

**Office of the Principal**  
**Pattamundai College, Pattamundai**

No. 1313 dt. 26/12/2022/

**OFFICE ORDER**

The extra curricular duties assigned to staff members for the session 2022-23 are given below. They are requested to perform their duties accordingly which is effective from 26.12.2022.

**Extracurricular duties for the Session 2022-23**

**(Not strictly in order on seniority )**

<b><u>Sl No</u></b>	<b><u>Portfolios</u></b>	<b><u>Name &amp; Designation</u></b>
1	<b>Staff Council : Secretary</b>	Capt. Manoj Parida, Reader in Sociology.
	<b>Joint Secretary</b>	Dr. Miss. A.K Dash, Reader in Botany.
2	<b>Administrative Bursar</b>	Mr. D.K Bhuyan, Reader in Zoology
3	<b>Academic Bursar</b>	Dr. D. Parida, Reader in Chemistry
4	<b>Account Bursar</b>	Dr. R.K Sahoo, Reader in Physics
5	<b>+2 Admission Committee</b>	Mr. A. Pandab, Lect. In Math Team as notified earlier
6	<b>+3 Admission Committee</b>	Mr. D.K Bhuyan, Reader in Zoology Team as notified earlier
7	<b>Time table Committee</b>	Mr. A. Pandab, Lect. In Math. Dr. N.K Sahoo, Lect. In Math.
8	<b>Discipline &amp; Internal Security Committee</b>	All the HODs NCC & NSS Officers.
9	<b>+2 Examination Cell</b>	Dr. F.C Pradhan, Reader in Chemistry Mr. S. Mishra, Lect. In Economics Dr. N.K Sahoo, Lect. In Math. Mr. Amit Kumar Sahoo, Lect. In Physics

- 10 **+3 Examination Cell**  
 Dr. R.K Sahoo, Reader in Physics  
 Mr. P.K Swain, Reader in Odia.  
 Mr. S.K Nayak, Lect. In English.  
 Mr. R.K Behera, Lect. In Commerce
- 11 **Students Union Advisor**  
**Associate Advisor**  
 Capt. M. Parida, Reader in Sociology  
 Dr. R.K Sahoo, Reader in Physics  
 Mr. R.K Senapati, Reader in Sociology  
 Dr. F.C Pradhan, Reader in Chemistry  
 Mr. R.K Behera, Lect. In Commerce  
 Mr. R.K Behura, Lect. In History
- 12 **Athletic Association**  
**Vice President**  
**Associate Vice President**  
 Dr. D. Parida, Reader in Chemistry  
 Dr. M.K Nayak, Lect. In English.  
 Prof. P Pradhan, Lect. In Economics.  
 Adarsha Padhihari , BS(P)21-049 (C.R)
- 13 **Dramatic Association**  
**Vice President**  
**Associate Vice President**  
 Capt. Manoj Parida, Reader in Sociology  
 Mr. P.K Swain, Reader in Odia  
 Mr. S.K Jena, Lecturer in Philosophy  
 Mrs. R.N.M Parida, Lect. In Philosophy.  
 Sarmistha Rout , BS(B)21-024 (C.R)
- 14 **Cultural Association**  
**Vice President**  
**Associate Vice President**  
 Dr. Miss. A.K Dash, Reader in Botany  
 Mr. N Nayak, Lect. In Education  
 Mr. S.K Nayak, Lect. In English  
 Dr. N. Pradhan, Lect. In Political Science  
 Parthabi Panda, BA22-217 (C.R)

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<b>15</b>	<b>Social Service Association</b>	
	Vice President	Dr. N.K Sahoo, Lect. In Math
	Associate Vice President	Mrs. S. Biswal, Lect. In Botany
<b>16</b>	<b>Day Scholar Association</b>	
	Vice President	Mr. P Pradhan, Lect. In Economics
	Associate Vice President	Mrs. R.N.M Parida, Lect. In Philosophy Sagarika Behera, BC21-100, (C.R)
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<b>18</b>	<b>College Calendar : Chief Editor</b>	Mr. R.K Panda, Reader in History
	Sub-Editor	Mr. S.K Nayak, Lect. In English
<b>19</b>	<b>College Magazine :Chief Editor</b>	Dr. D. Parida, Reader in Chemistry
	Sub-Editor	Dr. M.K Nayak, Lect. In English Mrs. S. Biswal, Lect. In Botany Mr. S. Mishra, Lect. In Economics Mr. Ranjan Kumar Behura, Lect. In History
<b>20</b>	<b>Science Magazine :Chief Editor</b>	Dr. F.C Pradhan, Reader in Chemistry
	Sub-Editor	Mrs. S. Mishra, Lect. In Zoology Mr. R.K Gahan, Lect. In Chemistry
<b>21</b>	<b>IQAC &amp; NAAC Committee</b>	Dr. S.K Pradhan, Reader in Chem. (Coordinator) Dr. M.K Nayak, Lect. In English Mr. J Malik, Lect. In Commerce.

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		Mr. S. Mishra, Lect. In economics
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		Mr. R.K Senapari, Reader in Sociology
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26	<b>RTI Cell PIO</b>	Mr. R.K Panda, Reader in History
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28	<b>Construction Committee</b>	Mr. R.K Senapati, Reader in Sociology
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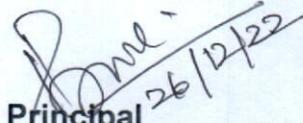
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<b>65</b>	<b>Ladies Hostel Superintendent</b>	Mr. P.K Swain, Reader in Odia
	<b>Dy. Superintendent</b>	Mrs. R.N M Parida, Lect. In Philosophy
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		Mr. S.K Nayak, Lect. In English
		Mr. J. Malik, Lect. In Commerce
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		Mr. R.K Gahan, Lect. In Chemistry
		Mrs. L.P Patra, Lect. In Odia
72	<b>Officer I/C of Certificates &amp; Add-on- Course</b>	Dr. F.C Pradhan, Reader in Chem. (Co-Ordinator)
		Mr. D.K Bhuyan, Reader in Zoology
		Dr. R.K Sahoo, Reader in Physics
		Dr. M.K Nayak, Lect. In English

  
 Principal  
 Pattamundai College

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