

**OFFICE OF THE PRINCIPAL, LAXMINARAYAN COLLEGE, JHARSUGUDA**

No. 296

**NOTICE**

Date- 01.03.2021

**EXTRA-CURRICULAR ASSIGNMENTS FOR THE SESSION 2020-21 & 2021-22**

1.	Secretary, Staff Council	Sri B.B. Dash, Reader in Physics
2.	Administrative Bursar Associate Administrative Bursar	Sri B.B. Dash, Reader in Physics Dr. S.M. Purohit, Reader in English
3.	Accounts Bursar Associate Accounts Bursar	Sri B.K. Rout, Reader in Zoology Sri T.K. Barik, Reader in Economics
4.	Academic Bursar (+3) Academic-in-charge (+2)	Sri U.C. Hota, Reader in Economics Dr. S.M. Purohit, Reader in English
5.	Co-ordinator, IQAC  Associate Co-ordinators	Dr. S.K. Kuanar, Reader in Chemistry  Sri B.B. Pati, Lecturer in Physics Dr. Susmita Naik, Lecturer in Chemistry Dr. Mita Sharma, Lecturer in Maths Miss Swagatika Barik, Lecturer in Commerce
6.	Co-ordinator, OSOU	Sri T.K. Barik, Reader in Economics
7.	Co-ordinator, OHEPEE Associate Co-ordinator, OHEPEE	Sri B.B. Dash, Reader in Physics Dr. S.M. Purohit, Reader in English
8.	Co-ordinator, UGC Associate Co-ordinator	Dr. S.K. Padhan, Lecturer in Chemistry Dr. M.K. Dwivedi, Lecturer in Hindi
9.	Co-ordinator, NAAC (3 <sup>rd</sup> Cycle)  Associate Co-ordinators	Dr. S.M. Purohit, Reader in English  Sri B.B. Pati, Lecturer in Physics Sri B. Jyotish, Lecturer in Physics Smt. R.R. Behera, Lecturer in Physics Smt. Pooja Shah, Lecturer in Commerce Miss Sucharita Dash, Lecturer in Pol. Sc. Sri Sumit Sahu, IT Instructor
10.	Officer-in-charge, H.S. wing (+2) Associate Officer-in-charge	Sri N.K. Panda, Reader in Commerce Smt. R.R. Behera, Lecturer in Physics
11.	Admission-in-charge, H.S. wing Associate Admission-in-charge	Dr. Prasanta Patel, Reader in Education Sk. Azhar Iqbal, Lecturer in Commerce
12.	Admission-in-charge, Degree wing Associate Officer-in-charge	Smt. Smita Bose, Reader in Chemistry Dr. S.L. Mishra, Reader in Chemistry
13.	Co-ordinator, Mo College  Associate Co-ordinators	Sri N.K. Panda, Reader in Commerce  Sri Narsingha Panigrahi, Reader in Maths Dr. S.K. Kuanar, Reader in Chemistry
14.	Dist. Co-ordinator, Self-Defence Associate Dist. Co-ordinator, Self-Defence  Co-ordinator, College Self Defence Unit	Smt. P.M. Dash, Reader in English Miss Sonali Samaria, Lecturer in Commerce  Smt. Rohini Baxla, Lecturer in English
15.	Programme Officer, NSS Unit-I (Boys) Associate Programme Officer  Programme Officer, NSS Unit-II (Girls) Associate Programme Officer	Dr. L.D. Singh, Lecturer in Odia Sri S.K. Sahu, IT Instructor  Smt. P.P. Patel, Lecturer in Maths Miss Swati Sharma, Lab Asst. in Zoology
16.	NCC Officer, Army wing NCC Officer, Naval wing	Lt. M.R. Acharya, P.E.T. Dr. S.K. Padhan, Lecturer in Chemistry
17.	Maintenance of College website (Team)	Dr. S.K. Padhan, Lecturer in Chemistry Sri B.B. Pati, Lecturer in Physics Sri S.K. Sahu, IT Instructor

18.	Controller of Examinations & AISHE/Annual Statistics updating  Associates	Sri D.P. Sahu, Reader in Botany  Smt. S.T. Giri, Lecturer in English Smt. Pooja Shah, Lecturer in Commerce Dr. M.K. Dwivedi, Lecturer in Hindi
19.	Officer-in-charge, College Library  Associate Officers-in-charge	Dr. S.L. Mishra, Reader in Chemistry  Smt. Japani Patel, Reader in Economics Miss Sucharita Dash, Lecturer in Pol. Sc.
20.	Internal audit and P.T.C. & Stock verification Team	Administrative Bursar Accounts Bursar Sri J.K. Khamari, Reader in Botany Miss Sonali Samaria, Lecturer in Commerce
21.	Students Support/Counselling & Placement & Skill Enhancement Unit	Dr. S.M. Purohit, Reader in English Sri T.K. Barik, Reader in Economics Sri Bijendra Jyotish, Lecturer in Physics Dr. Susmita Naik, Lecturer in Chemistry Smt. Shephalee Devi, Lecturer in Economics
22.	Grievance Redressal/Prevention of Sexual Harassment Cell & Gender Audit	Administrative Bursar Smt. Smita Bose, Reader in Chemistry Dr. S.L. Mishra, Reader in Chemistry Dr. S.M. Purohit, Reader in English Smt. Nima Panigrahi, Lecturer in Zoology Dr. Susmita Naik, Lecturer in Chemistry
23.	Anti-ragging Squad	Sri U.C. Hota, Reader in Economics Sri Narsingha Panigrahi, Reader in Maths Smt. Japani Patel, Reader in Economics Sri J.K. Khamari, Reader in Botany Smt. Rohini Baxla, Lecturer in English Sk. Azhar Iqbal, Lecturer in Commerce Lt. M.R. Acharya, P.E.T.
24.	Public Information Officer & RTI	Sri B.B. Dash, Reader in Physics Miss Swagatika Barik, Lecturer in Commerce Smt. P.P. Patel, Lecturer in Maths
25.	Seminars/Extra mural lecturers & Pt. L.N. Mishra Series of talks	Sri S.K. Dubey, Reader in English Sri B.B. Dash, Reader in Physics Sri T.K. Barik, Reader in Economics Dr. S.M. Purohit, Reader in English Dr. L.D. Singh, Lecturer in Odia Miss Sucharita Dash, Lecturer in Pol. Sc.
26.	Officers-in-charge, Scholarship	Sri Bijendra Jyotish, Lecturer in Physics Smt. R.R. Behera, Lecturer in Physics Smt. P.P. Patel, Lecturer in Maths
27.	College Academic Council	Academic Bursars & All Head of Departments
28.	College Building Committee (Including New Hostel Building Construction Supervisory Committee)	Sri B.B. Dash, Reader in Physics Sri N.K. Panda, Reader in Commerce Sri D.P. Sahu, Reader in Botany Sri Narsingha Panigrahi, Reader in Maths Dr. S.K. Kuanar, Reader in Chemistry Dr. S. L. Mishra, Reader in Chemistry Smt. P.M. Dash, Reader in English
29.	Discipline Committee	Smt. Smita Bose, Reader in Chemistry Sri N.K. Panda, Reader in Commerce Sri U.C. Hota, Reader in Economics Dr. S.K. Padhan, Lecturer in Chemistry Smt. Rohini Baxla, Lecturer in English Lt. M.R. Acharya, P.E.T.

30.	Library Monitoring Committee	Dr. S.L. Mishra, Reader in Chemistry Sri U.C. Hota, Reader in Economics Smt. Nima Panigrahi, Lecturer in Zoology Miss Swagatika Barik, Lecturer in Commerce
31.	AQAR Data Updating (Team)	Co-ordinator, IQAC Dr. S.M. Purohit, Reader in English Mr. B. B. Pati, Lecturer in Physics Dr. S.K. Padhan, Lecturer in Chemistry Smt. R.R. Behera, Lecturer in Physics Dr. Susmita Naik, Lecturer in Chemistry Dr. Mita Sharma, Lecturer in Maths
32.	Virtual Class Room and Spoken Tutorials	Smt. Rohini Baxla, Lecturer in English Smt. S.T. Giri, Lecturer in English Sk. Azhar Iqbal, Lecturer in Commerce Sri B.B. Pati, Lecturer in Physics Dr. Mita Sharma, Lecturer in Maths Sri S.K. Sahu, IT Instructor
33.	College Canteen	Administrative Bursar Sri A.K. Pattnaik, Reader in History Smt. Japani Patel, Reader in Economics Dr. K.K. Panda, Demonstrator in Chemistry
34.	Students' Union, Advisor Associate Advisors	Sri N.K. Panda, Reader in Commerce  Sri Narsingha Panigrahi, Reader in Maths Sri T.K. Barik, Reader in Economics Smt. P.M. Dash, Reader in English Miss Deepasikha Sohela, Lecturer in Odia Sk. Azhar Iqbal, Lecturer in Commerce
35.	Cultural Association	Smt. Smita Bose, Reader in Chemistry Dr. S.M. Purohit, Reader in English Smt. S.T. Giri, Lecturer in English Smt. Pooja Shah, Lecturer in Commerce Sri Bijendra Jyotish, Lecturer in Physics Dr. Mita Sharma, Lecturer in Maths
36.	Athletic Association	Dr. L.D. Singh, Lecturer in Odia Sri B.B. Pati, Lecturer in Physics Smt. Rohini Baxla, Lecturer in English Miss Dipasikha Sohela, Lecturer in Odia Dr. M.K. Dwivedi, Lecturer in Hindi Lt. M.R. Acharya, P.E.T.
37.	Dramatic Association	Dr. S.K. Kuanar, Reader in Chemistry Smt. P.M. Dash, Reader in English Smt. Nima Panigrahi, Lecturer in Zoology Smt. Shephalee Devi, Lecturer in Economics
38.	Social Service Guild	Sri A.K. Pattnaik, Reader in History Dr. L.D. Singh, Lecturer in Odia Dr. Sumati Dei, Lecturer in Odia
39.	Youth Red Cross	Dr. S.K. Kuanar, Reader in Chemistry Miss Dipasikha Sohela, Lecturer in Odia Dr. M.K. Dwivedi, Lecturer in Hindi
40.	Science Society	Sri D.P. Sahu, Reader in Botany Dr. S.K. Padhan, Lecturer in Chemistry Smt. R.R. Behera, Lecturer in Physics Dr. K.K. Panda, Demonstrator in Chemistry Smt. P.P. Patel, Lecturer in Maths

41.	Sahitya Sansad		Smt. P.M. Dash, Reader in English Dr. L.D. Singh, Lecturer in Odia Dr. Sumati Dei, Lecturer in Odia Miss Dipasikha Sohela, Lecturer in Odia Dr. M.K. Dwivedi, Lecturer in Hindi
42.	Vaniya Parishad		Sk. Azhar Iqbal, Lecturer in Commerce Smt. Pooja Shah, Lecturer in Commerce Miss Sonali Samaria, Lecturer in Commerce Miss Swagatika Barik, Lecturer in Commerce
43.	Superintendent, Girls' Hostel		Dr. Sumati Dei, Lecturer in Odia
	Deputy Superintendent		Dr. M.K. Dwivedi, Lecturer in Hindi
	Support Staff		Smt. Nayami Behera, Asst. Librarian Miss R.P. Kalo, Lab. Asst. in Botany
44.	Hostel Advisory Committee		Dr. S.L. Mishra, Reader in Chemistry Smt. R.R. Behera, Lecturer in Physics Smt. Rohini Baxla, Lecturer in English Dr. M.K. Dwivedi, Lecturer in Hindi Smt. Nayami Behera, Asst. Librarian Miss R.P. Kalo, Lab. Asst. in Botany
45.	Electricity/Equipments/DG		Sri B.B. Bhanja, Reader in Physics Dr. L.D. Singh, Lecturer in Odia Dr. K.K. Panda, Demonstrator in Chemistry
46.	Repairing of Furniture and other Wooden Repairing Work		Dr. S.L. Mishra, Reader in Chemistry Dr. Susmita Naik, Reader in Chemistry Lt. Manas Acharya Sri Hiteswar Birtia
47.	College Time Table		Sri B.B. Pati, Lecturer in Physics Dr. Susmita Naik, Lecturer in Chemistry
48.	Recognition & Affiliation Committee		Sri B.K. Rout, Reader in Zoology Sri N.K. Panda, Reader in Commerce Dr. S.L. Mishra, Reader in Chemistry Sri T.K. Barik, Reader in Economics Dr. S.M. Purohit, Reader in English
49.	Placement Committee		Sri N.K. Panda, Reader in Commerce Sri Narsingha Panigrahi, Reader in Maths Dr. S.K. Kuanar, Reader in Chemistry Dr. Prasanta Patel, Reader in Education Sri J.C. Patel, Head Clerk I/C
50.	Stock Taking & Distribution of Sanitary Napkins		Smt. S.T. Giri, Lecturer in English Smt. Rohini Baxla, Lecturer in English Miss Dipasikha Sohela, Lecturer in Odia Smt. Jharana Patel, Asst. Librarian Smt. Nayami Behera, Asst. Librarian
51.	Staff Common Room & Boys Common Room		Sri Narsingha Panigrahi, Reader in Maths Smt. R.R. Behera, Lecturer in Physics Miss Sonali Samaria, Lecturer in Commerce
52.	Girls Common Room		Dr. Susmita Naik, Lecturer in Chemistry Miss Swagatika Barik, Lecturer in Commerce
53.	<b>Admission Committee</b>		
	Help Desk	(+2)	Sri Narsingha Panigrahi, Reader in Maths Smt. Pooja Shah, Lecturer in Commerce Miss Swagatika Barik, Lecturer in Commerce Smt. P.P. Nath, Lab. Asst. in Chemistry
	Help Desk	(+3)	Smt. Japani Patel, Reader in Economics Sri J.K. Khamari, Reader in Botany Dr. K.K. Panda, Demonstrator in Chemistry Sri S.K. Sahu, IT Instructor

	Validation of CAF (+2)	Dr. L.D. Singh, Lecturer in Odia Miss Dipasikha Sohela, Lecturer in Odia Dr. Susmita Naik, Lecturer in Chemistry Miss Sonali Samaria, Lecturer in Commerce Smt. P.P. Patel, Lecturer in Maths
	Validation of CAF (+3)	Sk. Azhar Iqbal, Lecturer in Commerce Smt. Pooja Shah, Lecturer in Commerce Smt. Shephalee Devi, Lecturer in Economics Dr. S.K. Padhan, Lecturer in Chemistry
54.	<b>Credential Verification &amp; Admission (+2)</b> Science	Sri B.B. Bhanja, Reader in Physics Dr. Mita Sharma, Lecturer in Maths Smt. Nima Panigrahi, Lecturer in Zoology Miss R.P. Kalo, Lab. Asst. in Botany
	Arts	Smt. P.M. Dash, Reader in English Smt. P.P. Patel, Lecturer in Maths Smt. S.T. Giri, Lecturer in English Smt. P.P. Nath, Lab. Asst. in Chemistry
	Commerce	Sk. Azhar Iqbal, Lecturer in Commerce Smt. Pooja Shah, Lecturer in Commerce Miss Swagatika Barik, Lecturer in Commerce Miss Swati Sharma, Lab Asst. in Zoology
55.	<b>Credential Verification &amp; Admission (+3)</b> Science	Dr. S.L. Mishra, Reader in Chemistry Sri Bijendra Jyotish, Lecturer in Physics Miss R.P. Kalo, Lab. Asst. in Botany
	Arts	Dr. S.K. Kuanar, Reader in Chemistry Smt. Rohini Baxla, Lecturer in English Miss Swati Sharma, Lab Asst. in Zoology
	Commerce	Sri Narsingha Panigrahi, Reader in Maths Miss Sonali Samaria, Lecturer in Commerce Smt. Pooja Shah, Lecturer in Commerce
56.	RUSA Co-ordinator RUSA Associate Co-ordinator	Sri S.K. Dubey, Reader in English Miss Sucharita Dash, Lecturer in Pol. Sc.
57.	Officer-in-Charge, Coding (+2)	Sri J.K. Khamari, Reader in Botany Miss Sonali Samaria, Lecturer in Commerce Miss Swagatika Barik, Lecturer in Commerce
58.	Filling of Forms (+2) and Submission of ROM	Smt. P.M. Dash, Reader in English Sri B.B. Pati, Lecturer in Physics Sk. Azhar Iqbal, Lecturer in Commerce Smt. P.P. Patel, Lecturer in Maths
59.	Officer-in-charge of various semester examinations (including filling up forms, uploading marks and all other examination activities)	
	1 <sup>st</sup> Semester	Sri A.K. Pattnaik, Reader in History Dr. Prasanta Patel, Reader in Education Smt. S.T. Giri, Lecturer in English Miss Dipasikha Sohela, Lecturer in Odia Sk. Azhar Iqbal, Lecturer in Commerce Smt. Shephalee Devi, Lecturer in Economics
	2 <sup>nd</sup> Semester	Smt. Smita Bose, Reader in Chemistry Smt. Japani Patel, Reader in Economics Sri J.K. Khamari, Reader in Botany Sri B.B. Pati, Lecturer in Physics Smt. Pooja Shah, Lecturer in Commerce Miss Swagatika Barik, Lecturer in Commerce

3 <sup>rd</sup> Semester	Sri S.K. Dubey, Reader in English Smt. P.M. Dash, Reader in English Smt. Rohini Baxla, Lecturer in English Dr. Mita Sharma, Lecturer in Maths Smt. R.R. Behera, Lecturer in Physics Smt. P.P. Patel, Lecturer in Maths
4 <sup>th</sup> Semester	Sri U.C. Hota, Reader in Economics Dr. S.K. Kuanar, Reader in Chemistry Smt. Nima Panigrahi, Lecturer in Zoology Dr. Susmita Naik, Lecturer in Chemistry Miss Sucharita Dash, Lecturer in Pol. Sc. Miss R.P. Kalo, Lab. Asst. in Botany
5 <sup>th</sup> Semester	Sri Narsingha Panigrahi, Reader in Maths Sri Bijendra Jyotish, Lecturer in Physics Miss Sonali Samaria, Lecturer in Commerce Dr. M.K. Dwivedi, Lecturer in Hindi Dr. K.K. Panda, Demonstrator in Chemistry Smt. P.P. Nath, Lab. Asst. in Chemistry
6 <sup>th</sup> Semester	Dr. S.L. Mishra, Reader in Chemistry Sri B.B. Bhanja, Reader in Physics Dr. L.D. Singh, Lecturer in Odia Dr. Sumati Dei, Lecturer in Odia Dr. S.K. Padhan, Lecturer in Chemistry Miss Sucharita Dash, Lecturer in Pol. Sc.
60. Preparation of Annual Audit Reports	(To be submitted to the undersigned at the end of April)
i. Academic & Administrative Audit	Administrative Bursar Associate Administrative Bursar Coordinator, IQAC Academic Bursar (+3) Academic In-charge (+2)
ii. Financial Audit: (Preparation of Annual Budget and Audit Reports)	Accounts Bursar Associate Accounts Bursar Sri N.K. Panda, Reader in Commerce Miss Sonali Samaria, Lecturer in Commerce
iii. Green Audit:	Sri D.P. Sahu, Reader in Botany Sri J.K. Khamari, Reader in Botany Dr. S.K. Padhan, Lecturer in Chemistry
iv. Energy Audit:	Sri B.B. Bhanja, Reader in Physics Sri Bijendra Jyotish, Lecturer in Physics Sri B.B. Pati, Lecturer in Physics Dr. K.K. Panda, Demonstrator in Chemistry
v. Gender Audit:	Dr. S.L. Mishra, Reader in Chemistry Dr. S.M. Purohit, Reader in English Smt. R.R. Behera, Lecturer in Physics Miss R.P. Kalo, Lab. Asst. in Botany

  
 Principal  
 Laxminaras College,  
 Laxminaras College  
 JHARSUGUDA  
 01/03/21