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OFFICE OF THE PRINCIPAL
FAKIR MOHAN AUTONOMOUS COLLEGE, BALASORE

BALASORE-756001(ODISHA)INDIA
PH:06782-262018 E-MAIL-fmcollegebaleswar@gmail.com

Website- fmcollege.nic.in

No. 2691 /

OFFICE ORDER

Date 11/09/20 /

The following OES (College Branch) officers/Group B Staff members are assigned Co-curricular & Extra Curricular duties for the session 2020-21 as mentioned against their names. The members are requested to assume their duties with immediate effect.

1.	Secretary, Staff Council	Shri Suresh Chandra Nayak, Phy
2	Bursar Administrative	Dr. Sangita Sahu, Chem Dr Santosh Kumar Nayak, Odia
3	Bursar Academic	Dr Ganeswar Nayak, Hist
4	Bursar Accounts	Dr Subrat Kumar Rana, Eco Miss N. Sunita, Com
5	Officer in Charge of verification of DCR	Dr Umabati Sahu, Bot Sri Asish Kumar Panda, Com
6	Officer in charge of stock and store	Sayed Arif Raza, Bot
7	Officer in charge Legal matter	Smt. Mausumi Das Pattnaik, Phy
8	Officer in charge of Computer Hub	Sri Jyoti Prakash Mohanta, Comp.Sc
9	Officer in charge of Language Lab	Miss Bar Barnini Panda, Eng
10	Officer in charge of time table	Sri Dillip Kumar Ghose, Math Sri Manas Ranjan Mishra, Comp.Sc
11	Officer in charge of Proctorial system	Dr Sangita Sahu, Chem Sri Anirudha Behera, Eco Dr Dillip Kumar Bej, Zool
12	Officer in charge of Admission/ SAMS	Sayed Arif Raza, Bot
13	Officer in charge I/C, CLC and conduct certificate	Dr Sangita Sahu, Chem Dr Ganeswar Nayak, Hist
14	Officer in charge of Stipend/Scholarship	Sri Ranjan Kumar Sahu, Eng Dr Sanjay Kumar Das, Pol.Sc
15	Officer in charge, Audit	Sri Abhijit Das, Com

		Sri Durga Madhab Mohapatra, Com
16	Officer in charge of NCC	Army- Sri Asish Kumar Panda, Com Naval- Sri Jyoti Prakash Mohanta, Comp.Sc. Army(Girls Wing) Dr Bidyutprava Das, Edn
17	Programme Officer , NSS	
	Male Unit	Sri Shiv Shankar Tarai, Com Sri Sushanta Bagh, Chem
	Female Unit	Miss N. Sunita, Com Miss Smrutirekha Tudu, Odia
18	Officer in charge Youth Red Cross	Dr Ganeswar Nayak, Hist Sri Bibhudatta Behera, Chem
19	Officer in charge of Rovers & Rangers	Sri Sanjib Kumar Taladi, PET
20	Officer in charge of College Garden	Dr Umabati Sahu, Bot
21	Controller of Examinations	Sri Dillip Kumar Ghose, Math
	Deputy Controllers	Sri Bibhudatta Behera, Chem Sri Manas Kumar Mishra, Comp Sc
22	UGC and IQAC	Sri Suresh Chandra Nayak, Coordinator Sri Sameer Kumar Behera, Asst. Coordinator
23	Editorial Board of Calendar	Sri Ranjan Kumar Sahoo, Eng Dr Minati Sethi, Eng Smt. Shantiprava Behera, Bot
24	Conduct of Examinations	Sri Rajesh Kumar Rout, Bot Dr Santosh Kumar Nayak, Odia Sri Prasanta Kumar Sahu, Anth
25	Editorial Board of Magazine	Dr Madhusmita Gharei, Odia, Editor in Chief Miss Bar Barnini Panda, Eng Dr Sanjukta Sahu, Sans
26	Coordinator, Urdu	Dr Smrutirekha Tudu, Odia
	Coordinator, Statistics	Dr Dillip Kumar Bej, Zool
	Coordinator, Geography	Sri Abhijit Das, Com
	Nodal Officer, Community College	Dr Subrat Kumar Rana, Eco

	Coordinator, Philosophy	Smt. Mausumi Das Pattnaik, Phy
	Coordinator, Geology	Dr Umabati Sahu, Bot
	Coordinators, Env. Science	Sayed Arif Raza
	Coordinator, Hindi	Dr Madhusmita Gharei, Odia
7	Four Year Integrated B.Ed. Nodal Officer	Dr Bidyutprava Das, Edn
8	Officer in charge of Attendance	Arts- Dr Sangram Panigrahi, Eco Arts- Smt. Swarna Prava Hota, Eco Science- Dr Dillip Kumar Bej, Zool Science-Smt. Shantiprava Behera, Bot Com-Sri Shiv Shankar Tarai, com Com-Smt. Lucy Pahal, Com
29	Officer in charge of Career Counselling and Placement Cell	Dr Durga Madhab Mohapatra, Com
30	Officer in charge College Security	Sri Anirudha Behera, Eco Dr Subrat Kumar Rana, Eco
31	Officer in charge of Self- Defence programme for Girl Students	Dr Sangita Sahu, Chem Dr Bidyutprava Das, Edn Dr Madhusmita Gharei, Odia Smt. Shantiprava Behera, Bot Miss N. Sunita, Com
32	Right to Information	PIO- Anirudha Behera, Eco
33	Anti Ragging Cell	Sri Suresh Chandra Nayak, Phy Dr Sangita Sahu, Chem
34	Grievance and Sexual Harassment Cell	Dr Sangita Sahu, Chem Dr Minati Sethi, Eng Dr Jayashree Mishra, Psy Dr Madhusmita Gharei, Odia Smt. Lucy Pahal, Com
35	Library Committee	Dr Ganeswar Nayak, Hist, Officer in Charge Dr Jayashree Mishra, Psy Dr Santosh Kumar Nayak, Odia

36	Purchase Committee	Convener-Accounts Bursar Member- Administrative Bursar HOD, Phy/Che/Bot/Zool/Comp.Sc/OIC, RUSA, OIC, Stock and Store
37	College Development Committee	Account Bursar Administrative Bursar Academic Bursar OIC, RUSA OIC, Stock and Store
38	Discipline Committee	Advisor, College Union V.P., Athletic Club V.P., Dramatic Society Administrative Bursar
39	Building Committee	Account Bursar Administrative Bursar Academic Bursar
40	Residence Committee	All Superintendents Assistant Superintendents Administrative Bursar Accounts Bursar
41	RUSA/ IDP /OHEEPEE	Sri Rajesh Kumar Rout, Bot, Coordinator Administrative Bursar-Member Accounts Bursar- Member Academic Bursar-Member Sri Abhijit Das, Com Head Clerk-Member One Student Representative
42	Laptop Distribution	Nodal Officer- Sri Abhijit Das, Com
43	Officer in Charge, SAMS	Sayed Arif Raza, Bot
44	Equal Opportunity Cell	Sri Suresh Chandra Nayak Dr Sangita Sahu, Chem Sri Shiv Shankar Tarai, Com

45	Committee for SC/ST	Sri Anirudha Behera, Eco Dr Jayashree Mishra, Psy Sri Shiv Shankar Tarai, Com
46	Minority Cell	Dr Sangita Sahu, Chem Dr Bidyutprava Das, Edn Sayed Arif Raza, Bot Dr Ganeswar Nayak, Hist
47	Grievance Redressal Committee	Sri Dillip Kumar Ghose, Math Dr Minati Sethi, Eng Smt. Mausumi Das Pattnaik Dr Jayashree Mishra, Psy
48	Internal Complaints Committee	Sri Abhijit Das, Com Miss N. Sunita, Com Sri Sameer Kumar Behera, Phy Sri Purna Chandra Padhi, HC Sri Birakishore Mishra, Demon.
49	OBC Cell	Dr Subrat Kumar Rana, Eco Sri Ranjan Kumar Sahu, Eng Sri Asish Kumar Panda, Com Smt. Shanti Prava Behera, Bot Miss Ruchi Mohapatra, Anth
50	Research Committee	Dr Jayashree Mishra, Psy Dr Subrat Kumar Rana, Eco Dr Ganeswar Nayak, Hist Dr Santosh Kumar Nayak, Odia Miss Bar Barnini Panda, Eng
STUDENTS COUNCIL AND ALLIED SOCIETY/ASSOCIATION		
1	Students Council	
	Advisor	Sri Abhijit Das, Com
	Associate Advisors	Sri Asish Kumar Panda, Com Dr Subrat Kumar Rana, Eco

		Dr Umabati Sahu, Bot Sri Dillip Kumar Ghose, Math Sri Jyoti Prakash Mohanta, Comp.Sc
2	Athletic Club	
	Vice-President	Sayed Arif Raza, Bo
	Associate Vice-Presidents	Dr Dillip Kumar Bej, Zool Sri Sameer Kumar Behera, Phy Sri Bubhudatta Behera, Chem Sri Prasant Kumar Sahu, Anth
3	Dramatic Society	
	Vice-President	Smt. Mausumi Das Pattnaik, Phy
	Associate Vice-Presidents	Sri Abhijit Das, Com Dr Bidyutprava Das, Edn Dr Durga Madhab Mohapatra, Com Smt. Shantiprava Behera, Bot Dr Madhusmita Gharai, Odia
4	Humanity Society	
	Vic-President	Sri Anirudha Behera, Eco
	Associate Vice-Presidents	Dr. Ganeswar Nayak, Hist Miss Ruchi Mohapatra, Anth Miss Bar Barnini Panda, Eng Dr Sanjukta Sahu, Sans
5	Science Society	
	Vice-President	Sri Suresh Chandra Nayak, Phy
	Associate Vice-Presidents	Dr Sangita Sahu, Chem Sri Rajesh Rout, Bot Dr Jyoti Prakash Mohanta, Comp.Sc Dr Dillip Kumar Bej, Zool
6	Commerce Society	

	Vice-President	Sri Abhijit Das, Com
	Associate Vice-Presidents	Miss N.Sunita, Com Sri Asish Kumar Panda, Com Sri Shiv Sankar Tarai, Com
7	Boys' Common Room	
	Vice-President	Sri Suresh Chandra Nayak, Phy
	Associate Vice-Presidents	Sri Prasant Kumar Sahu, Anth Dr Deepak Kumar Mohanty, Phy Dr Sanjay Kumar Das, Pol.Sc.
8	Girls' Common Room	
	Vice-President	Dr Jayashree Mishra, Psy
	Associate Vice-Presidents	Smt Shantiprava Behera, Bot Smt. Lucy Pahal, Com Miss Smrutirekha Tudu, Odia Smt. Sunita Mohanty, Phy
9	Day Scholars Association	
	Vice-President	Sri Anirudha Behera, Eco
	Associate Vice-President	Miss Ruchi Mohapatra, Anth Dr Sanjukta Sahu, San Dr Deepak Kumar Mohanty, Phy

*The list has not been prepared strictly in accordance with seniority.

Memo No 2692 /Date 11/09/20

Copy to all Heads of the Departments/Person concerned/
Accountant/Library/SCR/SCR guard file/for information and necessary action.

Principal,
F.M.Auto.College, Balasore

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