

## Derabis College, Derabish, Kendrapara

## Action Taken Report from year 2018/19-2022/23

Year (2018-19)			
	Feedback Analysis	Action taken Report	Reference
1	Introduction of Value- added Courses at UG Level	<ul> <li>Value added courses at UG Level was introduced</li> </ul>	Resolution No 4 (Dt.15/07/2018)
2	To introduce Spoken English and Skill Development	<ul> <li>Spoken English and Skill Development courses was introduced</li> </ul>	Resolution No 4 (Dt.15/07/2018)
3	To organise Seminar, Workshops and Extra- Mural Lecture	<ul> <li>Seminar, Workshops and Extra-Mural lecturer was regularly conducted</li> </ul>	Resolution No 4 (Dt.15/07/2018)
4	To improve sports facilities	<ul><li>Sports materials were purchased</li><li>Playground Development process was initiated</li></ul>	Resolution No 4 (Dt.15/07/2018)
5	To organize Extra Co- Curricular activities among students	<ul> <li>Yoga camp was organised twice a year, Saplings was planted by the students</li> </ul>	Resolution No 4 (Dt.15/07/2018)
6	CAPA work should be expediated	DEO was appointed to fasten the work	Resolution No 5 (Dt.15/11/2018)
7	Awareness among the students about different career perspectives	<ul> <li>Career Counselling cell placement drive programme was organised</li> </ul>	Resolution No 5 (Dt.15/11/2018)

Year (2019-20)			
	Feedback Analysis	Action taken Report	Reference
1	To strengthen reading ability among students	<ul> <li>Library Automation was Initiated</li> <li>Initiation of Teaching Learning System with the help of ICT technology</li> <li>Extra classes were taken to prepare the students for PG and other competitive exams</li> </ul>	Resolution No 6 (Dt.15/07/2019)
2	To consider student grievance	<ul> <li>Grievance and Complain box were installed Infront of Principal office</li> </ul>	Resolution No 6 (Dt.15/07/2019)
3	Encouraging students to take part in social activities	<ul> <li>Social Awareness on road safety, AIDS Consciousness, Sun-Stroke</li> </ul>	Resolution No 7 (Dt.15/01/2020)
4	To purchased Energy efficient items	<ul> <li>Led Bulbs were installed in the campus</li> </ul>	Resolution No 7 (Dt.15/01/2020)

Year (2020-21)			
	Feedback Analysis	Action taken Report	Reference
1	To Promote learning during Covid Pandemic	<ul> <li>Online Classes was undertaken though online platforms</li> </ul>	Resolution No 8 (Dt.28/12/2020)
2	To provide Indoor Sports Facilities	<ul> <li>Carrom and other sports items was purchased</li> </ul>	Resolution No 8 (Dt.28/12/2020)
3	Divyangjan should be provided adequate facilities	Stretcher, Wheel Cahir were purchased	Resolution No 8 (Dt.28/12/2020)
4	Improvement of Teaching Quality	<ul> <li>Library books and Projector with screen was purchased</li> </ul>	Resolution No 8 (Dt.28/12/2020)

Year (2021-22)			
	Feedback Analysis	Action taken Report	Reference
1	To promote soft-skill development among students	<ul> <li>Itroduction of DCA, MS Office and Other skill-oriented courses for students</li> </ul>	Resolution No 9 (Dt.21/07/2021)
2	To develop physical infrastructure	<ul> <li>Construction of new building to increase the number of classes</li> </ul>	Resolution No 9 (Dt.21/07/2021)
3	Improve interaction among parent, teacher and students	<ul> <li>Parent, Teacher meeting was organised</li> </ul>	Resolution No 10 (Dt.23/12/2021)

	Year (2022-23)			
	Feedback Analysis	Action taken Report	Reference	
1	Improve the teaching learning process	<ul> <li>Classrooms were equipped with smart boards, Internet access</li> <li>Career Counselling programme was organised</li> <li>Regular steps taken for Infrastructure development</li> </ul>	Resolution No11 (Dt.24/07/2022)	
2	For the refinement of communication skills among students	<ul> <li>Group Discussion was carried out among students</li> <li>Menter-Mentee system was strengthened</li> </ul>	Resolution No11 (Dt.24/07/2022)	
3	To Expand Sports Facilities	Badminton court was constructed inside the campus	Resolution No11 (Dt.24/07/2022)	
4	Improve Lab Facilities	<ul> <li>Laboratory Equipment's was purchased</li> </ul>	Resolution No12 (Dt.25/12/2022)	
5	To maintain discipline in the campus	<ul> <li>Anti-ragging cell, sexual harassment cell was formed</li> </ul>	Resolution No12 (Dt.25/12/2022)	







## **DERABIS COLLEGE**

Derabish, Kendrapara, Odisha, 754289

# **IQAC**

## **COMPOSITION & MINUTES OF IQAC**

#### **IQAC**

The IQAC of the Institution Was formed on 17.02.2015 to look after the holistic Development of its stake holder's

#### Aims of IQAC

- To Promote the Qualitative Education and make the students Skilled to face the challenges of
  life
- To create a student Friendly and Learning Centric environment Conducive to Quality education.
- To focus on the Continuous Improvement in the Performance of the Institution.
- To instill Innovation and creativity among the Teachers and students.
- Accountability and provide Service to all stake Holders.
- To Maintain the integrity and fairness in all efforts.
- To Initiate the plan and supervise various activities for the Development of the institution,

#### **Objectives**

- To provide Quality of education related to curriculum, Teaching Learning Process Evaluation Method Research, Infrastructure and other Activities.
- To Adopt Best Practices in Academic and Administrative Activates.
- To assess the Quality of Academic Program, Infrastructure and Student Support Advices.
- To collect the feedback from the students, Faculty, Employees & Alumni to identify the areas
  of improvement.

#### Responsibility

- To ensure Timely, Efficient and Progressive Performance in the field of Academic, Administrative & Financial Activities.
- To Enhance the Quality of Education and Research program.
- To Promote a Culture of Quality Consciousness and Accountability among Faculty Staff and Students.
- To Maintain the Credibility in Evaluation Procedure.
- Optimization and Integration of Modern Methods of Teaching and learning.
- Sharing of the research finding and Networking with other Leading institutions.

#### **Functions**

- To Monitor the Quality of teaching, research and other Activities through Regular Evolution and Assessment.
- To Organize Workshop, Seminar and Trainings Programs facilities for Staff to Promote Skill and their knowledge.
- Ensure adherence to academic Integrity and Ethical Standard in all Academic, Administrative and research activities.
- Documentation of the various program Leading Quality Improvement.
- To Organize the Internal and external reviews to ensure the Compliance Quality Bench marks and Standard.
- To encourage the faculties and staff to innovate and adopt best practices in Governance, Curriculum, Delivery and Student Supportive Services.
- To Maintain the Transparency in all institutional Process to maintain high Standard of Education and Operation efficiency.
- Prepare and Facilitate the Institution for external Recognition.
- Maintain High Standard Education and Operational Efficiency.
- To Develop a Quality Culture in the Institution.
- To Establish and Revise Quality Bench marks and parameters for various academic and administrative activities.



Principal DERABISH COLLEGE



### Composition of IQAC

Dtd.12-02-2015

- 1. Prof.Rekha Devi Principal, Chairman
- 2. Prof.Madan Mohan Samal, I.Q.A.C, Co-ordinator,
- 3. Dr.Basant Kumar Baral Administrative Bursar
- 4. Prof. Lokanath Giri.- Academic Bursar.
- 5. Prof.Satrughna Sahoo, Prof.in-change (NAAC)
- 6. Dr. Prahallad Nayak, Scientist & Management digester
- 7. Prof -Debendranath Jena, Educationist
- 8. Prof -Bishnu Charan Barik, Educationist
- 9. Dr.Debadatta Mohanty, Educationist
- 10. SJ.Chitta Ranjan Das, Ex-Principal, Kendrapara(Auto) College
- 11. SJ Pravakar Samal, Ex-Principal, Derabis Colleg, Member local Society
- 12. Trilochan Rout, Alumni member

Principal DERABISH COLLEGE

Principal Principal COLLEGE

#### IQAC MEETING

No-01. Prahallerd Christa Johnst.

Date 17-02-2015

02. Madar Mohan Bamal
03. Lownoth Giri.
04. Basanta Kuman Baral.
05. elittaranjan Dan.
06. Satrugna Saha.
07 Debendra nath Jena.
08. Trilochen Rout.



#### **Proceedings**

The first meeting IQAC (Internal Quality Assurance Cell) was held in the office of the Principal under the chairmanship of the Principal at 02.45P.M on 17-02-2015.

The Principal welcomed the cell members for a new beginning, highlighted in the impact of quality enhancement of both teachers and learners and appealed to all the members to work sincerely for the noble purpose.

Sj.Gurucharan Sethi, HOD of Sociology analyzed the details of the functions of IQAC in promoting the qualitative teaching and learning as per the norms laid down by UGC and its necessity for accreditation.

#### Resolutions

The IQAC put emphasis on the qualitative Teaching and learning and undertook the following resolutions for implementation.

- (a) Qualitative Teaching and learning
- (b) LCD and projector added teaching and learning
- (c) Group discussions among the students.
- (d) Purchase of library books and journals
- (e) Awareness programmes.

Members Present in the Meeting

IQAC Cell 2:30 pm 15 July 2018

: Ganton Kunaz Mate 2. Psikicam Kumar mohanty 3. Proposition Remarks Colhes 4) Aswers Kremas Press John Kn. Washin. 9- Clamcharan Setu Ec-Ordenator prango fathein.

A meeting of IQAC was held in the IQAC Room Chaired by the Principal at 2:30 pm on 4 July 2018 regarding the Enhancement of the Quality of Teaching and to take initiatives for the preparation of NAAC in the College and the Following Proposals were taken unanimously

### Resolutions

- It was decided to introduce value added courses in the college for the 1st Year Under graduate students of Science and Arts.
- It was decided to introduce "Spoken English & Skill Development" and "Basic English Grammar & Writing Skill" for the Skill Development of the Students.
- · The Members Suggested that the faculty Members of the college to identify the Advanced and the Slow learners. They suggested to take care of the poor learners and remedial Classes to be taken for them. The Advance learners are to be boosted.
- The members suggested that the NSS Volunteers are too encouraged to Plant Saplings on both sides of the road or in the Public institutions.
- # It was decided that the Steps to be taken to organize Seminars, Workshops or Extramurai Classes in Each Department of college.
- The members Proposed to Purchase Sports materials and the Development of the Playground.
- It was decided to take Special Care to organize Yoga Camps twice in a year.

The meeting came to an end with the vote of thanks to the Chair and the members Present in the meeting

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Derabis College, Derabish



Resoulation No-05

Dt 15-11-2018

A Meeting of IQAC was held on Dtd.15-11-2018 at 3.00P.M under the chairmanship of principal in the IQAC cell and the following resolutions were unanimously taken.

The previous resolutions were read and approved by the members present.

- 01. It was unanimously decided to appoint a DEO to fasten CAPA work and Prof.S.K.Mishra, Lect.in. Economics is requested to guide and co-operate to complete the work at the earliest
- 02. The State Project Director, Higher Education Govt. of Odisha guideline encompasses to complete the wild stone achievement by organizing career counselling cell placement Drive programmed etc. within a month's time.
- 03. It was proposed that, reference Books of different departments will be purchased through procurement guideline on the demand of students.
- 04. It was purposed to conduct Departmental Seminar on or before 10th January 2019.
- 05. On the basis of student feedback report it was purposed to take remedied classes and complicit by the of January Mr.L.N.Giri, Reader in English.

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Academic Bursar is requested to prepare Road Map and monitor all the of different Department to Complete successfully.

06. All HODs are also advised to update regular attendance and verify 75% attendance of student on or before Dt.22.11.2018 on the eve of ensuring student' Union Election'2018.

07. It was discussed regarding the received of amount Rs,11 Lakhs from SPD-Cum-Joint Secy. OHEPEE towards Non Civil activities under World Bank Project and also unanimously decided to follow the procurement Guidelines provided by finance Department Govt.of Odisha

08- It was also discussed to comply the audit before 30th September of the subsequent financial year.

09. It was discussed on time Graduation 3% in urease in OTG from Base line year 2017-18 overall and for each of the categories of General SC/ST/ women and comply them in time

10- It was unanimously decided to solve the guidance of staff and students through grievance- redressal-call properly the meeting was ended with vote of thanks to the chair.

Principal DERABISH COLLEGE Principal 15 11 18

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IQAC Cell 3:00 pm

15th July 2019

Session 2019-20 Recolution NO-06

Members Present in the Meeting

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8. Bis sign- Kumar Saho

9. Brudding

A meeting of IQAC was held in the IQAC Room Chaired by the Principal at 3:00 pm on 8th July 2019 regarding the Enhancement of the Quality of Teaching and to take initiatives for the preparation of NAAC in the College and the Following Proposals were taken unanimously

#### Resolutions

- It was decided to encourage the Faculty Member to Publish Research Articles, Books and attend the Seminars, Workshops, to enhance their Knowledge and Methods of Teaching.
- It was decided to Organize Parent Teacher Meeting to know the Problems of the students.
- The Members decided to implement Mentor-Mentee Programme in order to be student Friendly and to concentrate to find out the problem of the Student and to solve it.
- The Members also decided to take the help of ICT technology to Make the Teaching & Learning System more Effective.
- It was decided to send the Progress report of the Student to their Parents/guardians.
- It was decided to take initiatives to Provide Career Counselling to the Students and to prepare for the Common PG Entrance or other Competitive Examinations.

The meeting came to an end with the vote of thanks to the Chair and the members Present in the meeting

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Resolution No-07



Dt.15.01.2020

A Meeting of IQAC was held on Dtd.15.03.20 at 3.00 PM under the chairman ship of principal following resolutions were taken unanimously

The Previous resolutions were read and approved by the members present.

- 01- It is proposed that, All Departmental seminars and the necessary amount all be borne by the college founds.
- O2- It is proposed that, HODS of all department are advised to hold departmental Alumni meeting by the end of this month.Mr.Biswajeet Sahoo, Lect.in English in given charge to prepare academic calendar of this college.
- 03- The career cancelling cell program me hold in the three consecutive Session and the resource person present in the programed is very much productive for the Students. Hence the cell members proposed to continue this programed in the college.
- 04- It is proposed that NSS programed officer is to revolve NSS volunteers to create social awareness on Road Safety, AIDS consciousness, pandemic situation of covid 19, and sun stroke.
- The committee decide to install Grievance and complaint box in front of the office of the principal ,by 20-03-2021.
- 06- It was decided for plantation frees in college boundary to create cool environment and shade so that the students can take rest under the trees during organization of college sports and L.N. Giri Lecture in English. Of plantation committee was requested for the success of the programme the meeting was ended with vote of thanks to the chair.

Principal DERABISH COLLEGE

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# Derabis College, Derabish, Kendrapara, 754289 <a href="Internal Quality Assurance Cell Meeting">Internal Quality Assurance Cell Meeting</a>

## Session 2020 - 21

Members Present in the Meeting

Resolution NO-08

1. Santann Kumar Mate.

3. Guncharan Set

3. Aswini Kremas Boutong

4. Sandeer Ral 51 Samin Kno Minon

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8. Bis sayt kunar Salin

IQAC Cell 11:00 am 28th December 2020

ESTD-198

The meeting of the IQAC was held on dated 28.12.20 at 11.00 AM in the conference Hall under the chairmanship of the principal with COVID-19 guidance and after the thread bare discussion the following resolution were taken unanimously.

The previous resolutions resolutions were read out by Mr. G.C. Sethy and approved by the member present.

- As per the guide line of the goit the Online cases during COVID-19 Pandemic situation decided to he continued.
- It was decided that Rs. 72,870.00 Shall be transferred to R.W Deptt. Kendrapara for the Construction of academic building funded by OHEPEE programme by 23.11.2020
- It is also decided that the Mobile Nos of the students are collected and added them into Whatsapp group and teach them through Zoom/Google Meet and other Apps through their mentor groups.
- As per the procurement manual finace Depth, Govt. of Odisha, amplifiers, Speakers, Microphones
  and the lowest tender was called to supply the materials by 16.11.2020.
- It is also exposed that, White Board, Basket Ball with net and Cricket items were purchased on 07.12.2020 from reputed forms and napkin destroyer, First AID Box, Wheelchair were purchased on 23.11.2020
- Sports item of Carom boards with stand were purchased on 21.12.2020 after the tender call notice.
- It was opined that an agreement was signed with TPCODL Executive Engineer, Kendrapara to provide 30Kw (SPP) cast Rs. 7,01,860.00
- A Career Counselling meeting was held on 12.12.2020 Making the Students to build up their Career.
- It was proposed to purchase Library Books and Projector with Screen.
- It was decided to hand over Hall No-11 and Girls Common Room as temporary Hospital for the patients suffered from COVID-19 Pandemic

The meeting came to an end with the vote of thanks to the Chair and the members Present in the meeting

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# Derabis College, Derabish, Kendrapara, 754289 <a href="Internal Quality Assurance Cell Meeting">Internal Quality Assurance Cell Meeting</a>

### Session 2021-22

Members Present in the Meeting

Resolution No-09



IQAC Cell 12:30 pm 215th July 2021

1 Lokanath Giri
2. Birram Kumar nplanty
3. Santann Kumar Mate, co-ordinator
4) Aswini Kumar Bush
5) Lanjih Ky. Mirran,
6- Prangy Jathach.
7- Gamehwar Set.
8- Napunh for
91. Birray Lumar Salu

A meeting of IQAC was held in the IQAC Room Chaired by the Principal at 12:30 pm on 5th July 2021 regarding the Enhancement of the Quality of Teaching and to take initiatives for the preparation of NAAC in the College and the Following Proposals were taken unanimously

### Resolutions

- The Members proposed to purchase Text books & Reference books for the Library.
- The Members unanimously decided to raise funds for the construction of Class rooms/Building for the Engagement of classes.
- They proposed to take steps to introduce skill based DCA, MS Office need-based & Skill oriented short term courses. The 1<sup>st</sup> Year Under Graduate Science and Arts Students can take admission in it
- It was decided to install smart Class rooms in each and every department and adopt CAPA in the college.
- The Mentor-Mentee System to be improved.
- It was decided to organize the blood donation camp and Cultural Competition among the Students to develop literary sensibilities of the students.

The meeting came to an end with the vote of thanks to the Chair and the members Present in the meeting

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Aswini Kunar Barry

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Barry 19 Kh. Millon,

Barry 19 Jathain

Resolution No-10



Date-13-12-2021

The Meeting of IQAC was held on 13-12-2021 at 2.30 PM under the chairman of principal in the staff common room with the covid guidelines and after through discussion the following recitations were taken unanimously.

The previous resolution were read and approved by the members present.

- 1- It was decided to organize state level seminars for all department to enhance the out look and knowledge of the students. And to organize a Blood Donation Campus NSS and YRC
- 2- It was also decided to organize the present Teacher meeting in orderv to bridge to gap between the students teachers and guidens and to bring co-opearetion and co-ordination for the academic development of the students after COVID-19 pandemic period.
- 3- It was decided to from an ECO-CLUB in the college campus to keep the college environment clean and green
- 4- It was Decided to organize placement cell programme to create employment, opportunity of the students.
- 5- It was also decided to organize the writer special camp through NSS unit of the college .
- 6- It was decided to trace the actual boundary of the college and demarcate iit by issuing Letters to the Tahassildar, Derabis Tahasildar,

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7- It was decided to organize writer special camp of Boys unity NSS programme.raghunath Sahoo

8- As per the decision of the commite students feedback of all department was collected from the students by S.k.Matti IQAC Co-ordination the meeting came to an end with vote of thanks to the chair.

DERABISH COLLEGE

Principal DERABISH COLLEGE

Session 2022-23

Members Present in the Meeting

Resolution NO-11

1. Santann Kumar Mate, co-ordinar

2. Bixveen Kum Mahaha

4) Asweri Kremas Parsto

8. Prangs Pothain.



IQAC Cell 12:30 pm 24th July 2022

A meeting of IQAC was held in the IQAC Room Chaired by the Principal at 12:30 pm on 12th July 2022 regarding the Enhancement of the Quality of Teaching and to take initiatives for the preparation of NAAC in the College and the Following Proposals were taken unanimously

### Resolutions

- It was decided to construct the Classroom buildings and to allocate the budget for it.
- The members proposed the faculty to focus on the easy accesses to technology and information resources on current and relevant issues.
- The members decided that the YRC and the NSS Volunteers to plant saplings inside the college campus.
- The members emphasized to revive the alumni association They Suggested to invite members attend the meetings and take steps for the academic and the infrastructural development of the college. Mr. B. K. Mohanty H.O.D in Chemistry was requested to remain as the Co-ordinator of the Alumni association.
- Mr. B. K. Mohanty was also requested to contact the members of the alumni association and to raise funds.
- The members Suggested for the updation of CAPA and prepare for the NAAC.
- It was decided to organize career counselling programmes in the college to make the students aware of their choice of career.
- It was decided to expand sports facilities and activities. The members also proposed to organize Blood donation camp, Yoga camp & Cultural programmes.

The meeting came to an end with the vote of thanks to the Chair and the members Present in the meeting

Derabis College, Derabish

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Resolution No - 12

Dtd.25-12-2022

The meeting of IQAC was convened in IQAC room at 3.15P.M with the chairmanship of Principal and the following resolutions were unanimously taken.

The previous resolution was read and approved by the members present.

- 1. The N.S.S co-unit of Derabis College organized winter special camp from 25-12-2022 to 30-12-2022.
- To commemorate the contribution of M.K.Gandhi to the freedom movement of our country Gandhi Jayanti was observed on 02-10-2022 by N.S.S unit of our College.
- 3. As per the proposal of IQAC Committee computer table, steel chair of 02 Nos and an executive table of 02 Nos are purchased for the renovation of principal's office on 25-09-2022.
- 4. As per the proposal of IQAC meeting colour and electrification works of FANI BUILDING was completed with the expenses of Rs.56,438/-(Rupees Fifty Six Thousand Four Hundred Thirty Eight)Only from the FANI Grant sanctioned by Higher Education, Deptt. Govt. of Odisha.
- 5. For the purpose of Laboratory development of +3 Science Lab. Instruments were purchased of Rs.37,127/- (Rupees Thirty Seven Thousand One Hundred Twenty Seven)Only loboratories, office, examination section, N.S.S and Y.R.C annually.



- 6. As per the decision of the committee Anti-ragging cell, sexual Harassment cell and Discipline committee is to be formed to maintain discipline in the College.
- 7. As per the decision of the committee Blood Donation camp as organized successfully by the programme Officer, NSS Mr. Raghunath Sahoo and Gurucharan Sethi, Prof.in-charge Youth Redcross.
- 8. State Youth Day, on 11-01-2022 and Utkal Divas on 01-04-2022, world environment day on 05-06-2022 was organized by N.S.S unit successfully.

The meeting came to an end with vote of thanks to the chair.

Principal DERABISH COLLEGE

Session 2023-24 Resolution NO-13

Members Present in the Meeting

IOAC Cell 12:30 pm **25**th July 2023

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1 Santann Kamas Mate.

2. Bikram Kumar Mohamy

3. Bis enjir wanner Calu, co-ordinator

4) Aswere kend Rush

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6. Mogerah Desai

7. Game Rama Sesai

8. Prayon Ramain.

A meeting of IQAC was held in the IQAC Room Chaired by the Principal at 12:30 pm on 10th July 2023 regarding the Enhancement of the Quality of Teaching and to take initiatives for the preparation of NAAC in the College and the Following Proposals were taken unanimously

### Resolutions

- The members decided to take steps open a NCC Unit in the College. Dr. Sashikanta Mallika Lecturer in Odia was requsted to take the initiative for it.
- For the energy Conservation, It was decided to use LED Bulbs in the College instead of Traditional Bulbs.
- The Members decided that the NSS and YRC Volunteers to take steps for the Cleanliness of the Campus.
- It was decided the NSS and YRC Volunteers to involve them Selves in the social Works like Prohibition
  of child labor, alcohol, Swachha Bharat Avhiyan, Road safety and Blood donation Programmes.
- The members proposed to take steps for the construction of badminton court inside the campus.
- The faculties were requested to take the help of technology and smart boards to make the teaching more effective and interesting.
- It was decided to organize science exhibition and the National Seminar in the college and stepping towards NAAC preparation.

The meeting came to an end with the vote of thanks to the Chair and the members Present in the meeting

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Principal Principal 23
Derabis College, Denabish College
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