

Office of the Principal
Pattamundai College, Pattamundai

No. 813 dt. 05.08.2024

OFFICE ORDER

The extra-curricular duties assigned to staff members for the session 2024-25 are given bellow. They are requested to perform their duties accordingly with immediate effect.

Extracurricular duties for the Session 2024-25

(Not strictly in order on seniority)

<u>SL NO.</u>	<u>PORTFOLIOS</u>	<u>NAME & DESIGINATION</u>
1	Staff Council: Secretary	Dr. D Parida, Reader in Chemistry
	Joint Secretary	Dr. M K Nayak, Lect. in English
2	Administrative Bursar	Prof. S Sahoo, Reader in Political Science
3	Academic Bursar	Dr. F C Pradhan, Reader in Chemistry
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. D Parida, Reader in Chemistry 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	Mr. B C Roul, Lect. In Physics Mr. S K Nayak, Lect. In English Mr. A K Sahoo, Lect. In Physics Mr. M K Das, Lect. In Commerce Mr. S P Biswal, DEO,I/C DA

10	+3 Examination Cell.	Dr. Miss. A. K Dash, Reader in Botany Mr. R. K Gahan, Lect. in Chemistry Dr. N. K Sahoo, Lect. in Mathematics Mr. R. K Behera, Lect. In Commerce Mr. B N Das (DEM/Chem.), I\C DA Mr. G C Dash (DEM/Chem.), I\C DA (From Dt. 01.01.2025)
11	Student Union Advisor	Capt. Manoj Parida, Reader in Sociology
	Associate Advisor	Dr. R. K Senapati, Reader in Sociology Mr. R. K Gahan, Lect. in Chemistry Mr. A. K Das, Reader in English Mr. R. K Behura, Lect. In History Mr. A K Sahoo, Lect. In Philosophy
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 Smt. R Panigrahi, Lect. In Economics
13	Dramatic Association Vice President	Mr. A. K Das, Reader in English
	Associate Vice President	Mr. S. K Jena, Lect. in Philosophy Mrs. S Pothal, Lect. In Political Science Mr. C Samal, Lect. In Odia Mr. R Bagarty, Lect. In Economics
14	Cultural Association Vice President	Mrs. N Nayak, Lect. In Education
	Associate Vice President	Dr. N. Pradhan, Lect. In Political Science Mr. M. K Das, Lect. In Commerce Mr. P Patel, Lect. In History Miss. D Tripathy, Lect. In English

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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	Prof. in Charge	Mr. P K Swain, Lect. In Odia
	Members	Mr. R. K Gahan, Lect. in Chemistry Dr. M. K Nayak, Lect. In English Mr. S. K Nayak, Lect. In English Miss. S. Pradhan, Lect. in Commerce
18	College Calendar Chief Editor	Mr. P K Swain, Lect. In Odia
	Sub-Editor	Mr. S. K Nayak, Lect. In English
19	College Magazine Chief Editor	Mrs. L P Patra, Lect. in Odia
	Sub-Editor	Dr. M. K Nayak, Lect. In English Mrs. S Biswal, Lect. In Botany Mr. C Samal, Lect. in Odia
20	Science Magazine Chief Editor	Mr. A. Pandab, Lect. in Mathematics
	Sub-Editor	Mrs. S. Mishra, Lect. In Zoology Mr. A K Sahoo, Lect. in Physics
21	IQAC & NAAC Committee Coordinator	Dr. S K Pradhan, Reader in Chemistry

22	UGC Committee	Dr. D. Parida, Reader in Chemistry Dr. R. K Sahoo, Reader in Physics Mr. S Mishra, Lect. In Economics Mr. J Mallik, Lect. In Commerce
23	Prof. in Charge of Career Counselling	Mrs. S Mishra, Lect. In Zoology Mr. R. K Behera, Lect. In Commerce Dr. M.K Nayak. Lect. in English Mr. P Patel, Lect. In History
24	legal Cell	Mr. A K Das, Lect. In English Smt. R. Panigrahi, Lect. In Economics
25	RTI Cell PIO	Prof. R. K Senapati, Reader in Sociology Mr. P. K Parida, Head Clerk I/C
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27	Construction Committee	Dr. F. C Pradhan, Reader in Chemistry Mr. P. K Swain, Reader in Odia Mr. A. Pandab, Lect. in Mathematics Mr. A K Das, Lect. In English Mr. R. K Behura, Lect. In History
28	Purchase Committee	Dr. F. C Pradhan, Reader in Chemistry Mr. B. C Roul, Reader in Physics Prof. A. K Das, Reader in English Mr. A. Pandab, Lect. in Mathematics Mr. R. K Behera, Lect. In Commerce
29	Garden & Orchard Development Committee	Mr. B. C Roul, Reader in Physics Mr. A. K Sahu, Lect. In Philosophy
30	Botanical Garden Committee	Mrs. S Biswal, Lect. In Botany Mr. Amit Kumar Sahoo, Lect. in Physics. Miss. S Pradhan, Lect. In Commerce Mr. A. Mohanty, Demonstrator in Botany

31	Rainwater Harvesting Committee	Dr. R. K Sahoo, Reader in Physics Prof. R. K Senapati, Reader in Sociology Mr. R. K Behura, Lect. In History
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	Associate Vice President	Staff Members of the Odia Department
35	Commerce Society Vice President	HOD Commerce
	Associate Vice President	Staff Members of the Commerce Dept.
36	Science Society Vice President	Dr. D. Parida, Reader in Chemistry
	Associate Vice President	HOD of Physics, Zoology, Botany & Math.
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38	Prof. I/C of Boys Common Room	Mr. R. K Behera, Lect. In Commerce

39	Prof. I/C of Girls Common Room	Mrs. S. Das, Lect. in Political Science Miss. D Tripathy, Lect. In English
40	Prof. I/C of Guest House	Mr. P. K Swain, Reader in Odia
41	Prof. I/C of Income Tax	Mr. J. Malik, Lect. In Commerce
42	Prof. I/C of Electricity & Electronics Affairs	As Notified Earlier.
43	Prof. I/C of Water & Sanitation	Mr. R. K Behura, Lect. In History
44	Prof. I/C of SAMS	Mr. A. Pandab, Lect. in Mathematics Mr. S. Mishra, Lect. In Economics
45	Grievance & Anti Sexual Harassment Cell Chief	Dr. N Pradhan, Lect. In Political Science
	Members	Mrs. R. Panigrahi, Lect. In Economics Miss. N Behera, Lect. in Education Mrs. S Pradhan, Lect. In Commerce
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54	Prof. I/C of NCC: Boys Unit	Mr. J. Malik, Lect. In Commerce
55	Prof. I/C of NCC: Girls Unit	Mrs. R.N.M Parida, Lect. In Philosophy
56	Prof. I/C of +3 NSS: Boys Unit Prof. I/C of +2 NSS	Mr. P. Pradhan, Lect. in Economics Mr. C Samal, Lect. In History
57	Prof. I/C of +3 NSS: Girls Unit	Dr. N. Pradhan, Lect. In Political science
58	Prof. I/C of College Cafeteria Members	Mr. P. K Swain, Reader in Odia Mr. R. K Gahan, Lect. In Chemistry Mr. R. K Behera, Lect. in Commerce
59	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
60	Seminar Research Committee	Prof. S Sahoo, Administrator Bursar Dr. R. K Sahoo, Account Bursar Dr. F. C Pradhan, Reader in Chemistry Dr. S. K Pradhan, IQAC Co-ordinator Mr. J. Malik. Lect. In Commerce

61	Hostel Committee	Dr. Miss. A. K Dash, Reader in Botany Mr. B. C Roul, Reader in Physics Superintendent of Boys Hostel Superintendent of Girls Hostel Deputy Supt. of Girls Hostel
62	Superintendent of Boys Hostel Office Assistant	Prof. A. K Das, Reader in English Mr. S. R Barik, Jr. Cleark
63	Superintendent of Girls Hostel Deputy Superintendent Office Assistant	Mr. S. Mishra, Lect. In Zoology Mrs. R.N.M Parida, Lect. In Philosophy Mr. A. Parida, Accountant I/C
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67	Officer I/C of Gymnasium	Dr. M. K Nayak, Lect. In English Mr. S. R Samantray, P.E.T
68	Officer I/C of Certificate & Add-On –Course Co-ordinator Members	Capt. Manoj Parida, Reader in Sociology Dr. F C Pradhan, Reader In Cehmistry Dr. R. K Sahoo, Reader in Physics Dr. M. K Nayak, Lect. In English Mrs. N Nayak, Lect. in Education
69	Prospectus Committee	As Notified Earlier

70

College/Office
Automation Committee

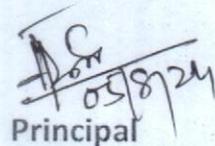
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Administrative Bursar
Mr. A. Pandab, Lect. in Mathematics
Mr. J. Malik, Lect. In Commerce
Mr. S. Mishra, Lect. In Economics
Head Clerk
Accountant

71

MoU, Field Visit, Project
Industrial Tour

Committee

Dr. F. C Pradhan, Reader in Chemistry
Dr. M. K Nayak, Lect. In English
Mr. S. K Nayak, Lect. In English
Mr. P. Pradhan, Lect. in Economics
Mr. R. K Behera, Lect. in Commerce


Principal

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