

## OFFICE OF THE PRINCIPAL, GANJAM COLLEGE, GANJAM

No 428 /GCG/2022

Date: 27.07.2022

OFFICE ORDER

Assignment of Co-curricular/Extra-curricular activities among the members of staff for the academic session 2022-23.

Sl No.	Assignment	Officer in-charge
1	Administrative Bursar	Dr. Purushottam Sahu
2	Accounts Bursar Associate	Dr. D.P Dash Sri K. Purushottam Patra
	OIC of DCR	Sri Jagadish Padhi
3	Academic Bursars Academic Supervision Committee	Sri Simanchala Bhola Dr. S.K Patra & Dr. S.K Sethi (+3) Dr. P Behera & Sri M. Sethi (+2)
4	Admission Convenor (+2 & +3)  Admission Committee -	Sri Amar Prasad Bishoyee  <b>+2</b> Smt. Mamata Padhi Dr. J.S.N Achary  <b>+3</b> Dr. Pitamber Behera Dr. L.N Mishra
5	Budget Committee	Dr. Purusottam Sahu- Convenor Dr. D.P Dash Dr. Anita Kumari Panigrahi
6	Examination Committee	Sri Laxminarayan Panda Sri N. Manna Dr. A.K Panigrahi Smt. S. Sandhyarani
7	Student Union, Advisor Associate Advisors	Sri Amar Prasad Bishoyee Dr. Pitamber Behera Dr. Susanta Kumar Sethi
8	Election Committee	Sri A.P Bishoyee - Convener Dr. Pitamber Behera Dr. Anita Kumari Panigrahi Sri Rohit Kumar Sahu
9	NAAC Coordinator	Dr. Purusottam Sahu
10	UGC Committee	Dr. Purusottam Sahu -Convenor Dr. Durga Prasad Dash
11	RUSA Committee	Sri A.P Bishoyee Dr. P. Behera Dr. Jubaraj Choudhury
12	Purchase Committee	Dr P. Sahu Dr. D.P Dash Sri Simanchala Bhola Dr. S.K Patra Sri N. Raghunath Reddy
13	Maintenance Committee (College Building, Furniture, Electrical fittings, Motor pump, water purifier. Etc.)	Dr S.K Patro Dr. Jubaraj Chaudhury Sri G.K Acharya Sri Rohit Kumar Sahu
14	College Development Committee	Administrative Bursar - Dr. P. Sahu Account Bursar - Dr. D.P Dash Sri S. Bhola Sri A.P Bishoyee Dr. S. Hota Dr. S.K Patro
15	Building Construction/Re-Construction/ Renovation Supervision Committee	Sri A.P Bishoyee Dr. D.P Dash Sri G.K Acharya

		Sri A.K Mahapatro Sri N. Raghunath Reddy Sri A.K Bariki Sri M.S. Mahapatra Sri P.L Behera
16	<b>Online Class Committee for +3 &amp; +2</b>	Dr. Smaranika Hotta – Co-ordinator Dr. Lokanath Mishra Sri Suman Sethi
17	<b>Time Table</b>	Dr. Smaranika Hotta Dr. Lokanath Mishra Sri Suman Sethi
18	<b>Staff Council</b>  <b>Secretary</b> <b>Asst. Secretary</b>	Sri S. Bhola Sri L.N Panda
19	<b>Library Committee</b>	Sri A.P Bishoyee –Convenor Smt. Mamata Padhi Dr . Asmita Patanaik Dr. Surya Narayan Muduli
20	<b>IQAC</b>  <b>Coordinator</b> <b>Asst. Coordinator</b>	Dr. S. Hota Dr. Anita Kumari Panigrahi
21	<b>College Website Designing &amp; Editing Board</b>	Dr. S. Hota Dr L.N. Mishra Dr. A.K Panigrahi Sri Suman Sethi
22	<b>SAMS</b>	Dr. Lokanath Mishra
23	<b>Athletic Association</b> <b>Vice- President-</b> <b>Member-</b>	Dr. Pitambar Behera Dr. S.K Sethy Sri R.N Kanhar Smt. Bairi Devi Sri Aditya Kumar Mohapatra
24	<b>Cultural Association</b> <b>Vice- President-</b> <b>Member-</b>	Sri L.N Panda Sri M. Sethi Smt. Swagatika Pradhan Sri Rohit Kumar Sahu Sri U.K Acharya
25	<b>RTI</b>	Sri Simanchala Bhola
26	<b>Chief Proctor</b>	Dr. Pitamber Behera
27	<b>CLC &amp; CC</b>	Sri S. Bhola Dr. S. Hota Dr. P. Behera
28	<b>Fee Structure Committee</b>	Dr. Purusottam Sahu Sri S. Bhola Dr. D.P Das Dr. D.D Jena
29	<b>Central Store</b>	Dr. D.D Jena
30	<b>Editorial Board, College Magazine</b>	Dr. S. Hota Smt. Mamata Padhy Dr. Jubaraj Choudhuri Smt. Bairi Devi
31	<b>College Calendar</b>	Dr. S. Hotta Smt. Mamata Padhy Dr. J. Choudhury
32	<b>Recognition &amp; Affiliation ( Both +2 &amp; +3)</b>	Dr. P. Sahu Dr. D.P Dash Dr. S.K Sethy
33	<b>Income Tax</b>	Dr. D.P Dash Sri K. Purusottam Patra Sri Jagadish Padhi

34	<b>Programme Officers, NSS Unit-1-</b>	Sri S.K. Sethi
35	<b>Legal Matter/Cases</b>	Dr. D.P Dash
36	<b>Youth Red Cross and Red Ribbon Club</b>	Sri S. N. Muduli Dr. Anita Kumari Panigrahy
37	<b>Post matric and Other Scholarships</b>	Dr. J.S.N Achary Smt. Swagatika Pradhan
38	<b>Self defence for Girls</b>	Smt. Mamata Padhy Dr. Asmita Patanaik
39	<b>NCC (Naval Wing)</b>	Dr. Durga Prasad Dash
40	<b>Railway and Bus Concession</b>	Dr. S.K Sethy
41	<b>Internet, Xerox, Computer, Laptop Maintanance</b>	Dr. Durga Prasad Dash Dr. Lokanath Mishra
42	<b>Students Financial Aid</b>	Dr. S.K Sethy
43	<b>Convenor, Mentor-Mentee Programme</b>	Smt. Mamata Padhy
44	<b>College Land/ Buildings</b>	Sri. A. P Bishoyee Sri G.K Acharya
45	<b>Press &amp; Media</b>	Dr. D. P Dash, Sri G.K Acharya & Smt. Bairi Devi
46	<b>Water Supply &amp; Sanitation</b>	Sri G.K Acharya Sri A.K Mahapatra
47	<b>Remedial Coaching</b>	Dr. S.K Patro Sri R.N. Konhar
48	<b>Tabulator</b> +2 Arts +3 Arts +2 Science +3 Comm +3 Science	Sri M.S Mahapatra Sri P.L Behera Sri Rabi N. Panda Sri U.K Acharya Smt. Monorama Panda
49	<b>Science Society</b>	Dr. L.N Mishra Sri M. Sethi
50	<b>Odia Sahitya Samaja Vice President- Member-</b>	HOD, Odia All other Staff members of the dept.
51	<b>Grievance Cell</b> Convener - Member -	Sri L.N Panda Smt. Mamata Padhy Dr. Asmita Patanaik Dr. Jubaraj Choudhury Dr. D.P Dash
52	<b>Anti Ragging Cell</b>	Sri A.P Bishoyee Dr Pitamber Behera Dr. Asmita Patnaik Dr. S.K Sethi Smt. S. Sandyarani
53	<b>SC/ST Welfare Cell</b>	Dr. S.K Sethy Sri R. Kanhar
54	<b>Women Cell</b>	Smt. Mamata Padhy Smt. Bairi Devi Dr. Anita Kumari Panigrahy
55	<b>Anti Discrimination Cell</b>	Dr. S.K Sethi Sri S. Sethi
56	<b>Boys Common Room</b>	Dr. D.D Jena Sri R.K Sahu
57	<b>Girls Common Room</b>	Smt. Pravati Tripathy Smt. Monorama Panda
58	<b>Attendance Calculation</b> +2 Arts- +3 Arts- +2 Science- +3 Science- +3Commerce-	Sri M.S. Mohapatra Sri P.L Behera Sri Rabi N. Panda Smt. Monarama Panda Sri Aditya Ku. Mahapatra

59	<b>Staff Common Room</b>	Smt. Mamata Padhi Dr. S.N. Muduli
60	<b>Discipline Committee</b>	Sri A.P Bishoyee Sri S. Bhola Dr. S. Hota Dr. P. Behera Dr. J. Choudhury Sri R.K Sahu Smt. S. Sandhyarani
61	<b>DSA</b>	Dr. D Jena Smt. Pravati Tripathy N Raghunath Reddy Sri P.L Behera
62	<b>Botanical Garden</b>	Dr. Asmita Patnaik Sri Narottam Manna Sri A.N Mohanty
63	<b>Career Counseling Cell</b>	Dr. A.P Bishoyee (Convener) Dr. Lokanath Mishra Sri Nigam Swain Sri Narottam Manna Sri Mahendra Sethi
64	<b>Entrepreneurship Skill Development Cell</b>	Dr. Purusottam Sahu Dr. Anita Panigrahi Sri Suman Sethi
65	<b>Campus Supervision</b>	Dr. Pitamber Behera Dr. D.D Jena Sri R. N. Konhar Sri R.K Sahu Sri Aditya Ku. Mahapatra Sri P.L Behera Sri M.S Mahapatra
66	<b>Alumni Coordination Committee</b>	Sri A.P Bishoyee Sri L.N Panda Dr Pitamber Behera Dr. D.P Dash Sri G.K Acharya Sri A.K Mahapatra
67	<b>Committee (Foundation Day Celebration)</b>  <b>Advisor - Dr. P. Sahu</b>	Sri A.P Bishoyee (Convenor) Dr. S. Hota Sri L.N Panda Sri G.K Acharya Sri R.K Sahu Sri A.K Mahapatra Sri N Raghunath Reddy Sri Ajaya Bariki
68	<b>Technical Support</b> a) Establishment b) NAAC c) Library	Sri N. Manna & Sri K. P. Patro Dr. A.K Panigrahi & Suman Sethi Smt. Bairi Devi & Sri S.N Muduli
69	<b>AISHE , Nodal Officer</b>	Dr. J.S.N Achary
70	<b>Academic Council</b>	Academic Bursar Administrative Bursar Accounts Bursar Coordinator, NAAC Coordinator, IQAC Convenor, Mentor-Mentee Cell HODs

  
**Principal**

**OFFICE ORDER**

The office order served earlier regarding the Assignment of Co-curricular/Extra Curricular Activities among the members of staff for the Academic Session 2022-23 is partially modified consequent upon the superannuation and / or transfer of some of the staff members and the change /addition brought thereby is detailed as under.

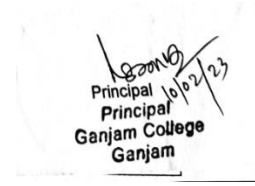
The order stands effective forthwith until further order.

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|--|---|
| 1. NAAC Coordinator-                                       | Sri A.P. Bishoyee   |
| • Technical Team-  | 1. Dr. D.P Dash<br>2. Dr. L.N Mishra<br>3. Dr. A.K Panigrahy<br>4. DrSumanSethi<br>5. Sri SubhenduTahal |
| 2. Admin Bursar-   | Sri R.K Patnaik   |
| • Associate Admin Bursar-                                  | Sri N. Manna  |
| 3. OIC of UGC -  | 1. Dr. S.K Patra<br>2. Dr. D.P. Dash  |
| 4. Technical Team IQAC-                                    | 1. Smt. Bairi Devi<br>2. Miss Arundhuti Singh   |
| 5. Deputy Superintendent<br>AHS Exam- 2023                 | Sri R.K Patnaik   |
| 6. Deputy Supervisor EMH<br>(AHS Exam 2023-                | Sri L.N. Panda  |
| 7. Budget Committee-                                       | 1. Sri R.K Patnaik<br>2. Dr. D.P Dash<br>3. Sri K.P Patro   |
| 8. Purchase Committee-                                     | 1. Sri S. Bhola<br>2. Sri S.K. Patra<br>3. Dr. S. Hota<br>4. Dr. D.P Dash<br>5. Sri R.N Reddy           |
| 9. Editorial Board College Magazine<br>& college Calendar- | 1.Dr. S.Hota<br>2.Smt. MamataPadhi<br>3. Smt. Bairi Devi<br>4. Sri SumanSethi                           |
| 10. Account Supervision                                    | 1. Sri R.K Patanik<br>2. Sri K.P Patra<br>3. Sri JagadishPadhi  |
| 11. Recognition & Affiliation-                             | 1. Sri S. Bhola<br>2.Sri R.K Patnaik<br>3. Dr. D.P Dash<br>4. Sri Narottam Manna                        |
| 12. RD Cell (As per UGC Guideline)                         | 1. Dr. S.Hota<br>2.Dr. Lokanath Mishra<br>3. Smt. Bairi Devi<br>4. Sri S.N Muduli<br>5.SriMahendraSethi |

6. Sri PurushottamPatra
7. Miss Arundhuti Singh

Supporting Staff

1. Sri AbhinashPati
2. Sri HimanshuSekharNahak
3. Sri N. Raghunath Reddy
4. Sri Ch. S.K Achary



Principal  
Principal  
Ganjam College  
Ganjam

Principal

#Copy to Guard file/Accounts/Establishment.

OFFICE OF THE PRINCIPAL, GANJAM COLLEGE, GANJAM

No...196...GCG/2023

Date: 10.03.2023

**OFFICE ORDER**

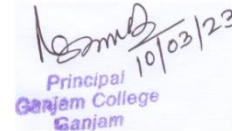
In partial modification to the earlier office order regarding distribution of Co-curricular/Extra-curricular assignment, the Library Committee is reconstituted as

1. Smt. Mamata Padhy, Reader in English Convenor
2. Dr. J. S. N. Achary, Lecturer in Physics Member
3. Sri Jagadish Padhi, Lecturer in Commerce Member

And e-Library Committee is constituted as

- 1) Dr. Lokanath Mishra, Lecturer in Physics Convenor
- 2) Sri S. N. Muduli, Lecturer in Economics Member
- 3) Sri Suman Sethi, Lecturer in Commerce Member

This shall be effective forthwith.



Principal  
Principal  
Ganjam College  
Ganjam

Principal

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