



OFFICE OF THE PRINCIPAL, KHAIRA COLLEGE, KHAIRA, BALASORE.

Office Order No. - 545/EST. / dated :- 06.05.2026

Distribution of Co-curricular & Extra Co-curricular activities for the academic session 2026-27

The members of the staff are hereby assigned with the co-curricular and extra-curricular activities as mentioned below for the session 2026-27. This order supersedes all the orders issued earlier. The senior- most member of each committee/ cell will act as head of respective committee/ cell. This order will come into force w.e.f. **01.06.2026**.

1-	Secretary, Staff Council	U.C. Barik, Lect. in Comm.
2-	Administrative Bursar	S.K.Panda, Reader in Physics
3-	Accounts Bursar	S.K.Panda, Reader in Physics
4-	Academic Bursar	M.Samal, Lect. in Math. P.L.Nayak, Lect. in Odia
5-	Academic Counselling Cell (ACC)	S.K.Panda, Reader in Physics J.R.Panda, Reader in Math B.Barik, Lect. in Eng. U.C.Barik, Lect. in Comm. A.B.Nayak. Lect. in Pol.Sc. Dr. H.Mohanty, Lect. in Odia Dr. U.R.Das, Lect. in Hist. Dr. S.K.Chhatia, Lect. In Hist. Pakan Sing, Lect. in Edn. E.Sethi, Lect. in Bot. S.J.Samal, Lect. in Comm.
6-	Examination Committee	B.Barik, Lect. in English C.R.Jani, Lect. in Phil. Pakan Sing, Lect. in Edn. S.J.Samal, Lect. in Comm.
7-	Admission Committee (+2)	U.C.Barik, Lect. in Commerce A.B.Nayak, Lect. in Pol.Sc. E.Sethi, Lect. in Botany
8-	Admission Committee (+3)	M.Samal, Lect. in Math. A.Mohanty, Lect. in Comm. S.Prusty, Lect. in Zool.

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 Math.
11-	EPF Committee	Administrative Bursar (Ex-Officio) U.C.Barik, Lect. in Commerce B.Barik, Lect. in English M.Samal, Lect. in Math P.K.Pani, Lect. in I.T.
12-	Students' Union -	J.R.Panda, Reader in Math B.Barik, Lect. in English S.J.Samal, Lect. in Comm.
13-	Dramatic Association:	Dr. U.R.Das, Lect. in Hist. C.R.Jani, Lect. in Phil. I.P.Roul, Lect. in Commerce S.K.Mahala, Lect. in English
14-	Athletic Association:	U.C.Barik, Lect. in Commerce Dr. U.R.Das, Lect. in History I.P.Roul, Lect. in Comm. C.R.Jani, Lect. in Phil. Puspalata Nayak, Lect. in Odia
15-	D.S.A	D.Dash, Lect. in Sociology J.K.Swain, Lect. in English
16-	S.S.G	P.K.Hati, Lect. in Economics
17-	RUSA Co-ordinator	Dr. S.K.Chhatia, Lect. in History
18-	RUSA Advisory Committee	Administrative Bursar (Ex-Officio) Accounts Bursar (Ex-Officio) RUSA Co-ordinator B.Barik, Lect. in English Dr. U.R.Das, Lect. in Hist. S.J.Samal, Lect. in Comm.

19-	Students' Attendance & Tabulation	A.B.Nayak, Lect. in Pol.Sc. S.P.Rout, Lect. in Hist., (Arts) D.Dash, Lect. in Sociology (Arts) B.Mishra, Demon in Phy (Science) R.Nath, Demon in Bio (Comm)
20-	Students' Feedback	A.B.Nayak, Lect. in Pol.Sc. J.K.Swain, Lect. in English U.Nayak, Lect. in Physics I.P.Roul, Lect. in Comm.
21-	Officer I/C Time Table	M.Samal, Lect. in Math
22-	Editorial Board (SUPRITI)	Dr. H.Mohanty, Lect. in Odia S.K.Mahala, Lect. in Eng P.K.Hati, Lect. in Eco. Puspalata Nayak, Lect. in Odia
23-	Officer I/C College Calendar	M.Samal, Lect. in Math Dr. B.K.Sahoo, Lect. in Odia
24-	Officer I/C Wall Magazine	J.K.Swain, Lect. in English Dr. B.K.Sahoo, Lect. in Odia
25-	Sahitya Sansad	Dr. H.Mohanty, Lect. in Odia Dr. B.K.Sahoo, Lect. in Odia Puspalata Nayak, Lect. in Odia
26-	Officer I/C Extra Mural Lectures	B.Barik, Lect. in English Dr. U.R.Das, Lect. in Hist. Pakan Sing, Lect. in Edn.
27-	Officer I/C Library	Dr. S.K.Chhatia, Lect. in Hist. C.R.Jani, Lect. in Logic & Phil.
28-	Officer I/C UGC	B.Barik, Lect. in English Dr. S.K.Chhatia, Lect. in History
29-	Officer I/C Construction, Repairing & Maintenance	B.Barik, Lect. in English Dr. S.K.Chhatia, Lect. in History

30-	Officer I/C Campus Beautification & Garden	B.Barik, Lect. in Eng A.Behera, Lect. in Pol.Sc. E.Sethi, Lect. in Bot.
31-	Officer I/C Furniture & Assets, Electrification and Water supply	S.P.Rout, Lect. in History A.B.Nayak, Lect. in Pol.Sc. K.C.Mohapatra, Lect. in Phy S.Prusty, Lect. in Zool
32-	Officer I/C Maintenance of Computer, Xerox, CCTV & Wi-Fi	M.Samal, Lect. in Math P.K.Pani, Lect. in I.T. Dr. S.K.Chhatia, Lect. in Hist S.J.Samal, Lect. in Comm. A.S.Dalai, Head Clerk
33-	IQAC & NAAC Advisor	B.Barik, Lect. in English
34-	IQAC Co-ordinator	Dr. S.K.Chhatia, Lect. in Hist.
35-	IQAC Committee Members	Administrative Bursar (Ex-Officio) Accounts Bursar (Ex-Officio) U.C.Barik, Lect. in Commerce M.Samal, Lect. in Math S.Prusty, Lect. in Zool. A.Behera, Lect. in Pol.Sc.
36-	Officer I/C Yoga & GYM	Dr. U.R.Das, Lect. in Hist. S.K.Mahala, Lect. in Eng.
37-	Officer I/C Student Placement Cell	S.K.Mahala, Lect. in Eng. S.J.Samal, Lect. in comm. (T.P.O)
38-	Officer I/C College Canteen	S.Prusty, Lect. in Zool. A.Mohanty, Lect. in Comm.
39-	Officer I/C Scholarship	I.P.Roul, Lect. in Comm. (+3) S.K.Mahala, Lect. in Eng. (+2)
40-	Officer I/C College Co-operative Society	S.P.Rout, Lect. in Hist

41-	Officer I/C Budget preparation	Accounts Bursar (Ex-Officio) M.Samal, Lect. in Mathematics
42-	Officer I/C purchase committee	B.Barik, Lect. in Eng Udakinee Nayak, Lect. in Physics
43-	Officer I/C Main store	K.C. Mohapatra, Lect. in Phy. Dr. S.K.Chhatia, Lect. in Hist.
44-	Officer I/C Foundation Day & Pujya Puja	J.R.Panda, Reader in Math Dr. H.Mohanty, Lect. in Odia Dr. B.K.Sahoo, Lect. in Odia P.L.Nayak, Lect. in Odia
45-	Officer I/C NCC (Army Wing)	Dr. (Lt.) U.R.Das, Lect. in Hist.
46-	Officer I/C NCC (Naval Wing)	S.K. Mahala, Lect. in Eng.
47-	Officer I/C NSS	Dr. B.K.Sahoo, Lect. in Odia
48-	Officer I/C YRC	S.J.Samal, Lect. in Comm
49-	Officer I/C Self-Defence (Girls)	P.K.Sing, Lect. in Edn. (+2) E.Sethi, Lect. in Bot. (+3)
50-	Officer I/C Students' Safety Insurance	K.C.Mohapatra, Lect. in Phy.
51-	Staff Grievance Cell & Staff Common Room	J.R. Panda, Reader in Math P.K.Hati, Lect. in Eco.
52-	Students' Grievance Cell	S.K.Panda, Reader in Phy B.Barik, Lect. in Eng. A.Behera, Lect. in Pol.Sc.
53-	Anti Ragging Committee	S.K.Panda, Reader in Phy S.P.Rout, Lect. in Hist B.Barik, Lect. in Eng. U.C.Barik, Lect. in Comm. Dr. U.R.Das, Lect. in Hist.
54-	B.N.Ladies' Hostel – Warden/ Supdt. Dy. Supdt.	J.R.Panda, Reader in Math Ushakinee Nayak, Demon. in Phy.

55-	Discipline Committee	Administrative Bursar (Ex-Officio) U.C. Barik, Lect. in Comm B.Barik, Lect. in Eng Dr. U.R.Das, Lect. in Hist.
56-	College Development Committee	Administrative Bursar (Ex-Officio) Accounts Bursar (Ex-Officio) U.C. Barik, Lect. in Comm. B.Barik, Lect. in Eng M.Samal, Lect. in Mathematics Dr. U.R.Das, Lect. in Hist. Dr. S.K.Chhatia, Lect. in Hist.
57-	Women Anti-Harassment Cell /INTERNAL COMMITTEE	J.R.Panda, Reader in Math S.K.Panda, Reader in Phy B.Barik, Lect. in Eng A.Behera, Lect. in Pol.Sc. P.L.Nayak, Lect. in Odia A.S.Dalai, Head Clerk Ushakinee Nayak, Demon. in Phy. Nirupama Nayak, (NGO) Two students to be nominated
58-	Officer I/C BCR	I.P.Roul, Lect. in Comm.
59-	Officer I/C GCR	S.Prusty, Lect. in Zool
60-	Health Point & Health Care	P.K.Hati, Lect. in Eco.
61-	Music, Dance & Painting	Dr. U.R. Das, Lect. in Hist. I.P.Roul, Lect. in Comm. P.L.Nayak, Lect. in Odia U.Nayak, Lect. in Phy.
62-	OBC Cell	J.K.Swain, Lect. in Eng. S.K.Mahala, Lect. in Eng.
63-	SC/ ST Cell	C.R.Jani, Lect. Logic & Phil. P.Sing, Lect. in Edn
64-	Incubation Centre	B.Barik, Lect. in Eng Dr. S.K.Chhatia, Lect. in Hist.

65-	Museum	Dr. U.R.Das,. in Hist
66-	Day Care	Dr. H.Mohanty, Lect. in Odia
67-	SHAKTISHREE EMPOWERMENT CELL (Sanjojika) Girl students to be nominated as members	J.R.Panda, Reader in Math
68-	SANITARY COMMITTEE	Dr. H.Mohanty, Lect. in Odia A.Behera, Lect. in Pol.Sc. S.Prusty, Lect. in Zool. A.S.Dalai, Head Clerk S.Mohapatra, Lady Attendant Students to be nominated
69-	IGNOU Co-ordinator	B.Barik, Lect. in Eng
70-	OSOU Co-ordinator	C.R.Jani, Lect. in Logic & Phil.


 Principal
 Khaira College, Khaira
 Balasore.

Memo No. 546/EST. / Dated:- 06.05.26

Copy forwarded to President Governing Body/ Person(s) concerned/ All sections/ Administrative Bursar/ IQAC/ Head Clerk / Library/ Officer (I/C) College Calendar, for information & necessary action.


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 Khaira College, Khaira
 Balasore.

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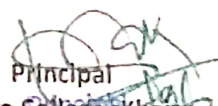
The following Non-Teaching Staff members are hereby assigned with the duties as per the schedule mentioned below for the current Academic session 2026-27. This order will be effective from 1st June, 2026 until further order.

Sl. No.	Name	Charges
1-	Akshanshu Sekhar Dalai	Establishment, Pension, GPF, GIS, UGC
2-	Tapas Kumar Dash	Accounts, Bill, Budget, Hostel, Main store, Electrification, Furniture & Assets
3-	Gouranga Ch. Pani	Examination, Construction & Repairing, College Union, Puja Puja, RUSA, IQAC
4-	Bhagirathi Sahoo	DCR, Collection, Garden & Water supply, Magazine, Calendar, Attendance, DSA.
5-	Maheswar Sahoo	Admission +2 & +3, Scholarship +2 & +3, NCC, NSS, YRC, Sports, EPF, Common Room, Cultural, Drama.
6-	Ushakinee Nayak	IQAC, All letters, assist to +3 Admission, Examination, Assist to Recognition & Affiliation, RUSA, IQAC
7-	Sushanta Kumar Biswal	Library, Assist to Est. Section, Scholarship (+2 & +3), +2 Admission, APAAR ID, UDISE, CAPA
8-	Manasmita Parhi	Examination, RTI
9-	Sudam Ch. Sahoo	Boys' Common Room, Exam Sec. (after 02:00 P.M.)
10-	Ashok Kumar Behera	Sports (+3), Admission
11-	Binesh Kumar Jena	Examination
12-	Rabindra Kumar Dash	Principal Office
13-	Ghanashyam Sahoo	Staff Common Room
14-	Prahallad Ghadei	Examination Section
15-	Sabita Mohapatra	Accounts, Admission, Diary & Despatch
16-	Prasanta Kumar Jena	Sports(+2), Main Gate
17-	Siba Bahadur	Library, GYM, Reading Room, Indoor
18-	Sukanti Panda	Girls' Common Room
19-	Kuni Sahoo	Establishment & IQAC
20-	P.Patra (Chem)	Reading Room { - Tuesday, Thursday, Saturday - Monday, Wednesday, Friday
21-	B.Barik (Bio)	


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Principal
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Balasore.

