

OFFICE OF THE PRINCIPAL, MODEL DEGREE COLLEGE, NAYAGARH

OFFICE ORDER

No. 1716

Date 9.12.22

Following is the revised distribution of extra / co-curricular duties among the members of the teaching staff of Model Degree College, Nayagarh for the Session of 2022-23.

Sl. No	Assignment	Name of the Person
1.	Principal(I/C)	Dr. Narayan Surjit Behera, Asst. Prof.,English
2.	Secretary Staff Council	Sri Gour Mohan Sahoo, Asst. Prof., Education
3.	Administrative Bursar	Dr. Manas Ranjan Satpathy, Asst. Prof., Botany
4.	Academic Bursar	Dr. Jyotsnarani Kar,Asst.Prof of Odia
5.	Accounts Bursar	Sri Gour Mohan Sahoo, Asst. Prof., Education
6.	Examination	Dr. Manas Ranjan Satpathy, Asst. Prof., Botany(OIC) Dr. Jyotsnarani Kar,Asst.Prof of Odia (Member) Shri Sunil Kumar Mallik Asst.Prof., Sociology(Member)
7.	Admission	Dr Jayaram Singh Samal, Asst. Prof., Political Science Shri Gourmohan Sahoo, Asst. Prof., Education -(Member) Dr. Manas Ranjan Satpathy, Asst. Prof., Botany-(Member)
8.	EV & EVS Class	Dr. Jyotsna Rani Kar, Asst. Prof., Odia(OIC)
9.	Boys Common Room	Dr. Jayaram Singh Samal, Asst. Prof., Political Science(OIC)
10	Girls Common Room	Dr. Jyotsnarani Kar,Asst. Prof of Odia(OIC)
11	Time table	Miss Bijayini Subhadarshini ,Asst. Prof of Physics(OIC)
12	Scholarship	Sri Sunil Kumar Mallik, Asst. Prof., Sociology(OIC)
13	Honours Association of Different Subjects,	Respective Heads of the Departments. (Vice President)
14	Odia Sahitya Samaj	Dr.. Jyotsna Rani Kar, Asst. Prof., Odia(OIC)
15	Arts Society	Sri Sunil Kumar Mallik,Asst. prof Sociology(OIC)
16	Science Society	Miss Bijayini Subhadarshini ,Asst. Prof of Physics(OIC)
17	Library	Smt. Jyotsna Rani Kar, Asst. Prof., Odia(OIC & Convenor)
18	Library Committee	Sri Sunil Kumar Mallik,Asst. Prof Of Sociology(Members) Miss Bijayini Subhadarshini ,Asst. Prof of Physics(Members)
19	Anti-Ragging Cell.	Dr. Manas Ranjan Satpathy, Asst. Prof., Botany (Convenor) Shri Gourmohan Sahoo, Asst.Prof., Education(Members) Dr. Jyotsnarani Kar,Asst.Prof Odia(Members) Sri Sunil Kumar Mallik,Asst. Prof Of Sociology(Members)

20	RTI Cell	PIO-	Dr. Jayram Singh Samala, Asst. Prof., Political Sc.
		APIO-	Shri Sunil Kumar Mallik, Asst. Prof., Sociology
21	Sexual Harassment Prevention Cell		Dr. Manas Ranjan Satpathy Asst. Prof of Botany (Convenor) Dr. Jyotsna Rani Kar, Asst. Prof., Odia(Members) Miss Bijayini Subhadarshini ,Asst. Prof of Physics(Members)
22	Legal Matter		Dr. Manas Ranjan Satpathy Asst. Prof of Botany(OIC)
23	College stock & store		Shri Sunil Kumar Mallik, Asst. Prof., Sociology (OIC)
24	Furniture		Shri Sunil Kumar Mallik, Asst. Prof., Sociology (OIC)
25	Watch & ward		Shri Gourmohan Sahoo, Asst. Prof., Education (OIC)
26	Celebration of National Days		Dr. Jayram Singh Samal ,Asst. Prof of Pol. Sc.(OIC)
27	Sanitation & Cleaning		Shri Gourmohan Sahoo, Asst. Prof., Education(OIC)
28	Equal Opportunity Cell		Sri Sunil Kumar Mallik, Asst. prof Sociology (Co-ordinator)
			Smt. Jyotsna Rani Kar, Asst. Prof., Odia(Members)
			Miss Bijayini Subhadarshini ,Asst. Prof of Physics (Members)
29	College Calendar		Sri Gourmohan Sahoo, Asst. Prof., Education (Editor)
			Dr. Jayram Singh Samal ,Asst. Prof of Pol. Sc. (Ass. Editor)
30	College Magazine		Shri Gourmohan Sahoo, Asst. Prof., Education (Editor)
			Dr. Jyotsnarani Kar, Asst. prof Odia. (Associate Editor)
31	Self-Defence Training for Girls		Miss Bijayini Subhadarshini ,Asst. Prof of Physics _____ Member
32	College Union		Dr. Manas Ranjan Satpathy Asst. Prof of Botany (Advisor)
			Dr. Jayram Singh Samal, Asst. Prof Pol Sc. (Member)
			Sri Sunil Kumar Mallik, Asst Prof Sociology (Member)
33	Dramatic Club		Dr. Manas Ranjan Satpathy, Asst. Prof., Botany(Vice President)
			Shri Sunil Kumar Mallik, Asst. Prof., Sociology (Member)
			Miss Bijayini Subhadarshini ,Asst. prof Physics (Member)
34	Athletic		Sri Gourmohan Sahoo, Asst. Prof., Education(Vice President)
			Shri Jayaram Singh Samal, Asst. Prof., Political Science
			Dr. Jyotsnarani Kar Asst. Prof Odia (Member)
35	College Hostel		Sri Gourmohan Sahoo, Asst. Prof Education(Suptd.)
			Dr. Jyotsnarani Kar Asst. Prof Odia (Supt. Girls)
36	RUSA Co-ordinator		Miss Bijayini Subhadarshini, Asst. Prof., Physics
37	RUSA Project Monitoring Unit(PMU)		Miss Bijayini Subhadarshini, Asst. Prof., Physics (Convenor)
			Shri Gourmohan Sahoo, Asst. Prof., Education(Member) All HODs of Practical Subjects

38	Plantation & Garden	Dr. Manas Ranjan Satpathy, Asst. Prof., Botany(OIC)
39	Purchase Committee	Sri Gourmohan Sahoo-Accounts Bursar – (Convenor) Miss Bijayini Subhadarshini, Asst. Prof., Physics – (Member) Dr. Manas Ranjan Satpathy– (Member) All HODs of Practical Subjects
40	College Development Committee	Shri Gourmohan Sahoo, Asst. Prof., Education –(Member) Dr. Manas Ranjan Satpathy, Asst. Prof Botany(Member) Dr. Jayaram Singh Samal, Asst. Prof., Pol Science –(Member) Miss Bijayini Subhadarshini, Asst. Prof., Physics – (Member)
41	Day Scholars Association	Shri Jayaram Singh Samal, Asst. Prof., Pol Science
42	Discipline Committee	Dr. Manas Ranjan Satpathy Asst. Prof., Botany (Member) Shri Gourmohan Sahoo, Asst. Prof., Education(Member) Dr. Jayram Singh Samal Asst. Prof of Pol Sc. (Member) Miss Bijayini Subhadarshini, Asst. Prof., Physics (Member) Shri Sunil Kumar Mallik, Asst. Prof., Sociology (Member)
43	College Website	Shri Gourmohan Sahoo, Asst. Prof., Education(OIC)
44	PIMS	Dr. Manas Ranjan Satpathy, Asst. Prof Botany (OIC)
45	MO SARKAR	Dr. Jayram Singh Samal, Asst. Prof of Pol.Sc. (Nodal Officer)
46	Youth Red Cross	Dr, Jayaram Singh Samal, Asst. Prof., Political Science (Counsellor Boys) Miss Bijayaini Subhadarshini, Asst. Prof Physics (Lady Counsellor)
47	IQAC	Shri Gourmohan Sahoo, Asst. Prof., Education(OIC)
48	NSS	Sri Sunil Kumar Mallik, Asst. prof of Sociology (PO)
49	SC/ST/OBC Cell	Sri Sunil Kumar Mallik, Asst. prof of Sociology(OIC)
50	Virtual Class Room	Dr. Jayram Singh Samal, Asst. Prof of Pol.Sc (OIC)
51	Abstract Attendance	Respective HODs.
52	Residence Committee for Hostel (Boys & Girls)	Shri Gourmohan Sahoo, Asst. Prof., Education (A/C Bursar) Dr. Manas Ranjan Satpathy, Asst. Prof Botany (Supt. Boys) Dr. Jyotsna Rani Kar, Asst. Prof., Odia (Suptd Gilrs) Miss Bijayini Subhadarshini, Asst. Prof of Physics (Asst.Supt. Girls)
53	Mo College	Dr. Jyotsna Rani Kar, Asst. Prof., Odia (OIC)

NB: This order superseded the previous Order no.1198/dt. 27.08.2022


PRINCIPAL

Model Degree College, Nayagarh

Memo No. 1717 /Dt. 9.12.22

Copy forward to the Persons concerned / SCR Guard File / Establishment Section / H.C. for information.

Principal