

**OFFICE OF THE PRINCIPAL, BRAJRAJNAGAR COLLEGE, BRAJRAJNAGAR**

No. 129/22

Date. 05/7/22

**OFFICE ORDER (CORRIGENDUM)**

In partial modification to Office Order No. 129/22 Dt.04.07.2022, the faculty members of the college are assigned with responsibilities on Co-Curricular & Extra-Curricular activities, apart from their regular teaching and related academic activities, for the academic session 2022-23 as detailed below. They are requested to discharge their assignment sincerely for the greater interest of the college with immediate effect.

1. **Secretary Staff Council**

Dr. Jayanta Kumar Mishra, Reader in Chemistry

2. **Associate Secretary, Staff Council**

Dr. (Miss) Rutuparna Mohanty, Lecturer in History

3. **Administrative Bursar and Officer in Charge of Letter compliance**

Shri Rabinarayan Panigrahi, Reader in English (+3)

Shri Suprakash Choudhury, Reader in Physics (+2)

4. **World Bank Funded OHEPEE, Deptt. of Higher Education, Govt. of Odisha**

**Co-ordinator**

Shri Rabinarayan Panigrahi, Reader-in- English

5. **Deputy Co-ordinator**

Dr. Jayanta Kumar Mishra, Reader in Chemistry

6. **IQAC Co-ordinator**

Shri Rabinarayan Panigrahi, Reader in English

**Deputy Co-ordinator**

Dr.(Mrs) Monalisa Dash, Lecturer in Education

7. **Accounts Bursar (+2 Section)**

Shri Bikash Kumar Naik, Lecturer in Commerce

8. **Accounts Bursar (+3 Section)/ Officer in charge of Tax & Audit**

Shri Samir Ranjan Nayak, Reader in Commerce

9. **Academic Bursar**

Shri Bijaya Kumar Sahu, Reader in Zoology

**Associate Academic Bursar**

Smt. Padmabati Mahapatra, Lecturer in Pol. Sc. (+2)

Shri Ajay Deep, Lecturer in English (+3)

10. **Overall OIC (+2 Stream)**

Shri Samir Ranjan Nayak, Reader in Commerce

11. **College Nodal Officer, AISHE**

Shri Sumit Tirkey, Lecturer in History

12. **Co-ordinator, RUSA, Project Monitoring Unit (PMU)**

Shri Bijaya Kumar Sahu, Reader in Zoology

13. **Spoken Tutorial Co-Ordinator**

Dr. (Mrs) Monalisa Dash, Lecturer-in-Education

14. **Officers in charge Proctorial Classes & Students Mentoring:-**

Shri Rabinarayan Panigrahi, Reader in English

Shri Debendra Kumar Sutar, Lecturer in Mathematics

Miss Lalita Pradhan, Lecturer in Botany

Mrs. Puspanjali Sahu, Lecturer in Odia

Shri Prabir Kumar Das, Lecturer in I.T.

15. **Advisory Committee, Students' Union**

**Chief Advisor:** Mrs. Padmini Tripathy, Reader in Economics

**Associate Advisors:**

Shri Samir Ranjan Nayak, Reader in Commerce

Shri Suprakash Choudhury, Reader in Physics

Shri Bikram Padhan, Lecturer in Commerce

Shri Srikara Bhoi, Lecturer in Odia

Smt. Padmabati Mahapatra, Lecturer in Pol. Sc.

Shri Bikash Kumar Naik, Lecturer in Commerce

Shri Manoj Kumar Patjoshi, Demonstrator in Chemistry

16 **Cultural Associations (+2 Wing & +3 Wing)**

**Vice-President:**

Dr. (Miss) Rutuparna Mohanty, Lecturer in History

**Associate Members:**

Smt. Puspanjali Sahu, Lecturer in Odia

Dr. (Mrs) Monalisa Dash, Lecturer in Education

Smt. Kabita Sahoo, Lecturer in Zoology

Shri Debendra Kumar Sutar, Lecturer in Mathematics

Shri Parbir Kumar Das, Lecturer in I.T

Shri Sumit Tirkey, Lecturer in History

Shri Anup Gulsan Lakra, Lecturer in Pol. Sc.

17 **Dramatic Associations**

**Vice-President:** Mrs. Padmini Tripathy, Reader in Economics

**Associate Members:**

Shri Srikara Bhoi, Lecturer in Odia

Smt. Padmabati Mahapatra, Lecturer in Pol. Sc.

Shri Ujeen Sudeep Dungdung, Lecturer in Pol. Sc.

Smt. Dipika Kerketta, Lecturer in Commerce

18. **Students' Attendance (+3 Wing)**

**Chief Co-ordinator:** Dr. Jayanta Kumar Mishra, Reader in Chemistry

**Associates Co-ordinators:**

Shri Debendra Kumar Sutar, Lecturer in Mathematics

Shri Ujeen Sudeep Dungdung, Lecturer in Pol. Sc

Shri Sumit Tirkey, Lecturer in History

Shri Manoj Kumar Patjoshi, Demonstrator in Chemistry

19. **Students' Attendance (+2 Wing)**

**Chief Co-ordinator:** Shri Pranaya Kumar Pandey, Lecturer in Education

**Associates Co-ordinators:**

Shri Antaryami Gosain, Lecturer in Chemistry

Shri Surendra Kumar Bhagat, Demonstrator in Zoology

Shri Nanhu Gopal Panda, Demonstrator in Physics

Shri Manoj Kumar Patjoshi, Demonstrator in Physics

20. **SSG Committee**

**Chief Co-ordinator:** Shri Bikash Kumar Naik, Lecturer in Commerce

**Associates Co-ordinators:**

Smt. Puspanjali Sahu, Lecturer in Odia

Smt. Kabita Sahoo, Lecturer in Zoology

Shri Sumit Tirkey, Lecturer in History

21. **Anti Ragging Cell**

**Chief Co-ordinator:** Shri Bijaya Kumar Sahu, Reader in Zoology

**Associates Co-ordinators:**

Dr. Jayanta Kumar Mishra, Reader in Chemistry

Shri Bikram Padhan, Lecturer in Commerce

Smt. Padmabati Mahapatra, Lecturer in Pol. Sc.

Smt. Dipika Kerketta, Lecturer in Commerce

Dr. (Mrs) Monalisa Dash, Lecturer in Education

Shri Manoj Kumar Patjoshi, Demonstrator in Chemistry

22. **College Puja Committee**

**Chief Co-ordinator:** (1) Shri Bijaya Kumar Sahu, Reader in Zoology

(2) Dr. (Miss) Rutuparna Mohanty, Lecturer in History

**Associates Co-ordinators:**

Smt. Padmabati Mahapatra, Lecturer in Pol. Sc.

Miss Lalita Pradhan, Lecturer in Botany

Smt. Kabita Sahoo, Lecturer in Zoology

Shri Debendra Kumar Sutar, Lecturer in Mathematics

Shri Antaryami Gosain, Lecturer-in-Chemistry

Shri Ajaya Deep, Lecturer-in-English

Shri Ujeen Sudeep Dungdung

23. **Computer Section and Maintenance**

**Chief Co-ordinator:** Shri Prabir Kumar Das, Lecturer in I.T.

**Associates Co-ordinators:**

Shri Srikara Bhoi, Lecturer in Odia

Shri Ajaya Deep, Lecturer in English

Shri Chandika Prasad Dash, Demonstrator in Chemistry

Shri P.C.Pattnaik, Demonstrator in Physics

Shri Pradeep Pujhari, Date Entry Operator

24. **College Examination Committee**

**Chief Co-ordinator:** Mrs. Kabita Sahoo, Lecturer in Zoology

**Associates Co-ordinators:**

Shri Abhinash Naik, Lecturer in Commerce

Shri Mrutunjaya Meher, Lecturer in Mathematics

Shri Manoj Kumar Patjoshi, Demonstrator in Chemistry

Shri C. P. Dash, Demonstrator in Chemistry

Shri P.C.Pattnaik, Demonstrator in Physics

25. Time table committee

**Chief Co-ordinator:** Shri Bijaya Kumar Sahu, Reader in Zoology

**Associates Co-ordinators:**

Shri Srikara Bhoi, Lecturer in Odia

Shri Bikash Kumar Naik, Lecturer in Commerce

Shri Debendra Kumar Sutar, Lecturer in Mathematics

26. Library Committee

**Chief Co-ordinator:** Shri Srikar Bhoi, Lecturer in Odia

**Associates Co-ordinators:**

Shri Ajay Deep, Lecturer in English

Shri Ujeen Sudeep Ddungdung, Lecturer in Pol. Sc.

Smt. Dipika Kerketta, Lecturer in Commerce

Shri Shiva Trivedi, Lecturer in Commerce

Shri Soumya Ranjan Sahu, Lecturer in Mathematics

27. NSS UNIT

**Officers in-Charge:**

Shri Bikram Padhan, Lecturer in Commerce

Dr. (Miss)Rutuparna Mohanty, Lecturer in History

Shri Antaryami Gosain, Lecturer in Chemistry

Shri Ajaya Deep, Lecturer in English

Shri Anup Gulsan Lakra, Lecturer in Pol. Sc.

Smt. Dipika Kerketta, Lecturer in Commerce

28. Red Cross Society

**Chief Co-ordinator:** Shri Bikram Padhan, Lecturer in Commerce

**Associates Co-ordinators:**

Mrs. Padmini Tripathy, Reader in Economics

Miss Lalita Pradhan, Lecturer in Botany

Shri Ujeen Sudeep Ddungdung, Lecturer in Pol. Sc.

Dr. (Mrs). Monalisa Dash, Lecturer in Education

Mrs. Dipika Kerketta, Lecturer in Commerce

29. Gender Sensitisation Committee Against Sexual Harassment (GSCASH)

**Chief Co-ordinator:** Mrs. Padmini Tripathy, Reader in Economics

**Associates Co-ordinators:**

Shri Bikram Padhan, Lecturer in Commerce

Mrs. Padmabati Mahapatra, Lecturer in Pol. Sc.

Miss Lalita Padhan, Lecturer in Botany

Shri Ajay Deep, Lecturer in English

Shri P. S. Bag, Lecturer in Physics

30. Girls' Common Room

**Officers in Charge:**

Mrs. Padmabati Mahapatra, Lecturer in Pol. Sc.

Mrs. Puspanjali Sahu, Lecturer in Odia

Mrs. Dipika Kerketta, Lecturer in Commerce

Dr. (Mrs) Monalisa Dash, Lecturer in Education

31. **Boys' Common Room**

**Officers in Charge:** Shri Debendra Kumar Sutar, Lecturer in Mathematics  
Shri Ujeen Sudeep Dungdung, Lecturer in Pol. Sc.  
Shri Anup Gulsan Lakra, Lecturer in Pol. Sc.  
Shri Sumit Tirkey, Lecturer in History

32. **Staff Common Room**

**Officers in Charge:**  
Shri Bijaya Kumar Sahu, Reader in Zoology  
Smt. Puspanjali Sahu, Lecturer in Odia  
Shri Prabir Kumar Das, Lecturer in I.T

33. **Athletic Association**

**Vice-President:** Shri Bikash Kumar Naik, Lecturer in Commerce  
**Associate Members:**  
Shri Sumit Tirkey, Lecturer in History  
Dr. (Miss) Rutuparna Mohanty, Lecturer in History  
Smt. Puspanjali Sahu, Lecturer in Odia  
Dr. (Mrs) Monalisa Dash, Lecturer in Education  
Shri Manoj Kumar Patjoshi, Demonstrator in Chemistry  
Shri Nanhu Gopal Panda, Demonstrator in Physics  
Shri Ashis Kumar Awasthy, Demonstrator in Botany

34. **UGC and NAAC Affairs Committee**

**Chief Co-ordinator:** Shri Rabinarayan Panigrahi, Reader in English  
**NAAC Coordinator:** Shri Suprakash Choudhury, Reader in Physics  
**Dy. Coordinator:** Dr. (Mrs). Monalisha Dash, Lecturer in Education  
**Associate Co-ordinators:**  
Shri Samir Ranjan Nayak, Reader in Commerce  
Smt. Padmini Tripathy, Reader in Economics  
Shri Bijaya Kumar Sahu, Reader in Zoology  
Shri Srikara Bhoi, Lecturer in Odia  
Shri Bikash Kumar Naik, Lecturer in Commerce  
Shri Ajay Deep, Lecturer in English  
Shri Manoj Kumar Patjoshi, Demonstrator in Chemistry

35. **Stock & Store**

**Officers in Charge:**  
Shri Bijaya Kumar Sahu, Reader in Zoology  
Shri Debendra Kumar Sutar, Lecturer in Mathematics  
Shri Prabir Kumar Das, Lecturer in I.T  
Shri Ashish Kumar Awasthy, Demo. in Botany  
Shri N.G.Panda, Demo. in Physics  
Shri C.P.Dash, Demo. in Chemistry  
Shri I.M.Rana, Head Clerk

36. **College Development and Planning Committee**

**Chief Co-ordinator:** Shri Rabinarayan Panigrahi, Reader in English

**Associate Co-ordinator:**

Shri Samir Ranjan Nayak, Reader in Commerce

Smt. Padmini Tripathy, Reader in Economics

Shri Bijay Kumar Sahu, Reader in Zoology

Shri Bikram Padhan, Lecturer in Commerce

Shri Bikash Kumar Naik, Lecturer in Commerce

Shri Manoj Kumar Patjoshi, Demonstrator in Chemistry

Shri Nanhu Gopal Panda, Demonstrator in Physics

Shri Ashis Kumar Awasthy, Demonstrator in Botany

37. **DCR (+2 Sections)**

**Officers in Charge:** Shri Anup Gulsan Lakra, Lecturer in Pol. Sc.

38. **DCR (+3 Sections)**

**Officers in Charge:** Shri Ujeen Sudeep Dungdung, Lecturer in Pol. Sc.

39. **CLC Affairs (+2 Sections)**

**Officer-in-Charge:** Shri Samir Ranjan Nayak, Reader in Commerce

40. **CLC Affairs (+ 3Section)**

**Officer-in-Charge:** Shri Rabinarayan Panigrahi, Reader in English

41. **Admission Committee (+2 e-admissions)**

**Chief co-ordinator:** Mrs. Padmabati Mahapatra, Lecturer in Pol. Science

**Dy. Coordinator:** Shri U.S.Dungdung, Lecturer in Pol. Science

**Associate Coordinators**

**Arts Stream** : Shri Pranaya Kumar Pandey, Lecturer in Education

**Science Stream** : Shri Nanhu Gopal Panda, Demonstrator in Physics

: Shri Antaryami Gosain, Lecturer in Chemistry

**Commerce Stream :** : Shri Chandika Prasad Dash, Demonstrator in Chemistry

: Shri Ashis Kumar Awasthy, Demonstrator in Botany

**Help Desk** : Shri Rajkumar Deheri, (DA +2)

**Data Entry Operators** : Shri Pradip Kumar Pujhari (DEO)

41. (a) **Observers of both +2 & +3 Admission:**

Shri Rabinarayan Panigrahi, Reader in English

Dr. Jayanta Kumar Mishra, Reader in Chemistry

42. **Admission Committee (+3 e-admissions)**

**Chief co-ordinator:** Shri Bikram Padhan, Lecturer in Commerce

**Associate Coordinators**

**Arts Stream** : Shri Ajaya Deep, Lecturer in English

**Science Stream** : Miss Lalita Pradhan, Lecturer in Botany

: Shri Prakash Chandra Pattnaik, Demo. in Physics

**Commerce Stream** : Smt. Puspanjali Sahu, Lecturer in Odia

**Help Desk** : Smt. Arundhati Naik, Junior Clerk

**Data Entry Operators** : Shri Pradip Kumar Pujhari (DEO)

43. **RTI Cell**

**Public Information Officer (+3 Wings)**

Shri Ajaya Deep, Lecturer in English

**Public Information Officer (+2 Wings)**

Smt. Dipika Kerketta, Lecturer in Commerce

44. **Career Counselling Cell**

**Coordinator:**

Dr. (Miss) Rutuparna Mohanty, Lecturer in History

Shri Bikash Kumar Naik, Lecturer in Commerce

**Associate Coordinator:**

Smt. Padmabati Mahapatra, Lecturer in Pol. Science

Smt. Dipika Kerketta, Lecturer in Commerce

45. **Performance Tracking Cell**

**(DHE/GOVT./CHSE/RDE/UNIVERSITY/WEBSITE MANAGEMENT)**

**Chief Co-ordinator:** Shri Bijay Kumar Sahu, Reader in Zoology

**Associate Co-ordinator:** Shri Ajaya Deep, Lecturer in English

Shri Sumit Trikey, Lecturer in History

46. **Research and Development Cell**

**Chief Co-ordinator:** Dr. Jayanta Kumar Mishra, Reader in Chemistry

**Associate Co-ordinator:**

Dr. (Miss) Rutuparna Mohanty, Lecturer in History

Shri Ajaya Deep, Lecturer in English

Dr. (Mrs) Monalisha Dash, Lecturer in Education

47. **Purchase Committee**

**Members:**

Shri Rabinarayan Panigrahi, Reader in English

Shri Samir Ranjan Nayak, Reader in Commerce

Smt. Padmini Tripathy, Reader in Economics

Shri Bijaya Kumar Sahu, Reader in Zoology

Shri Manoj Kumar Patjoshi, Demonstrator in Chemistry

Shri Indramani Rana, Head Clerk

Shri M.K.Bhoi, Jr. Accountant

48. **Students; Discipline Committee**

**Members (1<sup>st</sup> Shift)**

Shri Bijaya Kumar Sahu, Reader in Zoology

Dr. (Miss) Rutuparna Mohanty, Lecturer in History

Shri Ujeen Sudeep Dungdung, Lecturer in Pol. Sc.

Shri Sumit Tirkey, Lecturer in History

Dr. (Mrs). Monalisa Dash, Lecturer in Education

Shri P.S. Bag, Lecturer in Physics

Shri P.C.Pattnaik, Demonstrator in Physics

***Members (2<sup>nd</sup> Shift)***

Shri Rabinarayan Panigrahi, Reader in English  
Shri Samir Ranjan Nayak, Reader in Commerce  
Dr. Jayanta Kumar Mishra, Reader in Chemistry  
Smt. Padmabati Mahapatra, Lecturer in Pol. Sc.  
Shri Anup Gulsan Lakra, Lecturer in Pol. Sc.  
Miss Lalita Pradhan, Lecturer in Botany  
Smt. Puspanjali Sahu, Lecturer in Odia  
Shri Soumya Ranjan Sahu, Lecturer in Mathematics

49. **Scholarship Affairs**

***Officer in-Charge:***

Miss Lalita Pradhan, Lecturer in Botany (+2)  
Smt. Puspanjali Sahu, Lecturer in Odia (+3)

50. **College Examination, CBCS**

***Officer -in-Charge: Controller CBCS***

(Officer in-charge of +3 Recognition, Affiliation and Examination)

Shri Srikara Bhoi, Lecturer in Odia

***Associate:***

Shri Debendra Kumar Sutar, Lecturer in Mathematics  
Shri U.S.Dungdung, Lecturer in Pol. Science  
Shri Sumit Tirkey, Lecturer in History

51. **Officer in Charge of +2 Recognition, Affiliation, ROM and other related activities**

Shri Rabinarayan Panigrahi, Reader in English

52. **Website Development Committee**

Dr. (Mrs) Monalisha Dash, Lecturer in Education (Co-ordinator)  
Shri Ujeen Sudeep Dungdung, Lecturer in Pol. Science (Member)  
Shri Sumit Tirkey, Lecturer in History (Member)  
Shri Soumya Ranjan Sahu, Lecturer in Mathematics (Member)

53. **Self-Defence Training Cell**

Dr. (Miss) Rutuparna Mohanty, (Co-ordinator)  
Shri Ashish Kumar Awsathy, (Deputy Co-ordinator)  
Mrs. Dipika Kerketta, Lecturer in Commerce (Member)



54. Liaisoning Officer with Local Agencies of Govt. & Parents

Shri Bikram Padhan, Lecturer in Commerce  
Shri Ajay Deep, Lecturer in English  
Shri Manoj Kumar Patjoshi, Demonstrator in Chemistry  
Shri Ashish Kumar Awasthy, Demonstrator in Botany  
Shri P.C.Pattnaik, Demonstrator in Physics  
Shri N.G.Panda, Demonstrator in Physics  
Shri S.K.Bhagat, Demonstrator in Zoology  
Shri C.P.Dash, Demonstrator in Chemistry

55. Grievance Redressal Cell

**Co-ordinator:** Shri Suprakash choudhury, Reader in Physics

**Associate Co-ordinator:**

Smt. P. Tripathy, Reader in Economics  
Dr. J. K. Mishra, Reader in Chemistry  
Mrs. Padmabati Mahapatra, Lecturer in Pol. Science  
Shri Sumit Tirkey, Lecturer in History

56. Equal Opportunity Cell

Shri R. N. Panigrahi, Reader in English – Advisor  
Shri S. Choudhury, Reader in Physics – Member  
Smt. P. Mahapatra, Lecturer in Pol. Science – Member  
Shri Shiva Trivedi, Lecturer in Commerce - Member

57. College Magazine & College Calendar

HOD English (Ex-Officio)- Sri R. N. Panigrahi, Reader in English  
HOD Odia (Ex-Officio) – Sri S.Bhoi, Lecturer in Odia  
HOD Hindi (Ex-Officio)


58. Anti Discrimination Officer

Shri Bikash Kumar Naik, Lecturer in Commerce


59. Placement Cell

Mrs. Padmabati Mahapatra, Lecturer in Political Science, Nodal Officer

**Associate –** Sri B. K. Naik, Lecturer in Commerce  
Sri Ajay Deep, Lecturer in English  
Sri U.S.Dungdung, Lecturer in Pol. Science

  
Principal  
Brajrajnagar College, Brajrajnagar  
Brajrajnagar College  
Brajrajnagar  
15/7/2022

Copy to: President, GB/Principal/Guard File/Head Clerk for information. The Head Clerk is requested to keep a copy of this Office Order for ready reference.

  
Principal  
Brajrajnagar College, Brajrajnagar  
Brajrajnagar College  
Brajrajnagar  
15/7/2022