

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. 371

Date. 31.07.2018

The member of the Teaching staff are assigned with the following Co-curricular / extracurricular duties as mentioned below against their names for the session, 2018-2019. 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 : Sri S. S. Das, Lect. in Zoology : Sri Biswaranjan, Demonstrator in Physics
5.	Academic Bursar Associate	: Sri Murali Kishor Jenamani, Lect. in Odia : Dr. M. K. Swain, Lect. in History
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 B. N. Sahoo, Reader in Botany. : 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

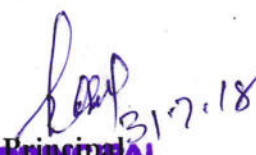
<u>Sl. No.</u>	<u>Assignment</u>	<u>Name & Designation</u>
9.	E-admission in-charge (+2) E-admission in-charge (+3) Associates	: Sri Bimal Pradhan, Lect. in History : Sri J. N. Pati, Lect. in Physics. : Sri M. K. Jenamani, Lect. in Odia : Smt. Mamata Pal, Lect. in Sanskrit : Sri Bimal Sahu, Demonstrator in Physics
10.	+3 CBCS In-charge & Examination Bursar	: Sri A. K. Sahu, Sr. Lect. in Physics : 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 S. K. Sahu, Demonstrator in Chemistry : Sri Biswaranjan, Demonstrator in Physics : Sri Dillip Sahoo, Demonstrator in Biology
13.	Time Table in- charge Associate	: Sri Bimal Pradhan, Lect. in History : Sri D. R. Biswal, Lect. in Mathematics : Sri S. S. R. Mishra, Lect. in Chemistry
14.	Officer in-charge, NCC	: Sri K.K. Prusty, Lect. in Mathematics
15.	Officer in-charge, Scout & Guide	: Sri B. K. Behera, Lect. in Education
16.	Councilor, Youth Red Cross	: Sri M. K. Jenamani, Lect. in Odia
17.	Programme Officer, NSS 1). Female Unit 2). Male Unit	: Smt. M. Pal, Lect. in Sanskrit : Sri D. R. Biswal, Lect. in Mathematics
18.	Editorial Board College Calendar & Magazine	: Sri A.K. Patra, Lect. in English : Sri S.K. Pati, Lect. in Chemistry : Dr. M. K. Swain, Lect. in History
19.	Extra Mural Classes & Wall Magazine: Associate	: Sri A. K. Patra, Lect. in English : S. K. Pati, Lect. in Chemistry : Sri B. K. Behera, Lect. in Education
20.	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

<u>Sl. No.</u>	<u>Assignment</u>	<u>Name & Designation</u>
21.	Public information in-charge Associate	: Sri S. K. Pati, Lect. in Chemistry : Miss. Laxmipriya Beuria, Lect. in History
22.	Library in-charge Associates	: Sri B. N. Sahoo, Reader in Botany : Sri Suresh Chandra Mishra, Lect. in Education : Sri S.S. Mishra, Demonstrator in Chemistry
23.	College beautification in-charge Associate	: Sri Sri Bimal Pradhan, Lect. in History : Miss Laxmipriya Beuria, Lect. in History : Sri Biswaranjan, Demonstrator in Physics
24.	HRMS in-charge Associate	: Sri B.N. Sahoo, Reader in Botany : Sri S.Ch. Mishra, Lect. in Education
25.	AISHE in-charge	: Sri Bimal Pradhan, Lect. in History : Sri Pritam Kumar Jenamani, DEO
26.	Preservation of Human Rights in-charge Associate	: Sri K.Ch. Behera, Lect. in Logic : Sri S.S. Das, Lect. in Zoology
27.	College Canteen & Cycle stand in-charge Associate	: Sri K. Ch. Behera, Lect. in Logic : Sri Pandav Sahu, Demonstrator in Zoology
28.	Scholarship in-charge Associate	: Sri M. K. Jenamani, Lect. in Odia : Sri Bimal Sahu, Demonstrator in Physics
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 : Sri Dillip Sahu, Demonstrator in Biology
30.	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
31.	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>
32.	Internal Audit in-charge Associate	: Sri M.K. Jenamani, Lect. in Odia : Sri Bimal Sahu, Demonstrator in Physics : Sri S. S. Mishra, Demonstrator in Chemistry : Sri Dillip Sahoo, Demonstrator in Biology
33.	Tabulator +2 Examination Associate	: Sri S. S. Das, Lect. in Zoology : Sri Bimal Sahu, Demonstrator in Physics : Sri S. S. Mishra, Demonstrator in Chemistry
34.	Members of Building Committee	: Sri Bimal Pradhan, Lect. in History : Sri H. M. Sahu, Lect. in Economics : Sri N. C. Panigrahi, Lect. in Pol. Sc. : Sri D.K. Garnaik, Lect. in English : Sri J.N. Pati , Lect. in Physics : Sri Biswaranjan, Demonstrator in Physics
35.	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. : Sri J.N. Pati , Lect. in Physics
36.	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
37.	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
38.	I.C.C. (Sexual Harassment & Anti Ragging) Presiding Officer Members	: Smt. Mamata Pal, Lect. in Sanskrit : Sri D. K. Garnaik, Lect. in English : Miss Laxmipriya Beuria, Lect. in History
39.	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>
40.	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
41.	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
42.	Coordinator, IQAC	: Sri J.N. Pati , Lect. in Physics
43.	ICT Management in-charge	: Sri J.N. Pati , Lect. in Physics .
44.	Coordinator, Self Defense (Women)	: Sri M.K. Jenamani, Lect. in Odia .
45.	Coordinator, Career counseling cell	: Sri S. K. Pati, Lect. in Chemistry : Sri Kishore Kumar Prusty, Lect. in Mathematics.
46.	Coordinator, World Bank Project Associate	: Sri D. K. Garnaik, Lect. in English : Sri J. N. Pati, Lect. in Physics
47.	Superintendent, Womens Hostel Dy. Superintendent	: Smt. M. Pal, Lect. in Sanskrit : Miss Laxmipriya Beuria, Lect. in History

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, Khajuria, Khajuria, Khajuria.
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.