

Office of the Principal
Pattamundai College, Pattamundai

No. 781 Dt. 25/07/2025
OFFICE ORDER

The extra-curricular duties assigned to staff members for the session 2025-26 are given bellow. They are requested to perform their duties accordingly with immediate effect.

Extracurricular duties for the Session 2025-26
(Not strictly in order on seniority)

SI No.	Portfolios	Name & Designation
1	Staff Council: Secretary Joint Secretary	Dr. Anjali Kumari Dash, Reader in Botany Dr. Manas Kumar Nayak, Lecturer in English
2	Administrative Bursar	Mr. Sarbeswar Sahoo, Reader in Political Science
3	Academic Bursar	Dr. Fakir Chandra Pradhan, Reader in Chemistry
4	Account Bursar Additional Account Bursar	Mr. Jitendra Malik, Lecturer in Commerce Mrs. Subhalaxmi Pradhan, Lecturer in Commerce
5	+2 Admission in Charge	Mr. Arabinda Pandab, Lecturer in Mathematics
6	+3 Admission in Charge	Mr. Ranjan Kumar Gahan, Lecturer in Chemistry
7	Time Table Committee	Mr. Arabinda Pandab, Lecturer in Mathematics Mr. Jitendra Malik, Lecturer in Commerce Ms. Debasmita Tripathy, Lecturer in English
8	Discipline & internal Security Committee Members:	Mr. Sarbeswar Sahoo, Reader in Political Science(Head) All the HODs, NCC & NSS Officers
9	Internal Complaint Committee (ICC)	Dr. Anjali Kumari Dash, Reader in Botany(Presiding Officer) Dr. Sunil Kumar Pradhan, Reader in Chemistry Mr. Jitendra Malik, Lecturer in Commerce Lt. RN Madhusmita Parida, Lecturer in Philosophy Mr. Pramod Kumar Parida, Head Clerk Mrs. Laxmipriya Behera, Cashier-cum-junior clerk Mr. Bijay Kumar Kabi, Director, APOWA Ms. Monalisha Pradhan, +3 final Year Arts Ms. Rajeswari Mishra, +3 Final Year Science

Sl No.	Portfolios	Name & Designation
		Ms. Monalisha Dash, +3 Final Year Commerce
10	HIMS Committee: Head Members:	Dr. Sunil Kumar Pradhan, Reader in Chemistry Mrs. Subhashree Pothal, Lecturer in Political Science Ms. Namita Behera , Lecturer in Education Mr. Pintu Patel, Lecturer in History Mr. Rohit Bagarty, Lecturer in Economics Mr. Pramod Kumar Parida, Head Clerk
11	+2 Examination Cell	Mr. Srimanta Kumar Jena, Lecturer in Philosophy Mr. Sarojakanta Nayak, Lecturer in English Mr. Amit Kumar Sahoo, Lecturer in Physics Mr. Manoj Kumar Das, Lecturer in Commerce Dr. Laxmipriya Patra, Lecturer in Odia Mr. Sridhar Prasad Biswal, DEO,I/C DA
12	+3 Examination Cell	Dr. Ramesh Kumar Sahoo, Reader in Physics Mr. Pramod Kumar Swain, Reader in Odia Dr. Nirmala Kumar Sahoo, Lecturer in Mathematics Mr. Ranjan Kumar Behera, Lecturer in Commerce Mr. Gokul Chandra Dash, Demonstrator in Chemistry (Till end of the 4 th Semester Exam-2025) Mr. Smruti Ranjan Samantaray, PET
13	Seminar Research Committee	Mr. Sarbeswar Sahoo, Reader in Political Science Capt. Manoj Parida, Reader in Sociology Dr. Ramesh Kumar Sahoo, Reader in Physics Dr. Fakir Chandra Pradhan, Reader in Chemistry Dr. Sunil Kumar Pradhan, Reader in Chemistry Dr. Manas Kumar Nayak, Lecturer in English Dr. Nirmala Kumar Sahoo, Lecturer in Mathematics Dr. Nibedita Pradhan, Lecturer in Political science
14	Student Union Advisor Associate Advisor	Capt. Manoj Parida, Reader in Sociology Dr. Ramesh Kumar Sahoo, Reader in Physics Dr. Anjali Kumari Dash, Reader in Botany Mr. Pramod Kumar Swain, Reader in Odia Mr. Ranjan Kumar Gahan, Lecturer in Chemistry

SI No.	Portfolios	Name & Designation
		Mr. Amiya Kumar Das, Reader in English Mr. Ranjan Kumar Behura, Lecturer in History Lt. RN Madhusmita Parida, Lecturer in Philosophy
15	Athletic Association Vice President Associate Vice President	Dr. Sunil Kumar Pradhan, Reader in Chemistry Dr. Manas Kumar Nayak, Lecturer in English Mr. Pradyumna Pradhan, Lecturer in Economics Mrs. Rasmita Panigrahi, Lecturer in Economics Ms. Debasmita Tripathy, Lecturer in English
16	Dramatic Association Vice President Associate Vice President	Mr. Amiya Kumar Das, Reader in English Mr. Srimanta Kumar Jena, Lecturer in Philosophy Mrs. Simangini Das, Lecturer in Political Science Mrs. Subhashree Pothal, Lecturer in Political Science Mr. Chinmaya Samal, Lecturer in Odia Mr. Rohit Bagarty, Lecturer in Economics
17	Cultural Association Vice President Associate Vice President	Mrs. Nibedita Nayak, Lecturer in Education Dr. Laxmipriya Patra, Lecturer in Odia Mr. Sarojakanta Nayak, Lecturer in English Mr. Manoj Kumar Das, Lecturer in Commerce Mr. Pruthiraj Biswal, Lecturer in History
18	Social Service Association Vice President Associate Vice President	Mrs. Nibedita Nayak, Lecturer in Education Dr. Nirmala Kumar Sahoo, Lecturer in Mathematics Mrs. Suchismita Biswal, Lecturer in Botany Mrs. Rasmita Panigrahi, Lecturer in Economics
19	Day Scholar Association Vice President Associate Vice President	Mr. Pradyumna Pradhan, Lecturer in Economics Lt. RN Madhusmita Parida, Lecturer in Philosophy Dr. Nibedita Pradhan, Lecturer in Political science Ms. Namita Behera, Lecturer in Education
20	Library Committee Prof. in Charge Members	Mr. Ranjan Kumar Gahan, Lecturer in Chemistry Dr. Nibedita Pradhan, Lecturer in Political science Mr. Ranjan Kumar Behura, Lecturer in History Mr. Sarojakanta Nayak, Lecturer in English Mrs. Subhalaxmi Pradhan, Lecturer in Commerce
21	College Calendar Chief Editor	Mr. Pramod Kumar Swain, Lecturer in Odia

Sl No.	Portfolios	Name & Designation
	Sub-Editor	Mr. Sarojakanta Nayak, Lecturer in English Ms. Debasmita Tripathy, Lecturer in English
22	College Magazine Chief Editor Sub-Editor	Dr. Laxmipriya Patra, Lecturer in Odia Mrs. Suchismita Biswal, Lecturer in Botany Mr. Pintu Patel, Lecturer in History Mr. Chinmaya Samal, Lecturer in Odia Mr. Pruthiraj Biswal, Lecturer in History
23	Science Magazine Chief Editor Sub-Editor	Mr. Ranjan Kumar Gahan, Lecturer in Chemistry Mrs. Sarojini Mishra, Lecturer in Zoology Mrs. Suchismita Biswal, Lecturer in Botany Mr. Amit Kumar Sahoo, Lecturer in Physics
24	Internal Quality Assurance Cell	Dr. Dushasan Parida, Principal Chairman, IQAC Mr. Subhasis Mishra, IQAC Coordinator Dr. Manas Kumar Nayak, Joint coordinator, IQAC Mr. Sarbeswar Sahoo, Reader in Political Science Capt. Manoj Parida, Reader in Sociology Dr. Anjali Kumari Dash, Reader in Botany Dr. Ramesh Kumar Sahoo, Reader in Physics Dr. Fakir Chandra Pradhan, Reader in Chemistry Dr. Sunil Kumar Pradhan, Reader in Chemistry Mr. Jitendra Malik, Lecturer in Commerce Dr. Nibedita Pradhan, Lecturer in Political Science Mr. Pruthiraj Biswal, Lecturer in History Miss Debasmita Tripathy, Lecturer in English Prof. Duryodhan Parida, Retired Reader in English Prof. Debabrata Pradhan, Retired Reader in Philosophy and Ex- Principal Prof. Adhikari Laxmi Narayan Dash, Retired Reader in Commerce and Ex- President G.B. Prof. Bharat Chandra Patra, Retired Reader in Economics and Ex- Principal Mr. Dillip Nayak, Additional Tahasildar, Pattamundai Mr. Ranjan Kumar Das, Executive Officer, Pattamundai

Sl No.	Portfolios	Name & Designation
		Municipality Sri Tapan Kumar Sarangi, +3 2 nd Year Arts, Miss Monalisa Dash, +3 3 rd Year Commerce, Sri Parshuram Panda, +3 2 nd year Science
25	UGC Committee	Dr. Ramesh Kumar Sahoo, Reader in Physics Mrs. Nibedita Nayak, Lecturer in Education Mr. Pradyumna Pradhan, Lecturer in Economics Mrs. Rasmita Panigrahi, Lecturer in Economics
26	Career Counselling	Mr. Ranjan Kumar Gahan, Lecturer in Chemistry Dr. Manas Kumar Nayak, Lecturer in English Mrs. Simangini Das, Lecturer in Political Science Mr. Pintu Patel, Lecturer in History Ms. Debasmita Tripathy, Lecturer in English Mr. Rohit Bagarty, Lecturer in Economics
27	Legal Cell	Mr. Amiya Kumar Das, Lecturer in English Mr. Srimanta Kumar Jena, Lecturer in Philosophy Mrs. Subhalaxmi Pradhan, Lecturer in Commerce
28	RTI Cell	Mr. Baikuntha Charan Roul, Reader in Physics Dr. Laxmipriya Patra, Lecturer in Odia Mr. Pramod Kumar Parida, Head Clerk I/C
29	Budget Committee	Mr. Sarbeswar Sahoo, Reader in Political Science Dr. Ramesh Kumar Sahoo, Reader in Physics Mr. Subhasis Mishra, Lecturer in Economics Mr. Jitendra Malik, Lecturer in Commerce Mr. Pramod Kumar Parida, Head Clerk Mr. Abinash Parida, Senior Accountant
30	Construction Committee	Dr. Fakir Chandra Pradhan, Reader in Chemistry Mr. Pramod Kumar Swain, Reader in Odia Mr. Arabinda Pandab, Lecturer in Mathematics Mr. Sarojakanta Nayak, Lecturer in English Mr. Pradyumna Pradhan, Lecturer in Economics. Mr. Ranjan Kumar Behura, Lecturer in History
31	Purchase Committee	Dr. Fakir Chandra Pradhan, Reader in Chemistry

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		Mr. Baikuntha Charan Roul, Reader in Physics Mr. Amiya Kumar Das, Reader in English Mr. Arabinda Pandab, Lecturer in Mathematics Mr. Ranjan Kumar Behera, Lecturer in Commerce
32	Garden & Orchard Development Committee	Mr. Baikuntha Charan Roul, Reader in Physics Mr. Alok Kumar Sahu, Lecturer in Philosophy Mrs. Rasmita Panigrahi, Lecturer in Economics Ms. Namita Behera, Lecturer in Education Mr. Pruthiraj Biswal, Lecturer in History
33	Botanical Garden Committee	Mrs. Suchismita Biswal, Lecturer in Botany Mr. Amit Kumar Sahoo, Lecturer in Physics. Mrs. Subhalaxmi Pradhan, Lecturer in Commerce Mr. Abhimanyu Mohanty, Demonstrator in Botany
34	Rainwater Harvesting Committee	Mr. Ranjan Kumar Behura, Lecturer in History Mr. Pradyumna Pradhan, Lecturer in Economics Mrs. Suchismita Biswal, Lecturer in Botany Mr. Amit Kumar Sahoo, Lecturer in Physics Mr. Rohit Bagarty, Lecturer in Economics Ms. Namita Behera, Lecturer in Education
35	Green & Clean Campus Committee	Mr. Pradyumna Pradhan, Lecturer in Economics Dr. Nibedita Pradhan, Lecturer in Political Science Mr. Alok Kumar Sahu, Lecturer in Philosophy Mr. Amit Kumar Sahoo, Lecturer in Physics. Mrs. Rasmita Panigrahi, Lecturer in Economics Ms. Namita Behera, Lecturer in Education Mr. Pintu Patel, Lecturer in History
36	SC & ST Affairs Committee	Mr. Ranjan Kumar Gahan, Lecturer in Chemistry (+3) Dr. Laxmipriya Patra, Lecturer in Odia Lt. RN Madhusmita Parida, Lecturer in Philosophy (+2) Mr. Amit Kumar Sahoo, Lecturer in Physics Mr. Soumya Ranjan Barik, DA
37	Odia Sahitya Samaja Vice President Associate Vice President	Mr. Pramod Kumar Swain, Reader in Odia Dr. Laxmipriya Patra, Lecturer in Odia

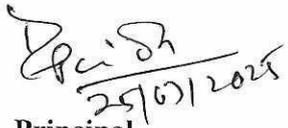
SI No.	Portfolios	Name & Designation
		Mr. Chinmaya Samal, Lecturer in Odia
38	Commerce Society Vice President Associate Vice President	Mr. Ranjan Kumar Behera, Lecturer in Commerce Mr. Jitendra Malik, Lecturer in Commerce Mrs. Subhalaxmi Pradhan, Lecturer in Commerce Mr. Manoj Kumar Das, Lecturer in Commerce
39	Science Society Vice President Associate Vice President	Dr. Ramesh Kumar Sahoo, Reader in Physics HOD of Chemistry, Zoology, Botany , Mathematics & Computer Science
40	Staff Common Room in-Charge	Mr. Pradyumna Pradhan, Lecturer in Economics Mrs. Rasmita Panigrahi, Lecturer in Economics Mrs. Subhashree Pothal, Lecturer in Political Science Mr, Rohit Bagarty, Lecturer in Economics
41	Boys Common Room in-Charge	Mr. Alok Kumar Sahu, Lecturer in Philosophy Mr. Pintu Patel, Lecturer in History
42	Girls Common Room in-Charge	Mrs. Simangini Das, Lecturer in Political Science Mrs. Subhashree Pothal, Lecturer in Political Science Ms. Debasmita Tripathy, Lecturer in English
43	Guest House in-Charge	Mr. Pramod Kumar Swain, Reader in Odia Mrs. Subhashree Pothal, Lecturer in Political Science
44	Income Tax in-Charge Additional Officer I/C	Mrs. Subhalaxmi Pradhan, Lecturer in Commerce Mrs. Rasmita Panigrahi, Lecturer in Economics
45	Electricity & Electronics Affairs in-Charge	Mr. Arabinda Pandab, Lecturer in Mathematics Mr. Alok Kumar Sahu, Lecturer in Philosophy Mr. Amit Kumar Sahoo, Lecturer in Physics Mr. Pintu Patel, Lecturer in History Mr, Rohit Bagarty, Lecturer in Economics
46	Water & Sanitation in-Charge	Mr. Ranjan Kumar Behura, Lecturer in History Mrs. Subhashree Pothal, Lecturer in Political Science Ms. Namita Behera, Lecturer in Education
47	SAMS in-Charge	Mr. Arabinda Pandab, Lecturer in Mathematics Lt. RN Madhusmita Parida, Lecturer in Philosophy

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48	Grievance & Anti-Sexual Harassment Cell Chief: Members:	Mrs. Nibedita Nayak, Lecturer in Education Lt. RN Madhusmita Parida, Lecturer in Philosophy Dr. Nibedita Pradhan, Lecturer in Political Science Mrs. Rasmita Panigrahi, Lecturer in Economics Ms. Namita Behera, Lecturer in Education Mr. Alok Kumar Sahu, Lecturer in Philosophy Mr, Rohit Bagarty, Lecturer in Economics
49	Anti-Ragging Cell	Mr. Amiya Kumar Das, Reader in English Mrs. Sarojini Mishra, Lecturer in Zoology Mr. Pradyumna Pradhan, Lecturer in Economics Mrs. Simangini Das, Lecturer in Political Science Mrs. Subhashree Pothal, Lecturer in Political Science Mr. Chinmaya Samal, Lecturer in Odia
50	Alumni Association in-Charge	Dr. Ramesh Kumar Sahoo, Reader in Physics Mr. Amiya Kumar Das, Reader in English Mr. Pramod Kumar Swain, Reader in Odia
51	General Stock & Store in-Charge	Mr. Arabinda Pandab, Lecturer in Mathematics Mr. Manoj Kumar Das, Lecturer in Commerce Ms. Namita Behera, Lecturer in Education Mr. Pintu Patel, Lecturer in History Mr, Rohit Bagarty, Lecturer in Economics
52	College Ponds in-Charge	Mr. Baikuntha Charan Roul, Reader in Physics Mr. Gokul Chandra Dash, Demonstrator in Chemistry.
53	Landed Properties in-Charge	Dr. Ramesh Kumar Sahoo, Reader in Physics Mr. Pramod Kumar Parida, Head Clerk I/C
54	Furniture in-Charge	Mr. Pramod Kumar Swain, Reader in Odia Mr. Srimanta Kumar Jena, Lecturer in Philosophy Mr. Ranjan Kumar Gahan, Lecturer in Chemistry Mrs. Nibedita Nayak, Lecturer in Education Mrs. Simangini Das, Lecturer in Political Science Mr. Pramod Kumar Parida, Head Clerk I/C
55	Self Defence Training for Girls	Mrs. Simangini Das, Lecturer in Political Science (+2) Ms. Debasmita Tripathy, Lecturer in English (+2)

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		Mrs. Nibedita Nayak, Lecturer in Education (+3) Mrs. Subhalaxmi Pradhan, Lecturer in Commerce (+3)
56	YRC in-Charge	Mr. Sarojakanta Nayak, Lecturer in English
57	NCC: Boys Unit in-Charge	Mr. Jitendra Malik, Lecturer in Commerce
58	NCC: Girls Unit in-Charge	Lt. RN Madhusmita Parida, Lecturer in Philosophy
59	+3 NSS in-Charge (Boys Unit) +2 NSS in-Charge (Boys Unit)	Mr. Pradyumna Pradhan, Lecturer in Economics (+3) Mr. Chinmaya Samal, Lecturer in History (+2)
60	+3 NSS: Girls Unit in-Charge	Dr. Nibedita Pradhan, Lecturer in Political science
61	College Cafeteria in-Charge	Mr. Ranjan Kumar Gahan, Lecturer in Chemistry Mr. Pruthiraj Biswal, Lecturer in History Mr. Pramod Kumar Parida, Head Clerk
62	Mentor-Mentee in-Charge Members:	Dr. Manas Kumar Nayak, Lecturer in English Mr. Ranjan Kumar Behera, Lecturer in Commerce Mrs. Suchismita Biswal, Lecturer in Botany Ms. Namita Behera, Lecturer in Education
63	Hostel Committee	Dr. Anjali Kumari Dash, Reader in Botany Mr. Baikuntha Charan Roul, Reader in Physics Superintendent of Boys Hostel Superintendent of Girls Hostel Deputy Supt. of Girls Hostel
64	Superintendent of Boys Hostel Office Assistant	Mr. Amiya Kumar Das, Reader in English Mr. Soumya Ranjan Barik, Jr. Cleark
65	Superintendent of Girls Hostel Deputy Superintendent Office Assistant	Mr. Sarojini Mishra, Lecturer in Zoology Lt. RN Madhusmita Parida, Lecturer in Philosophy Mr. Abinash Parida, Senior Accountant
66	Placement Cell	Dr. Manas Kumar Nayak, Lecturer in English Dr. Nirmala Kumar Sahoo, Lecturer in Mathematics Dr. Nibedita Pradhan, Lecturer in Political science Mr. Ranjan Kumar Behera, Lecturer in Commerce Ms. Namita Behera, Lecturer in Education
67	Officer I/C of Auditorium	Dr. Nirmala Kumar Sahoo, Lecturer in Mathematics Mr. Amit Kumar Sahoo, Lecturer in Physics Mr. Pruthiraj Biswal, Lecturer in History

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68	Officer I/C of Computer Lab	Mr. Arabinda Pandab, Lecturer in Mathematics Mr, Sarojakanta Nayak, Lecturer in English Mr. Amit Kumar Sahoo, Lecturer in Physics
69	Officer I/C of Gymnasium	Dr. Manas Kumar Nayak, Lecturer in English Mrs. Simangini Das, Lecturer in Political Science Mr. Smruti Ranjan Samantray, P.E.T
70	Officer I/C of Certificate & Add-On Course Members:	Dr. Fakir Chandra Pradhan, Reader in Chemistry Mr. Subhasis Mishra, Lecturer in Economics Dr. Manas Kumar Nayak, Lecturer in English Ms. Namita Behera, Lecturer in Education Mrs. Rasmita Panigrahi, Lecturer in Economics Mrs. Subhalaxmi Pradhan, Lecturer in Commerce
71	Prospectus Committee	Mr. Sarojini Mishra, Lecturer in Zoology Mr. Pradyumna Pradhan, Lecturer in Economics Mrs. Rasmita Panigrahi, Lecturer in Economics Mr. Pruthiraj Biswal, Lecturer in History Mr. Pintu Patel, Lecturer in History Mr. Rohit Bagarty, Lecturer in Economics
72	College/Office Automation Committee	Dr. Ramesh Kumar Sahoo, Reader in Physics Mr. Arabinda Pandab, Lecturer in Mathematics Mr. Jitendra Malik, Lecturer in Commerce Mr. Subhasis Mishra, Lecturer in Economics Mrs. Suchismita Biswal, Lecturer in Botany Lt. RN Madhusmita Parida, Lecturer in Philosophy Mr. Pramod Kumar Parida, Head Clerk Mr. Abinash Parida, Senior Accountant
73	MOU, Field Visit, Project, industrial Tour Committee	Dr. Sunil Kumar Pradhan, Reader in Chemistry Dr. Manas Kumar Nayak, Lecturer in English Mr. Sarojakanta Nayak, Lecturer in English Mr. Pradyumna Pradhan, Lecturer in Economics Mr. Ranjan Kumar Behera, Lecturer in Commerce Dr. Laxmipriya Patra, Lecturer in Odia Dr. Nibedita Pradhan, Lecturer in Political science

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74	Social Media Cell : Head Members:	Mr. Sarbeswar Sahoo, Reader in Political Science Will be Notified Later
75	Private Tuition Monitoring Committee	Lt. RN Madhusmita Parida, Lecturer in Philosophy Mrs. Suchismita Biswal, Lecturer in Botany Dr. Manas Kumar Nayak, Lecturer in English Mr. Sarojakanta Nayak, Lecturer in English Mr. Jitendra Malik, Lecturer in Commerce Mr. Amit Kumar Sahoo, Lecturer in Physics Mr. Alok Kumar Sahu, Lecturer in Philosophy


 25/07/2025
Principal
Pattamundai College

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