

KARILOPATNA DEGREE COLLEGE, KARILOPATNA

At/Po-Karilopatna

Via-Karilopatna

Dist-Kendrapara

Pin-754223

Website: - karilopatnadegreecollege.ac.in & Gmail:-karilopatnadegreecollege@gmail.com



Letter No.

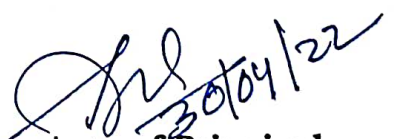
Date:- 30.04.2022

OFFICE ORDER

Date.07.05.13

As the admission process of the college is very vital work so it should be done very sincerely and meticulously. With a view to make the admission process in a very transparent manner we have formed an admission committee with senior teaching staff members. Though now the admission process of our state is directly mentioned and managed by the Department of **Higher Education Govt.** of Odisha through on-line mode still the committee formed in our institutional level to ensure admission strictly on merit basis. The committee is also responsible for smooth functioning of the admission work, publicity of college results through leaflet, advertisement etc.

Though the admission process is done through the admissible rules and regulations as laid down by the **DHE, Govt of Odisha** of still the committee remains responsible for the completion of admission process smoothly. The principal is the sole authority to constitute and reconstitute the committee yearly for the said purpose. As per provision the committee sits once in a year on more basing on the needs of the time.


Signature of Principal
PRINCIPAL
Karilopatna Degree College
Kendrapara-754223

The committee constituted with the following members

Members Present –

1. Lalita Mohan Samantray (Principal) Chairperson
2. Prafulla Kumar Mohanty (Lect. in Eng.) Member
3. Banshidhar Mishra (Lect. in History) Member

MEETING NO. 1

Members Present –

1. Lalita Mohan Samantray (Principal) Chairperson
2. Prafulla Kumar Mohanty (Lect. in Eng.) Member
3. Banshidhar Mishra (Lect. in History) Member

Agenda

1. Finalisation admission/Readmission Fees
2. Preparation of college calendar
3. Arrangement for refreshers admission
4. Matters if any with the permission of the chain.

The meeting was conducted under the chairmanship of the principal at 3 pm dt. 30.04.2022 in the agenda items mentioned above.

Resolutions

1. In the meeting it was discussed on the fee structure of the admission and readmission for the session 2021-2022 After thorough discussion and consultation with the members, Account Bursar and Accountant it was decided Rs. 5,500/- Will be collected for the admission purpose and Rs. 2,000/- Will be collected for re-admission purpose fee. +3 IInd & final year students during the session 2021-22 further it was decided that monthly tuition fee will be enhanced from Rs. to RS. 20/- to Rs.30/- .
2. In the meeting it was decided that the committee constituted for the preparation of college calendar will be requested to complete the calendar and print the same before the admission process is started, so that this can be issued to the students during admission and aware them about the rules and regulation of the college.
3. In the meeting it was decided that to make the admission process smoother the committee will assign duties to lecturers for verification of forms to clerk for issue receipt to the collection clerk for up-dation of data and other subordinates' staff to help them during admission.
4. In the meeting the OI/C Admission requested the principal to ensure about the guidelines regarding reservation of seats for students having sports Cota. Because some of the students had made complain before the admission committee in last year that have submitted valid sports certificate but the same has not been considered for giving weightage. After thorough discussion it was resolved that clarification will be sought from the DHE for the same to avoid discrepancies during admission.

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


30/04/22
Signature of Principal

PRINCIPAL
Karilopatna Degree College
Kendrapara-754223

MEETING NO.2

Members Present –

1. Lalita Mohan Samantray (Principal) Chairperson
2. Prafulla Kumar Mohanty (Lect. in Eng.) Member
3. Banshidhar Mishra (Lect. in History) Member


Agenda

1. Minutes of previous meeting
2. Opening of New Computer Section for Admission centre
3. Enhancement of fees for admission/ Readmission.
4. Steps to be taken for fresher's admission.
5. Any other matter with the permission of the chair.

The meeting was held under the chairmanship of the principal on dt. 01.06.2022 at 3 pm in his office chamber to discuss the above mentioned agenda items.

1. The Minutes of previous meeting were confirmed in the meeting unanimously.
2. In the meeting it was regretted that our college has not been allotted with Computer system by the management to monitor the admission process in our college level. After thorough discussion it was decided to apply for the same with proper format before the Management for finally submission before the University.
3. In the meeting the I/C admission Prof. Sailendra Kumar Pattanayak (Lect. In Economics) apprised the Committee that the fee structure for admission/Readmission of our college is less than the other nearby colleges of our district. After discussion on the same it was resolved that Rs. 5,500/- will be enhanced for freshers & Rs. 2,000/- for readmission in +3 Arts, Science and Commerce and Rs. 200/- for Freshers and Rs. 400/ for readmission for all stream during 2021-2022 session.
4. In the meeting with a view to make the admission more transparent and smoother the admission committee is requested to assign different duties relating to admission/Readmission to both teaching and non-teaching staff. Any deviation in this regard will be viewed seriously.

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


Signature of Principal
PRIN06/2022

Karilopatna Degree College
Kendrapara-754223

MEETING NO.3

Members Present –

1. Lalita Mohan Samantray (Principal) Chairperson
2. Prafulla Kumar Mohanty (Lect. in Eng.) Member
3. Banshidhar Mishra (Lect. in History) Member


Agenda

1. Minutes of previous meeting
2. Admission /Readmission Fees
3. Freshers' admission.
4. Matters if any with the permission of the chair.

The meeting was held under the chairmanship of the principal on dt. 30.07.2022 at 3:00 pm in his office chamber to discuss the above-mentioned agenda items.

1. The admission I/C read out the minutes of the previous meeting and after discussion it was confirmed.
2. In the meeting it was decided that the Admission /Readmission fees fixed in the last year will remain same as most of the students are from rural areas and from the family of very low financial back ground.
3. In the meeting it was decided that for the smooth functioning of the Admission Process Necessary steps will be taken by the admission committee.
4. The Admission In charge in the meeting pointed out that it is not possible to update all the data by him alone in a single computer. So, it was resolved that one extra computer, printer will be procured out of College fund which will help the Admission in charge in completion of the admission process in due time.

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


Signature of Principal
30.07.2022
Karilopatna Degree College
Kendrapara-754223

MEETING NO. 4

Members Present –

1. Lalita Mohan Samantray (Principal) Chairperson
2. Prafulla Kumar Mohanty (Lect. in Eng.) Member
3. Banshidhar Mishra (Lect. in History) Member

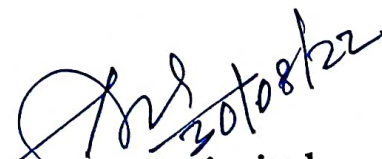
Agenda

1. Confirmation of the proceedings of the last meeting.
2. Enhancement of Admission and Re-admission fees.
3. Freshers Admission.
4. Matters if any with the Permission of the G.B.

Resolution

1. In the meeting held under the chairmanship of the Principal at 2.30 pm on dated. 30.08.2022 the admission in-charge Prof. Sailendra Kumar Pattanayak read out the proceedings of the last meeting and after through discussion it was unanimously confirmed
2. Regarding enhancement Admission and Re-admission in fees the committee resolved authorise the Principal to take step according to the situation.
3. In the meeting the committee was authorised to take steps to make the admission process more smooth by assigning duties to the teaching and non-teaching staff of the College.
4. In the meeting it I resolved that necessary step will be taken to increase of seats in Hons subjects both in Arts, Science and Commerce streams and the committee requested the Principal to apply for the same to the appropriate quarters.

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


Signature of Principal
30.08.2022
Karilopatna Degree College
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