

All the HODs and faculty members are advised to follow the instructions/quality indicators given below for the session 2022-23 and perform their co-curricular assignments honestly & dedicatedly.

1. Each department and society/committee must organize at least 2 activities/events (other than the work assigned) per session and keep record of the same. The events will be carried out in the presence of the Principal and IQAC coordinator as well as interested staff members.
2. Each dept. and society/committee must discuss with their members and must propose name of activities/events to be organized by them to IQAC. After approval from IQAC they can organize the events as per their convenience. Such events are to be organized without hampering classes.
3. MoU has to be signed with every organization who want to do any event in the college premises.
4. IQAC has to monitor progress time to time and provide necessary guidance, if required.
5. Each dept. has to organize at least one (01) parent-teacher meeting for each semester students every year.
6. Each department has to organize mentor-mentee meeting before and after internal examinations, i.e., two meetings for each semester students.
7. Internal examinations will be conducted centrally by the examination section. Each department has to provide necessary question (from blended learning portion) to the examination section.
8. Each department has to prepare question bank and must provide 'word file' to Academic Bursar, college library and IQAC by the end of September 2022.
9. Each department/ society/committee has to submit half yearly performance report by December and yearly performance report by June every year.
10. The pending annual reports of the previous sessions must be submitted by the end of November 2022.
11. The department heads have to submit the mentor mentee list after +3 1st semester admission will be over.
12. All HoDs have to submit course completion certificate at the end of each semester/session.

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30/8/22

Principal
Laxminarayan College
Jharsuguda

Co-Curricular Assignments for the session 2022-23

Sl. No.	Co-curricular Assignments	Name of staff(s)	Work to be done
1.	Secretary, Staff Council	Mrs. Smita Bose, Reader in Chemistry	<ol style="list-style-type: none"> To conduct at least two meetings in a session To keep record of same Any other work(s) assigned
2.	Administrative Bursar Associate Administrative Bursar	Dr. Saroj Kumar Kuanar, Reader in Chemistry Mrs. Purnima Mayee Dash, Reader in English	<ol style="list-style-type: none"> To provide Administrative support To conduct administrative audit To keep record of same Any other work(s) assigned
3.	Accounts Bursar Associate Accounts Bursar	Mr. Tapan Kumar Barik, Reader in Economics Dr. Yadav Devi Prasad Behera, Lecturer in Commerce	<ol style="list-style-type: none"> To prepare Annual Budget, cash management, supervise all bill payments, audit compliances etc. To conduct internal financial audit and to keep records Any other work(s) assigned
4.	Academic Bursar (+3) Associate member(s)	Dr. Swarnamayee Purohit, Reader in English Dr. Susmita Naik, Lecturer in Chemistry Mrs. Pooja Shah, Lecturer in Commerce	<ol style="list-style-type: none"> To supervise classes, students' attendance, syllabus and course completion To conduct Academic Audit To conduct Teachers' Satisfaction Survey To prepare of Question Bank To keep record of result of examinations and "On Time Graduation" Any other work(s) assigned
	Academic-in-charge (+2) Associate member(s)	Mr. Jhas Kumar Khamari, Reader in Botany Sk Azhar Iqbal, Lecturer in Commerce Dr. Laldhari Singh, Lecturer in Odia	
5.	Coordinator, IQAC Coordinator, AISHE Associate Members	Mr. Tapan Kumar Barik, Reader in Economics Mrs. Sonam Ganeriwal, Lecturer in Zoology Mr. Bharat Bhabesh Pati, Lecturer in Physics Mrs. Prajnya Parimita Patel, Lecturer in Mathematics	<ol style="list-style-type: none"> To regularly monitor the progress the work assigned To collect data required for AQAR and AISHE report To upload AISHE report To upload AQAR To implement various ideas for Quality enhancement Any other work(s) assigned

6.	Coordinator, OSOU	Mr. Tapan Kumar Barik, Reader in Economics	1. To perform Various Works related to OSOU
7.	Coordinator, OHEPEE Associate Coordinator, OHEPEE	Dr. Swarnamayee Purohit, Reader in English Mr. Bharat Bhabesh Pati, Lecturer in Physics	1. Timely utilization of funds & submission of U. C. 2. To collect various data related to OHEPEE 3. To provide necessary report time to time 4. To monitor Blended learning and to keep record 5. To implement various proposals proposed by OHEPEE 6. Any other work(s) assigned
8.	Coordinator, UGC Associate Coordinator(s)	Dr. Susant Kumar Padhan, Lecturer in Chemistry Dr. Manish Kumar Dwivedi, Lecturer in Hindi Mrs. Shephalee Devi, Lecturer in Economics	1. To collect various data related to UGC 2. To provide necessary report time to time 3. To implement various proposals proposed by UGC 4. Any other work(s) assigned
9.	Coordinator, NAAC (3 rd Cycle) Member(s)	Dr. Swarnamayee Purohit, Reader in English Members of IQAC, Heads of all Departments	1. To collect various data related to NAAC 2. To provide necessary report time to time 3. To implement various proposals proposed by NAAC 4. Any other work(s) assigned
10.	Officer-in-charge, H.S. wing (+2) Associate Officer in-charge	Mr. Bignan Bhusan Bhanja, Reader in Physics Mrs. Rashmi Rekha Behera, Lecturer in Physics Miss Netrakanti Naik, Lecturer in Mathematics Miss Rojismita Majhi, Lecturer in Botany	1. To preparation and Submission of ROM 2. To conduct fill up of forms for Annual H.S. Examination 3. To perform various work related to Annual H.S. Examination 4. Any other work(s) related/assigned
11.	Admission-in-charge, H.S. wing (+2 SAMS) Associate Admission-in-charge	Dr. Prasanta Kumar Patel, Reader in Education Sk Azhar Iqbal, Lecturer in Commerce	1. To conduct admission of students 2. To print and distribute of Identity Card 3. Any other work(s) related/assigned

12	Admission in charge, Degree wing (+3 SAMS) Associate Officer-in-charge	Mrs. Smita Bose, Reader in Chemistry Mrs. Pooja Shah, Lecturer in Commerce	1. To conduct admission of students 2. To print and distribute of Identity Card 3. Any other work(s) related/assigned
13.	Coordinator, MO (691) College Associate Coordinators	Dr. Saroj Kumar Kuanar, Reader in Chemistry Mr. Narasingha Panigrahi, Reader in Mathematics Miss Shriyalaxmi Panda, Lecturer in Commerce Mrs. Shephalee Devi, Lecturer in Economics	1. To sensitize Alumnus and others about MO (691) College Abhiyan & joining of more members 2. To collect data of Funds generated 3. To utilize the fund collected for betterment of the Institution 4. Any other work(s) assigned
14.	District Coordinator SelfDefence Coordinator Self-Defence (+2) Coordinator Self-Defence (+3)	Mrs. Purnima Mayee Dash, Reader in English Miss Sonali Samaria, Lecturer in Commerce Mrs. Rohini Baxla, Lecturer in English	1. To sensitize students for Self- Defence Train program 2. To organize Self-Defence program and to keep record 3. Any other work(s) assigned
15.	Programme Officer, NSS (+3) Programme Officer, NSS (+2)	Dr. Laldhari Singh, Lecturer in Odia Miss Swagatika Barik, Lecturer in Commerce	1. To sensitize students for NSS 2. To keep record of students joined NSS separately for +2 and +3 3. To organize at least two events separately for +2 and +3 students 4. To keep record of Events organized 5. To adapt one village 6. Any other work(s) related/assigned
16.	NCC Officer, Army wings NCC Officer, Naval wings NCC Officer, Air wings	Lt. Manas Ranjan Acharya, P.E.T. Dr. Yadav Devi Prasad Behera, Lecturer in Commerce Dr. Manish Kumar Dwivedi, Lecturer in Hindi	1. To sensitize students for NCC 2. To keep record of students joined NCC separately for +2 and +3 3. To participate in at least two camps 4. To keep records of Event organized 5. Any other work(s) related/assigned

17	<p>Controller of Examinations</p> <p>Associate member(s)</p>	<p>Dr. Susant Kumar Padhan, Lecturer in Chemistry</p> <p>Mrs. Sukruti Tanaya Giri, Lecturer in English</p> <p>Mrs. Sonam Ganeriwal, Lecturer in Zoology</p> <p>Mr. Uddhav Biswal, Lecturer in Mathematics</p>	<ol style="list-style-type: none"> 1. To conduct Quarter End examinations and internal examinations 2. To conduct Annual Examination of +2 1st year students 3. To conduct mid-term examination of each semester 4. To conduct evaluation of process of the same 5. To keep record of the examination and evaluation 6. Any other work(s) related/assigned
18.	<p>Officers-in-charge -Library (+3)</p> <p>Associate Members</p>	<p>Dr. Snehalata Mishra, Reader in Chemistry</p> <p>Mrs. Sukruti Tanaya Giri, Lecturer in English</p> <p>Miss Netrakanti Naik, Lecturer in Mathematics</p>	<ol style="list-style-type: none"> 1. To maintain record of attendance of students and faculty 2. To keep record of books issued by teachers and students (in soft and hard copies) 3. To maintain stock register (in soft and hard copies) 4. To arrange of book fair 5. Any other work(s) assigned
	<p>Officers-in-charge -Library (+2)</p> <p>Associate Members</p>	<p>Mr. Jhas Kumar Khamari, Reader in Botany</p> <p>Miss Sucharita Dash, Lecturer in Political Science</p> <p>Mrs. Shephalee Devi, Lecturer in Economics</p>	
19.	<p>Internal Audit and Stock verification team</p>	<p>Administrative Bursar</p> <p>Associate Accounts Bursar</p> <p>Mr. Jhas Kumar Khamari, Reader in Botany</p> <p>Miss Sonali Samaria, Lecturer in Commerce</p>	<ol style="list-style-type: none"> 1. To maintain Accounts of various goods purchased through various funds 2. To maintain Stock register of different appliances 3. Any other work(s) related/assigned
20.	<p>Student Support/Counselling & Placement Cell</p>	<p>Dr. Swarnamayee Purohit, Reader in English</p> <p>Mr. Tapan Kumar Barik, Reader in Economics</p> <p>Mr. Bharat Bhabesh Pati, Lecturer in Physics</p> <p>Dr. Dipasikha Sohela, Lecturer in Odia</p> <p>Dr. Yadav Devi Prasad Behera, Lecturer in Commerce</p>	<ol style="list-style-type: none"> 1. To conduct Career Counselling 2. To organize of placement drive 3. To keep report of placement of students both on-campus and off-campus 4. Any other work(s) assigned

21.	Students' grievance redressal cell	Mr. Tapan Kumar Barik, Reader in Economics Miss Shriyalaxmi Panda, Lecturer in Commerce Mrs. Rohini Baxla, Lecturer in English Mr. Uddhav Biswal, Lectuer in Mathematics	<ol style="list-style-type: none"> 1. To develop and to implement mechanism of grievance redressal in the college. 2. To keep record of all grievances of student 3. To keep record of all grievances redressed 4. Any other work(s) assigned
22.	Anti-ragging cell	Mr. Uttam Charan Hota, Reader in Economics Mr. Narasingha Panigrahi, Reader in Mathematics Mrs. Japani Patel, Reader in Economics Mrs. Rohini Baxla, Lecturer in English	<ol style="list-style-type: none"> 1. To conduct sensitization program related to anti-ragging in campus and hostel 2. To develop and implement mechanism of grievance redressal in the college. 3. To keep record of all grievances of student 4. To keep record of all grievances redressed 5. Any other work(s) assigned
23.	Sexual harassment prevention cell	Mrs. Smita Bose, Reader in Chemistry Dr. Snehalata Mishra, Reader in Chemistry Mrs. Nima Panigrahi, Lecturer in Zoology Dr. Susmita Naik, Lecturer in Chemistry Administrative Bursar IQAC Coordinator	<ol style="list-style-type: none"> 1. To conduct sensitization related to sexual harassment prevention in campus and hostel 2. To develop and implement mechanism of grievance redressal in the college. 3. To keep record of all grievances of student 4. To keep record of all grievances redressed 5. Any other work(s) assigned
24.	Public Information Officer & RTI	Mr. Jhas Kumar Khamari, Reader in Botany Miss Swagatika Barik, Lecturer in Commerce Mrs. Prajnya Parimita Patel, Lecturer in Mathematics	<ol style="list-style-type: none"> 1. To keep record of all grievances 2. To keep record of all grievances redressed 3. Any other work(s) assigned
25.	Scholarship cell Associate Members	Mr. Bijendra Jyotish, Lecturer in Physics (Coordinator) Mrs. Rashmi Rekha Behera, Lecturer in Physics Mrs. Prajnya Parimita Patel, Lecturer in Mathematics Mrs. Sonam Ganeriwal, Lecturer in Zoology	<ol style="list-style-type: none"> 1. To conduct Awareness program of various scholarship schemes 2. To maintain report of students getting benefit of various schemes 3. Any other work(s) assigned

26.	College Academic Council	Academic Bursars & All Head of Departments	<ol style="list-style-type: none"> 1. To provide updated information relating to syllabus 2. To provide previous year questions to all departments 3. To monitor smooth conduction of classes and examination
27.	Internal Complain Committee	Administrative Bursar Associate Administrative Bursar Academic Bursar IQAC Coordinator Secretary, Staff Council	<ol style="list-style-type: none"> 1. To keep record of all grievances 2. To keep record of all grievances redressed 3. Any other work(s) assigned
28.	College construction committee	Dr. Saroj Kumar Kuanar, Reader in Chemistry Dr. Snehalata Mishra, Reader in Chemistry Dr. Swarnamayee Purohit, Reader in English Dr. Laldhari Singh, Lecturer in Odia Lt. Manas Ranjan Acharya, P.E.T. Administrative Bursar Account Bursar	<ol style="list-style-type: none"> 1. To monitor and to keep record of all construction related work in college 2. To keep record of land and build of college 3. Construct new infrastructure for betterment of Institution 4. Any other work(s) related/assigned
29.	Purchase committee	Administrative Bursar Accounts Bursar RUSA Coordinator UGC Coordinator OHEPEE coordinator IQAC coordinator Head clerk Accountant	<ol style="list-style-type: none"> 1. To keep record of all Purchases of college through various funds 2. To purchase new infrastructure for betterment of Institution and to keep record of the same. 3. Any other work(s) related/assigned
30.	Discipline Committee, in-charge Members	Mrs. Smita Bose, Reader in Chemistry Mr. Uttam Charan Hota, Reader in Economics Mr. Tapan Kumar Barik, Reader in Economics Dr. Susant Kumar Padhan, Lecturer in Chemistry Dr. Manish Kumar Dwivedi, Lecturer in Hindi Lt. Manas Ranjan Acharya, P.E.T. Administrative Bursar Academic Bursar Heads of all Departments	<ol style="list-style-type: none"> 1. Sensitize students about rules and regulations of the institution from the beginning of each session and to keep record of the same 2. To keep record of all grievances 3. To keep record of all grievances redressed 4. Any other work(s) assigned

31.	College Canteen	Dr. Snehalata Mishra, Reader in Chemistry Dr. Manish Kumar Dwivedi, Lecturer in Hindi Dr. Laldhari Singh, Lecturer in Odia Administrative Bursar Accounts Bursar	1. To monitor the quality of food time to time 2. To monitor hygiene and other infrastructure 3. Any other work(s) assigned
32.	Student Union, Advisor Associate advisor	Dr. Saroj Kumar Kuanar, Reader in Chemistry Mr. Narasingha Panigrahi, Reader in Mathematics Mr. Tapan Kumar Barik, Reader in Economics Mrs. Purnima Mayee Dash, Reader in English Dr. Dipasikha Sohela, Lecturer in Odia	1. To select class representative 2. To conduct Student Satisfaction Survey 3. Any other work(s) assigned
33.	Cultural Association	Mrs. Purnima Mayee Dash, Reader in English Dr. Swarnamayee Purohit, Reader in English Miss Swagatika Barik, Lecturer in Commerce Miss Sonali Samaria, Lecturer in Commerce Mr. Bijendra Jyotish, Lecturer in Physics	1. To conduct Annual day celebration 2. To organize various college level competitions and to keep record of the same. 3. Any other work(s) assigned
34.	Athletic Association	Dr. Laldhari Singh, Lecturer in Odia Dr. Manish Kumar Dwivedi, Lecturer in Hindi Lt. Manas Ranjan Acharya, P.E.T. Miss Sonali Samaria, Lecturer in Commerce	1. To conduct Annual Athletic Meet, both indoor and outdoor 2. Any other work(s) assigned
35.	Dramatic Association	Dr. Saroj Kumar Kuanar, Reader in Chemistry Mrs. Purnima Mayee Dash, Reader in English Mrs. Nima Panigrahi, Lecturer in Zoology Mrs. Shephalee Devi, Lecturer in Economics	1. To conduct Sambalpuri Drama/ loka sanskruti 2. Any other work(s) assigned


36	Social Service Guild	Programme Officer, NSS (+2) Programme Officer, NSS (+3)	<ol style="list-style-type: none"> 1. To adapt a village and do services 2. Any other work(s) assigned
37	Youth Red Cross	Dr. Saroj Kumar Kuanar, Reader in Chemistry (District Secretary) Dr. Dipasikha Sohela, Lecturer in Odia Dr. Manish Kumar Dwivedi, Lecturer in Hindi Lt. Manas Ranjan Acharya, P.E.T.	<ol style="list-style-type: none"> 1. To organize Blood donation camp 2. To organize Plantation program 3. To adapt a Village 4. Any other work(s) assigned
38	Science Society	Mr. Bignan Bhusan Bhanja, Reader in Physics (Nodal Officer) Heads of department of Physics, Chemistry, Mathematics, Zoology, Botany	<ol style="list-style-type: none"> 1. To organize any Two events approved by IQAC 2. Any other work(s) assigned
39	Sahitya Sansad	Mrs. Purnima Mayee Dash, Reader in English (Nodal Officer) Heads of Department of Hindi, Odia, English	<ol style="list-style-type: none"> 1. To organize any Two events approved by IQAC 2. Any other work(s) assigned
40	Vanijya Parisad	Mrs. Pooja Shah, Lecturer in Commerce (Nodal Officer) Faculties of Department of Commerce	<ol style="list-style-type: none"> 1. To organize any Two events approved by IQAC 2. Any other work(s) assigned
41	Superintendent of Girl's Hostel Deputy Superintendent of Girl's Hostel	Dr. Snehalata Mishra, Reader in Chemistry Miss Rojismita Majhi, Lecturer in Botany	<ol style="list-style-type: none"> 1. To maintain discipline in the Hostel 2. To redress grievances of hostelite and keep record of the same 3. To maintain accounts of fund 4. Any other work(s) assigned
42	Hostel Advisory Committee	Administrative Bursar Accounts Bursar Superintendent of Hostel (Boys and Girls) Mr. Bignan Bhusan Bhanja, Reader in Physics Dr. Swarnamayee Purohit, Reader in English	<ol style="list-style-type: none"> 1. To discuss and resolve various administrative issues 2. To propose to purchase required infrastructure 3. Any other work(s) assigned

43.	Electricity/ Equipment (Purchase & Maintenance)	Mr. Bignan Bhusan Bhanja, Reader in Physics Dr. Laldhari Singh, Lecturer in Odia Mr. Hiteswar Birtia, Lab Asst. in Physics	1. To keep record of all Purchases of college through various funds 2. To purchase new electrical equipment for betterment of Institution and to keep record of the same. 3. Any other work(s) related/assigned
44.	Repair of furniture	Dr. Snehalata Mishra, Reader in Chemistry Dr. Susmita Naik, Lecturer in Chemistry Lt. Manas Ranjan Acharya, P.E.T.	1. To repair of furniture of Institution and to keep record of the same. 2. Any other work(s) related/assigned
45.	College time table in-charge Associate Members	Dr. Susmita Naik, Lecturer in Chemistry Mr. Bharat Bhabesh Pati, Lecturer in Physics Mrs. Nima Panigrahi, Lecturer in Zoology	1. To prepare college time table for each class 2. To prepare master time table 3. Any other work(s) assigned
46.	Recognition & Affiliation committee	Administrative Bursar Account Bursar Dr. Snehalata Mishra, Reader in Chemistry Dr. Swarnamayee Purohit, Reader in English Dr. Prasanta Patel, Reader in Education Head Clerk Accountant	1. To keep record of Recognition & Affiliation of the college 2. Any other work(s) related/assigned
47.	Staff & students' common room	Mr. Narasingha Panigrahi, Reader in Mathematics Mrs. Rashmi Rekha Behera, Lecturer in Physics Miss Sonali Samaria, Lecturer in Commerce Mr. Uddhav Biswal, Lecturer in Mathematics	1. To provide necessary amenities and keep record of the same 2. Any other work(s) assigned
48.	Admission (+2)		
	Science	Mrs. Nima Panigrahi, Lecturer in Zoology Mrs. Prajnya Parimita Patel, Lecturer in Mathematics	1. Admission and related work(s) 2. Filling up forms for Annual H. Examination

	Arts	Miss Sucharita Dash, Lecturer in Political Science Mrs. Pragyan Paramita Nath	
	Commerce	Miss Swagatika Barik, Lecturer in Commerce Dr. Yadav Devi Prasad Behera, Lecturer in Commerce	
49	Admission (+3)		
	Science	Mr. Bijendra Jyotish, Lecturer in Physics Mrs. Nima Panigrahi, Lecturer in Zoology	Admission and related work(s)
	Arts	Mrs. Shephalee Devi, Lecturer in Economics Mrs. Rohini Baxla, Lecturer in English	
	Commerce	Miss Sonali Samaria, Lecturer in Commerce Miss Shriyalaxmi Panda, Lecturer in Commerce	
50.	RUSA Coordinator	Dr. Prasanta Kumar Patel, Reader in Education	1. To collect various data related to RUSA 2. To provide necessary report time to time 3. To implement various proposals proposed by RUSA 4. Any other work(s) related/assigned
	RUSA Associate Coordinator	Sk Azhar Iqbal, Lecturer in Commerce	
51.	Officer-in-charge of various semester examinations		
	1st semester	Mr. Bharat Bhabesh Pati, Lecturer in Physics Sk Azhar Iqbal, Lecturer in Commerce Mrs. Sukruti Tanaya Giri, Lecturer in English	1. To fill up forms 2. To perform all other activities for smooth conduction of examination
	2nd Semester	Mrs. Prajnya Parimita Patel, Lecturer in Mathematics Mrs. Pooja Shah, Lecturer in Commerce Dr. Dipasikha Sohela, Lecturer in Odia	
	3rd Semester	Mrs. Shephalee Devi, Lecturer in Economics	

		Mrs. Rashmi Rekha Behera, Lecturer in Physics Miss Swagatika Barik, Lecturer in Commerce	
	4th Semester	Dr. Susmita Naik, Lecturer in Chemistry Mrs. Rohini Baxla, Lecturer in English Dr. Yadav Devi Prasad Behera, Lecturer in Commerce	
	5th Semester	Mrs. Nima Panigrahi, Lecturer in Zoology Miss Sonali Samaria, Lecturer in Commerce Dr. Manish Kumar Dwivedi, Lecturer in Hindi	
	6th Semester	Miss Sucharita Dash, Lecturer in Political Science Dr. Susant Kumar Padhan, Lecturer in Chemistry Miss Shriyalaxmi Panda, Lecturer in Commerce	
52.	Green Initiative Team	Mrs. Sonam Ganeriwal, Lecturer in Zoology Miss Rojismita Majhi, Lecturer in Botany Mr. Bharat Bhabesh Pati, Lecturer in Physics Miss Swagatika Barik, Lecturer in Commerce Mr. Uddhav Biswal, Lecturer in Mathematics	<ol style="list-style-type: none"> 1. To organize workshop on Sustainable Energy Sources and keep record of the same 2. To organize workshop on Swachchata mission and keep record of the same 3. To conduct Energy Audit 4. To conduct Green Audit 5. To suggest new sustainable reforms 6. Any other work(s) assigned
53.	Women's cell	Mrs. Purnima Mayee Dash, Reader in English Miss Swagatika Barik, Lecturer in Commerce Mrs. Rohini Baxla, Lecturer in English Miss Sonali Samaria, Lecturer in Commerce	<ol style="list-style-type: none"> 1. To organize workshop on Women's' right and keep record of the same 2. To organize Program(s) on Women's health and safety and keep record of the same 3. To conduct Self Defense Program and keep record of the same 4. Any other work(s) assigned

54.	Equal Opportunity Cell	Mr. Bijendra Jyotish, Lecturer in Physics Mrs. Rashmi Rekha Behera, Lecturer in Physics Mrs. Prajnya Parimita Patel, Lecturer in Mathematics Mrs. Sonam Ganeriwal, Lecturer in Zoology Mrs. Rohini Baxla, Lecturer in English Miss Rojismita Majhi, Lecturer in Botany	1. To organize Program on Gender Equity and keep record of the same 2. To keep admission and examination results reports of students based on their category and gender 3. Gender Audit 4. Any other work(s) assigned
55.	IT cell and Computer Lab In-Charge Associates	Mr. Bharat Bhabesh Pati, Lecturer in Physics Mrs. Prajnya Parimita Patel, Lecturer in Mathematics Miss Netrakanti Naik, Lecturer in Mathematics	1. To maintain college website 2. To organize workshop/train of teachers and students 3. To organize short-term self-financing course (programming language, application making, software repair etc.) 4. Any other work(s) assigned
56.	Research and Collaboration committee	Dr. Snehalata Mishra, Reader in Chemistry Dr. Saroj Kumar Kuanar, Reader in Chemistry Dr. Swarnamayee Purohit, Reader in English Dr. Yadav Devi Prasad Behera, Lecturer in Commerce	1. To encourage faculties for research publication & Ph.D. 2. To organize workshop on intellectual property right 3. To make MoU with various industry and institutes for mutual benefit 4. Any other work(s) assigned
57.	Press & Media	Dr. Saroj Kumar Kuanar, Reader in Chemistry Mr. Tapan Kumar Barik, Reader in Economics Dr. Swarnamayee Purohit, Reader in English Miss Sucharita Dash, Lecturer in Political Science	1. To keep record of events published 2. To keep paper cuts (hard copy and soft copy) 3. Any other work(s) assigned


 30/8/22
 Principal
 Laxminarayan College
 Jharsuguda

OFFICE OF THE PRINCIPAL, LAXMINARAYAN COLLEGE, JHARSUGUDA

NO. 1265.....

Date: 30.08.2022

OFFICE ORDER

The Work distribution among the ministerial staff / class-iii staff for the Session-2022-23 shall be as per the chart given below. It will remain in force until further order.

Sl No.	Name	Nature of Work
1	Sri. Saukial Pradhan Head Clerk-in-charge	Governing Body, Affiliation and concurrence (+2 & +3), infrastructure and development, Transfer and posting, pension, C C R, Planning, Maintenance of service book and personal files, leave matters, Holiday list, Assembly question, legal matters / court cases, general correspondence and supervision, Annual increment, General purchase, staff attendance (only non-teaching), general / local body elections, General stock and store, Campus cleaning, e-service book, e-pension and any other work (s) assigned by the undersigned from time to time.
2	Sri Jagadish Chandra Patel, Store Keeper (Physics)	Store keeper (Physics) along with +3 Admission, +3 Return of Matriculates / intermediates, +3 Registration, +3 C.L.C, +3 Migration, +3 Other Certificate, Student Safety and Insurance, Students Railway Concession, +3 Affiliation and Recognition, Registration of College Teacher, +3 Identity Card and +3 other academic work, Help Desk +3 Admission and any other works assigned by the undersigned from time to time.
3	Sri. Ashok Kumar Pradhan Accountant-in-charge	Accounts and Audits, all cash Transactions, Income-Tax, General provident Fund, Life insurance, Employee's Provident Fund, ESIC, Salary bills, Treasury matters, Budget, Requirement of fund, RUSA, OHEPEE, UGC, Self Defence, e-service book, e-pension and all other matters having financial involvement and implication and any other works assigned by the undersigned from time to time.
4	Mrs. Diptimayee Maohapatra, DEO	Both +2 and +3 admission, Return of Matriculates and intermediates, change of subjects, Issuance of CLC, Conduct Certificate, Bonafide Certificate, Continuity Certificate, etc. Enrolment, Registration and filling up forms, transactions (SBI Collect), Online issues, Despatch and receipts, maintenance of SAMS Lab and internet connection, typing of official correspondence and confidential letters, Updation of e-space, Downloading of all official letters / email, e-service book, e-pension, such other correspondence and any other works assigned by the undersigned from time to time.
5	Sri. Ranjit Tirkey, Jr. Clerk	Case section, University Examinations, Issuance of University Certificate, Degree, Diploma and mark-sheets, DCR (+2 and +3), Time table, all types of works relating to shorting out of problems/ withheld of result of College and University Examinations (Redressal of all examinations relating bottle necks), Issue and Despatch, Petty case Expenditure and any other works assigned by the undersigned from time to time.
6	Sri Manas Ranjan Acharya, PET	Sports and game activities, Youth Red Cross, Social Service Guide, Student attendance and Calculation and any other works assigned by the undersigned from time to time.
7	Sri. Sumit Kumar Sahu	IT section, Data updation works of Admission, Scholarship, HRMS, IFMS, other computer related works, e-service book, e-pension and any other works assigned by the undersigned from time to time.
8	Sri Rohit Kumar Patel	Issue and Despatch, Attached to +2 section and any other works assigned by the undersigned from time to time.
9	Sri Aspini Kumar Naik	Attached to Account Section
10	Sri Bikram Pradhan	Attached to Establishment Section

Handwritten signature
30/8/22

Principal

L.N.College, Jharsuguda