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**OFFICE OF THE PRINCIPAL KARANJIA (AUTO) COLLEGE, KARANJIA
DIST- MAYURBHANJ, PIN- 757037 (ODISHA)**
(NAAC RE-ACCREDITED-B)
ESTD - 1964

Letter No: - 594

Date: - 29.10.2020.

**ASSIGNMENT OF CO-CURRICULAR AND
EXTRA-CURRICULAR ACTIVITIES FOR 2020-21**
TO BE EFFECTIVE FROM 15.11.2020

Sl. No.	Designation	Name
1	Bursars	Academic
		Dr. A.K. Dash, Reader-in-English
		Administrative
2	Staff Council	Prof. S.N. Das, Reader-in- Economics
		Accounts
		Prof. M.K. Sahoo, Reader-in- Economics
3	Officer In charge, Admission	Secretary
		Prof. B. Prusty, Reader-in- Commerce
4	College Examinations	Deputy Secretary
		Mrs. G. Birtia, Lect-in- English
5	Examination Management HUB	+2
		Dr. P. Sinha, Lect. in Botany
6	IDP (World Bank)	+3
		Dr. D.S. Hota, Lect. in Chemistry
7	NAAC Affairs	Coordinator
		Prof. S. Das, Lect. in Chemistry
8	RUSA Committee	Coordinator
		Prof. M.K. Sahoo, Reader-in- Economics
9	UGC Matters	Associate Coordinator
		Dr. A.K. Dash, Reader-in-English
10	IQAC	Coordinator
		Prof. K. Buda, Lect-in- Mathematics
11	Self Defense Training	Associate
		Dr. A.K. Dash, Reader-in-English
12	Officer In Charge RTI	Coordinator
		Prof. S.N. Das, Reader-in- Economics
13	Anti – Ragging & Sexual Harassment Cell	Associate
		Prof. M. K. Sahoo, Reader-in- Economics
14	Discipline/ Grievance Reddressal Committee	Coordinator
		Prof. S.C. Jena, Lect-in- Pol. Science
15	Library Committee	Associate
		Prof. K. Pradhan, Lect-in-Chemistry
16	Purchase Committee	Coordinator
		Prof. M. K. Sahoo, Reader-in- Economics
17	Building Committee	Associate
		Dr. P. Sinha, Lect. in Botany
18		Coordinator HRMS
		Prof. S.B. Sahu, Lect-in-Chemistry
19		Self Defense Training
		Coordinator
20		Officer In Charge RTI
		Dr. P. Sinha, Lect. in Botany
21		Anti – Ragging & Sexual Harassment Cell
		Prof. A.K. Das, Reader-in- Zoology
22		Discipline/ Grievance Reddressal Committee
		Dr. N. Salim, Lect. in History
23		Library Committee
		Prof. A. Mishra, Lect-in- Physics
24		Purchase Committee
		All HODs
25		Building Committee
		All HODs
26		
		Librarian
27		
		All Bursars
28		
		All Bursars
29		
		President Students' Union
30		
		General Secretary Student Union

Ks. *[Signature]*
Principal 29/10/20
Karanjia Autonomous College, Karanjia
Mayurbhanj

19	College Election		Prof. C.M. Satpathy, Lect. in Economics Prof. S.B. Sahu, Lect-in-Chemistry
20	Students' Union Advisory Committee	Advisor	Prof. B. Prusty, Reader-in- Commerce
		Associate	Prof. D.K. Rout, Lect. in Odia
21	Athletic Association	Vice President	Prof. S. Das, Lect-in- Chemistry
		Associate	Prof. R.N. Dash, Lect-in- History Prof. B.K. Marndi, Lect-in- Pol. Science
22	Dramatic Society	Vice President	Prof. R.K. Behera, Lect. in Odia
		Associate	Prof. M.J. Munda, Lect-in- English
23	DSA	Vice President	Prof. Sipun Ku Das, Lect-in- Pol. Science Prof. K. Pradhan, Lect-in- Chemistry
24	Science Society	Vice President	Prof. A.K. Das, Reader-in- Zoology
		Associate	Prof. A. Mishra, Lect-in- Physics
25	Humanities Society	Vice President	Prof. S.C. Jena, Lect. in Pol. Science
		Associate	Prof. S.K. Munda, Lect-in-Odia
26	Editorial Board	College Calendar	Dr. A.K. Dash, Reader-in-English
		College Magazine	Dr. A.K. Dash, Lect-in- English Prof. G. Birtia, Lect-in- English Prof. R.K. Behera, Lect-in- Odia
27	V.P. Students' Common Room		Prof. Sipun Ku Das, Lect-in- Pol. Science Prof. K.L. Soren, Lect-in- Zoology
28	Officer In Charge Staff Common Room		Prof. S.C. Jena, Lect. in Pol. Science
29	Officer In Charge Time Table		Prof. S.B. Sahu, Lect-in- Chemistry
30	Calculation of Attendance		1. Prof. B.K. Marndi, Lect-in- Pol. Science 2. Dr. P. Sinha, Lect-in- Botany 3. Mr. A.P. Mukharjee, Demonstrator –in- Chemistry 4. Mr. D.K. Mohapatra, Demonstrator –in- Chemistry 5. Mrs. P. Ram, Demonstrator –in- Zoology 6. Mr. S.C. Mohanta, Demonstrator –in- Botany
31	Officer In Charge EPF Matters		Prof. S.C. Jena, Lect-in-Pol. Science Mr. S.R. Mukhi, DEO
32	Officer In Charge, Language Lab		Dr. A.K. Dash, Reader-in-English
33	Coordinators Autonomous Affairs		Prof. S.C. Jena, Lect-in-Pol. Science
34	Advisory Committee for NAAC & Autonomous affairs		Prof. B. Prusty, Reader-in- Commerce Prof. S.N. Das, Reader-in- Economics Dr. A.K. Dash, Reader-in-English
35	Officer In Charge ICT		Prof. S.B. Sahu, Lect-in- Chemistry Prof. B. Sahu, Lect-in- IT
36	Counsellor YRC		Prof. R.K. Behera, Lect-in- Odia Prof. A. Mishra, Lect-in- Physics
37	Programme Officers NSS	Unit-I	Prof. D.S. Hota, Lect-in- Chemistry
		Unit-II	Prof. R.K. Behera, Lect-in- Odia
		Unit –III (Girls)	Prof. K.L. Soren , Lect-in- Zoology
38	Officer In Charge Rovers & Rangers		Prof. K.L. Soren , Lect-in- Zoology Mr. B.B. Mahanta, PET
39	NCC Officer		Lt. U.N. Mohanta, Demonstrator-in- Physics
40	Secretary Planning Forum		HOD, Economics
41	Officer In charge SAF		Prof. G. Birtia, Lect-in- English


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42	Officer In Charge of Affiliation and Concurrence		Prof. M. K. Sahoo, Reader-in- Economics Prof. D.S. Hota, Lect-in-Chemistry
43	Seminar Organising Committee Coordinator	Coordinator	Prof. S.N. Das, Reader-in- Economics
		Associates	Dr. A.K. Dash, Reader-in-English Prof. A. Mishra, Lect-in- Physics
44	Warden of Hostels		Prof. S.N. Das, Reader-in- Economics
45	Residential Committee		Warden of Hostels Supdt; of Hostels
46	Students Feedback cell		Dr. A.K. Dash, Reader-in-English Prof. A. Mishra, Lect-in- Physics Dr. P. Sinha, Lect-in- Botany
47	Examination Cell (Auto)	Controller	To be notified later
		Dy. Controller	To be notified later
48	Examination Committee		1. COE 2. Administrative Bursar 3. Prof. Jogeswar Mohanta 4. Dr. N. Salim
49	Supdt; Boys Hostel-1		Sri D.K. Mohapatra, Demonstrator-in-Chemistry
50	Supdt; Boys Hostel-2		Prof. R.K. Behera, Lect-in- Odia
51	Womens' Hostel Unit-I	Supdt;	Prof. M. K. Sahoo, Reader-in- Economics
		Deputy Supdt;	Prof. G. Birtia, Lect-in- English
		Accounts	Sri A.P. Mukharjee, Demonstrator-in-Chemistry
52	Womens' Hostel Unit-II	Supdt;	Prof. Jogeswar Mohanta, Reader-in-Botany
		Deputy Supdt;	Smt. Monalisha Satpathy, Lecturer-in-History
		Accounts	Sri S.C. Mohata, Demonstrator-in-Botany


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