

OFFICE OF THE PRINCIPAL, LAXMINARAYAN COLLEGE, JHARSUGUDA

No. 1564

Date 29.07.24

OFFICE ORDER

Co-Curricular Assignments for the session 2024-25 w.e.f.

Sl. No.	Co-curricular Assignments	Name of staff(s)	Work to be done
1.	Secretary, Staff Council	Mr Bignan Bhusan Bhanja, Reader in Physics	<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	Mr. Tapan Kumar Barik, Reader in Economics Sri Himanshu Sekhar Mahakur, Lecturer in History	<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	Dr. Gitarani Dixit, Reader in Chemistry 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. Subhalaxmi Barik, Lecturer in Economics	<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 Bursar (+2) Associate Member(s)	Dr. Gitarani Dixit, Reader in Chemistry Sri Binod Parida, Lecturer in Botnay	
5.	Coordinator, IQAC Coordinator, AISHE Associate Member(s)	Mr. Tapan Kumar Barik, Reader in Economics Shaikh Azhar Iqbal, Lecturer in Commerce Sri. Bharat Bhabesh Pati, Lecturer in Physics Ms. Sonali Samaria, Lecturer in Commerce Mrs. Sonam Ganeriwal, Lecturer in Zoology Mrs. Prajnaya 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	<ol style="list-style-type: none"> 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	<ol style="list-style-type: none"> 1. Timely utilization of funds and 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)	Mrs. Shephalee Devi, Lecturer in Economics Dr. Manish Kumar Dwivedi, Lecturer in Hindi	<ol style="list-style-type: none"> 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 (3rd Cycle) Member(s)	Dr. Swarnamayee Purohit, Reader in English Members of IQAC, Heads of all Department	<ol style="list-style-type: none"> 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. Raki Biswal, Lecturer in Political Science Mrs. Rashmi Rekha Behera, Lecturer in Physics Ms. Netrakanti Naik, Lecturer in Mathematics	<ol style="list-style-type: none"> 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. Pooja Saha, Lecturer in Commerce Mrs. Rohini Baxla, Lecturer in English Ms. Sonali Samaria, Lecturer in Commerce	<ol style="list-style-type: none"> 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. Nima Panigrahi, Lecturer in Zoology Mrs. Sukruti Tanaya Giri, Lecturer in English Dr. Padmanava Pradhan, Lecturer in Odia	<ol style="list-style-type: none"> 1. To conduct admission of students. 2. To print and distribute of Identity Card. 3. Any other work(s) related/assigned.
13.	Coordinator, Mo (6଼l) College Associate Coordinators	Mrs. Shephalee Devi, Lecturer in Economics Sri. Tapan Sahu, Lecturer in Political Science Ms. Shriyalaxmi Panda, Lecturer in Commerce	<ol style="list-style-type: none"> 1. To sensitize Alumnus and others about MO (6଼l) College Abhiyan and 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 Ms. Sonali Samaria, Lecturer in Commerce Mrs. Rohini Baxla, Lecturer in English	<ol style="list-style-type: none"> 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 Ms. Swagatika Barik, Lecturer in Commerce Ms. Rojismita Majhi, Lecturer in Botany	<ol style="list-style-type: none"> 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	<ol style="list-style-type: none"> 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 Events organized. 5. Any other work(s) related/assigned.
17.	College Examinations in- Charge Associate Member(s)	Mrs. Sukruti Tanaya Giri, Lecturer in English Mr. Bharat Bhabesh Pati, Lecturer in Physics Mrs. Sonam Ganeriwal, Lecturer in Zoology Mrs. Prajnya Parimita Patel, Lecturer in Mathematics Mrs. Seema Biswal, Lecturer in IT	<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 process of the same. 5. To keep record of the examination and evaluation. 6. Any other work(s) related/assigned.
18.	Officers-in-charge- Library (+3) Associate Members Officers-in-charge- Library (+2) Associate Members	Mrs. Sukruti Tanaya Giri, Lecturer in English Mrs Rohini Baxla, Lecturer in English Dr. Gayatree Buda, Lecturer in Hindi Mrs. Nima Panigrahi, Lecturer in Zoology Dr. Sucharita Dash, Lecturer in Political Science	<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.

19.	Internal Audit and Stock verification team	Administrative Bursar Accounts Bursar Associate Accounts Bursar Ms. Sonali Samaria, Lecturer in Commerce Dr. Padmanava Pradhan, Lecturer in Odia	<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.	Audit and Maintenance of e-gadgets	Ms. Sonail Samaria, Lecturer in Commerce Ms. Netrakanti Naik, Lecturer in Mathematics Ms. Seema Bisal, Lecturer in IT	<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.
21.	Student Support/Counseling and 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"> 1. To conduct Career Counseling. 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.
22.	Students' grievance redressal cell	Mrs. Nima Panigrahi, Lecturer in Zoology Ms. Rojismita Majhi, Lecturer in Botany	<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.
23.	Anti-ragging cell	Dr. Sucharita Dash, Lecturer in Political Science Ms. Shriyalaxmi Panda, Lecturer in Commerce Lt. Manas Ranjan Acharya, P.E.T.	<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.
24.	Sexual harassment prevention cell	Mrs. Soudamini Pandey, Reader in Chemistry Mrs. Rashmi Rekha Behera, Lecturer in Physics Ms. Sonali Samaria, Lecturer in Commerce	<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.

25.	Public Information Officer and RTI	Dr. Sucharita Dash, Lecturer in Political Science 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.
26.	Scholarship cell Associate Members	Mr. Bijendra Jyotish, Lecturer in Physics (Coordinator) Shaikh Azhar Iqbal, Lecturer in Commerce Mrs. Rashmi Rekha Behera, Lecturer in Physics Mrs. Prajnya Parimita Patel, Lecturer in Mathematics Ms. Netrakanti Naik, Lecturer in Mathematics Dr. Padmanava Pradhan, Lecturer in Odia Ms. Swati Sharma, Demonstrator 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.
27.	College Academic Council	Academic Bursars and 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.
28.	Internal Complain Committee	Mrs. Soudamini Pandey, Reader in Chemistry Mrs. Purnima Mayee Dash, Reader in English Mrs. Rohini Baxla, Lecturer in English Ms. Swati Sharma, Demonstrator Mrs. Diptimayee Mohapatra, Junior Clerk-cum-DEO Mrs. Anandini Padhee, Director SEHADA (External member) Student Representatives-03	<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.
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"> 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.

30.	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.
31.	Discipline Committee, in-charge Member(s)	Mrs. Soudamini Pandey, Reader in Chemistry Ms. Swagatika Barik, Lecturer in Commerce Ms. Sriyalaxmi Panda, Lecturer in Commerce Sri Binod Parida, Lecturer in Botany 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.
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"> 1. To monitor the quality of food time to time. 2. To monitor hygiene and other infrastructure. 3. Any other work(s) assigned.
33.	Student Union, Advisor Associate Advisor	Mr. Tapan Kumar Barik, Reader in Economics Ms. Sonali Samaria, Lecturer in Commerce Sri Himanshu Sekhar Mahakur, Lecturer in History Sri Dheeraj Beck, Lecturer in English Lt. Manas Ranjan Acharya, P.E.T.	<ol style="list-style-type: none"> 1. To select class representative. 2. To conduct Student Satisfaction Survey. 3. Any other work(s) assigned.
34.	Cultural Association	Mrs. Purnima Mayee Dash, Reader in English Ms. Swagatika Barik, Lecturer in Commerce Sri. Tapan Sahu, Lecturer in Political Science Dr. Gayatree Buda, Lecturer in Hindi Dr. Padmanava Pradhan, Lecturer in Odia	<ol style="list-style-type: none"> 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.

35.	Athletic Association	Dr. Manish Kumar Dwivedi, Lecturer in Hindi Ms. Sonali Samaria, Lecturer in Commerce Ms. Swagatika Barik, Lecturer in Commerce Sri Himanshu Sekhar Mahakur, Lecturer in History Lt. Manas Ranjan Acharya, P.E.T.	1. To conduct Annual Athletic Meet, both indoor and outdoor. 2. Any other work(s) assigned.
36.	Dramatic Association	Mrs. Purnima Mayee Dash, Reader in English Mrs. Shephalee Devi, Lecturer in Economics Dr. Gayatree Buda, Lecturer in Hindi Sri Dheeraj Beck, Lecture in English	1. To conduct Sambalpuri Drama/ Loka sanskriti. 2. Any other work(s) assigned.
37.	Social Service Guild	Programme Officer, NSS (+2) Dr. Manish Kumar Dwivedi, Lecturer in Hindi Programme Officer, NSS (+3) Ms. Sriyalaxmi Panda, Lecturer in Commerce	1. To adapt a village and do special 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 Saha, 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	Ms. Rojismita Majhi, Lecturer in Botany Ms. Netrakanti Naik, Lecturer in Mathematics	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. Swranamayee Purohit, Reader in English Student representative – 02	<ol style="list-style-type: none"> 1. To discuss and resolve various administrative issue. 2. To propose to purchase required infrastructure. 3. Any other work(s) assigned.
44.	Electricity/ Equipment /Furniture (Repair / Purchase and Maintenance)	Sri Tapan Sahu, Lecturer in Political Science Sri Binod Parida, Lecturer in Botany Lt. Manas Ranjan Acharya, P.E.T. Sri Manohar Pattnaik, Lab Asst. in Chemistry Sri. Manoranjan Pradhan, Jr. Clerk	<ol style="list-style-type: none"> 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. To repair of furniture of Institution and to keep record of the same. 4. Any other work(s) related/assigned.
45.	College time table in-charge Associate Members	Mrs. Sonam Ganeriwal, Lecturer in Zoology Dr. Subhalaxmi Barik, Lecturer in Economics Sri. Dheeraj Beck, Lecturer in English	<ol style="list-style-type: none"> 1. To prepare college time table for each class. 2. To prepare master time table. 3. Any other work(s) assigned.
46.	Recognition and Affiliation committee	Administrative Bursar Account Bursar Dr. Padmanava Pradhan, Lecturer in Odia. Head Clerk Accountant	<ol style="list-style-type: none"> 1. To keep record of Recognition and Affiliation of the college 2. Any other work(s) related/assigned.
47.	Staff and students' common room	Ms. Sonali Samaria, Lecturer in Commerce Mrs. Rohini Baxla, Lecturer in English Dr. Gayatree Buda, Lecturer in Hindi Sri Binod Parida, Lecturer in Botany	<ol style="list-style-type: none"> 1. To provide necessary amenities and keep record of the same. 2. Any other work(s) assigned.
48.	Admission (+2)		
	Science	Mrs. Prajnaya Parimita Patel, Lecturer in Mathematics Ms. Swati Sharma, Demonstrator	<ol style="list-style-type: none"> 1. Admission and related work(s). 2. Filling up forms for Annual H.S. Examination.
	Arts	Ms. Sucharita Dash, Lecturer in Political Science Mrs. Pragyan Parimita Nath, Demonstrator	
	Commerce	Ms. Swagatika Barik, Lecturer in Commerce Mrs. Pooja saha, Lecturer in Commerce	
49.	Admission (+3)		

	Science	Mr. Bijendra Jyotish, Lecturer in Physics Ms. Rojismita Majhi, Lecturer in Botany Sri Hiteswar Prasad Birtia, Lab Asst. in Physics	Admission and related work(s)
	Arts	Mrs. Shephalee Devi, Lecturer in Economics Mrs. Rohini Baxla, Lecturer in English Dr. Padmanava Pradhan, Lecturer in Odia	
	Commerce	Ms. Sonali Samaria, Lecturer in Odia Ms. Shiyalaxmi Panda, Lecturer in Commerce Sri. Manohar Pattnaik, Lab Asst. in Chemistry	
50.	RUSA Coordinator RUSA Associate Coordinator	Shaikh Azhar Iqbal, Lecturer in Commerce	<ol style="list-style-type: none"> 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.
51.	Co-ordinator +3 Semester Valuation and Audit	Dr. Gitarani Dixit, Reader in Chemistry Mr. Bharat Bhabesh Pati, Lecture in Physics	
52.	Officer-in-charge of various semester examinations		
	1st Semester	Shaikh Azhar Iqbal, Lecturer in Commerce Mrs. Sukruti Tanaya Giri, Lecturer in English	<ol style="list-style-type: none"> 1. To fill up forms 2. To perform all other activities for smooth conduction of examination.
	2nd Semester	Mrs. Prajnya Paramita Patel, Lecturer in Mathematics Dr. Dipasikha Sohela, Lecturer in Odia	
	3rd Semester	Mrs. Shephalee Devi, Lecturer in Economics Ms. Swagatika Barik, Lecturer in Commerce	
	4th Semester	Mrs. Rohini Baxla, Lecturer in English Dr. Gyatree Buda, Lecturer in Hindi	
	5th Semester	Ms. Sonali Samaria, Lecturer in Commerce Dr. Manish Kumar Dwibedi, Lecturer in Hindi	

	6th Semester	Dr. Sucharita Dash, Lecturer in Political Science Dr. Padmanava Pradhan, Lecturer in Odia	
53.	Green Initiative Team	Mrs. Sonam Ganeriwal, Lecturer in Zoology Mr. Bharat Bhabesh Pati, Lecturer in Physics Ms. Rojismita Majhi, Lecturer in Botany	<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.
54.	Women development and Gender sensitization cell	Mrs. Rohini Baxla, Lecturer in English Ms. Sonali Samaria, Lecturer in Commerce Swagatika Barik, Lecturer in Commerce Dr. Gayatree Buda, Lecturer in Hindi	<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.
55.	Equal Opportunity Cell	Mr. Bijendra Jyotish, Lecturer in Physics Mrs. Rohini Baxla, Lecturer in English Mrs. Rashmi Rekha Behera, Lecturer in Physics Ms. Rojismita Majhi, Lecturer in Botany	<ol style="list-style-type: none"> 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.
56.	IT cell and Computer Lab In-Charge Associates	Mr. Bharat Bhabesh Pati, Lecturer in Physics Dr. Udhaba Biswal, Lecturer in Mathematics Dr. Yadav Devi Prasad Behera, Lecturer in Commerce Mrs. Seema Bisal, Lecturer in IT	<ol style="list-style-type: none"> 1. To maintain college website. 2. To organize workshop/ train of teachers and students. 3. To organize short-term self-financing, application making, software repair etc.) 4. Any other work(s) assigned.
57.	Research and Collaboration committee	All HODs Dr. Swarnamayee Purohit, Reader in English Dr. Yadav Devi Prasad Behera, Lecturer in Commerce Dr. Padmanava Pradhan, Lecturer in Odia Dr. Subhalaxmi Barik, Lecturer in Economics Sri. Himanshu Sekhar Mahakur, Lecturer in History	<ol style="list-style-type: none"> 1. To encourage faculties for research publication and 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.

58.	Press and 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). Any other work(s) assigned.
59.	College Clean-up / Plantation / Beatification	NSS Coordinators Lt. Manas Ranjan Acharya, P.E.T.	Time to time cleaning of college campus, plantation work and Gardening work in the campus.
60.	Anti-ragging Squad	Ms. Sonali Samaria, Lecturer in Commerce Mrs. Rohini Baxla, Lecturer in English	
61.	ECO Club	Ms. Rojismita Majhi, Lecturer in Botany Sri Prasanta hembram, Lab. Asst. in Botany	Awareness Programme time to time eco club work.
62.	Maintenance of IT Lab	Mr. Bharat Bhabesh Pati, Lecturer in Physics Mrs Seema Bisal, Lecturer in IT Sri Prasanta hembram, Lab. Asst. in Botany	Repair and day to day running of computer. Vigilance to computer lab and other equipment's in the lab.
63.	Officer in Charge of accounts of E.L. and C.L.	Ms. Swagatika Barik, Lecturer in Commerce Sri Himanshu Sekhar Mahakur, Lecturer in History	To Check and verifying the maintenance of C.L. and E.L. Register.
64.	ST/SC – Cell	Dr. Gayatri buda, Lecturer in Hindi Mr. Prasanta Hembram, Demonstrator in Botany	
65.	OBC – Cell	Sri Tapan Sahu, Lecturer in Political Science Dr. Subhalaxmi Barik, Lecturer in Economics	
66.	Minority Cell	Shaikh Azhar Iqbal, Lecturer in Commerce Ms. Rojismita Majhi, Lecturer in Botany	
67.	Value added and Skill based short term courses	Dr. Swarnamayee Purohit, Reader in English Mr. Raki Biswal, Lecturer in Political Science Mr. Bharat bhabesh Pati, Leacturer in Physics	
68	Study Tour Co-ordinator	Mr. Bignan Bhusan Bhanja, Reader in Physics All HODs.	

69	Alumni Linkage	Mr. Tapan Kumar Barik, Reader in Economics Mr. Tapan Sahu, Lecturer in Political Science Dr. Yadav Devi Prasad Behera, Lecturer in Commerce	
70.	College Magazine / Any other Publication	Mr. Tapan Kumar Barik, Reader in Economics Mrs. Purnima Mayee Dash, Reader in English Dr. Swarnamayee Purohit, Reader in English Dr. Laldhari Singh, Lecturer in Odia Dr. Manish Kumar Dwibedi, Lecturer in Hindi Sri Himanshu Sekhar Mahakur, Lecturer in History	
71.	Innovation, Incubation and Entrepreneur ship Cell	Mr. Bighan Bhusan Bhanja, Reader in Physics Mrs. Pooja Sahu, Lecturer in Commerce Mr. Bharat Bhabesh Pati, Lecturer in Physics Dr. Subhalaxmi Barik, Lecturer in Economics	
72.	Code of Conduct monitoring Committee	Mr. Tapan Kumar Barik, Reader in Economics Mr. Bijendra Jyotish, Lecturer in Physics Ms. Sonali Samaria, Lecturer in Commerce	
73.	Learning Out wave Evaluation Committee	Dr. Swarnamayee Purohit, Reader in English Dr. Yadav Devi Prasad Behera, Lecturer in Commerce Mrs. Rashmi Rekha Behera, Lecturer in Physics	
74.	Chairperson, PG- council	Dr. Snehalata Mishra, Principal	
75.	Convener, PG- council	Mrs. Pooja Shah, Lecturer in Commerce	
76.	PG- Administration, In-charge	Dr. Laldhari Singh, Lecturer in Odia Dr. Padmanava Pradhan, Lecturer in Odia	Recognition, Affiliation, Infrastructure, Administrative work as assigned by principal, Advertisement
77.	PG- Academic In- charge	Mrs. Prajnya Parimita Patel, Lecturer in Mathematics	Syllabus, Seminars, Guest Faculty appointment, Semester result review, course completion, Books & Journals, C.L.C, Certificate, Time table

78.	PG Accountants – In-charge	Dr. Yadav Devi Prasad Behera, Lecturer in Commerce	Fees Collection, DCR, Cash Book, Audit, Course fee Collection, Payment to Guest faculty teachers and other expenses as per resolution of PG- council
79.	PG – Exam – In-charge	Dr. Manish Kumar Dwivedi	Form fill-up, Conduct of Internal midterm, Semester University Exam
80.	PG – SAMs In-charge	Shaik Azhar Iqbal, Lecturer in Commerce	SAMs Admission notice to students, Admission process of 5(Five)PG department Preparation of admission Register
81.	Junior Clerk	Miss Panchami Mirdha	All academic and accounts works related to PG

Smyha
27.7.24

Principal

Laxminarayan College, Jharsuguda

JHARSUGUDA