

OFFICE OF THE PRINCIPAL, PARADIP COLLEGE, PARADIP:

NOTICE NO. - 422 / 2020 / PC Date - 08/03/20

The following is the assignment of Co. Curricular activities of the college for the session 2019-20 among the employees of the college. The said assignment will be effective from 1st April, 2020. Hence all the employees are requested to discharge their duties sincerely for the smooth functioning of the institution.

1. Administrative Bursar	Dr Smt R. L. Mohanty.
Associate Administrative Bursar	Sri G. Patra.
2. Academic Bursar	Sri A. K. Mishra.
Associate Academic Bursar	Dr Smt S. Mishra.
3. Accounts Bursar	Sri S. G. Jena.
Associate Accounts Bursar	Sri S. K. Shou, (Daily collection & DCR)
4. Secretary, Staff Council	Sri A. K. Mishra.
Associate Secy Staff Council	Smt. P. Panda.
5. JAC & NAAC Committee	Dr Smt R. L. Mohanty.
	Sri N. Mohapatra.
	Sri J. M. Mishra.
6. Co-ordinator, RUSA	Sri G. Patra.
7. Co-ordinator, UAC	Sri G. Patra.
8. Prof. Dr. Recognition & Affiliation	Sri N. Mohapatra.
	Sri H. K. Das.
9. Prof. Dr. Library	Dr Smt S. Biswal.
	Sri J. M. Mishra.
	Sri R. K. Tripathy.
	Sri A. K. Mishra.
	Dr Smt J. Ray.
	Miss S. Samantaray.
10. In-charge, Students Union & of Cultural Association.	Dr Smt S. Biswal.
	Lt. Col. A. C. Mishra.
	Sri G. Patra.
	Sri R. K. Tripathy.
11. Prof. Dr. Examinations (Internal) College & Council examinations	Sri A. K. Mishra.
	Dr Smt S. Biswal.
	Dr M. Khadayatray.
12. Prof. Dr. Examinations (External) College & University Exams	Sri S. G. Jena.
	Lt. Col. A. C. Mishra.
	Dr Smt S. Mishra.
	Smt S. Suragatika.

14. Editorial Board College Magazine.	:-	Dr.S.K.Samal. Sri S.K.Parida. Sri N.Mohapatra. Miss.T.Behera.
15. College Calendar	:-	Dr(Smt)S.Satapathy. Sri S.K.Parida. Dr.S.K.Samal.
16. V.P. Dramatic Society +3 Stream	:-	Dr.S.K.Samal. <u>Smt S.Swagatika</u> .
+2 stream	:-	Dr(Smt)J.Ray. Miss T.Behera.
17. V.P. Athletic Society +3 Stream	:-	Sri S.K.Parida. Dr.S.K.Samal.
+2 Stream	:-	Sri P.Samal. Sri R.K.Tripathy.
18. Prof.I/C Youth Red Cross	:-	Sri H.K.Das. Sri S.K.Bhoi.
19. Programme Officer,NSS Un its	:-	Sri S.C.Biswal. Sri H.K.Das. Dr(Smt)N.P.Mohapatra.
20. Boys Hostel Superintendent	:-	Sri J.M.Mishra
Dy. Superintendent	:-	Sri P.Samal.
21. V.P. D.S.A +3 Stream	:-	Sri J.M.Mishra. Sri H.K.Das.
+2 Stream	:-	Sri B.N.Biswal. Dr(Smt)N.P.Mohapatra.
22. Prof.I/C S.S.G & S.A.F	:-	Smt.T.Pani. Miss S.Pattanaik.
23. V.P. Planning Forum	:-	Dr(Smt)S.Satapathy. Sri N.Mohapatra Smt.P.Panda.
24. V.P. Science Society	:-	Sri S.K.Parida.
Associate	:-	Dr(Smt)S.Mishra.
25. Prof. I/C Boys common room	:-	Sri P.Samal. Sri N.Mohapatra
26. Prof. I/C Girls Common Room	:-	Smt.T.Pani. Miss A.Das.
27. Prof. I/C Staff Common Room	:-	Sri N.Mohapatra. Smt.P.Panda.

28. N.C.C. Officer	:-	Lt.Cdr.A.C.Mishra.
29. Women Empowerment Committee	:-	Dr(Smt)S.Satapathy. Dr(Smt)S.Biswal.
& Women Harassment prevention Cell	:-	Dr. R.L.Mohanty Dr.B.Sahoo. Dr(Smt)N.P.Mohapatra. Dr. (Smt) J.Ray Dr(Smt)S.Satapathy. Sri S.C.Biswal. Sri N.Mohapatra. all HODs of Arts, Science & Commerce.
30. Research Committee	:-	
31. Discipline Committee	:-	
32. Prof. I/c of maintenance of Computer, Intercom, Internet , Xerox & Fax	:-	Sri S.G.Jena. Sri G.Patra. . Sri S.K.Bhoi. Sri S.G.Jena,Accounts Bursar. Sri G.Patra. . Dr(Smt)J.Ray. Smt.S.Biswal. Dr.S.K.Samal. Dr(smt)J.Ray. Dr.S.K.Samal. Smt.P.Panda. Miss T.Behera. Dr(Smt)S.Satapathy. Dr(Smt)B.Sahoo. Sri S.K.Mishra. Dr.S.K.Samal. Dr(Smt)N.P.Mohapatra.
33. EPF & ESI implementation committee	:-	
34. Odia Sahitya Sansad	:-	
35. Prof. I/C of wall Magazine	:-	
36. Anti-Ragging Cell	:-	
37. Internal Quality Assurance cell(IQAC)	:-	Dr(Smt)S.Satapathy. Sri S.G.Jena. Sri A.K.Mishra. Sri G.Patra. . Academic Bursar. Dr(Smt)S.Satapathy. Dr.S.K.Samal. Sri R.K.Tripathy.
38. Academic Council	:-	
39. Prof. I/C of Self Defense For +3 Girls	:-	Dr.N.P.Mohapatra. Miss S.Pattanaik.
For +2 Girls	:-	Smt.S.Pradhan. Miss A.Das.
40. Prof. I/C of Botanical Garden	:-	Smt.S.S.Sahoo.

41. Prof. I/C of Literary & Cultural Activities	:-	Sri G.Patra. Dr.S.K.Samal.
42. Students Grievance Redressal cell	:-	Dr(Smt)R.L.Mohanty. Sri A.K.Mishra. Sri G.Patra. . Lt Cdr.A.C.Mishra.
43. Prof.I/C of Career Councelling	:-	Sri J.M.Mishra. Sri S.K.Parida. Dr.S.K.Samal.
44. RTI Public Relation Officer	:-	Lt. Cdr.A.C.Mishra. Sri B.N.Biswal.
45. Budget Committee	:-	Admn.Bursar. Accounts Bursar. Academic Bursar. Sri G.Patra. ~ Sri N.Mohapatra. D.A. Accounts section D.A. Est.Section. Dr(Smt)B.Sahoo.
46. Prof.I/C of Canteen	:-	Sri N.Mohapatra.
47. Purchase committee	:-	All Bursar. Sri G.Patra. \
48. Construction Committee	:-	Sri N.Mohapatra. Sri S.G.Jena. Sri A.K.Mishra. Lt Cdr.A.C.Mishra. Sri G.Patra. Sri R.K.Tripathy. Sri D.Pati. Sri P.K.rath.
49. Prof.I/C Attendance +3 stream	:-	Dr(Smt)R.L.Mohanty.Co.Ordinator. Sri N.Mohapatra,+3 1st yr.Com. Sri S.K.Parida,+3 1st yr.Science. Sri J.M.Mishra,+3 1st yr.Arts. Sri P.Samal,+3 2 nd yr.Arts. Miss T.Behera,+3 2 nd yr.Commerce. Smt.P.Panda,+3 2 nd yr.Science. Miss S.Pattanaik,+3 3 rd yr.Commerce. Dr(smt)J.Ray,+3 3 rd yr.Arts. Dr.S.K.Samal,+3 3 rd yr.Science.
+2 Stream	:-	Lt Cdr.A.C.Mishra,Co.Ordinator.

50. Tabulation +2 Arts

+2 Science

+2 Commerce

51. Repair & Maintenance Committee

52. E-Admission committee
+3 In-charge

Validator-Arts

Validator-Science

Validator-Commerce

+2 In-charge
Validator-Arts.

Validator-Science

Validator-Commerce

53. Scholarship

Smt.S.Swagatika,+2 1st yr.Arts.
Miss M.Khandayatray,+2 2nd yr.Arts.
Sri R.N.Biswal +2 1st yr.Science.
Dr(Smt)N.P.Mohapatra,+2 2nd Sc.
Sri R.K.Tripathy,+2 1st yr.Com.
Sri S.K.Mishra.+2 2nd yr.Com.
Smt.S.Pradhan.

Smt.P.Panda.

Miss T.Behera.

Dr(Smt)B.Sahoo.

Sri H.K.Das.

Dr(Smt)N.P.Mohapatra.

Miss.s.Samantaray.

Sri J.M.Mishra(electrical)

Sri S.K.Bhoi(PHD,Furniture,Masonry & fittings).

Sri S.G.Jena.

Sri G.Patra.

Sri J.M.Mishra.

Bearer:-Sri A.C.Das.

Smt.T.Pani.

Miss T.Behera.

Bearer:-Sri K.C.Jena.

Sri P.Samal.

Sri N.Mohapatra.

Bearer:-Sri K.C.Jena.

Sri A.K.Mishra.

Dr(Smt)S.Biswal.

Lt Cdr.A.C.Mishra.

Bearer:-Sri R.R.Sahoo.

Smt.S.Swagatika.

Miss S.Pattnaik

Sri K.C.Lenka.

Dr(Smt)N.P.Mohapatra.

Sri S.K.Bhoi.

Bearer:-Sri K.C.Lenka.

Dr(Smt)S.Mishra.(+3)

Sri H.K.Das(+2).

Principal,

Paradip College,Paradip:

Copy to: Person concerned/Est. Section/Accounts section/Admn. Section /Exam. Section/
Library/DEO/GF/CF.