

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

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Office Order No.

Date.

The member of the Teaching staff are assigned with the following Co-curricular / extracurricular duties as mentioned below against their names for the session, 2019-2020. 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. in 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 (CAPA / DCR) Associate (Payment / HRMS)	: Sri A. K. Sahu, Sr. Lect. in Physics : Sri Harmohan Sahu, Lect. in Economics : Sri D. R. Biswal, Lect. in Mathematics
5.	Coordinator, World Bank Project Associate	: Sri D. K. Garnaik, Lect. in English : Sri J. N. Pati, Lect. in Physics
6.	Academic Bursar	: 1. Smt. Mamata Pal, Lect. in Sanskrit : 2. Dr. M. K. Swain, Lect. in History
7.	College Union Adviser Associates	: Sri D. K. Garnaik, Lect. in English : Sri J.N. Pati, Lect. in Physics : Sri S. K. Sahu, Demonstrator in Chemistry Sri Biswaranjan, Demonstrator in Physics Sri D. K. Sahoo, Demonstrator in Biology
8.	Vice-President Athletic Council	: Dr. M. K. Swain, Lect. in History : Sri K. S. Behera, Lect. in I.T. : Sri Biswaranjan, Demonstrator in Physics : Sri S. K. Sahu, Demonstrator in Chemistry
9.	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 : Sri Pandava Sahu, Demonstrator in Zoology


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

<u>Sl. No.</u>	<u>Assignment</u>	<u>Name & Designation</u>
24.	College beautification in-charge Associate	: Sri Bimal Pradhan, Lect. in History : Sri Biswaranjan, Demonstrator in Physics : Sri Sudhakar Sahu, Head Clerk
25.	HRMS in-charge Associate	: Sri B. N. Sahoo, Reader in Botany : Sri D. R. Biswal, Lect. in Mathematics
26.	AISHE in-charge	: Sri Bimal Pradhan, Lect. in History : Sri Chandrakanta Sahu, DEO
27.	Preservation of Human Rights I/C Associate	: Sri K. C. Behera, Lect. in Logic : Sri S. S. Das, Lect. in Zoology
28.	College Canteen & Cycle stand I/C Associate	: Sri K. C. Behera, Lect. in Logic : Sri Pandav Sahu, Demonstrator in Zoology
29.	Scholarship in-charge Associate	: Sri M. K. Jenamani, Lect. in Odia : 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 D. K. Sahoo, Demonstrator in Biology
31.	Research Committee in-charge Associates	: Sri D. K. Garnaik, Lect. in English : Sri S. K. Pati, Lect. in Chemistry : Sri K. K. Prusty, Lect. in Mathematics : Sri J. N. Pati, Lect. in Physics : Dr. M. K. Swain, Lect. in History
32.	College Stock & Store Officer in-charge, Verification	: Sri K. C. Behera , Lect. in Logic : Sri K. S. Behera, Lect. in I.T. : Sri Bimal Sahu, Demonstrator in Physics : Sri D. K. Sahoo, Demonstrator in Biology
33.	Internal Audit in-charge Associate	: Dr. M. K. Swain, Lect. in History : Sri Bimal Sahu, Demonstrator in Physics : Sri S. S. Mishra, Demonstrator in Chemistry : Sri D. K. Sahoo, Demonstrator in Biology
34.	Tabulator +2 Examination Associate	: Sri S. S. Das, Lect. in Zoology : Sri K. S. Behera, Lect. in I.T. : Sri Bimal Sahu, Demonstrator in Physics : Sri S. S. Mishra, Demonstrator in Chemistry

<u>Sl. No.</u>	<u>Assignment</u>	<u>Name & Designation</u>
35.	Members of Building Committee (Construction Committee)	: Sri A. K. Sahu, A/C Bursar : Sri Bimal Pradhan, Lect. in History : Sri N. C. Panigrahi, Administrative Bursar : Sri D. K. Garnaik, Lect. in English : Sri J. N. Pati , Lect. in Physics : Sri Biswaranjan, Demonstrator in Physics : Sri Sashi Bhusan Behera, Sr. Clerk
36.	Members of Purchase Committee	: Sri A.K. Sahu, A/C Bursar : Sri Bimal Pradhan, Lect. in History : Sri D.K. Garnaik, Lect. in English : Sri N. C. Panigrahi, Administrative Bursar : Sri J.N. Pati , Lect. in Physics : Sri Sashi Bhusan Behera, Sr. Clerk
37.	Members of College Development Evaluation Committee	: Sri A. K. Sahu, A/C Bursar : Sri Bimal Pradhan, Lect. in History : Sri D. K. Garnaik, Lect. in English : Smt. Mamata Pal, Lect. in Sanskrit : Sri N. C. Panigrahi, Administrative Bursar : Sri J. N. Pati, Lect. in Physics : Sri Mangaraj Pradhan, Clerk-cum-Typist
38.	Members of Grievance Cell & Discipline Committee	: Sri D. K. Garnaik, Lect. in English : Sri N. C. Panigrahi, Administrative Bursar : Sri S. K. Pati, Lect. in Chemistry : Smt. S. L. Dash, Lect. in Botany : Sri S. S. Mishra, Demonstrator in Chemistry
39.	I.C.C. (Sexual Harassment) Presiding Officer	: Smt. Mamata Pal, Lect. in Sanskrit
	Members	: Sri D. K. Garnaik, Lect. in English : Miss S. L. Panda, Lect. in History
40.	Coordinator, Steering Committee Members	: Sri Bimal Pradhan, Lect. in History : Smt. Mamata Pal, Lect. in Sanskrit : Sri N. C. Panigrahi, Administrative Bursar
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

<u>Sl. No.</u>	<u>Assignment</u>	<u>Name & Designation .</u>
42.	Vice President, Day Scholar Association	: Sri M. K. Jenamani, Lect. in Odia
	Members	: Sri J. N. Pati, Lect. in Physics : Sri Pandav Sahu, Demonstrator in Zoology
43.	Coordinator, IQAC	: Sri J. N. Pati, Lect. in Physics
44.	ICT Management in-charge	: Sri J. N. Pati, Lect. in Physics
45.	Coordinator, Self Defense (Women)	: Sri M. K. Jenamani, Lect. in Odia
46.	Coordinator, Career counseling cell Associate	: Sri J. N. Pati, Lect. in Physics : Sri K. K. Prusty, Lect. in Mathematics.
47.	Superintendent, Women's Hostel Dy. Superintendent	: Smt. Mamata Pal, Lect. in Sanskrit
48.	Anti-Ragging Cell in-charge 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.


30.7.19
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