

**OFFICE OF THE PRINCIPAL,
NAYAGARH PRAJAMANDAL MAHILA MAHAVIDYALAYA, NAYAGARH**

OFFICE ORDER

No. 620.....

Dt. 13-07-2021

**Distribution of Co-Curricular Activities
For The Year 2021-22
Teaching Staff**

The distribution of co-curricular activities among the Teaching Staff and other members of staff of the college is given in following manner for the academic session 2021-22. The Staff members are requested to perform their assignments perfectly as part of their normal duties. This order shall be effective from 13-07-2021.

Sl. No.	Activities	Name & Designation of staff
1	Secretary, Staff Council	Mrs. Binodini Narendra, Reader in Economics
2	Joint Secretary, Staff Council	Mrs. Smita Rani Routray, Reader in Education
3	Administrative Bursar	Mrs. K. Dash, Lect. in English
4	Accounts Bursar	Mrs. Binodini Narendra, Reader in Economics
	Associate Accounts Bursar	Mr. S. S. Panigrahi, Demo. in Biology
	D.C.R. Supervision	Miss Subhasmita Sathua, Lect. in Economics
	Cash Book Supervision	Mrs. Suchismita Mishra, Lect. in Education
	D.P., M.P. & Block Grant Pay Acquittance	Mr. B. P. Pattanaik, Lect. in Psychology
5	Academic Bursar	8:30 A.M. to 12:00 Noon Mr. P. K. Nayak, Lect. in Political Science From 12 :00 Noon onwards Mrs. S. Jamal, Reader in Odia
6	U.G.C. Affairs	Mrs. S. Jamal, Reader in Odia Mrs. P. Mohanty, Reader in Psychology Mrs. K. Dash , Lect. in English
7	NAAC Steering Committee	All H.O.Ds, Administrative Bursar, Accounts Bursar, Academic Bursar, Hostel Superintendent
8	Internal Quality Assurance Cell	Mrs. Rajashree Mohapatra, Principal Mrs. B. Narendra, Reader in Economics Mrs. B. L. Das, Reader in History Mrs. K. Dash, Administrative Bursar Dr. K. Karan, Lect. in Education Dr. U. R. Khuntia, Lect. in Education Mrs. Soma Kalia, Lect. in Home Science Mrs. Bidyut Prava Mishra, Reader in Odia, IQAC Co-ordinator

9	Prospectus & Budget Committee		Mrs. B. Narendra, Reader in Economics Mrs. B. L. Das, Reader in History Mrs. R. B. Acharya, Lect. in Pol. Science Mrs. K. Dash , Lect. in English Mr. S. S. Panigrahi, Demo. in Biology Mrs. S. Pattnaik, Head Clerk Mr. P. K. Bhuyan, Accountant
10	Academic Council		Academic Bursar- Convener All H.O.Ds
11	SAMS	Co-ordinator	Mrs. R. B. Acharya, Lect. in Pol. Science
		Associate Co-ordinator	Mr. S. S. Panigrahi, Demo. in Biology
12	SAMS e-Admission	(+3)	Mrs. Reena Bala Acharya, Lect. in Pol. Sc. Miss D. Pattnaik, Lect. in Sanskrit Miss Subhasmita Sathua, Lect. in Economics Miss Monalisha Jayasingh, Lect. in Zoology Mr. S. S Panigrahi Demo. in Biology Mrs. Nandita Jena, Demo. in Chemistry Mr. B. K. Rout, Jr. Clerk Mr. P. K. Sahoo Demo. in Education Mr. Purna Chandra Dash, D.E.O.
		(+2)	Mr. Prabhat Kumar Nayak, Lect. in Pol. Sc. Miss Monalisha Dalabehera, Lect. in Odia Miss Suchismita Mishra, Lect. in Education Mrs. Puspanjali Tripathy, Demo. in Physics Mr. S. S. Panigrahi, Demo. in Biology Mrs. N. Jena, Demo. in Chemistry Mrs. Babita Dash, Jr. Clerk Mr. P. K. Sahoo Demo. in Education Mr. Purna Chandra Dash, D.E.O.
13	Examination	Co-ordinator	Mrs. Rajashree Mohapatra, Principal
		(+3 & +2)	Mrs. Basanti Lata Das, Reader in History Mrs. K. Dash , Lect. in English Mr. Ramesh Chandra Mohapatra, Lect. in Math. Miss Aparajita Pati, Lect. in History Mrs. N. Jena, Demo. in Chemistry
14	College Election		Mrs. Basanti Lata Das, Reader in History Mrs. K. Dash , Lect. in English Dr. Usharani Khuntia, Lect. in Education Mr. S. S. Panigrahi, Demo. in Biology
15	Students Union		Dr. Bidyut Prava Mishra, Reader in Odia Mrs. K. P. Mishra, Lect. in Chemistry Mr. P. K. Nayak, Lect. in Pol.Sc. Mrs. S. Pradhan, Lect. in Music Mrs. P. Tripathy, Demo. in Physics

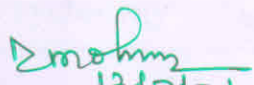
16	Dramatic Society	Dr. B. P. Mishra , Lect. in Odia Mrs. P. Panda, Demo-Cum-Lect. in H. Sc. Mrs. S. Pradhan, Lect. in Music Miss. R. Choudhury, Lect. in Home. Science
17	Athletic Society	Mrs. R. B. Acharya Lect. in Pol. Sc. Miss D. Pattanaik, Lect. in Sanskrit Mrs. Rasmita Bhujabala, Lect. in Odia Mrs. S. Rath, P.E.T. Mrs. S. Mohanty , Asst. Librarian
18	RUSA Co-ordinator Associate. Co-ordinator	Mrs. B. Narendra, Reader in Economics Mrs. K. Dash, Lect. in English All H.O.Ds
19	Prof. I/C - D.S.A.	Miss Subhasmita Sathua, Lect. in Economics Mr. B. P. Mohapatra, Lect. in Psychology Miss R. Choudhury, Lect. in Home Science Mrs. Rasmita Bhujabala, Lect. in Odia Miss Kalyani Swain, Lect. in Psychology
20	Library Development Committee	Mrs. S. Jamal, Reader in Odia Mrs. B. Narendra, Reader in Economics Mrs. P. Mohanty, Reader in Psychology Mrs. S. Routray, Reader in Education Dr. B. P. Mishra, Reader in Odia Mrs. R. B. Acharya Lect. in Pol. Sc. Mrs. M. B. Mishra , Lect. in Physics
21	Construction Committee	Mrs. S. Jamal, Reader in Odia Mrs. K. Dash, Administrative Bursar Dr. K. Karan, Lect. in Education Mr. R. C. Mohapatra, Lect. in Mathematics Mr. S. S. Panigrahi, Demo. in Biology Mr. P. K. Sahoo, Demo. in Education Mr. S. K. Maharana, Jr. Clerk
22	Discipline Committee	Admn. Bursar - Coordinator Accounts Bursar Academic Bursars Secy., Staff Council Hostel Superintendent
23	Staff Common Room	Mrs. K. P. Mishra Mrs. M. Dalabehera, Lect. in Odia Mrs. Saraswati Pradhan
24	Student's Common Room	Mrs. K. Sahoo, Lect. in History Mrs. R. Moharana Lect. in English Mrs. S. Swain, Lect. in Home Sc. Mrs. R. Bhujabala, Lect. in Odia
25	Time Table	Mr. R. C. Mohapatra, Lect. in Mathematics Mr. P. K. Nayak, Lect. in Political Science

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27	Editorial Board , College Magazine	Dr. B. P. Mishra, Reader in Odia - Editor Mrs. K. Dash, Lect. in English Miss D. Pattanaik, Lect. in Sanskrit Mrs. R. Moharana Lect. in English Mr. Sunil Kumar Mishra, Lect. in English
28	Sanitation , Electricity, Water Supply, Telephone, C.C. Camera & Furniture	Mr. R. C. Mahapatra, Lect. in Mathematics Mr. P. K. Nayak, Lect. in Political Science Mrs. S. Mohanty, Asst. Librarian Mr. P. K. Sahoo, Demo. in Education
29	Career Counselling, Placement Cell & Participation of students in Literary Competitions outside campus and Awards	Dr. U. R. Khuntia, Lect. in Education Mrs. M. B. Mishra , Lect. in Physics ✓ Mr. Kailash Chandra Parida Mr. Gokula Chandra Ghadei
30	Equal Opportunity Cell	Dr. U. R. Khuntia, Lect. in Education Mrs. M. B. Mishra, Lect. in Physics
31	Scholarships	Miss D. Pattnaik, Lect. in Sanskrit Mrs. K. P. Mishra, Lect. in Chemistry Mr. P.K. Nayak, Lect. in Political Science Mr. P. K. Sahoo , Demo. in Education
32	National Day Celebration	Mrs. P. Mohanty, Sr. Lect. in Psy. (NSS P.O.) Mrs. M. B. Mishra, Lect. in Physics (YRC) ✓ Miss S. Sathua, Lect. in Economics Miss R. Choudhury, Lect. in Home Science
33	Rover Ranger (Scouts & Guide)	Mrs. R. Maharana, Lect. in English Miss Monalisha Dalabehera, Lect. in Odia
34	Programme Officer NSS	+3 Mrs. P. Mohanty, Reader in Psychology (P.O.) Miss Subhasmita Sathua, Lect. in Economics Miss Kalyani Swain, Lect. in Psychology Mrs. B. Dash, Jr. Clerk Mr. Somanath Dash Mr. Suresh Chandra Rath Smt. Chhandarani Mohapatra Smt. Anita Nayak Mr. Debasish Mohapatra
		+2 Dr. U. R. Khuntia, Lect. in Education (P.O.) Mrs. B. Dash, Jr. Clerk Mr. Somanath Dash Anita Nayak

35	Counsellor-YRC	Mrs. M. B. Mishra , Lect. in Physics (Counsellor) ✓ Miss. S. Sathua , Lect. in Economics Mrs. Chhandarani Mohapatra Mr. Somanath Dash Mrs. Anita Nayak Mr. Debasish Mohapatra
36	Self Defence Training for Girl Students	Dr. U. R. Khuntia , Lect. in Education Mrs. R. Maharana, Lect. in English Miss Monalisha Dalabehera, Rover Ranger Mrs. S. Rath , P.E.T
37	Observation of College Foundation Day , Swagatika , Welcome & Farewell of Staff Members	Dr. B. P. Mishra, Reader in Odia Mrs. K. Dash, Administrative Bursar Dr. U. R. Khuntia, Lect. in Education
38	College Canteen & Cycle Stand	Mrs. P. Panda, Demo.-Cum-Lect. in H. Sc Mrs. S. Swain, Lect. in Home Science Mrs. S. S. Mishra, Lect. in Education Miss M. D. Jayasingh, Lect. in Zoology Mrs. S. Mohanty, Librarian
39	Student's Attendance	Mrs. K. P. Mishra, Lect. in Chemistry Mr. P. K. Nayak, Lect. in Political Science Mrs. Rasmita Bhujabala, Lect. in Odia Miss Kalyani Swain, Lect. in Psychology
40	Hostel Advisory Committee	Mrs. Binodini Narendra, Reader in Economics Mrs. B. L. Das, Reader in History Dr. U. R. Khuntia, Lect. in Education Mrs. M. B. Mishra , Lect. in Physics ✓
41	Superintendent, College Ladies Hostel	Mrs. R. B. Acharya, Lect. in Pol. Sc.
42	Asst. Superintendent , College Ladies Hostel	Mrs. Sasmita Nayak, Lect. in Botany
43	R.T.I. Cell	Public Information Officer Dr. U. R. Khuntia, Lect. in Education (P.I.O.) Miss Subhasmita Sathua, Lect. in Economics Mr. B. P. Mohapatra, Lect. in Psychology
44	Science Society	Mrs. M. B. Mishra, Lect. in Physics ✓ Mrs. K. P. Mishra, Lect. in Chemistry Mrs. N. Jena, Demo. in Chemistry Mrs. P. Tripathy, Demo. in Physics
45	Campus Cleanliness & Beautification Committee	Mrs. P. Mohanty, Reader in Psychology Mrs. P. Panda, Demo.-Cum-Lect. in Home Sc. Mrs. M. B. Mishra, Lect. in Physics ✓ Dr. U. R. Khuntia, Lect. in Education Mrs. Soma Kalia, Lect. in Home Science Mrs. R. Maharana, Lect. in English

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47	Seminar, Workshop & Research	Dr. B. P. Mishra, Lect. in Odia Dr. U. R. Khuntia, Lect. in Education Dr. K. Karan, Lect. in Education Mrs. M. B. Mishra, Lect. in Physics ✓
48	Alumni Association & PTA	Mrs. P. Mohanty, Reader in Psychology Mrs. P. Panda, Demo.-Cum-Lect. in Home Sc. Mrs. M. B. Mishra, Lect. in Physics ✓ Miss R. Choudhury, Lect. in Home Science
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51	Website Development, IT & Computer Literacy, Computer Maintenance	Mrs. M. B. Mishra, Lect. in Physics Mr. S. S Panigrahi, Demo. in Biology Mr. P. K. Sahoo, Demo. in Education Mr. Purna Chandra Dash, D.E.O
52	Remedial Classes	Mrs. S. Jamal, Reader in Odia Mrs. B. Narendra, Sr. Lect. in Economics Mr. R. C. Mohapatra, Lect. in Math. Mr. P. K. Nayak, Lect. in Pol. Sc
53	Proctorial Class	Mrs. R. B. Acharya, Lect. in Political Science Mr. B. P. Mahapatra, Lect. in Psychology Mrs. Rashmita Bhujabala, Lect. in Odia
54	Mentorship Class	Dr. K. Karan, Lect. in Education Mrs. S. Mishra, Lect. in Education Miss Kalyani Swain, Lect. in Psychology
55	Anti-Ragging Cell	<u>Chairman - Principal</u> All the H.O.Ds Hostel Superintendent

56	Grievance Redressal Cell	Employees	Chairman - Principal Mrs. S. Jamal, Reader in Odia Mrs. B. Narendra, Reader in Economics Mrs. Puspita Mohanty, Reader in Psychology
		Students	Chairman - Principal All the H.O.Ds (Concerned H.O.Ds) Mr. R. C. Mohapatra , Lect. in Math. Dr. K. Karan, Lect. in Education Mr. S. S. Panigrahi, Demo. in Biology
57	Internal Complaint Committee (ICC) Members	Teaching	Presiding Officer - Mrs. P. Mohanty, Reader in Psychology Dr. B. P. Mishra, Reader in Odia Dr. U. R. Khuntia, Lect. in Education Mrs. Soma Kalia, Lect. in Home Sc.
		Non-Teaching	Miss Draupadi Jena, Jr. Clerk Mrs. B. Dash, Jr. Clerk
58	College Advisory Committee		Mrs. Binodini Narendra, Accounts Bursar Mrs. Puspita Mohanty, Reader in Psychology Mrs. Basanti Lata Das, Prof. I/C Exam. Mrs. Pramodini Panda, Lect.-Cum-Demo. in Home Sc. Mrs. R. B. Acharya, Hostel Superintendent Mrs. K. Dash, Administrative Bursar Dr. U. R. Khuntia, Lect. in Education


 12/7/21
 Principal
 N.P.M.M., Nayagarh
 Nava

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