

Resolutions of PG Council Meeting at 3 PM on 19-10-2023, Dharanidhar
University.

No. 3131..

Dt. 17.10.2023

A meeting of PG Council was held in the Staff Common Room of the University at 3 PM on the 19th October 2023 to have an intensive discussion on the agenda specific aspects. Esteemed, OSD, DDU, Prof. P.K. Mohanty. After threadbare discussion on various issues based on agenda the following resolutions were adopted by the members of PG Council present in the meeting.

Business Transacted:

- To discuss on **My Department My Responsibility**, to ensure cleanliness of each Department of the University. Awareness to be created by the concerned HOD/Coordinators among the students to clean their class rooms and corridors of their respective departments.
- To discuss on the preparation of **Departmental Profile** as per the Proforma furnished by Research Advisory Committee of the University. Proforma of Department profile to be furnished by the Research Advisory Committee/Research and Development Cell of the University shall be circulated among the HOD/Coordinators of various Departments for fill up of the same and furnish information to the Chairman, PG Council/Director R&D.
- To discuss on the **Lecture Series** to be introduced by each PG Department by inviting Alumni, distinguished and Extramural Lecture Series by each PG Department. HOD/Coordinators of PG Department will submit list of distinguished Alumni for organizing lecture series in their respective Departments on or before 15th November 2023. However, the deadline is extended up to 30th November 2023.
- To discuss on the Departmental seminar programme to be reflected in each Department Time Table as per the Academic Calendar circulated by HE Department, Govt. of Odisha. As per the Academic Calendar circulated by the HE Department, Govt. of Odisha, Seminar programme of each Department shall be reflected in Departmental Time Table on **Monday and Tuesday in between 3:30 pm to 5 PM.**
- To discuss on organizing **National/International conference** by each PG Department during the month of November to January. For organizing National/International conference proposals shall be submitted by the concerned HOD/Coordinators to the honorable OSD through the Chairman PG, Council on or before 15th November 2023 on

the basis of Standard Operating Process (SOP). However, the deadline is extended up to 30th November 2023. The proposal for organizing Seminar/Conference should be submitted **at least one month** in advance.

SOP for organizing State/National/International Conferences:

- i. Duration 2 days (November 2023 to January 2024).
- ii. Specific date to be mentioned.
- iii. Name of the Topic.
- iv. Name, designation and address of Resource Persons (**Keynote Speaker, Chief Speaker, Other Resource Persons**).
- v. Consent Letter of the Resource Persons and accordingly the deadline to be mentioned.
- vi. **Budget (Tentative):**
 - a. T.A (Flight economic class/Railway AC Two or Three Tires/Taxi/Bus).
 - b. Accommodation (Hotel/Circuit House as per requisition or availability).
 - c. Hospitality/Refreshment.
 - d. Stage arrangement.
 - e. Flex Print Banner.
 - f. Flower and Bouquets.
 - g. Folder, Pad and Pen.
 - h. Printing of Abstracts and Participation Certificates.
 - i. Local Conveyance.
 - j. Miscellaneous.

Maximum admissible amount to be released by the University subject to conformability of the SOP is Rs. 50,000/- only with prior approval of the OSD.

- To discuss on the submission of Account Number to the Accountant for transfer of contingency amount from SFC Account to Department Account. Account Number of each Department opened in UCO Bank, Keonjhar Branch to be submitted to the Accountant for transfer of contingency amount of Rs. 15,000/- to Science Departments, Rs. 20,000/- to Commerce Department and Rs. 10,000 to Arts Departments,
- To discuss on the collection of a sum of Rs. 1000/- per PG student per Annum to be deposited in the Departmental Bank Account for the purpose of purchase of Seminar Library Books and conducting Departmental Seminars. HOD/Coordinators of each regular PG Department shall circulate notice to the students for deposit of seminar fees of Rs. 1000/- per PG student per Annum subject to money receipt to be issued by concerned HOD/Coordinators.

- To discuss on the purchase of Library books as per the Booklists submitted by the HOD/Coordinators and modus operandi of the purchase of Library Books. For the purchase of Library Books as per the Book Lists submitted by HOD/Coordinators of PG Departments, Letter issued by Odisha State Higher Education Council, Bhubaneswar shall be referred to. The Librarian will undertake the official processing work.
- To discuss on the submission of **Workload Statement** (UG,PG, Theory and Practical) as per the UGC Guidelines, workload shared by existing faculties and workload to be shared by Guest faculties/Visiting faculties. Workload Statement of each department (UG and PG) submitted by HOD/Coordinators as per the UGC Guidelines, accordingly requirement of Guest Faculties to be computed and correspondence HE Department to be done for approval of engagement of Guest Faculties.
- To discuss on the requirements of Class Rooms (UG and PG) and Laboratories and the existing numbers of Class Rooms/Laboratories. HOD/Coordinators of various PG Departments have submitted the infrastructural requirements which have been forwarded to the Registrar DDU for necessary action. Optimal utilization of existing infrastructure for the functional of UG and PG Departments being done. For new Infrastructure and Laboratories correspondence to be done with HE Department, Govt. Odisha and District Administration, Keonjhar for the release of DMF fund.
- To discuss on the **Action Taken Report (ATR)** on Sr. No. 6 -12 of the Resolutions of PG Council meeting dated 14-09-2023 submitted by each HOD/Coordinator of PG Department. ATR on the resolutions of PG Council Meeting (Sl. 6 to 12) dated 14-09-2023 submitted by HOD/Coordinators to be placed for kind perusal of the OSD.

Approved
 [Signature]
 19-10-2023

SMishra
 19/10/23
 Chairman PG Council, DDU.

Signature of the Members Present

1. Prof. S.B. Mishra, Chairman.
2. Mr. P.C. Behera, Department of Geology.
3. Mr. D.G. Rout, Department of Physics.
4. Mr. S. Dash, Department of Odia.
5. Dr. P.C. Pal, Department of Chemistry.
6. Dr. B.R. Dhal, Department of History.
7. Dr. S. Murmu, Department of Anthropology.
8. Dr. S.K. Jena, Department of Commerce.
9. Dr. J. Mohapatra, Department of Zoology.
10. Dr. S. Acharya, Department of Botany.
11. Dr. A. Ojha, Department of Sanskrit.
12. Mr. B.C. Behera, Department of English.
13. Mrs. B.L. Majhi, Department of Mathematics.
14. Dr. S.S. Nayak, Department of Sociology.
15. Dr. M. Panda, Department of Philosophy.
16. Dr. J. Kunar, Department of Education.
17. Dr. A. Dash, A.O.

SMishra 19/10/23

3/3/19/10/23

BLO
19.10.23

Sona Kumar
19/10/23
19.10.23

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19/10/23

Bmajhi 19/10/23

Aash
19/10/23

Memo No...3132...../Dt.17.11.2023

Copy to HOD/Coordinators of PG Departments/ Registrar(I/C)/ P.A to OSD/VC/ Sec.
Officer/Librarian for information.

SMishra 19/10/23
Chairman PG Council, DDU/23