



**OFFICE OF THE PRINCIPAL**  
**NOWRANGPUR COLLEGE**

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Order No.635/NC/2021

Date: 28.06.2021

**OFFICE ORDER**

*The following charges are being distributed to the Teaching & Non-Teaching staff members for the academic session 2021-22. They are requested to perform their duties from the date of notification of this order till further order.*

**DISTRIBUTION OF CHARGES FOR THE ACADEMIC SESSION 2021-22**

01	<b>Administrative Bursar</b>	Dr. Nilanchala Mishra Reader in Mathematics
02	<b>Accounts Bursar</b>	Sri Manoj Kumar Kansa Behera Lecturer in Commerce
03	<b>Union Advisor</b>	Dr. Bhaskar Nath Biswal Asst. Professor in Commerce
04	<b>Associate Advisor</b>	Sri Dilip Kumar Hota, Lecturer in Economics Sri Sambhu Prasad Hota, Lect. in Philosophy Sri Manoranjan Khura, Lect. in Commerce
05	<b>Academic Bursar</b>	Sri Anant Satapathy, Reader in Commerce Smt. Sangita Tripathy, Sr. Lect. in History Sri Jitendra Kumar Rath, Lect. in Physics
06	<b>Admission In-charge (+2)</b>	Sri D. Govinda Rao, Sr. Lecturer in Chemistry
07	<b>Admission In-charge (+3)</b>	Sri Anant Satapathy, Reader in Commerce
08	<b>Controller of Examination</b>	Sri Anant Satapathy Reader in Commerce
09	<b>Associate Examination / Tabulation</b>	Sri Jitendra Ku. Rath, Lecturer in Physics Sri Suresh Ku. Sahoo, Lecturer in Math. Smt. Tulasa Bhatra, Lecturer in Economics
10	<b>Help Desk / Verifying Officer (+2)</b>	Sri Byomokesh Behera, Demon. in Bot. Sri Surendra Ku. Mohapatra, Demon. in Phy.
11	<b>Validation Team (+2)</b>	Smt. Pranati Majhi, Lecturer in Economics Sri M.K.K. Behera, Lect. in Commerce Sri Manoj Kumar Patnaik, Lect. in Math. Sri Suchit Kumar Singh, Lect. in IT Miss. Rajni Minz, Lecturer in English Sri Laba Khosala, Lecturer in Chemistry
12	<b>Help Desk / Verifying Officer (+3)</b>	Sri D. Satya Narayan Achary, Demon. in Bot. Sri Sahadev Patnaik, Demon. in Chemistry
13	<b>Validation Team (+3)</b>	Smt. Tulsia Bhatra, Lecturer in Economics Sri Ujwala Kumar Mahanandia, Lect. in Hist. Sri Alok Kumar Das, Lect. in Physics Sri Pravanjan Behera, Lect. in Chemistry Smt. Swetalina Nanda, Lect. in History Sri Brijlal Gond, Lecturer in Odia
14	<b>Ragging Committee (Arts Block)</b>	Sri Dillip Kumar Hota, Lect. in Economics Smt. Sangita Tripathy, Sr. Lect. in History Dr. Nandita Mishra, Lecturer in Odia Sri Sachin Panda, Lecturer in English Sri Ujwala Mahanandia, Lecturer in History

15	<b>Ragging Committee (Science Block)</b>	Smt. Bhanumati Sahukar, Lect. in Zoology Sri Pravanjan Behera, Lecturer in Science Sri Alok Kumar Das, Lecturer in Physics
16	<b>Ragging Committee (Comm. Block)</b>	Sri Anant Satapathy, Reader in Commerce Sri Manoranjan Khura, Lect. in Commerce Miss. Bijeyta Sunadhar, Lecturer in Commerce
17	<b>College Development Committee</b>	Administrative Bursar, Accounts Bursar Sri D. Govinda Rao, Sr. Lect. in Chemistry Sri Dilip Kumar Hota, Lect. in Economics Smt. Sangita Tripathy, Sr. Lect. in History Sri Sambhu Prasad Hota, Lect. in Philosophy Sri Ghasiram Behera, Lect. in English Accountant
18	<b>Staff Council Secretary</b>	Sri Sambhu Prasad Hota, Lect. in Philosophy
19	<b>Secretary (Staff Common Room)</b>	Sri Sachin Panda, Lecturer in English
20	<b>Construction Committee</b>	Administrative Bursar, Accounts Bursar Sri Jitendra Kumar Rath, Lect. in Physics Sri Sambhu Pr. Hota, Lect. in Philosophy Sri Jahangir Mohammed, Lect. in Physics Sri Sahadev Patnaik, Demon. In Chemistry Accountant
21	<b>Electrification In-charge for rooms, labs, office</b>	Sri Manoj Kumar Patnaik, Lect. in Math. Sri Suchit Kumar Singh, Lect. in IT
22	<b>Campus Plantation &amp; Maintenance of Botanical Garden</b>	Sri Binaya Kumar Majhi, Lect. in Botany Miss. Sibani Sahu, Lect. in Botany Sri D. Satya Narayan Achary, Demonstrator Sri Byomokesh Behera, Demonstrator in Bot. N.S.S. Wing & Red Cross Wing
23	<b>ECO Club</b>	Sri Binaya Ku. Majhi, Lect. in Botany Sri Byomokesh Behera, Demonstrator
24	<b>Seminar College / State / National Level</b>	Sri B.N. Biswal, Asst. Prof. in Commerce Sri Ghasiram Behera, Lect. in English Sri Sachin Panda, Lect. in English Sri Alok Kumar Das, Lect. in Physics Smt. Bhanumati Sahukar, Lect. in Zoology
25	<b>UGC</b>	Sri B.N. Biswal, Convenor Sri Ghasiram Behera, Lect. in English Smt. Sanjukta Pangi, Lecturer in English Sri Pradipta Das, Lecturer in Pol. Science
26	<b>Purchase Committee</b>	Administrative Bursar Accounts Bursar Sri Anant Satapathy, Reader in Commerce Sri D Govinda Rao, Sr. Lecturer in Chemistry Smt. Pranati Majhi, Lecturer in Economics H.O.D. of required Department Head Clerk I/c / Accountant
27	<b>Medhabruti e-Scholarship</b>	Sri Sachin Panda, Lecturer in English
28	<b>Scholarship SC/ ST &amp; Merit Scholarship</b>	Sri M.R. Khura, Lect. in Commerce Sri Pravanjan Behera, Lect. in Chemistry Sri Jitendra Sabar, Lect. in Philosophy Sri Sahadev Pattanaik, Demon. in Chemistry Sri S.K. Mohapatra, Demonstrator in Physics
29	<b>Time Table</b>	Sri Suresh Ku. Sahoo, Lecturer in Math.

		Sri M.R. Khura, Lect. in Commerce Sri Jahangir Mohammed, Lecturer in Physics Sri Ujwala Kumar Mahanandia, Lect. in Hist. Smt. Manasi Mohapatra, Lect. in History
30	Tabulation and Exam. / Form Fill Up	Sri Alok Kumar Das, Lect. in Physics Sri Manoj Kumar Patnaik, Lect. in Math. Sri Suchit Kumar Singh, Lect. in I.T. Sri B.K. Behera, Demonstrator in Botany Miss. Bijeyta Sunadhar, Lect. in Commerce Smt. Tulasa Bhatra, Lecturer in Economics Smt. Sasmita Biswasray, Lecturer in Odia Smt. Manjushree Padhan, Lect. in Odia
31	Performance, Intimation to parents of their children & Parents Meeting Cell	Smt. Sangeeta Tripathy, Sr. Lect. in Hist.(Arts) Smt. Tulasa Bhatra, Lect. in Economics (Arts) Sri Manoj Ku. Patnaik, Lect. in Math. (Sc.) Sri Rudra Majhi, Lect. in Physics (Sc.) Miss. Bijeyta Sunadhar, Lect. in Com. (Com.)
32	Vice President Dramatic Association	Sri Dillip Kumar Hota, Lect. in Eco. Sri Sambhu Pr. Hota, Lect. in Phil. Smt. Manasi Mohapatra, Lect. in Hist. Smt. Sanjukta Pangi, Lect. in English
33	DSA-Ganesh Puja	Sri Sachin Panda, Lect. in English Sri Aswini Kumar Behera, Lecturer in Math. Sri Niranjana Tripathy, Demonstrator in Zoo.
34	DSA- Saraswati Puja	Smt. Bhanumati Sahukar, Lect. in Zoology Smt. Manasi Mohapatra, Lect. in History Smt. Nirmala Hikaka, Lect. in Pol. Sc.
35	Vice President, Athletic	Sri Sambhu Prasad Hota, Lect. in Philosophy Sri Suresh Ku. Sahoo, Lect. in Math. Sri Laba Khosala, Lect. in Chemistry Smt. Swetalina Nanda, Lect. in History Sri Alok Kumar Das, Lect. in Physics Sri Sahadev Patnaik, Demonstrator
36	Boys' Common Room	Sri Binaya Kumar Majhi, Lecturer in Botany Sri Niranjana Tripathy, Demonstrator
37	Girls' Common Room	Smt. Tulasa Bhatra, Lect. in Economics Smt. Manasi Mohapatra, Lect. in History Miss. Sangita Das, Lab. Asst.
38	Supervision for cleanness of Arts Block	Sri Brijlal Gond, Lecturer in Odia Sri Pradipta Das, Lecturer in Pol. Sc. Sri A Abinash, Lecturer in Pol. Sc.
39	Supervision for cleanness of Science Block	Sri Pravanjan Behera, Lecturer in Chemistry Sri Rudra Majhi, Lecturer in Physics Miss. Manisha Mandal, Lab. Asst.
40	Supervision for cleanness of Commerce Block	Sri Manoranjan Khura, Lect. in Commerce Miss. Bijeyta Sunadhar, Lect. in Commerce
41	Internal Audit	Dr. Nilanchala Mishra, Reader in Math. Sri Manoranjan Khura, Lect. in Commerce Accounts Bursar
42	Library Committee	Sri Dillip Kumar Hota, Lect. in Economics Smt. Sanjukta Pangi, Lect. in English Sri Manoranjan Khura, Lect. in Commerce Smt. Tulasa Bhatra, Lecturer in Economics

43	<b>College Magazine &amp; Editorial Board</b>	Dr. Bhaskar Nath Biswal, Asst. Prof. in Com. Sri Ghasiram Behera, Lect. in English Sri Sachin Panda, Lecturer in English Sri Dilip Kumar Hota, Lect. in Economics Smt. Sriya Tripathy, Lect. in Odia Sri Pravanjan Behera, Lect. in Chemistry Sri Aswini Ku. Behera, Lect. in Math.
44	<b>College Calendar</b>	Sri Sambhu Prasad Hota, Lect. in Log & Phil. Sri Sachin Panda, Lect. in English
45	<b>Smart Class Room</b>	Sri Jahangir Mohammed, Lect. in Physics Sri Suchit Kumar Singh, Lect. in I.T. Sri Binaya Ku. Majhi, Lect. in Botany
46	<b>Student Attendance</b>	Sri Alok Ku. Dash, Lect. in Physics (Sci.) Sri Pravanjan Behera, Lect. in Chemistry (Sci.) Sri Manoranjan Khura, Lect. in Com. (Com.) Miss. Bijeyta Sunadhar, Lect. in Com. (Com.) Sri Krushna Ch. Panda, Lect. in Hist. (Arts) Smt. Sasmita Biswasray, Lect. in Odia (Arts) Smt. Pranati Majhi, Lect. in Economic (Arts)
47	<b>Project Report, Proctorial Report, Welcome &amp; Farewell (Arts, Science &amp; Commerce)</b>	All heads of department
48	<b>Grievance Cell for Staff</b>	Academic Bursar                      Administration Bursar Accounts Bursar                      Head Clerk
49	<b>Grievance Cell for Students</b>	Sri Anant Satapathy, Reader in Commerce Smt. Bhanumati Sahukar, Lect. in Zoology Head Clerk
50	<b>Literary Association Vice President</b>	Smt. Sangita Tripathy, Sr. Lect. in History Smt. Sanjukta Pangi, Lect. in English Sri Priyabrata Sahoo, Lect. in Odia
51	<b>NCC</b>	Sri Ujwala Kumar Mohanandia, Lect. in Hist.
52	<b>Stock Verification of Science Department</b>	Sri Binaya Ku. Majhi, Lect. in Bot. (Zoology) Smt. Bhanumati Sahukar, Lect. in Zoo (Bot.) Sri D.G. Rao, Sr. Lect. in Chem. (Physics) Sri J.K. Rath, Lect. in Phy. (Chemistry)
53	<b>R.T.I.</b>	Sri Ghasiram Behera, Lecturer in English, PIO Sri Pradipta Das, Lect. in Pol. Sc., APIO
54	<b>Liaison Officer</b>	Sri Suresh Kumar Sahoo, Lecturer in Math.
55	<b>I.T.</b>	Sri Suchit Kumar Singh, Lecturer in I.T.
56	<b>IGNOU Coordinator</b>	Dr. Nilanchal Misra, Reader in Mathematics
57	<b>OSOU Coordinator</b>	Sri Dilip Kumar Hota, Lecturer in Economics
58	<b>Hostel Superintendent</b>	Sri Dilip Kumar Hota, Lecturer in Economics
59	<b>Hostel Asst. Superintendent</b>	Sri Alok Kumar Das, Lecturer in Physics Sri Manoj Kumar Patnaik, Lect. in Math.
60	<b>Income Tax</b>	Sri Anant Satapathy, Reader in Commerce Sri D. Govinda Rao, Sr. Lect. in Chemistry Sri Jitendra Kumar Rath, Lect. in Zoology
61	<b>College Website</b>	Sri Jahangir Mohammed, Lect. in Physics Sri Pravanjan Behera, Lecturer in Chemistry Sri Rudra Majhi, Lecturer in Physics Sri Suchit Kumar Singh, Lect. in I.T.
62	<b>IQAC &amp; NAAC</b>	Dr. Bhaskar Nath Biswal, Asst. Prof. in Com.

		Sri Ghasiram Behera, Lecturer in English Sri Jahangir Mohammed, Lect. in Physics Miss. Rajni Minz, Lecturer in English Smt. Tulasa Bhatra, Lecturer in Economics
63	Old Boy's Alumni	Principal Administrative Bursar, Accounts Bursar Smt. Sangita Tripathy, Sr. Lect. in History Sri Dilip Kumar Hota, Lecturer in Economics Sri Manoj Kumar Patnaik, Lect. in Math. Sri Sambhu Prasad Hota, Lect. in Philosophy Sri M.K. K. Behera, Lect. in Commerce Smt. Sriya Tripathy, Lecturer in Odia Sri Sahadev Patnaik, Demonstrator Sri Byomokesh Behera, Demonstrator Sri Niranjana Tripathy, Demonstrator Sri Prasant Misra
64	Self Defence for Girl Student	Sri Suresh Kumar Sahoo, Coordinator (+3) Smt. Sangita Tripathy, Coordinator (+2) Smt. Swetalina Nanda (+3 Wing) Smt. Tulasa Bhatra (+2 Wing)
65	NSS	Sri Jahangir Mohammed (+3) Sri Sambhu Prasad Hota (+3) Sri Pravanjan Behera (+2) Smt. Manasi Mohapatra (+2)
66	Red Cross	Sri Bhaskar Nath Biswal, Asst. Prof. in Comm.
67	YRC (Youth Red Cross) – Counsellors	Sri Aswini Ku. Behera (+2) Miss. Rajni Minz (+2) Sri Dilip Kumar Hota (+3) Miss. Nirmala Hikaka (+3)
68	Advisory Committee to Principal	Dr. Nilanchal Mishra, Reader in Mathematics Sri Anant Satapathy, Reader in Commerce Dr. Bhaskar Nath Biswal, Asst. Prof. in Com. Smt. Sangita Tripathy, Sr. Lect. in History Sri Jitendra Kumar Rath, Lect. in Physics
69	Golden Jubilee Committee	Dr. Nilanchala Mishra, Convenor All HODs

*Dr. B C Nayak*  
28/6/21

Principal,  
Nabarangpur College, Nabarangpur

Memo No.636/NC/2021

Dtd.28.06.2021

Copy communicated to person concerned / President, G.B. / Head Clerk / Account /  
Library / Exam. for information.

*Dr. B C Nayak*  
28/6/21

Principal,  
Nabarangpur College, Nabarangpur