



OFFICE OF THE PRINCIPAL, KHAIRA COLLEGE, KHAIRA, BALASORE

Office Order No.- EST - 119 // dated- 30-05-2023

The members of the staff are hereby assigned with the co-curricular and extra-curricular activities as mentioned below for the session 2023-24. 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 01-06-2023

- | | | |
|--|----------------|---|
| 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.
2. Ratnaker Mohapatra, Lect. in Economics
3. Sunil Ku. Mahala, Lect. in English |
| 7. Admission Committee (+2) | - | 1. K. K. Pati, Reader in Education
2. U. C. Barik, Lect. in Comm.
3. Dr. H. Mohanty, Lect. in Odia. |
| 8. Admission Committee (+3) | - | 1. S. Panda, Reader in Physics
2. H.Panda, Reader in Chemistry.
3. M. Samal, Lect. in Math. |
| 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. Rita Devi, Reader in English
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 | - | K. K. Pati, Reader in Education |
| | 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. J. K. Swain, Lect. in English
2. Puspalata Nayak, Lect. in Odia |
| 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. Banamali Barik, Lect. in English
5. Dr. G. Mohapatra, Reader in Eco.
6. Dr. U. R. Das, Lect. in History
19. Students' Attendance & Tabulation -
Tabulators: Arts - A. B. Nayak, Lect. in Pol. Sc. (Officer I/C)
Science - P. K. Sahoo, Demon in Chemistry
Commerce - B. Mishra, Demon. In Physics
R. Nath, Demon in Bio
20. Students' Feedback - 1. Dr. G. Mohapatra, Reader in Economics.
2. J. K. Swain, Lect. in English
3. U. Nayak, Lect. in Physics
21. Officer I/C of Time Table - M. Samal, Lect. in Mathematics
22. Editorial Board ('SASWATI') - 1. N. Panda, Reader in Sanskrit
2. Dr. G. Mohapatra, Reader in Economics
3. J. K. Swain, Lect. in English
4. Puspalata Nayak, Lect. in Odia
23. Officer I/C of College Calendar - 1. M. Samal, Lect. in Mathematics
2. Dr. B. K. Sahoo, Lect. in Odia
3. Z. S. Samal, Lect. in Chemistry
24. Officer I/C of Wall Magazine - 1. J. K. Swain, Lect. in English
2. Dr. B. K. Sahoo, Lect. in Odia
25. Sahitya Sansad - 1. Dr. H. Mohanty, Lect. in Odia
2. Dr. B. K. Sahoo, Lect. in Odia
3. Puspalata Nayak, Lect. in Odia
26. Officer I/C of Extra Mural Lectures - 1. K. K. Pati, Reader in Education
2. N. Panda, Reader in Sanskrit
3. S. S. Rout, Lect. in Botany
27. Officer I/C of Library - 1. J. K. Gahan, Reader in Comm.
2. S.P. Rout, Lect. in History.
3. Dr. S. K. Chhatia, Lect. in History
4. C. R. Jani, Lect. in Logic and Philosophy
28. IGNOU Study Centre (Coordinator) - J. K. Gahan, Reader in Comm.
29. OSOU Study Centre (Coordinator) - Dr. B. K. Sahoo, Lect in Odia
30. Officer I/C of UGC - 1. B. Barik, Lect. in English
2. Dr. S. K. Chhatia, Lect. in History
31. Officer I/C of Construction, Repairing and Maintenance - 1. S. Panda, Reader in Physics
2. S. Das, Reader in Zoology
3. H. Panda, Reader in Chemistry
4. Dr. B. K. Sahoo, Lect. in Odia
32. Officer I/C of Campus Beautification and Garden - 1. N. Panda, Reader in Sanskrit.
2. S. Sahu, Reader in Chemistry
3. A. Behera, Lect. in Pol. Sc.
4. S. S. Rout, Lect. in Botany
33. Officer I/C of Furniture & Assets - 1. J. K. Gahan, Reader in Comm.
2. H. Panda, Reader in Chemistry
3. U. Nayak, Lect. in Physics
34. Officer I/C of Electrification - 1. H. Panda, Reader in Chemistry
2. S. P. Rout, Lect. in History
35. Officer I/C of Water Supply - 1. K. C. Mohapatra, Lect. in Physics
2. Z. S. Samal, Lect. in Chemistry

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

Roule
30-5-23

Principal
Khaira College, Khaira
Balasore

Memo No. **EST-120** // Date-30/05/2023

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.

Roule
30-5-23

Principal
Khaira College, Khaira
Dist- Balasore