GOVT. AUTO. COLLEGE, PHULBANI,
DIST. - KANDHAMAL**

No. _____

Date. _____

PROCTORIAL SYSTEM

All the students of this college will come under the proctorial system which envisages a personal and intimate relationship between the teachers and students. The proctor will act as parent substitute during the academic hours in the life of the student in the college. A proctor will be in charge of not more than 50 students of a particular class. The proctor is the father confessor and the students must confess the details of their strengths and weakness to the proctor who in turn will try to alleviate their sorrows, grievances or complaints through advice or by proper guidance.

DUTIES OF THE PROCTOR

1. To meet the students assigned to him in his proctorial group every fortnight irrespective of the period assigned.
2. To keep a record of all the details about a student's life, habits and aspirations.
3. To watch and guide the academic performance of the students of his proctorial group individually.
4. To visit, if possible, the homes or hostels of the students in his group from time to time.
5. To write from time to time to the parents about the student's academic progress, social dealings and other achievements.
6. To report all cases of indiscipline among the students of his assigned group to the chief proctor, who if he so likes may take the matter to the Principal.
7. To recommend the cases of scholarship / Railway concession / Bus concession / leave of absence/ free studentship and anything the students wish to communicate to the authority.
8. To observe indiscipline involvement of the students in his group in the college campus.

Principal

Memo No. 432 // GACP

Dated. 17-3-20

Copy to Guard files/ Notice Boards / Chief proctor for information and necessary action.

[Signature]
Principal
Govt. Auto. College
Phulbani, Kandhamal
16.3.20

PHULBANI



Ph.No/Fax.No.: 06842-253635
E-mail ID: govtcollegephulbani@gmail.com

**OFFICE OF THE PRINCIPAL; GOVT. AUTO. COLLEGE, PHULBANI,
DIST. - KANDHAMAL**

No. 431

Date. 17-3-20

PROCTORIAL SYSTEM

All the students of this college will come under the proctorial system which envisages a personal and intimate relationship between the teachers and students. The proctor will act as parent substitute during the academic hours in the life of the student in the college. A proctor will be in charge of not more than 50 students of a particular class. The proctor is the father confessor and the students must confess the details of their strengths and weakness to the proctor who in turn will try to alleviate their sorrows, grievances or complaints through advice or by proper guidance.

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5. To write from time to time to the parents about the student's academic progress, social dealings and other achievements.
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7. To recommend the cases of scholarship / Railway concession / Bus concession / leave of absence/ free studentship and anything the students wish to communicate to the authority.
8. To observe indiscipline involvement of the students in his group in the college campus.

dc

Memo No. 432 // GACP

Dated. 17-3-20

Copy to Guard files/ Notice Boards / Chief proctor for information and necessary action.

[Signature]
Principal 16.3.20
Govt. Auto. College
Phulbani, Kandhamal

[Signature]
Principal 16.3.20
Govt. Auto. College
Phulbani, Kandhamal



OFFICE OF THE PRINCIPAL GOVT. AUTONOMOUS COLLEGE, PHULBANI

No. 404 /GACP

NOTICE

Date: 07-4-22

A Proctorial meeting of all the assigned proctors (including BCA) will be held at 11.45 AM in N.B.-01 on 11/04/2022 for distribution of proctorial kit and discussion on the conduct of proctorial classes for the session 2021-22.

All the proctors are requested to attend the meeting positively.

Memo No. 405 /GACP

Dt. 07-4-22

Copy to Guard file/ Proctors / PRINCIPAL@GACP


Principal

07-4-22
Principal
Govt. Auto. College
Phulbani


Principal
07-4-22

Principal
Govt. Auto. College
Phulbani



**OFFICE OF THE PRINCIPAL GOVT. AUTONOMOUS COLLEGE, PHULBANI
DIST-KANDHAMAL**

No. _____

Notice

Dated. _____

Following is the grouping for UG (Arts, Science, Commerce), PG & BCA Students regarding commencement of proctorial classes for the session 2021-22. Students are instructed to contact their respective proctors regarding commencement of proctorial classes.

**PROCTORIAL GROUPING (UG) 2019-20, 2020-21 & 2021-22 (Admission Batch)
(PG) 2020-21, 2021-22, (BCA) 2019-20, 2020-21, 2021-22 (Admission Batch)**

Sl. No.	Subject	Roll Nos.	Total	Name of the Proctor
1	ANTH	BA19-002, 33, 50, 52, 105, 110, 111, 124, 130, 137, 155, 160, 167, 170, 184, 185, 200, 213, 221, 223, 227, 231, 232, 244, 245, 249, 254, 259, 280, 281, 283, 284, 300, 302, 309, 315, 316, 336 = 38 (UG-III) 20PG-ANT-02, 03, 05, 06, 07, 08, 09, 10 = 8 (PG-II)	46	Dr. S. Baliarsingh
		BA20-061, 117, 126, 128, 141, 166, 167, 172, 173, 176, 180, 190, 191, 194, 196, 197, 198, 200, 201, 204, 210, 211, 212, 213, 216, 221, 222, 231, 233, 234, 240, 251, 272, 275, 276, 300, 306, 318 = 38 (UG-II) 21PG-ANT-01, 02, 03, 04, 05, 06, 07, 08 = 8 (PG-I)	46	N. Pani N. Pani 11-4-2022
		BA21-050, 55, 100, 102, 125, 141, 147, 152, 159, 170, 172, 179, 183, 184, 185, 187, 188, 190, 194, 206, 207, 211, 215, 222, 255, 269, 273, 274, 279, 281, 283, 285, 290, 302, 304, 306, 307, 326, 329, 335 = 40 (UG-I)	40	Sambit Ku Mohapatra 11-4-2022
2	BOTANY	BS(B)19-004, 6, 8, 16, 30, 32, 33, 36, 37, 42, 43, 45, 47, 48, 49, 51, 54, 55, 57, 59, 64, 65, 71, 72, 74, 76, 77, 78, 79, 83, 84, 86, 91, 93, 98, 99, 102, 105, 106, 108, 109, 110, 111, 112, 114, 118, 126, 127, 129, 131, 132, 133, 137, 138, 139, 140, 141, 142, 146, 147 = 60 (UG-III)	60	S. K. Behera D. Behera 11/04/22
		BS(B)20-004, 11, 12, 13, 15, 23, 26, 28, 31, 32, 38, 39, 41, 45, 46, 49, 51, 52, 58, 60, 61, 62, 63, 65, 66, 67, 68, 70, 73, 74, 76, 77, 81, 84, 87, 88, 89, 91, 93, 94, 95, 96, 99, 103, 106, 107, 108, 113, 114, 115, 117, 119, 120, 121, 122, 124, 131, 138, 140, 141, 143, 147 = 62 (UG-II)	62	Lipika Mohan 11/04/22
		BS(B)21-002, 5, 9, 12, 13, 15, 31, 35, 38, 45, 46, 48, 52, 53, 54, 56, 58, 60, 64, 65, 68, 74, 77, 78, 80, 81, 82, 83, 85, 87, 89, 90, 91, 92, 93, 104, 107, 108, 109, 111, 112, 114, 115, 117, 118, 119, 121, 122, 123, 125, 127, 128, 129, 130, 132, 133, 136, 139, 143, 144, 147, 155, 158 = 63 (UG-I)	63	Smutri Joshi 11/04/22
	21PG-LSC-002, 3, 4, 6, 7, 8, 9, 10, 11, 12, 13, 14, 15, 17, 18 = 15 (PG-I) 20PG-LSC-001, 2, 3, 4, 5, 6, 7, 8, 9, 11, 13, 14, 16, 17, 18, 19 = 16 (PG-II)	31	Bidyadhara Dehury 11-4-22	

Subject
11/04/22

Sl. No.	Subject	Roll Nos.	Total	Name of the Proctor
3	COMM	BC19-001, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 13, 14, 16, 18, 19, 20, 21, 22, 23, 24, 25, 27, 28, 29, 30, 31, 32, 33, 34, 35, 36, 37, 38, 39, 40, 41, 43, 44, 45, 46, 48, 49, 51, 52, 53, 54 = 48 (UG-III)	48	Dr. S. Sahoo <i>[Signature]</i> 11/4/22
		BC19-055, 56, 57, 58, 59, 60, 61, 62, 63, 64, 65, 66, 67, 68, 69, 70, 71, 72, 73, 74, 75, 76, 77, 78, 79, 80, 82, 85, 87, 88, 89, 90, 94, 95, 96, 97, 98, 99, 100, 101, 102, 103, 104, 106, 107 = 45 (UG-III)	45	Dr. G. P. Dash <i>[Signature]</i> 11/4/22
		BC20-001, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 13, 15, 16, 17, 18, 19, 20, 21, 22, 23, 24, 25, 26, 27, 28, 29, 30, 31, 32, 33, 34, 35, 36, 37, 39, 40, 41, 42, 43, 44, 45, 46, 47, 48, 49, 50, 51, 52, 54 = 51 (UG-II)	51	Manoranjan Sahoo <i>[Signature]</i>
		BC20-055, 56, 57, 58, 59, 60, 61, 62, 63, 64, 65, 66, 67, 68, 69, 70, 72, 74, 75, 76, 77, 78, 79, 80, 81, 82, 83, 84, 85, 86, 87, 88, 89, 92, 94, 95, 96, 97, 98, 100, 101, 102, 103, 104, 105, 106, 107, 108, 109, 110, 111 = 51 (UG-II)	51	Ankit Maharana <i>[Signature]</i> 11/4/22
		BC21-001, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 13, 14, 15, 16, 17, 19, 20, 22, 23, 24, 25, 26, 27, 28, 29, 30, 31, 32, 33, 34, 35, 36, 37, 38, 39, 40, 41, 42, 43 = 40 (UG-I)	40	Chandan Ku. Sahoo <i>[Signature]</i> 11/4/22
		BC21-044, 45, 46, 47, 48, 49, 50, 51, 52, 53, 54, 55, 56, 57, 58, 59, 60, 61, 62, 63, 64, 66, 67, 68, 69, 70, 71, 72, 74, 75, 76, 77, 78, 79, 80, 81, 82, 83, 84 = 39 (UG-I)	39	Jitendra Pradhan <i>[Signature]</i> 11/4/22
4	CHEM	BS(P)19-001, 3, 15, 17, 19, 22, 23, 24, 25, 29, 35, 41, 50, 51, 54, 57, 58, 59, 60, 62, 69, 70, 71, 72, 73, 74, 75, 79, 81, 84, 88, 89, 93, 96, 98, 101, 102, 105, 106, 107, 109, 110, 112, 114, 118, 123, 125, 127, 131, 133, 134, 135, 139, 140, 141 = 55 (UG-III)	55	Dr. P. Pattanaik <i>[Signature]</i> 11/4/22
		BS(P)20-004, 8, 9, 10, 11, 24, 26, 31, 32, 34, 41, 47, 48, 52, 54, 55, 56, 57, 58, 60, 64, 70, 72, 74, 77, 79, 80, 84, 85, 94, 101, 103, 108, 109, 110, 113, 122, 125, 126, 127, 130, 131, 132, 134, 137, 139, 141, 142, 144, 145, 146, 148 = 52 (UG-II)	52	Dr. N. M. Padhy <i>[Signature]</i>
		BS(P)21-005, 12, 16, 19, 21, 22, 23, 24, 35, 41, 42, 43, 45, 48, 54, 56, 60, 62, 65, 67, 68, 69, 71, 72, 78, 79, 80, 87, 88, 89, 90, 91, 93, 94, 99, 100, 101, 102, 103, 105, 108, 112, 116, 119, 121, 122, 123, 125, 128, 135 = 50 (UG-I)	50	Dr. A. K. Naik <i>[Signature]</i> 11/5/22
		BA19-001, 7, 8, 14, 15, 18, 47, 69, 70, 98, 99, 103, 112, 115, 121, 122, 128, 129, 140, 148, 149, 153, 161, 168, 169, 181, 217, 235, 241, 294, 295, 305, 317, 322, 323, 329, 330, 331 = 38 (UG-III) 21PG-ECO-002, 3, 4, 6, 9, 12, 15, 16, 17, 18, 19, 20, 21, 22, 23 = 15 (PG-I) 20PG-ECO-001, 2, 3, 4, 5, 6, 7, 8, 9, 11, 13, 14, 16, 17, 18 = 15 (PG-II)	68	G. P. Nayak <i>[Signature]</i> 11/04/2022

Subject	Roll Nos.	Total	Name of the Proctor
ECON	BA20-002, 13, 15, 17, 23, 27, 34, 43, 44, 47, 78, 85, 88, 96, 101, 104, 116, 119, 129, 139, 143, 145, 146, 150, 156, 159, 163, 178, 207, 215, 219, 223, 232, 244, 246, 291, 292, 296, 298, 305, 311, 320, 326, 327, 330, 332 = 46 (UG-II)	46	Jamuna Beheradalai 11/4/22
	BA21-001, 6, 12, 15, 33, 42, 54, 61, 69, 82, 86, 90, 92, 99, 111, 118, 119, 128, 130, 131, 138, 143, 149, 161, 166, 167, 177, 192, 203, 204, 208, 233, 234, 242, 256, 257, 261, 265, 295, 297, 308, 309, 310, 318, 331, 338 = 46 (UG-I)	46	Bijayalaxmi Kanhar 11/4/22
6 ENGLISH	BA19-019, 35, 51, 53, 57, 96, 97, 136, 138, 164, 177, 191, 199, 220, 229, 238, 266, 267, 326, 335, 338, 340 = 22 (UG-III) BA20-051, 52, 100, 120, 131, 138, 142, 148, 182, 183, 187, 189, 227, 237, 255, 266, 304, 310, 314, 322, 329, 331 = 22 (UG-II)	44	Dr. S. C. Pradhan 11/4/22
	BA21-003, 7, 11, 21, 27, 72, 83, 93, 94, 98, 103, 124, 127, 150, 151, 244, 245, 262, 263, 294, 315, 316, 332, 337 = 24 (UG-I)	24	Arpita Prahara 11/4/22
7 GEOG	BA19-003, 22, 80, 85, 117, 118, 123, 125, 126, 131, 133, 134, 141, 143, 144, 147, 150, 152, 158, 159, 175, 180, 186, 187, 190, 196, 203, 204, 205, 210, 226, 233, 248, 250, 256, 265, 268, 274, 276, 278, 282, 306, 318, 324, 327, 328 = 46 (UG-III)	46	Aditya Jhankar 11/4/22
	BA20-093, 102, 103, 111, 112, 114, 115, 118, 124, 130, 134, 137, 144, 154, 155, 160, 161, 164, 168, 170, 171, 177, 185, 188, 199, 205, 206, 214, 217, 224, 230, 239, 241, 242, 250, 265, 267, 269, 279, 293, 297, 299, 302, 308, 309, 317 = 46 (UG-II)	46	Samyak Badseth 11/4/22
	BA21-024, 31, 56, 63, 68, 114, 115, 116, 117, 121, 126, 134, 135, 142, 144, 157, 160, 168, 175, 182, 189, 197, 201, 209, 213, 219, 221, 224, 227, 228, 230, 239, 240, 258, 266, 267, 270, 278, 289, 291, 292, 300, 313, 325, 327 = 45 (UG-I)	45	Pusparani Panigrahi 13/4/22
8 HIST	BA19-056, 68, 72, 73, 74, 83, 88, 92, 95, 109, 114, 116, 119, 120, 132, 135, 142, 151, 154, 163, 166, 172, 174, 176, 179, 182, 194, 202, 209, 212, 253, 255, 258, 260, 263, 269, 271, 272, 277, 287, 289, 290, 299, 312, 314, 332 = 46 (UG-III)	46	M. R. Pattanai 11/4/22
	BA20-020, 30, 31, 35, 46, 49, 55, 63, 66, 73, 76, 81, 84, 86, 87, 90, 95, 98, 99, 106, 108, 110, 113, 121, 123, 135, 136, 140, 147, 151, 152, 157, 165, 175, 184, 203, 248, 262, 263, 264, 271, 282, 307, 319, 321, 325, 328 = 47 (UG-II) BA21-020, 22, 25, 36, 44, 60, 64, 73, 74, 76, 81, 88, 101, 110, 112, 113, 120, 129, 133, 137, 139, 140, 145, 146, 148, 154, 155, 158, 164, 169, 173, 196, 199, 220, 229, 249, 252, 259, 260, 264, 284, 305, 317, 321, 323, 330, 333, 336 = 48 (UG-I)	95	Dibyaranjan Tripathy 11/4/22

Sl. No.	Subject	Roll Nos.	Total	Name of the Proctor
9	MATH	BS(P)19-004, 27, 30, 38, 43, 66, 76, 80, 92, 104, 111, 115, 120, 137, 138, 142 = 16 (UG-III) BS(P)20-007, 12, 40, 43, 44, 45, 49, 50, 71, 86, 99, 115, 118 = 13 (UG-II) BS(P)21-004, 10, 15, 26, 27, 37, 50, 55, 83, 84, 92, 120, 126, 133, 141 = 15 (UG-I)	44	Dr. M. K. Muduli
10	ODIA	BA19-010, 12, 13, 20, 26, 31, 34, 37, 41, 44, 54, 55, 62, 64, 67, 71, 76, 78, 90, 102, 104, 106, 146, 195, 198, 201, 214, 262, 279, 288, 301, 310, 313, 319, 334 = 35 (UG-III)	35	M. K. Mallik
		BA20-001, 5, 9, 11, 21, 22, 24, 25, 29, 36, 37, 38, 45, 57, 59, 62, 64, 67, 68, 72, 77, 80, 82, 91, 92, 105, 125, 132, 158, 181, 193, 195, 249, 254, 270, 281, 284, 285, 295, 316 = 40 (UG-II)	40	Sadananda Dutta
		BA21-005, 9, 17, 18, 19, 26, 28, 29, 30, 34, 37, 38, 40, 45, 46, 48, 51, 58, 62, 67, 85, 96, 97, 104, 123, 156, 165, 195, 200, 210, 231, 235, 237, 246, 287, 296, 301, 314, 320 = 39 (UG-I)	39	Madhusmita Mohapatra
11	PHIL	BA19-127, 183, 188, 189, 207, 208, 218, 219, 225, 228, 234, 240, 246, 247, 252, 275, 286, 292, 293, 297, 307, 337 = 22 (UG-III) BA20-109, 122, 133, 174, 179, 192, 202, 208, 209, 218, 220, 225, 226, 229, 235, 236, 238, 243, 247, 268, 273, 287, 288, 289 = 24 (UG-II)	46	M. D. Sethi
		BA21-178, 181, 198, 202, 212, 217, 218, 223, 226, 232, 236, 238, 241, 268, 271, 275, 276, 282, 286, 288, 303, 311, 328, 334 = 24 (UG-I)	24	Arpita Praharaj
12	PHYSICS	BS(P)19-005, 9, 10, 13, 14, 16, 18, 28, 31, 32, 33, 36, 37, 39, 40, 45, 47, 48, 52, 53, 55, 64, 65, 67, 78, 82, 83, 86, 94, 95, 97, 100, 103, 113, 116, 117, 119, 121, 122, 124, 126, 128, 129, 130, 132, 136, 143 = 47 (UG-III)	47	Dr. S. Panigrahi
		BS(P)20-001, 2, 3, 15, 17, 18, 19, 20, 28, 33, 35, 38, 39, 42, 46, 51, 53, 63, 65, 67, 68, 73, 76, 81, 82, 83, 87, 89, 90, 91, 92, 96, 97, 98, 102, 104, 106, 111, 112, 114, 116, 117, 120, 121, 123, 124, 133, 135, 136, 138, 140, 143, 147, 149 = 54 (UG-II)	54	Anil Ku. Pradhan
	PHYSICS	BS(P)21-001, 2, 3, 6, 7, 9, 14, 18, 20, 30, 31, 40, 44, 47, 49, 51, 52, 53, 63, 73, 74, 76, 81, 85, 86, 95, 96, 98, 104, 106, 107, 109, 110, 111, 113, 117, 118, 127, 130, 131, 132, 134, 136, 138, 139, 140, 142, 143, 144, 145 = 50 (UG-I)	50	Chandan Ku. Sahoo
		20PG-PHY-001, 2, 3, 4, 5, 6, 8, 9 = 8 (PG-II) 21PG-PHY-002, 4, 5, 8, 9, 11, 12 = 7 (PG-I)	15	Bidyadhara Dehury

Sl. No. Subject

Name of the Proctor

Sl. No.	Subject	Roll Nos.	Total	Name of the Proctor
13	POL. SC.	BA19-004, 5, 6, 9, 17, 21, 23, 25, 32, 36, 39, 42, 43, 46, 48, 58, 59, 60, 61, 63, 79, 81, 87, 89, 93, 94, 100, 113, 139, 145, 211, 230, 237, 239, 257, 285, 291, 304, 308, 311, 320, 321, 325 = 43 (UG-III)	43	Dr. N. K. Mural <i>(Signature)</i> 11/04/22
		BA20-004, 6, 7, 8, 12, 14, 16, 18, 19, 26, 28, 32, 33, 39, 40, 41, 42, 50, 53, 54, 58, 69, 71, 74, 75, 83, 89, 94, 169, 186, 245, 253, 256, 257, 258, 259, 260, 274, 277, 280, 286, 290, 301, 303, 312, 323, 324 = 47 (UG-II)	47	Anu Agrawalla <i>(Signature)</i> 11/04/22
		BA21-002, 4, 8, 13, 14, 16, 23, 32, 35, 39, 41, 43, 52, 53, 57, 65, 66, 70, 71, 75, 77, 78, 79, 80, 84, 89, 91, 163, 171, 180, 193, 214, 216, 225, 243, 248, 250, 251, 253, 254, 277, 280, 293, 298, 299, 312, 319, 322 = 48 (UG-I)	48	Subodh Ku. Sahu <i>(Signature)</i> 11/04/22
		20PG-PSC-001, 2, 3, 4, 5, 6, 7, 8, 10, 11, 12, 13, 14, 16, 17, 18, 19, 20, 21, 22, 23, 24, 25, 26, 27, 28, 29, 30, 33, 34, 36, 37, 38, 39, 40, 41, 42, 43, 44, 45, 46, 47, 48, 49, 50, 51, 52, 53, 54, 55, 56, 57, 58, 59, 60, 61, 62, 63, 65, 66, 67, 68, 69 = 63 (PG-II)	63	Dusmanta Martha <i>(Signature)</i> 11/04/22
		21PG-PSC-001, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 13, 14, 15, 17, 18, 19, 20, 21, 23, 24, 25, 27, 28, 29, 31, 33, 34, 35, 36, 37, 38, 40, 41, 42, 43, 44, 45, 46, 47, 48, 49, 50, 52, 53, 54, 55, 56, 58, 60, 61, 62, 63, 64, 65, 66, 67, 68, 69, 70, 71, 72, 73 = 64 (PG-I)	64	Sangita Mallick <i>(Signature)</i> 11/04/22
14	ZOOLOGY	BS(B)19-001, 2, 13, 14, 15, 18, 19, 22, 24, 26, 27, 29, 34, 35, 40, 41, 44, 52, 58, 61, 62, 63, 66, 67, 69, 70, 73, 81, 82, 85, 89, 92, 94, 95, 96, 97, 100, 104, 107, 113, 115, 119, 121, 122, 123, 124, 125, 128, 130, 134, 135, 136, 143, 144, 145 = 55 (UG-III)	55	S. P. Swaro <i>(Signature)</i> 11/04/22
		BS(B)20-003, 7, 9, 17, 18, 20, 21, 25, 33, 35, 36, 37, 42, 43, 44, 48, 50, 54, 55, 56, 59, 75, 78, 80, 82, 83, 85, 90, 92, 97, 98, 100, 101, 104, 105, 110, 111, 112, 116, 118, 123, 125, 126, 127, 128, 129, 130, 132, 133, 134, 135, 136, 137, 139, 142, 144, 145, 146, 148, 149, 150 = 61 (UG-II)	61	Lipismita Naik <i>(Signature)</i> 11/04/22
	ZOOLOGY	BS(B)21-001, 3, 8, 10, 11, 14, 20, 21, 23, 24, 26, 27, 30, 32, 33, 34, 37, 39, 43, 44, 47, 51, 59, 61, 66, 67, 69, 73, 76, 84, 88, 94, 96, 97, 98, 99, 100, 102, 106, 110, 116, 120, 126, 134, 135, 137, 138, 140, 141, 142, 145, 146, 148, 149, 150, 151, 152, 153, 154, 156, 157 = 61 (UG-I)	61	Sifen Sutar <i>(Signature)</i> 11/04/22
		BCA19-001, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 13, 14, 15, 16, 17, 18, 19, 20, 21, 22, 23, 24, 25, 26, 27, 28, 29, 30, 31, 32, 33, 34, 35 = 35 (BCA-III)	35	Saroj Ku. Nag <i>(Signature)</i> 11-4-22
15	BCA	BCA20-001, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 13, 14, 15, 16, 17, 18, 19 = 19 (BCA-II)	19	Ipsita Mohanty <i>(Signature)</i> 11-4-22

Subject	Roll Nos.	Total	Name the Proct.
	BCA21-001, 2, 3, 4, 6, 7, 8, 9, 10, 11, 12, 13, 14, 15, 16, 17, 18, 19, 20, 21, 23, 24, 25, 26, 27, 28, 29, 30, 31, 32, 33, 34, 35, 36, 37, 38, 39, 40, 41, 42, 43, 44, 45, 46, 47, 48, 49, 50, 51, 52, 53, 55, 56, 57, 58, 59, 60, 61 = 58 (BCA-I)	61	K. C. Badatya <i>[Signature]</i>
	TOTAL	2233	44

Memo No. 307 // GACP

Dated 12/03/2022

~~Principal
(P. Behera)~~

Copy to person concerned / Guard files / Notice Board / College website / Academic Section/ PRINCIPAL@GACP for Information.

[Signature]
Principal
Gout Auto. College
Phulbari



A meeting of the Principal with the members of Staff was held on 03.07.2020 in room No. 2101 to consider the chairmanship of Sri Parthasarathi Acharya, Principal-in-Charge of Sikkim. The agenda circulated vide this office notice no. 644 dated 02.07.2020. The tentative members of Staff were present in the meeting.

Sl.No	Name	Department	Signature
01	Nivedita Pari	Anthropology	N. Pari
02	Dr. Snigdha Panigrahi	Physics	Dr. Snigdha Panigrahi
03	Mangal Kishor Mahapatra	ODD	M. K. Mahapatra
04	Jeevan Kumar Mishra	Chemistry	J. K. Mishra
05	Sadananda Dutta	Odia	S. D. Dutta
06	Sri. Malabika Mishra	Maths	S. Malabika
07	Dr. Anirudh Kumar	Commerce	Dr. Anirudh Kumar
08	Dr. Sanjay Kumar	Arts	Dr. Sanjay Kumar
09	Sri. Subal Kumar Mishra	English	S. K. Mishra
10	Muralidhar Mishra	Philosophy	M. Mishra
11	Manoj Kumar Mishra	History	M. K. Mishra
12	Manjushree Mishra	Hindi	M. Mishra
13			
14			
15			

At the outset Mr. Sudarshan Sahu administrative officer gave a brief introduction regarding the purpose of the meeting.

The Principal-in-Charge Sri P. Acharya requested the members to point out the problems at their level and to take each other's level seriously focusing mainly on digital material online-classroom research activities. He requested the members not to waste their time in meeting and try to balance their time.

Sri Subal Pradhan requested to engage classical text properly and members will help in digital only. Principal assured the members to solve the problems in case it is brought to his notice. He said that any proposal for developmental activities will be first placed in the Development Committee. Then it will go to Planning and Budget Committee and finally to Finance Committee before implementation.

Sri S. Pradhan requested the Principal to make WhatsApp message in "Principal's group" authentic by a separate order. Principal assured him to make it official.

Sri P. K. Mahapatra expressed his inability in reading WhatsApp message in Principal's group. Principal assured

known to take special care of him. Sri P. Pattnaik requested the principal to notify a consolidated list of all extra-curricular activities which was duly acknowledged by the principal. Principal Sri Behera requested the members not to place all problems in one meeting but to decide the same at corresponding committee level. He also requested the members to maintain a departmental profile and timely update it for the purpose of NAAC. Sri S. Pradhan also proposed for the proper engagement of temporary status employees which was acknowledged by the principal. At the end principal thanked all the members for their participation and valuable proposals.

[Signature]
3.7.20
PRINCIPAL

A meeting of G.B. committee was held on 08.07.20 at 1 P.M. in the Chamber of the Principal under the Chairmanship of Sri Parshaman Behera, Principal of C. to discuss about reconstitution of governing body of the college which has expired since 07.06.19 and the proposal for reconstitution is pending at the Govt. level.

- The following members of the committee were present in the meeting:
1. Dr. Sudarshan Sahu
 2. Sri S. C. Pradhan
 3. Smt. Xibedita Pari
 4. Sri M. D. Sethi

Resolution:-
The ~~present~~ ^{new} nominated chairperson is ~~Dr. S. C. Pradhan~~
The list of members sent in earlier proposal No. 119 dated 9.7.19 was kept intact except ~~one~~ two changed as follows:

- 1) Since one senior teacher Sri P. Behera has assumed the charge of principal, the next senior teacher will be nominated in his place.

⑧ Principal's nominee and Educationist Dr. Manojan Pattnaik will be changed by a new member to be nominated by the new Principal.

The meeting was ended with a vote of thanks to the chair and members.

Acting Chairman members PRINCIPAL.

Sri S.C. Pradhan
Nibedita Pattnaik

A meeting of the Academic Committee was held on 08.07.20 at 3:45 pm. in Principal's Chamber under the Chairmanship of Sri Parichaman Behera, Principal-in-charge to discuss about the agenda notified vide this office letter no. 707 dated 7.7.20. The following members were present in the meeting:

1. Dr. S. Balian Singh
2. Controller of Exam =
3. Dr. Sudankhan Sahu
4. Sri S. K. Behera
5. Dr. M. K. Marduli

Resolutions:-

- ① The blended study as per govt. notification will be fully approved by the academic council and board of studies when it is held.
- ② The unit for the blended study at PG level is to be decided by concerned HOD's which will be approved by the academic council and board of studies.
- ③ The 2nd unit for all semester is meant for self study. Mid semester question will be set from unit II only.

- ④ For online classes the teachers will be requested to use convenient digital video platform.
- ⑤ Net connectivity and other hardware access ories need to be provided by the college.
- ⑥ Record of ~~dis~~ supply of digital material and online classes must be maintained in lesson plan and lesson note.
- ⑦ Hon's will be requested to form whatsapp and Email group of student for the supply of digital material.
- ⑧ ~~the~~ Teachers will be requested to send note/PPT etc to students.
- ⑨ Time period for holding online classes will be decided by the committee.

The meeting was ended with a vote of thanks to the Chair and members.
8-7-20
Asha Bhusari
PRINCIPAL

Proceedings of Admission Committee meeting held on 9.07.2020 at 3.45pm

A meeting of the principal with the admission committee was held on 09.07.20 at 3.45pm in principal's chamber under the chairmanship of Sri Parbharan Bahera, Principal i/o/c. to discuss about the agenda as per notice no. 799 dated 07.07.2020. The following members of the committee were present in the meeting.

- 1. Dr. Sanjeev Balia Singh. - 9.7.20
- 2. Controller of Exams. 9.7.20
- 3. Dr. Sudarshan Sahu. 9.7.20
- 4. Sri S.C. Pradhan. 9.7.20
- 5. Dr. M.K. Murali. 9.7.20

Resolutions:

- ① The sessional fees for all semesters except 2nd semester i.e. M. 512 was approved.
- ② Classification will be sought from the Govt. how to deposit university fee of Rs 30/- which is

not collected from Odia honours students.

- ③ Semester/Exam. fees for Semester I will not be included in the total admission fees.
- ④ The abstract of fee for admission for different categories of students such as SC/ST/Gen will be notified.
- ⑤ The computer fees of Rs. 300/- being collected from Commerce students should be stopped w.e.f. 2020-21 session.
- ⑥ A proposal for new fee called ICT maintenance fee to be collected from all students may be placed before Development Committee for consideration and approval.

The meeting was ended with a vote of Thanks to the Chair and members.

[Signature]
19-7-20
PRINCIPAL

A meeting of the Principal with the non-teaching staff of this college was held on 10-07-20 at 11:00 AM in room no. 11001 under the chairmanship of Sri Panchanan Behera, Principal of college to discuss the following agenda:

1. Strict observation of covid 19
2. Attendance
3. Assignment of duties
4. Other matters.

The following members were present in the meeting:

- | | |
|----------------------------|------------------|
| 1. Sant. S. Dash. | 10-7-20 |
| 2. Miss Subhadra Kishan | 8/10/20 |
| 3. Suresh Chandra Mishra | 8/10/20 |
| 4. Ramesh Ch. Dash. | R. Ch. Dash |
| 5. Gremmaram Kishan | P. Kishan |
| 6. Sarapreya Mishra | S. Mishra |
| 7. Namita Kumari Panigrahi | N. Panigrahi |
| 8. Bijayakshi Sahu. | Kasthita monanty |
| 9. R. Kishan Chandra Sethi | 8/10/20 |
| 10. Anil Kumar Behera | 8/10/20 |
| 11. Prabulla Kumar Mishra. | 8/10/20 |
| 12. Harashtha Sahu | 8/10/20 |
| 13. Kuanani Mishra. | 8/10/20 |
| 14. Ranjeet K. Nayak. | Ranjeet K. Nayak |
| 15. Karhu Charan Biswal | (W.M.) 10-7-20 |
| 16. Seshadev Jena | 8/10/20 |
| 17. | |

At the outset Principal outlined the objectives of the meeting and sought the cooperation of all members in fulfilling the claims of the Stakeholder. Then administrative Officer Mr. Sadashan Sahu requested the members to extend their wholehearted support and cooperation for fulfilling the quality requirements of the college. Non-teaching members Sri S. D. Jari, Sri S. C. Mishra and Sri Ramesh Chidambhar requested the principal to involve them in all quality and development matters and addressed the principal to contribute their best in the interest of the college. Then principal, against the queries of some members ~~etc~~ replied that files will be given for handling where the dealing ~~all~~ staff possess required knowledge and expertise to deal with. He requested the members to create a whatsapp group for sharing of important information. He also requested the members to contribute their best under 5T, to complete their assignment timely and to obey covid 19 guidelines strictly. The meeting was ended with a vote of thanks to the chair and members.

[Signature]
10.7.20
A. Choudhary, Burdwan

[Signature]
10.7.20
PRINCIPAL

Date - 10.07.20 at 3.45 pm. Ven. Principal's Chamber.

A meeting of the Principal with the planning and budget committee was held on 10.07.20 at 3.45 pm under the Chairmanship of Sri Pancharan Behera, Principal 3/c to discuss the agenda as per notice no. 717 dated 10.7.20. The following members of the committee were present in the meeting:


1. Sri S. C. Pradhan Eng
2. Dr. G. P. Dalh comm.
3. Sri S. K. Behera. Bot. II
4. Dr. S. Sahu (comm)
5. Smt - L. Dalh. Ac. clerk
6. Sri Muralidhar Saha

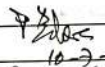
Resolutions:

1. Since online classes are to start from 13th July as per govt order. There is need for immediate internet connectivity. It was resolved that - two virtual classes room no 2 & 2 will be utilized for online classes. Two optical fibre broadband connection are to installed in the virtual class room. It was also resolved that - the internet provider would be BSNL.

- ② The installation expenditure and the rental per month as per the plan subscribed are to be borne from development funds.
- ③ On receipt of bill and its approval necessary payments will be made by accounts section.
- ④ All the matters relating to the amount involved will be put for approval by Devt. Committee and Finance Committee.

The meeting was ended with a vote of Thanks by the chair and members.


Adnan Bishara
10.7.20


PRINCIPAL
10.7.20

meeting No. 7
Proceedings of the WiFi Committee
held on 13.07.20 at 11 AM

A meeting of the principal with the WiFi committee was held on 13.07.20 at 11 AM in room No. 712 of under the chairmanship of Sri Parsharan Behera Principal etc. to discuss the agenda as per notice no-722 dated 10.07.20. The following members were present in the meeting.

- | | | |
|------------------------------|--------------|----------|
| 1. Dr. Sudarshan Sahu | Comptroller | 13.7.20 |
| 2. Nibedita Pari | Asst. Physic | 13.7.20 |
| 3. Dr. Srigdha Panigrahi | Physic | 13.7.20 |
| 4. Mangi KUMAR | ODIA | 13.07.20 |
| 5. Dr. S. Balia Singh | Asst. Odia | 13.7.20 |
| 6. Sadananda Dutta | Asst. Odia | 13.7.20 |
| 7. Dr. Malaja Kumari | Maths | 13.7.20 |
| 8. Dr. Geeta Anand Dash | Commerce | 13.7.20 |
| 9. Muralidhar Sella | Philosophy | 13.7.20 |
| 10. Kanhu Charan Biswal | DEO, SAML | 13.7.20 |
| 11. Madhusmita Mahapatra | ODIA | 13.7.20 |
| 12. Dr. Pradyumna Pattanayak | Chem. | 13.7.20 |
| 13. Manaschha Behera | Sr. Clerk | 13.7.20 |
| 14. Seshadev Jais, Jr. | Clerk | 13.7.20 |
| 15. Subash Chandra Behera | Asst. Clerk | 13.7.20 |
| 16. Mr S. K. Behera | Asst. Clerk | 13.7.20 |

At the outset principal Sri P. Behera expressed the bare necessity of WiFi for digital transaction in every quality aspect of the college.

Performance Appraisal Report (PAR) for Group 'A' & 'B' officers of Govt. of Orissa
Transmission Record

(To be filled in by Appraisee)

Financial Year..... (for the period from..... to))

Name & Designation of the Officer Reported Upon.....

.....

Service and Group (A/B) to which the Officer belongs.....

.....

Details of Transmission / Movement of PAR
 (To be filled in at the time of transmission
 by respective officer/staff)

Transmission by	Transmitted to whom (Name, Designation & Address)	Letter No & Date of Transmission	Signature of Officer/Staff Transmitting the PAR
Appraisee			
Reporting Authority			
Reviewing Authority			
Accepting Authority			

PERFORMANCE APPRAISAL REPORT
for
Group 'A' & Group 'B' Officers of Govt. of Orissa.

Report for the financial year _____

(Period from _____ to _____)

PERSONAL DATA

PART-I

(To be filled in by the Appraisee)

1. Full Name of the Officer:

2. Date of Birth:

3. Service to which the Officer belongs:

4. Group to which the Officer belongs(A or B):

5. Designation during the period of Report:

6. Office to which posted with Head Quarters:

7. Period(s) of absence (on leave, training etc.,
if 30 days or more). Please mention date(s). :

8. Name & Designation of the Reporting Authority
and period worked under him/her :

From _____ to _____

9. Name & Designation of the Reviewing Authority
and period worked under him/ her :

From _____ to _____

10. Name & Designation of the Accepting Authority
and period worked under him/her :

From _____ to _____

Signature of the Appraisee

PART-II**SELF-APPRAISAL**
(To be filled in by the Appraisee)

1. Brief description of duties/tasks entrusted.(in about 100 words)

2. Physical/Financial Targets & Achievements

Sl.No	Task	Target	Achievement	% of Achievement
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3. Significant work, if any, done

Place _____ Date _____

Signature of Appraisee

PART-III REMARKS OF THE REPORTING AUTHORITY1. (a) **Name of the Officer Reported Upon:**(b) **Period of report : From** ____/____/____ **to** ____/____/____2. **Assessment of work output, attributes & functional competencies.** (This should be on a relative scale of 1-5, with 1 referring to the lowest level & 5 to the highest level. Please indicate your rating for the officer against each item.)

Description	Rating	Description	Rating
(a) Attitude to work :		(f) Co-ordination ability:	
(b) Sense of responsibility:		(g) Ability to work in a team.	
(c) Communication skill :		(h) Knowledge of Rules/Procedures/ IT Skills/ Relevant Subject :	
(d) Leadership Qualities :		(i) Initiative :	
(e) Decision-making ability :		(j) Quality of Work :	

3. **General Assessment** (Please give an overall assessment of the officer including his/her attitude towards S.T/S.C/Weaker Sections & relation with public):4. **Inadequacies, deficiencies or shortcomings, if any** (Remarks to be treated as adverse)5. **Integrity** (If integrity is doubtful or adverse please write "Not certified" in the space below and justify your remarks in box 4 above)6. **Overall Grading** (Please sign in appropriate box)Outstanding
(Grade-5)Very Good
(Grade-4)Good
(Grade-3)Average
(Grade-2)Below Average*
(Grade-1)For Overall Grading "**Below Average**" / "**Outstanding**" please provide justification in the space below.

Name of Reporting Authority:

Signature

Designation during the period under report:

Designation at the time of recording of remarks:

Place :

Date

		-			-				
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PART-IV REMARKS OF THE REVIEWING AUTHORITY

Name of the Officer Reported Upon:

Period of report : From ___/___/_____ **to** ___/___/_____

1. Please Indicate if you agree with the general assessment/ adverse remarks/ overall grading made by the Reporting Authority, and give your assessment.

2. Overall Grading (*Please sign in appropriate box*)

Outstanding (Grade-5)	Very Good (Grade-4)	Good (Grade-3)	Average (Grade-2)	Below Average* (Grade-1)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Name of Reviewing Authority

Signature

Designation during the period under report:

Designation at the time of recording of remarks:

Place:

Date:

		-			-				
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* "Below Average" grading will be treated as adverse and should be justified, if Reporting Authority has not already justified

PART-V REMARKS OF THE ACCEPTING AUTHORITY

Period of report : From ___/___/_____ **to** ___/___/_____

Name of Accepting Authority :

Signature

Designation during the period under report:

Designation at the time of recording of remarks:

Place :

Date:

		-			-				
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FOR OFFICE USE BY THE PAR BRANCH

[For review as well as other certificates/remarks]