

OFFICE OF THE PRINCIPAL, BRAJRAJNAGAR COLLEGE, BRAJRAJNAGAR

No. 172/23


Date. 14/7/23

OFFICE ORDER

The faculty members of the college are assigned with responsibilities on Curricular & Extra-Curricular activities, apart from their regular teaching and related academic activities, for the academic session 2023-24 as detailed below. They are requested to discharge their assignment sincerely for the greater interest of the college with immediate effect.

(The list is not in order of seniority)

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**
(i) Shri Rabinarayan Panigrahi, Reader in English
(ii) Shri S.Choudhury, Reader in Physics
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
Shri Soumya Ranjan Sahu, Lecturer in Mathematics
6. **IQAC**
Shri Srikara Bhoi, Lecturer in Odia (Advisor)
Shri A.Deep, Lecturer in English (Co-ordinator)
Deputy Co-ordinator
Shri Soumya Ranjan Sahu, Lecturer in Mathematics
7. **Accounts Bursar (+2 Section)**
Mrs. Dipika Kerketta, Lecturer in Commerce
8. **Accounts Bursar (+3 Section)/ Officer in charge of Tax & Audit**
Shri Bikash Kumar Naik, Lecturer in Commerce
9. **Academic Bursar**
Shri Bijaya Kumar Sahu, Reader in Zoology
Associate Academic Bursar
Shri A.Gosain, Lecturer in Chemistry (+2)
Shri P.K.Das, Lecturer in I.T (+3)
10. **Overall OIC (+2 Stream)**
Smt. Padmini Tripathy, Reader in Economics
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**
Shri Ajaya Deep, Lecturer in English
14. **Chief Proctor, Proctorial classes**
Shri Debendra Kumar Sutar, Lecturer in Mathematics
Associate
Shri Prabir Kumar Das, Lecturer in I.T.


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

Chief Advisor: Smt. Padmini Tripathy, Reader in Economics

Associate Advisors:

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**

Vice-President:

Dr. (Miss) R.P.Mohanty, Lecturer in History

Associate Members:

Smt. Puspanjali Sahu, Lecturer in Odia

Smt. Kabita Sahoo, Lecturer in Zoology

Shri Debendra Kumar Sutar, Lecturer in Mathematics

Shri Parbir Kumar Das, Lecturer in I.T

Shri P.C.Pattnaik, Demonstrator in Physics

17. **Dramatic Associations**

Vice-President: Shri Srikara Bhoi, Lecturer in Odia

Associate Members:

Smt. Padmabati Mahapatra, Lecturer in Pol. Sc.

Shri Ujeen Sudeep Dungdung, Lecturer in Pol. Sc.

Shri M.Meher, Lecturer in Mathematics

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

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

Associates Co-ordinators:

Shri Debendra Kumar Sutar, Lecturer in Mathematics

Shri Sumit Tirkey, Lecturer in History

Shri Manoj Kumar Patjoshi, Demonstrator in Chemistry

Shri P.C.Pattnaik, Demonstrator in Physics

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

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

Associates Co-ordinators:

Shri Antaryami Gosain, Lecturer in Chemistry

Smt. S.Tripathy, Lecturer in Zoology

Shri Surendra Kumar Bhagat, Demonstrator in Zoology

Shri Nanhu Gopal Panda, Demonstrator in Physics


20. **SSG Committee**

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

Associates Co-ordinators:

Smt. Kabita Sahoo, Lecturer in Zoology

Shri Sumit Tirkey, Lecturer in History


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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

Miss Madhumita Karna, Lecturer in Odia

Shri Manoj Kumar Patjoshi, Demonstrator in Chemistry

22. **College Puja Committee**

Chief Co-ordinator: Dr. (Miss) Rutuparna Mohanty, Lecturer in History

Associates Co-ordinators:

Miss Lalita Pradhan, Lecturer in Botany

Smt. Kabita Sahoo, Lecturer in Zoology

Shri Debendra Kumar Sutar, Lecturer in Mathematics

Shri P.K.Das, Lecturer in I.T

Shri Antaryami Gosain, Lecturer-in-Chemistry

Smt. Sangita Sahu, Lecturer in History

Miss Madhumita Karna, Lecturer in Odia

23. **Computer Section and Maintenance**

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

Associates Co-ordinators:

Shri Ajaya Deep, Lecturer in English

Shri S.R.Sahu, Lecturer in Mathematics

Shri P.C.Pattnaik, Demonstrator in Physics

Shri Pradeep Pujhari, Data Entry Operator

24. **College Examination Committee (+2) 1st year**

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

Associates Co-ordinators:

Shri M.Meher, Lecturer in Mathematics

Smt. Sangita Sahu, Lecturer in History

Miss S.Maity, Lecturer in Physics

Shri C.P.Dash, Demonstrator

(+2) 2nd year

Chief Co-ordinator: Miss Lalita Pradhan, Lecturer in Botany

Associates Co-ordinators:

Shri M.Meher, Lecturer in Mathematics

Smt. Sangita Sahu, Lecturer in History

Miss S.Maity, Lecturer in Physics

Shri C.P.Dash, Demonstrator

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


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26. **Library Committee**

Chief Co-ordinator: Shri Srikara Bhoi, Lecturer in Odia

Associates Co-ordinators:

Shri Ajaya Deep, Lecturer in English

Shri Ujeen Sudeep Dungdung, Lecturer in Pol. Sc.

Shri Shiva Trivedi, Lecturer in Commerce

Miss Madhumita Karna, Lecturer in Odia

Shri Lugu Charan Marndi, Lecturer in Hindi

Miss Sunita Maity, Lecturer in Physics

Shri N.G.Panda, Demonstrator in Physics

27. **NSS UNIT**

Officers in-Charge:

Shri Bikram Padhan, Lecturer in Commerce

Dr. Rutuparna Mohanty, Lecturer in History

Shri Antaryami Gosain, Lecturer in Chemistry

Smt. Dipika Kerketta, Lecturer in Commerce

Smt. S.Tripathy, Lecturer in Zoology

28. **Red Cross Society**

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

Co-ordinator- Shri U.S.Dungdung, Lecturer in Pol. Science

Dy-Co-ordinator- Shri Lugu Charan Marndi, Lecturer in Hindi

Associates Co-ordinators:

Miss Lalita Pradhan, Lecturer in Botany

Smt. Monalisa Dash, Lecturer in Education

Smt. S.Tripathy, Lecturer in Zoology

29. **Gender Sensitisation Committee Against Sexual Harassment (GSCASH)**

Chief Co-ordinator: Smt. Padmabati Mohapatra, Lecturer in Pol. Science

Associates Co-ordinators:

Dr. (Miss) Rutuparna Mohanty, Lecturer in History

Shri Ajaya Deep, Lecturer in English

Smt. S.Tripathy, Lecturer in Zoology

30. **Girls' Common Room**

Officers in Charge:

Smt. Padmabati Mahapatra, Lecturer in Pol. Sc.

Smt. Puspanjali Sahu, Lecturer in Odia

Smt. Dipika Kerketta, Lecturer in Commerce

Smt. Sangita Sahu, Lecturer in History

31. **Eco-club & beautification of college**

Shri B.K.Sahu, Reader in Zoology


Smt. Padmabati Mohapatra, Lecturer in Pol. Science

Miss Lalita Pradhan, Lecturer in Botany

Shri D.K.Sutar, Lecturer in Mathematics

Shri P.K.Das, Lecturer in I.T

Shri A.K.Awasthy, Demonstrator in Botany


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32. **Boys' Common Room**

Officers in Charge: Shri Debendra Kumar Sutar, Lecturer in Mathematics
Shri Ujeen Sudeep Dungdung, Lecturer in Pol. Sc.
Shri Sumit Tirkey, Lecturer in History
Shri Lugu Charan Marndi, Lecturer in Hindi

33. **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

34. **Athletic Association**

Vice-President: Shri B.K.Naik, Lecturer in Commerce
Associate Members:
Shri Sumit Tirkey, Lecturer in History
Dr. (Miss) Rutuparna Mohanty, Lecturer in History
Shri Lugu Charan Marndi, Lecturer in Hindi
Shri Manoj Kumar Patjoshi, Demonstrator in Chemistry
Shri Nanhu Gopal Panda, Demonstrator in Physics
Shri Ashis Kumar Awasthy, Demonstrator in Botany

35. **UGC Committee**


Chief Coordinator: Shri Suprakash Choudhury, Reader in Physics
Dy. Coordinator: Shri A.Deep, Lecturer in English
Associate Co-ordinators:
Dr. (Miss) R.P.Mohanty, Lecturer in History
Shri Srikara Bhoi, Lecturer in Odia
Shri Bikash Kumar Naik, Lecturer in Commerce
Dr. (Mrs.) Monalisa Dash, Lecturer in Education
Shri S.Trivedi, Lecturer in Commerce
Shri Soumya Ranjan Sahu, Lecturer in Mathematics

36. **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 H.K.Mahapatra, Head Clerk
Shri I.M.Rana, Jr. Clerk

37. **College Canteen, Cycle Stand etc**

Smt. Padmini Tripathy, Reader in Economics
Shri B.K.Sahu, Reader in Zoology
Shri D.K.Sutar, Lecturer in Mathematics
Shri M.K.Patjoshi, Demonstrator in Chemistry
Shri H.K.Mahapatra, Head Clerk


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38. **College Development and Planning Committee**

Chief Co-ordinator: Shri Suprakash Choudhury, Reader in Physics

Associate Co-ordinator:

Shri Bijay Kumar Sahu, Reader in Zoology

Shri Bikram Padhan, Lecturer in Commerce

Shri Bikash Kumar Naik, Lecturer in Commerce

Smt. Padmabati Mohapatra, Lecturer in Pol. Science

Shri Manoj Kumar Patjoshi, Demonstrator in Chemistry

Shri Nanhu Gopal Panda, Demonstrator in Physics

Shri Ashis Kumar Awasthy, Demonstrator in Botany

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

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

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

Officers in Charge: Shri Shiva Trivedi, Lecturer in Commerce

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

Officer-in-Charge: Smt. Padmini Tripathy, Reader in Economics

42. **NAAC Affairs**

Smt. P.Mohapatra, Lecturer in Pol. Science

Shri A.Deep, Lecturer in English

Shri S.R.Sahu, Lecturer in Mathematics

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

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

Associate Coordinators

Arts Stream - : Dr. (Miss) R.P.Mohanty, Lecturer in History

: Shri S.R.Sahu, Lecturer in Mathematics

Science Stream - : Shri M.Meher, Lecturer in Mathematics

: Shri M.K.Patjoshi, Demonstrator in Chemistry

Commerce Stream - : Shri S.Trivedi, Lecturer in Commerce

: Shri Ashis Kumar Awasthy, Demonstrator in Botany

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

Data Entry Operators : Shri Pradip Kumar Pujhari (DEO)

44. (a) **Observer of both +2 & +3 Admission:** Shri Bijaya Kumar Sahu, Reader in Zoology

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

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

Associate Coordinators

Arts Stream : Shri Sumit Tirkey, Lecturer in History

: Shri C.P.Dash, Demonstrator in Chemistry

Science Stream : Miss Lalita Pradhan, Lecturer in Botany

: Shri Prakash Chandra Pattnaik, Demo. in Physics

Commerce Stream : Smt. Pusanjali Sahu, Lecturer in Odia

: Shri N.G.Panda, Demonstrator in Physics

Help Desk : Smt. Arundhati Naik, Junior Clerk

Data Entry Operators : Shri Pradip Kumar Pujhari (DEO)

46. **RTI Cell**

Public Information Officer (+3 Wings)

Shri Ajaya Deep, Lecturer in English

Public Information Officer (+2 Wings)

Smt. Dipika Kerketta, Lecturer in Commerce

47. **Career Counselling Cell**

Coordinator: Dr.(Miss) R.P.Mohanty, Lecturer in History

Associate Coordinator:

Smt. Padmabati Mahapatra, Lecturer in Pol. Science

Smt. Dipika Kerketta, Lecturer in Commerce

48. **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 Soumya Ranjan Sahu, Lecturer in Mathematics

49. **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

Shri Shiva Trivedi, Lecturer in Commerce

Shri M.Meher, Lecturer in Mathematics

50. **Purchase Committee**

Members:

Shri Bijaya Kumar Sahu, Reader in Zoology

Shri S.Choudhury, Reader in Physics

Shri B.K.Naik, Lecturer in Commerce

Shri Manoj Kumar Patjoshi, Demonstrator in Chemistry

Shri H.K.Mahapatra, Head Clerk

Shri M.K.Bhoi, Jr. Accountant

51. **Students; Discipline Committee**

Members (1st Shift)

Shri Bijaya Kumar Sahu, Reader in Zoology

Dr. (Miss) Rutuparna Mohanty, Lecturer in History

Shri P.C.Pattnaik, Demonstrator in Physics

Shri Ujeen Sudeep Dungdung, Lecturer in Pol. Sc.

Shri Sumit Tirkey, Lecturer in History

Shri P.S.Bag, Lecturer in Physics

Members (2nd Shift)

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 L.Kishan, Jr. Librarian


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52. **Scholarship Affairs**

Officer in-Charge:

Miss Lalita Pradhan, Lecturer in Botany

Smt. Puspanjali Sahu, Lecturer in Odia

53. **College Examination,(+3) & 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

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

Shri S.Tirkey, Lecturer in History

Shri U.S.Dungdung, Lecturer in Pol. Science

55. **Website Development Committee**

Shri Ajay Deep, Lecturer in English ((Co-ordinator)

Shri Ujeen Sudeep Dungdung, Lecturer in Pol. Science (Member)

Shri Soumya Ranjan Sahu, Lecturer in Mathematics (Member)

56. **Self-Defence Training Cell**

Smt. Puspanjali Sahu, Lecturer in Odia, (Co-ordinator)

Shri Ashish Kumar Awsathy, (Deputy Co-ordinator)

Smt. Sangita Sahu, Lecturer in History (Member)

Miss Sunita Maity, Lecturer in Physics (Member)

57. **Press and media cell**

Shri Bikram Padhan, Lecturer in Commerce

Shri A.K.Awasthy, Demonstrator in Botany

58. **Liaisoning Officer with Local Agencies of Govt. & Parents**

Shri P.S.Bag, Lecturer in Physics

Shri Manoj Kumar Patjoshi, Demonstrator in Chemistry

Shri Ashish Kumar Awasthy, Demonstrator in Botany

Shri P.C.Pattnaik, Demonstrator in Physics

Shri S.K.Bhagat, Demonstrator in Zoology

Shri C.P.Dash, Demonstrator in Chemistry

59. **Grievance Redressal Cell**

Co-ordinator: smt. Padmabati Mohapatra, Lecturer in Pol. Science

Associate Co-ordinator:

Shri Sumit Tirkey, Lecturer in History

Miss Madhumita Karna, Lecturer in Odia


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60. **Equal Opportunity Cell**

Smt. P.Tripathy, Reader in Economics – Advisor
Shri S.Choudhury, Reader in Physics –Member
Smt. P.Mahapatra, Lecturer in Pol. Science – Member

61. **College Magazine & College Calendar**


Shri Rabinarayan Panigrahi, Reader in English
Shri Srikara Bhoi, Lecturer in Odia
Smt. Padmabati Mohapatra, Lecturer in Pol. Science
Shri Ajaya Deep, Lecturer in English
Shri Lugu Charan Marndi, Lecturer in Hindi

62. **Placement Cell**

Smt. Padmabati Mohapatra, Lecturer in Pol. Science (Co-ordinator)
Shri Bikash Kumar Naik, Lecturer in Commerce
Shri U.S.Dungdung, Lecturer in Pol. Science

63. **Yoga and Fitness Club**

Dr. R.P.Mohanty, Lecturer in History
Smt. S.Tripathy, Lecturer in Zoology
Shri P.C.Pattnaik, Demonstrator in Physics


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