

**DR. JADUNATH COLLEGE, RASALPUR, DIST. BALASORE.**

No- 584/2020

Date- 20-07-2020

Assignment of co-curricular and extra curricular activities among the teaching members of staff of the college for the Academic session 2020-21. The assignment will come in to force with immediate effect.

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|---|---|
| 1. Administrative Bursar:<br>Associate( Admn-Bursar)              | : Sri R.S.Mishra, Reader in .Economics.<br>Sri pravat kumar parida. Read(ss) in Eng.  |
| 2. Academic Bursar:<br>Associate( Acad-Bursar)                    | : Sri Shankarsan Panda. Reader(ss) in Che.<br>:Miss M.Tewary. Lect in Eng.  |
| 3. Secretary staff Council:                                       | : Sri R.S.Mishra, Reader in .Economics  |
| 4. Academic Council:  | : Secy- Academic Bursar (Ex office).<br>: Members-All H.O.Ds (Ex Officio) .   |
| 5. Accounts Bursar :<br>Asst. Acct. Bursar:-                      | : Dr. J. K. Dwibedy. Reader(SS) in Pol. Sc.<br>: Sri Gopinath Swain, Lect. in Math.   |
| 6. Secy. Staff Association :-<br>Asst. Secy. Staff Association :- | : Dr. J. K. Dwibedy, Read.(SS) in Pol. Sc.<br>: Sri A.K.Das . Dmnstr. in biology.   |
| 7. Officer I/C Bills. (Manual & Computer) :-                      | : Dr J.K.Dwivedy, Read (SS) in Pol.Sc.(Bill Supervision)<br>: Mrs. J.Das. Lect in Hist.<br>: Sri B.K.Samal. Dmnstr. in che.   |
| 8. Officer I/C G.P.F:-<br>E.P.F. :-<br>Income Tax :-              | : Sri R.S.Mishra, Reader in .Economics<br>: Dr. J. K. Dwibedy, Read.(SS) in Pol. Sc.<br>: Mrs. Bandana Rani sethy. Lect. in Economics<br>: Sri Ajay Kumar Das. Dmnstr in Biology.   |
| 9. Admission Committee :  | : Sri L.K.Sahoo, Read.(SS) in Hist.<br>. Sri Gopinath Swain Lect in Math.<br>: Miss M.Tewary. Lect in Eng<br>: Sri A.K.Ray, Lect. in Zool.<br>: Mrs. Nirmala kumari DakshinRoy. Instructor.<br>: Sri Ajay Kumar Das. Dmnstr .in Biology |
| 10 .Officer I/C Examination                                       | : Sri S. K. Das, Read(SS) in Bot.<br>: Sri G. C. Padhiary, Lect. in History.<br>: Sri A.M.Majhi. Lect. in Physics.<br>: Sri U.C.Nayak. Lect. in CAPL.<br>: Sri L.D Sethy.. Dmnstr in zoo l.<br>: Sri B.Samal. Dmnstr in Che..           |
| 11. Time Table:-  | : Sri P.K.Rout. Read.(SS) in Mathematics.<br>: Sri G. Swain, Lect. in Math.   |
| 12. Advisor College Union (+3)<br>Associate Advisor -do           | : Sri R. S. Mishra, Reader in Eco.<br>: Dr. J.K.Dwibedy. Read(SS) in Pol.sc.<br>: Sri L.K.Sahoo. Read(SS) in history.   |
| 13..Library;  | : Mrs. T.Dash, Lect.(Gr-A) in Sans.<br>: Mrs. J.Das, Lect. In Hist.   |
| 14 .Reading Room:   | : Dr. Madhusmita Das, Lect. in Botany.<br>: Mrs.. S.Soren. Lect in Phil..   |
| 15. Officer I/C U.G.C:  | : Sri P.K.Parida, Read(SS) in Eng.<br>: Dr. J.K.Dwibedy. Read.(SS) in Pol.Sc.   |

16. Officer I/C Budget:	: Sri R. S. Mishra, Reader in Eco : Accounts Bursar.
17. Scholarship (Merit, S.C., S T, O.B.C) ( Merit) (ST) (S.C) (O B C)	: Dr .M.Das.Lect in Botany. : Mrs. S.Soren, Lect.in logic and phil. : Mrs. J.Das.Lect.in Hist. : Sri D.K.Otta.Dmnstr. in Physics
18. Scholarship/ Half free Ship/S.S.G :	: Dr. S.D.Panda Sr. Lect in Odia. : Sri S.K.Sahoo. Dmnstr in Botany.
19. Officer I/C Vocational Stream :	: Sri. S. S.Panda, Read.(SS) in Che..
20. Athletic Association (Vice President):	: Sri S.D.Panda. Senior lect..In Odia. : Sri P.K.Rout Read(SS).Math. : Mrs S.Nanda, Lect.in Odia. : Sri S. Behera, Lect. in Physics, : Sri S.K.Sahoo..Dmnstr in Bot. : Sri A.Das Dmnstr, in Biology.
21. Officer I/C Main Store.	: Sri Sridhar Behera.Lect.in Physics .
22. Construction and Repair Committee. UGC & College	: Sri L.K.Sahoo.Read.(SS) in Hist.. : Sri S.K.Mohanty, Lect in Chem. : Sri D.Otta.Dmnstr in Physics.
23.V.C. D.S.A.	: Sri .G.C.Padiary.Lect.in Hist. : Dr. M. Bardhan, Lect. in Sans.
24. I/C B. C. R.	: Sri S. K.Mohanty, Lect. in Che. : Sri. A.K.Roy, Lect in Zool.
25. I/C G. C. R.	: Mrs.. S.Soren.Lect in Logic & Phil.. : Mrs. J.Das.Lect.in Hist.
26. Electricity.	: Sri P.K.Rout. Read.(SS). in Math.
27. Water Supply.	: Sri Sri S. K.Mohanty, Lect. in Che.
28 .Internet & Networking	:Sri U. C. Nayak, Lect. in Comp. Sc.
29. NSS:	: Sri P. K. Parida, Read(SS). in English, P.O. : Sri G. C. Padhiary, Lect. in Hist. P.O. : Mrs. J. Das.Lect in Hist.P.O.
30 Furniture and Assets	: Sri S.K.Sahoo. Dmnstr in Botany..
31 .College Calendar and Prospectus:	: Sri R.S.Mishra Reader in Eco.. : Sri P.K.Parida Reader(SS) in English... : Miss.M.Tewary, Lect in Eng. : Miss Soumya Samal.Lect in Zool.
32. Co-operative Store>	: Sri Laqxmihar Sethy, Dmnstr in Zool.
33. Counselor YRC.	: Sri P. K. Rout, Read(SS) in Math.
34. Scout & Guide.	: Sri L.K.Sahoo.Read. (SS) in Hist..

35. Purchase Committee  
and Printing.

: Sri R.S.Mishra, Reader in Eco.

: A/C Bursar -do-  
: Officer I/C Store do-

36. College Garden & Fencing

: Dr. M. Das, Lect. in Bot.  
: Sri L.D.Sethy, Dmnstr. in Zool.

37. Founder's Memorial & College  
Foundation day.

: Sri P. K. Parida, Read(SS) in Eng.  
: Sri S. K. Mohanty, Lect. in Chem.  
: Miss.M.Tewary, Lect. in Eng.

38. Students' Grievance & Redressal cell.

: All HODs of Arts stream for Arts Students.  
: All HODs of Science stream for Science Students.  
: HOD of commerce for commerce students.

39. Women harassment Redressal cell.

: Mrs. T.Dash, Lect.(Gr-A) in Sanskrit.  
: Dr. M. Bardhan, Lect. in Sanskrit.  
: Mrs. S. Nanda, Lect. in Odia.  
: Dr. M Das, Lect. in Botany.  
: Mrs. S. Soren, Lect. in Logic/Phil.

40. Public Information Officer.

: Miss M.Tewary, Lect in English.

41. Discipline Committee.

: All HOD's (Ex-Officio)  
: Admin. Bursar -do-  
: Academic Bursar -do-  
: Secy. Staff Council -do-

42. Students Checking Committee.

: Advisor College Union.  
: D.K.Otta, S.K.Sahoo, K.P.Mohapatra.

43. College Magazine & Wall Magazine:

: Sri S.S.Panda, Read(SS).. in Che..  
: Dr. M. Bardhan, Lect. in Sanskrit.  
: Mrs.. S. Nanda, Lect. in Odia.  
: Miss. M.Tewary Lect. in Eng..

44. Dramatic Society

: Sri G. C. Padhiary, Lect. in Hist.  
: Mrs. S. Nanda, Lect. In Odia.

45. Cultural and Literary Activities

: Mrs..S.Nanda, Lect. in Odia.  
: Dr. M. Bardhan Lect. in Sans..  
: Dr. M.Das. Lect in Botany.

46. Officer I/C Yoga:

: Sri S. S. Panda, HOD in chem.

47. College Seminar:

: Dr. M.Das. Lect in Botany. (For Science)  
: Mrs. J.Das. Lect. in Hist. (For Arts & commerce)

48. I/C Audit Compliance:

: A/C Bursar, (Ex-Officio)  
: Adm. Bursar, -do-

49. Officer I/C College, Revenue  
(Cocoanut, Fish, Agriculture)


: Sri A.K. Das. Dmnstr. in Biology.

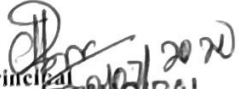
50. Preparation of Students Attendance (after:admission is over) : Sri G. Swain Lect. in Math.  
: Sri D. K. Otta, Dmnstr.r in Phy.  
: ~~Sri K. P. Mohapatra, Dmnstr.in Phy.~~  
: Sri S.K.Sahoo, Dmnstr. in Bot.
51. Officer I/C Staff Common Room: : Sri L.K.Sahu Read.(ss) in Hist..  
: Mrs. T.Dash. Lect.(Gr-A)in Sanskrit.
52. Campus decorum & Cleaning. :All Pos of N.S.S.
53. Gymnasium: : Sri S. Behera, Lect. in Physics.
54. Staff Grievance: : Secy. Staff Council (Ex-Officio).  
: Secy. Staff Association.(Ex-Officio).
55. Anti Ragging Cell: : Sri P.K. Rout, Read .(SS)In Math.  
: Dr .M.Das Lect.in Botany.  
:
56. I.Q.A.C.(Co-ordinator):-  
Asst.Co-ordinator. : Sri Pravat Kumar Parida., Read(SS). in Eng..  
: Dr. M.Das., Lect in Bot.
57. R U S A (co-ordinator) :-  
(Associate Co-ordinator ) : Sri R.S.Mishra, Read in ECO..  
: Sri P.K.Parida, Read (ss)in Eng
58. I/C Fire Insurance:- : Sri S.Behera, Lect.in Phy.
59. Women's Hostel:- : Dr. .M.Bardhan, Lect.in Sans.  
: Mrs.. S.Soren, Lect. In Phil.  
: Mrs. J.Das.Lect.in Hist.  
: Miss. Soumya Samal. Lect. In Zool.
60. Preparation of Students attendance after admission,  
and calculation of monthly % of attendance.
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|---|--|
| +3 1st.Yr.Arts.....                         | : P.K.Rout.Read .(SS).in Math. & S.K.Sahoo Dmnstr. |
| +3 2nd.Yr.Art .                             | : Asim Ku. Roy,Lect in Zol. & D.Otta Dmnstr        |
| +3 3rd.Yr.Arts .                            | : G.Swain.Lect.in Math & K.P.Mohapatra.Dmnstr.     |
| +3 1st.Yr.Science .                         | : M.Tewary Lect in Eng.& L.D.Sethy.Dmnstr.         |
| +3 2nd.Yr.Science .                         | : M.Bardhan.Lect.in.Sans& B.R.Sethy,Lect.in Eco.   |
| +3 3rdYr.Science .                          | : S.Soren.Lect in Phil. .& A.K.Das.,Dmnstr         |
| +3 1st yr.Commerce.                         | : P.Pagal,Lect .in Com.                            |
| +3 2nd yr.Commerce.                         | : P.Parida.lect.in com.                            |
| +2 1st & 2 <sup>nd</sup> Yr. Arts.          | : S.Behera.Lect in Phy. & J.Das.Lect.in Hist.      |
| +2 1st & 2 <sup>nd</sup> Yr. Science & Com. | : S.K.Mohanty Lect in Chem., & M .Das Lect.in Bot. |

Memo No. 584(A) Dt. 20 /07/2020

Copy to persons concerned and all sections for information and necessary action.

NB:- The list is not prepared on seniority basis. Any error or omission may be rectified / notified later .

  
Principal  
Dr. J. N. College, Rasalpur, Balasore  
DR. JADUNATH COLLEGE  
RASALPUR

  
Principal  
DR. JADUNATH COLLEGE  
RASALPUR