

OFFICE OF THE PRINCIPAL

MAHIMA MAHAVIDYALAYA, JORANDA, DHENKANAL

ORDER NO. _____ DATE. _____

The following co-curricular activities are provisionally assigned to the staff members of the college for the academic session 2015-16 which shall be effective from the date of issue of this order. Each member of the staff under such assignment is requested to keep proper co-ordination with his/her colleagues and the section concerned for the effective and timely execution of the work.

<u>SL. NO</u>	<u>ASSIGNMENTS</u>	<u>STAFF MEMBERS</u>
01.	Principal, Mahima Jr. & Vocational Mahavidyalaya Joranda	Dr. A. K. Mishra, Reader- in -Sanskrit
02.	Administrative Bursar	Dr. A. K. Mishra, Reader in Sanskrit
03.	Associate Administrative Bursar	Dr. S. N. Mishra, H.O.D, Education
04.	Accounts Bursar	Sri P. K. Swain, Lect-in-Sociology
	Associate Accounts Bursar	Sri R. K. Mohapatra, Lect-in-Economics
05.	Academic Bursar	Dr. T. Kabi, Lect-in-Odia Sri J. Satapathy, Lect-in-Zoology
06.	Secretary, Staff Council	Dr. A. K. Mishra, Reader-in-Sanskrit
07.	Prof. I/C Library	Sri P. K. Das, Lect-in-History Sri D. Behera, Lect-in-Education
08.	Prof. I/C Magazine	Dr. A. K. Mishra, Reader in Sanskrit Dr. T. Kabi, Lect-in-Odia Sri S. C. Swain, Lect-in-English
09.	Prof I/C UGC	Sri U. K. Das, H.O.D, Mathematics Sri S. C. Swain, Lect-in-English
10.	NAAC Re-accreditation	Dr. A. K. Mishra, Reader in Sanskrit Sri U. K. Das, H.O.D, Mathematics Dr. S. N. Mishra, H.O.D, Education Sri A. K. Sahu, Lect-in-History Sri P. K. Swain, Lect-in-Sociology Sri S. C. Swain, Prof-in-Charge U.G.C Smt. S. Jena, H.O.D, Economics Sri J. Satapathy, H.O.D, Zoology
11.	Prof I/C Red Cross	Sri P. K. Swain, Lect-in-Sociology

12.	Liaison to DHE/UNI/CHSE	Sri U. K. Das, H.O.D, Mathematics Sri S. Mohanty, Sr. Clerk
13.	Prof. I/C Time Table	Sri U. K. Das, H.O.D, Mathematics Sri S. C. Swain, H.O.D, English
14.	Prof. I/C D.S.A	Dr. T. Kabi, Lect-in-Odia Sri D. Behera, Lect-in-Education
15.	Prof. I/C Staff Common room	Mrs. B. Behera, Lect-in-Pol.Science Sri R. Mohapatra, Lect-in-Economics
16.	Prof I/C Boys Common Room	Sri R. Mohapatra, Lect-in-Economics
17.	Prof I/C Stock and store	Sri S. K. Pradhan, Lect-in-Chemistry Sri B. B. Sahani, P.E.T
18.	Prof. I/C Dress Code	Smt. S. Jena, H.O.D, Economics Sri H. N. Behera, Lect-in-Logic Sri R. Mohapatra, Lect-in-Economics
19.	Prof I/C Girls Common Room	Mrs. B. Behera, Lect-in-Pol.Science Mrs S. Behera, lect-in-History
20.	Staff Members I/C computer	Sri S. P. Nayak, Demonstrator Sri S. Maharana, DEO
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27.	Prof I/C Ragging & Sexual harassment	Smt. S. Jena, H.O.D, Economics Smt. B. Behera, Lect-in-Pol.Science Lt. P. C. Samal, Demonstrator Sri B. B. Sahani, P.E.T
28.	Prof I/C Career Counselling	Sri A. K. Sahoo, Lect-in-History Sri R. Mohapatra, Lect-in-Economics
29.	Prof I/C Mahima Sahitya Sansad	Dr. T. Kabi, lect-in-Odia Miss Dr. S. Bhuyan, Lect-in-Soc
30.	Prof. I/C Free studentship & Poor Boyes Fund	Sri P. K. Swain, Lect-in-soc Sri B. B. Rout, Lect-in-Com.
31.	Prof. I/C Mahima Seminar And observation of Death Anniversary of Late Srimat Jatia Baba	Sri P. K. Swain, Lect-in-Sociology Miss Dr. S. Bhuyan, Lect-in-Sociology
32.	Prof I/C Extra Mural Lecture	Dr. T. Kabi, Lect-in-Odia Miss Dr. S. Bhuyan, Lect-in-Soc Smt. S. Behera, Lect-in-History
33.	Prof. I/C Furniture	Sri S. K. Pradhan, Lect-in-Chemistry Sri B. B. Sahani, P.E.T
34.	Prof. I/C Progress Report Of students	Sri D. Behera, Lect-in-Education Sri B. B. Rout, Lect-in-com
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36.	Prof I/C Games & Sports	Sri A. Mohanty, Lect-in-Phy Smt. B. Behera, Lect-in-Pol.Science Sri B.B. Sahani, P.E.T
37.	Prof I/C Sanitation	Sri J. Satapathy, Lect-in-Zoology Sri J. Nayak, Asst.. Lib

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40.	Superintendent Tribal Hostel Girl	Smt. B. Behera, Lect-in-Pol.Science
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43.	Prof I/C Science Society	Sri A. Mohanty, Lect-in-Phy Sri J. Satapathy, H.O.D, Zoology
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56.	Presentation of Moral lessons on the Black Board	Smt. S. Behera, Lect-in-History Miss. Dr. S. Bhuyan, Lect-in-Sociology
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58.	Counting of Percentage	Sri. H. N. Behera, Lect-in-Logic Sri D. Behera, Lect-in-Education Sri B. B. Rout, Lect-in-Commerce
59.	Absent Statement to be Communicated to guardians	Sri. H. N. Behera, Lect-in-Logic Sri D. Behera, Lect-in-Education
60.	Advisory Board	Dr. A. K. Mishra, Reader in Sanskrit Sri U. K. Das, H.O.D, Mathematics Dr. S. N. Mishra, H.O.D, Education Sri A. K. Sahoo, H.O.D, History Sri P. K. Swain, Lect-in-Sociology
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Dr. N. C. Mishra

PRINCIPAL

MAHIMA MAHAVIDYALAYA

JORANDA

Copy to all sections for information & necessary action.