

OFFICE OF THE PRINCIPAL, P.S. COLLEGE, JHUMPURA, DIST- KEONJHAR.

Office Order No.:-

Date:- 05/5/23

The following staff members are hereby assigned co-curricular activity as mentioned below against their names for the Session 2023-24 with effect from 1st April 2023.

<u>Sl. No.</u>	<u>Assignment</u>	<u>Name of the Staff & Designation</u>
1.	Secretary Staff Council	Dr. M. R. Kar, Lect. in Odia
2.	Administrative Bursar	D. Mishra, Reader in English.
	Associate Adm Bursar	S. S. Nayak, Lect. in English.
		Sarat Chandra Mahanta, Peon <i>Sharat Ch Mahanta</i>
3.	Academic Bursar	N. C. Sahoo, Lect. in Chem.
	Associate	B. C. Sahoo, Lect. in Math.
4.	Accounts Bursar	B. Mahanta, Lect. in Economics.
5.	Advisor College Union	N. C. Sahoo, Lect. in Chem.
	Associate Advisor	Dr. M. R. Kar, Lect. in Odia
		Mitrabhanu Pradhan, Peon
6.	Vice President	S. S. Nayak, Lect. in English.
	Cultural Association	Dr. M.R. Kar, Lect. in Odia.
	Associates	
7.	Vice- President D.S.A.	S. S. Nayak, Lect. in English.
	(+2 & +3)	
	Associates	
8.	Vice- President Athletic	N. C. Sahoo, Lect. in Chem.
	Club (+2 & +3)	T. Mahanta, Lect. in Sans.
	Associates	S. K. Pradhan, PET
9.	Officers in Charge Time table	B. Mahanta, Lect. in Eco.
		B. C. Sahu, Lect. in Math.
		M. Ahsan, Lect. In Chem.
10.	Officers in Charge, Library	D. Mishra, Reader in English.
		N. C. Sahoo, Lect. in Chemistry.
11.	Editorial Board of College	D. Mishra, Reader in English.
	Magazine & College Calendar	T. Mahanta, Lect. in Sans.
		Dr. M. R. Kar, Lect. in Odia
		S. S. Nayak, Lect. in English.
12.	Vice -President S.S.G	Dr. S. Panda, Lect. in Zoology.
13.	Officer I/C Free Studentship	G. Singha, Lect. in Odia.

14. Officer I/C Examination
+2 Exam
Associate

+3 Exam
Associate

:- T. Mahanta, Lect. in Sans.
:- M. Das, Lect. in Pol. Sc.

:- A. K. Pradhan, Lect. in Physics
:- N. Dehury, Lect. in Odia

:- N. C. Sahoo, Lect. in Chemistry
:- J. Mahanta, Lect. in Sanskrit
:- Bijay Ku. Pradhan, Lect. in Economics
:- S. K. Pradhan, PET

15. Resident Committee

16. Internal Examination I/C +3
Associate

17. Admission I/C (+2)
Admission I/C (+3)

:- B. C. Sahoo, Lect. in Math.
:- Sujata Kumari, Lect. in Economics

:- Dr. M. R. Kar, Lect. in Odia
:- P. K. Beura, Lect. in Logic & Philosophy

18. SAMS I/C

:- N. C. Sahoo, Lect. in Chemistry.

19. Officers I/C of NAAC & RUSA

:- D. Mishra, Reader in English
:- B. Mahanta, Lect. in Economics

20. IQAC Coordinator

:- D. Mishra, Reader in English

21. Discipline Committee

:- All HOD

22. Purchase Committee

:- D. Mishra, Reader in English
:- N. C. Sahoo, Lect. in Chemistry.
:- A. K. Pradhan, Lect. in Physics

23. N.S.S. Programme Officer
Boys Unit
Girls Unit

:- S. S. Nayak, Lect. in English.
:- N. Sahu, Lect. in Sanskrit

24. Officer I/C Y.R.C. (+2)
Officer I/C Y.R.C. (+3)

:- Dr. S. Panda, Lect. in Zoology.
:- B. Mahanta, Lect. in Economics

25. Officer I/C Staff Common Room

:- P. K. Beura, Lect. in Logic & Philosophy

26. Officer I/C Boys Common Room

:- M. Ahsan, Lect. in Chemistry

27. Officer I/C Girls Common Room

:- N. Giri, Lect. in History
:- K. Giri, Lect. in Botany
:- Y. Naik, Lady Attendant

28. Officer I/C Construction
& Repairing

:- A. K. Pradhan, Lect. in Physics
:- N. C. Sahoo, Lect. in Chemistry.
:- K. B. Sahoo, Demo. In Physics
:- D. K. Mahanta, Jr. Clerk

29. Officer I/C Scholarship & Stipend :-	P. K. Beura, Lect. in Logic & Philosophy B. B. Sahoo, Peon	W/S 5/5/23
30. Officers I/C Electricity & Water Supply :-	S. S. Nayak, Lect. in English Shishir Ku. Pradhan, PET K. B. Sahoo, Demo. in Physics	W/S 5/5/23
31. Officers I/C Establishment, Furniture Stock & Store :-	D. Mishra, Reader in English K. B. Sahoo, Demo. in Physics K. B. Mahanta, Lab. Attd. In Physics	
32. Officer I/C Planning Forum :-	B. Mahanta, Lect. in Economics.	B.M.H
33. Beautification of College Campus :-	S. S. Nayak, Lect. in English B. Mahanta, Lect. in Economics. S. K. Mantri, Demo. in Biology Shishir Ku. Pradhan, PET	B.M.H W/S 5/5/23
34. Officer I/C College Land & Boundary :-	N. C. Sahoo, Lect. in Chemistry. K. B. Sahoo, Demo. in Physics.	
35. Officer I/C Student Attendance Grouping & Percentage :-	K. B. Sahoo, Demo. in Physics. Kesab Ch. Mahanta, Demo. in Chemistry. S. K. Mantri, Demo. in Biology.	
36. Vice President Science Society :-	K. Giri, Lect. in Botany	W/S
37. Officers I/C E.P.F. :-	B. C. Sahoo, Lect. in Math. B. Mahanta, Lect. in Economics.	B.M.H
38. College Development Committee :-	All HOD	B.M.H
39. Officer I/C of Affiliation & Recognition / Seat Extension :-	N. C. Sahoo, Lect. in Chemistry	
40. Officer I/C of R.T.I. Act. Appellate :-	D. Mishra, Reader in English (PIO) B. Mahanta, Lect. in Eco.(APIO) Principal	B.M.H
41. Officer I/C Grievance Cell :-	A. K. Pradhan, Lect. in Physics. S. S. Nayak, Lect. in English.	
42. Officer I/C Anti Ragging Cell :-	A. K. Pradhan, Lect. in Physics. B. Mahanta, Lect. in Economics.	B.M.H
43. Officer I/C Student Safety Insurance :-	S. S. Nayak, Lect. in English.	
44. Officer I/C Yoga Class :-	Shishir Ku. Pradhan, PET	W/S 5/5/23

45. Officer IC Self Defence Programme for Girls Unit	:-	Namita Sahu, Lect. in Sanskrit M. Pradhan, Peon	
46. Officer IC Rover & Ranger Male Unit Female Unit	:-	Bhishir Ku. Pradhan, PET M. Das, Lect. in Pol. Sc.	<i>[Signature]</i> 5/5/23
47. Establishment, Preparation of Salary Bill of GIA Staff	:-	D. K. Mahakud, Jr. Clerk B. Mahanta, Lect. in Economics, B. B. Sahoo, Peon	<i>[Signature]</i> 5/5/23
48. Examination & Admission (+3)	:-	Deepak Ku. Mahanta, Jr. Clerk. Bhishir Ku. Pradhan, PET	<i>[Signature]</i> 5/5/23
49. +3 Accounts, Affiliation, Recognition / Seat Extension & Establishment	:-	P. C. Pradhan, Jr. Clerk Deepak Ku. Mahanta, Jr. Clerk.	<i>[Signature]</i> 5/5/23
50. Admission (+2) Affiliation & Recognition / Seat Extension, Accounts (+2)	:-	D. K. Mahakud, Jr. Clerk. B. B. Sahoo, Peon K. B. Mahanta, Lab. Attd. In Physics	<i>[Signature]</i> 5/5/23
51. Attach to D. Mahakud (+2 Account Section)	:-	B. B. Sahoo, Peon	<i>[Signature]</i> 5/5/23
52. Attach to D. K. Mahanta (+3 Account Section)	:-	Sarat Chandra Mahanta, Peon	<i>Sharat C Mahanta</i>
53. Attach to Principal Office	:-	Dibakar Mahanta, Peon.	<i>[Signature]</i>
54. Attach to +2 Exam, +3 Exam, & Mid-term Exam	:-	Rohita Ch. Pradhan, Peon. Dibakar Mahanta, Peon B. B. Sahoo, Peon (During the time of Exam)	<i>[Signature]</i> 5/5/23
55. Bell & +3 Establishment Section	:-	Sarat Chandra Mahanta, Peon	
56. Staff Common Room	:-	N. C. Das, Peon	
57. Attach to DEO & Administrative Bursar	:-	Rohita Ch. Pradhan, Peon.	
58. Ladies Common Room	:-	Yashoda Naik, Lady. Attd. Rekha Mohanta, Peon	<i>[Signature]</i> 5.5.23
59. Udise Pulse Update	:-	B. C. Sahoo, Lect. in Math.	
60. Treasury Sarkar	:-	P. K. Barik, Vocational Peon	<i>[Signature]</i> 5/5/23

61. Library

:- J. Mahanta, Asst. Librarian
:- B. Pradhan, Peon

Jm
5.5.23

62. Preparation of Budget

:- B. Mahanta, Lect. in Economics.
:- B. C. Sahoo, Lect. in Math.
:- K. C. Mahanta, Demo. In Chemistry

63. Executive Decision

:- Administrative Bursar
:- Account Bursar & All HOD.

Memo No.:- _____, Date:- _____

Copy to staff Common Room / All Sections/ All Departments for Information.

[Signature]
Principal
P. S. College Jhumpura,
Keonjhar.