

DR. JADUNATH COLLEGE, RASALPUR, DIST. BALASORE.

No- 08/2021

Date- 09/07/2021

Assignment of co-curricular and extra curricular activities among the members of staff of the college for the Academic session – 2021-22 The assignment will come in to force with immediate effect.

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|------------------------------------|--|
| 1. Administrative Bursar: | : Mr L. K. Sahoo, Reader in History. |
| 2. Accounts Bursar | : Dr. Jayanta Kumar Dwibedy, Reader in Pol. Sc.
Mr. G. N. Swain, Lect. in Math |
| 3. Academic Bursar | : Mr P. K. Rout, Reader in Math. for Science
Dr. S. D. Panda, Sr. Lect. in Odia for Arts & Commerce |
| 4. Secretary staff Council | : Mr L. K. Sahoo, Reader in History.
Dr. M. Das, Lect. in Botany |
| 5. Academic Council | : Secy.- Academic Bursar (Ex officio)
Members - All H.O.Ds (Ex Officio) |
| 6. Secy. Staff Association | : Dr. J. K. Dwibedy, Reader in Pol. Sc. |
| 7. Assist. Secy. Staff Association | : Mr A. K. Das, Demon. in Biology. |
| 8. Officer I/C Bills, | : Mr S. Behera, Lect. in Physics.
Mr B. Samal, Demon in Chemistry. |
| 9. Officer I/C E.P.F/Income Tax | : Mr U. C. Nayak, Lect. in Comp. Sc.(EPF)
Smt. B. R. Sethi, Lect. in Economics & Mr A.K.Das,
Demon in Biology. (Income Tax) |
| 10. Admission Committee: | : Dr. Madhusmita Das, Lect. in Botany
Mr. A. K. Roy, Lect. in Zoology
Smt. J. Das, Lect. in History
Mr. Priyadeep Parida, Lect. in Commerce
Mr. D. K. Otta, Demon in Physics
Smt. N. K. Dakshinray, Inst. in Pisciculture |
| 11. Officer I/C Examination: | Mr G. C. Padhiary, Lect. in History
Mr U. C. Nayak, Lect. in Comp. Sc.
Smt. S. Nanda, Lect. in Odia
N. K. Dakshinray, Inst. in Pisciculture) |
| 12. Time Table : | Mr G. Swain, Lect. in Math.
Mr A. K. Das, Demon in Biology . |
| 13. Advisor College Union: | Mr L. K. Sahoo, Reader in History. |
| 14. Associate Advisor -do- | Mr P. K. Parida, Reader in English
Dr. J. K. Dwibedy, Reader in Pol. Sc. |
| 15. Library & Reading Room. | Miss. M. Tewary, Lect. in English
Smt. S. Soren, Lect. in Logic & Philo.
Mr. S. K. Sahoo, Demon. in Botany. |
| 16. Officer I/C U.G.C. | Mr. P.K.Parida .Reader in Eng. |

17. Officer I/C Budget :
18. Scholarship (Merit, S.C., S.T., O.B.C. :
Half free Ship, SSG)
19. Officer I/C Vocational Stream :
20. Athletic Association (Vice President):
21. Officer I/C Main Store
22. Construction and Repair Committee
(UGC & College, Electricity, Water
Supply)
23. I/C. D.S.A:
24. I/C B. C. R. :
25. I/C G. C. R. :
26. Internet & Networking:
& Computer Maintenance)
27. NSS:
28. Furniture and Assets:
29. College Calendar and Prospectus:
- Mr. J.K. Dwibedy, Reader (SS) in Pol.Sc.
Mr S. Behera, Lect. in Physics.
Mr B. Samal, Demon. in Chem.
Administrative Bursar
Accounts Bursar.
Admission I/C
Academic Bursar
Head Clerk
Smt. T. L. Dash, Reader in Sans. +2
Smt. S. Soren, Lect. in Logic & Philo. +3
Smt. J. Das, Lect. in History.
Smt. D. K. Otta, Demon in Physics.
Mr S. K. Sahoo, Demonstrator. in Botany.
Mr. P. K. Rout, Reader in Math.
Dr. S. D. Panda, Sr. Lect. in Odia
Mr S. K. Mohanty, Lect. in Chem.
Smt. S. Soren, Lect. in Logic & Philo.
Smt. B. R. Sethi, Lect. in Eco.
Mr. A. K. Roy, Lect. in Zool.
N. K. Dakshinray, Inst. In Pisciculture
Mr. S. K. Sahoo, Demon in Botany
: Mr. G. Swain, Lect. in Math
: Mr L. K. Sahoo, Reader in History.
Mr S.K. Mohanty, Lect in Chem.
Mr. D. K. Otta, Demon in Physics.
Dr. M. Bardhan, Lect. in Sans.
Mr A. K. Das, Demon. in Biology.
Mr. S. K. Sahoo, Demon in Botany
Mr S.K. Mohanty, Lect in Chem.
Mr. A.K. Roy, Lect in Zool.
Mrs. S. Nanda, Lect in Odia..
Smt. N. K. Dakshinray, Inst. In Pisciculture
Mr. U. C. Nayak, Lect. in Comp. Sc.

Mr P. K. Parida, Lect. in English, P.O.
Mr U. C. Nayak, Lect. in Comp. Sc.
Mrs. S. Soren, Lect. in Logic & Philo.
Mr S. K. Sahoo, Demon. in Botany.
Mr L. D. Sethy, Demon in Zoology.
Mr P. K. Parida, Reader in English
Mr S. Behera, Lect. in Physics.

30. Co-operative Store:	Mrs. J. Das, Lect. in History.
31. Counselor YRC :	Mr L. D. Sethi, Demon in Zool.
32. Scout & Guide :	Dr. M. Bardhan, Lect. in Sans..
33. Purchase Committee : and Printing	Smt. S. Nanda, Lect. in Odia. Administrative Bursar (Ex Officio) Account Bursar -do- Mr S. K. Mohanty, Lect. in Chemistry Officer I/C Store -do- Head Clerk
34. College Garden & Fencing :	Dr. M. Das, Lect. in Botany. Mr S. K. Sahoo, Demon. in Botany. Mr L.D. Sethi, Demon. in Zool.
35. Founder's Memorial & College Foundation Day :	Mr P. K. Parida, Reader In English. Smt. S. Nanda, Lect. in Odia. Dr. M. Bardhan, Lect. in Sans. N. K. Dakshinray, Inst. In Pisciculture
36. Grievance & Redressal cell :	All HODs of Arts stream for Arts Students. All HODs of Science stream for Science Students.
37. Women harassment Redressal cell :	Smt.T. L. Dash , Reader (SS) in Sanskrit. Dr. M. Bardhan, Lect. in Sans. Dr. M Das, Lect. in Botany. Smt. S. Soren. Lect. in Logic & Phil. Smt. N. K. Dakshinray, Inst. In Pisciculture
38. Public Information Officer :	Miss. M. Tewary, Lect. in English
39. Discipline Committee :	All HOD's (Ex-Officio) Admin. Bursar -do- Academic Bursar -do- Secy. Staff Council -do- Head Clerk
40. Students Checking Committee:	Advisor College Union D.K.Otta, S.K.Sahoo & B. Samal.
41. College Magazine, Wall Magazine :	Mr. P. K. Parida, Reader in English Dr. S. D. Panda, Sr. Lect. in Odia Smt. S. Nanda, Lect. in Odia. Smt. B. R. Sethi, Lect. in Eco.
42. Dramatic Society :	Mr G. C. Padhiary, Lect. in Hist. Smt.S. Nanda, Lect. in Odia Dr. M. Das, Lect. in Botany

43. Cultural and Literary Activities ; Smt.S. Nanda, Lect. in Odia
Dr. M. Bardhan Lect. in Sans..
Dr. M. Das, Lect. in Botany
N. K. Dakshinray, Inst. In Pisciculture
Mr S. K. Sahoo, Demon in Botany.
44. Officer I/C Yoga : Dr. M. Das, Lect. in Botany (Science)
Mrs. J.Das.Lect.in Hist. (Arts)
46. I/C Audit Compliance : A/C Bursar, (Ex-Officio)
Adm. Bursar, -do-
47. Officer I/C College, Revenue : Mr. A. K. Das, Demon in Biology
(Cocoanut, Fish Pond, Agriculture
Products.)
- 48 .Preparation of Students Attendance : Mr. A. K. Das, Demon in Biology
After admission Mr D. K. Otta, Demon in Phy.
Mr B. Samal, Demon in Chem..
Mr L. D. Sethy, Demon in Zool.
49. Officer I/C Staff Common Room: : Smt.T. L. Dash , Reader in Sanskrit.
Dr. S. D. Panda, Sr. Lect. in Odia
50. Campus decorum & Cleaning. : All NSS P.O. & NCC Officials
51. Gymnasium : Atal Munda Majhi, Lect. in Physics
Mr. A. K. Das, Demon in Biology
52. Anti Ragging Cell : All HOD
Head Clerk
53. Internal Quality Assurance Cell; Mr. Sridhar Behera, Lect. in Physics
Miss Manisha Tewary, Lect. in English
54. NAAC : Mr. P. K. Parida, Reader in English
Dr. J. K. Dwibedy, Reader in Pol. Sc.
Dr. M. Das, Lect. in Botany
55. RUSA : Mr. P. K. Parida, Reader in English
Dr. J. K. Dwibedy, Reader in Pol. Sc.
Smt. T. L. Dash, Reader in Sans.
56. Mo- College : Dr. J. K. Dwibedy, Reader in Pol. Sc.

57. College Website :

58. Women's Hostel :

59. NCC (Army wing) :
(Naval wing)

60. AISHE :

61. Science Society :

62. Humanities Society:

Mrs. J. Das, Lect. in History

Dr. M. Bardhan, Lect. in Sans.

Mrs. J. Das, Lect. in History

N. K. Dakshinray, Inst. In Pisciculture

G. C. Padhiary, Lect. in History

Smt. B. R. Sethi, Lect. in Eco.

Smt. J. Das, Lect. in History

Mr A. Munda Majhi, Lect. in Physics

Dr. J. K. Dwibedy, Reader in Pol. Sc.

Mr. P. K. Rout, Reader in Math

Dr. Madhusmita Das, Lect. in Botanty.

Smt. S. Nanda, Lect. in Odia

Dr. M. Bardhan, Lect. in Sans.

63. I/C Students Attendance;-(Month wise preparation & calculation of percentage)

+3 1st.Yr. Arts

+3 2nd.Yr.Arts

+3 3rd.Yr.Arts

+3 1st.Yr.Science

+3 2nd.Yr.Science,

+3 3rdYr.Science

+3 1st yr & 2nd yr. Commerce

+2 1st & 2nd Yr. Arts

+2 1st & 2nd Yr. Science & Com.

Mr A. Munda Majhi, Lect. in Physics & S. K. Sahoo, Demon.

Asim Kumar Roy.Lect in Zol. & D.Otta Demon.

G.Swain.Lect.in Math & B. Samal.Demon.

M.Tewary Lect in Eng.& L.D.Sethy.Demon.

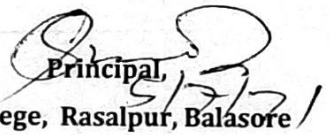
Dr. M. Bardhan.& B. R. Sethi, Lect. in Eco.

S.Soren.Lect in Phil. & A. K. Das, Demon.

P. Parida, Lect. in Com..

S.Behera.Lect in Phy. & J.Das.Lect.in Hist

S.K.Mohanty Lect in Chem., & Priyadeep Parida


Principal,
5/7/21

Dr. J. N. College, Rasalpur, Balasore

Memo No. 08(1) Dt. 05/07/21

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

OFFICE OF THE PRINCIPAL
DR. JADUNATH COLLEGE, RASALPUR, BNALASORE

Order No- 09/2021

Date- 05/07/2021

The Assignment of Duties among the Non-Teaching staff members (Class-III) for the session 2021 are mentioned below. They are directed to résumé their duties within seven days from the date of issue this order.

Bidyadhar Pradhan, Head Clerk

1. Establishment.
2. Supervision of all works among the Non-Teaching staff .
3. G. B. File(President), G.B. formation file & G.B. meeting file.
4. C.C.R. file of Teaching and Non-Teaching staff
5. Personal File.
6. Pension
7. Land File
8. DDO file
9. General Administration
10. Bill

Prasanta Kumar Panda, Jr. Clerk (Examination Section)

1. Accounts (Collection & Maintenance of DCR etc.)
2. All Examinations- CHSE, University and Class Exam. with Exam Cash Book.
3. All gradation files (+2 and +3)
4. Issue of CLC/TC/ continuing and conduct certificates& Migration certificate.

Dillip Kumar Satpathy, Store Keeper (Admission Section)

1. All Admission +3 Arts and Science, preparation of Admission Resister
2. Return of Matriculates +2 & +3 stream.
5. Main store file 6. Recognition / Affiliation of +2 stream& +3 Stream.
7. Students insurance file., Scholarship file,
All Trust fund file.

Diptiranjan Barik. D.E.O.

1. SAMS file (+2 & +3)
2. Admission Descript
3. Admission & Subject change (+2 & +3)
4. Online Bill

Diptikanta Biswal (Jr. Clerk)

1. Examination (+2 & +3 wing)
2. NSS

Nibedita Achariya (Jr. Clerk)

1. Accounts
2. Audit & YRC

Kalyani Das (Jr. Clerk)

1. Establishment, Diary & Despatch
2. Scout & Guide

Class-IV

Duryadhon Das (Mali-cum-waterbearer)

1. College Garden
2. Campus Decoration
3. Cleaning
4. Water Supply

Sridhar Pradhan (Peon)

1. Library Attendant.

Sadasiv Ghanta (Lab. Attend.)

1. Bill Section / Treasury Sarkar in addition to his normal duties

Madhusudan Das (Lab. Attend.)

1. Construction Supervisor in addition to his normal duties

Biswambar Barik (Lab. Bearer)

1. Attach to NCC & BCR with normal duties

Jayanta Pradhan (Peon)

1. Attach to Principal Office, & Exam Section

Bijay Kumar Maharana (Peon)

1. Attach to Staff Common Room & Accounts

Somanath Das (Peon)

1. Attach to Physics & SAMS. Lab.

Manasi Dwibedy (Lady Attendant)

2. Attach to GCR, Establishment Section & Adm. Bursar

Ramakanta Barik (Sweeper)

1. Sweeper and Attach to NSS

NB:- Any error or omission may be rectified / notified later.

Memo No- 09C1)

Date- 05/07/2021

Principal
Principal,
Dr. Jadunath College,
Rasulpur

Copy to person concerned for information with a direction to handover and taken over the charges within seven days.

Memo No- 09C2)

Date- 05/07/2021

Principal
Principal,
Dr. Jadunath College,
Rasulpur

Copy to All section / Administrative Bursar / Head clerk for information and necessary action

Principal
Principal,
Dr. Jadunath College,
Rasulpur