

OFFICE OF THE PRINCIPAL,
FAKIR MOHAN AUTONOMOUS COLLEGE, BALASORE

P.O./DIST.-BALASORE-756 001 (ODISHA) INDIA
PH. NO: 06782-262018, FAX:06782-278729, e-mail:fmcollegebalasore@yahoo.co.in
Website: www.fmcollege.nic.in

No -2863

OFFICE ORDER

Date-17-08-23

The following OES (Group-A) Officers/ Group-B Staff members are assigned Co-curricular and Extra-curricular duties for the session 2023-24 as mentioned against their names. They are requested to assume the assigned duties with effect from the date of issue of the Order.

Sl. #	Assignments	Name of the Officers and Department
1	Secretary Staff Council	Sri Anirudha Behera, Economics
2	Administrative Bursar	Dr. Subrat Kumar Rana, Economics
	Associate Administrative Bursar	Smt. Rekha Das, Geography
3	Account Bursar	Sri Debendranath Rout, Mathematics
	Associate Account Bursar	Sri Asish Kumar Panda, Commerce Smt. Pragati Sahoo, Physics
4	Academic Bursar	Dr. Jayashree Mishra, Psychology
	Associate Academic Bursar	Dr. Sangram Charan Panigrahi, Economics Dr. Samira Kumar Sahoo, Teacher Education
5	Officers in Charge of Verification of DCR	Smt. Naupada Sunita, Commerce Susree Sarita Parida, Statistics
6	Officer in Charge of Stock and Store - Associate of OIC -	Syed Arif Raza, Botany Smt. Ritanjali Behera, Mathematics
7	Officer in Charge of Legal Matters	Dr. Subrat Kumar Rana, Economics
8	Officer in Charge of Computer Hub	Sri Jyoti Prakash Mohanta, Comp. Science Sri Jyoti Ranjan Das, Math (TE)
9	Officer in Charge of Language Lab.	Dr. Bijay Kumar Dey, English Dr. Santosh Ku Nayak, Odia Sri Sameer Kumar Behera, Physics
10	Officer in Charge of Time Table	Sri Manas Kumar Mishra, Comp Science Dr. Durga Madhab Mohapatra, Commerce Sri Subir Tung, Mathematics
11	Officer in charge of Proctorial System/ Mentoring & P.T. Meeting	Sri Anirudha Behera, Economics Sri Shiv Shankar Tarai, Commerce Sri Sameer Kumar Behera, Physics Smt. Suchismita Das, Teacher Education
12	Officer in charge of Admission/SAMS	Syed Arif Raza, Botany
	Associate of OIC	Sri Jyoti Prakash Mohanta, Comp. Science Sri Sushanta Kumar Bagh, Chemistry
13	Officer in charge of CLC, TC and Conduct Certificate	Dr. Minati Sethi, English Sri Sameer Kumar Behera, Physics Smt. Rasmirekha Shial, Mathematics

14	Officer in charge of Stipend/ Scholarship	Miss Smruti Rekha Tudu, Odia Miss Bar Barini Panda, English Sri Subir Tung, Mathematics Smt. Lucy Pahal, Commerce Dr. Sunita Mohanty, Physics Dr. Sushree Sova Barik, Geology Sri Prasanta Ghadei, Geography (TE) Smt. Bebirani Shee, Botany (TE)
15	Officer in Charge, Internal Audit	Sri Debendranath Rout, Mathematics Lt. Asish Kumar Panda, Commerce
16	Officer in Charge of NCC	Army- Lt. Asish Kumar Panda, Commerce Army (Girls Wing)- Capt. Dr Bidyutprava Das, Education Naval- Sri Prasanta Kumar Sahoo, Anthropology
17	Programme Officer NSS-Male Unit	Sri Sushanta Bagh, Chemistry Sri Jyotiranjana Das, Teacher Education
	Programme Officer NSS-Female Unit	Miss Smruti Rekha Tudu, Odia Dr. Madhusmita Ghare, Odia
18	Officer in Charge Youth Red Cross	Sri Bibhudutta Behera, Chemistry Dr. Purnaprasava Mantry, Teacher Education Dr. Durga Madhab Mohapatra, Commerce
19	Officer in Charge of Rovers and Rangers	Sri Sanjib Kumar Taldi, PET
20	Officer in Charge of College Garden	Dr. Jayashree Mishra, Psychology Dr. Umabti Sahu, Botany Smt. Shantiprasava Behera, Botany
21	Controller of Examinations	Sri Rajesh Rout, Botany
	Deputy Controller	Sri Bibhudatta Behera, Chemistry Sri Manas Kumar Mishra, Comp Science
22	Conduct of Examinations	Sri Ranjan Kumar Sahoo, English (DY COE) Dr. Baladev Ash, Chemistry Dr. Sangram Charan Panigrahi, Economics
23	Officer in Charge of UGC	Dr. Dilip Kumar Bej, Zoology Sri Subir Tung, Mathematics
	Officer in Charge of IQAC	Smt. Mausumi Das Pattnayak, Physics (Coordinator IQAC) Miss Bar Barini Panda, English, Member Sri Sushil Subhadeep Nayak, Geology, Member Dr. Purna Chandra Patra, Physics, Member Dr. Durga Madhab Mohapatra, Commerce, Member Dr. Baladev Ash, Chemistry, Member
	Officer in Charge of IQAC for Teacher Education (TE)	Jyotiranjana Das, TE, (Coordinator IQAC (TE)) Sri Prasanta Ghadei, TE, Member
24	Academic Calendar & Editorial Board of College Calendar	Dr. Sanjay Kumar Mishra, Geography Sri Ranjan Kumar Sahoo, English Dr. Madhusmita Ghare, Odia
25	Editorial Board of College Magazine	Dr. Bijay Kumar Dey, English Dr. Santosh Kumar Nayak, Odia Smt. Sanjukta Sahu, Sanskrit

26	Nodal Officer, B. Voc. & MTHM	Dr. Subrat Kumar Rana, Economics
27	Nodal Officer, BBA	Dr. Abhijit Das, Commerce
28	Coordinator, BCA	Sri Manas Kumar Mishra, Comp. Sc.
29	Coordinators, Environmental Science	Syed Arif Raza, Botany
30	Coordinator, Hindi	Dr. Madhusmita Gharei, Odia
31	Coordinator, IRPM & MPMIR	Dr. Sangram Charan Panigrahi, Economics
32	Coordinator, MBA	Dr. Abhijit Das, Commerce
33	Coordinator, M.Sc. Cs. & B.Sc. (ITM)	Sri Jyoti Prakash Mohanta, Comp. Science
34	Coordinator, Santali	Miss Smruti Rekha Tudu, Odia
35	Coordinator, Urdu	Sri Prasanta Kumar Sahu, Anthropology
36	Officer in charge of Career Counseling and Placement Cell	Dr. Abhijit Das, Commerce Dr. Durga Madhab Mohapatra, Com Dr. Baladev Ash, Chemistry
37	Officer in charge College Security	Sri Anirudha Behera, Economics Dr. Subrat Kumar Rana, Economics Dr. Abhijit Das, Commerce
38	Officer in charge of Self Defence Programme for Girls Students	Dr. Bidyut Prava Das, Education Smt. Ritanjali Behera, Math Dr. Minati Sethi, English Dr. Madhusmita Gharei, Odia Smt Shantiprava Behera, Bot Miss Ruchi Mohapatra, Anthropology
39	Officer in charge of Student Attendance	Arts- Sri Prasanta Kumar Sahu, Anthropology Dr. Sanjukta Sahu, Sanskrit Science- Sri Sameer Kumar Behera, Physics Smt. Shantiprava Behera, Botany Com- Sri Shiv Shankar Tarai, Commerce Smt. Lucy Pahal, Commerce
40	RUSA/ OHEEPEE /IDP	Coordinator RUSA - Sri Ranjan Kumar Sahoo, English Asst. Coordinator RUSA- Dr. Baladev Ash, Chemistry Coordinator OHEEPEE - Dr. Umabati Sahu, Botany Asst. Coordinator OHEEPEE- Sri Manas Kumar Mishra, Comp. Sc. Administrative Bursar-Member Accounts Bursar- Member Academic Bursar-Member Dr. Abhijit Das, Commerce Head Clerk One Student Representative
41	Anti-Ragging Cell	Dr. Jayashree Mishra, Psychology Dr. Sanjay Mishra, Geography Dr. Minati Sethi, English Sri Bibhudutta Behera, Chemistry
42	Anti-Ragging Squad	Dr. Abhijit Das, Commerce Dr. Madhusmita Gharei, Odia Sri Prasanta Kumar Sahu, Anthropology Dr. Sebati Malik, Sociology

43	Sexual Harassment Cell	Dr. Jayashree Mishra, Psychology Smt. Mausumi Das Pattnayak, Physics Dr. Minati Sethi, English Dr. Madhusmita Ghare, Odia Dr. Sushree Sova Barik, Geology
44	Purchase Committee	Convener-Accounts Bursar Member- Administrative Bursar Coordinator, RUSA OIC, Stock and Store HOD, Beneficiary Departments
45	Local Purchase Committee	Sri Debendranath Rout, Accounts Bursar Dr. Subrat Kumar Rana, Administrative Bursar Dr. Abhijit Das, HOD of Commerce
46	Coordinator, Mo College	Dr. Abhijit Das, Commerce
47	Coordinator, Mo Sarakar	Dr. Minati Sethi, English
48	College Development Committee	Accounts Bursar Administrative Bursar Academic Bursar Coordinator, RUSA OIC, Stock and Store
49	Building Committee	Accounts Bursar Administrative Bursar Academic Bursar
50	Residential Committee	Accounts Bursar Administrative Bursar Controller of Examinations Warden/ Superintendent/ Asst. Superintendent of All Hostels
51	Discipline Committee	Advisor College Union Warden of Hostels Secretary Staff Council Administrative Bursar
52	Library Committee	Dr. Umabati Sahu, Botany Dr. Santosh Kumar Nayak, Odia Dr. Sebati Malik, Sociology Dr. Purnaprava Mantri, Botany (TE)
53	Equal Opportunity Cell	Dr. Abhijit Das, Commerce Sri Shiv Shankar Tarai, Commerce Smt. Swarnaprava Hota, Economics Dr. Deepak Kumar Mohanty, Physics
54	Committee for SC/ST	Sri Anirudha Behera, Economics Sri Shiv Shankar Tarai, Commerce Sri Sameer Kumar Behera, Physics Miss Smruti Rekha Tudu, Odia
55	Minority Cell	Dr. Bidyutprava Das, Education Syed Arif Raza, Botany Dr. Samira Kumar Sahoo, Teacher Education

56	Grievance Redressal Committee	Dr. Jayashree Mishra, Psychology Dr. Subrat Kumar Rana, Economics Dr. Umabati Sahu, Botany Smt. Mausumi Das Pattnayak, Physics Smt. Naupada Sunita, Commerce
57	Internal Complaint Committee	Dr. Abhijit Das, Commerce Dr. Minati Sethi, English Dr. Dillip Kumar Bej, Zoology Sri Sameer Kumar Behera, Physics Sri Purna Chandra Padhi, Head Clerk
58	OBC Cell	Dr. Subrat Kumar Rana, Economics Sri Ranjan Kumar Sahu, English Lt. Asish Kumar Panda, Commerce Smt. Shantiprava Behera, Botany Smt. Ruchi Mohapatra, Anthropology
59	Research Committee	Dr. Jayashree Mishra, Psychology Dr. Subrat Kumar Rana, Economics Dr. Abhijit Das, Commerce Dr. Umabati Sahu, Botany Dr. Santosh Kumar Nayak, Odia Dr. Dillip Kumar Bej, Zoology
60	Dibyang Committee	Sri Niranjana Nayak, Political Science Dr. Sangram Charan Panigrahi, Economics Smt. Swarnaprava Hota, Economics Syed Arif Raza, Botany
61	Academic Audit Committee	Coordinator, IQAC Academic Bursar Controller of Examinations Dr. Bijay Kumar Dey, English, Sr. Faculty Member Dr. Umabati Sahu, Botany, Member Lt. Ashis Kumar Panda, Commerce, Member Sri Jyotiranjan Das, TE, Member
62	Student Welfare Committee and Student Services Centre (SSC)	Dr. Jayashree Mishra, Psychology, Academic Bursar Dr. Abhijit Das, Commerce, Advisor Students' Union Dr. Bijay Kumar Dey, English Sri Bibhudutta Behera, Chemistry Dr. Sunita Mohanty, Physics
63	Planning and Evaluation Committee	Dr. Subrat Kumar Rana, Economics Smt. Lucy Pahal, Commerce Sri Pramod Kumar Das, Teacher Education
64	College Website Maintenance Committee	Sri Manas Kumar Mishra, Comp Science Dr. Santosh Kumar Nayak, Odia Sri Sushil Subhadeep Nayak, Geology Dr. Durga Madhab Mohapatra, Commerce Miss Sanjogita Das, Programmer
65	Coordinator, IGNOU	Dr. Abhijit Das, Commerce
66	Coordinator, OSOU	Dr. Santosh Kumar Nayak, Odia
67	Right to Information	Sri Anirudha Behera, PIO (RTI)

68	Warden of Hostels	Dr. Sanjay Mishra, Geography
	Subarnarekha Girls' Hostel	Superintendent - Dr. Minati Sethi, English Asst. Superintendent - Smt. Ruchi Mohapatra, Anthropology
	Saptasara Girls' Hostel	Superintendent - Smt. Mausumi Das Pattnayak, Physics Asst. Superintendent - Dr. Madhusmita Gharai, Odia
	Swarnachuda Boys' Hostel	Superintendent - Sri Anirudha Behera, Economics Asst. Superintendent - Sri Sushanta Bagh, Chemistry
	Ratnagiri Boys' Hostel	Superintendent - Sri Ranjan Kumar Sahoo, English Asst. Superintendent - Sri Prasanta Kumar Sahu, Anthropology
	Devagiri Boys' Hostel	Superintendent - Dr. Dillip Kumar Bej, Zoology Asst. Superintendent - Sri Prasanta Ghadei, TE
69	Eco-Club for Clean & Green Campus	Dr. Dillip Kumar Bej, Zoology Smt. Naupada Sunita, Commerce Dr. Sangram Charan Panigrahi, Economics Smt. Bebirani Shee, Botany (TE)
70	Media Cell	Sri Ranjan Kumar Sahoo, English Dr. Santosh Kumar Nayak, Odia
71	Offices in Charge of Canteen	Dr. Jayashree Mishra, Psychology Dr. Abhijit Das, Commerce Syed Arif Raza, Botany Smt. Mausumi Das Pattnayak, Physics Sri Ranjan Kumar Sahoo, English
STUDENTS' UNION AND ALLIED SOCIETIES/ ASSOCIATION		
1	Students' Union	Advisor - Dr. Abhijit Das, Commerce Associate Advisor Dr. Umabati Sahu, Botany Sri Bibhudatta Behera, Chemistry Smt. Sujata Sahoo, Odia Sri Jyoti Prakash Mohanta, Comp. Science Sri Prasanta Ghadei, Geography (TE)
2	Athletic Club	Vice President - Syed Arif Raza, Botany Associate Vice President Dr. Dillip Kumar Bej, Zoology Smt. Ritanjali Behera, Math Sri Sushanta Bagh, Chemistry Miss Smruti Rekha Tudu, Odia
3	Dramatic Society	Vice President - Dr. Minati Sethi, English Associate Vice President Dr. Madhusmita Gharai, Odia Sri Jyoti Ranjan Das, Math (TE) Dr. Sunita Mohanty, Physics
4	Humanities Society	Vice President - Sri Anirudha Behera, Economics Associate Vice President Smt. Ruchi Mohapatra, Anthropology Miss Bar Barini Panda, English Smt. Swarnaprava Hota, Economics Dr. Sanjukta Sahu, Sanskrit Sri Pramod Kumar Das, TE

5	Science Society	Vice President - Dr. Umabati Sahu, Botany <u>Associate Vice President</u> Sri Bibhudutta Behera, Chemistry Smt. Shantiprava Behera, Botany Dr. Dillip Kumar Bej, Zoology Dr. Deepak Kumar Mohanty, Physics Smt. Bebirani Shee, Botany (TE)
6	Commerce Society	Vice President - Dr. Abhijit Das, Commerce <u>Associate Vice President</u> Smt. Naupada Sunita, Commerce Dr. Durga Madhab Mohapatra, Commerce Lt. Asish Kumar Panda, Commerce Sri Shiv Shankar Tarai, Commerce Smt. Lucy Pahal, Commerce
7	Boys' Common Room	Vice President - Sri Ranjan Kumar Sahoo, English <u>Associate Vice President</u> Sri Prasanta Ku Sahu, Anthropology Dr. Deepak Kumar Mohanty, Physics Sri Prasanta Ghadei, Geography (TE)
8	Girls' Common Room	Vice President - Dr. Jayashree Mishra, Psychology <u>Associate Vice President</u> Smt. Ruchi Mohapatra, Anthropology Miss Smruti Rekha Tudu, Odia Miss Pujarini Das, Philosophy Dr. Sunita Mohanty, Physics Smt. Lucy Pahal, Commerce
9	Day Scholar Association	Vice President - Sri Anirudha Behera, Economics <u>Associate Vice President</u> Sri Sameer Kumar Behera, Physics Dr. Sunita Mohanty, Physics Smt. Suchismita Das, Teacher Education Smt. Bebirani Shee, Botany (TE) Smt. Rekha Das, Geography

The above list is not strictly in accordance with seniority



Principal

F.M. Autonomous College, Balasore

Memo No: 2864

/ Date: 17-08-2023

Copy to the Guard File Staff Common Room/ College Website/ All Departments/ Librarian/ Establishment Section/ Accounts Section/ Academic Section/ Certificate Section for information and necessary action.



Principal

F.M. Autonomous College, Balasore