



#### OFFICE OF THE PRINCIPAL NAYAGARH (AUTONOMOUS) COLLEGE NAYAGARH-752069

Website-www.ngrautocol.ac.in E-mail – ngrautcol@yahoo.co.in

### NAAC 2021/ Metrics Level Deviations/Cr7-6

Criteria 7.1.10:	The Institution has a prescribed code of conduct for students,	
	teachers, administrators and other staff and conducts periodic	
	programs in this regard.	
	1. The Code of Conduct is displayed on the website	
	2. There is a committee to monitor adherence to the Code of	
	Conduct	
	3.Institution organizes professional ethics programs for students,	
	teachers, administrators and other staff	
	4. Annual awareness programs on Code of Conduct are organized	
Findings of DVV	Please provide - • Policy document on code of ethics. •	
	Proceedings of the monitoring committee. • Circulars and geo	
	tagged photographs with caption of the activities organized under	
	the metric for teachers, students, administrators and other staffs. •	
	Document showing Code of Conduct for students, teachers, governing body and administration • Handbooks, manuals and	
	brochures on human values and professional ethics • Report on the	
	student attributes facilitated by the Institution • Web-Link to the	
	relevant documents at HEI website.	
	relevant documents at HEI website.	
Response/	1) Code of conduct is attached. (Appendix-I)	
Clarification	2) Committee office order and its monitoring mechanism i.e.	
	proceedings are attached. ( <b>Appendix-II</b> )	
	3) One Page reports of Program conducted under this metrics are	
	attached. (Appendix-III)	
	4) Screenshot of the college website displaying code of conduct is	
	attached. ( <b>Appendix-IV</b> )	
	I .	

**IQAC** Coordinator

PRINCIPAL NAYAGARH AUTONOMOUS COLLEGE NAYAGARH

## **APPENDIX-I**



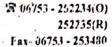
## OFFICE OF THE PRINCIPAL NAYAGARH (AUTONOMOUS) COLLEGE NAYAGARH-752069

Website-www.ngrautocol.ac.in E-mail - ngrautcol@yahoo.co.in

#### Code of Conduct for Students

- Students are expected to maintain the highest standards of discipline and dignified
  manner of behaviour inside as well as outside the College campus. They shall abideby
  the rules and regulations of the College and should act in a way that highlights the
  discipline and esteem of the College.
- 2. All the students are expected to be present in the class well -within time and late coming will attract loss of attendance for the corresponding hour.
- 3. Students shall rise from their seats when the teacher enters the class room and remain standing till the teacher takes her/his seat or they are allowed by the teacher to sit. Silence shall be observed during class hours.
- 4. Teachers shall be greeted appropriately with "Good Morning Sir/Madam" or "Good Afternoon Sir/Madam" and a "Thank you Sir/Madam" when the teacher leaves the classroom.
- No student shall enter or leave the class room when the session is on without the permission of the teacher concerned.
- In the events of Student seminars/project presentations etc., it is compulsory that all
  the students of the concerned class be present for the entire session.
- All leave applications (Regular & Medical) shall be submitted in time, for sanctionby concerned teachers. Application for medical leave shall be accompanied by valid medical certificates.
- 8. Ail the students shall wear their identity cards, well displayed. Identity badge is a public document and any teaching staff and non-teaching staff shall have the rightto peruse it. Denial of that alone invites disciplinary action.
- 9. All kinds of tattooing, body piercing, hair styling etc. that goes against the existing social norms and which could go against the spirit of Nayagarh Autonomous College academic values will be referred to the discipline committee.
- 10. As per the Govt. order, students shall not bring powered vehicles inside the campus.
- 11. Students are expected to maintain silence in the academic buildings to maintain the decorum and, any deviant behaviour such as hooting, whistling, loitering etc. will be treated as an instance of indiscipline.

PRINCIPAL NAYAGARHAUTONOMOUS COLLEGE NAYAGARH





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- 12. For independent study, students are expected to use the class rooms, library or the demarcated areas of the academic building and shall not resort to sitting instaircases or circulation areas where they could interfere with the free movement.
- 13. Students are encouraged to make use of the library, common computing facilities and to involve in professional body activities or any program authorized by the college beyond class hours.
- 14. Keep the campus neat and clean. Do not put any waste anywhere in the campus except in the waste baskets kept.
- 15. Consumption of intoxicants / psychotropic substances in any form or smoking or using chewing gum, pan masala etc. are strictly prohibited.
- 16. It is strongly advised to refrain from activities such as scribbling or noting on walls, door or furniture which could deface the college and destroy the academic ambiance.
- 17. Carefully handle the furniture, equipment's, fixtures and appliances of the college and lab.
- 18. Students are not permitted to arrange any unauthorized celebrations and decorations of any magnitude in the campus.
- 19. Students are not permitted to distribute or display (both physically and electronically) material such as notices, banners etc. in the campus without the permission of the competent authority.
- 20. Students who intend to represent the college in intercollegiate events shall take prior permission from the concerned head of the department and the selection will be based on parameters such as academic performance, attendance, character, existing academic pressure and competence of the student in the proposed event for participation.
- 21. On duty leave applications will not be entertained beyond 10 working days from the actual date of leave under any circumstance. The maximum number of on dutyleave admissible is restricted to 10 days per semester.
- 22. During internal examinations of 1 Hr period, students are not allowed to leave the hall within one hour from the beginning of the exam, and students have to occupy the seat 15 minutes before the commencement of the examination.

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- 23. Political activity in any form is not permitted in the College campus. Unauthorized meetings, propaganda work, processions or fund collections are forbidden within the College, hostels, and outside the college.
- 24. Harassing juniors, ill treatment to other fellow students or any such form of raggingis\
  objectionable and liable to be treated as criminal offence by the law enforcing agencies as per the directives of Hon'ble Supreme Court of India.
- 25. Misbehaviour towards girl students, use of threat or violence against members of the staff or fellow students will be considered as very serious cases of misconduct.

PRINCIPAL PRINCIPAL NAYAGARHAUTONOMOUS COLLEGE NAYAGARH



## OFFICE OF THE PRINCIPAL NAVAGARH (AUTONOMOUS) COLLEGE NAVAGARH-752069

Website-www.ngrautocol.ac.in E-mail – ngrauteol@yahoo.co.in

## Code of Conduct for Teaching and Non-Teaching Staff

## A. Code of Ethics for Faculties:

## In fulfillment of their obligations to the teaching profession, teachers will strive to:

- Advance the interests of the teaching profession through responsible ethical practices.
- 2. Regard themselves as learners and engage in continual professional development.
- 3. Be truthful when making statement about their qualifications and competencies.
- 4. Contribute to the development and promotion of sound educational policy.
- 5. Contribute to the development of an open and reflective professional culture.
- Treat colleagues and associates with respect, working with them in a very congenialenvironment.
- Assist newcomers to the profession, disclosure is required by the law or serves compelling professional purpose.
- 8. Respect confidential information on colleagues unless.
- 9. Speak out if the behaviour of a colleague is seriously in breach of this code.

### B. Identity CARD:

- 1. It is mandatory for faculty members to display identity cards at all times when they are inside the college campus.
- Faculties should avoid taking Identity cards from students when they are involved
  in undesirable activities. Identity cards can be demanded only to ascertain the
  identity of students. After noting the details of student, Identity card must be returned
  to the studentconcerned on the spot.

### C. COMMUNICATING WITH PARENTS:

Faculty should not summon parents to the Institute under any circumstances.
 Parents shall be invited to the campus only on the recommendation of the College Discipline Committee.

### D. STUDENTS - LATE COMING:

 Students should not be denied entry into the classrooms / Labs when they report late for the classes. However, such students shall automatically lose attendance for those classes.

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- Teachers must desist from awarding physical punishments to students indulging in misbehavior in the classrooms. However, they can warn such students or report to the HOD/Principal for necessary action.
- 3. Cases of indiscipline, misbehavior or insubordination should be dealt by departmental HoD or Principal level as such teachers should not threaten the students in the name of marks or other puritive action for their lapses or indiscipline.

### E. TAKING ATTENDANCE:

- 1. Faculty members must take attendance within first 5 minutes of starting the period.
- 2. Latecomers should not be denied admission into the classes for being late. However, such students need not be given attendance.
- 3. Teachers are advised to refrain from awarding punishments like:
  - o Dismissal from the class rooms
  - o Making them stand in the class rooms
  - o Summoning their parents to campus
- 4. Trouble makers in the class rooms must be reported to the HoD / Principal / Director for further action.

#### F. COURSE FILE:

- Every teacher must maintain a course file for each subject as well as lab offered duringsemester/year.
- 2. Course file shall have all the details mentioned in the check list mainly
  - o Updated Bio Data of Faculty
  - Time Table of the Faculty
  - o Copy of the Syllabus as given by University.
  - Lecture Plan
  - Two pages write up on each Unit
  - Lecture notes for each period
  - Date and time of preparation
  - Date and time of delivery

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- 3. Every teacher must submit course file to HoD four times in a term for clarity.
- 4. Every teacher should submit the Course file after the Term end to HoD.

### G. CLASS ADJUSTMENT BEFORE GOING ON LEAVE

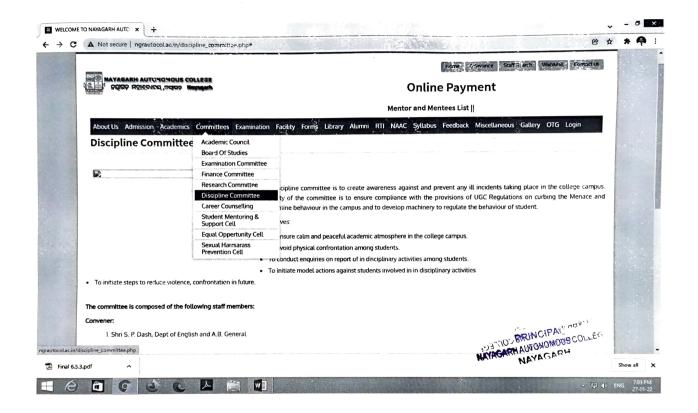
- 1. As per the rules of the institute staff members must adjust their classes and show the consent of the substitute teacher to the HoD before going on leave.
- Every teacher should display the Notice of Load adjustment on Notice board mentioning the name of substitute teacher and subject and also send on WhatsApp group of their respective class.
- 3. All the faculty members are advised to strictly follow the above procedure; failing which the leave will be treated as unauthorized with loss of pay.

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## APPENDIX-II





252235(R) Fax- 06753 - 253480

## OFFICE OF THE PRINCIPAL NAYAGARH (AUTONOMOUS) COLLEGE NAYAGARH-752069

Website-www.ngrautocol.ac.in E-mail – ngrautcol@yahoo.co.in

Date: 21 /08/2019

### Office Order

As per the guidelines of UGC/ Utkal University/ Department of Higher Education, Govt. of Odisha, Anti Ragging/ High Level Standing Committee is constituted with the following members for the Academic session 2019-20 to prohibit, prevent and eliminate the scourge of ragging in the campus of Nayagarh Autonomous College, Nayagarh.

Sr. No.	Name	Designation	Status
1.	Maj. Manjushree Pati	Principal .	Chairman, Ex- officio
2.	Sri S.P. Das	AB General	Member, Ex-officio
3.	Dr. Poma Tudu (I.A.S)	Civil Administration Representative	Member
4.	Jaideep Mohanty	Police Administration Representative	Member
5.	Ramakrushna Rath	Media Representative	Member
6.	Sri. S.K. Pradhan	AB Estt.	Member, Ex-officio
7.	Mrs.Kabita Mohapatra	Reader in Chemistry	Member, Ex-officio
8.	Dr. J.N. Dash	Supdt. Boys Hostel	Member, Ex-officio
9.	Mrs. Priyambada Dash	Supdt. Women's Hostel	Member, Ex-officio
10	Mrs. Rinku Khadenga	Lecturer in Sociology	Member, Ex-officio
11	Sri Hemanta Kumar Rath	Parents' Representative	Parent Member
12	Miss Ipsita Nayak	Student (Commerce)	Student Member
13	Miss Sai Priyadarshini	Student- (Physics)	Student Member
14	Sri. Sunil Kumar Das	Student- (Psychology)	Student Member

PRINCIPAL NAYAGARHAUTONOMOUS COLLEGE NAYAGARH

The objectives of the Anti-Ragging/ High Level Standing Committee are as follows: -

- 1. To ensure compliance with the provision of Regulations as per the guidelines of UGC/ Utkal University/ Department of Higher Education, Govt. of Odisha.
- 2. To monitor and oversee the performance of the Anti-Ragging squad in prevention of ragging in the institution.
- 3. Committee will ensure that Anti-Ragging declarations are taken as per guidelines.

All students and staff members are hereby informed to note the same and act accordingly.

Principal Nayagarh Autonomous College, Nayagarh

Memo No- 1775

Date- 21-08-19

Copy to person's concerned/SGF/H.C. for information & PGF for record.

Principal

Nayagarh Autonomous College,

Nayagarh

PRINCIPAL VAYAGARH AUTONOMOUS COLLEGE NAYAGARH

# OFFICE OF THE PRINCIPAL NAYAGARH (AUTONOMOUS) COLLEGE NAYAGARH-752069

Website-www.ngrautocol.ac.in E-mail – ngrautcol@yahoo.co.in

Date: -22/08/2019

### **Notice**

The meeting of Anti Ragging Committee is scheduled on Wednesday, 28/08/2019, at 03.00 PM in Principal Chamber.

### Agenda of the meeting:

- 1. Introduction of committee.
- 2. Discussion regarding Prohibition of Ragging in the campus.
- 3. Issue with the permission of the Chairman.

You are requested to make it convenient to attend the meeting.

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## OFFICE OF THE PRINCIPAL NAYAGARH (AUTONOMOUS) COLLEGE **NAYAGARH-752069**

Website-www.ngrautocol.ac.in E-mail - ngrautcol@yahoo.co.in

### **Attendance**

1.	Maj. Manjushree Pati
2.	Sri S.P. Das
3.	Dr. Poma Tudu (I.A.S)
4.	Jaideep Mohanty
5.	Ramakrushna Rath
6.	Sri. S.K.Pradhan
7.	Mrs. Kabita Mohapatra
8.	Mrs. Rinku Khadenga
9.	Dr. J.N. Dash
10.	Smt. Priyambada Dash
11.	Sri Hemanta Kumar Rath
12.	Miss Ipsita Nayak
13.	Miss Sai Priyadarshini
14.	Sri. Sunil Kumar Das

**PRINCIPAL** 

NAYAGARH AUTONOMOUS COLLEGE NAYAGARH



## OFFICE OF THE PRINCIPAL NAYAGARH (AUTONOMOUS) COLLEGE NAYAGARH-752069

Website-www.ngrautocol.ac.in E-mail – ngrautcol@yahoo.co.in

### **Minutes of Meeting**

Agenda 1. Introduction of committee.

#### Resolution:

All members given their self introduction. Maj. Manjushree Pati given overview about roles and responsibilities of the committee.

Agenda. 2. Discussion regarding Prohibition of Ragging.

#### Resolution:

Committee discussed regarding various aspects of ragging and its prohibition in campus or outside the campus. It has been brought to the notice of committee that if any case/problem found/reported to member of committee, it should be brought to the notice of undersigned immediately without any delay.

All are requested to take note of the same and advised to come with suggestions in next meeting.

Agenda 3. Issue with the permission of the Chair.

### Resolution:

1. Prof. S.K. Pradhan highlighted need of displaying antirragging committe on board in the campus.

Through discussion was made and it is resolved to display board of Anti-Ragging Committee in the institute campus.

As there were no issues to discuss, meeting concluded with vote of thanks to all present.

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## OFFICE OF THE PRINCIPAL NAYAGARH (AUTONOMOUS) COLLEGE NAYAGARH-752069

Website-www.ngrautocol.ac.in E-mail – ngrautcol@yahoo.co.in

## Action Taken Report of Meeting held on Monday, 28/08/2019

Sr.No.	Resolution in the Meeting	Action Taken for Implementation
		& Outcomes
	NIL	

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## OFFICE OF THE PRINCIPAL NAYAGARH (AUTONOMOUS) COLLEGE NAYAGARH-752069

Website-www.ngrautocol.ac.in E-mail – ngrautcol@yahoo.co.in

Date:-16/03/2020

### **Notice**

The meeting of Anti Ragging Committee is scheduled on Thursday, 19/03/2020. at 03.00 PM in Principal Cabin.

### Agenda of the meeting:

- 5. Confirmation of Minutes of last meeting held on 28/08/2019.
- 6. Discussion regarding Prohibition of Ragging in the campus.
- 7. Issue with the permission of the Chairman.

You are requested to make it convenient to attend the meeting.

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# OFFICE OF THE PRINCIPAL NAYAGARH (AUTONOMOUS) COLLEGE NAYAGARH-752069

Website-www.ngrautocol.ac.in E-mail – ngrautcol@yahoo.co.in

### **Attendance**

1.	Maj. Manjushree Pati
2.	Sri S.P. Das
3.	Dr. Poma Tudu (I.A.S)
4.	Jaideep Mohanty
5.	Ramakrushna Rath
6.	Sri. S.K.Pradhan
7.	Mrs. Kabita Mohapatra
8.	Mrs. Rinku Khadenga
9.	Dr. J.N. Dash
10.	Smt. Priyambada Dash
11.	Sri Hemanta Kumar Rath
12.	Miss Ipsita Nayak
13.	Miss Sai Priyadarshini
14.	Sri. Sunil Kumar Das

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PRINCIPAL NAVAGARH AUTONOMOUS COLLEGE NAVAGARH



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Website-www.ngrautocol.ac.in E-mail – ngrautcol@yahoo.co.in

### **Minutes of Meeting**

Agenda 1. Confirmation of Minutes of last meeting held on 28/08/2019.

#### **Resolution:**

Minutes of last meeting held on 28/08/2019 are read and unanimously approved.

Agenda. 2. Discussion regarding Prohibition of Ragging.

#### Resolution:

Committee was happy and proud to state that, no any ragging case is reported in campus which states that, Institute campus is ragging free. All committee members were happy and given special thanks to Dr.G.C. Das sir for his efforts in this regards.

Agenda 3. Issue with the permission of the Chair.

#### **Resolution:**

1. Smt. Kabita Mohapatra highlighted need of restructuring antirragging committe as few studnets got passed out and few faculty members resigned from the job.

Through discussion was made and it is resolved to reconstitute anti ragging committee at the start of next academic year i.e. 2020-21.

As there were no issues to discuss, meeting concluded with vote of thanks to all present.

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NAYAGARH AUTONOMOUS COLLEGE NAYAGARH



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Website-www.ngrautocol.ac.in E-mail – ngrautcol@yahoo.co.in

Date-16/08/2019

### Office Order

As per the requirement of UGC/Utkal University norms Nayagarh Autonomous college, Nayagarh has constituted the Internal Complaint/ Women's Grievance Redressal/ Women Development Committee.

Sr. No.	Name	Designation	Status
1.	Smt. Rinku Khadenga	Lecturer, Department of Sociology	Chairman, Ex- officio
2.	Smt. Pravasini Nanda	Non-Government Organization Representative (Nayagarh Kala Parishada, Nayagarh)	Member
3.	Smt. Kabita Mohapatra	Sr. Lecturer, Department of Chemistry	Member
4.	Smt. Bindulata Sandha	Lecturer, Department of Odia	Member
5.	Smt. Suprava Mallik	Lecturer, Department of Commerce	Member
6.	Smt. Pramodini Panda	Parents' Representative	Member
7.	Miss Itishree Biswal	Student- (Physics)	Student Member
8.	Miss Lagnesha Maharana	Student- (Commerce)	Student Member
9.	Smt. Rojalin Basantara	Non-Teaching Staff	Member

All concerned are requested to take note of above and approach the Principal / any of member(s) of the committee about the grievance, if any, in writing.

Mfali-Principal

Copy to:

All HODs/Persons Concerned/ All Notice Boards/Website for information, PGF/HCF for record.

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Website-www.ngrautocol.ac.in E-mail – ngrautcol@yahoo.co.in

Date:-03/03/2020

### **Notice**

The meeting of Women's Grievance Cell is scheduled on Wednesday, 11/03/2020, at 03.00 PM in Principal Chamber.

### Agenda of the meeting:

- 1. Confirmation of Minutes of last meeting held on 24/08/2019.
- 2. Discussion regarding grievances (if any).
- 3. Arranging Women's Day Celebration
- 4. Issue with the permission of the Chairman.

You are requested to make it convenient to attend the meeting.

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Website-www.ngrautocol.ac.in E-mail – ngrautcol@yahoo.co.in

### **Attendance**

1.	Smt. Rinku Khadenga
2.	Smt. Pravasini Nanda
3.	Smt. Kabita Mohapatra
4.	Smt. Bindulata Sandha
5.	Smt. Suprava Mallik
6.	Smt. Pramodini Panda
7.	Miss Itishree Biswal
8.	Miss Lagnesha Maharana
9.	Smt. Rojalin Basantara

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Website-www.ngrautocol.ac.in E-mail – ngrautcol@yahoo.co.in

### **Minutes of Meeting**

Agenda 1. Confirmation of Minutes of last meeting held on 24/08/2019.

### Resolution:

Minutes of last meeting held on 24/08/2019 are read and unanimously approved.

Agenda. 2. Discussion regarding grievances (if any).

#### Resolution:

Committee was happy and proud to state that, no any grivance case is reported in campus which states that, Institute campus is safe for girls students and ladies faculty memebrs.

### Agenda 3. Arranging Women's Day Celebration

As per the tradition of the institute, this year also committee members decided to celebrate Women's Day. Points discussed regarding this are as follows: -

- 1. Dress code decided for Faculty as a Saree
- 2. Performances of Girls Students are invited.

Agenda 4. Issue with the permission of the Chair.

#### Resolution:

1. Smt. Bindulata Sandha highlighted need of restructuring antirragging committe as few studnets got passed out and few faculty members resigned from the job.

Through discussion was made and it is resolved to reconstitute Women's Grievance Cell at the start of next academic year i.e. 2020-21.

As there were no issues to discuss, meeting concluded with vote of thanks to all present.

PRINCIPAL NAYAGARHAUTONOMOUS COLLEGE NAYAGARH

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## OFFICE OF THE PRINCIPAL NAYAGARH (AUTONOMOUS) COLLEGE NAYAGARH-752069

Website-www.ngrautocol.ac.in E-mail – ngrautcol@yahoo.co.in

### Action Taken Report of Meeting held on Monday, 11/03/2020

Sr.No.	Resolution in the Meeting	Action Taken for Implementation
		& Outcomes
	NIL	

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Website-www.ngrautocol.ac.in E-mail – ngrautcol@yahoo.co.in

Date: -19/08/2019

### **Notice**

The meeting of Internal Complaint/ Women Development Committee/ Women's Grievance Cell / Anti-Sexual Harassment is scheduled on Saturday, 24/08/2019, at 03.15 PM in Principal's Chamber.

#### Agenda of the meeting:

- 1. Introduction of committee.
- 2. Discussion regarding grievances of girls' students and ladies faculty.
- 3. Other matter if any with the permission of the Chairman.

You are requested to make it convenient to attend the meeting.

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Website-www.ngrautocol.ac.in E-mail – ngrautcol@yahoo.co.in

The following members of Internal Complaint/ Women Development Committee/ Women's Grievance Cell / Anti-Sexual Harassment have attended the meeting on 24.08.2019

1.	Smt. Rinku Khadenga
2.	Smt. Pravasini Nanda
3.	Smt. Kabita Mohapatra
4.	Smt. Bindulata Sandha
5.	Smt. Suprava Mallik
6.	Smt. Pramodini Panda
7.	Miss Itishree Biswal
8.	Miss Lagnesha Maharana
9.	Smt. Rojalin Basantara

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Website-www.ngrautocol.ac.in E-mail – ngrautcol@yahoo.co.in

### **Minutes of Meeting**

Agenda 1. Introduction of committee.

#### Resolution:

All members given their self introduction. Smt. Rinku Khadenga given overview about roles and responsibilities of the committee.

Agenda. 2. Discussion regarding grievances of girls' students and ladies faculty.

#### Resolution:

Committee discusssed regarding various probable grievances of girls' students and ladies faculty inside the campus or outside the campus. It has been brought to the notice of committee that if any case/ problem found/reported to member of committee, it should be brought to the notice of committee members immediately without any delay.

All are requested to take note of the same and advised to come with suggestions in next meeting.

Agenda 3. Issue with the permission of the Chair.

#### Resolution:

1. Smt. Sulagna Samantaray highlighted need of displaying Women's Grievance Cell on board in the campus.

Through discussion was made and it is resolved to display board of Anti Women's Grievance Cell in the institute campus.

As there were no issues to discuss, meeting concluded with vote of thanks to all present.

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Website-www.ngrautocol.ac.in E-mail – ngrautcol@yahoo.co.in

## Action Taken Report of Meeting held on Saturday, 24/08/2019

C. Na	Resolution in the Meeting	Action Taken for Implementation	
Sr.No.	Resolution III	& Outcomes	
	NIL		
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**PRINCIPAL** 

S. U. D.U. NAYAGARH AUTONOMOUS COLLEGE MAWAFADH



## OFFICE OF THE PRINCIPAL NAYAGARH (AUTONOMOUS) COLLEGE NAYAGARH-752069

Website-www.ngrautocol.ac.in E-mail – ngrautcol@yahoo.co.in

Date- 27/06/2019

### Office Order

As per the guidelines of UGC/Utkal University, Student Grievance Cell has been re-constituted for the Academic Session 2019-20. The committee shall deal with the complaints from the students, teaching staff, non-teaching staff, parents and other stakeholders.

Sr. No.	Name	Designation	Status
1.	Maj. Manjushree Pati	Principal	Chairman, Ex-officio
2.	Sri. S.P. Dash	AB (Gen)	Member, Ex-officio
3.	Sri. S.K. Pradhan	AB (Estt)	Member, Ex-officio
4.	Dr. J.N. Dash	Controller of Examination	Member, Ex-officio
5.	Dr. B.K. Pattnaik	Prof, I/C- UGC	Member, Ex-officio
6.	Mr. Omer Malllik	Academic Bursar	Member, Ex-officio
7.	Dr. L.D. Sahoo	Accounts Bursar II	Member, Ex-officio
8.	Sk. Esaque	Vice President Students Union	Member, Ex-officio
9.	Sri. Badal Pradhan	Student- (Commerce)	Student Member
10.	Sri. Tarini Prasad Nayak	Student- (Chemistry)	Student Member
11.	Sri. Satyaprakash Barik	Student- (Sociology)	Student Member
12.	Sri. Subhransu Pradhan	Non- Teaching Staff	Member

All concerned are requested to take note of above and approach the chairman / any of member(s) of the committee about the grievance, if any, in writing.

Principal

Mahr

Copy to:

All HODs/Persons Concerned/ All Notice Boards/Website for information, PGF/HCF for record.

NAYAGARHAUTONOMOUS COLLEGE

# OFFICE OF THE PRINCIPAL NAYAGARH (AUTONOMOUS) COLLEGE NAYAGARH-752069

Website-www.ngrautocol.ac.in E-mail – ngrautcol@yahoo.co.in

Date: -08/07/2019

### **Notice**

The meeting of Student Grievance Cell is scheduled on Saturday, 13/07/2019, at 03.00 PM in Principal Chamber.

### Agenda of the meeting:

- 4. Introduction of committee.
- 5. Discussion regarding issues related to Students
- 6. Issue with the permission of the Chairman.

You are requested to make it convenient to attend the meeting.

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PRINCIPAL NAVAGARHAUTONOMOUS COLLEGE



**2** 06753 - 252234(O) 252235(R) Fax- 06753 - 253480

## OFFICE OF THE PRINCIPAL NAYAGARH (AUTONOMOUS) COLLEGE NAYAGARH-752069

Website-www.ngrautocol.ac.in E-mail – ngrautcol@yahoo.co.in

### **Minutes of Meeting**

Agenda 1. Introduction of committee.

#### **Resolution:**

All members given their self introduction. Maj. M. Pati given overview about roles and responsibilities of the committee.

Agenda. 2. Discussion regarding issues related to Students

#### Resolution:

Committee discussed regarding various issues related to Students. It has been brought to notice of committee that all problems related to Students regarding Infrastructure. Office, Library, Training and Placement i.e. Admin. and Academics problems will be addressed by this committee.

All are requested to take note of the same and advised to come with suggestions in next meeting.

Agenda 3. Issue with the permission of the Chair.

#### **Resolution:**

As there were no issues to discuss, meeting concluded with vote of thanks to all present.

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NAYAGARH AUTONOMOUS COLLEGE





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## OFFICE OF THE PRINCIPAL NAYAGARH (AUTONOMOUS) COLLEGE NAYAGARH-752069

Website-www.ngrautocol.ac.in E-mail - ngrautcol@yahoo.co.in

### **Attendance**

1.	Maj. Manjushree Pati
2.	Sri. S.P. Dash
3.	Sri. S.K. Pradhan
4.	Dr. J.N. Dash
5.	Dr. B.K. Pattnaik
6.	Mr. Omer Malllik
7.	Dr. L.D. Sahoo
8.	Sk. Esaque
9.	Sri. Badal Pradhan
10.	Sri. Tarini Prasad Nayak
11.	Sri. Satyaprakash Barik
12.	Sri. Subhransu Pradhan

PRINCIPAL

NAYAGARH AUTONOMOUS COLLEGE NAVATARL



## OFFICE OF THE PRINCIPAL NAYAGARH (AUTONOMOUS) COLLEGE NAYAGARH-752069

Website-www.ngrautocol.ac.in E-mail – ngrautcol@yahoo.co.in

## Action Taken Report of Meeting held on Saturday, 13/07/2019

Sr.No.	Resolution in the Meeting	Action Taken for Implementation & Outcomes
	NIL	

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### OFFICE OF THE PRINCIPAL NAYAGARH (AUTONOMOUS) COLLEGE **NAYAGARH-752069**

Website-www.ngrautocol.ac.in E-mail - ngrautcol@yahoo.co.in

Date: -06/03/2020

### **Notice**

The meeting of Student Grievance Cell is scheduled on Tuesday, 17/03/2020, at 03.00 PM in Principal Chamber.

### Agenda of the meeting:

- 1. Confirmation of Minutes of last meeting held on 13/07/2019.
- 2. Discussion regarding issues related to Students
- 3. Issue with the permission of the Chairman.

You are requested to make it convenient to attend the meeting.

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## OFFICE OF THE PRINCIPAL NAYAGARH (AUTONOMOUS) COLLEGE NAYAGARH-752069

Website-www.ngrautocol.ac.in E-mail - ngrautcol@yahoo.co.in

### **Minutes of Meeting**

Agenda 1. Confirmation of Minutes of last meeting held on 13/07/2019.

### **Resolution:**

Minutes of last meeting held on 13/07/2019 are read and unanimously approved.

Agenda. 2. Discussion regarding issues related to Students

#### Resolution:

Committee discussed regarding various issues related to Students.

- 1. e-ShodhSindhu Membership
- 2. e-Library tab on website
- 3. Maintenance of Sanitary Napkin Vending Machine

All the concerned members were called and advised to take corrective actions with immediate effect and action taken is to be submitted to undersigned after compliance.

Agenda 3. Issue with the permission of the Chair.

#### Resolution:

1. Shri S.K. Pradhan highlighted need of restructuring Student Grievance Cell as few studnets got passed out and few faculty members resigned from the job.

Through discussion was made and it is resolved to reconstitute Student Grievance Cell at the start of next academic year i.e. 2020-21.

As there were no issues to discuss, meeting concluded with vote of thanks to all present.

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### OFFICE OF THE PRINCIPAL NAYAGARH (AUTONOMOUS) COLLEGE NAYAGARH-752069

Website-www.ngrautocol.ac.in E-mail - ngrautcol@yahoo.co.in

### **Attendance**

Maj. Manjushree Pati
Sri. S.P. Dash
Sri. S.K. Pradhan
Dr. J.N. Dash
Dr. B.K. Pattnaik
Mr. Omer Malliik
Dr. L.D. Sahoo
Sk. Esaque
Sri. Badal Pradhan
Sri. Tarini Prasad Nayak
Sri. Satyaprakash Barik
Sri. Subhransu Pradhan

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252235(R) Fax- 06753 - 253480

## OFFICE OF THE PRINCIPAL NAYAGARH (AUTONOMOUS) COLLEGE NAYAGARH-752069

Website-www.ngrautocol.ac.in E-mail – ngrautcol@yahoo.co.in

### Action Taken Report of Meeting held on Tuesday, 17/03/2020

Sr.No.	Resolution in the Meeting	Action Taken for Implementation	
		& Outcomes	
NIL			

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NAYAGARH AUTONOMOUS COLLEGE NAVAGARH

## APPENDIX-III



**2** 06753 - 252234(O) 252235(R)

Fax- 06753 - 253480

## NAYAGARH (AUTONOMOUS) COLLEGE NAYAGARH-752069

Website-www.ngrautocol.ac.in E-mail – ngrautcol@yahoo.co.in

	Date: 24/08/2018	
	Activity Report	
Academic Year	2018-19	
Name of the	One day FDP on "Workplace Ethics"	
Activity		
Participants	Teaching & Non-Teaching Staff members.	
Venue	Golden Jubilee Conference Hall	
Date of the	22/08/2018	
Activity		
Resource person	Sri Suresh Kumar Pradhan, Dept. of Physics	
Objective	To enhance the human behaviors as well as the moral standards.	
Brief Report	One day Faculty Development Programme was conducted on "Workplace Ethics" on 08/02/2018. Sri Suresh Kumar Pradhan, the resource person on the said FDP stressed on work ethic as a belief that hard work and diligence have a moral benefit and an inherent value to strengthen character and individual abilities. Some of the queries of the participants were also cleared by Sri Pradhan. Overall the programme turned out to be an effective one.	
Photographs/ News Paper Cutting of the event (2 Photos)		

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### NAYAGARH (AUTONOMOUS) COLLEGE NAYAGARH-752069

Website-www.ngrautocol.ac.in E-mail – ngrautcol@yahoo.co.in

### **NOTICE**

No

Date-16/08/2018

It is hereby informed to all the Teaching & Non-Teaching Staff members that one-day FDP on "Workplace Ethics" is scheduled to be conducted on 22/08/2018in Golden Jubilee Conference Hall at 10.30 am. Sri Suresh Kumar Pradhan, Dept. of Physics will work as the resource person in this FDP. So, all of them are advised to make themselves available in the program.

Principal

Nayagaff (Autonomous) College

Nayagarh

Copy forwarded to all notice boards/ HCF/PGF for record.



# OFFICE OF THE PRINCIPAL NAYAGARH (AUTONOMOUS) COLLEGE NAYAGARH-752069

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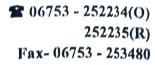
### Report on Extra-Mural talk on "Morality in Education"

An Extra-mural talk on "Morality in Education" was organized by IQAC of Nayagarh Autonomous College, Nayagarh on 21st November 2019 at 11am in the New Conference Hall of the college. Swami Sadananda Saraswati, Regional Head, Chinmaya Mision Bhubaneswar attended the programme as the Chief Speaker and the meeting was presided over by Major Manjushree Pati, Principal, Nayagarh Autonomous College, Nayagarh. In this meeting, faculty members, staff and students participated in the discussion in the interactive session.

The meeting started with invocation by Swami Sadananda Saraswati. Prof. Rabindra Sahoo chanted Vedic Mantra at the time of lighting the candles before lord Jagannath. Guests were invited to the dais by Prof. Abhjit Panda. Prof. Pramod Kumar Dash introduced the guest speaker and gave a very brief introduction on the topic.

Then Swamiji delivered his talk. Swamiji said that education itself is morality. Without morality education is misnomer. He remarked that only human beings need education because man is such animal who is gifted of freedom and interlligence and at the same time man is free to misuse his freedom. Animals act by their instinct. Swamiji made a distinction between training and educating. Training cannot make one moral. It can at the best make us more polite, polished, civilized and mature in manners. Swamiji said, morality is a question of understanding, not training. Nobody can be trained to be moral. Human beings can understand the moral values, moral conflicts, can make distinction between good and bad, right and wrong, on the basis of value paradigms. Again he remarked man is the only animal who can feel happy and sorrow. Animals desire according to their biological necessities. But human beings desire by psychological propensities. Therefore man suffers from having infinite desires and spoils his entire life to fulfil the unfulfilled desires. That leads to despair and frustration. That leads to anger, geed, infatuation, violence and mental disorder which are clear symptoms of unhappiness. Swamiji made a four-fold distinction of human desires.

PRINCIPAL NAVAGARH





## OFFICE OF THE PRINCIPAL NAYAGARH (AUTONOMOUS) COLLEGE NAYAGARH-752069

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Some people desire to be happy at the cost of other's sufferings. Some people desire others to be unhappy if they are unhappy. Some people desire universal happiness in which all should be happy including himself. And lastly, some people desire only the happiness of others even at the cost of their own pain and sufferings. Accordingly there are four types of human characters. In this paradigm the last one is treated as the noblest moral value. He emphasized on the practical implementation of the values in our day to day life, profession and public interaction.

Some pertinent questions were asked by the students and the staff members present in the meeting. Swamiji explained all questions by emphasizing on positive thinking. He said positive thinking and positive attitude can heal all psychological problems of human beings.

After that, the president, the Principal madam, delivered her presidential address by summing up the key notes addressed by Swamiji. This was followed by giving a token of appreciation to Swamiji by Pricipal. A sapling was presented to Swamiji by the Eco-Club of the college.

The meeting ended successfully with vote of thanks proposed by Dr. Sanjukta Mishra, Department of Physics.

Principal

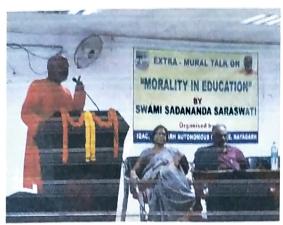
Nayagarh Autonomous College, Nayagarh

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## Extra-Mural talk on "**Morality in Education**" – Some Memorable Moments











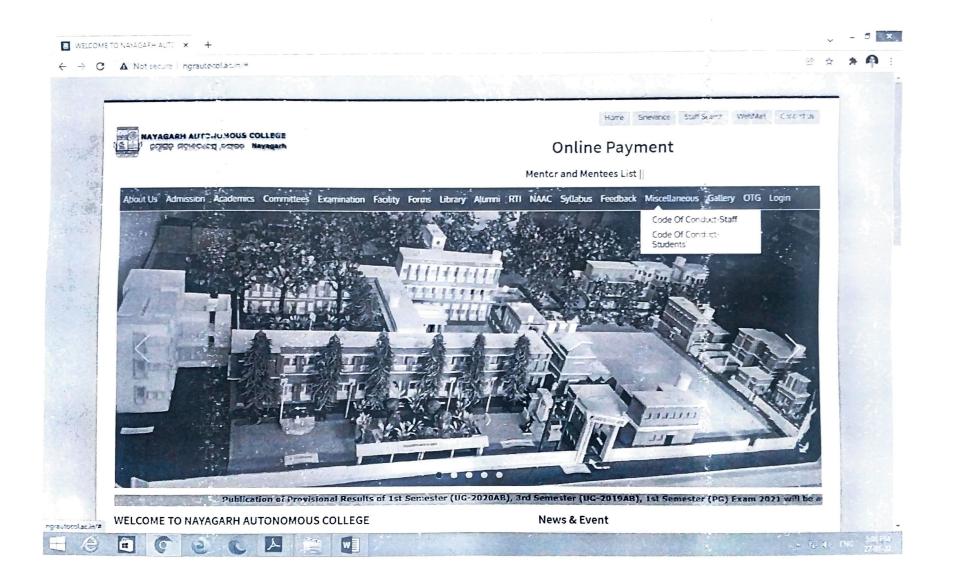


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## **APPENDIX-IV**



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