

**MINUTES OF DISCUSSION IN THE NAAC COMMITTEE MEETING
HELD ON 11TH AUGUST, 2023 IN THE STAFF COMMON ROOM OF
THE INSTITUTE.**

As per approval of the Principal, NAAC Committee Meeting was held on 11th August, 2023 at 3.00 P.M among all the Teaching and Non-Teaching Staff of the Institute under the supervision of Dr.Satabdi Behera, Asst. Professor-cum-Co-Ordinator of NAAC Committee.

At the out-set, Dr.Behera congratulated to all the participants and invited their valuable opinion to go ahead in the NAAC Committee work unitedly on behalf of the Institute. Initiating discussions, she stated that the information on Criterion-I to III prepared in respect of the Institute, has already been handed over to NAAC Committee during last meeting held on 7th & 8th August, 2023 organised by Odisha State Higher Education Council, Bhubaneswar. The members of the Committee though accepted the same but given some remarks on the standard of work. In the said meeting, it has been instructed to us to submit the required information with documentary proof on Criterion-IV to VII in respect of this Institute within a period of **20-25 days**. Hence, she appealed to all staff to be very co-operative in NAAC work in order to submit the informations perfectly and in time to keep goodwill of the Institute in the eye of NAAC Committee henforth.

After thread-bare discussions, it has been decided to take up the following steps for prompt compliance to the points of NAAC Committee in respect of the Institute.

- 1) Proper distribution of Criterion IV, V, VI & VII of SSR among the staff.
- 2) There will be a weekly progress meeting with all Criterion Groups.

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- 3) Works on SSR will be scheduled on daily basis after 3.00 P.M. as suggested by the Faculty members. For this, no adjustment classes should be allotted to the faculty members.
- 4) Proper Academic Calender in collaboration with IQAC Committee should be prepared urgently.

The meeting ended with vote of thanks to the Chair.

Staff present in the meeting:-

- 1) Dr.Satabdi Behera,Asst.Prof.,Co-ordinator
- 2) Dr.Arjun Naik,Asst.Prof.,Admn.Officer
- 3) Dr.Nagina Bano,Asst.Professor
- 4) Dr.Janki Jha,Asst.Professor
- 5) Dr.Lopamudra Behera,Asst.Professor
- 6) Dr.Frasant Ku.Nanda,Asst.Professor
- 7) Sri Rashmiranjan Das,Asst.Professor
- 8) Sri Prasant Ku.Mallick,Asst.Professor
- 9) Sri Rajiv Lochan Sahoo,Asst.Professor
- 10)Smt. Priyanka Swain,Asst.Professor
- 11) Smt.Prachi Pattnaik,Asst.Professor
- 12) Masamata Samerun Khatun,Asst.Prof.
- 13) Sri Satyaban Pradhan,Accountant
- 14)Sri Raghunath Das,Sr.Clerk
- 15) Smt.Tejaswini Acharya,Jr. Librarian
- 16) Sri Pravakar Sahoo,Peon


Principal 11/8/2023