

OFFICE OF THE PRINCIPAL
HINDOL COLLEGE, KHAJURIAKATA
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Office Order No. 332

Date. 10.08.2016

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 , 2016-2017 . 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 & Designation</u>
1.	Secretary Staff Council Associate	: Sri B.N. Tripathy, Lect.in English. : Sri D. K. Garnaik, Lect. in English .
2.	Administrative Bursar Associate	: Sri B.N. Tripathy, Lect. in English : Sri K.K. Prusty , Lect. in mathematics
3.	Accounts Bursar Associate	: Dr. Asit Ku. Jenamani, Lect. in Odia : 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 Biswaranjan , Demonstrator : Sri S. K. Sahoo , Demonstrator
7.	Vice-President, Cultural Secretary Associates	: Sri M.K. Jenamani, Lect. in Odia : Sri A.K. patra , Lect. in English : Smt. Mamata Pal, Lect. in Sanskrit .

(Contd..... P – 2)

<u>Sl. No.</u>	<u>Assignment</u>	<u>Name & 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.	Vocational Education in-charge	: Sri J.N. Pati , Lect. in Physics.
12.	Time Table in- charge Associate	: Sri K.K. Prusty, Lect. in Mathematics : Sri Bimal Pradhan, Lect. in History
13.	NCC. in-charge	: Sri K.K. Prusty, Lect. in Mathematics
14.	Scout & Guide in-charge	: Sri S. Ch. Mishra, Lect. in Education
15.	Councilor, Youth Red Cross	: Sri M.K. Jenamani, Lect. in Odia
16.	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
17.	College Calendar in-charge Associate	: Sri S.K. Pati , Lect. in Chemistry : Sri K. Behera, Lect. in I.T.
18.	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
19.	Extra Mural Classes & wall Magazine in-charge Associate	: Sri A. K. Patra, Lect. in English : Smt. M. Pal, Lect. in Sanskrit
20.	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

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

<u>Sl. No.</u>	<u>Assignment</u>	<u>Name & Designation</u>
34.	Tabulator +3 Examinations Associate	Sri S.K. Sahoo, Demonstrator Sri S.S. Mishra , Demonstrator
35.	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
36.	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
37.	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
38.	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
39.	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.
40.	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
41.	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 & Designation .</u>
42.	Vice President , Day Scholar Association .	: Sri Bimal Pradhan , Lect. in History
	Members	: Sri J.N. Pati , Lect. in Physics : Sri Pandav Sahu , Demonstrator
43.	Coordinator , RUSA.	: Sri J.N. Pati , Lect. in Physics .
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
HINDOL COLLEGE
KHAJURIAKATA

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 .