



OFFICE OF THE PRINCIPAL
NAYAGARH PRAJAMANDAL MAHILA DEGREE MAHAVIDYALAYA, NAYAGARH

Affiliated to Rama Devi Women's University, Bhubaneswar

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Estd : 02-07-1981

NAAC ACCREDITED WITH "B" GRADE

Letter No. 407.....

OFFICE ORDER

Dt. 24/6/23.....

Distribution of Co-Curricular Activities


For The Year 2023-24

Non-Teaching Staff

The distribution of duties among the non-teaching staff is given in following manner for the academic session 2023-24. The staff members are requested to perform their assignments sincerely and scrupulously as part of their normal duties. This order shall come into effect from 26-06-2023.

Sl. No.	Name	Assignment
01	Mrs. S. Pattnaik, Head Clerk	Personal File of management and contractual staff, Pension, R.T.I., IQAC member, compliance of Govt. letters, G.B. File, Personal File and Service Books of D.P. staff
02	Mr. S. K. Maharana, Jr. Clerk	Recognition and Affiliation (+2 & +3), +3 Examination, G.P.F., Construction
03	Mr. P. K. Bhuyan, Accountant	Accounts, UGC, Budget, Hostel, H.R.M.S.
04	Mr. B. S. S. Das, Jr. Clerk	Examination, Examination Grievance, Stock & Store
05	Mrs. T. Begum, Jr. Clerk	Union, Writing of +2 & +3 Long Roll, Diary & Despatch in the absence of Mr. B.K. Rout, T.C. & C.L.C. (+2 & +3), +3 Admission.
06	Mrs. D. Jena, Jr. Clerk	Accounts collection, Collection of mess dues of boarders
07	Mrs. B. Dash, Jr. Clerk	C.D.C., N.S.S., Y.R.C., Sports, Leave Accounts, +2 Examination, +2 Admission, +3 Scholarship
08	Mr. B. K. Rout, Jr. Clerk	Diary & Despatch, +2 Scholarship, Students Attendance (+2 & +3)
09	Mr. Purna Chandra Dash, D.E.O.	SAMS, Associate Diary & Despatch
10	Sri Parsuram Das, Peon	Accounts Section, Night Duty in the absence of night watchman, Deptt. of Psy.
11	Sri Gokula Chandra Ghadei, Attend. in Biology	Lab. Attend. Biology, +3 Admission, Exam. Section

12	Smt. Kumari Nayak	Lab. Attend. Physics, Campus cleanliness
13	Smt. Chhandarani Mahapatra, Attend. in Home Science	Lab. Attendant, Home Science, Matron Hostel, +3 N.SS., YRC, Accounts Section
14	Sri Kailash Chandra Parida, Attend. in Chemistry	Lab. Attend. Chemistry, Furniture, +2 Admission, I/C Ground Floor, YRC, Construction, Examination
15	Smt. Gitanjali Rout	Principal Chamber/IQAC
16	Smt. Anita Nayak	Attend. Education Deptt., N.S.S. +3 wing & +2 wing, YRC, IQAC
17	Sri Trinath Sahoo	Examination Section, Accounts Section
18	Sri Budhi Baman Parida	Attend. +3 Library, All Xerox, Ganesh Puja & Saraswati Puja
19	Sri Sanjay Mohapatra, Attendant	Office / Establishment Section
20	Sri Debasish Mohapatra, Attendant	Examination Section, Ganesh Puja & Saraswati Puja
21	Sri Somanath Dash	SAMS, N.S.S. +2 & +3 wing, Y.R.C., College Gate in the absence of Watchman, Deptt. of Psychology
22	Smt. Swagatika Swain	Principal Office/IQAC
23	Smt. Sandhyarani Pradhan	+2 & +3 Library, Reading Room, News Corner
24	Smt. Dali Sahoo	Staff Common Room, SAMS, College Gate in the absence of Watchman
25	Sri Kalicharan Sahoo	Watering of plants, College beautification
26	Sri Chhabindra Kumar Behera	Watering of plants, College beautification
27	Smt. Saraswati Nayak	Class Rooms, Office Rooms & College Campus Cleaning


 Principal 24/6/23
 N.P.M.M. Nayagarh
 N. P. M. M. Nayagarh
 Nayagarh

Copy to President G.B./ O.G.F./ P.G.F./ S.G.F./ H.C./ Library/ SAMS/
Accounts Section/Examination Section/Establishment Section/ Administrative
Bursar/ Accounts Bursar/ Academic Bursar /All H.O.Ds.