

Distribution of Academic & Extra- Academic Assignments for the academic session 2021-22

Esteemed professional friends are expected to carry the weight of extra activity with the same spirit as a tree that bursts with fruits carries the burden and serves with humility. Charges not assigned hereunder will be allotted as and when necessary.

The senior- most member will act as head of respective committees/ charges. The assignments may be modified when bifurcation of +2 & +3 system comes to reality.

1- **STUDENTS' ADMISSION:-**
The start-up academic program

Members:-	<u>+2 Stream</u>	<u>+3 Stream</u>
	1- U.C.Barik, Com. 2- H.Panda, Chem. 3- U.R.Das, Hist. 4- P.Pani, I.T.	1- S.K.Panda, Phy. 2- K.M.S Jena, Eco. 3- Alisha Mohanty, Com.

R.N.Dash (Peon both +2 & +3)

2- **CURRICULAR / ACADEMIC ASPECT:-**

Committee/ Charges		Staff Members in - charge	
A-	Academic Committee:- In charge of ensuring regular classes, arrangement of doubt-clearing/ remedial classes & HoD meetings.	1- M.Mishra, Pol.Sc. 2 S.Sahu, Chem.	
B-	Exam Committee:-	1-J.K.Gahan, Com. 2- Dr. L.D.Nayak, Pol.Sc. 3- D.Dash, Socio.	
C-	Students' Feedback Programme:-	1- S.Sahu, Chem. 3- M.Samal, Math.	2- U.C.Barik, Com
D-	Calculation of Students' Attendance (Monthly) & Tabulation of marks:-	+2 1- J.K.Swain, Eng 2- P.K.Pani, I.T. 3- B.Jena, Demo. H.Sc.	+3 1- K.M.Subasish Jena, Eco. 2- B.Mishra, Demo. Phy. 3- P.K.Sahoo, Demo. Chem 4- R.Nath, Demo. Bio.
E-	Routine preparation:-	1- M.Samal, Math	
F-	IGNOU Study centre:-	1- J.K. Gahan (Co-ordinator)	
G-	Library & Reading Room:-	1- J.K.Gahan, Com., 2- H.Panda, Chem, 3- Dr.S.K.Chhatia, Hist.	
H-	Research committee – To look into MRPs, State/ UGC sponsored research programme, Holding of state / National seminars & encourage research works.	1- B.Barik, Eng. 2- U.R.Das, Hist.	

3- **CURRICULUM ENRICHMENT:-** Arranging programme by External Agency, Extramural lectures on social issues & awareness programmes:

Members:-

- 1- M.Mishra, Pol.Sc.
- 2- Umesh Ch. Barik, Com.
- 3- K.C.Mohapatra, Phy.

F-	Income-Tax:-	1- A.K.Parhi, Com. 2- Dr. L.D.Nayak, Pol.Sc.	
G-	Bill:-	2- A.K.Parhi, Com, 2- M.Samal, Math	
H-	Legal matters & RTI :-	Banamali Barik, Eng.	
I-	Secretary, Staff Council	Dr. L.D.Nayak, Pol.Sc.	
J-	Secretary, Staff Association	A.K.Parhi, Com.	
K-	College calendar :-	1- Dr. L.K.Satapathy 2- R.Mohapatra, Eco.	
L-	College Magazine & Wall Magazine:-	1-Dinabandhu Dey, Eng. 2- Niranjan Panda, Sans. 3- Dr. L.K.Satapathy, Odia	4- R.Mohapatra, Eco. 5- P.C.Nayak, Odia
M-	Literary Society :-	1- K.K.Pati, Edn. 2- B.K.Sahoo, Odia	
N-	Athletic Association :-	1- A.K.Parhi, Com 2- J.R.Panda, Math 3- U.R.Das, Hist.	4- P.C.Nayak, Odia 5- Alisha Mohanty, Com.
O-	Dramatic Association :-	1- N.Panda, Sans. 2- S.Das, Zool.	3- B.Barik, Eng 4- Alisha Mohanty, Com.
P-	All India Survey of Higher Education (AISHE)	1- M.Mishra, Pol.Sc.	
Q-	Boys' Common Room :-	S.P.Rout, Hist.	
R-	Girls' Common Room :-	Zin Saiman Samal, Chem	
S-	Staff Common Room :-	Arttabandhu Nayak, Pol.Sc.	
T-	College Foundation Day, Pujya Puja & other celebrations:-	1- Dr. L.K.Satapathy, Odia. 2- U.C.Barik, Com 3- Sameekshya Prusty, Zool	4- D.Dash, Socio.
U-	College Co-operative Society:-	Secretary – G.C.Pani, Jr. Clerk	
V-	Land for College Playground and its development	1- P.C.Nayak, Odia. 2- B.K.Sahu, Odia. 3- U.R.Das, Hist.	
W-	Main Store	1- S.Das, Zool 2- R.Mohapatra, Eco.	

6- **INFRASTRUCTURE, CONSTRUCTION, REPAIR & CAMPUS BEAUTIFICATION:-**

Members:- 1- P.K.Mohapatra, Bot .
2- G.Mohapatra, Eco.
3- Dr. L.K.Satapathy, Odia.
4- S.K.Panda, Phy.
5- A.Behera, Pol.Sc.

7- **EMERGENCY MEASURE:-**


Committee	Member
A- Students' Management (Discipline) :-	1- Dr. L.K.Satapathy, Odia 2- A.K.Parhi, Com. 3- S.K.Panda, Phy. 4- H.Panda, Chem.
B- Crisis Management:-	2- P.K.Mohapatra, Bot. 2- J.K.Gahan, Com 3- B.Barik, Eng.

4- **STUDENT SUPPORT & PROGRESSION:-**

Committee/ Charges		Member
A-	College Museum:-	1- Dr. U.R.Das, Hist. 2- K.C.Mohapatra, Phy.
B-	Career counselling & placement cell:-	1-U.C. Barik, Com. 2- Dr. S.K.Chhatia, Hist.
C-	Students' Safety insurance:-	S.P.Rout, Hist.
D-	Anti-ragging, Grievance & Redressal:-	1- K.K.Pati, Edu. 2- B.Barik, Eng. 3- J.R.Panda, Math 4- Rita Devi, Eng.
E-	Women' Anti-Harassment & Empowerment cell:-	1-Jyotsnarani Panda, Math. 2-Lipsita Manjari Sahu, Botany 3- Alisha Mohanty, Com. 4- Debabrati Dash, Socio.
F-	Self- Defence programme for Women	1- Alisa Mohanty, Com. 2- Debabrati Dash, Socio.
G-	NSS	
	+3 Unit (Boys & Girls):-	1- P.K.Pani, I.T. 2- Debabrati Dash, Socio.
H-	NCC (Naval Unit):-	B.K.Sahoo, Lect. in Odia
	NCC (Boys' Unit):-	Dr. U.R.Dash, Lect. in History
	NCC (Girls' Unit):- To revive/ raise afresh	
I-	Y.R.C & Health Care:-	1- Dr. L.K.Satapathy, Odia. 2- Banamali Barik, Eng.
J-	Yoga, Art & Music, observance of important days/ events & Revival od Old culture:-	1- N.Panda, Sans. 4- Udakinee Nayak, Phy. 2- P.C.Nayak, Odia. 5- L.M. Sahoo, Bot. 3- B.Sahoo, Odia. 6- Ramakanta Nath, Demo. Bio
K-	Freeship, SSG & Scholarship & Students' Aid Fund:-	1- S.P.Rout, Hist. 2- R.Mohapatra, Eco. 3- Samikshya Prusty, Zool.
L-	D.S.A	+2 1- D.Dash, Socio. +3 1- Dr. L.K.Satapathy, Odia 2- Dr. S.K.Chhatia, Hist. 2- U.Nayak, Phy.
M-	IQAC (Internal Quality Assurance Cell) : To convene regular meeting & prepare IQAR, MO College Abhiyan	Co-ordinator:- B.Barik, Eng.
N-	Superintendent, Nagendra Nath Boys' Hostel	
O-	Warden, B.N.Ladies' Hostel Superintendent, Dy. Superintendent	S.K.Panda, Phy Dr. H.Mohanty, Odia. Ushakinee Nayak, Demon.

5- **EXTRA-ACADEMIC MATTERS:-**

Committee/ Charges		Member
A-	Administrative officer:- Associate Administrative officer:-	A.K.Parhi, Com
B-	College Union	Adviser- K.K.Pati, Edn. Members- B.Barik, Eng U.C.Barik, Com Rita Devi, Eng
C-	Accounts Bursar, RUSA Co-ordinator:-	Dr. G.Mohapatra, Eco.
D-	Budget:-	1- J.K.Gahan, Com. 2- M.Samal, Math.
E-	Finance /Purchase / Procurement Committee:-	1- K.K.Pati, Edn. 3- Dr. U.R.Das, Hist. 2- S.K.Panda, Phy. 4- Dr. B.K.Sahoo, Odia.
F-	Income-Tax:-	1- M.Samal, Math.
G-	Bill:-	1- M.Samal, Math
H-	Legal matters & RTI :-	Banamali Barik, Eng.
I-	Secretary, Staff Council	Dr. L.D.Nayak, Pol.Sc.


Principal
Khaira College, Khaira
Bursar