

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

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NAAC Accredited



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Office Order No. 372

Date. 31.07.2017

The member of the Teaching staff are assigned with the following Co-curricular / extracurricular duties as mentioned below against their names for the session, 2017-2018. 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.	Principal in-Charge (+2)	: Sri Shashadhar Biswal, Dept. of Pol. Sc.
2.	Secretary Staff Council Associate	: Sri A. K. Sahu, Sr. Lect. Physics : Sri D. K. Garnaik, Lect. in English
3.	Administrative Bursar Associate	: Sri N. C. Panigrahi, Lect. in Pol. Sc. : Sri J. N. Pati, Lect. in Physics
4.	Accounts Bursar Associate (DCR Verification)	: Sri H. M. Sahu, Lect. in Economics : Dr. Sushil Garnayak, Lect. in Zoology : Sri Biswaranjan, Demonstrator in Physics
5.	Academic Bursar Associate	: Sri Murali Kishor Jenamani, Lect. in Odia : Smt. Mamata Pal, Lect. in Sanskrit : Sri Kumar Chandra Behera, Lect. in Logic
6.	College Union Adviser Associates	: Sri D. K. Garnaik, Lect. in English : Sri J.N. Pati , Lect. in Physics : Sri Saroj Kumar Sahu, Demonstrator : Sri Biswaranjan, Demonstrator in Physics : Sri Dillip Sahoo, Demonstrator in Biology
7.	Vice-President Athletic Council	: Sri S. S. Das, Lect. in Zoology. : Sri K. S. Behera, Lect. in I.T. : Sri Biswaranjan, Demonstrator in Physics : Sri S. K. Sahu, Demonstrator in Chemistry : Anil Samal, PET
8.	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 : Miss Laxmipriya Beuria, Lect. in History : Sri Pandava Sahoo, Demonstrator in Zoology : Anil Samal, PET

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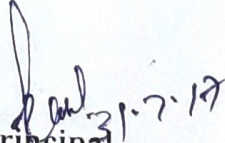
<u>Sl. No.</u>	<u>Assignment</u>	<u>Name & Designation</u>
9.	E-admission in-charge (+2) E-admission in-charge (+3) Associates	Sri Bimal Pradhan, Lect. in History Sri J. N. Pati, Lect. in Physics. Sri M. K. Jenamani, Lect. in Odia Smt. Mamata Pal, Lect. in Sanskrit Sri Bimal Sahu, Demonstrator in Physics
10.	+3 CBCS In-charge & Examination Bursar Associates	Sri A. K. Sahu, Sr. Lect. in Physics Sri M.K. Jenamani, Lect. in Odia Dr. M. K. Swain, Lect. in History
11.	UGC. Bursar Associate	Sri D. K. Garnaik, Lect. in English Sri J.N. Pati , Lect. in Physics
12.	College Affiliation and recognition in-charge Associates	Sri Shashadhar Biswal, Principal I/C +2 Sri S. K. Sahu, Demonstrator in Chemistry Sri Biswaranjan, Demonstrator in Physics
13.	Time Table in- charge Associate	Dr. S. K. Garnayak, Lect. in Zoology Sri Bimal Pradhan, Lect. in History Sri D. R. Biswal, Lect. in Mathematics
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 D. R. Biswal, Lect. in Mathematics Smt. M. Pal, Lect. in Sanskrit
18.	College Calendar in-charge Associate	Sri S.K. Pati, Lect. in Chemistry Dr. M. K. Swain, Lect. in History Sri K. S. Behera, Lect. in I.T. Sri S. S. Mishra, Demonstrator in Chemistry
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 Sri S. S. Das, Lect. in Zoology
20.	Extra Mural Classes & Wall Magazine: Associate	S. K. Pati, Lect. in Chemistry Sri A. K. Patra, Lect. in English Sri B. K. Behera, Lect. in Education
21.	Science Society in-charge Associates	Sri B.N. Sahoo, Reader. in Botany Sri S.K. Pati , Lect. in Chemistry Sri S.S. Das, Lect. in Zoology Sri S. S. R. Mishra, Lect. in Chemistry Sri Dillip Sahoo, Demonstrator in Biology

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22.	Public information in-charge Associate	: Sri S. K. Pati, Lect. in Chemistry : Dr. S. K. Garnayak, Lect. in Zoology Miss. Laxmipriya Beuria, Lect. in History
23.	Library in-charge Associates	: Sri B. N. Sahoo, Reader in Botany : Sri Suresh Chandra Mishra, Lect. in Education : Dr. S. K. Garnayak, Lect. in Zoology. : Sri S.S. Mishra, Demonstrator in Chemistry
24.	College beautification in-charge Associate	: Sri Sri Bimal Pradhan, Lect. in History : Miss Laxmipriya Beuria, Lect. in History Sri Biswaranjan, Demonstrator in Physics
25.	HRMS in-charge Associate	: Sri B.N. Sahoo, Reader in Botany : Sri S.Ch. Mishra, Lect. in Education
26.	AISHE in-charge	: Sri A. K. Sahu, Sr. Lect. in Physics : Sri D. K. Garnaik, Lect. in English : Sri K. S. Behera, Lect. in I.T.
27.	Preservation of Human Rights in-charge Associate	: Sri K.Ch. Behera, Lect. in Logic : Sri S.S. Das, Lect. in Zoology : Smt. S. R. Sahu, Lect. in Pol. Sc.
28.	College Canteen & Cycle stand in-charge Associate	: Sri K. Ch. Behera, Lect. in Logic : Sri Pandav Sahu, Demonstrator in Zoology
29.	Scholarship in-charge Associate	: Sri M. K. Jenamani, Lect. in Odia : Dr. S. K. Garnayak, Lect. in Zoology : Sri Bimal Sahu, Demonstrator in Physics
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 : Sri Dillip Sahu, Demonstrator in Biology
31.	Research Committee in-charge Associates	: Sri D. K. Garnaik, Lect. in English : Sri S. K. Pati, Lect. in Chemistry : Sri J.N. Pati, Lect. in Physics : Dr. Mahendra Swain, Lect. in History : Dr. S. K. Garnayak, Lect. in Zoology
32.	College Stock & Store in-charge	: Sri K. C. Behera , Lect. in Logic Sri D. R. Biswal, Lect. in Mathematics Sri S. S. R. Mishra, Lect. in Chemistry Sri Bimal Sahu, Demonstrator in Physics Sri Anil Samal, PET

<u>Sl. No.</u>	<u>Assignment</u>	<u>Name & Designation</u>
33.	Internal Audit in-charge Associate	: Sri M.K. Jenamani, Lect. in Odia : Sri H.M. Sahu , Lect. in Economics : Sri Bimal Sahu, Demonstrator in Physics : Sri S. S. Mishra, Demonstrator in Chemistry
34.	Tabulator +2 Examination Associate	: Sri S. S. Das, Lect. in Zoology : Sri Biswaranajn, Demonstrator in Physics : Sri Dillip Sahu, Demonstrator in Biology
35.	Members of Building Committee	: Sri Bimal Pradhan, Lect. in History : Sri H. M. Sahu, Lect. in Economics : Sri D.K. Garnaik, Lect. in English : Sri N. C. Panigrahi, Lect. in Pol. Sc. : Sri J.N. Pati , Lect. in Physics : Sri Biswaranjan, Demonstrator in Physics
36.	Members of Purchase Committee	: Sri A.K. Sahu , Sr. Lect. in Physics : Sri Bimal Pradhan , Lect. in History : Sri H. M. Sahu, Lect. in Economics : Sri D.K. Garnaik, Lect. in English : Sri N. C. Panigrahi, Lect. in Pol. Sc.
37.	Members of College Development Evaluation Committee	: Sri A. K. Sahu, Sr. Lect. Physics : Sri Bimal Pradhan , Lect. in History : Sri H. M. Sahu, Lect. in Economics : Sri D.K. Garnaik , Lect. in English : Smt. Mamata Pal, Lect. in Sanskrit : Sri N. C. Panigrahi, Lect. in Pol. Sc. : Sri J.N. Pati , Lect. in Physics
38.	Members of Grievance Cell & Discipline Committee	: Sri A. K. Sahu, Sr. Lect. Physics : Sri S. K. Pati, Lect. in Chemistry : Sri D. K. Garnaik, Lect. in English : Smt. S. L. Dash, Lect. in Botany : Sri S. S. Mishra, Demonstrator in Chemistry
39.	I.C.C. (Sexual Harassment & Anti Ragging) Presiding Officer	: Smt. Mamata Pal, Lect. in Sanskrit
	Members	: Sri D. K. Garnaik, Lect. in English : Miss Laxmipriya Beuria, Lect. in History
40.	Coordinator, Steering Committee Members	: Sri Bimal Pradhan, Lect. in History : Smt. Mamata Pal, Lect. in Sanskrit : Sri N. C. Panigrahi, Lect. in Pol. Sc.

<u>Sl. No.</u>	<u>Assignment</u>	<u>Name & Designation .</u>
41.	Members of Student's welfare Committee	: Sri M. K. Jenamani, Lect. in Odia : Sri K. C. Behera, Lect. in Logic : Sri K.K. Prusty, Lect. in Mathematics : Sri J.N. Pati, Lect. in Physics : Sri Pandav Sahu, Demonstrator in Zoology
42.	Vice President, Day Scholar Association.	: Sri S. S. Das , Lect. in Zoology
	Members	: Sri J.N. Pati , Lect. in Physics : Sri Pandav Sahu , Demonstrator in Zoology
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 S. K. Pati, Lect. in Chemistry : Sri Kishore Kumar Prusty, Lect. in Mathematics. : Dr. S. K. Garnayak, Lect. in Zoology
48.	Coordinator, World Bank Project Associate	: Sri D. K. Garnaik, Lect. in English : Sri J. N. Pati, Lect. in Physics

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 .
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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.