

OFFICE OF THE PRINCIPAL, DERABIS COLLEGE, DERABISH, Dist-KENDRAPARA

No 27 / Dtd. 18/06/2024

OFFICE ORDER

Allotment of Extra-Curricular & Co-curricular Duties among the staff members
for the Academic session : 2024-25 with effect from 18th June 2024.

| STAFF COUNCIL | | |
|--|-----------------------|-----------------------|
| 01 | SECRETARY | Bikram Kumar Mohanty |
| | JOINT SECRETARY | Brundaban Das |
| | ASSISTANT | Pravakar Behera |
| | ATTENDANT | Sk.Dabiruddin |
| ESTABLISHMENT SECTION | | |
| 02 | ADMINISTRATIVE BRUSAR | Santanu Kumar Mati |
| | ASSISTANT | Pravakar Behera |
| | ATTENDANT | Sk.Dabiruddin |
| ACCOUNT SECTION (+3) | | |
| 03 | ACCOUNT BURSAR | Biswajit Kumar Sahoo |
| | ACCOUNTANT | Hrusikesh Das |
| | ATTENDANT | Sk.Dabiruddin |
| ACCOUNTS SECTION(+2) | | |
| 04 | ACCOUNTANT | Hrusikesh Das |
| | ATTENDANT | SK Dabiruddin |
| | TREASURY SARKAR | SK Dabiruddin |
| ACADEMIC SECTION | | |
| 05 | ACADEMIC BURSAR | Aswini Kumar Prusty |
| | ASST ACADEMIC BURSAR | Sanjaya Kumar Mishra |
| | ASSISTANT | Kishor Ranjan Kar |
| | ATTENDANT | Umesh Chandra Patra |
| GOVT. CONCURRENCE, RECOGNISATION & AFFILIATION | | |
| 06 | TEACHER IN-CHARGE | Kishor Kumar Bedanta |
| | CONVENTER | Sandeep Bal |
| | ASST. CONVENER | Sarat Chandra Prusty |
| | ASSISTANT | Pravakar Behera |
| | ATTENDANT | Manas Ranjan Singh |
| UGC | | |
| 07 | TEACHER IN-CHARGE | Aswin Kumar Prusty |
| | CONVENER | Sanjaya Kumar Mishra |
| | MEMBER | Rudrangi Pttanaik |
| | ASISTANT | Hrusikesh Das |
| | ATTENDANT | SK Dabiruddin |
| DAY SCHOLAR ASSOCIATION | | |
| 08 | CENSOR D.S.A (+3) | Brundaban Das |
| | ASSOCIATE CONVENER | Sandeep Bal |
| | CENSOR D.S.A (+2) | Biswajit Kumar Sahoo |
| | ASSOCIATE CONVENER | Kishor Chandra Mallik |
| | MEMBER | Sarat Chandra Prusty |
| | ASSISTANT | Kishor Ranjan Kar |
| | ATTENDANT | Mathurananda Samal |

(Signature)

| | | |
|-----------|-----------------------------------|---|
| 09 | <i>SAMS(+2)</i> | |
| | ADMISSION & EXAMINATION IN-CHARGE | Bikram Kumar Mohanty |
| | ASSOCIATE ADMIN & EXAM.IN-CHARGE | Nagendra Nath Pani |
| | | Biswajit Kumar Sahoo |
| | | Kishor Chandra Mallik, |
| | | Sarat Chandra Prusty |
| ASSISTANT | Bidhu Bhusan Pattanyaik | |
| ATTENDANT | Sarat Kumar Samal | |
| 10 | <i>SAM(+3)</i> | |
| | ADMISSION & EXAMINATION IN-CHARGE | Umesh Chandra Patra |
| | ASSOCIATE ADMN.& EXAM.IN-CHARGE | Santanu Kumar Mati |
| | | Sanjaya Kumar Mishra |
| | | Kishor Kumar Bedanta |
| | ASSISTANT | Rudrangi Pattanaik, Sarat Chandra Prusty |
| ATTENDANT | Pravakar Behera | |
| 11 | <i>ATHLETIC COUNCIL</i> | |
| | TEACHER IN-CHARGE (+3) | Manas Ranjan Singh |
| | ASSOCIATE | Umesh Chandra Patra |
| | TEACHER IN-CHARGE (+2) | Sanjaya Kumar Mishra |
| | ASSOCIATE | Sandeep Bal |
| | | Bhagyalaxmi Sahoo |
| | CONVENER | Sarat Chandra Prusty |
| | ASSISTANT | Hrushikesh Das |
| ATTENDANT | Ranjan Kumar Panda | |
| 12 | <i>TIME TABLE</i> | |
| | TEACHER IN-CHARGE | Aswin Kumar Prusty |
| | ASSOCIATE | Sandeep Bal |
| | ASSISTANT | Kishor Ranjan Kar |
| | ATTENDANT | SK Dabiruddin |
| 13 | <i>COLLEGE CALEDER</i> | |
| | EDITOR/CIMPLIER | Biswajit Kumar Sahoo |
| | ASSOCIATES | Kishor Kumar Bedanta |
| | | Rudrangi Pattanaik |
| | ASSISTANT | Hrusikesh Das |
| ATTENDANT | Umesh Chandra Patra | |
| 14 | <i>COLLEGE MAGAZIN</i> | |
| | EDITOR | Dhaneswar Nayak |
| | ASSOCIATE | Nagendra Nath Pani |
| | | Prangya Pattanaik |
| | CO-ORDINATOR | Barundaban Das |
| | ASSISTANT | Biswajit Sahoo |
| ATTENDANT | Hrusikesh Das | |
| 15 | <i>DRAMATIC ASSOCIATION</i> | |
| | VICE PRESIDENT (+3) | SK Dabiruddin |
| | VICE PRESIDENT (+2) | Brundaban Das |
| | ASSISTANT | Jyotirmaye Brahma |
| | ATTENDANT | Hrusikesh Das |
| | | SK Dabiruddin |

| | | |
|-----------|---|-----------------------------|
| 16 | <i>STOCK & STORE</i> | |
| | TEACHER IN-CHARGE | Bikram Kumar Mohanty |
| | ASSOCIATE | Sarat Chandra Prusty |
| | ASSISTANT | Bidhu Bhusan Pattanaik |
| | ATTENDANT | SK Dabiruddin |
| 17 | <i>LIBRARY COMMITTEE</i> | |
| | TEACHER IN-CHARGE | Bikram Kumar Mohanty |
| | MEMBER | Jotrimaye Brahma |
| | | Sashikanta Malika |
| | | Raghunath Sahoo |
| | LIBRARY IN-CHARGE | Mamata Satapathy |
| ASSISTANT | Pravakar Behera | |
| ATTENDANT | Ashok Kumar Das | |
| 18 | <i>PREPARATION AND CALCULATION OF STUDENTS ATTENDANCE</i> | |
| | TEACHER IN-CHARGE | Sanjaya Kumar Mishra |
| | ASSOCIATE | (+2) (+3) Sandeep Bal |
| | | Jyotirmaye Brahma |
| | ASSISTANT | Kishor Ranjan Kar |
| ATTENDANT | SK Dabiruddin | |
| 19 | <i>STUDENTS AID FUND</i> | |
| | VICE-PRESIDENT | Bikram Kumar Mohanty |
| | ASSOCIATES | Dhaneswar Nayak |
| | | Nagendra Nath Pani |
| | | Kishor Chandra Mallik |
| ASSISTANT | Hrusikesh Das | |
| ATTENDANT | SK Dabiruddin | |
| 20 | <i>COLLEGE LAND, BUILDING etc</i> | |
| | TEACHER IN-CHARGE | Santanu Kumar Mati |
| | ASSOCIATES | Stalin Digal |
| | ASSISTANT | Bidhu Bhusana Pattanaik |
| ATTENDANT | SK Dabiruddin | |
| 21 | <i>BOYS COMMON ROOM</i> | |
| | TEACHER IN-CHARGE | Sarata Chandra Prusty |
| | ASSISTANT | Kishor Ranjan Kar |
| ATTENDANT | Mathurananda Samal | |
| 22 | <i>GIRLS COMMON ROOM</i> | |
| | TEACHER IN-CHARGE | Bhagyashree Panda |
| | ASSISTANT | Kishor Ranjan Kar |
| ATTENDANT | Bhajahari Sandha | |
| 23 | <i>SCIENCE SOCIETY</i> | |
| | VICE-PRESIDENT | Aswin Kumar Prusty |
| | ASSOCIATES | Swrnalata Mishra |
| | ASSISTANT | Sarat Chandra Rout |
| ATTENDANT | Ranajan Kumar Panda | |
| 24 | <i>GRIEVANCES REDRESSAL CALL</i> | |
| | TEACHER IN-CHARGE | Santanu Kumar Mati |
| | MEMBERS | ALL SECTION HODs |

| | | |
|--------------------|--|-----------------------|
| | ASSISTANT | Bidhu Bhusan Pttanaik |
| | ATTENDANT | Ranjan Kumar Panda |
| | <i>ANTI RAGGING CELL</i> | |
| 25 | TEACHER IN-CHARGE | Santanu Kumar Mati |
| | MEMBER | ALL SECTION HODs |
| | ASSISTANT | Pravakar Behera |
| | ATTENDANT | SK Dabiruddin |
| | <i>WOMENS' CELL</i> | |
| 26 | TEACHER IN-CHARGE | Prangya Pattanaik |
| | MEMBER | Rudrangi Pattanaik |
| | | Swrnalata Mishra |
| | ASSISTANT | Pravakar Mishra |
| ATTENDANT | Bhajahari Sandha | |
| | <i>PLACEMENT CELL</i> | |
| 27 | TEACHER IN-CHARGE | Guru Charan Sethi |
| | ASSOCIATE | Kishor Kumar Bedanta |
| | ASSISTANT | Kishor Ranjan Kar |
| | ATTENDANT | Mathurananda Samal |
| | <i>YOUTH RED CROSS</i> | |
| 28 | COUNSELLOR (+3) | Jotirmaye Brahma |
| | COUNSELLER(+2) | Raghunath Sahoo |
| | ASSISTANT | Kishor Ranjan Kar |
| | ATTENDANT | SK Dabiruddin |
| | <i>YOGA</i> | |
| 29 | TEACHER IN-CHARGE | Raghunatha Sahoo |
| | ASSOCIATES | Sarat Chandra Prusty |
| | ASSISTANT | Kishor Ranjan Kar |
| | ATTENDANT | Mathurananda Samal |
| | <i>ENVIRONMENTAL PROTECTION & GREEN ZONE</i> | |
| 30 | TEACHER IN-CHARGE | Jotirmaye Brahma |
| | ASSOCIATE | Sashikanta Malika |
| | ASSISTANT | Hruikesh Das |
| | ATTENDANT | Banambar Mallik |
| | <i>CONSTRUCTION COMMITTEE(GENERAL) / U.G.C</i> | |
| 31 | VICE-CHEAIRMAN | Aswin Kumar Mohanty |
| | MEMBER | Bikram Kumar Mati |
| | | Santanu Kumar Mati |
| | | Biswjit Kumar Sahoo |
| | | Nagendra Nath Pani |
| | | Sashikanta Malika |
| | | Raghunath Sahoo |
| | | Sarat Candra Rout |
| | ASSISTANT | Hrusikesh Das |
| | ATTENDANT | SK Dabiruddin |
| Ranjan Kumar Panda | | |

Car

| | | <i>PURCHASE COMMITTEE</i> | |
|-----------|--------------------|---|--|
| 32 | VICE-CHAIRMAN | Aswin Kumar Prusty | |
| | MEMBER | Bikram Kumar Prusty | |
| | | Santanu Kumar Mati | |
| | | Biswajit Kumar Sahoo | |
| | | Jyotirmaya Brahma | |
| | Raghunath Sahoo | | |
| ASSISTANT | Hrusikesh Das | | |
| ATTENDANT | SK Dabiruddin | | |
| | | <i>R.T.I CELL</i> | |
| 33 | TEACHER IN-CHARGE | Santanu Kumar Mati | |
| | ASSOCIATES | Kishor Candra Mallik | |
| | ASSISTANT | Pravakar Behera | |
| | ATTENDANT | SK Dabiruddin | |
| | | <i>ODIA SAHITYA SAMAJ</i> | |
| 34 | TEACHER IN-CHARGE | Prangya Pattanaik | |
| | ASSOCIATES | Kishor Chandra Mallik | |
| | | Sashikanta Malika | |
| | | Akankshya Das | |
| | ASSISTANT | Kihor Raranjan Kar | |
| ATTENDANT | Mathurananda Samal | | |
| | | <i>ELECTRICITY, WATER SUPPLY & SANITATION</i> | |
| 35 | TEACHER IN-CHARGE | Biswajit Kumar Sahoo | |
| | ASSOCIATES | Subhashree Panda | |
| | | Raghunatha Sahoo | |
| | | Sashikanta Malika | |
| | ASSISTANT | Bidhu Bhusan Pattanaik | |
| ATTENDANT | Banambar Mallik | | |
| | | <i>BUDGET & PLANNING</i> | |
| 36 | TEACHER IN-CHARGE | Aswin Kumar Prusty | |
| | ASSOCIATES | Santanu Kumar Mati | |
| | | Biswajit Kumar Sahoo | |
| | | Raghunatha Sahoo | |
| | ASSISTANT | Hrusikesh Das | |
| ATTENDANT | SK Dabiruddin | | |
| | | <i>STUDENTS' APPRAISAL CELL</i> | |
| 37 | TEACHER IN-CHARGE | Brundaban Das | |
| | ASSOCIATES | Guru Charan Sethi | |
| | | Akankshya Das | |
| | ASSISTANT | Pravakar Behera | |
| ATTENDANT | Padmanav Rout | | |
| | | <i>SCHOLARSHIPS</i> | |
| 38 | TEACHER IN-CHARGE | Brundaban Das (+2) | |
| | | Sanjay Kumar Mishra (+3) | |
| | ASSOCIATES | Kishor Kumar Bedanta | |
| | ASSISTANT | Sharat Kumar Samal | |
| ATTENDANT | SK Dabiruddin | | |

Ca

| | | |
|-----------|---|------------------------|
| 39 | <i>COLLEGE WEBSITE</i> | |
| | TEACHER IN-CHARGE | Sandeep Bal |
| | ASSISTANT | Bidhu Bhusan Pattanaik |
| 40 | <i>REMEDIAL COACHING</i> | |
| | TEACHER IN-CHARGE | Aswin Kumar Prusty |
| | ASSOCIATES | Brundaban Das |
| | | Bhagyalaxmi Sahoo |
| | ASSISTANT | Kishor Ranjan Kar |
| ATTENDANT | Umesh Chandra Patra | |
| 41 | <i>INTERNAL AUDIT</i> | |
| | TEACHER IN-CHARGE | Biswajit Kumar Sahoo |
| | ASSOCIATES | Jyotirmaya Brahma |
| 42 | <i>SELF DEFENCE TRAINING FOR GIRL STUDENTS</i> | |
| | TEACHER IN-CHARGE (+3) | Prangya Pattanaik |
| | TEACHER IN-CHARGE (+2) | Rudrangi Pattanaik |
| 43 | <i>SALARY ATTENDANCE</i> | |
| | TEACHER IN-CHARGE | Kishor Chandra Mallik |
| | ASSISTANT | Sharat Kumar Samal |
| | ATTENDANT | SK Dabiruddin |
| 44 | <i>BILL PREPARESTION (GIA/BG/M.P/ CONTRACTUAL) etc. HRMS UNIT</i> | |
| | TEACHER IN-CHARGE | Kishor Chandra Mallik |
| | ASSISTANT | Sarat Kumar Samal |
| | ATTENDANT | SK Dabiruddin |
| 45 | <i>ACTIVE CITIZENSHIP PROGRAMME</i> | |
| | TEACHER IN-CHARGE | Sandeep Bal |
| | ASSISTANT | Sarat Chandra Prusty |
| | ATTENDANT | Umesh Chandra Patra |
| 46 | <i>COMPUTER, INTERNATE, ELECTRONIC GADGET etc</i> | |
| | TEACHER IN-CHARGE | Kishor Kumar Bedanta |
| | ASSOCIATES | Sandeep Bal |
| | | Jyotirmaya Brahma |
| | ASSISTANT | Bidhu Bhusan Pattanaik |
| ATTENDANT | SK Dabiruddin | |
| 47 | <i>N.S.S</i> | |
| | TEACHER IN-CHARGE | Guru Charan Sethi |
| | ASSISTANT | Raghunath Sahoo |
| | ATTENDANT | Mathurananda Samal |
| 48 | <i>MO COLLEGE ABHJAN PARICHALANA SANGATHAN & ALMUNI ASSOCIATION</i> | |
| | TEACHER IN-CHARAGE | Bikram Kumar Mohanty |
| | MEMBER | Guru Charan Sethi |
| | | Sanjay Kumar Mishra |
| | | Prangya Pattanaik |
| | | Biswajit Kumar Sahoo |
| | | Kishor Kumar Bedanta |
| | Stalin Digal | |
| ASSISTANT | Hrusikesh Das | |
| ATTENDANT | Ashok Kumar Das | |

| NAAC COMMITTEE | | |
|---------------------------------------|--------------------------------------|--|
| 49 | TEACHER IN-CHARGE | Aswin Kumar Prusty |
| | MEMBER | Bikram Kumar Mohanty |
| | | Santanu Kumar Mati |
| | | Dhaneswar Nayak |
| | | Nagendra Nath Pani |
| | | Brundaban Das |
| | | Guru Charan Sethi |
| | | Sanjaya Kumar Mishra |
| | | Prangya Pattanaik |
| | | Biswajit Kumar Sahoo |
| | | Kishore Kumar Bedanta |
| Sandeep Bal | | |
| ASSISTANT | Bidhu Bhusan Pattanaik | |
| ATTENDANT | Ranjan Kumar Panda | |
| DISCIPLINE COMMITTEE & INTERNAL SQUAD | | |
| 50 | TEACHER IN-CHARGE | Santanu Kumar Mati |
| | ASSOCIATE TEACHER IN-CHARGE | Brundaban Das |
| | | Sashikanta Malika |
| | ASSISTANT | Pravakar Behera, Sarat Chandra Rout |
| ATTENDANT | SK Dabiruddin, Ranjan Kumar Panda | |
| UGC PLANNING BOARD | | |
| 51 | VICE-CHAIRMAN | Aswin Kumar Prusty |
| | MEMBER | Bikram Kumar Mohanty |
| | | Santanu Kumar Mati |
| | | Sanjaya Kumar Mishra |
| | | Guru Charan Sethy |
| | | Biswajit Kumar Sahoo |
| | | Prangya Pattanaik |
| | | Hrusikesh Das |
| ASSISTANT | Pravakar Behera | |
| ATTENDANT | SK Dabiruddin | |


 6.29.
 PRINCIPAL
 DERABIS COLLEGE, DERABIS

**Copy to Notice Board / common room / all section / Library for information