

**OFFICE OF THE PRINCIPAL**  
**HINDOL COLLEGE, KHAJURIAKATA**  
AT-KHAJURIAKATA,PO-BALIMI-759020,DIST-DHENKANAL

E.Mail Id-principalhindolcollege2013@gmail.com  
Web site – www.hindolcollege.org  
NAAC Accredited



Phone-06732-254423/254425  
Fax-06732-254425  
Mobile No. 09937395021

**Office Order No. 335(1)**

**Date. 18.08.2014**

The member of the Teaching staff are assigned with the following Co-curricular / extra curricular duties as mentioned below against their names for the session, 2014-15. They are requested to take over the charges from the date of issue of this order.

<u>Sl. No.</u>	<u>Assignment</u>	<u>Name &amp; Designation</u>
1.	Secretary Staff Council Associate Secretary	: Dr. A. K. Mohapatra, Reader in Odia : Sri D. K. Garnaik, Lect. in English.
2.	Administrative Bursar Associate	: Dr. A. K. Mohapatra, Reader in Odia : Sri K.K. Prusty , Lect. in mathematics
3.	Accounts Bursar Associate	: Mr. B. N. Tripathy, Lect. in English : Sri H. M. Sahu, Lect. in Economics
4.	Academic Bursar Associate & +3 CBCS in-charge	: Sri B. N. Sahoo , Lect. in Botany : Sri A. K. Sahu , Lect. in Physics .
5.	College Union Adviser Associates	: Sri D. K. Garnaik, Lect. in English : Sri J.N. Pati , Lect. in Physics : Sri S. Ch. Mishra, Lect. in Education : Sri Biswaranjan, Demonstrator
6.	Vice-President Athletic Council	: Sri J.N. Pati , Lect. in Physics. : Sri K. Behera, Lect. in I.T. : Sri Hemanta Kumar Garnaik, P.E.T. : Sri Biswaranjan , Demonstrator : Sri S. K. Sahoo , Demonstrator
7.	Vice-President, Cultural Secretary Associates	: Sri Jagabandhu Nanada, Lect. in Sanskrit : Sri M.K. Jenamani, Lect. in Odia : Sri A.K. Patra , Lect. in English : Smt. Mamata Pal, Lect. in Sanskrit .


<u>Sl. No.</u>	<u>Assignment</u>	<u>Name &amp; Designation</u>
8.	e-admission in-charge (+2) e-admission in-charge (+3) Associates	: Sri Bimal Pradhan, Lect. in History : Sri J.N. Pati , Lect. in Physics. : Sri M.K. Jenamani , Lect.in Odia : Sri N.C. Panigrahi, Lect. in Pol.Sc. : Smt. Mamata Pal, Lect. in Sanskrit
9.	Examination Bursar Associates	: Sri M.K. Jenamani, Lect. in Odia : Sri A. K. Patra, Lect. in English : Sri N.C. Panigrahi, Lect. in Pol. Sc.
10.	UGC. Bursar Associate	: Sri D. K. Garnaik, Lect. in English : Sri J.N. Pati , Lect. in Physics
11.	Coordinator, Remedial Coaching	: Sri D. K. Garnaik, Lect. in English
12.	Vocational Education in-charge	: Sri J.N. Pati , Lect. in Physics.
13.	Time Table in- charge Associate	: Sri K.K. Prusty, Lect. in Mathematics : Sri Bimal Pradhan, Lect. in History
14.	NCC. in-charge	: Sri K.K. Prusty, Lect. in Mathematics
15.	Scout & Guide in-charge	: Sri S. Ch. Mishra, Lect. in Education
16.	Councilor, Youth Red Cross	: Sri M.K. Jenamani, Lect. in Odia
17.	Programme Officer, NSS 1). Gent's Unit 2). Ladies Unit	: Sri S.D. Biswal, Lect. in Pol. Sc. : Smt. S.L. Dash, Lect. in Botany
18.	College Calendar in-charge Associate	: Sri S.K. Pati , Lect. in Chemistry : Sri K. Behera, Lect. in I.T.
19.	College Magazine in-charge Associates	: Sri A.K. Patra, Lect. in English : Sri S.K. Pati, Lect. in Chemistry : Smt. Mamata pal, Lect. in Sanskrit
20.	Extra Mural Classes & wall Magazine in-charge Associate	: Sri A. K. Patra, Lect. in English : Smt. M. Pal, Lect. in Sanskrit
21.	Science Society in-charge Associates	: Sri B.N. Sahoo, Lect. in Botany : Sri S.K. Pati , Lect. in Chemistry : Sri S.S. Das, Lect. in Zoology : Sri Biswaranjan, Demonstrator

<b><u>Sl. No.</u></b>	<b><u>Assignment</u></b>	<b><u>Name &amp; Designation</u></b>
22.	Public information in-charge Associate	: Sri S.D. Biswal, Lect. in Pol. Sc. : Sri S.K. Pati , Lect. in Chemistry
23.	Library in-charge Associates	: Dr. Asit Kumar Jenamani, Lect. in : Sri Biswaranjan, Demonstrator : Sri S.S. Mishra, Demonstrator
24.	College beautification in-charge Associate	: Sri Bimal Pradhan, Lect. in History : Sri Biswaranjan, Demonstrator
25.	HRMS in-charge Associate	: Sri B.N. Sahoo, Lect. in Botany : Sri S.Ch. Mishra, Lect. in Education
26.	AISHE in-charge	: Sri A. Ku. Sahu , Lect. in Physics
27.	Preservation of Human Rights in-charge Associate	: Sri S.S. Das, Lect. in Zoology : Sri K.Ch. Behera, Lect. in Logic
28.	College Canteen & Cycle stand in-charge Associate	: Sri K. Ch. Behera, Lect. in Logic : Sri Pandav Sahu , Demonstrator
29.	Scholarship in-charge Associate	: Sri B.N. Sahoo, Lect. in Botany : Sri M.K. Jenamani, Lect. in Odia
30.	Student's Counseling in-charge Associates	: Sri S.K. Pati , Lect. in Chemistry : Sri J.N. Pati , Lect. in Physics : Sri K.K. Prusty, Lect. in Mathematics
31.	Research Committee in-charge Associates	: Dr. A.K. Jenamani, Lect. in Odia : Sri S.K. pati , Lect. in Chemistry : Sri J.N. pati , Lect. in Physics
32.	College Stock & Store in-charge	: Sri H.M. Sahu , Lect. in Economics
33.	Internal Audit in-charge Associate	: Sri H.M. Sahu , Lect. in Economics : Sri M.K. Jenamani, Lect. in Odia
34.	Tabulator +2 Examination Associate	: Sri Bimal Sahu , Demonstrator : Sri Pandav Sahu, Demonstrator

<b><u>Sl. No.</u></b>	<b><u>Assignment</u></b>	<b><u>Name &amp; Designation</u></b>
35.	Tabulator +3 Examinations Associate	: Sri S.K. Sahoo, Demonstrator : Sri S.S. Mishra , Demonstrator
36.	Members of Building Committee	: Sri B.N. Tripathy, Lect. in English : Dr. A.K. Jenamani, Lect. in Odia : Sri Bimal Pradhan, Lect. in History : Sri J.N. Pati , Lect. in Physics : Sri Smt. Mamata Pal, Lect. in Sanskrit : Sri D.K. Garnaik, Lect. in English
37.	Members of Purchase Committee	: Sri B.N. Tripathy, Lect. in English : Sri A.K. Sahu , Lect. in Physics : Sri Bimal Pradhan , Lect. in History : Sri D.K. Garnaik, Lect. in English
38.	Members of College Development Evaluation Committee	: Sri B.N. Tripathy, Lect. English : Dr. A.K. Jenamani, Lect. in Odia : Sri Bimal Pradhan , Lect. in History : Sri D.K. Garnaik , Lect. in English : Smt. Mamata Pal, Lect. in Sanskrit : Sri J.N. Pati , Lect. in Physics
39.	Members of Grievance Cell & Discipline Committee	: Dr. A.K. Jenamani , Lect. in Odia : Sri D. K. Garnaik, Lect. in English : Smt. S. L. Dash, Lect. in Botany
40.	Members of Anti Ragging & Sexual harassment Cell	: Sri K.K. Prusty , Lect. in Mathematics : Smt. Mamata Pal , Lect. in Sanskrit : Smt. S.L. Dash, Lect. in Botany : Smt. S.R. Sahoo , Lect. in Pol. Sc.
41.	Coordinator, Steering Committee Members	: Sri B.N. Tripathy, Lect. in English : Dr. A.K. Jenamani, Lect. in Odia : Sri B.N. Sahoo , Lect. in Botany : Sri J.N. Pati , Lect. in Physics : Sri S. K. Pati , Lect. in Chemistry
42.	Members of Student's welfare Committee	: Sri Bimal Pradhan , Lect. in History : Sri J.N. Pati , Lect. in Physics : Sri K.K. Prusty , Lect. in Mathematics

<u>Sl. No.</u>	<u>Assignment</u>	<u>Name &amp; Designation .</u>
43.	Vice President , Day Scholar Association .	: Sri Bimal Pradhan , Lect. in History
	Members	: Sri J.N. Pati , Lect. in Physics : Sri Pandav Sahu , Demonstrator
44.	Coordinator , IQAC	: Sri D. K . Garnaik , Lect. in English .
45.	ICT Management in-charge	: Sri J.N. Pati , Lect. in Physics .
46.	Coordinator, Self Defense(Women)	: Sri M.K. Jenamani, Lect. in Odia .
47.	Coordinator, Career Counseling cell	: Sri Kishore Kumar Prusty, Lect. in Mathematics.

-----  
Officer in charge of different sections must visit their concerned Departments/Sections on every working day to take stock of the prevailing situation.

  
Principal  
HINDOL COLLEGE  
KHAJURIAKATA  
18-08-14

**Copy to : -**

- 1). Staff Common Room.
- 2). Establishment Section ,
- 3). Accounts Section
- 4). UGC Section.
- 5). Examination section ,
- 6). Admission section,
- 7). Library .
- 8). Guard File for information and necessary action .