



**OFFICE OF THE PRINCIPAL, S.K.C.G. (AUTONOMOUS) COLLEGE,
PARALAKHEMUNDI, GAJAPATI, ODISHA-761200**

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Letter No. 1192/2020

Dated: 20/08/2020

The distribution of Extra-Curricular activities for the session 2020-21 has been revised & reflected below. All the concerned officers/staffs are requested to perform their respective duties accordingly.

1.	Secretary, Staff Council		1) Sri R.K. Bhuyan (Hist)
2.	OIC Establishment (Gaz. & Non-Gaz)		1) Dr. J.N. Patnaik (Botany) 2) Dr. R.K.Samal (Chem)
3.	Accounts Bursar Associate Asst. Bursar		1) Sri D.C.Sethi (Commerce) 2) Sri S.K. Sahu (Economic)
4.	Controller of Examinations Deputy Controller of Examination		1) Sri R.K.Bhuyan(Hist) 2) Dr. B.Mishra(Sans)
5.	Officer in Charge UGC, Autonomous & Academic Affairs		1) Dr. J.N.Patnaik (Botany) 2) Sri Bailochan Behera (Geo)
6.	Examination	+3 & PG :	1. Internal Exams to be conducted by the Controller's section. 2. OIC Exam:-Dr. R.K.Samal (Chem) (Office Correspondence Only) (Office Correspondence including issue of CLC, Migration Certificate and other Misc activities)
		+2 :	1) Smt. P. Neeraja (Home Science) 2) Sri A.K.Khatai(Logic) 3) Sri S.S.Sahoo(Eco) (Conduct of Class examination, office Correspondence including issue of CLC, Migration Certificate and other Misc activities)
7.	Academic Bursar (Monitoring Academic activities)	+3 & PG +2	1) Dr. B.Mishra(Sans) 2) Sri Subir Tung(Math) 1) Dr. A.K.Raut (Math) 2) Miss Alka Panda(Phy)
8.	Officers in Charge Time table	+3 & PG : +2 :	1) Sri S.P. Sethy(Com) 2) Mrs. Nibedita Sasmal (Physics) 3) Sri Bailochan Behera (Geography) 4) Dr. A.K.Raut (Math)
9.	Officers in Charge, Library		1) Dr. S.P.Panda (English) 2) Sri Bailochan Behera (Geography) 3) Dr. A.K.Raut (Math) 4) Smt. S.Gamango(Hist)
10.	Purchase Committee		1) Sri R.K.Bhuyan(Hist) 2) Dr.J.N.Patnaik(Bot). 3) Smt. N.Sasmal (Phy) 4) Dr. B.Mishra(Sans) 5) Sri D.C. Sethi (Act. Bursar)

11.	OIC, College calendar	<ol style="list-style-type: none"> 1. Sri A.Sabar (Pol. Sc.) 2. Miss D.Panigrahy(Bot) 3. Sri. T.Murmu (Pol.Sc.)
12.	OIC, SAMS	<ol style="list-style-type: none"> 1. Dr. J.N. Patnaik (Botany) (+3& P.G) 2. Dr. A.K.Raut (Math) (+2)
13.	OIC, Cycle stand & Canteen	<ol style="list-style-type: none"> 1) Sri Sumanta Behera (Com) 2) Sri S.K.Sahoo (Economics)
14.	OIC, College Magazine	<ol style="list-style-type: none"> 1. Dr. Bighneswar Mishra (Sanskrit) 2. Smt S.P. Panda(Eng) 3. Dr. C.S.Das (Odia) 4. Miss K.S. Mallick (Eng)
15.	OIC, Legal Matters	<ol style="list-style-type: none"> 1. Sri Subir Tung(Math) 2. Sri D.C.Sethi (Com) 3. Sri A.K. Khatai (Logic)
16.	Internal Auditor	<ol style="list-style-type: none"> 1. Sri. D.C.Sethi (Commerce)
17.	Gajapati Memorial Lectures	<ol style="list-style-type: none"> 1) Dr. J.N.Patnaik(Bot) 2) Dr. C.S. Das(Odia) 3) Smt. S.P.Panda(Eng)
18.	OIC, Minority cell	<ol style="list-style-type: none"> 1) Sri A.Sabar (Pol.Sc) 2) Sri S.P. Sethi(Com) 3) Miss K.B.Bhuyan(Zool) 4) Sri R.H.Karjee(Eng)
19.	OIC, Proctorial +2, +3 and P.G	<ol style="list-style-type: none"> 1) Dr. S.P. Panda(Eng) 2) Sri Subhir Tung(Math) 3) Sri T.Murmu (Pol.Sc.) 4) Sri L.Choudhary (Bot)
20.	Bus & Railway Concession	<ol style="list-style-type: none"> 1. Sri S.P. Sethi(Com) 2. Sri L.Choudhary (Bot) 3. Miss Alaka Panda(Phy)
21.	Internet & Website	<ol style="list-style-type: none"> 1) Dr. J.N.Patnaik (Botany) 2) Dr.R.K.Samal (Chem.) 3) Dr.B.Mishra (Sas.) 4) Dr. A.Rauta(Math)
22.	OIC, Student Attendance	<ol style="list-style-type: none"> 1) Sri S.P.Sethi(Com) 2) Smt. R. Panda(Chem)
23.	OIC, Scholarship	<ol style="list-style-type: none"> 1) Sri A.Sabar(Pol.Sc) 2) Dr. B.N.Das (Pol.Sc.) 3) Sri Subhir Tung(Math) 4) Sri S.C.Khuntia (Commerce) 5) Sri A.K. Khatai (Logic) 6) Sri S.S. Sahoo (Economics) 7) Sri T.Murmu(Pol.Sc) 8) Sri R.H.Karjee(Eng)
24.	Student grievance redressal cell and Discipline Committee & Squad	<ol style="list-style-type: none"> 1) Dr.R.K.Samal(Chem) 2) Dr.B.N.Das(Pol.Sc) 3) Sri S.Behera(Com) 4) Smt P. Neeraja (Home Sc.) 5) Dr.A.K.Rauta(Math) 6) Sri S.K.Sahoo(Eco)

25.	OIC, Conduct of Literary competitions (other than college competition)		1) Smt N.Sasmal(Phy) 2) Dr.C.S.Das(Odia) 3) Miss. K.S. Mallick (English)
26.	NCC		1) Sri Sukanta Behera(Phy)
27.	OIC, Rovers & Rangers		1) SriT.Murmu(Pol.Sc) 2) Smt. Sujata Gamango (History)
28.	NSS Programmer Officers (Girls wing)		1) Dr. B.N.Dash (Pol.Sc) 2) Smt. R.Panda(Chem)
29.	RTI cell Right to information cell:	PIO (+2) PIO(+3)	1) Sri A.K.Khatai (Logic) 2) Dr.R.K. Samal (Chem)
30.	Career Counseling & Career Tracking Cell Cell Coordinator Asst. Coordinator		+2 1.Sri A.K.Khatai(Logic) 2. Smt. R.Panda(Chem) 3. Miss Alaka Panda (Physics) +3 1. Dr.B.Mishra(Sans) Co-ordinator 2. Sri Bailochan Behera(Geo) 3. Sri Subir Tung (Math) 4. Smt. N.Sasmal(Phy)
31.	Advisor, College Union & Associate Advisor (To look after the conduct of college election)		1) Dr. J.N.Patnaik (Botany) 2) Dr. R.K.Samal(Chem) 3) Dr. S.Panda(Eng) 4) Dr. B.Mishra(Sans)
32.	Athletic Club (+3 & P.G) Vice President & Associates (+2)	+2	1) Dr.R.K.Samal(Chem) 2) Mrs. Nibedita Sasmal (Physics) 3) Sri Sumanta Behera(Com) 4) Sri Subir Tung(Math) 5) Sri S.C. Khuntia (Commerce) 1) Smt. P.Neeraja (Home.Sc.) 2) Sri Ashok Kumar Khatei (Logic) 3) Miss K.S.Mallick (Eng) 4) Sri Lalit Choudhry (Botany) 5) Sri Ramharee Karjee
33.	Dramatic Society	(+3 & P.G) (+2)	1) Abhimanyu Sabar(Pol.sc) 2) Dr. C.S.Dash (Odia) 3) Mrs. Nibedita Sasmal (Physics) 1) Smt.P.Neeraja (Home.Sc.) 2) Sri.Subranshu Sekhar Sahoo(Eco) 3) Miss Alaka Panda (Physics)
34.	Day Scholar Association		1) Sri Siba Prasad Sethi (Commerce) 2) Miss D.Panigrahy(Bot) 3) Smt. R.Panda(Chem) 4) Sri.Subranshu Sekhar Sahoo(Eco)
35.	OIC, Student Common Room (Gents)		1) Sri Bailochan Behera (Geo.) 2) Sri.Subranshu Sekhar Sahoo(Eco)
36.	OIC, Student Common Room (Girls)		1) Dr. S.Panda(English) 2) Miss K.B.Bhuyan (Zoology) 3) Mrs. Sujata Gamango (History) 4) Miss Deeptimayee Panigrahi(Bot)
37.	Development Committee (General & Autonomous)		1) R.K. Bhuyan(D.O) 2) Dr. J.N.Patnaik (Botany)


		<ul style="list-style-type: none"> 3) B. Mishra (Sanskrit) 4) Sri D. C. Sethi (Accounts Bursar) 5) Bailochan Behera (Geo) 6) Dr. S.Panda(English)
38.	Finance Committee	<ul style="list-style-type: none"> 1) Sri R.K. Bhuyan (Hist) 2) Dr. J.N. Patnaik (Botany) 3) B. Mishra (Sanskrit) 4) Sri Dhruba Ch Sethi (Accounts Bursar) 5) Mrs. Nibedita Sasmal (Physics)
39.	College Autonomous Examination Committee	<ul style="list-style-type: none"> 1) Principal :- Chairman 2) All HOD:- Member 3) COE:- Convener 4) Accounts Bursar
40.	College Development Officer	<ul style="list-style-type: none"> 1) Sri R.K. Bhuyan (Hist) 2) Sri T.Murmu (Pol.Sc)
41.	Research Cell	<ul style="list-style-type: none"> 1) Dr. J.N.Patnaik (Botany) 2) Dr.R.K.Samal (Chem) 3) Dr.B.Mishra (Sas.) 4) Dr. A.K.Raut (Math)
42.	OIC, Self Finance Course,	<ul style="list-style-type: none"> 1) Dr. J.N.Pattanaik (Bot.), Coordinator 2) Mrs. N.Sasamal (Phy.), Associate Coordinator
43.	OIC, College Furniture	<ul style="list-style-type: none"> 1) Sri Sumanta Kumar Behera (Com) 2) Sri Subhranshu Sekhar Sahu (Eco)
44.	Hostel Superintendents	<ul style="list-style-type: none"> S.K.C.G. Hostel 1) Dr. B.Mishra (Sans.), Supdt. 2) Sri S.K. Sahoo (Eco.), Dy. Supdt. P.M.N Hostel 1) Sri.T.Murmu (Pol.Sc.), Supdt. 2) Sri.S.S.Sahu (Eco), Deputy Supdt. G.C.G Hostel 1) Sri.D.C.Sethi(Commerce), Suptd. 2) Ladies Hostel 1) Miss K.B.Bhuyan (Zoology), Supdt. 2) Mrs. S.Gamango (History), Dy. Supdt.
45.	District Coordinator, Self Defence Programme	<ul style="list-style-type: none"> 1. Sri Bailochan Behera, (Geo)
46.	Credit Coop Society Secretary Employees	<ul style="list-style-type: none"> 1. Dr. J.N. Patnaik (Botany)
47.	Humanities Society	<ul style="list-style-type: none"> 1) Dr. C.S.Das (Odia) 2) Sri T.Murmu (Pol.Sc.) 3) Mrs. Sujata Gamango (History)
48.	Odia Sahitya Samaj	<ul style="list-style-type: none"> 1) Dr.C.S.Dash (Odia)
49.	Commerce Association	<ul style="list-style-type: none"> 1) Sri Sumanta Behera (Com) 2) Sri S.C. Khuntia (Com) 3) Sri. D.C.Sethi (Com)
50.	OIC Youth Red Cross	<ul style="list-style-type: none"> 1) Dr.B.Mishra (Sanskrit) Dist. Co-ordinator 2) Sri Abhimanyu Sabara (Pol.Sc.) 3) Miss Alaka Panda (Physics) 4) Sri R.H.Karjee(Eng) 5) Dr. C.S. Dash (Odia)
51.	OIC, Science Society & Environment	<ul style="list-style-type: none"> 1) Smt. N.Sasmal(Physics) 2) Miss Deeptimayee Panigrahi (Bot)

		3) Sri Lalit Choudhry (Botany) 4) Miss K.B.Bhuyan (Zoology) 5) Miss Alaka Panda(Physics)
52.	OIC, Press & Public Relation	1) Dr C.S.Dash (Odia) 2) Dr S.Panda (English)
53.	OIC, IQAC & Quality Audit Parameters	1) Dr. J.N. Patnaik (Botany) 2) Sri. Bailochan Behera (Geo) 3) Sri. Sukanta Behera (Physics)
54.	Admission Committee, +2,+3 & PG	Principal, Chairman 1) Dr. J.N. Patnaik,(Botany) 2) Administrative Bursar 3) Accounts Bursar 4) Sri. Sukanta Behera (Physics) 5) Dr. A.K.Rout (Mathematics) 6) Miss. Komal Sikha Mallick (English) 7) All HOD of P.G. Departments
55.	+2 Cultural Association	1) Sri. T.Murmu (Pol.Sc.) 2) Sri. Ramahari Karjee (English) 3) Miss K.S.Mallick (English) 4) Smt. Rajalaxmi Panda (Chemistry)
56.	OIC, Environmental Project work.	1) Smt. R.L.Panda (Chemistry) 2) Miss. Deeptimayee Panigrahi (Bot)
57.	OIC, Office Store	1) Sri. Abhimanyu Sabara (Pol. Sc.) 2) Sri. S.K. Sahoo (Economic) 3) Sri Lalit Choudhry (Botany)
58.	OIC, SSG (Social Service Guild)	All Superintendents & Asst. Superintendents of Hostels.
59.	Tabulation (Tabulator), +2 Arts/ Science/ Commerce	1) Miss. Komal Sikha Mallick (Eng) 2) Miss K.B.Bhuyan (Zool.) 3) Sri. Ramahari Karjee (English)
60.	Return Of matriculate (+2)	ARTS 1) Sri Tripati Murmu (Pol Sc) 2) Sri Subhranshu Sekhar Sahoo (Eco) 3) Sri. Ramahari Karjee (English) SCIENCE 1) Smt. R.L.Panda (Che.) 2) Miss Alaka Panda (Phy) 3) Sri Lalit Choudhry (Botany) COMMERCE 1) Miss K.S.Mallick (Eng.) 2) Mrs. S.Gamango (History) 3) Sri S.C.Khuntia (Commerce)
61.	Return of Intermediate (+3)	ARTS 1) Sri Abhimanyu Sabara (Pol Sc) 2) Dr. B.N.Dash (Pol. Sc.) 3) Smt. Sneha Prava Panda (Eng) Science 1) Sri. Subir Tung (Math) 2) Miss. Deeptimayee Panigrahi (Bot) 3) Sri. Sukanta Behera (Phy)

		Com 1) Sri Siba Prasad Sethi (Com.) 2) Sri Sumanta Behera (Com)
62.	Anti-Ragging Cell/Sexual harassment cell	1) Sri. R.K. Samal (Chem) 2) Dr. J.N Patnaik(Botany) 3) Mrs. N.Sasmal (Phy) 4) Smt. P.Neeraja (Home Sci) 5) Sri. Sumanta Behera (Com) 6) Miss Deeptimayee Panigrahi (Botany) 7) Miss Kiranbala Bhuyan (Zool.)
63.	+3 & P.G, Admission in Charge +3 Science +3 Arts +3 Commerce P.G.	1) Sri. R.K Samal (Chem) Overall I/C 2) Smt. N. Sasmal (Phy) 3) Miss. Deeptimayee Panigrahi (Bot) 4) Sri Sukanta Behera (Phy) 1) Sri A.Sabara (Pol.Sc.) Overall I/C 2) Dr. S.Panda (Eng) 3) Dr. C.S.Das (Odia) 4) Dr. B.Dash (Pol.Sc.) 1) Sri S.P. Sethi (Com) Overall I/C 2) Sri Sumanta Behera (Com.) 3) Sri S.Ch. Khuntia (Com.) Concerned Heads of departments 1) Dr. R.K. Samal (Chem) 2) Sri Subir Tung (Math) 3) Sri Siba Prasad Sethi (Com)
64.	+2 Admissions In Charge Science Arts Commerce	1) Sri Lalit Choudhury (Botany) Overall I/C 2) Smt. R.L.Panda (Chemistry) 3) Miss. K.B.Bhuyan (Zoology) 4) Miss. Alaka Panda (Phy) 1) Smt. P.Neeraja (Home Sc.) Overall I/C 2) Sri A.K.Khatai (Logic) 3) Sri. Sanjay Kumar Sahoo(Eco) 4) Sri T.Murmu (Pol.Sc.) 5) Smt. S.Gamango (History) 6) Sri.S.S.Sahoo (Eco.) 7) Sri S.Jena (VT-Multiskill) 1) Sri D.C. Sethi (Commerce) Overall I/C 2) Miss K.S.Mallick (Eng) 3) Sri Ramahari Karjee (Eng) 4) Sri S.K.Jena (VT- Plumbing)
65.	OIC Gymnasium	1) Sri Sumanta Behera (Com) 2) Sri Lalit Ku. Chowdhury (Botany)
66.	Infrastructure Development Committee	1. Dr. B.Behera (Principal) 2. Representative of PWD/RD (not below the rank of Asst. Engineer) 3. Accounts Bursar- Sri D.C. Sethy (Com)

		<p>4. OIC Establishment - Dr. J.N.Patnaik (Botany) Two members of teaching Staff</p> <p>5. Dr. B. Mishra (Sanskrit)</p> <p>6. Dr. A.K.Rauta (Math)</p>
67.	Student's Advisory Bureau	<p>1. Sri. R.K.Bhuyan (History)</p> <p>2. Dr. J.N. Patnaik (Botany)</p> <p>3. Dr. R.K.Samal (Chemistry)</p> <p>4. Sri. D.C. Sethi (Com)</p>
68.	Self Defence training to girl students-	<p>1) Smt. P.Neeraja (Home Science)</p> <p>2) Smt. Nibedita Sasmal (Phy)</p> <p>3) Miss. Deeptimayee Panigrahi (Bot)</p> <p>4) Smt. Snehaprava Panda (Eng)</p> <p>5) Miss Komal Sikha Mallick (English)</p> <p>6) Miss Alaka Panda (Physics)</p>
69.	College Planning Board Chairman: Members:	<p>1) Dr. B.Behera (Principal)</p> <p>1) Dr. B.Mishra (Sanskrit)</p> <p>2) Sri R.K.Bhuyan (COE)</p> <p>3) Dr. J.N.Patanaik (OIC, IQAC, Estb.)</p> <p>4) Miss Emonti Toppo (Librarian)</p> <p>5) Sri D.C. Sethi (Acco. Bursar)</p>
70.	Co-ordinator RUSA	1) Dr. J.N.Patnaik (Bot)
71	Centennial Guest House Maintenance & Management Committee	<p>1) Principal</p> <p>2) Dr. R.K. Samal (Chem.)</p> <p>3) Sri Subir Tung (Math)</p> <p>4) Sri Sumanta Kumar Behera (Com)</p> <p>5) Sri V.Behera (Jr. Clerk)</p>
72.	O.I.C. Identity Card	<p>1) Dr. J.N.Pattanaik (Bot.)</p> <p>2) Sri Subhranshu Sekhar Sahoo (Eco.)</p> <p>3) A Hussain (Demn. Phys.)</p>
73.	Institutional Development Plan Co-ordinator	1) Dr. J.N.Patnaik (Botany)
74.	Co-ordinator AISHE	1) Dr. J.N.Patnaik (Botany)
75.	Equal Opportunity Cell	<p>1) Sri Abhimanyu Sabara (Pol.Sc.)</p> <p>2) Sri Siba Prasad Sethi (Com.)</p> <p>3) Sri Lalit Chowdhury (Bot.)</p> <p>4) Smt. S.Gamango (History)</p>
76.	OIC Online Govt. Training Programme	<p>1) Sri A.K.Khatai (Logic)</p> <p>2) Sri Alaka Panda (Physics)</p>
77.	Spoken English Nodal Officer Associate	<p>1) Dr. S.P.Panda (English)</p> <p>2) Miss Komal Sikha (English)</p>
78	OIC Nodal Officer- Virtual Class Room	<p>1) Dr. J.N.Patnaik (Botany)</p> <p>2) Dr.B.Mishra (Sas.)</p>

NB: The List is not prepared in order of seniority.


 20-08-2020
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Copy to all notice board for information and necessary action.