



ରାଜା ମଧୁସୂଦନ ଦେବ ଡିଗ୍ରୀ ମହାବିଦ୍ୟାଳୟ, ପଟିଆ
RAJA MADHUSUDAN DEV DEGREE COLLEGE
OF SCIENCE & EDUCATION, PATIA
(A Govt. Aided Degree College)

At/Po - Patia, PS : Infocity
Bhubaneswar, Odisha - 751031
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7.1.10: The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard.

Sl No	Date	Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims
1	07-10-2013	Meeting was conducted for smooth functioning of the Degree college with proposed charge distribution among staff taking account into experience, efficiency and belief. The charge distribution list has been annexed.
2	13-02-2018	Meeting has been conducted regarding annual function-2018. Some modification in charge distribution has been annexed.
3	07-12-2019	Meeting has been conducted in IQAC Room attending all the staff of the college. Vote of thanks given by Dr. HK Senapati. And the details register has been annexed.
4	15-09-2020	Meeting haeld on 15-09-2020 to discuss the charge distribution among staff for session 2020-21. Dr HK Senapati senior lecturer convened the meeting. Details has been annexed.

STAFF COUNCIL MEETING-6

Date-09/10/2013

Today as on 7th day of October, Monday, a well attended staff meeting of RMD Degree College, Patia is being held at Girls common Room under Presidentship of the Principal-cum-Secretary, Sri P.K. Rout. The following points are being discussed and resolved:

That, by mutual discussion and consensus, the Staff Council for the year (2013-14) is formed by normal approval of all present. There will be six members of staff council representing different categories of staff. These are Sri H.K. Senapati (Lect. in Edn), Sri K.C. Mishra (Lect. in Hist.), Smt. Gitangali Behera (Lect. in Edn), Miss. Lopamudra Pattanayak (Lect. in Eco), Sri Sachindra Sethi (Sr. Clerk), Sri Rashmi Ranjan Das (D.E.O) who are nominated to staff council (2013-14). Again Sri K.C. Mishra, (Lect. in History) elected as staff council Secretary for this year.

That for smooth functioning of Degree college Principal tabled the proposed charge distribution among staff taking account into experience, efficiency and helth. This charge distribution is as follows:-

1. Prasant Kumar Rout (Principal) - Administrative / C
2. Hatakeswari Senapati (Lect. in Edn) - SSC & NSEC, NCC, International
3. Kanchan Chandra Mishra (Lect. in Hist.) - University / Government Exam, Form fill up, NCC, RTI
4. Raj Kishor Sethi (Lect. in Eng.) - Cultural Prog, Extra-curricular, P. Administration
5. Chandan Kumar Sahu (Lect. in Pro) - Inv. visit, RPE, Scholarships, D.E. & Lect. Negotiations
6. Nibedita Mohanty (Lect. in Phys.) - Academic Staffs signity etc.

9. Urmila Sahoo (Drama) - Green Club, Red Cross, Environment and Sanitation
10. R. S. Mishra (Lect. in Edn) - Cycle Band, Cadet, Sports and Programs
11. Lopamudra Pattanayak (Lect. in Pro) - Girls Sports Students
12. Gargee Banerjee (Lect. in Comm.) - PR, web site, Guest Parents
13. Ganesh Mahapatra (Lect. in Hist.) - PMS negotiation, Am. Fellow

Non Teaching Staff

1. Sachindra Sethi (Clerk) - Record, Office, Stock, Income, and Attendance, Registers & Library Progress Register, Office Documents.
2. Sushila Pathy (Clerk) -
3. Rashmi Ranjan Das (D.E.O) - Net Computer, Handwork, Non-acc. Paper, Exam Lab, Office Correspondence
4. Jagabandhu Sahoo (Peon) - Principal's Office, DPE, ABE, Unmanned, Issue, Disposal, Reimbursement - Staff Common Room, Kanchan
5. Babuli Sethi (Peon) - Quilt, Lab, Security, Camp, Dishes
6. Sanjukata Sahoo (Peon) - Office, Common Room, Cameraman
7. Agadhu Mahapatra (Nashtraman) - Night Security, Toilet
8. Dikhan Nayak - Garden, Ecology, Water Supply

That, Sri K.C. Mishra (Lect. in Hist.) suggested few modifications in Academic Progress of college which is accepted by Principal and all staff. Other points like Time table, Progress Register, Attendance, Seminar, are discussed.

That, it is decided that the Proposed Salary enhancement for this year shall be made as per advice of Honble President G.B. cum-Subcollector, BBSR. So Principal-cum-Secretary, appealed staff council members to go through the Budget of (2013-14) and aid and advice with Proposal of Salary enhancement with affordability of funds.

At last, Principal-cum-Secretary, with all for their co-operation and contribution with Puga Greetings to all. Sri H.K. Senapati, H.O.D, Edn. Department, gives vote of thanks and the

Signature in full:

1. Prasant Naut, Lect. in Pol. Sci. (Principal/c)
2. Kanhu Charan Mishra, (Lect. in History)
3. Lopamudra Patanayak (Lect. in Economics)
4. Geetanjali Behera. (Lect. in Education)
5. Sachindra Saha (1st clerk)
6. Rashmi Ranjan Das (D.E.O)
7. Ganesh Mohapatra
- 8.
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STAFF COUNCIL MEETING - 18

Date - 13th Feb 2018

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Agenda

1. Regarding Annual Function of 2018.
2. Regarding F.D. Exam - 2018 (Arts & Commerce)

Today as on 13th Feb. 2018 at 11:30 AM in D-2 (Hall) all staff attended the meeting under President's chair the Principal conveyed by secretary, staff council Sri K. Mishra. In this meeting the above points have been discussed and approved by all.

That, the Principal welcome to the teaching and non-teaching staff of our college for the session 2017-18. Principal also discussed about the "Dikhyanta Samaroha - 2018" of our college. The Principal also fixed the date 16.03.2018 for Dikhyanta Samaroha. Mr. Ajaya Agrawal became the chief guest of the function. Dr. Debrajbrata Mohanty became the chief speaker. Of the function. The Hon'ble M.P. Dr. P.K. Pattnay became the Guest of the function. Mrs. Jayanti Jena became the Esteemed Guest of the function. The Principal also distributed various charges among the teaching and non-teaching staff of our college. The Hon'ble M.A. President of our G.B. of our college was presided over the meeting. Mr. A.K. Sahu and Mr. S.K. Sethy remained overall charge of the function. Mr. H.K. Senapati, H.O. Edm. was in charge of Guest of the function. Mr. K.C. Mishra, H.O. History and Mr. C.K. Sahu, H.O.D. remained in charge of

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Subrata Sir, Abhinav madam and Pabitra (D.E.O) also remained in charge of Stage decoration. Mr. D. Ghoshan, Mr. B.K. Sethy, C. Pathy and Pradip Sir remained in charge of Lunch Preparation. Mrs. G. Banerjee and Dr. Swati Pattanayk was remained in charge of meeting Proceeding. Mrs. Dr. N. Mohanty, Lect. in Pol. Science, Smriti madam (Lect. in Physics), S. Das (Lect. in Ed's) was remained in charge of Cultural Programme of the function. Mrs. G. Behera and Mr. C.K. Sahu was remained in charge of Student discipline. Mrs. M. Brahma and C.K. Sahu was remained in charge of Prize distribution of the meeting. Dr. R. Behera was remained in charge of Magazine of the College. Mr. Anshu also discussed about the Plan and Programme of the meeting.

That, the Principal, Suptd. of the F.D. Exam 2018 also discussed about the conduct of the Exam. The Principal discussed all staff should co-operate to Sri K.C. Mishra (Dy. Suptd) of the F.D. Exam 2018.

In the end, Mr. K.C. Mishra, Secretary Staff Council gave vote of Thanks and the meeting was concluded.

- Signature
- | | | | |
|--------------------|----------|----------------------------|---------------------|
| 1. K. Mishra | 13.02.18 | 8. Dr. Debrajbrata Mohanty | 10. Lopamudra Nayak |
| 2. Prasant Noul | | 9. Sujata Das | Madhusmita Moh |
| 3. A.K. Sahu | | 11. Swaha Rout | Gita Jay Behera |
| 4. Swati Pattanayk | | 12. Lopamudra Mohapatra | Rupraj Behera |
| 5. R.R. Kumar Das | | 13. Shilpa Mahapatra | Halehika Khatun |
| 6. Sanjita Saha | | 14. Anamika Patra | Anshu Saha |

STAFF COUNCIL MEETING - 25

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Agenda:

Date: 07.12.2019.

1. University Exam - 5th & 3rd Semester (CBCS System)
2. Annual charge distribution among staff.
3. Regarding department seminar.
4. Others.

Today as on 07th December, 2019 at 1:30 pm in IGAC Room - B all staff attended the meeting under the Presidency of the Principal presided by the Secretary, Staff Council Sri K.C. Mishra. In this meeting the above points have been discussed and approved by all.

That, the Principal welcome to the teaching and non-teaching staff of our college for the last meeting of the year. The Principal discussed about the 5th and 3rd Semester Exam-2019 in the meeting. Mrs. Malabika Barahna, (lect. in Commerce) and Raj Kishore Sethi (lect. in English) remained in charge 5th semester Exam-2019. 5th semester Uni. Exam will start from 10th Dec. 2019 and continued till 14th Dec. 2019 and 5th semester Uni. Exam-2019 (Commerce) will continue till 21th Dec. 2019. In the meeting the Plan and Programme of 5th semester Uni. Exam-2019 was also discussed and all teaching and non-teaching staff agreed for smooth conduct of Exam-2019 in the meeting. Mr. Ranu Charan Mishra, H.O.D. (Library) and Mr. Dhanyaya Bhuyan was remained in charge of 3rd Semester Exam-2019.

That, the Principal also distributed various charge among all staff of our college. (1) Mr. Prasant Kumar Rout, (Principal - cum Secretary) was remained in charge of Administration, RTI, Legal

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Academic's & Administration (2) Mr. K.C. Mishra, H.O. History, remained in charge of University Exam (5th), RTI and all Exam (3) Mr. Raj Kishore Sethi, H.O. English remained (Hons) Affairs, Internal Result, P.F. (4) Mr. Chandan Kumar Sahu H.O. D. in Eco. in charge of Scholarships, Sports, Old Students, P.F. (5) Dr. R.C. Mishra, H.O. in Calc. in charge of Extra-Curricular, Magazine and NSS (6) Mr. P.K. Sahu (lect. in Phys) in charge of P.U.A., Y.C., Extra Curriculum, Red Cross (7) Mrs. G. Mishra (lect. in Ed) in charge of Library, Staff Common Room, NSS (8) Exam. (9) Mrs. M. Barahna (H.O. in Comm.) Staff In-charge, meeting, seminar, Exam (10) Mrs. Samita Soudanga (lect. in History) - Scouts Guide (Girl) Conferences (11) D. Bhuyan (lect. in Bio) - Students Affair, Picnic, Exam, Scouts Guide (Boys) (12) Mrs. G. Barahna (lect. in Comm) - PR, Website, E-Admin (S.A.M.S), Parent Cell, NAAC, Sport, Girls Dignity Cell, Accounts (13) Mrs. Khalida Begum (lect. in Comm) - NAAC, Seminar (14) Dr. Swati Pattanayak (lect. in Zoology) - Academics (Science), Girls Dignity Cell, Parents Cell, Student Council, NAAC, G.A. member (15) Miss. A. Panda (lect. in Bot.) - Meetings, Seminars, Garden and Campus Beautification (16) Mr. S. Sethi (lect. in Math) Computer Lab, Picnic (Students) Catering (17) Mr. A.S. Dwivedy (lect. in Zoology) - Sport, Internal Exam (Science) (18) Miss. S. Mishra (lect. in Chem) - Anti Ragging, Seminar & meeting (Science) (19) Mr. S. Bhatta (lect. in Chem) P.U.A. Affairs, Sc. Lab, Record Book and Procurement (20) Mrs. S. Nayak - Extra Curricular, Picnic & Inter College competition (21) J. Rout (lect. in Zool) - Seminar, Inter-Coll. Affairs (22) A. Parasharini (lect. in Bot.) - Sc. Lab

Affairs & National day Observance (26) P.K. Dey
 (lect. in Phy.) - Seminar, St. Society, Drinking Water (27)
 M. Lenka (lect. in Bot.) - Comp. Lab & Library (28) S.S.
 Samantaray (lect. in Eng) - Extra. Curricular
 Magazine, Literary (29) A.K. Panda (lect. in Pol. Sc.)
 Meeting: Socia. Cyle Stand (30) U.Sahu (Dem. in Edu).
 Green Club, Environment & Sanitation (31) Mrs. H. Bhuyan
 (M.C. & Dem. in Phy.) - CC of Sc. - Stream & P. cell (32)
 Mr. P.K. Jena (Dem. in Chem) - Lab. security & maint.
 (33) Mr. D. Mahapatra (Dem. in Botany) - Comp. Lab.
 SAMS; Adm. Cent. Hall. (34) Mrs. S.P. Das - (lect. in edu
 - Seminar, mang. cell & girls dignity cell (35) Mr. S.B.
 Nayak (lect. in Eng) - students welfare & Parents
 cell. Non-teaching staff. - (36) S. Sethi - (Head class
 Office Record, stock, Account, Pass & Leave (37) S. Patra
 (Asst. Lib.) - Library, C.I.C, Adm. Registers, Progress
 Reports & Office decoration (38) S. Patra - Librarian
 Library, Office & Records, Issue & main. (39) A.K. Das
 (Asst.) - Library, Office & Records (40) P. Das - DEO.
 Net, comp, Hardware - mnt. e-cic, phones.
 SAMS Lab, Office Corrs. (41) J. Sahu - Asst. - Principal's
 Office; DHE; Uni. issue, Despatch, Library, Rebron
 (42) B. Sethi - Asst. - Staff Comm. Room, Motel
 Building, PHD, Electronics, Campus, Class Room,
 Furniture & Electronics. (43) S. Sahu - Asst.
 Girls/Staff Comm. Room, D-1/Dr-2, 1/c, cleaning
 (44) K.C. Sahu (Night watch man), Security, Toilet
 & Garden (45) A. Behera - Asst - Maints Drinking
 water, cleaning of 1st floor (Old Building)
 (46) S.P. Sethi, Asst. - Security, Office & cleaning
 of NB - 1st floor (47) S. Mohapatra (Gardener)
 Jan Law campus Areas.

what this year to our College. The Department
 (Hons) H.O.D. & also agreed to conduct the Seminar.

That, Mr. C.K. Sahu, H.O.D. (Sec) also
 demanded for staff common Room and
 boys toilet in the college. Mr. P.K. Sahu
 Lect. in Pol. Sc. also demanded for smooth conduct
 of Departmental Seminar. All staff demanded
 for A.C. connection in common Room (Staff).

In the end Dr. H.K. Senapati, H.O.D., Edn
 gave vote of Thanks and the meeting was
 concluded.

- Ranki Charan Mishra
 (K. C. Mishra)
 Secy. Staff Comm
 7.2.19
1. Prasant Lenka, Principal
 2. Harendra Senapati
 3. Rajkeshore Sethi
 4. Chandra Kumar Sahu
 5. Pradyumn Kumar Sahu
 6. Gargee Banerjee
 7. Haladilata Nayak
 8. Dharmajyoti Pradhan
 9. Urmila Sahu
 10. Ranjan S. Das
 11. Laxmapriya Dash
 12. Anaya Kumar Panda
 13. Gajajali Behera
 14. Samita Sahoo
 15. Sitabati Nayak
 16. Sujata Patra
 17. Samati Pattanayak
 18. Suresh Kumar Sahu
 19. Suman Kumar Sahu
 20. Jyotsnani Prasad
 21. Himansu Pradhan
 22. Mihir Paul
 23. Apichak Raha Dinda
 24. Satyaji Sahoo
 25. Jasmin Rout
 26. Adyashree Prasad
 27. Manoj Kumar Saha
 28. Anubrata Pithy
 29. Sachin Kumar Saha
 30. Pankaj Kumar
 31. Mahalaxmi Alam
 32. S. S. Saha
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 40. Anurag Behera
 - 41.

Staff Resolutions - 1-2020

Dt. 15.09.2020

Today at on 15th September 2020, an emergency staff meeting of all Govt aided staff of our college held to discuss on distribution of charges among following staff for session 2020-21. Dr. Hatakeswar Senapati, Senior Lecturer of College convened the meeting which was chaired by the principal-cum Secretary Sri Prasant Ku. Rout.

After detail discussion, it has been consensued to distribute the important charges to following staff and advise the G/B and Principal of our college

1) Prasant Rout - Principal-cum. secretary/lecturer in charge
→ General Administration, Affiliation, Recognition and Legal affairs.

2) Dr. Hatakeswar Senapati vice-Principal-cum. HOD
dept of Education.

→ e-Admission (SAMS), Administrative Bursar, Secretary, Staff Council, EPP.

3) Raj Kishore Selhi - HOD, Dept of English
→ Controller of Examination, Academic Bursar, RTI Cell (PIO)

4) Chandan Kumar Sahas - HOD, Dept of Economics
→ Account Bursar, UGC/NARS I/C, Alumni Cell and Student Scholarship.

5) Urmila Sahas - Demonstrator
→ Staff welfare, staff common room.

6) Sachindra Selhi - H.C - Cum Accountant
Office Establishment, Non-teaching staff welfare.

7) Again two committee have been formed for session 2020-21 to aid, advice to G/B and Principal and day to day functions of College.

- 2) Dr. Hatakeswar Senapati (Admin. Bursar)
- 3) Raj Kishore Selhi (Academic Bursar)
- 4) Chandan Kumar Sahas (Account Bursar)
- 5) Sachindra Selhi (Clerk-cum-Accountant)
- 6) Urmila Sahas (Demo. in Education)

NO2 Budget Committee

- 1) Principal-cum-secy as chairperson
- 2) Chandan Kumar Sahas - Account Bursar as Convener
- 3) Dr. Hatakeswar Senapati
- 4) Raj Kishore Selhi Anti Ragging Cell
- 5) Malabika Brahma
- 6) Gitanjali Behera, Anti Ragging Cell
- 7) Sachindra Selhi
- 8) Dr. Swati Pattnaik, Academic Med. Service/Women Welfare

At Last Mr. Rajkeshore Selhi, HOD, Dept of English gave vote of Thanks and the meeting was concluded.

Signatures

- 1) Prasant Rout: 15/9/2020
- 2) Dr. Hatakeswar Senapati: 15.09.2020
- 3) Chandan Kumar Sahas: 15/9/2020
- 4) Raj Kishore Selhi
- 5) Urmila Sahas
- 6) Sachindra Selhi
- 7) Malabika Brahma
- 8) Jagbandhan Sahas
- 9) Dr. Swati Pattnaik
- 10) Swati Pattnaik: 15.09.2020

15/9/2020

RULES & DISCIPLINE

CODE OF CONDUCT

1. The students must have attendance in minimum 75% of total classes in a year. Otherwise, students will not be allowed to be promoted to the next class and to fill up the forms for University Exam. Such cases may be allowed with financial punishment decided by the authority of College.
2. The students not appearing at the Test / Class exam will not be promoted for form fill up in University Exam. However the authority reserves the right to sent up those students prenalizing them financially, the amount to be decided time to time and as per merit of cases.
3. Breach of College rules and discipline by a student shall warrante expulsion or such other exemplary punitive measures as the authority may deem fit.
4. Use of mobile phones, i-pod, and other similar gadgets by students are strictly NOT allowed in class rooms and Exam. Hall. The fine of Rs. 100/ - will be imposed on offenders in every case.
5. Parents and authorised guardians of students can enter the college premises for official work during working hours.
6. All genuine students must carry their own college I-Card always in campus and produce for verification of Identity when asked so.

1 COLLEGE UNIFORM

The students are instructed strictly to wear the prescribed college uniform positively in campus every working day. As the college this year(2013) newly introduces separate College Uniform for +3 First Year Students, the concerned are advised to note the colour of uniform seriously.

Boys : Pant- Cream (Ghee)

Girls : Cream (Ghee)
Punjabi/Kameez - Red Check & Cream
Scraf (Chuni) - Cream (Ghee)

2 CHANGE OF SUBJECT

No change of subject shall be allowed after 15days of Admission. However the student may apply for the change of subject after notification. The Authority may consider such cases on the basis of merit and availability of seats. He/She has to deposit a fee of Rs. 50/- (Fifty) only.

3 REGARDING ATTENDANCE & EXAMINATION

(i)The students must have attendance in minimum 70% of the total classes. The students securing below such percentage will not be allowed to be promoted to the next class and to fillup the forms for the Examination. Such cases may be allowed with financial punishment decided by the authority of the institution.

(ii) The students not appearing at the class examination will not be promoted to the next class. However, the authority reserves the right to promote those students penalizing them financially Rs. 100/- (Hundred) only per paper and Rs. 500/- (Five Hundred) only for the whole Exam.

4 STUDENT DISCIPLINE AND NOTE TO GUARDIANS

i) Breach of College rules by a student shall warrant expulsion or such other exemplary punitive measures as the authority may deem fit.

ii) Since this institution is managed by its own Governing body, Students who are not willing to read with existing facilities available in the College may seek admission elsewhere.

iii) Students are not allowed to take TC on the ground of distance or non-availability of transport.

iv) Students who are not willing to abide by Rules, Regulation & Discipline of this college may seek admission elsewhere.

v) Use of mobile phones by the students, are strictly not allowed in the campus. The fine of Rs. 10/- will be imposed on offenders.

vi) Infringement of Rules & Discipline by a Students or his/her

through compulsory T.C

vii) Only authorized guardian of the students can enter the college premises for any official work during working hours, Parents & Guardians are requested to give special attention to this aspect.

5 **ALL CORRESPONDENCE SHOULD BE MADE TO THE PRINCIPAL BY DESIGNATION AND NOT BY NAME. THE COLLEGE LIBRARY**

The college library contains a good number of books arranged subjectwise in sections and sub-sections. The staff members, students of the college may use the library with valid permission or prescribed library Identity Cards. The Library is open during the college hours only and the last period of every working day is set for office work of the library & during that period no book is issued or returned. A book once issued to a borrower may be reissued to him/her only when nobody wants to take the same before reissue.

6 **COMMUNICATION WITH GUARDIANS**

Guardians of the students may meet the principal or academic head and enquire about the welfare and progress of their wards. They are also requested to meet the principal when advised to do so.

7 **COLLECTION OF FEES & FINES**

(a) Each and every student has to pay his/her own fees within the 10th of every month. Those who will not pay their establishment fees for the three months consecutively their names will be cut off from the Register and he/ she has to pay Rs. 100/- (One Hundred) only towards the fine for the Re-installment of his/her Name. (b) Students cannot claim exemption from the payment of fees, default fine or re-admission fees as a matter of right. Such exemption rests solely on the discretion of the Governing Body represented through the Secretary. (c) Unauthorised collection of any kind or money by students or staff for any purpose will be treated as Serious Breach of College Rules and Discipline.

7.1.10: The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes



Institution organizes professional ethics programmes for students, teachers, administrators and other staff

Mental Health and wellness program by Sadhu Nikhilji