

**OFFICE OF THE PRINCIPAL, GOVERNMENT AUTONOMOUS COLLEGE, BHAWANIPATNA**

No. \_\_\_\_\_ / Dt. \_\_\_\_\_

The teaching members of this college are assigned with the co-curricular and extra-curricular assignments as mentioned below against their names for the session 2011-12.

(Not in order of seniority)

1. Secretary, Staff Council : Sri Prabeen Kumar Mohanty
- A. ADMINISTRATIVE**
2. Administrative Bursar : Sri Kamalakanta Behura
3. Autonomous Coordinator : Dr. Baba Mishra
- Associate : Sri H.C.Sadangi
4. U.G.C. Matters Officer-in-charge : Dr. Baba Mishra
- Associate : Sri H.C.Sadangi
5. Officer-in-charge, College Website : Dr. Swetansu Sekhar Rath
6. Public Information Officer : Dr. Dingar Suna
7. Officer-In-Charge, College Land Records & Building : Sri Chakradhar Jagadala
8. Officer-In-Charge, College Infrastructure & furniture : Sri Prabin Kumar Mohanty
9. Officer-in-charge, Office Stores : 1. Accounts Bursar  
2. Dr. Ramkrushna Pati
10. College Discipline Committee : 1. Principal, Chairman  
2. Smt. Satyabhama Negi  
3. Dr.(Smt.) Minati Mishra  
4. Sri Trinath Prasad Tripathy  
5. Dr. Prasanna Kumar Dandsena  
6. Dr. Dhabaleswar Panda
11. College Residential Committee : 1. Sri Trinath Prasad Tripathy (Convenor)  
2. Administrative Bursar  
3. Accounts Bursar  
4. Prof-in-Charge, UGC  
5. Superintendents & Asst. Superintendents of All Hostels
12. Officer-in-charge, N.S.S. : Dr. Chittaranjan Panda
13. Officer-in-charge, Youth Red Cross : Dr. Chittaranjan Panda
14. Students' Common Room for Boys Vice President : Sri Prabin Kumar Mohanty  
Associate Vice President : Dr. Ramkrushna Pati
15. Students' Common Room for Girls Vice President : Dr.(Smt.) Minati Mishra
16. Days Scholars' Association Vice-President : Smt. Satyabhama Negi  
Associates : Dr. Prasanna Kumar Dandsena
17. Science Society Vice-President : Dr. Dhabaleswar Panda  
Associate : Sri Dukhishyam Pradhan
18. Humanities Society & Manikeswari series of Lectures Vice-President : Dr. Jadunath Pradhan  
Associates : 1. Dr. P.K.Das  
2. Sri P.Bodra
19. Commerce Society Vice-President : Sri Nabin Chandra Sahoo
20. Athletic Association Vice-President : Sri Trinath Prasad Tripathy  
Associates : 1. Sri Radhakanta Pradhan  
2. Sri Himanshu Charan Sadangi  
3. Sri Dinesh Chandra Dash

21. Dramatic Society Vice-President : Dr. H.K.Meher  
Associates : 1. Dr. (Smt.) Minati Mishra  
2. Dr. Jadunath Pradhan  
3. Sri Himanshu Charan Sadangi
22. **Superintendents of Hostels**  
Women's Hostel  
(a) Superintendent : Dr. Dingar Suna  
(b) Assistant Superintendent : Sri Yasobanta Samal  
  
East Hostel  
(a) Superintendent : Sri P.L.Bhue  
(b) Assistant Superintendent : Sri Bhagirathi Kandi  
  
West Hostel  
(c) Superintendent : Sri Dinesh Chandra Das  
(d) Assistant Superintendent : Sri Maheswar Duriya
23. Advisory Board to Students' Union  
Advisor : Dr. A.K.Mishra  
Associates : 1. Dr. Dingar Suna  
2. Dr. Jadunath Pradhan  
3. Dr. H.K.Rautray  
4. Dr. Biranchi Narayan Mishra  
5. Dr. Baba Mishra  
6. Sri P.Bodra
24. Students' Welfare Committee  
Principal, Chairman  
1. Officer-in-Charge, NCC  
2. Officer-in-Charge, NSS  
3. Superintendents of East Hostel, West Hostel and Women's Hostel  
4. Officer-in-Charge, Youth Red Cross  
5. Officer-in-Charge, Library
25. Autonomous Co-ordination Committee : Principal, Chairman  
1. Autonomous Coordinator , Member Secretary  
2. Administrative Bursar  
3. Officer-in-Charge, UGC  
4. Accounts Bursar  
5. Academic Bursars  
6. OIC, College Planning Forum
26. Anti Ragging Cell : 1. Dr. H.K.Rautray  
2. Dr. Jadunath Pradhan, Convenor  
3. Smt. Satyabhama Negi
27. Officer-in-Charge, Anti-Sexual Harassment Cell & Eve-teasing Members : 1. Dr.(Smt.) Minati Mishra, Convenor  
2. Dr. Dhableswar Panda, Member  
3. Dr. Baba Mishra, Member
- B. ACADEMIC**
28. Academic Bursars : 1. Dr. Prasanna Kumar Dandsena  
2. Dr. Swetansu Sekhar Rath

|     |   |             |  |                           |
|-----|---|-------------|--|---------------------------|
| 29. | Library Committee   |             |  |                           |
|     | Officer-in-Charge   | :           | Dr. Biranchi Narayan Mishra  |                           |
|     | Members   | :           | 1. Dr. Ramkrushna Pati   |                           |
|     |   |             | 2. Accounts Bursar   |                           |
|     |   |             | 3. Administrative Bursar(B)  |                           |
|     |   |             | 4. Academic Bursars  |                           |
|     |   |             | 5. Officer-in-Charge, UGC  |                           |
| 30. | Officer-in-Charge of Time-Table   | :           | 1. Sri Somanath Choudhury  |                           |
|     |   | :           | 2. Sri Dukhishyam Pradhan  |                           |
| 31. | Officer-in-Charge, Verification and issue of CLC for Degree and P.G. Students | :           | 1. Sri Chakradhar Jagadala   |                           |
|     |   |             | 2. Sri Padma Lochan Bhue   |                           |
| 32. | Proctorial Work & Attendance  |             |  |                           |
|     | Officers-in-charge  | :           | 1. Dr. Hemanta Kumar Rautray   |                           |
|     |   |             | 2. Sri Petrous Bodra   |                           |
| 33. | Admission Committee   | :           | Principal, Chairman  |                           |
|     |   |             | 1. Dr. Ajaya Kumar Mishra, Member Secretary  |                           |
|     |   |             | 2. Administrative Bursar   |                           |
|     |   |             | 3. Academic Bursar   |                           |
|     |   |             | 4. Officer-in-charge, +3 e-Admission   |                           |
|     |   |             | 5. Sri Prabeen Kumar Mohanty   |                           |
|     |   |             | 6. Dr. Swetansu Sekhar Rath  |                           |
|     |   |             | 7. Dr. Jadunath Pradhan  |                           |
| 34. | Officer-in-charge, +3 e-Admissions (SAMS)                                     | :           | Sri Radhakanta Pradhan   |                           |
|     | Officers-in-charge of Verification  |             |  |                           |
|     |   |             | 1. Dr. Jadunath Pradhan  |                           |
|     |   |             | 2. Dr. Swetansu Sekhar Rath  |                           |
|     |   |             | 3. Smt. Satyabhama Negi  |                           |
|     |   |             | 4. Dr. Hemanta Kumar Rautray   |                           |
|     |   |             | 5. Sri Nabin Chandra Sahoo   |                           |
|     | Officers-in-Charge of Validation  |             |  |                           |
|     |   |             | 1. Sri Prabeen Kumar Mohanty   |                           |
|     |   |             | 2. Sri Chakradhar Jagadala   |                           |
|     |   |             | 3. Dr.(Smt) Minati Mishra  |                           |
|     |   |             | 4. Dr. Dhabaleswar Panda   |                           |
|     |   |             | 5. Dr. Baba Mishra   |                           |
|     |   |             | 6. Sri Padmalochan Bhue  |                           |
|     | Help Desk   |             |  |                           |
|     |   |             | 1. Smt. Satyabhama Negi  |                           |
|     |   |             | 2. Sri Petrous Bodra   |                           |
|     |   |             | 3. Sri Dinesh Chandra Dash   |                           |
| 35. | Officer-in-charge, PG & M.Phil Admissions                                     |             |  |                           |
|     |   |             | 1. PG & M.Phil - All H.O.D.s of PG Departments (Economics, English, Oriya, Political Science, History) |                           |
|     |   |             | 2. PGDCA – Sri Himansu Charan Sadangi  |                           |
| 36. | Advisory Boards   |             |  |                           |
|     | Computer Science  | Coordinator | :  | Sri Loknath Sahu          |
|     |   | Members     | :  | 1. Administrative Bursar  |
|     |   |             |  | 2. Accounts Bursar        |
|     |   |             |  | 3. Academic Bursars       |
|     |   |             |  | 4. Sri Dukhishyam Pradhan |
|     | Opto-electronics  | Coordinator | :  | Sri Dukhishyam Pradhan    |

|   |                   |   |  |
|---|-------------------|---|--|
| PGDCA   | Coordinator       | : | Sri Himanshu Charan Sadangi  |
|   | Members           | : | 1. Administrative Bursar<br>2. Autonomous Coordinator<br>3. Controller of Examinations<br>4. Officer-in-Charge, UGC  |
| Information Technology                                      | Coordinator       | : | Dr. Swetansu Sekhar Rath   |
|   | Members           | : | 1. Sri Loknah.Sahu,<br>2. Accounts Bursar<br>3. Academic Bursars   |
| Bio-Technology  | Coordinator       | : | Sri Bhagirathi Kandi   |
|   | Members           | : | 1. Dr. Biranchi Narayan Mishra<br>2. Accounts Bursar   |
| Environmental Pollution & Toxicology                        | Coordinator       | : | Dr. Biranchi Narayan Mishra  |
|   | Members           | : | Sri Radhakanta Pradhan   |
| Archaeology & Museology                                     | Coordinator       | : | Dr. Prasanna Kumar Dandasena   |
|   | Members           | : | 1. HOD, History<br>2. Accounts Bursar<br>3. Administrative Bursar<br>4. Academic Bursar  |
| Communicative English                                       | Coordinator       | : | Sri Kamala Kanta.Behura  |
|   | Members           | : | 1. Sri Trinath Prasad Tripathy<br>2. Accounts Bursar<br>3. Academic Bursar   |
| 37. Autonomous Examination                                  |                   | : | Sri Lokanath Sahu, Controller  |
|   |                   | : | 1. Sri Dukhishyam Pradhan, Dy. Controller<br>2. Dr. Pradip Kumar Das, Dy. Controller<br>3. Dr. Swetansu Sekhar Rath, Dy. Controller<br>4. Sri Himansu Charan Sadangi, Asst. Controller<br>5. Sri Padma Lochan.Bhue, Asst. Controller |
| 38. Officers-in-charge, Debates and Literary competitions.  |                   | : | 1. Sri Radhakanta Pradhan<br>2. Sri Dinesh Chandra Dash  |
| 39. Editorial Boards  |                   | : |  |
| a) College Calendar   | Editor            | : | Dr. Swetansu Sekhar Rath   |
|   | Associate Editor  | : | Sri Himanshu Charan Sadangi  |
| b) College Magazine   | Editor            | : | Dr. Harekrushna Meher  |
|   | Associate Editors | : | 1. Sri Trinath Prasad Tripathy<br>2. Dr. Jadunath Pradhan  |
| c) Kalahandi Renaissance                                    | Editors           | : | Dr. Baba Mishra  |
| 40. Officer-in-Charge, Placement Cell                       |                   | : | 1. Sri Loknath Sahu<br>2. Dr. Prasanna Kumar Dandasena<br>3. Sri Dinesh Chandra.Dash   |
| 41. Research & Seminar Committee                            |                   | : | 1. Dr. Harekrushna Meher<br>2. Dr. Baba Mishra, Convenor<br>3. Dr. S.S.Rath<br>4. Dr. Dhableswar Panda<br>6. Dr. Biranchi Narayan Mishra   |
| 42. SC, ST Remedial Coaching & Entry into Services Coaching |                   | : | Dr. Jadunath Pradhan (Coordinator)<br>Sri Chakradhar Jagadala (Associate for Entry into Service Coaching)  |
| <b>C. ACCOUNTS</b>  |                   | : |  |
| 43. Accounts Bursar   |                   | : | Sri Somanath Choudhury   |
| Associate Accounts Bursar                                   |                   | : | 1.Sri Ramkrushna Pati<br>2.Dr. G.Behera  |

44. Officer-in-charge, Scholarship & Stipend : 1. Sri Nabin Chandra Sahoo  
2. Sri Chakradhar Jagadala
45. OIC, Daily Collection : Dr. Ramkrushna Pati
46. Students' Aid Committee, S.S.G, S.S.F. etc  
Officer-in-charge : Dr. Hemanta Kumar Rautray  
Associate : Sri Prasanna Kumar Dandasena
47. Internal Audit Committee : 1. Accounts Bursar  
2. Sri Nabin Chandra Sahoo  
3. Sri Dinesh Chandra Dash
48. Purchase Committee  
Convenor : Accounts Bursar  
Members : 1. Administrative Bursar  
2. H.O.Ds of Physics, Chemistry, Botany, Zoology,  
Geography, Education  
3. Officer-in-Charge, Library  
4. Officer-in-Charge, Infrastructure & Furniture  
5. Officer-in-Charge, UGC  
6. Autonomous Coordinator

**D. DEVELOPMENT**

49. College Development Council :  
Member Secretary : Administrative Bursar  
Members : 1. Accounts Bursar  
2. Academic Bursars  
3. Autonomous Coordinator  
4. Officer-in-charge, Land & Buildings  
5. Officer-in-charge, UGC matters  
6. Superintendents of all hostels.
50. Officer-in-Charge, College Planning Forum : Sri Prabin Kumar Mohanty
51. College Building Committee Member Secretary : OIC, Land & Buildings  
Members : 1. Accounts Bursar  
2. Administrative Bursar  
3. OIC, UGC  
4. Autonomous Coordinator
52. Officers-in-Charge, Campus Development : Sri Biranchi Narayan Mishra (Coordinator)  
Beautification of College Campus & Botanical : Sri Himanshu Charan Sadangi (Associate)  
Garden
53. Officer-in-Charge, College Canteen : Sri Radhakanta Pradhan

PRINCIPAL,  
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Bhawanipatna

Memo No. \_\_\_\_\_/Dt. \_\_\_\_\_

Copy to Administrative Bursar/ Accounts Bursar/ Academic Bursar/ Coordinator, Autonomous Section/ Controller of Examinations / Staff Common Room/ Library/ Establishment Section/ all HODs for information and necessary action.

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