

OFFICE OF THE PRINCIPAL
SIMULIA COLLEGE, MARKONA, BALASORE

Office Order No. 81

Date: 14.03.22.

**ASSIGNMENT OF CO-CURRICULAR ACTIVITIES AMONG THE
TEACHING STAFF FOR THE SESSION : 2022-2023**

Sl.No.	Assignment of Duties	Officer-in-Charge
1	Administrative Bursar	Dr.Anil Ku.Nayak
2	Accounts Bursar	Binay ku. Lenka
3	Academic Bursar	Gopabandhu Mishra Dinabandhu Mohapatra
4	Officer-in-Charge, Admission and Associate	Ajit Ku. Mohanty Nirmal Ch. Behera
5	Officer-in-Charge, Examination and Associate	Umakanta Nayak Dr. Lalatendu Pr.Mishra Baburam Jena Ratnakar Sahoo
6	Secretary Staff Council, Joint Secretary Staff Council	Dr. Dilip Ku. Patra Narayan Ch.Das
7	Officer-in-Charge, Disciplinary & Advisory Committee	Gopabandhu Mishra Umesh Ch. Sahu Kamal Baran Lenka Ajit Ku. Mohanty
8	Officer-in-Charge, Income Tax	Dr. Chinmayee Senapati Ratnakar Sahoo
9	Officer-in-Charge, College Garden, Campus Beautification & Plantation	Dr.Chinmayee Senapati Banamali Behera Lopamudra Jena
10	Officer-in-Charge ,Library	Ramakanta Tripathy Ashok Ku. Kabi
11	Officer-in- charge, Construction (UGC and General)	Kamal Baran Lenka Dinabandhu Mohapatra Narayan Ch.Das Prakash Ku.Pattanayak Baidhar Mohakud

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	SwarnalataMishra Banamali Das Pravat Ku.Nayak
15	Officer –in-Charge College Planning and Budget	Ajit Ku. Mohanty Nirmal Ch.Behera
16	Advisor, Alumni Association	Gopabandhu Mishra Kamal Baran Lenka
17	Officer in-Charge, Staff Common Room	Gouranga Ch. Mishra Bhageerathee Patra
18	Officer in-Charge, Boys Common Room	Ashok Ku. Kabi Banamali Behera
19	Officer in-Charge, Girls Common Room	Lopamudra Jena Archana Barik
20	Editor, College Magazine	Dr. Kamala Kanta Mishra Narayan Ch.Das Shukadeva Mallick Ramakanta Tripathy Nirmal Ch. Behera Baidhar Mohakud
21	Officer –in-Charge, Literary Society & Culture	Swarnalata Mishra Ramakanta Tripathy Lopamudra Jena Nirmal Ch.Behera Sangeeta Mohanty
22	Officer-in-Charge, SC/ST Cell	Baburam Jena Lopamudra Jena
23	Officer-in Charge Minority	Baburam Jena Lopamudra Jena
24	Officer in Charage OBC Cell	Baburam Jena Lopamudra Jena
25	Officer in-Charge Anti Ragging Cell	Ashok Ku.Kabi Bhageerathee Patra

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

41	Officer-in-Charge, Student Attendance (Preparation and Calculation)	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	Pravat Ku. Nayak
45	Officer-in-Charge, Maintenance (Electrical, Electronics ,Computer, Furniture, Telephone, Internet & Xerox etc.)	Dr. Ranjan Ku.Muduli Ramakanta Tripathy Gouranga Mishra
46	Officer-in-Charge, Canteen	Pravat Ku.Nayak
47	Officer-in-Charge, Time Table	Ajit Ku.Mohanty Nirmal Ch.behera
48	Officer in-Charge Career Counselling Cell	Dr. Ranjan Ku.Muduli Ratnakar Sahoo 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	Shukadeva Mallick Master Apollo Archana Barik Baidhar Mohakud

53	Officer-in-Charge, Research Committee & Associates	Dr.Kamalakanta Mishra Dr.Manas Ku.Sahoo Dr.Lalatendu Pr.Mishra Dr. Ranjan Ku.Muduli
54	Yoga, Gym,Sport &COVID-19	Baidhar Mohakud Sangita Mohanty Ritarani Panda
55	Officer-in-Charge, Eco-Club	Ramakanta Tripathy
56	Officer-in-Charge, Celebration/College Foundation Day/Fakir Mohan Jayanti etc.	Gopabandhu Mishra Ajit Ku. Mohanty NarayanCh.Das Baidhar Mohakud
57	Officer-in Charge Wall Magazine	Narayan Ch. Das Shukadeva Mallick Ritarani Panda
58	Officer-in-Charge, Boy's Hostel	Swarnalata Mishra Gouranga Ch.Mishra Dr.Manas Ku.Sahoo
59	Officer-in-Charge, Computer Lab	Dr.Manas Ku. Sahoo Harihar Das
60	Officer-in-Charge, Bio-metric Device	Nirmal Ch. Behera
61	Internal Complain Committee	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.

[Signature]
Principal
Simula College,
Markona, Balasore

Memo No.....*81 (7)*..... Date.....*14.03.2023*.....

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

[Signature]
Principal
Simula College,
Markona, Balasore