



OFFICE OF THE PRINCIPAL, KHAIRA COLLEGE, KHAIRA, BALASORE

Office Order No.- EST - 017 // dated- 11-07-2022

The members of the staff are hereby assigned with the co-curricular and extra-curricular activities as mentioned below for the session 2022-23. This order supersedes all the orders issued earlier. The senior most members in the committee will act as head of respective committees/ charges & it will come into force with effect from 11-07-2022.

1. Secretary Staff Council - K. K. Pati, Reader in Education
2. Administrative Bursar - Dr. L. D. Nayak, Reader in Pol. Sc.
3. Accounts Bursar - U. C. Barik, Lect. in Comm.
4. Academic Bursar - 1. S. Das, Reader in Zoology
2. R. Mohapatra, Lect. in Economics
5. Exam. Management HUB - 1 M.Samal, Lect. in Math
6. Examination Committee - 1. J. K. Gahan, Reader in Comm. (H.O.E)
2. S. Sahu, Reader in Chemistry
3. Rita Devi, Reader in English
7. Admission Committee (+2) - 1. K. K. Pati, Reader in Education
2. U. C. Barik, Lect. in Comm.
3. M. Samal, Lect. in Math.
8. Admission Committee (+3) - 1. S. Panda, Reader in Physics
2. H.Panda, Reader in Chemistry.
3. Dr. H. Mohanty, Lect. in Odia.
9. Officer I/C of RTI and Legal matters - B. Barik, Lect. in English
10. Officer I/C of Bill & IT - M. Samal, Lect. in Mathematics
11. EPF Committee - 1. Administrative Bursar (Ex-Officio)
2. U. C. Barik, Lect. in Comm.
3. B. Barik, Lect. in English
4. M.Samal, Lect. in Math
5. P. K. Pani, Lect. in IT
12. Students' Union - Advisor: - N. Panda, Reader in Sanskrit (Advisor)
Associates: 1. Dr. G. Mohapatra, Reader in Economics
2. J. R. Panda, Reader in Mathematics
3. B. Barik, Lect. in English
4. Dr. U. R. Das, Lect. in History
13. Dramatic Association : Vice President - S. Das, Reader in Zoology
Associates: 1. Dr. G. Mohapatra, Reader in Economics
2. D. Dash, Lecturer in Sociology
3. C. R. Jani, Lect. in Logic & Phil.
14. Athletic Association: Vice President - M. Mishra, Reader in Pol. Sc.
Associates : 1. Dr. U. R. Das, Lect. in History
2. I. P. Roul, Lect. in Commerce.
3. S. S. Rout, Lect. in Botany
4. C. R. Jani, Lect. in Logic & Phil.
15. D. S. A. - 1. Dr. L. K. Satapathy, Reader in Odia
2. J. K. Swain, Lect. in English
16. S. S. G. - 1. P. C. Nayak, Lect. in Odia
2. S.P. Rout, Lect. in History
17. RUSA Coordinator - Dr. S. K. Chhatia, Lect. in History

18. RUSA Advisory Committee:
- 1. Administrative Bursar (Ex-Officio)
 2. Accounts Bursar (Ex-Officio)
 3. RUSA Coordinator
 4. Dr. L. K. Satapathy, Reader in Odia
 5. Rita Devi, Reader in English
 6. Dr. G. Mohapatra, Reader in Eco.
 7. Dr. U. R. Das, Lect. in History
19. Students' Attendance & Tabulation
Tabulators: Arts
Science
Commerce
- A. B. Nayak, Lect. in Pol. Sc. (Officer I/C)
 - P. K. Sahoo, Demon in Chemistry
 - B. Mishra, Demon. In Physics
 - R. Nath, Demon in Bio
20. Students' Feedback
- 1. K M Subashis Jena, Lect. in Economics
 2. J. K. Swain, Lect. in English
 3. U. Nayak, Lect. in Physics
 - M. Samal, Lect. in Mathematics
 - 1. N. Panda, Reader in Sanskrit
 2. Dr. L. K. Satapathy, Reader in Odia
 3. Dr. G. Mohapatra, Reader in Economics
 4. J. K. Swain, Lect. in English
21. Officer I/C of Time Table
22. Editorial Board ('SASWATI')
- 1. Dr. L. K. Satapathy, Reader in Odia
 2. R. Mohapatra, Lect. in Economics
 3. Z. S. Samal, Lect. in Chemistry
 - 1. J. K. Swain, Lect. in English
 2. Dr. B. K. Sahoo, Lect. in Odia
23. Officer I/C of College Calendar
- 1. Dr. L. K. Satapathy, Reader in Odia
 2. Dr. H. Mohanty, Lect. in Odia
 3. Dr. B. K. Sahoo, Lect. in Odia
24. Officer I/C of Wall Magazine
- 1. K. K. Pati, Reader in Education
 2. N. Panda, Reader in Sanskrit
 3. S. S. Rout, Lect. in Botany
25. Sahitya Sansad
- 1. J. K. Gahan, Reader in Comm.
 2. A. B. Nayak, Lect. in Pol. Sc.
 3. S.P. Rout, Lect. in History
 4. A. Mohanty, Lect. in Comm.
26. Officer I/C of Extra Mural Lectures
- J. K. Gahan, Reader in Comm.
 - 1. B. Barik, Lect. in English
 2. Dr. S. K. Chhatia, Lect. in History
27. Officer I/C of Library
- 1. Dr. L. K. Satapathy, Reader in Odia
 2. S. Panda, Reader in Physics
 3. S. Das, Reader in Zoology
 4. Dr. B. K. Sahoo, Lect. in Odia
28. IGNOU Study Centre (Coordinator)
29. Officer I/C of UGC
- 1. Dr. L. K. Satapathy, Reader in Odia
 2. S. Sahu, Reader in Chemistry
 3. A. Behera, Lect. in Pol. Sc.
 4. S.S. Rout, Lect. in Botany
30. Officer I/C of Construction,
Repairing and Maintenance
- 1. J. K. Gahan, Reader in Comm.
 2. H. Panda, Reader in Chemistry
 3. U. Nayak, Lect. in Physics
31. Officer I/C of Campus Beautification
and Garden
- 1. H. Panda, Reader in Chemistry
 2. S. P. Rout, Lect. in History
32. Officer I/C of Furniture & Assets
- 1. K. C. Mohapatra, Lect. in Physics
 2. Z. S. Samal, Lect. in Chemistry
33. Officer I/C of Electrification
34. Officer I/C of Water Supply

35. Officer I/C of Maintenance of Computer,- Xerox, CC TV & WIFI - 1. M. Samal, Lect. in Math.
2. P. K. Pani, Lect. in IT
36. Officer I/C of Student Placement Cell - 1. U. C. Barik, Lect. in Comm.
2. K. M. S. Jena, Lect. in Eco.
37. Officer I/C of IQAQ - B. Barik, Lect. in English
38. Mo College Abhiyan (Coordinator) - B. Barik, Lect. in English
Advisory Committee - 1. J. K. Gahan, Reader in Comm.
2. S. Panda, Reader in Physics
3. U. C. Barik, Lect. in Comm.
4. A. B. Nayak, Lect. in Pol. Sc.
5. Dr. U. R. Das, Lect. in History
B. Barik, Lect. in English
39. NAAC Committee- (Coordinator) Members: 1. Administrative Bursar (Ex-Officio)
2. Accounts Bursar (Ex-Officio)
3. J. K. Gahan, Reader in Comm.
4. S. Panda, Reader in Physics
5. M. Samal, Lect. in Math
6. Dr. U. R. Das, Lect. in History
7. D. Dash, Lect. in Sociology
40. Officer I/C of Yoga & Zim- 1. N. Panda, Reader in Sans.
2. I. P. Roul, Lect. in Com.
41. Officer I/C of College Canteen - 1. S. Sahu, Reader in Chem.
2. S. Prusty, Lect. in Zool.
42. Officer I/C of Scholarship - 1. K. M. S. Jena, Lect. in Eco.
2. A. Mohanty, Lect. in History
43. Officer I/C of College Cooperative - S. P. Rout, Lect. in Hist.
44. Officer I/C of Budget Preparation - 1. J. K. Gahan, Reader in Comm.
2. M. Samal, Lect. in Math.
45. Officer I/C of Purchase Committee - 1. S. Das Reader in Zool.
2. H. Panda, Reader in Chemistry
3. Dr. U. R. Das, Lect. in History
46. Officer I/C of Main Store - 1. K. C. Mohapatra, Lect. in Phy
2. Dr. S. K. Chhatia, Lect. in Hist.
47. Officer I/C of Foundation day and and Pujya Puja. - 1. N. Panda, Reader in Sans.
2. M. Mishra, Reader in Pol. Sc.
3. Dr. L. K. Satapathy, Reader in Odia
4. J. R. Panda, Reader in Math.
5. B. Jena, Demon. In H. Sc.
48. Officer I/C of NCC(Army Wing) - Dr. U. R. Das, Lect. in History
49. Officer I/C of NCC(Naval Wing) - Dr. B. K. Sahoo, Lect. in Odia
50. Officer I/C of NSS - 1. P. K. Pani, Lect. in I. T. (Boys Unit)
2. D. Dash, Lect. in Sociology (Girls Unit)
51. Officer I/C of YRC & Red Cross - 1. Dr. U. R. Das, Lect. in History
2. P. K. Pani, Lect. in I. T.
52. Officer I/C of Self Defense - A. Mohanty, Lect. in Comm.
53. Officer I/C of Students' Safety Insurance- K. C. Mohapatra, Lect. in Phy
54. Staff Grievance Cell - 1. Dr. G. Mohapatra, Reader in Eco.
2. J. R. Panda, Reader in Math
55. Students' Grievance Cell - 1. J. K. Gahan, Reader in Comm.
2. S. Panda, Reader in Physics
3. Rita Devi, Reader in Eng.

56. Anti-Ragging Committee - 1. S. Panda, Reader in Physics
2. S. P. Rout, Lect.in History
3. Dr. U. R. Das, Lect. in History
4. U. Nayak, Lect.in Physics
57. Boys' Hostel (Superintendent) - P. C. Nayak, Lect. in Odia
Dy Superintendent - C. R. Jani, Lect. in Logic & Phil.
58. B.N. Ladies Hostel (Warden) - S. Panda, Reader in Physics
(Superintendent) - Dr. H. Mohanty, Lect. in Odia
Dy Superintendent - Ushakenee Nayak, Demon. In Physics
59. Hostel Advisory Committee: - 1. Warden (Ex-officio)
2. Superintendent (Ex-officio)
3. J. K. Gahan, Reader in Comm.
4. Dr. L. K. Satpathy, Reader in Odia
60. Discipline Committee - 1. Administrative Bursar (Ex-Officio)
2. S. Panda, Reader in Physics
3. Dr. G. Mohapatra, Reader in Eco.
4. B. Barik, Lect. in Eng.
61. College Development Committee - 1. Administrative Bursar (Ex-Officio)
2. Accounts Bursar (Ex-Officio)
3. J. K. Gahan, Reader in Comm.
4. S. Panda, Reader in Physics
5. Dr. L. K. Satpathy, Reader in Odia
6. Rita Devi, Reader in Eng.
7. M. Samal, Lect. in Math.
62. Women Anti-harassment Cell: - 1. Rita Devi, Reader in Eng.
2. J. R. Panda, Reader in Math.
3. Dr. H. Mohanty, Lect. in Odia
4. D. Dash, Lect. in Socio.
5. Z. S. Samal, Lect. in Chem.
6. A. Behera, Lect. in Pol. Sc.
63. Officer I/C of BCR - I. P. Roul, Lect. in Comm.
64. Officer I/C of GCR - S. Prusty, Lect. in Zool.
65. Officer I/C of SCR - R. Mohapatra, Lect. in Eco.

Rali
11-7-22
Principal
Khaira College, Khaira
Balesore

Memo No. EST-018 // Date-11/07/2022

Copy Forwarded to President Governing Body/ Person(s) Concerned/ all sections/Administrative Bursar/ Head Clerk / Library / Officer I/C College Calendar for information and necessary action.

Rali
11-7-22
Principal
Khaira College, Khaira
Balesore