

**OFFICE ORDER****Co-Curricular Assignments for the session 2023-24 w.e.f. 13.11.2023**

<b>Sl. No.</b>	<b>Co-curricular Assignments</b>	<b>Name of staff(s)</b>	<b>Work to be done</b>
1.	Secretary, Staff Council	Mrs. Smita Bose, Reader in Chemistry	<ol style="list-style-type: none"> <li>1. To conduct at least two meetings in a session</li> <li>2. To keep record of same</li> <li>3. Any other work(s) assigned</li> </ol>
2.	Administrative Bursar Associate Administrative Bursar	Sri Tapan Kumar Barik, Reader in Economics Mrs. Sukruti Tanaya Giri, Lecturer in English	<ol style="list-style-type: none"> <li>1. To provide Administrative support</li> <li>2. To conduct administrative audit</li> <li>3. To keep record of same</li> <li>4. Any other work(s) assigned</li> </ol>
3.	Accounts Bursar Associate Accounts Bursar	Dr. Gitarani Dixit, Reader in Chemistry Dr. Yadav Devi Prasad Behera, Lecturer in Commerce	<ol style="list-style-type: none"> <li>1. To prepare Annual Budget, cash management, supervise all bill payments, audit compliances etc.</li> <li>2. To conduct internal financial audit and to keep records</li> <li>3. Any other work(s) assigned</li> </ol>
4.	Academic Bursar (+3) Associate member(s)	Dr. Swarnamayee Purohit, Reader in English Mrs. Nima Panigrahi, Lecturer in Zoology Mrs. Pooja Shah, Lecturer in Commerce	<ol style="list-style-type: none"> <li>1. To supervise classes, students' attendance, syllabus and course completion</li> <li>2. To conduct Academic Audit</li> <li>3. To conduct Teachers' Satisfaction Survey</li> <li>4. To prepare of Question Bank</li> <li>5. To keep record of result of examinations and "On Time Graduation"</li> <li>6. Any other work(s) assigned</li> </ol>
	Academic Bursar (+2) Associate member(s)	Mrs. Purnima Mayee Dash, Reader in English Sk Azhar Iqbal, Lecturer in Commerce Ms Sonali Samaria, Lecturer in Commerce Dr Yadav Devi Prasad Behera, Lecturer in Commerce Ms Netrakanti Naik, Lecturer in Mathematics	
5.	Coordinator, IQAC Coordinator, AISHE Associate Members	Mr. Tapan Kumar Barik, Reader in Economics Sk Azhar Iqbal, Lecturer in Commerce Mr. Bharat Bhabesh Pati, Lecturer in Physics Miss Sonali Samaria, Lecturer in Commerce Mrs. Sonam Ganeriwal, Lecturer in Zoology	<ol style="list-style-type: none"> <li>1. To regularly monitor the progress the work assigned</li> <li>2. To collect data required for AQAR and AISHE report</li> <li>3. To upload AISHE report</li> <li>4. To upload AQAR</li> </ol>

		Mrs. Prajnaya Parimita Patel, Lecturer in Mathematics Dr Yadav Devi Prasad Behera, Lecturer in Commerce	5. To implement various ideas for Quality enhancement 6. 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)	Mr. Raki Biswal, Lecturer in Political Science 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 <sup>rd</sup> 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 Mrs. Pooja Shah, Lecturer in Commerce Miss Netrakanti Naik, Lecturer in Mathematics	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	Mrs Purnima Mayee Dash, Reader in English Sk Azhar Iqbal, Lecturer in Commerce Dr. Gayatree Buda, Lecturer in Hindi	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. Saudamini Pandey, Reader in Chemistry Mrs. Pooja Shah, Lecturer in Commerce Mr. Raki Biswal, Lecturer in Political Science Dr. Padmanava Pradhan, Lecturer in Odia	1. To conduct admission of students 2. To print and distribute of Identity Card 3. Any other work(s) related/assigned
13.	Coordinator, MO (ଝମ୍ପା) College  Associate Coordinators	Mrs. Shephalee Devi, Lecturer in Economics  Sri Tapan Kumar Sahu, Lecturer in Political Science  Miss Shriyalaxmi Panda, Lecturer in Commerce	1. To sensitize Alumnus and others about MO (ଝମ୍ପା) 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 Self Defence 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) -Associate   Programme Officer, NSS (+2) -Associate	Dr. Laldhari Singh, Lecturer in Odia Dr. Padmanava Pradhan, Lecturer in Odia  Miss Swagatika Barik, Lecturer in Commerce Miss Rojismita Majhi, Lecturer in Botany	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. Sri Tapan Sahu, Lecturer in Political Science  Dr. Uddhaba Biswal, Lecturer in Mathematics	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.	College Examinations in-Charge  Associate member(s)	Mrs. Sukruti Tanaya Giri, Lecturer in English Sri B.B. Pati, Lecturer in Physics Mrs. Sonam Ganeriwal, Lecturer in Zoology Mrs Prajnya Parimita Patel, Lecturer in Mathematics Mrs Sima Bisal, Lecturer in IT	<ol style="list-style-type: none"> <li>1. To conduct Quarter-End examinations and internal examinations</li> <li>2. To conduct Annual Examination of +2 1st year students</li> <li>3. To conduct mid-term examination of each semester</li> <li>4. To conduct evaluation process of the same</li> <li>5. To keep record of the examination and evaluation</li> <li>6. Any other work(s) related/assigned</li> </ol>
18.	Officers-in-charge -Library (+3) Associate Members	Mrs. Sukruti Tanaya Giri, Lecturer in English Mrs Rohini Baxla, Lecturer in English Dr. Gayatree Buda, Lecturer in Hindi	<ol style="list-style-type: none"> <li>1. To maintain record of attendance of students and faculty</li> <li>2. To keep record of books issued by teachers and students (in soft and hard copies)</li> <li>3. To maintain stock register (in soft and hard copies)</li> <li>4. To arrange of book fair</li> <li>5. Any other work(s) assigned</li> </ol>
	Officers-in-charge -Library (+2) Associate Members	Mrs. Nima Panigrahi, Lecturer in Zoology Miss Sucharita Dash, Lecturer in Political Science Mrs. Shephalee Devi, Lecturer in Economics	
19.	Internal Audit and Stock verification team	Administrative Bursar Accounts Bursar Associate Accounts Bursar Miss Sonali Samaria, Lecturer in Commerce Dr. Padmanava Pradhan, Lecturer in Odia	<ol style="list-style-type: none"> <li>1. To maintain Accounts of various goods purchased through various funds</li> <li>2. To maintain Stock register of different appliances</li> <li>3. Any other work(s) related/assigned</li> </ol>
20	Audit & Maintenance of e-gadgets	Ms Sonali Samaria, Lecturer in Commerce Miss Netrakanti Naik, Lecturer in Mathematics Mrs Sima Bisal, Lecturer in IT	<ol style="list-style-type: none"> <li>1. To maintain Accounts of various goods purchased through various funds</li> <li>2. To maintain Stock register of different appliances</li> <li>3. Any other work(s) related/assigned</li> </ol>
21.	Student Support/Counselling & Placement Cell	Dr. Swarnamayee Purohit, Reader in English Mr. Bharat Bhabesh Pati, Lecturer in Physics Dr. Dipasikha Sohela, Lecturer in Odia Dr. Yadav Devi Prasad Behera, Lecturer in Commerce Sri Tapan Sahu, Lecturer in Political Science	<ol style="list-style-type: none"> <li>1. To conduct Career Counselling</li> <li>2. To organize of placement drive</li> <li>3. To keep report of placement of students both on-campus and off-campus</li> <li>4. Any other work(s) assigned</li> </ol>

22.	Students' grievance redressal cell	Mrs. Nima Panigrahi, Lecturer in Zoology Dr. Sucharita Dash, Lecturer in Political Science Miss Shriyalaxmi Panda, Lecturer in Commerce Dr. Uddhaba Biswal, Lecturer in Mathematics	<ol style="list-style-type: none"> <li>1. To develop and to implement mechanism of grievance redressal in the college.</li> <li>2. To keep record of all grievances of student</li> <li>3. To keep record of all grievances redressed</li> <li>4. Any other work(s) assigned</li> </ol>
23.	Anti-ragging cell	Mrs. Rohini Baxla, Lecturer in English Dr. Sucharita Dash, Lecturer in Political Science Miss Shriyalaxmi Panda, Lecturer in Commerce Miss Netrakanti Naik, Lecturer in Mathematics Lt. Manas Ranjan Acharya, P.E.T.	<ol style="list-style-type: none"> <li>1. To conduct sensitization program related to anti-ragging in campus and hostel</li> <li>2. To develop and implement mechanism of grievance redressal in the college.</li> <li>3. To keep record of all grievances of student</li> <li>4. To keep record of all grievances redressed</li> <li>5. Any other work(s) assigned</li> </ol>
24.	Sexual harassment prevention cell	Miss Sonali Samaria, Lecturer in Commerce  Mrs Rashmirekha Behera, Lecturer in Physics  Mrs. Sonam Ganeriwal, Lecturer in Zoology  Miss Swagatika Barik, Lecturer in Commerce	<ol style="list-style-type: none"> <li>1. To conduct sensitization related to sexual harassment prevention in campus and hostel</li> <li>2. To develop and implement mechanism of grievance redressal in the college.</li> <li>3. To keep record of all grievances of student</li> <li>4. To keep record of all grievances redressed</li> <li>5. Any other work(s) assigned</li> </ol>
25.	Public Information Officer & RTI	Mrs. Pooja Shah, Lecturer in Commerce Ms. Sucharita Dash, Lecturer in Pol. Sc. Mrs. Prajnya Parimita Patel, Lecturer in Mathematics	<ol style="list-style-type: none"> <li>1. To keep record of all grievances</li> <li>2. To keep record of all grievances redressed</li> <li>3. Any other work(s) assigned</li> </ol>
26.	Scholarship cell  Associate Members	Mr. Bijendra Jyotish, Lecturer in Physics (Coordinator) Sk Azhar Iqbal, Lecturer in Commerce Mrs. Rashmi Rekha Behera, Lecturer in Physics Mrs. Prajnya Parimita Patel, Lecturer in Mathematics Miss Netrakanti Naik, Lecturer in Mathematics	<ol style="list-style-type: none"> <li>1. To conduct Awareness program of various scholarship schemes</li> <li>2. To maintain report of students getting benefit of various schemes</li> <li>3. Any other work(s) assigned</li> </ol>

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

		Academic Bursar Heads of all Departments	
32.	College Canteen	Mrs. Purnima Mayee Dash, Reader in English Dr. Manish Kumar Dwivedi, Lecturer in Hindi Dr. Laldhari Singh, Lecturer in Odia Administrative Bursar Accounts Bursar	<ol style="list-style-type: none"> <li>1. To monitor the quality of food time to time</li> <li>2. To monitor hygiene and other infrastructure</li> <li>3. Any other work(s) assigned</li> </ol>
33.	Student Union, Advisor Associate advisor	Mrs. Purnima Mayee Dash, Reader in English Dr. Dipasikha Sohela, Lecturer in Odia Miss Sonali Samaria, Lecturer in Commerce Sri Tapan Sahu, Lecturer in Political Science	<ol style="list-style-type: none"> <li>1. To select class representative</li> <li>2. To conduct Student Satisfaction Survey</li> <li>3. Any other work(s) assigned</li> </ol>
34.	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 Dr. Padmanava Pradhan, Lecturer in Odia Dr. Gayatree Buda, Lecturer in Hindi	<ol style="list-style-type: none"> <li>1. To conduct Annual day celebration</li> <li>2. To organize various college level competitions and to keep record of the same.</li> <li>3. Any other work(s) assigned</li> </ol>
35.	Athletic Association	Dr. Manish Kumar Dwivedi, Lecturer in Hindi Miss Sonali Samaria, Lecturer in Commerce Miss Swagatika Barik, Lecturer in Commerce Sri Tapan Sahu, Lecturer in Political Science Dr. Uddhaba Biswal, Lecturer in Mathematics Lt. Manas Ranjan Acharya, P.E.T.	<ol style="list-style-type: none"> <li>1. To conduct Annual Athletic Meet, both indoor and outdoor</li> <li>2. Any other work(s) assigned</li> </ol>

36.	Dramatic Association	Mrs. Purnima Mayee Dash, Reader in English Mrs. Nima Panigrahi, Lecturer in Zoology Mrs. Shephalee Devi, Lecturer in Economics Dr. Gayatree Buda, Lecturer in Hindi	1. To conduct Sambalpuri Drama/ loka sanskruti 2. Any other work(s) assigned
37.	Social Service Guild	Programme Officer, NSS (+2) Miss Sriyalaxmi Panda, Lecturer in Commerce Programme Officer, NSS (+3) Dr. Manish Kumar Dwivedi, Lecturer in Hindi	1. To adapt a village and do social services 2. Any other work(s) assigned
38.	Youth Red Cross	Dr. Dipasikha Sohela, Lecturer in Odia Dr. Manish Kumar Dwivedi, Lecturer in Hindi Lt. Manas Ranjan Acharya, P.E.T.	1. To organize Blood donation camp 2. To organize Plantation program 3. To adapt a Village 4. Any other work(s) assigned
39.	Science Society	Mr. Bignan Bhusan Bhanja, Reader in Physics (Nodal Officer) Heads of department of Physics, Chemistry, Mathematics, Zoology, Botany	1. To organize any Two events approved by IQAC 2. Any other work(s) assigned
40.	Sahitya Sansad	Mrs. Purnima Mayee Dash, Reader in English (Nodal Officer) Heads of Department of Hindi, Odia, English	1. To organize any Two events approved by IQAC 2. Any other work(s) assigned
41.	Vanijya Parisad	Mrs. Pooja Shah, Lecturer in Commerce (Nodal Officer) Faculties of Department of Commerce	1. To organize any Two events approved by IQAC 2. Any other work(s) assigned
42.	Superintendent of Girl's Hostel Deputy Superintendent of Girl's Hostel	Miss Rojismita Majhi, Lecturer in Botany	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
	Boy's Hostel	Dr. Uddhaba Biswal, Lecturer in Mathematics Dr. Yadav Devi Prasad Behera, Lecturer in Commerce	




43.	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"> <li>1. To discuss and resolve various administrative issues</li> <li>2. To propose to purchase required infrastructure</li> <li>3. Any other work(s) assigned</li> </ol>
44.	Electricity/ Equipment / Furniture (Repair / Purchase & Maintenance)	Sri Tapan Sahu, Lecturer in Political Science Lt. Manas Ranjan Acharya, P.E.T. Mr. Hiteswar Birtia, Lab Asst. in Physics Mr. Manohar Pattnaik, Lab Asst. in Chemistry Mr Mukesh Meher, Lab Asst. in Physics	<ol style="list-style-type: none"> <li>1. To keep record of all Purchases of college through various funds</li> <li>2. To purchase new electrical equipment for betterment of Institution and to keep record of the same.</li> <li>3. To repair of furniture of Institution and to keep record of the same.</li> <li>4. Any other work(s) related/assigned</li> </ol>
45.	College time table in-charge Associate Members	Mr. Bharat Bhabesh Pati, Lecturer in Physics Mrs. Sonali Samaria, Lecturer in Commerce Mrs. Sonam Ganeriwal, Lecturer in Zoology Mrs Pragyan Parimita Patel, Lecturer in Mathematics	<ol style="list-style-type: none"> <li>1. To prepare college time table for each class</li> <li>2. To prepare master time table</li> <li>3. Any other work(s) assigned</li> </ol>
46.	Recognition & Affiliation committee	Administrative Bursar Account Bursar Dr. Swarnamayee Purohit, Reader in English Dr. Padmanava Pradhan, Lecturer in Odia Head Clerk Accountant	<ol style="list-style-type: none"> <li>1. To keep record of Recognition &amp; Affiliation of the college</li> <li>2. Any other work(s) related/assigned</li> </ol>
47.	Staff & students' common room	Miss Sonali Samaria, Lecturer in Commerce Mrs. Rohini Baxla, Lecturer in English Mrs. Sonam Ganeriwal, Lecturer in Zoology Dr. Gayatree Buda, Lecturer in Hindi	<ol style="list-style-type: none"> <li>1. To provide necessary amenities and keep record of the same</li> <li>2. Any other work(s) assigned</li> </ol>
48.	<b>Admission (+2)</b>		

	Science	Mrs. Nima Panigrahi, Lecturer in Zoology Mrs. Prajnya Parimita Patel, Lecturer in Mathematics Miss Swati Sharma, Lab. Asst. in Zoology	1. Admission and related work(s) 2. Filling up forms for Annual H.S Examination
	Arts	Miss Sucharita Dash, Lecturer in Political Science Mrs. Pragyan Paramita Nath	
	Commerce	Miss Swagatika Barik, Lecturer in Commerce Mrs. Pooja Saha, Lecturer in Commerce	
49.	Admission (+3)		Admission and related work(s)
	Science	Mr. Bijendra Jyotish, Lecturer in Physics Miss Rojismita Majhi, Lecturer in Botany Sri Hiteswar Birtia, Lab. Asst. in Physics	
	Arts	Mrs. Shephalee Devi, Lecturer in Economics Mrs. Rohini Baxla, Lecturer in English Dr. Padmanava Pradhan, Lecturer in Odia	
	Commerce	Miss Sonali Samaria, Lecturer in Commerce Miss Shriyalaxmi Panda, Lecturer in Commerce Mr. Manohar Pattnaik, Lab. Asst. in Chemistry	
50.	RUSA Coordinator	Mr. Raki Biswal, Lecturer in Political Science	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	Co-ordinator +3 Semester Valuation & Audit	Dr Gitarani Dixit, Reader in Chemsitry  Mr B.B. Pati, Lecturer in Physics	
52.	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	Mrs. Rohini Baxla, Lecturer in English Dr. Yadav Devi Prasad Behera, Lecturer in Commerce Dr. Gayatree Buda, Lecturer in Hindi	
	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 Miss Shriyalaxmi Panda, Lecturer in Commerce Dr. Padmanava Padhan, Lecturer in Odia	

53.	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 Dr. Uddhaba Biswal, Lecturer in Mathematics Lt. Manas Ranjan Acharya, P.E.T.	<ol style="list-style-type: none"> <li>1. To organize workshop on Sustainable Energy Sources and keep record of the same</li> <li>2. To organize workshop on Swachchata mission and keep record of the same</li> <li>3. To conduct Energy Audit</li> <li>4. To conduct Green Audit</li> <li>5. To suggest new sustainable reforms</li> <li>6. Any other work(s) assigned</li> </ol>
54.	Women's cell	Mrs. Rohini Baxla, Lecturer in English Miss Sonali Samaria, Lecturer in Commerce Miss Swagatika Barik, Lecturer in Commerce Dr. Gayatree Buda, Lecturer in Hindi	<ol style="list-style-type: none"> <li>1. To organize workshop on Women's' right and keep record of the same</li> <li>2. To organize Program(s) on Women's health and safety and keep record of the same</li> <li>3. To conduct Self Defense Program and keep record of the same</li> <li>4. Any other work(s) assigned</li> </ol>
55.	Equal Opportunity Cell	Mr. Bijendra Jyotish, Lecturer in Physics Mrs. Rashmi Rekha Behera, Lecturer in Physics Mrs. Rohini Baxla, Lecturer in English Miss Rojismita Majhi, Lecturer in Botany	<ol style="list-style-type: none"> <li>1. To organize Program on Gender Equity and keep record of the same</li> <li>2. To keep admission and examination results reports of students based on their category and gender</li> <li>3. Gender Audit</li> <li>4. Any other work(s) assigned</li> </ol>
56.	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 Dr. Uddhaba Biswal, Lecturer in Mathematics Dr. Yadav Devi Prasad Behera, Lecturer in Commerce	<ol style="list-style-type: none"> <li>1. To maintain college website</li> <li>2. To organize workshop/train of teachers and students</li> <li>3. To organize short-term self-financing course (programming language, application making, software repair etc.)</li> <li>4. Any other work(s) assigned</li> </ol>
57.	Research and Collaboration committee	All HODs Dr. Swarnamayee Purohit, Reader in English Dr. Yadav Devi Prasad Behera, Lecturer in Commerce Dr. Padmanava Padhan, Lecturer in Odia	<ol style="list-style-type: none"> <li>1. To encourage faculties for research publication &amp; Ph.D.</li> <li>2. To organize workshop on intellectual property right</li> <li>3. To make MoU with various industry and institutes for mutual benefit</li> <li>4. Any other work(s) assigned</li> </ol>

58.	Press & Media	Mr. Tapan Kumar Barik, Reader in Economics Dr. Swarnamayee Purohit, Reader in English Sri Tapan Sahu, 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
59.	College Clean-up / Plantation / Beatification	NSS Coordinators Dr. Raki Biswal, Lecturer in Political Science Lt. Manas Ranjan Acharya, P.E.T.	Time to time cleaning of college campus, plantation work and Gardening work in the campus.
60.	Vocational in-charge	Dr. Sucharita Dash, Lecturer in Political Science Miss Netrakanti Naik, Lecturer in Mathematics Sri Prasanta Hembram, Lab. Asst. in Botany	Admission and conducting of classes in vocational stream
61.	Anti ragging Squared	Ms Sonali Samaria, Lecturer in Commerce Mrs Rohini Baxla, Lecturer in English	
62.	ECO Club	Miss Rojismita Majhi, Lecturer in Botany Sri Prasanta Hembram, Lab. Asst. in Botany	Awareness Programme time to time eco club work
63.	Maintenance of IT Lab	Sk Azhar Iqbal, Lecturer in Commerce Sri B.B. Pati, Lecturer in Physics Mrs Sima Bisal, Lecturer in IT	Repair and day to day running of computer. Vigilance to computer lab and other equipment's in the lab.
64.	Officer in Charge of accounts of E.L. and C.L.	Mr. Raki Biswal, Lecturer in Political Science	To Check and verifying the maintenance of C.L. & E.L. Register.

  
 Principal  
 Laxminarayana College  
 JHARSUGUDA