

OFFICE OF THE PRINCIPAL
SIMULIA COLLEGE, MARKONA, BALASORE

Office Order No. 291

Date: 05.05.2023

**ASSIGNMENT OF CO-CURRICULAR ACTIVITIES AMONG THE
TEACHING STAFF FOR THE SESSION : 2023-2024**

Sl.No.	Assignment of Duties	Officer-in-Charge
1	Administrative Bursar	Umesh Ch.Sahu
2	Accounts Bursar	Binay ku. Lenka
3	Academic Bursar	Ajit Ku. Mohanty Kamal Baran Lenka
4	Officer-in-Charge, Admission and Associate	Dinabandhu Mohapatra Dr.Biswaranjan Dash Prasant Ku. Mohanty Harihar Dash Prakash Ku.Pattanayak
5	Officer-in-Charge, Examination and Associate	Dr.Umakanta NayakRamakanta Tripathy Dr. Lalatendu Pr.Mishra Baburam Jena Ratnakar Sahoo Dr.Ranjan Ku. Muduli Banamali Behera
6	Secretary Staff Council, Joint Secretary Staff Council	Binod Ku. Nayak Narayan Ch.Das
7	Officer-in-Charge, Disciplinary & Advisory Committee	Binay Ku. Lenka Umesh Ch. Sahu Kamal Baran Lenka Ajit Ku. Mohanty
8	Officer-in-Charge, Income Tax	Dinabandhu Mohapatra Ratnakar Sahoo
9	Officer-in-Charge, College Garden, Campus Beautification & Plantation	Banamali Behera Pravat Ku.Nayak Etishree Patra
10	Officer-in-Charge ,Library	Dr. Manas Ku. Sahoo Prakash Ku. Pattanayak
11	Officer-in- charge, Construction (UGC and General)	Kamal Baran Lenka Master Apollo Narayan Ch.Das Prasant Ku. Mohanty

12	Officer in-Charge Legal matter	Kamal Baran Lenka
13	U.G.C. Committee all Affairs	Gopabandhu Mishra Binay Ku.Lenka Umakanta Nayak
14	Officer –in-Charge General Purchase and Printing	Banamali Das Pravat Ku.Nayak Bhageerathee Patra
15	Officer –in-Charge College Planning and Budget	Umesh Ch.Sahu Ajit Ku. Mohanty Nirmal Ch.Behera
16	Advisor, Alumni Association	Ajit Ku. Mohanty Kamal Baran Lenka
17	Officer in-Charge, Staff Common Room	Gouranga Ch. Mishra Bhageerathee Patra Devirani Jena
18	Officer in-Charge, Boys Common Room	Ashok Ku. Kabi Banamali Behera
19	Officer in-Charge, Girls Common Room	Basanti Das Archana Barik
20	Editor, College Magazine	Dr. Kamala Kanta Mishra Narayan Ch.Das Ramakanta Tripathy Nirmal Ch. Behera
21	Officer –in-Charge, Literary Society & Culture	Ramakanta Tripathy Nirmal Ch.Behera Dr.Biswaranjan Dash Sangeeta Mohanty
22	Officer-in-Charge, SC/ST Cell	Baburam Jena Bhageerathee Patra
23	Officer-in Charge Minority	Baburam Jena Devirani Jena
24	Officer in Charge OBC Cell	Baburam Jena Umakanta Nayak
25	Officer in-Charge Anti Ragging Cell	Ashok Ku.Kabi Bhageerathee Patra

26	Grievance Redressal Cell	Ashok Ku.Kabi Bhageerathee Patra
27	Electoral Literacy Club	Ranjan Ku.Muduli Bhageerathee Patra
28	Officer-in-Charge Editor, College Calendar	Ajit Kumar Mohanty Narayan Ch.Das Dr.Biswaranjan Dash Dr.Manas Ku. Sahoo
29	Officer-in-Charge Sexual Harassment Redressal Cell	Sangita Mohanty Ritarani Panda Nandita Satapathy
30	Advisor, College Union and Cultural Association	Umesh Ch. Sahu Kamal Baran Lenka Master Appollo Dr. Biswaranjan Dash Prasanta Ku. Mohanty Etishree Patra
31	NAAC Steering Committee Convenor Associate Members	Umesh Ch.Sahu Dr.Umakanta nayak Baburam Jena Dr.Manas Ku.Sahoo Prasant Ku. Mohanty
32	IQAC Convener	Dr. Umakanta Nayak
33	Officer in-Charge, Bill, GPF & Associates	Nirmal Ch. Behera Prafulla Ku. Roul
34	Officer in-Charge, EPF	Dr.Ranjan Ku.Muduli Nirmal Ch. Behera
35	Officer in-Charge, Store & Stock	Ajit Ku.Mohanty
36	Vice-President, Athletic Association and Associate	Kamal Baran Lenka Dr. Manas Ku. Sahoo Sangita Mohanty Bhageerathee Patra
37	Vice President ,DSA	Dr. Kamala Kanta Mishra Suryakant Panda Rajashree Mohanty Priyadarshini Nayak
38	NSS Programme Officer (Boys)	Bhageerathee Patra
	NSS Programme Officer (Girls)	Rajashree Mohanty
39	Counsellor, YRC	Manas Ku.Sahoo
40	RRC, Scout & Guide	Prasant Ku.Mohanty

41	Officer-in-Charge, Student Attendance (Preparation and Calculation)	Binod Ku. Nayak (Chief) Arts –Ashok Ku.Kabi Com - Banamali Behera Sc. - Banamali Das
42	Officer-in-Charge RTI	Hemanta Ku.Das
43	Officer-in-Charge, Tabulation (Arts, Science & Commerce)	Arts - Ashok Ku.Kabi Com - Rabindra Pr.Dash Sc. -Gouttam Pallai
44	Officer-in-Charge, Scholarship/SSG/ Free Studentship	Ramakanta Rout Dr.Ranjan Ku.Muduli Pravat Ku.nayak
45	Officer-in-Charge, Maintenance (Electrical, Electronics ,Computer, Furniture, Telephone, Internet & Xerox etc.)	Dr. Ranjan Ku.Muduli Ramakanta Tripathy Gouranga Mishra Banamali Behera
46	Officer-in-Charge, Canteen	Ashok Ku.Kabi Priyadarshini Nayak
47	Officer-in-Charge, Time Table	Ajit Ku.Mohanty Nirmal Ch.Behera Prakash Ku.Pattanayak
48	Officer in-Charge Career Counselling Cell	Dr. Umakanta Nayak Dr.Ranjan Ku.Muduli Dr.biswaranjan Dash Prakash Ku.Pattanayak
49	Officer-in-Charge, Remedial Coaching for SC/ST/OBC &Gen	Dinabandhu Mohapatra Suryakant Panda
50	Officer-in-Charge, Equal opportunity Cell	Ashok Ku. Kabi Bhageerathee Patra
51	Officer –in-Charge, Insurance	Narayan Ch.Das
52	Officer-in-Charge, Water Supply and Sanitation ,HealthCare	Master Apollo Prasanta Ku. Mohanty Bhageerathee Patra

53	Officer-in-Charge, Research Committee & Associates	Dr.Kamalakanta Mishra Dr.Manas Ku.Sahoo Dr.Lalatendu Pr.Mishra Dr. Ranjan Ku.Muduli Dr.Umakanta Nayak
54	Yoga, Gym,Sport &COVID-19	Master Apollo Hemanta Ku.Das Bhageerathee Patra Ritarani Panda
55	Officer-in-Charge, Eco-Club	Ramakanta Tripathy Basanti Das
56	Officer-in-Charge, Celebration/College Foundation Day/Fakir Mohan Jayanti etc.	Binay Ku. Lenka Ajit Ku. Mohanty NarayanCh.Das Kamal Baran Lenka Dr.Biswaranjan Dash Sangita Mohanty Ritarani Pande Rajashree Mohanty Priyadarshini Nayak
57	Officer-in Charge Wall Magazine	Narayan Ch. Das Nirmal Ch.Behera Gouttam Pallai
58	Officer-in-Charge, Boy's Hostel	Dr. Kamala Kanta Mishra Dr.Manas Ku.Sahoo Prakash Ku.Pattanayak
59	Officer-in-Charge, Computer Lab	Dr.Manas Ku. Sahoo Harihar Das Prafulla Ku.Roul
60	Officer-in-Charge, Bio-metric Device	Nirmal Ch. Behera
61	Internal Complain Committee	Dr. Ranjan Ku. Muduli Ashok Ku.Kabi Bhageerathee Patra

All the Officers are requested to open the files in their respective areas and keep them in the custody of respective Dealing Assistants. They must prepare a monthly Report of the CCA performed by them using the prescribed format available in the office of the Principal which should be submitted to the undersigned at the end of every month .further an Annual Report must be submitted by taking summary of Monthly Reports 3 days before the closing of the Academic Session.

Principal
Simutia College,
Markona, Balasore

Memo No. 292 Date 05.05.22

Copy to all Teaching Staff/Head Clerk/All Sections/Library/
President, G.B./Director, Higher Education Department, Odisha, Bhubaneswar/RDE, Balasore/Guard
File

Principal
Simutia College,
Markona, Balasore