

Office of the Principal
DR. JADUNATH COLLEGE, RASALPUR, BALASORE

Order No: 687/23

Date: 17/05/2023

Assignment of co-curricular and extra curricular activities among the members of staff of the college for the Academic session - 2023-24 The assignment will come in to force with immediate effect.

Sl No	Department	Name of the Staff & Designation	Signature
1	Administrative Bursar:	Mr. Girish Chandra Padhiary, Lect. in History	
2	Accounts Bursar:	Mr. Gopinath Swain, Lect. in Math.	
3	Academic Bursar:	Mrs. Truptilata Dash, Reader in Sans (Arts & Commerce)	
		Mr. Asim Kumar Roy, Lect. in Zool. (Science)	
4	Secretary Staff Council:	Dr. Madhusmita Das, Lect. in Bot.	
5	Officer I/C Bills:	Mrs. Bandana Rani Sethi, Lect. in Eco.	
		Mr. Bimalendu Samal, Demon in Chem.	
6	Officer I/C (Income Tax)	Mrs. Bandana Rani Sethi, Lect. in Eco.	
		Mr. Ajay Kumar Das, Demon. in Bio.	
7	E.P.F.	Mr. Umesh Chandra Nayak, Lect. CAPL	
		Mr. Bimalendu Samal, Demon in Chem.	
8	Admission Committee:		
	Admission I/C (+3)	Dr. Manisha Bardhan, Lect. In Sans.	
	U.G. (+3)	Mr. Atala Mundamajhi, Lect. in Physics	
		Mr. Bikas Chandra Nayk, Lect. in Com.	
		Mr. Bimalendu Samal, Demon in Chem.	
		Mr. Dillip Kumar Satpathy, Store Keeper	
	Admission I/C (+2)	Mr. Sridhar Behera, Lect. in Physics	
	CHSE (+2)	Mr. Asim Kumar Roy, Lect. In Zool.	
		Mr. Bikas Chandra Nayk, Lect. in Com.	
		Mr. Dillip Kumar Otta, Demon in Physics.	
		Mr. Dillip Kumar Satpathy, Store Keeper	
9	Officer I/C Examination: U.G. (+3)	Smt. Sangeeta Nanda, Lect. In Odia	
		Mr. Anuja Kumar Panda, Lect. in Pol. Sc.	
		Mr. Umesh Chandra Nayak, Lect. CAPL	
	Officer I/C Examination: CHSE (+2)	Mr. Sridhar Behera, Lect. in Physics	
		Mrs. Sukamani Soren, Lect. In Philo.	
10	Time Table:	Mr. Gopinath Swain, Lect. in Math.	
		Mr. Ajay Kumar Das, Demon. in Bio.	
11	Advisor College Union:	Dr. Madhusmita Das, Lect. in Botany	
	Associate Advisor College Union:	Dr. Chittaranjan Kundu, Lect. in Odia	
12	Library & Reading Room:	Miss. Manisha Tewary, Lect. In English	
		Miss. Subhashree Behera, Lect. In Botany	
		Dr. Chittaranjan Kundu, Lect. in Odia	
		Mr. Rasananda Bag, Lect. in History	
13	Officer I/C UGC:	Dr. Manisha Bardhan, Lect. In Sans.	
14	Self Defence I/C:	Mr. Girish Chandra Padhiary, Lect. In History.	
15	Officer I/C Budget:	Mr. Sridhar Behera, Lect. in Physics	
		Mr. Bimalendu Samal, Demon in Chem.	
		Administrative Bursar - Ex-officio	
		Accounts Bursar- Ex-officio	

		Admission I/C- Ex-officio	
		Academic Bursar- Ex-officio	
		Head Clerk- Ex-officio	
16	Scholarship (Merit, SC, ST, OBC, Half free ship, SSG):	Mrs. Sukamani Soren, Lect. In Philo.	
		Mrs. Nirmala Kumari Dakhinray, Inst. In Pisciculture	
		Mr. Dillip Kumar Otta, Demon in Physics.	
		Mr. Sanjay Kumar Sahoo, Demon in Bot.	
17	Athletic Association Sports Gymnasium:	Mrs. Sukamani Soren, Lect. In Philo.	
		Mrs. Bandana Rani Sethi, Lect. in Eco.	
		Mr. Rasananda Bag, Lect. in History	
		Mrs. Nirmala Kumari Dakhinray, Inst. In Pisciculture	
		Mr. Ajay Kumar Das, Demon. in Bio.	
18	Officer I/C Main Store:	Mr. Gopinath Swain, Lect. in Math.	
19	Construction and Renovation RUSA, UGC, College Development MP& MLA Lad, Govt. Aid, Electric & Water	Adminstarative Bursar- Ex-officio	
		Mrs. Truptilata Dash, Reader in Sans (Arts & Commerce)	
		Mr. Umesh Chandra Nayak, Lect. CAPL	
		Accounts Bursar - Ex-officio	
		Head Clerk- Ex-officio	
20	I/C D.S.A.	Mr. Anuja Kumar Panda, Lect. in Pol. Sc.	
		Mr. Rasananda Bag, Lect. in History	
21	I/C B.C.R.	Mr. Asim Kumar Roy, Lect. In Zool.	
		Mr. Sanjay Kumar Sahoo, Demon in Bot.	
22	I/C G.C.R.	Mrs. Bandana Rani Sethi, Lect. in Eco.	
		Mrs. Nirmala Kumari Dakhinray, Inst. In Pisciculture	
23	Internet, Networking, Computer, Xerox Maintenance	Mr. Umesh Chandra Nayak, Lect. CAPL	
		Mrs. Jyotsna Das, Lect. In History	
24	N.S.S.	Mr. Rasananda Bag, Lect. in History	
25	Furniture and Assets:	Mr. Anuja Kumar Panda, Lect. in Pol. Sc.	
		Mr. Laxmidhar Sethi, Demon in Zoology	
26	College Calender and Prospectus	Miss. Manisha Tewary, Lect. In English	
		Mr. Asim Kumar Roy, Lect. In Zool.	
		Mr. Atala Mundamajhi, Lect. in Physics	
27	Career Counselling, Study Tour, Project Work, MOU, Industrial Visit	Mr. Asim Kumar Roy, Lect. In Zool.	
		Mr. Atala Mundamajhi, Lect. in Physics	
		Mr. Anuja Kumar Panda, Lect. in Pol. Sc.	
28	Audio Visual Smart Class Room & Yuba Sanskar	Mr. Umesh Chandra Nayak, Lect. CAPL	
		Mrs. Jyotsna Das, Lect. In History	
29	Cultural and Literary Activities	Dr. Manisha Bardhan, Lect. In Sans.	
		Miss. Manisha Tewary, Lect. In English	
		Dr. Dipika Senapati, Lect. in Odia	
		Mrs. Nirmala Kumari Dakhinray, Inst. In Pisciculture	
30	Officer I/C Yoga	Mr. Sanjay Kumar Sahoo, Demon in Bot.	
31	College Seminar	Dr. Madhusmita Das, Lect. in Bot. (Science)	
		Mrs. Jyotsna Das, Lect. In History (Arts)	
		Mr. Bikas Chandra Nayak, Lect. in Com. (Com.)	
32	I/C Audit Compliance	Accounts Bursar - Ex-officio	
		Adminstarative Bursar - Ex-officio	
		Head Clerk - Ex-officio	

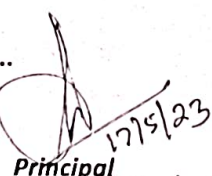
33	Officer I/C College, Revenue (Cocoanut, Fish Pond, Agriculture Products)	Mr. Ajay Kumar Das, Demon. in Bio.	
34	Officer I/C Staff Common Room:	Mrs. Bandana Rani Sethi, Lect. in Eco.	
35	Campus decorum & Cleaning	All NSS P.O., NCC Officials, Scout & Guide, YRC	
36	Anti Ragging Cell:	All H. O.D. Arts, Sc. & Com. - Ex-officio	
		Head Clerk- Ex-officio	
37	Internal Quality Assurance Cell:	Mrs. Jyotsna Das, Lect. in History	
38	NAAC Co-ordinator	Mrs. Truptilata Dash, Reader in Sans.	
	Asst. NAAC Co-ordinator	Dr. Madhusmita Das, Lect. in Botany	
39	RUSA Co-ordinator	Dr. Madhusmita Das, Lect. in Botany	
40	Mo College	Mr. Rasananda Bag, Lect. in History	
		Mr. Ajay Kumar Das, Demon. in Bio.	
41	Co-operative Store	Mr. Laxmidhar Sethi, Demon in Zoology	
42	Counselor YRC	Mr. Ajay Kumar Das, Demon. in Bio.	
43	Scout & Guide	Smt. Sangeeta Nanda, Lect. In Odia	
		Mr. Sanjay Kumar Sahoo, Demon in Bot.	
44	Purchase Committee and Printing:	Adminstarative Bursar - Ex-officio	
		Accounts Bursar - Ex-officio	
		Mr. Umesh Chandra Nayak, Lect. CAPL	
		Officer I/C Store	
		Head Clerk - Ex-officio	
45	College Garden & Fencing	Mr. Laxmidhar Sethi, Demon in Zoology	
46	Founder's Memorial & College Foundation Day	Dr. Madhusmita Das, Lect. in Botany	
		Mrs. Nirmala Kumari Dakhinray, Inst. In Pisciculture	
		Mr. Sanjay Kumar Sahoo, Demon in Bot.	
47	Grievance & Redressal Cell:	All HODs of Arts stream	
		All HODs of Science & Commerce stream	
48	Women harassment Redressal cell:	Mrs. Truptilata Dash, Reader in Sans	
		Dr. Manisha Bardhan, Lect. In Sans.	
		Dr. Madhusmita Das, Lect. in Bot.	
		Mrs. Sukamani Soren, Lect. In Philo.	
		Mrs. Nirmala Kumari Dakhinray, Inst. In Pisciculture	
49	Public Information Officer:	Mr. Asim Kumar Roy, Lect. in Zool. (PIO)	
		Mr. Bidyadhar Pradhan, Head Clerk (APIO)	
50	Discipline Committee:	All H.O.D's - Ex-officio	
		Adminstarative Bursar - Ex-officio	
		Academic Bursar - Ex-officio	
		Secy. Staff Council - Ex-officio	
		Smt. Sangeeta Nanda, Lect. In Odia	
		Dr. Manisha Bardhan, Lect. In Sans.	
		Head Clerk - Ex-officio	
51	College Magazine, Wall Magazine:	Mr. Asim Kumar Roy, Lect. in Zoology	
		Miss. Manisha Tewary, Lect. In English	
		Mr. Chittaranjan Kundu, Lect. in Odia	

52	Dramatic Society:	Smt. Sangeeta Nanda, Lect. In Odia	
		Dr. Madhusmita Das, Lect. in Bot.	
		Mr. Anuja Kumar Panda, Lect. in Pol. Sc.	
		Mr. Sanjay Kumar Sahoo, Demon in Bot.	
53	College Website & Social Media:	Mrs. Jyotsna Das, Lect. In History	
		Mr. Anuja Kumar Panda, Lect. in Pol. Sc.	
54	Women's Hostel:	Smt. Truptilata Dash, Reader in Sanskrit	
		Mr. Girish Chandra Padhiary, Lect. In History.	
		Dr. Deepika Senapati, Lect. in Odia	
55	AISHE	Miss. Manisha Tewary, Lect. In English	
56	Science Society:	Dr. Madhusmita Das, Lect. in Bot.	
		Mr. Sridhar Behera, Lect. in Physics	
57	Humanities Society:	Mrs. Jyotsna Das, Lect. in History	
		Mr. Chittaranjan Kundu, Lect. in Odia	
58	Social Media (Face Book, Internet, Instagram,)	Mr. Anuja Kumar Panda, Lect. in Pol. Sc.	
59	Students Attendance I/C: (Month wise preparation & Calculation of percentage)		
	+3 1st yr Arts	Mr. Dillip Kumar Otta, Demon in Physics.	
	+3 2nd yr Arts	Mr. Laxmidhar Sethi, Demon in Zoology	
	+3 3rd yr Arts	Mr. Sanjay Kumar Sahoo, Demon in Bot.	
	+3 1st yr Science	Mr. Bimalendu Samal, Demon in Chem.	
	+3 2nd yr Arts Science	Mr. Dillip Kumar Otta, Demon in Physics.	
	+3 3rd yr Science	Mr. Bimalendu Samal, Demon in Chem.	
	+2 1st yr & 2nd yr Arts	Mr. Ajay Kumar Das, Demon. in Bio.	
	+2 1st yr & 2nd yr Science	Mr. Ajay Kumar Das, Demon. in Bio.	
	+3 1st yr, 2nd yr & 3rd yr Commerce	Mr. Bikas Chandra Nayak, Lect. in Com. (Com.)	
	+2 1st yr & 2nd yr Commerce	Mr. Bikas Chandra Nayak, Lect. in Com. (Com.)	

Memo No: 688/23

Date: 17/05/23

Copy to Regional Director Education, Balasore

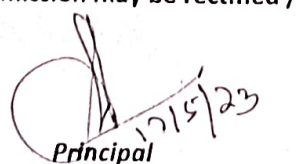

Principal

Memo No: 689/23

Date: 17/05/23 Dr. Jadunath College
Rasulpur

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. Jadunath College
Rasulpur