

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

Order No: 646/22

Date: 11/07/2022

Assignment of co-curricular and extra curricular activities among the members of staff of the college for the Academic session - 2022-23 The assignment will come in to force with immediate effect.

Sl No	Department	Name of the Staff & Designation	Signature
1	Administrative Bursar: ✓	Mr. Laxmikanta Sahoo, Reader in History	[Signature]
2	Accounts Bursar: ✓	Mr. Gopinath Swain, Lect. In Math.	[Signature]
		Mr. Bandanarani Sethi, Lect. In Eco.	[Signature]
3	Academic Bursar: ✓	Mrs. Truptilata Dash, Reader in Sans. (Arts & Commerce)	[Signature] 07.22
		Dr. Madhusmita Das, Lect. In Bot. (Science)	[Signature] 07.22
4	Secretary Staff Council: ✓	Mr. Pravat Kumar Parida, Reader in Eng.	[Signature] 07.22
		Dr. Madhusmita Das, Lect. In Bot.	[Signature] 07.22
5	Officer I/C Bills: ✓	Mr. Sridhar Behera, Lect. In Physics	[Signature] 07.22
		Mr. Bimalendu Samal, Demon In Chem.	[Signature]
6	Officer I/C (E.P.F. / Income Tax) ✓	Mrs. Bandana Rani Sethi, Lect. In Eco.	[Signature]
		Mr. Umesh Chandra Nayak, Lect. CAPL	[Signature]
		Mr. Ajay Kumar Das, Demon. In Bio.	[Signature]
7	Admission Committee:		
	Admission I/C (Both +2 & +3)	Dr. Madhusmita Das, Lect. in Bot.	[Signature] 07.22
	U.G. (+3)	Mr. Atala Mundamajhi, Lect. In Physics	[Signature]
		Mr. Bimalendu Samal, Demon in Chem.	[Signature]
	CHSE (+2)	Dr. Manisha Bardhan, Lect. In Sans.	[Signature]
		Mr. Asim Kumar Roy, Lect. In Zool.	[Signature]
		Mr. Dillip Kumar Otta, Demon in Physics.	[Signature]
8	Officer I/C Examination: U.G. (+3)	Mr. Girish Chandra Padhiary, Lect. In History.	[Signature]
		Mr. Umesh Chandra Nayak, Lect. CAPL	[Signature]
	Officer I/C Examination: CHSE (+2)	Smt. Sangeeta Nanda, Lect. In Odia	[Signature]
		Miss. Subhashree Behera, Lect. In Botany	[Signature]
9	Time Table:	Mr. Gopinath Swain, Lect. in Math.	[Signature]
		Mr. Ajay Kumar Das, Demon. In Bio.	[Signature]
10	Advisor College Union:	Mr. Laxmikanta Sahoo, Reader in History	[Signature]
	Associate Advisor College Union:	Mr. Pravat Kumar Parida, Reader in Eng.	[Signature]
11	Library & Reading Room: ✓	Miss. Manisha Tewary, Lect. In English	[Signature]
		Miss. Subhashree Behera, Lect. In Botany	[Signature]
12	Officer I/C UGC:	Mr. Pravat Kumar Parida, Reader in Eng.	[Signature]
		Miss. Manisha Tewary, Lect. In English	[Signature]
13	Self Defence I/C:	Mr. Girish Chandra Padhiary, Lect. In History.	[Signature]
14	Officer I/C Budget:	Mr. Sridhar Behera, Lect. in Physics	[Signature]
		Mr. Bimalendu Samal, Demon in Chem.	[Signature] 07.22
		Administrative Bursar - Ex-officio	[Signature]
		Accounts Bursar - Ex-officio	[Signature]
		Admission I/C - Ex-officio	[Signature]
		Academic Bursar - Ex-officio	[Signature]
		Head Clerk - Ex-officio	[Signature]

15	Scholarship (Merit, SC, ST, OBC, Half free ship, SSG):	Mrs. Truptilata Dash, Reader in Sans, (Arts & Com.)	✓
		Mrs. Sukamani Soren, Lect. In Philo.	✓
		Mr. Dillip Kumar Otta, Demon in Physics.	D.K.M.
		Mr. Sanjay Kumar Sahoo, Demon in Bot.	✓
16	Vocational Stream: Skill Dev. programme	Mrs. Nirmala Kumari Dakhinray, Inst. In Pisciculture	13.7.22
17	Athletic Association Sports:	Mr. Sridhar Behera, Lect. in Physics	✓
		Mrs. Sukamani Soren, Lect. In Philo.	✓
		Mrs. Bandana Rani Sethi, Lect. in Eco.	R.R. Sethi
		Mr. Priyadeep Parida, Lect. In Com.	P. Parida
		Mrs. Nirmala Kumari Dakhinray, Inst. In Pisciculture	✓
18	Gymnasium	Mr. Ajay Kumar Das, Demon. in Bio.	✓
19	Officer I/C Main Store: ✓	Mr. Gopinath Swain, Lect. in Math.	✓
20	Construction and Renovation RUSA, UGC, College Development MP& MLA Lad, Govt. Aid	Adminstarative Bursar- Ex-officio	✓
		Mr. Umesh Chandra Nayak, Lect. CAPL	✓
		Accounts Bursar - Ex-officio	✓
		Head Clerk- Ex-officio	14.7
21	I/C D.S.A.	Dr. Manisha Bardhan, Lect. In Sans.	✓
		Mr. Ajay Kumar Das, Demon. in Bio.	✓
		Mr. Sanjay Kumar Sahoo, Demon in Bot.	✓
22	I/C B.C.R.	Mr. Asim Kumar Roy, Lect. In Zool.	✓
		Mr. Sanjay Kumar Sahoo, Demon in Bot.	✓
23	I/C G.C.R.	Mrs. Bandana Rani Sethi, Lect. in Eco.	R.R. Sethi
		Mrs. Nirmala Kumari Dakhinray, Inst. In Pisciculture	13.7.22
24	Internet, Networking, Computer, Xerox Maintenance	Mr. Umesh Chandra Nayak, Lect. CAPL	✓
		Mrs. Jyotsna Das, Lect. In History	✓
25	N.S.S.	Mr. Pravat Kumar Parida, Reader in Eng.	✓
		Mrs. Sukamani Soren, Lect. In Philo.	✓
26	Furniture and Assets:	Mr. Umesh Chandra Nayak, Lect. CAPL	✓
		Mr. Laxmidhar Sethi, Demon in Zoology	✓
27	College Calender and Prospectus	Mr. Pravat Kumar Parida, Reader in Eng.	✓
		Mr. Sridhar Behera, Lect. in Physics	13.7.22
		Mr. Asim Kumar Roy, Lect. In Zool.	✓
28	Electric & Water Supply:	Mr. Sridhar Behera, Lect. in Physics	13.7.22
29	Career Counselling, Study Tour, Project Work, MOU, Industrial Visit	Mr. Asim Kumar Roy, Lect. In Zool.	✓
		Mr. Dillip Kumar Otta, Demon in Physics.	D.K.M.
		Mr. Priyadeep Parida, Lect. In Com.	P. Parida
30	Audio Visual Smart Class Room & Yuba Sanskar	Mr. Umesh Chandra Nayak, Lect. CAPL	✓
		Mrs. Jyotsna Das, Lect. In History	✓
31	Cultural and Literary Activities	Smt. Sangeeta Nanda, Lect. In Odia	✓
		Dr. Manisha Bardhan, Lect. In Sans.	✓
		Miss. Manisha Tewary, Lect. In English	✓
		Mrs. Nirmala Kumari Dakhinray, Inst. In Pisciculture	13.7.22
32	Officer I/C Yoga	Mr. Sanjay Kumar Sahoo, Demon in Bot.	✓
33	College Seminar	Dr. Madhusmita Das, Lect. in Bot. (Science)	13.07.22
		Mrs. Jyotsna Das, Lect. In History (Arts)	✓
		Mr. Priyadeep Parida, Lect. In Com. (Com.)	Priyadeep Parida

34	I/C Audit Compliance	Accounts Bursar - Ex-officio	
		Adminstarative Bursar - Ex-officio	
		Head Clerk - Ex-officio	
35	Officer I/C College, Revenue (Cocoanut, Fish Pond, Agriculture Products)	Mr. Ajay Kumar Das, Demon. in Bio.	<i>[Signature]</i>
36	Officer I/C Staff Common Room:	Mrs. Truptilata Dash, Reader in Sans	<i>[Signature]</i>
37	Campus decorum & Cleaning	All NSS P.O., NCC Officials, Scout & Guide, YRC	<i>[Signature]</i>
38	Anti Ragging Cell:	All H. O.D. Arts, Sc. & Com. - Ex-officio	
		Head Clerk - Ex-officio	<i>[Signature]</i>
39	Internal Quality Assurance Cell:	Mr. Pravat Kumar Parida, Reader in Eng.	
		Dr. Madhusmita Das, Lect. in Bot	<i>[Signature]</i>
		Miss. Manisha Tewary, Lect. In English	<i>[Signature]</i>
40	NAAC	Mr. Pravat Kumar Parida, Reader in Eng.	
		Mrs. Jyotsna Das, Lect. In History	<i>[Signature]</i>
41	RUSA	Mr. Pravat Kumar Parida, Reader in Eng.	
		Mrs. Truptilata Dash, Reader in Sans	<i>[Signature]</i>
		Mr. Sridhar Behera, Lect. in Physics	<i>[Signature]</i>
42	Mo College	Mr. Girish Chandra Padhiary, Lect. In History.	<i>[Signature]</i>
		Mr. Gopinath Swain, Lect. in Math.	<i>[Signature]</i>
		Mr. Ajay Kumar Das, Demon. in Bio.	<i>[Signature]</i>
43	Co-operative Store	Mr. Laxmidhar Sethi, Demon in Zoology	<i>[Signature]</i>
44	Counselor YRC	Mr. Ajay Kumar Das, Demon. in Bio.	<i>[Signature]</i>
45	Scout & Guide	Smt. Sangeeta Nanda, Lect. In Odia	<i>[Signature]</i>
46	Purchase Committee and Printing:	Adminstarative Bursar - Ex-officio	
		Accounts Bursar - Ex-officio	
		Mr. Umesh Chandra Nayak, Lect. CAPL	<i>[Signature]</i>
		Officer I/C Store	
		Head Clerk - Ex-officio	<i>[Signature]</i>
47	College Garden & Fencing	Mr. Laxmidhar Sethi, Demon in Zoology	<i>[Signature]</i>
48	Founder's Memorial & College Foundation Day	Mr. Pravat Kumar Parida, Reader in Eng.	
		Mrs. Nirmala Kumari Dakhinray, Inst. In Pisciculture	<i>[Signature]</i>
		Mr. Sanjay Kumar Sahoo, Demon in Bot	<i>[Signature]</i>
49	Grievance & Redressal Cell:	All HODs of Arts stream	
		All HODs of Science & Commerce stream	
50	Women harassment Redressal cell:	Mrs. Truptilata Dash, Reader in Sans	<i>[Signature]</i>
		Dr. Manisha Bardhan, Lect. In Sans.	<i>[Signature]</i>
		Dr. Madhusmita Das, Lect. in Bot	<i>[Signature]</i>
		Mrs. Sukamani Soren, Lect. In Philo.	<i>[Signature]</i>
		Mrs. Nirmala Kumari Dakhinray, Inst. In Pisciculture	<i>[Signature]</i>
51	Public Information Officer:	Miss. Manisha Tewary, Lect. In English	<i>[Signature]</i>
52	Discipline Committee:	All H.O.D's - Ex-officio	
		Adminstarative Bursar - Ex-officio	
		Academic Bursar - Ex-officio	
		Secy. Staff Council - Ex-officio	

Das. 13.07.22

Das. 13.07.22

Das. 13.07.22

Das. 13.07.22

*[Signature]*

*[Signature]*

53	College Magazine, Wall Magazine:	Smt. Sangeeta Nanda, Lect. In Odia Dr. Manisha Bardhan, Lect. In Sans. Mrs. Bandana Raut Sethi, Lect. In Eco. Mr. Ashu Kumar Roy, Lect. In Zool. Mr. Girish Chandra Padhiary, Lect. In History.	Mr. Mrs. Mr. D. S. G. S. K. S.
54	Dramatic Society:	Smt. Sangeeta Nanda, Lect. In Odia Dr. Madhusmita Das, Lect. In Bot. Mr. Sanjay Kumar Sahoo, Demon In Bot.	13/07/22 K. S.
55	College Website:	Mrs. Jyotsna Das, Lect. In History Mrs. Truptilata Dash, Reader In Sans.	K. S.
56	Women's Hostel:	Mr. Girish Chandra Padhiary, Lect. In History. Mrs. Jyotsna Das, Lect. In History	K. S.
57	AISHE	Miss. Manisha Tewary, Lect. In English	13/07/22 K. S.
58	Science Society:	Dr. Madhusmita Das, Lect. In Bot. Mr. Sridhar Behera, Lect. In Physics	13/07/22 K. S.
59	Humanities Society:	Smt. Sangeeta Nanda, Lect. In Odia Dr. Manisha Bardhan, Lect. In Sans.	K. S.
60	Students Attendance I/C: (Month wise preparation & Calculation of percentage)		D. K. M.
	+3 1st yr Arts	Mr. Dillip Kumar Otta, Demon In Physics.	K. S.
	+3 2nd yr Arts	Mr. Laxmidhar Sethi, Demon In Zoology	K. S.
	+3 3rd yr Arts	Mr. Sanjay Kumar Sahoo, Demon In Bot.	K. S.
	+3 1st yr Science	Mr. Bimalendu Samal, Demon In Chem.	D. K. M.
	+3 2nd yr Arts Science	Mr. Dillip Kumar Otta, Demon In Physics.	K. S.
	+3 3rd yr Science	Mr. Bimalendu Samal, Demon In Chem.	K. S.
	+2 1st yr & 2nd yr Arts	Mr. Ajay Kumar Das, Demon. In Bio.	K. S.
	+2 1st yr & 2nd yr Science	Mr. Ajay Kumar Das, Demon. In Bio.	K. S.
	+3 1st yr, 2nd yr & 3rd yr Commerce	Mr. Priyadeep Parida, Lect. In Com.	P. Parida
	+2 1st yr & 2nd yr Commerce	Mr. Priyadeep Parida, Lect. In Com.	P. Parida

Memo No:.....647/22.....

Date:....11/07/2022

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

Principal 11/7/22  
Dr. Jadunath College  
Rasulpur