

OFFICE OF THE PRINCIPAL, SHISHU NANTA MAHAVIDYALAYA, BALIPATNA

OFFICE ORDER

No. 519/SM

Dt. 22-6-2020

The co-curricular activities assigned (provisional) to members of the staff for the session 2020-21 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 22.06.2020.

(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 | : | Dr. B.L. Jena, Pol. Sc. |
| 5. Accounts Bursar | : | Sri N.C. Jena, Pol. Sc. |
| 6. Additional Accounts Bursar | : | Sri B. K. Nanda, Com. |
| 7. Academic Bursar | : | Dr. Madhumati Rath, Hist. |
| Associate Academic Bursars
& Proctorial system | : | Dr. Abhijit Sahoo, Hist. |
| | : | Sri P.K. Mishra, Eco. |
| | : | Sri S.N. Rath, Phys. |
| | : | Sri B.D. Routray, Com |
| | : | P.K. Gochhayat, Math |
| 9. Admission in-charge (SAMS)
Higher Secondary Wing
Degree Wing
Vocational Wing | : | Dr K.P. Nayak, Eco (Co-ordinator) |
| | : | Sri S.K. Ray, Eng. |
| | : | Sri S.N. Rath, Phy. |
| | : | Sri S.K. Nayak, Voc. |
| 10. Bursar on Cultural Affairs | : | Dr. B.S. Dash, Odia |
| 11. Bursar on Legal Affairs | : | Sri N. C. Jena, Pol. Sc. |
| 12. Liasion Officer with local Adm ⁿ .
along with Press and Media | : | Dr. B.S. Dash, Odia |
| | : | Sri A. Sahoo, Pol. Sc. |
| 13. O.I.C, Examination Cell
& Members: Dr. Buddha Mishra
Memorial Award | : | Sri R.N. Sahoo, Math. |
| | : | Sri A.K. Jena, Hist. |
| | : | Dr. J.R. Sahoo, Eng. |
| | : | Sri C.A. Routray, Pol. Sc. |
| 14. O.I.C, Central Library | : | Sri T.K. Nayak, Zool. |
| 15. O.I.C, AISHE
Member | : | Dr N.N. Satapathy, Hist. |
| | : | Dr. I. Nawaz, Eco. |
| 16. O.I.C, COVID-19 precautions &
Sanitization | : | Dr J R Sahoo, Eng. |
| 17. Pay Bills, I. Tax &
Treasury compliances | : | Sri R.N. Sahoo, Math, O.I.C |
| | : | Dr N.N. Satapathy, Hist. |
| | : | Sri T.R. Ray, Dem., Bot. |
| 18. Election Officer (College Union)
& Associates | : | Dr N.N. Satapathy, Hist. |
| | : | Dr R. Mohapatra, Odia |
| | : | Sri S.N. Rath, Phy. |
| 19. College Union Advisor
& Associates | : | Dr. B.S. Dash, Odia |
| | : | Sri P.K. Mishra, Eco. |
| | : | Sri S.K. Ray, Eng. |

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

28.	Athletic Activities	:	Sri T.K. Nayak, Zool. (Co-ordinator)
	Members (Higher Secondary)	:	Mr. P.K. Gochhayat, Math,
		:	Mrs. S. Biswal, Soc.
		:	Mrs. L. Sahoo, Edn.
		:	Sri A.K. Sahoo, Dem. Chem.
		:	Sri N. Sahoo, Com.
	Members (Degree)	:	Sri P.K. Mishra, Eco.
		:	Mrs. S.T Sahoo, Phy.
		:	Dr S. K. Sahoo, Odia
		:	Mrs. S. Sarangi, Dem.
		:	Mrs. Chand Bibi, Voc.
29.	Time Table	:	Sri P.K.Gochhayat.(Math)
		:	Sri B.D.Routray, Com
		:	Sri B. Sahoo, Dem., Phy.
30.	Stock & Store	:	Dr R. Mohapatra, Odia
		:	Sri S.N. Rath, Phy.
31.	ECO Club	:	Sri S. Mallick, Eng
		:	Dr. M. Rath, Hist.
		:	Mrs. S. Das, Eng.
		:	Mrs. L. Sahoo, Edu.
		:	Mrs. S. Sarangi, Dem.Zool.
32.	College/State/National level	:	Dr M. Rath, Hist.
	Seminars/Webinars/Online	:	Sri T.K Nayak, Zool
	classes(Zoom/Google Meet)	:	Mrs. M. Sarangi, Bot
	& Extra-Mural Lectures	:	Dr. I. Nawaz, Eco.
		:	Sri N. Sahoo, Com.
		:	Sri S. K. Nayak, Voc.
		:	Ms. B. Rath, IT
		:	Sri A. Sahoo, Dem, Chem.
33.	NSS (Programme Officers)		
	Degree: Boys (Unit-1)	:	Sri S. Mallick, Eng.
	: Girls (Unit-2)	:	Smt. S. Das, Eng.
	:Girls (Unit-3)	:	Smt. L. Sahoo, Edu.
	H. S Wing (Girls Unit) :	:	Mrs. S. Biswal, Soc.
		:	Mrs. S. Sarangi, Dem., Zool.
34.	Youth Red Cross (YRC)	:	Dr. R. Mohapatra, Odia (Counsellor)
		:	Sri A. Sahoo, Pol. Sc.
		:	Sri L.D. Sethi, Chem.
35.	Career Counselling	:	Dr . N.N. Satapathy, Hist. (Co-ordinator)
	& Placement Cell	:	Mrs. M. Sarangi, Bot.
		:	Sri B.B. Mohanty, Eco.
		:	Sri N. Sahoo, Com.
		:	Sri B. Sahoo, Dem., Phy.
36.	Tabulation & ROM	:	Sri D. Laxminarayana, Chem.
	Higher Secondary, Voc.	:	Mrs. Chand Bibi, Voc.
		:	Mrs. S.T. Sahoo, Phy
37.	Abstract of students'	:	Sri P.K. Mishra, Eco.
	Attendance	:	Sri B.K. Satapathy, Zool.
		:	Sri A. Sahoo, Dem, Chem.

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| 38. | Health & Sanitation
(Common Rooms):
Staff C.R
Boys C.R
Girls' C.R
UGC Hostel | Dr J.R. Sahoo, Eng.
Sri B.K. Satapathy, Zool.
Mrs. Chand Bibi, Voc.
Sri P.K Gochhayat, Math |
| 39. | DSA
(Ganesh Puja & Saraswati Puja) | Sri B.K. Satapathy, Zool. |
| 40. | Scholarships | Dr. I. Nawaz, Eco. (Degree)
Sri L.D. Sethi, Chem.(Higher Sec.)
Ms. B. Rath, IT
Sri S.K. Nayak, Voc.
Sri N. Sahoo, Com.
Mrs. S. Sarangi, Dem.
Dr. H.K.Mishra, Phy.
Sri C.A.routray, Pol. Sc.
Sri S. K. Nayak, Voc.
Ms. B. Rath, IT
Dr. J.R.Sahoo, Eng.
Mrs. S.T. Sahoo, Phy.
Mrs. Chand Bibi, Voc
Sri S.K.Mohapatra, Eco.
Sri B.D.Routray, Com
Dr. A. Sahoo, Hist
Sri C.A.Routray, Pol. Sc
Sri B.B. Mohanty, Eco.
Sri P.K.Mishra, Eco.
Dr I. Nawaz, Eco.
Mrs. Chand Bibi, Voc.
Sri T.K. Nayak, Zool.
Sri D. Laxminarayana, Chem.
Sri B.D. Routray, Com.
Sri T.R.Ray, Dem. Bot.
Sri A.K.Jena, Hist.
Sri A. Sahoo, Pol. Sc
Mrs. M Sahoo, Phil.
Dr. R. Mohapatra, Odia
Sri L. D. Sethi, Chem.
Mrs. L. Sahoo, Edn.
Sri N.Panda, Libn.
Dr. J.R. Sahoo, Eng.
Mrs. S. Das, Eng
Mrs. S. Biswal, Soc.
Dr. B.S. Dash, Odia
Mr. S.K. Ray, Eng.
Sri A. Sahoo, Pol. Sc.
Sri B.D. Routray, Com.
Mr. N. Panda, Lib.
Sri S. Mallick, Eng
Sri T.K. Nayak, Zool.
Mrs. M. Sahoo, Phil. |
| 41. | Online Feed Back & SSS
(Student Satisfaction Survey) | |
| 42. | Women Development,
Sexual Harassment Cell
& Anti- Ragging Cell | |
| 43. | Student's Grievance Cell | |
| 44. | College Website updation
& uploading. | |
| 45. | SSG, SAF (Co-ordinator) Deg.
(Members)

Co-ordinator (Higher Sec)
(Members) | |
| 46. | Equal Opportunity Cell (EOC)
for Dibyanga /PWD
(Persons With Disability) | |
| 47. | First Aid, Health Care &
Hospital emergency | |
| 48. | I-Card/ Library card | |
| 49. | Self Defence Unit
Associate | |
| 50. | Parent-Teachers Meet &
Alumni Meet | |
| 51. | Yoga & Social Ethics | |

52. Observation Days:
15th August & 26th January

53. College Foundation Day
(7th September)

54. Value Added Courses (VAC)

55. All Printing Works

COMMITTEES:

C-1 Construction Committee
- Cum - building

C-2 Maintenance Committee

Water Supply

Infrastructural (Civil Works)

Electrical maintenance

Furnitures & Fixtures

Computers & peripherals,

Electronics Items,

Audio Visual Teaching Aids,

CC TV & Copier Machines

C-3 Development Committee
cum- Advisory Body

C-4 Finance & Budget
Committee

Sri S. Mallick, Eng. (Co-ordinator)

Dr. R. Mohapatra, Odia

Mrs. Sujata Das, Eng.

Sri. A. Sahoo, Pol.Sc

Dr. B.L. Jena, Pol. Sc

Sri B.K. Satpathy, Zool

Sri L.D. Sethi, Chem.

Sri N. Sahoo, Com.

Mrs. S. Biswal, Soc.

Mrs. S. Das, Eng.

Dr. S. Sahoo, Odia

Sri R. Sahoo, Math.

Sri T. R. Ray, Dem., Bot.

Sri N.C. Jena, Pol. Sc. (Convener)

Dr. B. S. Dash, Odia

Dr. N. N. Satapathy, Hist.

Dr. B. L. Jena, Pol. Sc.

Sri S.K. Mohapatra, Eco.

Sri B.K. Nanda, Com.

Sri T. K. Nayak, Zool.

Dr. J. R. Sahoo, Eng.

Sri A. K. Jena, Hist.

Sri S. K. Ray, Eng.

Sri T.R. Ray, Dem., Biology

Sri S.K. Ray, Eng. (Convener)

Sri P.K. Gochhayat (Math).

Sri A.K. Sahoo, Dem.

Sri T.R. Ray, Dem.

Sri N. Panda, Asst. Libn.

Sri B. Sahoo, Dem.

Sri N. Sahoo, Com.

Sri S. Nayak, Voc.

Miss. B. Rath, IT,

Dr. H.K. Mishra (Convener)

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

Sri N.C. Jena, Pol. Sc (Convener)

Dr. K.P. Nayak, Eco.

Dr. B.S. Dash, Odia

Dr. H.K. Mishra, Physics

Dr. N.N. Satapathy, Hist.

Sri B.K. Nanda, Com.

C-5	Central Purchase Committee	:	Dr. B. L. Jena, Pol. Sc. (Convener)
		:	Sri R. Sahoo, Math.
		:	Sri B. B. Mohanty, Eco.
		:	Sri B.K. Nanda, Com.
		:	Sri S. N. Rath, Phy.
		:	Sri D. Laxminarayana, Chem.
		:	Dr. A. Sahoo, Hist.
		:	Mrs. M. Sahoo, Phil.
		:	Sri N. Sahoo, Com.
		:	Sri N. Panda, Lib.
C-6	Library Committee (OIC) Associate Members	:	Sri R.C. Panda, Head Clerk
		:	Sri T K Nayak, Zool. (Convener)
		:	Sri N. Panda, Libn.
		:	Sri S.K. Ray, Eng.
C-7	Discipline Committee Members	:	All Heads of the Departments
		:	Sri B B Mohanty, Eco. (Convener)
		:	Sri S.K. Mohapatra, Eco.
		:	Sri. D. Laxminarayana, Chem
		:	Sri A.K. Jena, Hist.
		:	Smt. S. Das, Eng.
		:	Dr. S. K Sahoo, Odi
		:	Sri-N. Panda, Lib.
		:	Sri B.D. Routray, C
		:	Dr B.S. Dash, Odia (Convener)
C-8	Cultural Committee	:	Sri T.K. Nayak, Zool
		:	Mrs. M. Sarangi, Bot.
		:	Dr. S. K. Sahoo, Odia
		:	Mrs. S. T. Sahoo, Phy.
		:	Sri L.D. Sethi, Chem.
C-9	Cycle Stand & Canteen Committee	:	Sri B.D. Routray, Com (Convener)
		:	Sri N. Sahoo, Com.
		:	Sri L.D. Sethi, Chem
		:	Sri B. Sahoo, Dem.,

- 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 Addl. Administrative Bursar/ Academic Bursar on behalf of the Principal, after proper verification. CLC and TC will be signed along with the Long Roll, duly entered and signed by the Dealing Asst. 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 through proper channel.

PRINCIPAL

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