



OFFICE OF THE PRINCIPAL
GOVT. SCIENCE COLLEGE / GOVT. H. S SCHOOL
CHATRAPUR (GANJAM), PIN:761020 (ODISHA)
College e-Mail Address – principalgsc@gmail.com

Letter No. 9816 /GSCC/2024

Dated: 16.4.2024

The assignment of Curricular/Extra Curricular Activities of the teaching staff for the Academic Session, 2024-25 is as follows. All will to take up the activities assigned to them with immediate effect.

1.	Secretary, Staff Council		1. Dr Pinki Rani Dei
2.	Administrative Officer		1. Dr Pinki Rani Dei
3.	Admin Bursar (Gaz. & Non-Gaz)Asso. Administrative Bursar		1. Dr. Tarun Kumar Sahoo 2. Dr Milimita Padhy
4.	Accounts Bursar		1. Dr. Iaxmi Narayan Sahoo (All financial implications including all bills) 2. Sri Prasanta Kumar (Com) (All Cash Books) 3. Sri Suraj Kumar Garada (Math) All DCR 4. Dr Pravakar Padhy (Audit Compliance)
5.	OIC of Examinations		1. Sri Badal saho 2. Dr Ajit Kumar Sethi 3. Sri Santosh Kumar Behera 4. Smt Durgabala Tudu
6.	Nodal Officer HSS		1. Dr Tarun Kumar Sahoo
7.	Academic Bursar (Monitoring Academic activities)		1. Sri Pradyumna Madhei (+3 & PG) 2. Dr Soumyashree Behera 3. Sri Santosh Behera (+2) 4. Smt. Arati Dikhit
8.	Time table Committee:	+3 & PG	1. Dr Laxmi Narayan Sahoo 2. Miss S. Ranjita Rani
		+2	1. Sri Santosh Behera 2. Smt Durga bala Tudu
9.	Library committee		1. Dr Rajabala Tripathy 2. Sri Pradyumna Madhei 3. Dr Pranati Nayak 4. Dr Milimita Padhy

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10.	Purchase Committee	<ol style="list-style-type: none"> 1. Dr Laxmi Narayan Sahoo 2. Sri Manoranjan Maharana 3. Sri Badal Sahoo 4. Dr Pranati Nayak 5. Dr Milimita Padhy 6. Sri Pradyumna Madhei 7. Sri Santosh Kumar Behera
11	College Development Officer	<ol style="list-style-type: none"> 1. Sri Manoranjan Moharana 2. Dr Milimita Padhy
12	Development Committee (General & Autonomous)	<ol style="list-style-type: none"> 1. Sri Manoranjan Maharana 2. Dr Milimita Padhy 3. Dr Laxmi Narayan Sahoo 4. Smt. Rajabala Tripathy 5. Dr Tarun Kumar Sahoo 6. Smt. Pranati Nayak 7. Dr Sujata Mallik
13	OIC Establishment and Communication	<ol style="list-style-type: none"> 1. Dr Sujata Mallik
14	OIC, SAMS	<ol style="list-style-type: none"> 1. Smt Rajabala Tripathy
15	Committee for SAMS Affair +2,+3 & PG	<ol style="list-style-type: none"> 1. Principal, Chairman 2. Smt Rajabala Tripathy 3. Accounts Bursar(S) 4. Academic Bursar (S) 5. All Heads of Departments
16.	OIC, College Calendar	<ol style="list-style-type: none"> 1. Dr. Rasmi Ranjan Behera 2. Miss S. Ranjita Rani 3. Arati Dikhit
17	Institutional Development Committee	<ol style="list-style-type: none"> 1. Principal-Chairman 2. Dr Manoranjan Moharana 3. Dr Laxmi Narayan sahuo 4. Representative of PWD/RD (not below the rank of Asst. Engineer)
18	OIC ADMISSION	<ol style="list-style-type: none"> 1. Pradyumna Madhei PG Admission 2. Sri Badal Sahu UG Admission 3. Dr Tarun Kumar Sahoo +2 Admission
19.	OIC, Cycle stand & Canteen	<ol style="list-style-type: none"> 1. Dr Rasmi Ranjan Behera 2. Dr Jayanta Kumar Dash
20.	OIC, College Magazine	<ol style="list-style-type: none"> 1. Smt Rajabala Tripathy 2. Dr Imtihan Shah 3. Dr Jayanta Kumar Dash

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21.	OIC, Legal Matters	1. Smt Rajabala Tripathy 2. Dr Raghunath Sahu
22.	Internal Auditor (College Accounts)	1. Sri Bishnu Charan Behera 2. Dr Raghunath Sahoo 3. Smt Soumyashree Behera
23.	Extra Mural Lectures	1. Dr Sasmita Behera 2. Dr Surachita patnaik 3. Dr Sujata Mallik
24.	OIC empowerment of Minority Cell	1. Sri Badal Sahoo 2. Dr Imtihan Shah 3. Dr shantilata Behera
25.	OIC, Proctorial +2, +3 and P.G	1. Dr Bishnu Prasad Kar Coordinator 2. Dr Subhra Panda PG & UG 3. Dr Pravakar Padhy +2 4. Dr Shantilata Behera +2
26	Student grievance redressed cell, Discipline Committee and Squad	1. Dr Rajabala Tripathy 2. Dr Pradyumna Madhei 3. Dr Suchismita Behera 4. Dr Imtihan Shah 5. Dr Shantilata Behera
27	OIC, Conduct of competitions (other than college competition)	1. Dr Shibani Gantayat 2. Dr Soumyashree behera 3. Miss Ranjita Rani
28.	Coordinator - Scholarship	1. Dr Bishnu Prasad Kar
29	OIC, Different Scholarship	1. Dr Raghunath Sahoo OIC All Scholarship +3 2. Shri Santosh Behera ,OIC All Scholarship +2 3. Dr. Surachita Patnaik Fakir Mohan Scholarship 4. Dr imtihan Shah Post Matric Scholarship +3 (All heads of Departments are responsible for validation of their department applicants) 5. Smt Durgabala tudu,Post Matric Scholarship+2 6. Sri Manas Ranjan Biswal,Post Matric Scholarship +2 7. Dr pravakar padhy, Post Matric Scholarship +2 8. Dr Shantilata Behera,Post Matric Scholarship +2 9. Sri Rasmi Ranjan Behera,Senior Merit Scholarship 10. Dr jayanta Dash , Gopabandhu Scholarship 11. Dr sujata Mallik , National Scholarship


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			12. Dr Subhra panda, National Scholarship Portal 13. Dr Milimita padhy Junior Merit Scholarship 14. Dr Ajit Kumar Sethy, Pathani Samanta Scholarship 15. Sri Bishnu Charan Behera, Labour card Scholarship 16. Smt Sasmita Behera, All other scholarships
30.	OIC, Student Attendance		1. Miss Subhra Panda
31	OIC Magic Card		1. Dr Imtihan Shah
32.	NCC		1. Sri Manoranjan Moharana
33.	OIC, Rovers & Rangers		1. Dr Pravakar Padhy 2. Miss Arati Dikhit
34.	NSS Programmer Officers (+3)		1. Dr Ajit Sethy
35	Youth Red Cross(Convenor Secretary)		1. Dr Milimita Padhy
36	OIC, Youth Red Cross		1. Dr Manas Ranjan Tripathy 2. Dr Suchismita Behera 3. Sri Santosh Behera 4. Dr Milimita Padhy
37.	RTI cell Right to information cell:		1. Dr Raghunath Sahu
38.	Career Counseling & Career Tracking Cell	+3	1. Dr Manas Ranjan Tripathy 2. Dr S. Ranjita Rani 3. Dr Soumyashree Behera
		+2	1. Dr Tarun Kumar Sahu 2. Dr Pravakar Padhy 3. Sri Prasanta Kumar Dash
39.	College Union		1. Dr Laxmi Narayan Sahoo 2. Sri Bishnu Charan Behera 3. Dr Pranati Nayak
40	Cultural Association (+2)		1. Dr Tarun Kumar Sahoo 2. Miss Arati Dikhit 3. Dr Milimita Padhy


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41.	Athletic Club & Associates		1. Dr Raghunath Sahoo 2. Dr Ajit Kumar Sethy 3. Miss Subhra panda 4. Sri santosh Kumar Behera 5. Smt Durgabala Tudu
42.	Dramatic Society	(+3 & P.G)	1. Smt Rajabala Tripathy 2. Sri Badal Sahoo
		(+2)	1. Dr Milimita Padhy 2. Dr Shantilata Behera
43.	Day Scholar Association		1. Dr Ajit Sethy 2. Sri Santosh Behera
44.	OIC, Student Common Room (Gents)		1. Sri Rasmi Ranjan Behera 2. Dr Jayanta Kumar Dash
45.	OIC, Student Common Room (Girls)		1. Dr Sujata Mallik 2. Smt Sasmita Behera
46.	Humanities Society		1. Miss S Ranjita Rani 2. Dr Shantilata Behera
47.	Odia Sahitya Samaj		1. Dr Surachita patnaik
48.	Commerce Association		1. Miss Subhra panda
49.	OIC, Science Society & Environment		1. Dr Manas Ranjan Tripathy 2. Dr Suchismita Behera
50.	OIC, Stock and Store		1. Dr Imtihan Saha 2. Dr Pravakar Padhy
51.	OIC, Press & Public Relation		1. Dr Imtihan Saha
52.	Officer in Charge UGC		1. Dr Pranati Nayak
53.	Coordinator IQAC		1. Dr. Laxmi Narayan Sahoo
54.	Coordinator RUSA		1. Sri Badal Sahoo
55.	Coordinator NAAC Quality Audit Parameters		1. Dr. laxmi Narayan Sahoo
56.	Coordinator, OHEPEE		1. Smt Rajabala Tripathy
57.	Internet		1. Sri Bishnu Charan Behera
58.	Website		1. Dr Manas Kumar Tripathy 2. Sri Sarbeswar Pani
59.	OIC, SSG (Social Service Guild)		1. Dr Jayanta Kumar Dash

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60	Tabulation (Tabulator),	1. Examination Section will Notify the name
61	OIC Gymnasium	1. Dr Ajit Kumar Sethy
62	Student's Advisory Bureau	1. Dr Rajabala Tripathy 2. Dr Laxmi Narayan Sahoo 3. Sri Manoranjan Moharana 4. Dr Tarun Kumar saho 5. Sri Santosh Behera
63	Self Defence training to girl students	1. Dr Suchismita Behera 2. Dr Milimita Padhy
64	College Planning Board	1. Dr. A.K. Tripathy (Principal) Chairman 2. Dr Rajabala Tripathy 3. Dr laxmi Narayan Sahoo 4. Dr Manoranjan Moharana 5. Dr Pranati Nayak 6. Dr Milimita Padhy 7. Dr Surachita Patnaik
65	OIC Empowerment of PWD Cell	1. Smt Santosini Pradhan 2. Dr Sibani Gantayat
66	O.I.C. Identity Card	1. Sri Badal Sahoo 2. Smt Sasmita Behera
67	Coordinator AISHE	1. Dr Imtihan Saha
68	Equal Opportunity Cell	1. Dr Manas Ranjan Tripathy 2. Dr Soumyashree Behera
69	OIC Online Govt. Training Programme	1. Dr Milimita Padhy
70	Spoken English Nodal Officer	1. Dr Sibani Gantayat
71	OIC Nodal Officer- Virtual Class Room	1. Dr Rajbala Tripathy
72	OIC MO College Abhijan	1. Dr Surachita Patnaik
73	OIC MO School Abhijan	1. Dr Milimita Padhy
74	OIC Vocational	1. Sri Santosh Behera
75	OIC Gen & Misc	1. Dr Manoranjan Moharana 2. Dr Sujata mallik 3. Smt Sasmita Behera 4. Sri Sarbeswar Pani 5. Sri Manas Ranjan Biswal


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76	Science Club	1. Dr Suchismita Behera
77	Literature Cell	1. Dr Surachita Patnaik
78	Research Cell	1. Dr Manas Ranjan Tripathy Coordinator 2. All Heads of Department Member
79	Debating Club	1. Dr Sibani Gantayat
80	Quizzer Club	1. Dr Bishnu Prasad Kar
81	Cultural cell	1. Dr Milimita Padhy
82	Publication Cell	1. Dr Imtihan Saha
83	Entrepreneur Development Cell	1. Sri Prasanta Kumar Dash
84	Sexual Harassment Cell	1. Dr Rajabala Tripathy 2. Dr Laxminarayan Sahoo 3. Dr pranati nayak 4. Dr Soumyashree Behera 5. Smt Durgabala tudu
85	Disciplinary Committee	1. Laxminarayan Sahoo 2. Badal sahou 3. Pradyumna Madhei 4. Dr Surachita patnaik 5. Miss Subhra Panda
86	Anti Ragging Cell	1. Smt Rajabala tripathy 2. Sri Manoranjan Moharana 3. Miss S Ranjita rani 4. Dr Sibani Gantayat

NB: 1. The List is not prepared in order of seniority.

2. Handing over and taken over of the charges must be completed by 25.04.2024 positively.


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Memo No. 817 /GSCC/2024

Date: 16.4.2024

Copy to Guard file/Circulate to all concerned/SO for information and necessary action.


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