

OFFICE OF THE PRINCIPAL ☎ 9776709053

# KARILOPATNA DEGREE COLLEGE, KARILOPATNA

At/Po-Karilopatna

Via-Karilopatna

Dist-Kendrapara

Pin-754223



Letter No.

Date:- 07.11.2022

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**Meeting No-01**

**Date -07-November-2021**

**Members Present:-**

1. Lalita Mohan Samantray (Principal)
2. Manas Kumar Rout (IQAC Co-Ordinator)
3. Sailendra Kumar Pattanayak (NAAC Co-Ordinator)
4. Prafulla Kumar Mohanty (Co-Ordinator Research Cell)

**Agenda**

1. Preparation of Academic Calendar
2. Preparation for Fresher's Admission
3. Preparation of Master Time Table
4. Convene of staff council meeting ensuring teaching learning method
5. Enrichment of Library with Competitive Examination Books, National and International Journals, Monorama etc
6. Conduct Remedial Coaching Class
7. Any other matter with the permission of the team.

The meeting was conducted under the chairmanship of the Principal on date 07.11.2022. At the outset the Chairperson extended a warm welcome to all the members of the Academic Council and thanked them for sparing their valuable time to be present in his meeting.

In the meeting discussion was held as per agenda items and the following resolutions& were made in the presence of the members dully signed above

1. After through discussion on the preparation of Academic calendar it was unanimously decided that the Administrative Bursar and the Academic Bursar will prepare the Academic Calendar for the session 2022-23 and submit the same before the principal for finalisation on or before 30.12.2022 for the smooth functioning of

the Academic activities in the college. The team will also fill-up the Academic Audit Report by auditing any Senior Faculty inviting from the Utkal University.

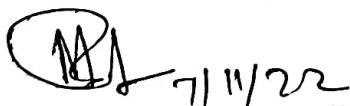
2. The administrative bursar Prof. Mr. Manas Kumar Rout (Faculty in Political Science) pointed out the gazette notification of the department of higher education regarding accreditation of college by the NAAC which is mandatory one and as per the new rules and regulations of NEP to accredited the Institution by National Level Accreditation Agencies. After thorough discussion on the notification issued by the HRD, Govt. Of India the Principal sort out the importance of accreditation by the NAAC and all the members suggested the principal to form a steering committee with an immediate effect and discuss the matter in specially invited meeting.
3. Regarding Admission of the new students of the college for the session 2022-2023, It was decided that an admission committee will be constituted by the principal for smoothing functioning. of the admission process, Admission in charge is instructed to keep vigilant on the update guidelines of the admission process and act accordingly. Further he was requested to keep contact with the Director for updating the admission data in time.
4. On the preparation of master time table of the college for the session 2022-23, It was unanimously decided that he academic Bursar with the help of exam in charge will prepare the master time table keeping in view of the common minimum standard followed by the University Guidelines availability of staff and rooms in the college. He is requested to prepare the same on or before 31<sup>st</sup>, Dec, 2023 and place the same before the principal for final approval. He is requested to see that the printed time table should be distributed to the students. Just after the opening of the college and during admission respectively for the smooth functioning of the classes.
5. After thread bare discussion on the teaching learning process of the college it was unanimously decided that the staff council secretary will be requested to convene a staff council meeting before the session starts for assignment of different curriculum and extracurricular activities to the staff for ensuring teaching and learning process. He is requested to prepare a detail guideline in consultation with the principal for detailed discussion in the staff council meeting. The committee requested the principal and academic bursar to prepare suitable road map to enhance the teaching learning process. It was further decided that, the teaching staff will be requested to sort out the **slow learner** and **advanced learners** and make necessary arrangement of classes in the time table for them. All the HOD's are to be requested to maintain the student attendance register and lesson plan regularly. The examination in charge will be requested to conduct monthly unit tests and evaluation of the same for sending marks (progress reports) to the guardians for information of the same for further development of the student.
6. Thorough discussion was made on the enrichment of library and it was decided that as it is like a mirror of the college so necessary steps will be taken to increase both the physical and infrastructural standard of the library. So library in charge is

requested to submit a proposal before the principal to purchase both reference, text journals and magazine for the library during the session 2022-23, so that the students will be supplied with sample number of books to increase the academic standard of the students.

7. After threadbare discussion on conduct of remedial coaching classes it was decided that the academic Bursar will be requested to prepare a timetable for the conduct of remedial coaching classes smoothly. Similarly, the exam in charge will be requested to find out the **slow learners** subject wise and **specially in English** and submit the same to the academic Bursar to prepare student attendance register for smooth conduct of the classes. The academic Bursar proposed to enrich the classroom teaching it will be good if some visiting lecturers will be called for to take remedial classes. The principal is requested to consider the matter sympathetically for the betterment of the slow learners.
8. The academic Bursar requested the principal to arrange necessary fund to conduct departmental seminars, group discussions, how to face interview and classes for Soft Skill, Personality Development and Communication Skill under any Government Of India Start-up Certified Organisation and introduction of certain add - on courses for the development of extracurricular activities of the students.so that the students will be able to earn when they learn .The principal assured the council that after consultation with the accounts Bursar and accountant necessary steps will be initiated at an earliest.

The academic Bursar thanked to the chair and members present and the meeting was declared to be ended.

9. Decision has also been taken to take active part for the student and faculty exchange programme in National Level in January and will sign Institutional tie-up with Udaya memorial B.Ed. College, Ranchi, Jharkhand.



**Signature of the IQAC Coordinator**  
**07.11.2022**



**Signature of the Principal**  
**07.11.2022**  
**PRINCIPAL**  
Karilopatna Degree College  
Kendrapara-754223

1. Lalita Mohan Samantray (Principal)
2. Manas Kumar Rout (IQAC Co-Ordinator)
3. Sailendra Kumar Pattanayak (NAAC Co-Ordinator)

### **Agenda**

1. Minutes of previous meeting.
2. Regular execution of extracurricular activities.
3. Research work of the faculty members.
4. Conduct of practical classes.
5. Unit test and evaluation.
6. Publication of college magazine and wall magazine.
7. Smooth conduct of university exam.
8. Review of teaching learning process.
9. Any other matter with the permission of the chair.

The meeting was conducted under the chairmanship of the principal on date 05.12.2022 At the outset principal welcome all the members of academic council and directed the coordination to place the agenda in the meeting for discussion. Accordingly, agenda was placed in the meeting and after discussion the following resolution were made in the presence of the members dully signed above.

1.The academic Bursar Prof. Banshidhar Mishra read out the proceeding of the last meeting. After through discussions on the same it was confirmed.

2. Regarding the execution of extra-curricular activities assigned to the staff are executed sincerely and successfully except anti ragging cell. The principal thanks to the staff members for extending their whole hearted cooperation for the same. The principal advises the officer in-charge anti-ragging cell to aware regarding the anti-ragging through posters and banners in the campus and at the vintage point of the college campus. He was also instructed to place the board regarding anti-ragging within period of fifteen days.

3. As it is now necessary for teaching staff for their Publications was decided that, all the teaching staff will be undergoing for Ph.D. work simultaneously with Publication. They are assured that extraordinary leave will be granted by the G.B with pay for the said purpose. Further, all the teaching staff are requested to attend seminars and workshops, orientation & refresher courses as and when necessary. Similarly, the teachers are asked to aware the students about seminars and attend the seminars in nearby colleges if necessary.

4. **Regarding conduct of practical classes the principal and other members of the academic council are expressed their satisfaction. But the academic Bursar raised**

**the issue of complain by the students regarding conduct of practical classes for short period of times.so the HOD's are instructed to take full three periods for practical classes. (Optional Answer may be for you)**

5. The examination in-charge prof. Sailendra Kumar Pattanayak faculty in Economics department presented the information regarding the smooth conduct of monthly and half yearly tests and sort out of slow learners and advanced learners. He also lamented the fact that some students are remaining absent in unit test so he requested the principal to take necessary step against the default students by conducting guardian meeting, exhibits their names & roll numbers in the college notice board and in certain cases by imposing fines on them. So considering the matter gravely the principal instructed the administrative Bursar Prof. Manas Kumar Rout to convene students meeting before the commencement of classes in the coming session and aware them about the teaching learning process undertaken by the college further it was decided that the students those who will appeared all the exams and secure highest mark in the university examination of any stream will be provided with financial award so that other students will be inspired for securing good marks in the examination.

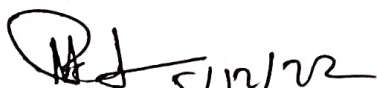
6. Regarding publication of college magazine, wall magazine etc. Prof. Mrs. Shikha Sahoo (Faculty in History) and Prof. Mr. Bijaya Kumar Swain (Faculty in Odia) were asked to take necessary steps to publish the same without any further delay so that these can be issued to students in time.

7. As an examination process is viewed seriously both by the university and Institution. So the principal requested all the staff to be sincere and vigilant during conduct of university exams. All staffs should ensure that free and fare examination is properly conducted. Taking the view seriously all staff agreed to cooperate the principal so far as the conduct of free and fair examination is concerned.

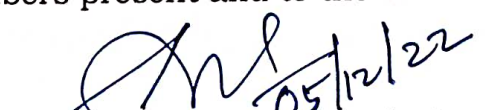
8. Regarding review of teaching learning process the principal expressed his satisfaction but instructed the academic and administrative Bursar to take further steps to enhance the teaching standard by the teaching faculty. In some cases, students are to be provided with **e-notes**, website address of different reference books and Journals and to conduct special classes for increase of academic standard.

9. Taking part on discussion the Po (Programme Officer) stated that the conduct of special camp, inter college camp, is a part of academic curriculum so this should be conducted with priority basis. The principal agreed to consult with the programme coordinator of concerned Utkal University to allot necessary fund for the organisation of said camp in the college or will sign MoU with NGOs to organise such programmes.

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



**Signature of the IQAC Coordinator**  
**05.12.2022**



**Signature of the Principal**  
**05.12.2022**  
**PRINCIPAL**  
Karilopatna Degree College  
Kendrapara-754223

**Members Present :-**

1. Lalita Mohan Samantray (Principal)
2. Manas Kumar Rout (IQAC Co-Ordinator)
3. Sailendra Kumar Pattanayak (NAAC Co-Ordinator)

**Agenda**

1. Discussion on Minutes of previous meeting.
2. Preparation of academic calendar.
3. Fresher's admission.
4. Master timetable.
5. Teaching learning process.
6. Library.
7. Research project & UGC Seminar.
8. Any other matter with the permission of the chair.


The meeting was conducted under the chairmanship of the Principal in the principal chamber on date 01.02.2023 At the outset the principal welcome all the members of the council and directed the academic Bursar to place the agenda for discussion for the smooth functioning of academic session 2022-2023

1. The academic bursar read out the proceeding of the last council meeting held on date-01.02.2023 After thorough discussion on certain points it was confirmed unanimously.
2. In the meeting of the council Academic Bursar pointed out that the academic calendar is to be reviewed for final printout for the session 2022-23 for the smooth functioning of the academic activities during the session. The principal is requested to form a committee with the chairmanship of academic and administration bursar to printout the academic calendar and submit the same before the principal for final approval on or before 30<sup>th</sup>, March, 2023
3. In the meeting of the council, it was decided that the admission committee will be constituted functioning of the admission process. The admission- in-charge is instructed to keep vigilant on up-to-date guidelines of the admission process and act accordingly. The Admission In-charge is to be directed to be alert during the admission period and update the date in time.
4. In the meeting of the council it was unanimously decided that the academic bursar will watch whether the master timetable is being prepared in the view of the common minimum standard issued followed by the University Curriculum and

availability of staff and rooms of the Institution. The academic bursar is also requested to prepare the same on or before 30<sup>th</sup>, March, 2023 and place the same before the principal for final approval.

5. In the meeting of the council it was unanimously decided that there will be sufficient flexibility in the operational curriculum for providing meaning full learning to the student. Regular student's feedback will be collected in order to bring innovation in teaching and learning process, feedback on Faculty, feedback on Library, Canteen, Hostel and Campus etc of the Institution. The faculty members are to be directed to take more initiative in the development of the students of their department. Lesson plans and progress registers are to be maintained regularly in order to complete the courses in due time. Unit tests are to be conducted monthly in order to identify the slow learners and advance learners so as to bring development in the learning process.
6. Discussion was made on the enrichment of the college library. As library is the learning temple it was decided that all necessary steps will be taken to enrich the Library with more IT facilities and to make the Library more digital. In this connection library in-charge is requested to submit to necessary proposal with Budget for Digital Library before the principal so that the students of the institution will be provided with ample new technological facilities.
7. In the meeting discussion was held on the research projects and It was decided that as research is a part of increasing of teaching ability, knowledge all the faculty members are to be directed to apply for minor research projects under under AICTE, DST and ICSSR to improve the academic standards. So that H.O.Ds are to be directed to apply more for different departmental seminars under AICTE, DST and ICSSR funds. In this regard the Faculty in-charge of research activities is requested to take more initiatives to provide all possible cooperation for bringing more funds of all the above mentioned funding agencies for research projects and departmental seminars.
8. In the meeting of academic council discussion was held on the extension activities. In this regard taking part on the discussion the NSS Officer of the institution presented the detail report of extension activities undertake in the previous year seeing the achievements the principal expressed his happiness and directed the post take more initiative for the organisation of special camp, normal camp and awareness programmes. Further the NSS Officer are requested to consult the programme coordinator of University for necessary funds for the said programme.

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

  
**Signature of the IQAC Coordinator**  
**01.02.2023**

  
**Signature of the Principal**  
**01.02.2023**

**Members Present :-**

1. Lalita Mohan Samantray (Principal)
2. Manas Kumar Rout (IQAC Co-Ordinator)
3. Sailendra Kumar Pattanayak (NAAC Co-Ordinator)

**Agenda**

1. Minutes of previous meeting.
2. Academic calendar.
3. Preparation for accreditation by NAAC.
4. Teaching learning.
5. Upgradation library.
6. Research project.
7. Matters if any with the permission of the chair.

The meeting was conducted under the chairmanship of the principal in the principal chamber on date-01.03.2023 with the presence of the members dully signed above to discussion about the agenda given above.

1. The academic bursar read out the proceedings of the last council meeting held on date-01.03.2023 After thorough discussion it was confirmed.
2. Considering the smooth functioning of the academic session 2022-23 all the members discussed about their progress in Lesson Plan and Grievance of the Students if any regarding their teaching Learning Process and Grievance if any related to the Examination Report.
3. The Director, Principal, NAAC and IQAC Coordinator reviewed the progress of the NAAC accreditation data and documents prepared by the NAAC Team Members. Find Out the short comings and decided to take positive action to full-fill the required and necessary areas which will add Quality in every aspect.
4. During discussion on teaching learning process implemented in our college it was unanimously discussed that to enhance the academic standard of the college the mechanism for teaching process are to be enhanced. So, taking part in the discussion the academic Bursar Mr. Banshidhar Mishra (Faculty in History) suggested that special budget should be made for purchase of L C D projectors, smart board, thorough which teaching process will be delivered. The library I/C Mr. Binod Bihari Sahoo (Faculty in Commerce) also suggested that steps should be taken to acquaint the students with e-learning research, e-learning, downloading of student material for which necessary computers, printers and extra internet facilities are to be provided in the library. The academic bursar suggested to facilitate to entrepreneurial skill to the students by organising seminars and workshops in collaboration with other colleges. Simultaneously with a hope of to enhance the teaching learning process it was decided to conduct




group discussion, quiz competition personality development etc. with sort interval, so that the students can be prepared themselves to compete in different state and national level exams. further it was decided that the unit test are to be conducted by more participation of the students.

5. In the meeting the library I/C Mr. Binod Bihari Sahoo (Faculty in Commerce) Suggested that in order to enhance the academic standard of the students more numbers of reference books, Text books and Journal Magazine (National and International Standard) etc are to be purchased out of lib fund and in case of need special funds should be allotted to purchase relevant textbooks so that students may be satisfied with more number of books.
6. For the smooth conduct of Language Laboratory, the Academic Bursar suggested to give a new look to the Language Laboratory.

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



**Signature of IQAC Coordinator**  
**01.03.2023**



**Signature of the Principal**  
**01.03.2023**

**Members Present :-**

1. Lalita Mohan Samantray( Principal)
2. Manas Kumar Rout (IQAC Co-Ordinator)
3. Sailendra Kumar Pattanayak(NAAC Co-Ordinator)
4. Banshidhar Mishra(Co-Ordinator Research Cell)

**Agenda**

1. Confirmation of proceeding of previous meeting.
2. Organisation of Co- curricular activities.
3. Conduct of Practical classes.
4. Completion of courses.
5. Student Procession
6. Smooth conduct of University Examination
7. Matters if any with the permission of the chair

A meeting of the academic council was conducted under the chairmanship of the principal in his office chamber on dt 02.04.2023 to discuss on the above mentioned agenda.

**Resolution: -**

1. The proceedings of the previous meeting held on Dt 01.03.2023 were read out by the Academic Bursar Mr. Banshidhar Mishra and after discussion it was confirmed unanimously.
2. In the meeting of the Academic Council it was discussed about the organisation of Annual Sports, Annual Function for the academic session 2022-23 The principal is requested to take necessary steps to organise the same after consultation with the members of college council & sports in charge. It is further decided that the members of the council will take initiative to conduct different competitions before the organisation cultural programme.
3. In the meeting the academic bursar placed the proposals of the H.O.Ds for purchase of some Sports equipment for the smooth functioning of the in-door and out-door games.
4. In the meeting the Academic Bursar Mr. Banshidhar Mishra appraised the principal about the completion of courses subject wise and Hons. wise. The principal expressed his satisfaction on the completion of the courses and

directed the H.O.Ds to take immediate steps to complete the pending courses if any in due time period.

5. In the meeting the Academic Bursar started about the students progression on participation in different competitions, presence in unit Test Exam, participation in N.S.S, Sports activities is outstanding then the previous years .Being inspired with the achievements of the students the principal expressed his satisfaction and directed the Academic Bursar and staff members to maintain the standard.
6. In the meeting the principal requested the staff members to co-operate in the forth coming various university Exams. The exam in charge is requested to make all necessary arrangements for smooth conduct of university examinations.

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



**Signature of the IQAC Coordinator**  
**02.04.2023**



**Signature of the Principal**  
**02.04.2023**

**Meeting No-06**

**Date-02.05.2023**

**Members Present :-**

1. Lalita Mohan Samantray (Principal)
2. Prof. Manas Kumar Rout (IQAC Co-Ordinator)
3. Prof. Sailendra Kumar Pattanayak (NAAC Co-Ordinator)
4. Prof. Banshishar Mishra (Co-Ordinator Research Cell)
5. Asst.Prof. Samiranjan Sethy
6. Asst.Prof. Bijaya Kumar Swain

**Agenda**

1. Minutes of previous meeting
2. Academic Calendar
3. Preparation for NAAC PEER TEAM Visit
4. Updating of Library and laboratory
5. Student Progression
6. Teaching Learning process
7. Implement other matters with the permission of chain

The meeting was conducted under the chairmanship of the principal in the principal chamber on dt. 02.05.2023 to discuss the agenda items mentioned above

1. The minutes of the previous council meeting held on dt 02.04.2023 were readout by the Academic Bursar and after discussion it was confirmed in the meeting unanimously.
2. In the meeting it was discussed that as the NAAC Team members have completed the Executive Summary of the SSR, Institutional Profile of the SSR, Extended Profile of the SSR, all QNM answer completed through DATA TEMPLATE, all QLM answer is completed and all necessary documents (SOP) are ready as per the NAAC requirement.
3. Reviewed also made on the College website whether completed and uploaded all the required links as required by NAAC.
4. As NAAC PEER Team will visit the college after acceptance of the all possible steps for the preparation of NAAC should handle with care.
5. In the Council meeting it was discussed about the NAAC PEER TEAM Visit of the college in the last part of year. So to face the peer team successfully the principal is requested to assign different duties at an early. So as to

make the accreditation process is easier. Further it was decided to take up different construction works related to academic upgradation. The Principal also requested all the staff members to work whole heartedly in order to get more CGPA in the accreditation process.

6. As soon as NAAC will accept the IIQA, the Institution will up-upload its SSR within 45 days from the acceptance of IIQA. NAAC PEER Team will visit with immediate effect after the SSR is accepted, so to get more CGPA in the academic sphere it is necessary for up-dation for library and laboratory. In this regard it was decided to purchase more books, Journals & Magazines for the library so that the students may be able to get more books for study purpose. Similarly, it was decided to purchase more laboratory equipment to account the students with scientific temper of the age.
7. Considering the academic standard in different spheres and outstanding performance of the students in the last final degree exams it was decided that the quality of teaching learning process will be maintained without any slackness. It was observed that besides academic sphere our students have progressed in different competitions. sports NSS and other aid on courses unexpectedly.
8. In the meeting it was discussed about the adoption of both traditional and innovative methods so far as the teaching learning process is concerned. So it was decided that all the faculty members should undergone training for teaching through smart board and LCD projector. So that they will be able to deliver their lecturers through modern teaching aids and the students will also be able to learn through innovative method.
9. In the meeting it was discussed that before NAAC PEER Team visit more initiatives will be taken to conduct Communication Skill, Personality Development and Soft Skill through any Government Certified Start-up Organisation. Personality Development on holistic consciousness and to face the interview successfully. It was resolved unanimously that along with the above activities some other activities like more exchange programme for faculty, Winter and Summer entrepreneurship can be taken care of. The meeting was ended with vote of thanks to the chair and the members present in the meeting.



**Signature of the IQAC Coordinator**  
02.04.2023



**Signature of the Principal**  
02.04.2023