



OFFICE OF THE PRINCIPAL
NAYAGARH PRAJAMANDAL MAHILA DEGREE MAHAVIDYALAYA, NAYAGARH

Affiliated to Rama Debi Women's University, Bhubaneswar

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06753-296006

Estd : 02-07-1981

NAAC ACCREDITED WITH "B" GRADE

Letter No.....409.....

OFFICE ORDER

Dt. 24/06/23

Distribution of Co-Curricular Activities
For The Year 2023-24
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 2023-24. The Staff members are requested to perform their assignments perfectly as part of their normal duties. This order shall be effective from 26-06-2023.

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. M. B. Mishra, Lecturer in Physics
4	Accounts Bursar	Mrs. Binodini Narendra, Reader in Economics
	Associate Accounts Bursar	Mr. S. S. Panigrahi, Demo. in Biology
	D.C.R. Supervision	Mrs. Subhasmita Sathua, Lect. in Economics
	Cash Book Supervision	Mrs. Suchismita Mishra, Lect. in Education
	D.P., M.P. & B.G. Pay Acquittance Verification	Mr. B. P. Pattanaik, Lect. in Psychology
5	Academic Bursar	8:00 A.M. to 11:30 A.M. Mr. P. K. Nayak, Lect. in Political Science From 11 :30 A.M. to 03:00 P.M. 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
.	NAAC Co-ordinator	Mrs. M. B. Mishra, Lecturer in Physics
7	NAAC Steering Committee	All Team Leaders, Mrs. M. B. Mishra, Mrs. K. Dash, Mrs. Sakila Jamal, Mrs. S. Kalia, Dr. K. Karan, Mrs. Puspita Mohanty, Dr. Bidyut Prabha Mishra, NAAC Co-ordinator

8	IQAC Co-ordinator		Dr. Bidyut Prabha Mishra, Reader in Odia
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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. M. B. Mishra, A.B. 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., (Prof. I/C +3 Admn.) Miss D. Pattnaik, Lect. in Sanskrit Miss Anwasha Mohanty, Lect. in Psychology Mrs. Subhasmita Sathua, Lect. in Economics Mr. S. S. Panigrahi Demo. in Biology Mrs. Puspanjali Tripathy, Demo. in Physics Mr. P. K. Sahoo Demo. in Education Mrs. T. Begum, Jr. Clerk Mr. Purna Chandra Dash, D.E.O.
		(+2)	Mr. Prabhat Kumar Nayak, Lect. in Pol. Sc., (Prof. I/C +2 Admn.) Mrs. Monalisha Dalabehera, Lect. in Odia Mrs. Suchismita Mishra, Lect. in Education Mrs. Puspanjali Tripathy, Demo. in Physics Mr. S. S. Panigrahi, Demo. in Biology Mrs. N. Jena, Demo. in Chemistry Mr. P. K. Sahoo Demo. in Education Mrs. Babita Dash, Jr. Clerk Mr. Purna Chandra Dash, D.E.O.

13	Examination	Co-ordinator	Mrs. Rajashree Mohapatra, Principal
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14	College Election		Mrs. Basanti Lata Das, Reader in History Mrs. Reena Bala Acharya, Lect. in Pol. Sc. Mr. Bikesh Sahu, Lect. in Odia 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. Bikesh Sahu, Lect. in Odia Mr. P. K. Nayak, Lect. in Pol. Sc. Mrs. S. Pradhan, Lect. in Music Mrs. P. Tripathy, Demo. in Physics Mrs. S. S. Panda, P.E.T.
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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
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	Placement Cell & Participation of students in Literary Competitions outside campus and Awards	Dr. K. Karan, Lect. in Education Miss Debasmita Pattanaik, Lect. in Sanskrit Dr. M. P. Das, Lect. in H. Sc. Mrs. Sabita Bala Swain, Lect. in H. Sc. Mrs. Subhasmita Sathua, Lect. in Economics
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32	National Day Celebration	Mrs. P. Mohanty, Reader. in Psy. (NSS P.O.) Mrs. M. B. Mishra, Lect. in Physics (YRC) Mrs. S. Sathua, Lect. in Economics Miss R. Choudhury, Lect. in Home Science Mrs. S. S. Panda, P.E.T.
33	Rover Ranger (Scouts & Guide)	Mrs. R. Maharana, Lect. in English Mrs. Monalisha Dalabehera, Lect. in Odia
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35	Counsellor-YRC	Mrs. M. B. Mishra, Lect. in Physics (Counsellor) Mrs. S. Sathua, Lect. in Economics Mrs. S. S. Panda, P.E.T. Mrs. Chhandarani Mohapatra Mr. Somanath Dash, Attendant Mrs. Anita Nayak
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37	Observance of College Foundation Day , Swagatika , Welcome & Farewell of Staff Members	Dr. B. P. Mishra, Reader in Odia Mrs. M. B. Mishra, Administrative Bursar Mrs. S. Sathua, Lect. in Economics Miss R. Choudhury, Lect. in Home Science Mrs. S. S. Panda, P.E.T.
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53	Proctorial & Mentorship Class		Mrs. S. Jamal, Reader in Odia Mrs. K. Dash, Lect. in English Dr. K. Karan, Lect. in Education Mrs. Rashmi Moharana, Lect. in English Mrs. Monalisha Dalabehera, Lect. in Odia Mrs. Rashmita Bhujabala, Lect. in Odia Ms. Puja Jayasingh, Lect. in English
54	Anti-Ragging Cell		<u>Chairman - Principal</u> All the H.O.Ds Hostel Superintendent
55	Grievance Redressal Cell	Employees	<u>Chairman - Principal</u> Mrs. S. Jamal, Reader in Odia Mrs. B. Narendra, Reader in Economics Mrs. Puspita Mohanty, Reader in Psychology
		Students	<u>Chairman - Principal</u> 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

56	Internal Complaint Committee (ICC) Members	Teaching	Presiding Officer – Mrs. P. Mohanty, Reader in Psy. Dr. B. P. Mishra, Reader in Odia Mrs. Soma Kalia, Lect. in Home Sc. Ms. Anwasha Mohanty, Lect. in Psy.
		Non-Teaching	Miss Draupadi Jena, Jr. Clerk Mrs. Babita Dash, Jr. Clerk
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58	National Day Celebration & Participation of Students in competitions outside campus		Ms. Madhuparna Samal, Lect. in Pol. Sc. Mrs. S. S. Panda, P.E.T.
59	Feedback Analysis Team		Mrs. Rajashree Mohapatra, Principal Mrs. M. B. Mishra, Lect. in Physics, Admn. Bursar Dr. Bidyut Prava Mishra, Reader in Odia Dr. Krupasindhu Karan, Lect. in Education Mrs. Soma Kalia, Lect. in Home Science
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63	Handle of Social Media		Mrs. M. B. Mishra, Lect. in Physics Mr. Bikesh Sahu, Lect. in Odia Mr. P. K. Sahoo, Demo. in Edn.


Principal
N.P. Ma Ma Naya Naya
NAYAGARH

✓

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