



OFFICE ORDER

No.

Date

Administrative Assignments and Co-Curricular Activities for the Session 2024 – 2025

Assignment of Co-curricular Activities of Teaching & Non-teaching Staff for the Academic Session 2024-2025 has been made as per the following details.

(Not strictly in order of seniority)

1. Secretary , Staff Council : Prof. Rita Dhalbisoi, Read. in Pol.Sc.
2. Administrative Bursar – : Prof. Debabrata Mohanty, Read. in Stat.
: Prof. Dr. Swachhasalila Mohapatra, Read. in Edn.
3. Accounts Bursar – (Degree) : Prof. Akshaya Kumar Tripathy, Read. in Com.
Accounts Bursar – (HS) : Prof. Arnnapurna Behera, Lect. in Log..
4. Academic Bursar : Prof. Rita Dhalbisoi, Read. in Pol.Sc.
Associate Bursar : Prof. Dr. Himani Mallia, Lect. in Eco.
5. Admission Chief Co-ordinator : Prof. Debabrata Mohanty, Read. in Stat.
+3 Admission : Prof. Ramarani Sikdar, Read. in Phy.
: Prof. Dr. Nibedita Mohanty, Lect. in Pol.Sc.
: Mr. Subhadarshi Dash, Lab. Asst. in Phy.
+2 Admission : Prof. Arnnapurna Behera, Lect. in Log.
: Prof. Dr. Romaranu Dash, Lect. in Soc.
: Mr. Krushna Prasad Pradhan, Lab. Asst. in Edn.
6. Prof.-in-Charge Exams. Coordinator : Prof. Akshaya Kumar Tripathy, Read. in Com
+3 Examination : Prof. Dr. Rajashree Mohanty, Read. in Eco.
: Prof. Arnnapurna Behera, Lect. in Log.
: Prof. Subhashri Priyadarshini, Lect. in Sans.
+2 Examination : Prof. Dr. Swachha Salila Mohapatra, Read. in Edn.
: Prof. Sikha Madhulagna, Lect. in Com.
: Prof. Mohan Kumar Badamundi, Lect. in Odia
7. Prof. I/C Outside Exams. : Prof. Sri Debabrata Mohanty, Read. in Stat.
: Prof. Akshaya Kumar Tripathy, Read. in Com.
8. Construction & Purchase Committee : Prof. Debabrata Mohanty, Read. in Stat.
: Prof. Rita Dhalbisoi, Read. in Pol.Sc.
: Prof. Dr. Rajashree Mohanty, Read. in Eco.
: Prof. Dr. Debendra Kumar Biswal, Read. in Eco.
: Prof. Dr. Swachhasalila Mohapatra, Read. in Edn.
: Prof. Akshaya Kumar Tripathy, Read. in Com.
: Prof. Jitendra Nath Das, Lect. (Gr-A) in Eng.
: Prof. Dr. Manas Ranjan Nanda, Lect. in Soc.
: Prof. Madhusmita Panda, Lect. in Bot.

9. Budget & Finance Committee	: Prof. Debabrata Mohanty, Read. in Stat. : Prof. Rita Dhalbiso, Read. in Pol.Sc. : Prof. Dr. Rajashree Mohanty, Read. in Eco. : Prof. Dr. Debendra Kumar Biswal, Read. in Eco. : Prof. Dr. Swachhasalila Mohapatra, Read. in Edn. : Prof. Akshaya Kumar Tripathy, Read. in Com. : Prof. Dr. Manas Ranjan Nanda, Lect. in Soc. : Prof. Madhusmita Panda, Lect. in Bot. : Prof. Rama Rani Sikdar, Read. in Phy. : Prof. Dr. Ajay Kumar Singh, Read. in Math.
10. Advisor, Students' Union	: Prof. Dr. Debendra Kumar Biswal, Read. in Eco.
Associate Advisor,	: Prof. Arnnapurna Behera, Lect. in Log.
11. Advisor, Cultural Association (+3)	: Prof. Pravamanjari Pattanaik, Read. in Hist.
Associate Advisor,	: Prof. Dr. Nibedita Mohanty, Lect. in Pol.Sc.
Advisor, Cultural Association (+2)	: Prof. Dr. Archana Mohapatra, Read. in Edn.
Associate Advisor,	: Prof. Mamata Mayee Patra, Lect. in Zool.
12. Public Information Officer-	: Prof. Jitendra Nath Das, Lect. (Gr-A) in Eng. : Prof. Madhusmita Panda, Lect. in Bot.
13. Prof Time table & Grouping	: Prof. Dr. Rajashree Mohanty, Read. in Eco.. : Sri Krushna Prasad Pradhan, Lab. Asst. in Edn.
14. Prof. in charge, UGC	: Prof. Sanjib Kumar Mohanty, Lect. (Gr-A) in Com.
15. Prof. in charge, RUSA	: Prof. Dr. Debendra Kumar Biswal, Read. in Eco.
16. Prof. in charge, I. Tax & TDS	: Prof. Sanjib Kumar Mohanty, Lect. (Gr-A) in Com. : Prof. Dr. Himani Mallia, Lect. in Eco.
17. Prof. in charge, Library	: Prof. Rita Dhalbiso, Read. in Pol.Sc. : Prof. Jayanti Dash, Read. in Eng.
18. NCC Officer	: Prof. Sriram Das, Lect. in Hist.
19. Programme Officer, N.S.S.	: Prof. Dr. Sujata Mishra, Lect. in Edn. : Prof. Dillip Kumar Malika, Lect. in Math.
20. Rangers / Rovers Leaders	: Prof. Dr. Nibedita Mohanty, Lect. in Pol.Sc. ; Prof. Mohan Kumar Badamundi, Lect. in Odia
Prof. in Charge Youth Red Cross	: Prof. Dr. Ajay Kumar Singh, Read. in Math. : Prof. Dr. Himani Mallia, Lect. in Eco.
22. Self Defence	: Prof. Dr. Sujata Mishra, Lect. in Edn. : Ms Madhusmita Behera, Lab. Asst. in Chem.

23. College Magazine : Chief Editor	: Prof. Rita Dhalbisoi, Read. in Pol.Sc.
	: Prof. Jayanti Dash, Read. in Eng.
Members , Editorial Board	: Prof.Dr. Prasanta Kumar Sethy, Lect. in Odia
	: Prof.Satabhisa Nayak, Lect. in Eng.
	: Prof. Mohan Kumar Badamundi, Lect. in Odia
24. College Calendar	: Prof. Bibhabati Dash, Lect. in Pol.Sc.
	: Prof.Sriram Das, Lect. in Hist.
	: Prof. Satabhisa Nayak, Lect. in Eng.
25. Vice-President, Athletic Society (+3) Members	: Prof.Dr. Ajay Kuamr Singh, Read. in Math.
	: Prof.Dr. Nibedita Mohanty, Lect. in Pol.Sc.
	: Prof. Sriram Das, Lect. in Hist.
	: Mr. Manoj Kumar Mohapatra, PET
Vice-President, Athletic Society (+2) Members	: Prof.Dr. Archana Mohapatra, Read. in Edn.
	: Prof.Dr. Prasanta Kumar Sethy, Lect. in Odia
	: Prof. Mamata Mayee Patra, Lect. in Zool
	: Mr. Manoj Kumar Mohapatra, PET
27. Vice- President, D.S.A. Members	: Prof. Jayanti Dash, Reader in Eng.
	: Prof. Mamata Mayee Patra, Lect. in Zool.
	: Mr. Krushna Prasad Pradhan, Demon in Edn.
28. Prof. in charge, College Canteen	: Prof. Debabrata Mohanty, Read. in Stat.
	: Prof. Sriram Das, Lect. in Hist.
	: Mr. Subhadarshi Dash, Lab.Asst. Phy.
29. Prof. in charge, Staff Common Room	: Prof.Dr. Himani Mallia, Lect. in Eco.
	: Prof.Dillip Kumar Mallika Lect. in Math.
30. Prof. in charge, College Furniture	: Prof.Dr. Prasanta Kumar Sethi, Lect. in Odia
	: Prof.Dr. Himani Mallia, Lect. in Eco.
	: Prof.Dr. Nibedita Mohanty, Lect. in Pol.Sc.
	: Prof. Sriram Das, Lect. in Hist.
31. Career Counselling Students' Information Bureau & Placement Cell	: Prof. Sanjib Kumar Mohanty, Lect.(Gr-A) in Com.
	: Prof. Madhusmita Panda, Lect. in Bot.
	: Prof. Bibhabati Dash, Lect. in Pol.Sc.
	: Prof. Dr. Roma Ranu Dash, Lect. in Soc.
	: Prof. Dillip Kumar Malika, Lect. in Math.
32. Prof. in charge, Seminar & Extra Mural activities Coordinator Members	: Prof. Rita Dhalbisoi, Read. in Pol.Sc.
	: Prof. Jitendra Nath Das, Lect.(Gr-A) in Eng.
	: Prof.Dr. Manas Ranjan Nanda, Lect. in Soc.
	: Prof. Madhusmita Panda, Lect. in Bot.
	: Prof. Sikha Madhulagna, Lect. in Com.
	: Prof. Bibhabati Dash, Lect. in Pol.Sc.
33. Electricity, Sanitary and Water Supply	: Prof. Sanjib Kumar Mohanty, Lect. (Gr-A) in Com.
	: Prof. Dillip Kumar Malika, Lect. in Math.
	: Mr. Subhadarshi Dash, Lab.Asst. Phy.

34.Prof. I/C Language Lab		: Prof. Jayanti Dash, Read. in Eng.
35.Affiliation/Concurrence		: Prof. Satabhisa Nayak,Lect. in Eng.
		:Prof. Debabrata Mohanty,Read. in Stat.
		:Prof. Akshaya Kumar Tripathy,Read.in Com.
36.Prof. I/C Tabulation & Attendance		
Arts		: Prof.Dr. Archana Mohapatra,Read. in Edn.
		: Ms. Ritanjali Senapati,Jr. Librarian
Science		: Prof.Dr. Suprava Mishra, Read. in Chem.
		: Mr. Subhadarshi Dash,Lab. Asst. In Phy.
Com.		: Prof. Satabhisa Nayak,Lect. in Eng.
		: Mr. Krushna Prasad Pradhan,Lab.Asst. in Edn.
37.Prof. in charge,WI-FI,Computer, Smart Classes		: Prof.Dr. Debendra Kumar Biswal,Read. in Eco.
		: Prof. Dillip Kumar Malika,Lect. in Math.
		: Prof. Mohan Kumar Badamundi,Lect. in Odia
38.Mahatab Jayanti		: Prof.Dr. Prasanta Kumar Sethi,Lect. in Odia
		: Prof.Dr. Nibedita Mohanty,Lect. in Pol.Sc.
		: Prof.Bibhabati Dash,Lect. in Pol.Sc.
39.DCR Verification (+3) (+2)		: Prof.Dr. Himani Mallia,Lect. in Eco.
		: Prof. Sikha Madhulagna,Lect. in Com.
40. College Devlopment Council		: All Bursars
41. Staff Association		: Prof. Jayanti Dash, Read. in Eng.
		: Prof. Bibhabati Das,Lect. in Pol.Sc.
42. Wall Magazine		: Prof. Rita Dhalbisoi,Read. in Pol.Sc.
		: Prof. Bibhabati Das,Lect. in Pol.Sc.
		: Prof. Satabhisa Nayak.Lect. in Eng.
43.Team IQAC –	Co-ordinator	: Prof. Dr. Swachhasalila Mohapoatra,Read. in Edn.
		: Prof. Rita Dhalbisoi,Read. in Pol.Sc.
		: Prof. Jayanti Dash,Read. in Eng.
		: Prof. Akshaya Kumar Tripathy,Read. in Com.
		: Prof. Ramarani Sikdar, Read. in Phy.
		: Prof.Dr. Ajay Kumar Singh, Read. in Math.
		: Prof. Bibhabati Dash, Lect. Pol.Sc.
		: Prof. Satabhisa Nayak,Lect. in Eng.
		: Prof. Mohan Kumar Badamundi,Lect. in Odia
44.Team NAAC	Co-ordinator	: Prof. Pravamanjari Pattanaik,Read. in Hist.
		: Prof. Rita Dhalbisoi,Read. in Pol.Sc.
(All HOD's)		: Prof.Dr.Smt.Rajashree Mohanty,Read.in Eco.
		: Prof.Dr Debendra Kumar Biswal, Read. in Eco.
		: Prof.Akshaya Kumar Tripathy,Read. in Com.
		: Prof.Dr.Ajay Kumar Singh,Lect. in Math.
		; Prof.Dr. Manas Ranjan Nanda,Lect. in Soc.
		: Prof.Jitendra Nath Das,Lect.(Gr-A) in Eng.
		: Prof. Arnnapurna Behera,Lect. in Log.
		: Prof. Madhusmita Panda,Lect. in Bot.
		: Prof. Bibhabati Dash, Lect. in Pol.Sc.
		: Prof.Dr. Roma Ranu Dash, Lect. in Soc.
		: Prof. Satabhisa Nayak,Lect. in Eng.
		: Prof.. Dillip Kumar Malika,Lect. in Math.
		: Mr. Manoj Kumar Mohapatra,PET

45. UDISE +		: Prof. Subhashree Priyadarshini, Lect. in Sans.
46. Vice-President, Boys' Common Room		: Prof. Dr. Prasanta Kumar Sethi, Lect. in Odia : Prof. Mohan Kumar Badamundi, Lect. in Odia
47. Vice-President, Girls' Common Room		: Prof. Sasmita Sahoo, Lect. in Hist. : Prof. Satabhisa Nayak, Lect. in Eng.
48. Students' Feed Back Committee	Arts Science Commerce	: Prof. Dr. Prasanta Kumar Sethi, Lect. in Odia : Prof. Madhusmita Panda, Lect. in Bot. : Prof. Sikha Madhulagna, Lect. in Com
49. Prof. in-charge, Scholarship +3 +2		: Prof. Dr. Archana Mohapatra, Read. in Edn. : Prof. Mamata Mayee Patra, Lect. in Zool.
50. Campus Development, Plantation & College Garden		: Prof. Sanjib Kumar Mohanty Lect. (Gr.-A) in Com. : Prof. Dr. Prasanta Kumar Sethi, Lect. in Odia : Prof. Dr. Romaranu Dash, Lect. in Soc. : Mr. Manoj Kumar Mohapatra, PET
51. Prof. in charge Maintenance of Assets, Equipment and Store of all Sc. Dept.		: Prof. Dr. Suprava Mishra, Read. in Chem. : Prof. Dr. Ajay Kumar Singh, Read. in Math. : Prof. Mamata Mayee Patra, Lect. in Zool. : Prof. Madhusmita Panda, Lect. in Bot.
52. Vice-President, Science Society Members		: Prof. Dr. Ramarani Sikdar, Read. in Phy. : All Faculty Members, Science Departments
53. Prof. I/c Stock verification		: Prof. Dr. Archana Mohapatra, Read. in Edn.
54. UGC Stores in charge		: Prof. Jayanti Das, Read. in Eng.
55. Vice – President, Odia Sahitya Samaj		: Prof. Mamata Mohanty, Read. in Odia
56. Vice President, Commerce		: Prof. Akshaya Kumar Tripathy, Read. in Com.
57. Campus discipline committee		: Prof. Dr. Swachhasalila Mohapatra, Read. in Edn. : Prof. Jayanti Das, Read. in Eng. : Prof. Sanjib Kumar Mohanty, Lect. (Gr.-A) in Com. : Prof. Jitendra Nath Das, Lect. (Gr.-A) in Eng. : Prof. Ramarani Sikdar, Read. in Phy.
58. Anti – Sexual Harassment Cell		: Prof. Dr. Suprava Mishra, Read. in Chem. : Prof. Dr. Sujata Mishra, Lect. in Edn.
59. Anti – Ragging Cell		: Prof. Pravamanjari Pattanaik, Read. in Hist. : Prof. Jitendra Nath Das, Lect. (Gr.-A) in Eng.
60. Discipline / Students' Grievance Redressal Cell		: Prof. Jayanti Dash, Read. in Eng. : Prof. Rama Rani Sikdar, Read. in Phy. : Prof. Sanjib Kumar Mohanty, Lect. (Gr.-A) in Com. : Prof. Jitendra Nath Das, Lect. (Gr.-A) in Eng.

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| 61. Gender Sensitization Cell | : Prof.Jitendra Nath Das,Lect.(Gr-A) in Eng.
: Prof.Dr. Romaranu Dash, Lect. in Soc. |
| 62. Anti Discrimination Cell | : Prof.Dr. Suprava Mishra,Read. in Chem.
: Prof.Dr. Debendra Kumar Biswal,Read. in Eco. |
| 63. Equal Opportunity Cell | : Prof. Mamtamayee Patra,Lect. in Zool.
: Prof.Dr. Prasanta Kumar Sethi,Lect. in Odia |
| 64. SC/ST Cell | : Prof.Dr. Prasanta Kumar Sethi,Lect. in Odia
: Prof..Sasmita Sahu,Lect. in Hist. |

PRINCIPAL

Copy to : Staff Common Room Guard file/Extra Curricular file/O.O Guard file / HC /A.B. // Pls. N. file for information & necessary action.