

**Office of the Principal
Pattamundai College, Pattamundai**

No. 1050 dt. 31.08.2023.

OFFICE ORDER

The extra-curricular duties assigned to staff members for the session 2023-24 are given bellow. They are requested to perform their duties accordingly with immediate effect.

Extracurricular duties for the Session 2023-24
(Not strictly in order on seniority)

<u>SL NO.</u>	<u>PORTFOLIOS</u>	<u>NAME & DESIGNATION</u>
1	Staff Council: Secretary	Prof. R. K Senapati, Reader in Sociology
	Joint Secretary	Dr. Miss. A. K Dash, Reader in Botany
2	Administrative Bursar	Prof. S Sahoo, Reader in Political Science
3	Academic Bursar	Dr. Premalata Rout, Reader in odia
4	Account Bursar	Dr. R. K Sahoo, Reader in Physics
	Additional Account Bursar	Mr. J. Malik, Lect. In Commerce
5	+2 Admission Committee	Mr. A. Pandab, Lect. in Mathematics Team as notified earlier.
6	+3 Admission Committee	Dr. R. K Sahoo, Reader in Physics Team as notified earlier.
7	Time Table Committee	Mr. A. Pandab, Lect. in Mathematics Dr. N. K Sahoo, Lect. in Mathematics
8	Discipline & Internal security Committee.	All the HODs NCC & NSS Officers
9	+2 Examination Cell	Dr. F. C Pradhan, Reader in Chemistry Capt. Manoj Parida, Reader in Sociology Mr. R. K Behera, Lect. In Commerce

10	+3 Examination Cell	Dr. R. K Sahoo, Reader in Physics Mr. P. K Swain, Reader in Odia Mr. S. K Nayak, Lect. In English Mr. R. K Behera, Lect. In Commerce
11	Student Union Advisor	Capt. Manoj Parida, Reader in Sociology
	Associate Advisor	Dr. R. K Sahoo, Reader in Physics Mr. R. K Gahan, Lect. in Chemistry Mr. A. K Das, Reader in English Mr. R. K Behura, Lect. In History
12	Athletic Association Vice President	Capt. Manoj Parida, Reader in Sociology
	Associate Vice President	Mr. S. K Jena, Lect. in Philosophy Prof. P. Pradhan, Lect. In Economics
13	Dramatic Association Vice President	Prof. R. K Senapati, Reader in Sociology
	Associate Vice President	Mr. S. K Jena, Lect. in Philosophy Mrs. R.N.M Parida, Lect. In Philosophy Miss. S. Pradhan, Lect. in Commerce
14	Cultural Association Vice President	Dr. Miss. A. K Dash, Reader in Botany
	Associate Vice President	Mr. A. K Das, Reader in English Mrs. N Nayak, Lect. In Education Dr. N. Pradhan, Lect. In Political science Mr. M. K Das, Lect. In Commerce
15	Social Service Association Vice President	Dr. N. K Sahoo, Lect. in Mathematics
	Associate Vice President	Mrs. S Biswal, Lect. In Botany

16	Day Scholar Association Vice President	Prof. P. Pradhan, Lect. In Economics
	Associate Vice President	Mrs. R.N.M Parida, Lect. In Philosophy
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	Sub-Editor	Mr, S. K Nayak, Lect. In English
19	College Magazine Chief Editor	Dr. Premalata Rout, Reader in Odia
	Sub-Editor	Dr. M. K Nayak, Lect. In English Mrs. S Biswal, Lect. In Botany Mr. S. Mishra, Lect. In Economics
20	Science Magazine Chief Editor	Mr. A. Pandab, Lect. in Mathematics
	Sub-Editor	Mrs. S. Mishra, Lect. In Zoology Mr. Amit Kumar Sahoo, Lect. in Physics
21	IQAC & NAAC Committee Coordinator	As notified earlier
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23	Prof. in Charge of Career counselling	Mr. A. Pandab, Lect. in Mathematics Mrs. S. Mishra, Lect. In Zoology Mr. R. K Behera, Lect. In Commerce Dr. M.K Nayak. Lect. in English

24	Prof. in Charge of Remedial Class	Dr. N. K Sahoo, Lect. in Mathematics Dr. N. Pradhan, Lect. In Political Science
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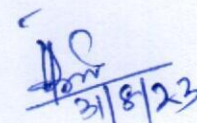
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	Associate Vice President	Staff Members of the Commerce Dept.
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57	Prof. I/C of +3 NSS: Boys Unit	Mr. P. Pradhan, Lect. in Economics
58	Prof. I/C of +3 NSS: Girls Unit	Dr. N. Pradhan, Lect. In Political science
59	Prof. I/C of +2 NSS: Boys Unit	Prof. A. K Das, Reader in English
60	Prof. I/C of +2 NSS: Girls Unit	Miss. S. Das, Lect. in Political Science
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62	Prof. I/C of Mentor-Mentee Members	Mr. A. Pandab, Lect. in Mathematics Mr. R. K Behera, Lect. in Commerce Mrs. S. Biswal, Lect. in Botany
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	Office Assistant	Mr. S. R Barik, Jr. Clerk
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31/8/23

Principal
Pattamundai College

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