

ASSIGNMENT OF CO-CURRICULAR ACTIVITIES TO THE TEACHING STAFF

FOR THE ACADEMIC SESSION 2022-23

It is notified to all the teaching staff that co-curricular activities have been assigned to you for the session 2022-23. So you are requested to go through the allotted assignment and act accordingly for the smooth functioning of the college administration.

01. **Secretary, Staff Council Associates** : Dr.Jadunath Nayak, Lect. in Math.
: Sri Sanjeev Kumar, Lect. in Eng.
02. **Administrative Bursar Associates** : Sri Prasanta Ku. Mohanty, Lect. in Phy.
: Sri Sanjeev Kumar, Lect. in Eng.
03. **Academic Bursar Associates** : Dr.Sasmita Mohanty, Lect. in Edu.
: Smt. Snehaprava Das, Lect. in Odia
04. **Accounts Bursar Associates** : Dr.Jadunath Nayak, Lect. in Math.
: Sri Bipllab R. Bindhani, Lect. in Chem.
05. **Admission Committee Officer I/C of Admission Members** : Dr.Jadunath Nayak, Lect. in Math.
: Sri Saroj Ku. Behera, Lect. in Bot.
: Sri Bipllab R. Bindhani, Lect. in Chem.
06. **Officer I/C of Exam. & Associates** : Miss Rashmi Bhanj, Lect. in Zool
: Sri Bipllab R. Bindhani, Lect. in Chem.
Smt. Pushpalata Kanungo, Lect.in Sans.
Sri Kausik Ghosh, Demonstrator
07. **Officer in-charge of Time Table** : Sri Saroj Ku. Behera, Lect. in Bot..
: Sri Bipllab R. Bindhani, Lect. in Chem.
: Sri Sanjeev Kumar, Lect. in Eng.
08. **Construction & Purchase Committee** : Sri Prasanta Ku. Mohanty, Adm.Bursar
: Dr.Jadunath Nayak, Accounts Bursar
: Dr.Sasmita Mohanty, Acadm. Bursar
: Sri Bipllab R. Bindhani, Lect. in Chem.
09. **I.Q.A.C.** : Principal, Chairperson
: Dr.Jadunath Nayak, Lect. in Math. (Co-ordinator)
: Sri Bipllab R. Bindhani, Lect. in Chem.
: Sri Sanjeev Kumar, Lect. in Eng.
: Smt. Jyotsna Rani Dutta, Lect. in Odia
10. **I.D.P. Committee** : Chair Person : Principal
Co-ordinator : Sri Prasanta Ku. Mohanty, Lect. in Phy.
Dy. Co-ordinator : Sri Saroj Ku. Behera, Lect. in Bot.
Accounts Bursar : Dr.Jadunath Nayak, Lect. in Math.
Civil Works Nodal Officer : Sri Sanjeev Kumar, Lect. in Eng.
11. **NAAC Committee** : Dr.Jadunath Nayak, Lect. in Math.
Sri Prasanta Ku. Mohanty, Lect. in Phy.
Dr.Sasmita Mohanty, Lect. in Edu.
Miss Rashmi Bhanj, Lect. in Zool.
Sri Sanjeev Kumar, Lect. in Eng.
12. **Officer in-charge U.G.C. Associate** : Sri Prasanta Ku. Mohanty, Lect. in Phy.
Sri Sanjeev Kumar, Lect. in Eng.

- 13. Library Committee & Wall Magazine** : Sri Sanjeev Kumar, Lect. in Eng.
Smt. Snehaprava Das, Lect. in Odia
Smt. Pushpalata Kanungo, Lect. in Sans.
Smt. Jyotsna Rani Dutta, Lect. in Odia
- 14. Career Counselling Cell** : Dr. Jadunath Nayak, Lect. in Math.
Sri Saroj Ku. Behera, Lect. in Bot.
Smt. Jyotsna Rani Dutta, Lect. in Odia.
Sri M. Dasmohapatra, Demonstrator
- 15. College Calendar & Magazine Editorial Board** : Sri Sanjeev Kumar, Lect. in Eng.
Smt. Snehaprava Das, Lect. in Odia.
- 16. Student Union & Dramatic Society** : Sri Prasanta Ku. Mohanty, Lect. in Phy.
Sri Biplab Ranjan Bindhani, Lect. in Chem.
Smt. Pushpalata Kanungo, Lect. in Sans.
Smt. Jyotsna Rani Dutta, Lect. in Odia.
Sri Kaushik Ku. Ghosh, Demonstrator
- 17. Vice President Science Society Associates** : Dr. Jadunath Nayak, Lect. in Math.
Miss Rashmi Bhanj, Lect. in Zool.
Sri Asit Ku. Panda, Demonstrator
Sri Kaushik Ku. Ghosh, Demonstrator
- 18. Discipline Committee, Grievances Cell** : Sri Prasanta Ku. Mohanty, Admn. Bursar
- 19. Anti-ragging Cell & Sexual Harassment Cell** : Dr. Jadunath Nayak, Accounts Bursar
Dr. Sasmita Mohanty, Academic Bursar
- 19. Vice President, D.S.A.** : Smt. Snehaprava Das, Lect. in Odia.
Smt. Jyotsna Rani Dutta, Lect. in Odia.
Sri Kaushik Ku. Ghosh, Demonstrator
- 20. Officer I/C of Scholarships & S.S.G./S.A.F** : Sri Biplab R. Bindhani, Lect. in Chem.
Sri M. Dasmohapatra, Demonstrator
- 21. Vice-President Athletic Club** : Sri Sanjeev Kumar, Lect. in Eng.
Smt. Jyotsna Rani Dutta, Lect. in Odia
Sri Ashok Ku. Paul, Demonstrator
Sri Tapas Ku. Samal, P.E.T.
- 22. College Website & Library** : Dr. Jadunath Nayak, Lect. in Math.
Sri Biplab R. Bindhani, Lect. in Chem.
Sri Sanjeev Kumar, Lect. in Eng.
- 23. N.S.S. P.O.s (Male Unit)
(Female Unit)** : Sri Saroj Ku. Behera, Lect. in Bot.
: Smt. Jyotsna Rani Dutta, Lect. in Odia.
- 24. Officer I/C of Red Cross & R.R. Club:** : Sri Saroj Ku. Behera, Lect. in Bot.
Smt. Jyotsna Rani Dutta, Lect. in Odia
- 25. Superintendent Women's Hostel** : Smt. Pushpalata Kanungo, Lect. in Sans.
- 26. Superintendent Boys' Hostel** : Sri Saroj Ku. Behera, Lect. in Bot.

27. **Block Grant & Management Staff Salary Acquittance** : Sri Ashok Ku. Paul, Demonstrator
28. **Staff & Student's attendance up to date** : Sri Asit Ku. Panda, Demonstrator
29. **Officer in-charge of E.P.F.** : Sri Biplab R. Bindhani, Lect. in Chem.
M. Das Mohapatra, Demonstrator
30. **Officer I/C of Staff Common Room, Girls' Common Room & Boys' Common Room** : Smt. Pushpalata Kanungo, Lect. in Sans.
: Sri Ashok Ku. Paul, Demonstrator

ASSIGNMENT OF DUTIES TO NON-TEACHING STAFF

It is notified to all the non-teaching staff that official assignments have been allotted to you for the session 2022-23. So you are asked to go through the allotted assignment and act accordingly for the smooth functioning of the college administration.

1. **Smt. Minati Sahu, Jr. Clerk:** Establishment, Service Books & Personal file of G.I.A. & Management Staff, Payment , Voucher, Cash Book, Cheque Book, Advances, Quotation, Comparative Statement, Construction, Purchase, UGC, I.D.P., Audit Compliance, Audit Work, Allotment Register GIA, Acquittance Register, Increment, Requirement, Budget, U.C. & other Grants, Salary bill of GIA & Management Staff, Permission, Recognition, Affiliation, Staff Information, Women's Hostel, Comply of Assembly Question, Gradation List, S.I.P.
2. **Subranshu Sekhar Das, Jr.Clerk :** Examination, R.O.M., Form Fill-up, N.S.S., Y.R.C., C.L. Valuation Zone
3. **Miss SasmitaPani, DEO:** Letter Download, SAMS, Admission, online PMS & other scholarship related works, Form Fill up data upload, CAPA, Diary & Despatch, Student Information, Time Table.
4. **Sri Ananta Ku. Deo, Lab. Attn. :** Examination, ROM, Stock (General & UGC), Property & Dead Stock Register, T.C., Certificate, Mark Sheet, Migration, D.C.R. & DCB Ledger, Admission Register, Re-admission, Student Information etc.
5. **Sri Satya Narayan Barik, Lab. Attn. :**Attached to Physics & Chemistry Laboratory, University work, Bank work (both College & hostel), Postal & attached to office etc.
6. **Sri Pratap Rudra Nayak, Lab. Attn. :** Attached to Library, Bank & Postal work (both College & hostel), receipt of all types of Scholarship forms.
7. **Sri Pradip Ku. Nath, Peon** : Staff Common Room
8. **Sanjeet Ku.Bindhani,Peon** : Attached to Office, Diary & Despatch.
9. **Sibu Ghadei, Sweeper** : Sweeping, attached to Principal's Room.