

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

No. 813 dt. 05.8.2024

**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)**

<b><u>SL NO.</u></b>	<b><u>PORTFOLIOS</u></b>	<b><u>NAME &amp; DESIGINATION</u></b>
1	Staff Council: Secretary	Dr. D Parida, Reader in Chemistry
	Joint Secretary	Dr. M K Nayak, Reader 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	<b>+3 Examination Cell</b>	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	<b>Student Union Advisor</b>	Capt. Manoj Parida, Reader in Sociology
	<b>Associate Advisor</b>	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	<b>Athletic Association Vice President</b>	Capt. Manoj Parida, Reader in Sociology
	<b>Associate Vice President</b>	Mr. S. K Jena, Lect. in Philosophy Prof. P. Pradhan, Lect. In Economics Smt. R Panigrahi, Lect. In Economics
13	<b>Dramatic Association Vice President</b>	Mr. A. K Das, Reader in English
	<b>Associate Vice President</b>	Mr. S. K Jena, Lect. in Philosophy Mrs. S Pothal, Lect. In Politicals Science Mr. C Samal, Lect. In Odia Mr. R Bagarty, Lect. In Economics
14	<b>Cultural Association Vice President</b>	Mrs. N Nayak, Lect. In Education
	<b>Associate Vice President</b>	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	<b>Social Service Association Vice President</b>	Dr. N. K Sahoo, Lect. in Mathematics
	<b>Associate Vice President</b>	Mrs. S Biswal, Lect. In Botany
16	<b>Day Scholar Association Vice President</b>	Prof. P. Pradhan, Lect. In Economics
	<b>Associate Vice President</b>	Mrs. R.N.M Parida, Lect. In Philosophy
17	<b>Library Committee</b>	
	<b>Prof. in Charge</b>	Mr. P K Swain, Lect. In Odia
	<b>Members</b>	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	<b>College Calendar Chief Editor</b>	Mr. P K Swain, Lect. In Odia
	<b>Sub-Editor</b>	Mr. S. K Nayak, Lect. In English
19	<b>College Magazine Chief Editor</b>	Mrs. L Behera, Lect. in Odia
	<b>Sub-Editor</b>	Dr. M. K Nayak, Lect. In English Mrs. S Biswal, Lect. In Botany Mr. C Samal, Lect. in Odia
20	<b>Science Magazine Chief Editor</b>	Mr. A. Pandab, Lect. in Mathematics
	<b>Sub-Editor</b>	Mrs. S. Mishra, Lect. In Zoology Mr. A K Sahoo, Lect. in Physics
21	<b>IQAC &amp; NAAC Committee Coordinator</b>	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
26	Budget Committee	Prof. S Sahoo, Administrative Bursar Dr. R. K Sahoo, Account Bursar Mr. J. Malik, Additional Account Bursar Head Clerk Senior Accountant
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

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
46	Anti-Ragging Cell	Dr. Miss. A. K Dash, Reader in Botany Mrs. S. Mishra, Lect. In Zoology Mr. P Pradhan, Lect. In Economics
47	Prof. I/C of Alumni Association	Dr. R. K Sahoo, Reader in Physics Prof. A. K Das, Reader in English Mr. P. K Swain, Reader in Odia
48	Prof. I/C of General Stock	Mr. A. Pandab, Lect. in Mathematics Mr. M Das, Lect. In Commerce Mr. P Patel, Lect. in <del>English</del> Hist.
49	& Store Prof. I/C of College Ponds	Mr. B. C Roul, Reader in Physics Mr. G. C Dash, Demonstrator in Chem.

31	<b>Rainwater Harvesting Committee</b>	Dr. R. K Sahoo, Reader in Physics Prof. R. K Senapati, Reader in Sociology Mr. R. K Behura, Lect. In History
32	<b>Green &amp; Clean Campus Committee</b>	Mr. P K Swain, Lect. In Odia Mr. J. Malik, Lect. In Commerce Mr. A. K Sahu, Lect. In Philosophy Mr. Amit Kumar Sahoo, Lect. in Physics. Mrs. R. Panigrahi, Lect. In Economics Mrs. S. Pothal, Lect. in Political Science
33	<b>SC &amp; ST Affairs Committee</b>	Prof. A. K Das, Reader in English (+3) Dr. L. P Patra, Lect. in Odia Mr. A K Sahoo, Lect. in Physics(+2) Mr. S R Barik, DA
34	<b>Odia SahityaSamaja Vice President</b>	HOD Odia
	<b>Associate Vice President</b>	Staff Members of the Odia Department
35	<b>Commerce Society Vice President</b>	HOD Commerce
	<b>Associate Vice President</b>	Staff Members of the Commerce Dept.
36	<b>Science Society Vice President</b>	Dr. D. Parida, Reader in Chemistry
	<b>Associate Vice President</b>	HOD of Physics, Zoology, Botany & Math.
37	<b>Prof. I/C of Staff Common Room</b>	Mr. S. K Jena, Lect. In Philosophy Mr, R Bagarty, Lect. in <del>Commerce</del> Eco.
38	<b>Prof. I/C of Boys Common Room</b>	Mr. R. K Behera, Lect. In Commerce

50	Prof. I/C of Landed Properties	Dr. R. K Sahoo, Reader in Physics Mr. P K Parida, HC
51	Prof. I/C of Furniture	Mr. P K Swain, Reader in Odia Mr. R K Gahan, Lect. In Chemistry Mr. S K Jena, Lect. In Philosophy
52	Self Defence Training for Girls	Mrs. S. Das, Lect. in Political Science (+2) Miss. D Tripathy, Lect. In English (+2) Mrs. N Nayak, Lect. In Education (+3) Mrs. S Pradhan, Lect. In Commerce (+3)
53	Prof. I/C of YRC	Mr, S. K Nayak, Lect. In English Mrs. N Nayak, Lect. in Education
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 Mrs. C Samal, Lect. In <del>History</del> <i>odia</i>
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	<b>Hostel Committee</b>	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	<b>Superintendent of Boys Hostel</b>	Prof. A. K Das, Reader in English
	<b>Office Assistant</b>	Mr. S. R Barik, Jr. Cleark
63	<b>Superintendent of Girls Hostel</b> <b>Deputy Superintendent</b>	Mr. S. Mishra, Lect. In Zoology Mrs. R.N.M Parida, Lect. In Philosophy
	<b>Office Assistant</b>	Mr. A. Parida, Accountant I/C
64	<b>Placement Cell</b>	Dr. M. K Nayak, Lect. In English Mr. S Mishra, Lect. In Economics Dr. N. Pradhan, Lect. In Political science Mr. R K Behera, Lect. In Commerce
65	<b>Officer I/C of Auditorium</b>	Mr. S. Mishra, Lect. In Economics Mr. J. Mallick, Lect. In Commerce
66	<b>Officer I/C of Computer lab</b>	Mr. A. Pandab, Lect. in Mathematics Mr, S. K Nayak, Lect. In English Mr. J. Malik, Lect. In Commerce
67	<b>Officer I/C of Gymnasium</b>	Dr. M. K Nayak, Lect. In English Mr. S. R Samantray, P.E.T
68	<b>Officer I/C of Certificate &amp; Add-On –Course Co-ordinator</b>	Capt. Manoj Parida, Reader in Sociology
	<b>Members</b>	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	<b>Prospectus Committee</b>	As Notified Earlier

