

**OFFICE OF THE PRINCIPAL, P.S. COLLEGE, JHUMPURA, DIST- KEONJHAR.****Office Order No.:-****Date:-**

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

<b><u>Sl. No.</u></b>	<b><u>Assignment</u></b>	<b><u>Name of the Staff &amp; Designation</u></b>
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
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	∴	T. Mahanta, Lect. in Sans.
Associate	∴	M. Das, Lect. in Pol. Sc.
+3 Exam	∴	A. K. Pradhan, Lect. in Physics
Associate	∴	N. Dehury, Lect. in Odia
15. Resident Committee	∴	N. C. Sahoo, Lect. in Chemistry
	∴	J. Mahanta, Lect. in Sanskrit
	∴	Bijay Ku. Pradhan, Lect. in Economics
	∴	S. K. Pradhan, PET
16. Internal Examination I/C +3	∴	B. C. Sahoo, Lect. in Math.
Associate	∴	Sujata Kumari, Lect. in Economics
17. Admission I/C (+2)	∴	Dr. M. R. Kar, Lect. in Odia
Admission I/C (+3)	∴	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	∴	S. S. Nayak, Lect. in English.
Girls Unit	∴	N. Sahu, Lect. in Sanskrit
24. Officer I/C Y.R.C. (+2)	∴	Dr. S. Panda, Lect. in Zoology.
Officer I/C Y.R.C. (+3)	∴	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	∴	A. K. Pradhan, Lect. in Physics
& Repairing	∴	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
30. Officers I/C Electricity & Water Supply	:- :- :-	S. S. Nayak, Lect. in English Shishir Ku. Pradhan, PET K. B. Sahoo, Demo. in Physics
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.
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
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
37. Officers I/C E.P.F.	:- :-	B. C. Sahoo, Lect. in Math. B. Mahanta, Lect. in Economics.
38. College Development Committee	:-	All HOD
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
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.
43. Officer I/C Student Safety Insurance	:-	S. S. Nayak, Lect. in English.
44. Officer I/C Yoga Class	:-	Shishir Ku. Pradhan, PET

45. Officer I/C Self Defence Programme :- For Girls Unit :-	Namita Sahu, Lect. in Sanskrit M. Pradhan, Peon
46. Officer I/C Rover & Ranger Male Unit :- Female Unit :-	Shishir Ku. Pradhan, PET M. Das, Lect. in Pol. Sc.
47. Establishment, Preparation of Salary Bill of GIA Staff. :- :- :-	D. K. Mahakud, Jr. Clerk B. Mahanta, Lect. in Economics. B. B. Sahoo, Peon
48. Examination & Admission (+3) :- :-	Deepak Ku. Mahanta, Jr. Clerk. Shishir Ku. Pradhan, PET
49. +3 Accounts, Affiliation , Recognition / Seat Extension & Establishment :- :-	P. C. Pradhan, Jr. Clerk Deepak Ku. Mahanta, Jr. Clerk.
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
51. Attach to D. Mahakud (+2 Account Section) :-	B. B. Sahoo, Peon
52. Attach to D. K. Mahanta (+3 Account Section) :-	Sarat Chandra Mahanta, Peon
53. Attach to Principal Office :-	Dibakar Mahanta, Peon.
54. Attach to +2 Exam , +3 Exam, & Mid-term Exam :- :- :-	Rohita Ch. Pradhan, Peon. Dibakar Mahanta, Peon. B. B. Sahoo, Peon <b>(During the time of Exam)</b>
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
59. Udise Pulse Update :-	B. C. Sahoo, Lect. in Math.
60. Treasury Sarkar :-	P. K. Barik, Vocational Peon

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| 61. Library               | :- | J. Mahanta, Asst. Librarian       |
|                           | :- | B. Pradhan, Peon                  |
| 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.

**Principal**  
**P. S. College Jhumpura,**  
**Keonjhar.**