

OFFICE ORDER

No. 485/SAM

Dt. 30.07.21

The co-curricular activities assigned (provisional) to members of the staff for the Session: 2021-22 are detailed below. All the members of the staff are requested to co-operate in this regard for the smooth functioning of the college administration. This will be effective from 02.08.2021.

(Not strictly according to seniority)

- | | | |
|---|---|-----------------------------------|
| 1. Principal cum Secretary
& 1 st Appellate Authority | : | Dr B.N. Dash, Chem. |
| 2. Secretary Staff Council | : | Dr. K.P.Nayak, Eco. |
| 3. Administrative Bursar | : | Dr.H.K.Mishra, Phys. |
| 4. Addl. Administrative Bursar | : | Sri S.K. Ray, Eng. |
| 5. Accounts Bursar | : | Sri N.C. Jena, Pol. Sc. |
| 6. Additional Accounts Bursar | : | Sri B.K. Nanda, Com. |
| 7. O.I.C., Higher Secondary Wing | : | Dr(Mrs) M.Rath, Hist. |
| 8. Academic Bursar | : | Dr(Mrs) B.L. Jena, Pol.Sc. |
| 9. Associate Academic Bursars | : | Mrs M. Sarangi, Bot. |
| | : | Dr A. Sahoo, Hist. |
| | : | Mrs. S.T. Sahoo, Phy. |
| 10. Admission in-charge (SAMS) | : | Dr K.P. Nayak, Eco (Co-ordinator) |
| Higher Secondary Wing | : | Dr(Mrs) M.Rath, Hist. |
| Degree Wing | : | Sri S.K. Ray, Eng. |
| Vocational Wing | : | Sri S.K. Nayak, Voc. |
| 11. Bursar on Cultural Affairs | : | Mrs M. Sarangi, Bot. |
| 12. Bursar on Legal Affairs | : | Sri N. C. Jena, Pol.Sc |
| 13. O.I.C, Public Relation,
Liasion with local Admn.,
Press and Media | : | Sri A. K. Jena, Hist. |
| | : | Sri P.K. Mishta, Eco. |
| 14. O.I.C, Examination Cell | : | Dr J.R. Sahoo, Eng. |
| | : | Sri A.K. Jena, Hist |
| Members | : | Dr A. Sahoo, Hist. |
| | : | Mrs M. Sahoo, Phil. |
| 15. O.I.C, Central Library | : | Dr R. Mohapatra, Odia |
| 16. AISHE (Nodal Officer) | : | Dr N.N. Satapathy, Hist. |
| 17. O.I.C, COVID-19 enforcement
and compliance | : | Sri S. Mallick, Eng. |
| 18. Pay Bills, I.Tax &
Treasury compliances | : | Sri S.K. Mohapatra, Eco. |
| | : | Sri S.N. Rath, Phy. |
| 19. O.I.C., Sponsored Awards
& Associates | : | Sri A. K. Jena, Hist. |
| | : | Sri P. K. Mishra, Eco. |

20. IQAC/NAAC	Co-ordinator	:	Dr(Mrs) M.Rath, Hist.
	Members	:	Dr H. K. Mishra, Phy
		:	Sri N.C. Jena, Pol. Sc
		:	Dr (Mrs) B. L. Jena, Pol. Sc.
		:	Dr N. N. Satapathy, Hist.
		:	Sri S.K. Mohapatra, Eco.
		:	Sri Sahadev Mallick, Eng.
		:	Sri T.K. Nayak, Zool.
		:	Dr A. Sahoo, Hist.
		:	Sri S.N. Rath, Phy.
		:	Head Clerk
		:	Dr K.P. Nayak, Eco. (Co-ordinator)
21. RUSA /UGC	Members	:	Dr H.K. Mishra, Phy.
		:	Sri N.C. Jena, Pol. Sc
		:	Dr(Mrs) M.Rath, Hist.
		:	Dr B.L. Jena, Pol. Sc
		:	Dr N.N. Satapathy, Hist.
		:	Sri B.K. Nanda, Com.
		:	Sri S.K. Ray, Eng.
		:	Sri N. Panda, Libn.
		:	Head Clerk
22. Database of the College	Accounts	:	SK Zia Ulla, Accountant
Stock & Store/Property Register		:	Sri S.N.Rath, Phy.
	Land	:	Sri N.C Jena, Pol. Sc.
	Construction works	:	Sri B. Sahoo, Dem. Phy
		:	Sri A.K. Sahoo, Dem. Chem.
	Students	:	Dr I. Nawaz, Eco
		:	Sri N. Sahoo, Com.
	Staff Members	:	Sri P.K. Mishra, Eco.
	Library	:	Sri N.Panda, Libn.
	Furniture	:	Sri D. Laxminarayana, Chem.
	Examination Results	:	Sri M. Sahoo, Pkil.
23. P.I.O & Assembly Questions		:	Sri S.K. Mohapatra, Eco.
A.P.I.O (Asst. P.I.O)		:	Head Clerk
24. Staff Club		:	Dr B.L. Jena, Pol. Sc(Secretary)
	Members	:	Mrs. M. Sarangi, Bot.
		:	Sri B.K. Satapathy, Zool.
		:	Mrs. S. T. Sahoo, Phys
25. Literary Society		:	Dr(Mrs) R. Moahapatra, Odia
		:	Mrs S. Das, Eng.
		:	Mrs. Sasmita Biswal, Log.
26. College Magazine (Priyadarshi)		:	Sri S. Mallick, Eng. (Editor)
Members, Editorial Board		:	Mrs. S. Das, Eng.
		:	Dr(Mrs) S. K. Sahoo, Odia
		:	Mrs. L. Sahoo, Edn.
27. College Calendar		:	Dr A. Sahoo, Hist.
		:	Mrs. S. Biswal, Soc.

28. Athletic Activities (H.S & Degree)	:	Sri T.K. Nayak, Zool. (Co-ordinator)
Members (Higher Secondary)	:	Mr. P.K. Gochhayat, Math.
	:	Mrs. S. Biswal, Soc.
	:	Mrs. L. Sahoo, Edn.
	:	Sri N Sahoo, Com.
	:	Sri A.K. Sahoo, Dem. Chem.
Members (Degree)	:	Sri B. D. Routray, Com.
	:	Sri P.K. Mishra, Eco.
	:	Mrs. S.T Sahoo, Phy.
	:	Mrs Chand Bibi, Voc.
	:	Sri B. K. Satapathy, Zool.
	:	Mrs. S. Sarangi, Dem.
29. Time Table	:	Sri S.K. Mohapatra, Eco.
	:	Mrs. S. T. Sahoo, Phy.
	:	Sri N. Sahoo, Com.
	:	Mrs. S. Biswal, Soc.
	:	Sri B. Sahoo, Dem., Phy.
30. Stock & Store	:	Sri S.N. Rath, Phy
	:	Sri D. Laxminarayana, Chem.
31. ECO Club	:	Sri S. Mallick, Eng
	:	Mrs. S. Das, Eng.
	:	Mrs. L. Sahoo, Edu.
	:	Mrs. S. Sarangi, Dem. Zool.
32. College/State/National level	:	Sri S. N. Rath, Phy.
Seminars/Webinars/Online	:	Sri D. Laxminarayana, Chem.
classes(Zoom/Google Meet)	:	Sri L. D. Sethi, Chem.
& Extra-Mural Lectures	:	Sri N. Sahoo, Com.
33. NSS (Programme Officers)		
Degree: Boys (Unit-1)	:	Sri S. Mallick, Eng.
: Girls (Unit-2)	:	Mrs S. Das, Eng.
: Girls (Unit-3)	:	Mrs L. Sahoo, Edn.
H. S Wing (Girls Unit)	:	Miss. B. Rath, IT
34. Youth Red Cross (YRC)	:	Dr R. Mohapatra, Odia (Counsellor)
	:	Sri P. K. Gochhayat, Math
	:	Sri L. D. Sethi, Chem
35. Rovers & Rangers	:	Mrs Chand Bibi, Voc.
	:	Sri S. K. Nayak, Voc.
36. Career Counselling & Placement Cell	:	Dr . N.N. Satapathy, Hist. (Co-ordinator)
	:	Sri S. K. Mohapatra, Eco.
37. Tabulation & ROM Higher Secondary, Voc.	:	Sri D. Laxminarayana, Chem.
	:	Sri B. K, Satapathy, Zool.
	:	Mrs. Chand Bibi, Voc.

38.	Students' Attendance	:	Sri P. K. Mishra, Eco.
		:	Sri P.K. Gochhayat, Math.
		:	Sri N. Sahoo, Com.
		:	Sri A. Sahoo, Dem, Chem.
39.	Health & Sanitation (Common Rooms)		
	Staff C.R	:	Dr J.R. Sahoo, Eng.
	Boys C.R	:	Sri B.K. Satapathy, Zool.
	Girls' C.R	:	Mrs. Chand Bibi, Voc.
	UGC Hostel	:	Sri P.K Gochhayat, Math
	Science Laboratories:		Concerned Demonstrators
40.	DSA (Ganesh Puja & Saraswati Puja)	:	Sri A. K. Jena, Hist.
		:	Sri B.K Satapathy, Zool.
41.	Scholarships	:	Dr. I. Nawaz, Eco. (Degree)
		:	Mrs S. T. Sahoo, Phy. (Higher Sec.)
		:	Sri L.D. Sethi, Chem.
		:	Sri N. Sahoo, Com.
		:	Sri S.K. Nayak, Voc.
		:	Miss B. Rath, IT
42.	Online Feed Back & SSS	:	Dr. H.K.Mishra, Phy.
		:	Mrs M. Sahoo, Phil.
		:	Sri C.A routray, Pol. Sc.
43.	Women Development, Sexual Harassment Cell & Anti- Ragging Cell	:	Mrs. S.T. Sahoo, Phy.
		:	Mrs. Chand Bibi, Voc
44.	Student's Grievance Cell	:	Sri P. K. Mishra, Eco.
		:	Sri L. D. Sethi, Chem.
45.	College Website updation & uploading.	:	Dr A. Sahoo, Hist
		:	Sri A. K. Tripathy, DEO
46.	SSG, SAF (Co-ordinator) Deg. (Members)	:	Sri A. K. Jena, Hist.
		:	Sri P.K.Mishra, Eco.
		:	Dr I. Nawaz, Eco.
		:	Mrs. Chand Bibi, Voc.
	Co-ordinator (Higher Sec) (Members)	:	Sri T.K. Nayak, Zool.
		:	Dr(Mrs) S. Sahoo, Odia
		:	Sri B.D. Routray, Com.
		:	Sri N. Panda, Lib.
47.	Equal Opportunity Cell (EOC) for Dibyanga /PWD (Persons With Disability)	:	Sri P. K. Gochhayat, Math.
		:	Sri B. K. Satapathy, Zool.
48.	First Aid, Health Care & Hospital emergency	:	Sri S. Mallick, Eng.
49.	I-Card/ Library card	:	Sri N.Panda, Libn.
50.	Self Defence Unit Associate	:	Dr. J.R. Sahoo, Eng.
		:	Mrs. S. Das, Eng
		:	Dr(Mrs) S. Sahoo, Odia

51. Parent-Teachers Meet & Alumni Meet : Sri A. K. Jena, Hist.
: Sri B. D. Routray, Com.
: Sri S. N. Rath, Phy.
: Mr. N. Panda, Lib.
52. Yoga & Social Ethics : Sri S. Mallick, Eng.
: Sri T.K. Nayak, Zool.
: Miss. B. Rath, IT
: Dr N. N. Satapathy, Hist.(Co-ordinator)
53. Mo College Abhijan Parichalana Samiti : Sri S. Mallick, Eng. (Co-ordinator)
54. Observation Days: : Dr R. Mohapatra, Odia
15th August & 26th January : Mrs S. Das, Eng.
: Miss B. Rath, IT
: Sri S. K. Ray, Eng.
55. College Foundation Day : Sri A. K. Jena, Hist.
(7th September) : Sri N. Sahoo, Hist. *Com.*
: Sri B.K. Satpathy, Zool
: Sri L.D. Sethi, Chem.
56. Value Added Courses (VAC) : Mrs. S Das, Eng.
: Dr(Mrs) S Sahoo, Odia
: Dr A. Sahoo, Hist.
57. All Printing Works :

COMMITTEES:

C-1 Construction Committee

- : Sri N.C. Jena, Pol. Sc.(Convenor)
: Dr B L Jena, Pol. Sc.
: Dr(Mrs) R. Mohapatra, Odia
: Sri N. Panda, Lib.
: Sri B. Sahoo, Dem., Phy.
: Sri A. K. Sahoo, Dem., Chem.

C-2 Maintenance Committee Water Supply

Infrastructural (Civil Works) Electrical maintenance : Furnitures & Fixtures

- : Sri S.K Ray, Eng. (Convener)
: Sri P.K. Gochhayat (Math).
: Sri A.K. Sahoo, Dem.
: Sri B. Sahoo, Dem., Phy.
: Sri N. Panda, Libn.
: Sri D. Laxminarayana, Chem.
: Sri A. Sahoo, Dem., Chem.
: Sri S. K. Nayak, Voc.
: Miss B. Rath, IT

Computers & peripherals, Electronics Items, Audio Visual Teaching Aids, CC TV & Copier Machines:

C-3 Development Committee cum- Advisory Body

- : Dr. H.K.Mishra(Convenor)
: Dr K.P.Nayak, Eco.
: Dr. B.L. Jena, Pol. Sc.
: Dr. N.N. Satapathy, Hist
: Sri N.Panda, Libn.
: All HODs (Degree Wing)
: Sri R.C Panda, Head Clerk

**C-4 Finance & Budget
Committee**

- : Sri N.C. Jena, Pol. Sc (Convenor)
- : Dr K.P. Nayak, Eco.
- : Dr H.K. Mishra, Physics
- : Dr N.N. Satapathy, Hist.
- : Sri B.K. Nanda, Com.
- : Dr B.L. Jena, Pol. Sc
- : Sri S. N. Rath, Phy.
- : Head Clerk

**C-5 Central Purchase
Committee**

- : Dr B L Jena, Pol. Sc. (Convenor)
- : Sri N. C. Jena, Pol. Sc.
- : Sri B.K. Nanda, Com.
- : Dr(Mrs) R. Mohapatra, Odia
- : Sri T. K. Nayak, Zool.
- : Sri S N Rath, Phy.
- : Dr A Sahoo, Hist.
- : Sri N.Panda, Lib.
- : Head Clerk
- : SK Zia Ulla, Accountant

**C-6 Library Committee
Associate Members**

- : Dr B.L. Jena, Pol. Sc. (Convenor)
- : Sri N.Panda, Libn.
- : Sri S.K. Ray, Eng.
- : All Heads of the Departments

C-7 Discipline Committee

Members

- : Sri B B Mohanty, Eco.(Convenor)
- : Sri S.K Mohapatra, Eco.
- : Dr(Mrs) R. Mohapatra, Odia
- : Dr(Mrs) S. K. Sahoo, Odia
- : Sri B. D. Routray, Com.
- : Sri N. Panda, Lib.

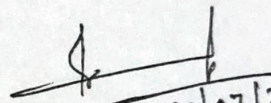
C-8 Cultural Committee

- : Mrs. M. Sarangi, Bot.(Convenor)
- : Ms. B. Rath, IT
- : Mrs S. Biswal, Soc.
- : Sri L.D. Sethi, Chem.
- : Mrs S. Sarangi, Dem.

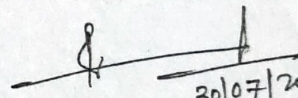
**C-9 Cycle Stand &
Canteen Committee**

- : Sri P.K. Mishra, Eco. (Convenor)
- : Sri B.K. Satapathy, Zool.
- : Sri B.D. Routray, Com.
- : Sri-N. Sahoo, Com.
- : Sri L.D Sethi, Chem

- Convenors will convene their committee meeting with agenda.
- There may be addition or deletion in the assignment as and when required.
- CLC/TC/Continuing Certificate and all related documents will be countersigned by Administrative Bursar(s)/ Academic Bursar(s) on behalf of the Principal, after proper verification. CLC and TC will be signed along with due entry in the Long Roll by the Dealing Assistant. It must be ensured that the same is also recorded in the digital data base of students.
- CL/EL/DL/ ML or any other type of leave will be submitted to the Principal directly, as per Odisha Leave Rule, 1977.


PRINCIPAL 30/07/2021

Copy to: Administrative Bursar(s)/Accounts Bursar(s)/Academic Bursar / Guard File (Staff Common Room) / Office / Library /Accounts Section/SAMS/Exam Cell/ Science Labs. for information .


PRINCIPAL 30/07/2021

8136

OFFICE OF THE PRINCIPAL
SHISHU ANANTA HIGHER SECONDARY SCHOOL, BALIPATNA (MA-35)
OFFICE ORDER

No. 142/SAM

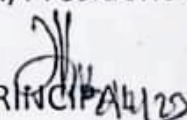
Date 2.2.23

Consequent upon the retirement of a few staff members during January-23, a partial modification is held in office order No. 485/SAM dtd. 30.07.2022 and 529/SAM dtd. 02.07.2022. The following co-curricular activities are assigned to the members of the staff as per the details given below.

Sl. No.	Assignment	Name & Designation	Remarks
1	OIC Exam Cell	Mr. Abhoy Kumar Jena Lecturer in History	Until further order
2	Member, Exam Cell	Sri Satrughna Dash Lecturer in Sanskrit	Until further order
3	Bursar on Legal Affairs	Dr. Madhumati Rath Reader (SS) in History	Until further order
4	Construction Bursar	Dr. Rasmita Mohapatra Reader(SS) in Odia	Until further order
5	Academic Bursar	Mrs. Manasi Sarangi Lecturer in Botany	Until further order
6	Convenor, Central Purchase Committee	Mr. Saroj Kumar Mohapatra Reader(SS) in Economics	Until further order
7	HOD, Pol. Sc	Sri Chanakya Aryabhatta Routray, Lecturer in Pol. Sc	Statutory


PRINCIPAL

Copy to persons concerned/ Guard file/Library/ Staff C.R./President G.B for information.


PRINCIPAL