



OFFICE OF THE PRINCIPAL
GOVERNMENT AUTONOMOUS COLLEGE, ROURKELA-769004

No. 98/GACR

Dt. 09.01.2025

By WhatsApp

OFFICE ORDER

The Extracurricular and Co-curricular assignments for the Session 2024-25 are hereby revised as follows. The officers concerned are requested to take over the new assignment(s) forthwith. The senior most in-charge of each portfolio is requested to submit the proposed line(s) of action in respect of their assignment(s).

NOT IN ORDER OF SENIORITY

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	ASSOCIATE ADMINISTRATIVE BURSAR	Sri S. Giri, Asst. Prof. in Eng.
4	ACCOUNTS BURSAR	Sri M. Barik, Asst. Prof. in Comm.
	ASSOCIATE ACCOUNTS BURSAR	Sri T. Meher, Asst. Prof. in Math
5	ACADEMIC BURSAR	Dr. D.K. Singh, Asst. Prof. in Zool.
	ASSOCIATE ACADEMIC BURSAR	Dr. S. Mohapatra, Asst. Prof. in Phy.
6	ESTABLISHMENT OFFICER	Dr. P.K. Swain, Asst. Prof. in Chem.
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8	MID SEMESTER EXAMINATIONS	OIC ASSOCIATE Smt. R. Bhoi, Asst. Prof. in Pol. Sc Sri S. Giri, Asst. Prof. in Eng. Ms. P.S. Mousumi, Jr. Lect. in Eng.
9	PRIVATE & OUTSIDE EXAMINATION	OIC Sri P.K. Sethy, Asst. Prof. in Stat. Sri M. Barik, Asst. Prof. in Comm.
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11	ADMISSION COMMITTEE	CHAIRMAN SECRETARY MEMEBERS Principal Administrative Bursar (GACR) Dr. B.K. Behera, Asso. Prof. in Hindi Administrative Bursar (GHSSR)

22/01

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13	ADMISSION IN-CHARGE (UG)	Sri M. Barik, Asst. Prof. in Com
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78	BOYS HOSTEL – III	SUPERINTENDENT	Sri A.K. Hota, Jr. Lect. in Eco
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81	LADIES HOSTEL – III	SUPERINTENDENT ASSISTANT SUPERINTENDENT	Smt. R. Bhoi, Asst. Prof. in Pol. Sc Smt. A. Jain, Jr. Lect. in Eng.
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94	FUTURE SKILL PRIME COORDINATOR	Dr. S. Satpathy, Asst. Prof. in Phy
95	SKILL DEVELOPMENT HUB COORDINATOR	Ms. S. Majhi, Asst. Prof. in Bot
96	AICTE COORDINATOR	Dr. A.K. Jaiswal, Asst. Prof. in CSC
97	SWAYAM COORDINATOR MEMBER	Dr. S. Mohapatra, Asst. Prof. in Phy Dr. P.D. Mohanty, Faculty of CSC
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106	FACULTY EXCHANGE PROGRAMME & STUDENT'S EXCHANGE PROGRAMME COORDINATOR MEMBERS	IQAC, Coordinator Dr. A.K. Jaiswal, Asst. Prof. in CSC Sri D.K. Mahanta, Asst. Prof. in Comm Smt. R. Bhoi, Asst. Prof. in Pol.Sc Dr. (Smt.) S.S. Mishra, Asst. Prof. in Chem Dr. P.K. Swain, Asst. Prof. in Chem Dr. S. Mohapatra, Asst. Prof. in Phy
107	COORDINATOR, STUDY TOUR (PROJECT/ STUDY WORK/)	Dr. (Smt) S.S. Mishra, Asst. Prof. of Chem. Dr. N. Sahu, Asst. Prof. of Phy.
108	LANGUAGE LAB OIC	Sri S. Giri, Asst. Prof. in Eng.

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109	GYMNASIUM		Sri A.K. Behera, Asst. Prof. in Math Dr. (Smt.) R. Oram, Asst. Prof. in Hist Sri A.K. Hota, Jr. Lect. in Eco.
110	COLLEGE GARDEN & CAMPUS CLEANING MEMBERS		Smt. M. Nayak, Asst. Prof. of Bot. Mrs. A.J. Kujur, Asst. Prof. in Bot Dr. D.K. Singh, Asst. Prof. in Zool Sri P. Toppo, Asst. Prof. in Eng. Mrs. C. Tirkey, Lect. in Edu.
111	GO GREEN CLUB COORDINATOR MEMBERS		Smt. M. Nayak, Asst. Prof. in Bot Dr. P.K. Swain, Asst. Prof. in Chem Dr. S. Satpathy, Asst. Prof. in Phy Mrs. L.P. Minz, Lect. in Bot Mrs. G. Beck, Lect. in Eco. Smt. A. Jain, Jr. Lect. in Eng
112	SELF DEFENSE (GIRLS) COORDINATOR OIC		Dr. (Smt.) S.S. Mishra, Asst. Prof. in Chem. Dr. (Smt.) Sonia, Asst. Prof. in Chem Ms. S. Patra, Asst. Prof. in Phy.
113	PROF. I/c, STAFF COMMON ROOM OIC		Sri A.K. Behera, Asst. Prof. In Math Mrs. A.J. Kujur, Asst. Prof. In Bot Sri A.K. Hota, Jr. Lect. in Eco
114	CYCLE STAND & SECURITY		Dr. (Smt.) R. Oram, Asst. Prof. in Hist Dr. (Smt.) P. Behera, Asst. Prof. in Phil Dr. B. Parija, Lect. in Phy.
115	IGNOU - STUDY CENTRE COORDINATOR ASST-COORDINATOR		Sri C.P. Ranjan, Asst. Prof. in Pol. Sc. Sri A.K. Behera, Asst. Prof. in Math Dr. A.K. Jaiswal, Asst. Prof. in CSC
116	OSOU - STUDY CENTRE COORDINATOR		Dr. D.K. Singh, Asst. Prof. of Zool.

This order supersedes all previous orders relating to Extracurricular and Co-curricular activities 2024-25.


Principal

Government Autonomous college, Rourkela

Memo. No. 99 /GACR, Dt. 09.01.2025

Copy to person concerned through Emp. Asso. WhatsApp Group/ Staff Common Room Guard file / Section Officer/ Principal's file for information and necessary action.


Principal

Government Autonomous college, Rourkela

11	SCHOOL DEVELOPMENT COMMITTEE	CHAIRMAN SECRETARY MEMEBERS	Principal Administrative Bursar Academic Bursar Accounts Bursar OIC, Exams. Superintendent of all Hostels Dr. B.K. Behera, Asso. Prof. in Hindi
12	IMPLEMENTATION OF DEVELOPMENT PROGRAMME		All Bursars All HoDs & OICs Superintendent of all Hostels
13	DISCIPLINE COMMITTEE		Principal Administrative Bursar Academic Bursar Accounts Bursar Superintendent of all hostels Sri M.T. Tudu, Asst. Prof. in Psy Dr. P.K. Swain, Asst. Prof. in Chem Dr. R.R. Das, Asst. Prof. in Phy Sri A.K. Minz, Asst. Prof. in Phy
14	PURCHASE COMMITTEE	CHAIRMAN EX-OFFICIO MEMBER MEMBERS	Principal Administrative Bursar Accounts Bursar Academic Bursar OIC, Examinations Ms. R. Barik, Asst. Prof. in Comm
15	LOCAL PURCHASE COMMITTEE	MEMBERS	Administrative Bursar Accounts Bursar Academic Bursar OIC, Exams.
16	LIBRARY COMMITTEE	CHAIRMAN VICE-CHAIRMAN MEMBERS	Principal Dr. B.K. Behera, Asso. Prof. in Hindi Academic Bursar HOD (Odia/ Pol. Sc/ Eng/ Math/ Zool/ Comm) Prof. I/c, UGC Dr. S. Mohapatra, Asst. Prof. in Phy. Dr. R.N. Padhan, Asst. Prof. in Math Dr. (Smt.) R. Oram, Asst. Prof. in Hist Mrs. G. Beck, Lect. in Eco. Librarian.
17	STUDENTS WELFARE COMMITTEE	CHAIRMAN MEMBERS	Principal All Bursar Superintendent of all Hostels Asst. Superintendent of all Hostels OIC, Exams.
18	PLANNING AND EVALUATION COMMITTEE		Administrative Bursar Accounts Bursar Dr. B.K. Behera, Asso. Prof. in Hindi Dr. P.K. Swain, Asst. Prof. in Chem Sri P. Toppo, Asst. Prof. in Eng Sri A.K. Hota, Jr. Lect. in Eco
19	LEGAL AND RTI ACT CELL FIRST APPELLATE AUTHORITY	PIO ASST. PIO	Smt. M. Nayak, Asst. Prof. in Bot Sri M.T. Tudu, Asst. Prof. in Psy Dr. P.K. Swain, Asst. Prof. in Chem
20	STUDENTS INFORMATION CELL		OIC Exams. All Bursars Mrs. G. Beck, Lect. in Eco Dr. S. Modi, Asst. Prof. in Odia

SL

			Dr. R.N. Padhan, Asst. Prof. in Math Smt. R. Badaik, Jr. Lect. in Pol Sc.
21	ANTI- RAGGING CELL	CHAIRMAN MEMBER SECRETARY MEMBERS	Principal Administrative Bursar Academic Bursar Accounts Bursar Superintendents of all Hostels Asst. Superintendents of all Hostels
22	GRIEVANCE CELL	CHAIRMAN MEMBER SECRETARY MEMBERS	Principal Administrative Bursar Advisor Cultural Association OIC Exams Academic Bursar Superintendents of all Hostels Asst. Superintendents of all Hostels
23	ANTI-DISCRIMINATION CELL	COORDINATOR MEMBERS	Smt. M. Nayak, Asst. Prof. in Bot. Ms. S. Patra, Asst. Prof. in Phy Sri T. Meher, Asst. Prof. in Math. Sri A.K. Hota, Jr. Lect. in Eco. Smt. R. Badaik, Jr. Lect. in Pol. Sc.
24	PERFORMANCE & PROGRESSION TRACKING CELL	OIC	Dr. P.K. Swain, Asst. Prof. in Chem
25	HEALTH CARE UNIT & FIRST AID CELL	OIC	Mrs. M. Baxla, Asst. Prof. in Zool Mrs. L.P. Minz, Jr. Lect. in Bot Smt. R. Badaik, Jr. Lect. in Pol. Sc.
26	CULTURAL ASSOCIATION	ADVISOR ASSOCIATE	Sri M.T. Tudu, Asst. Prof. in Psy Dr. P.R. Behera, Asst. Prof. in Bot Ms. S. Patra, Asst. Prof. in Phy Ms. S. Majhi, Asst. Prof. in Bot Ms. R. Kumari, Asst. Prof. in Zool Smt. A. Jain, Jr. Lect. in Eng
27	ATHLETIC ASSOCIATION	VP ASSOCIATES	Sri M.M. Barik, Asst. Prof. in Chem Sri A.K. Minz, Asst. Prof. in Phy Ms. R. Kumari, Asst. Prof. in Zool Smt. C. Tirkey, Lect. in Edu Sri S. Kerketta, Jr. Lect. in Soc Sri A.K. Hota, Jr. Lect. in Eco Smt. R. Badaik, Jr. Lect. in Pol. Sc.
28	DAY SCHOLAR ASSOCIATION	VP ASSOCIATES	Sri S. Kerketta, Jr. Lect. in Soc Smt. R. Badaik, Jr. Lect. in Pol. Sc.
29	DRAMATIC SOCIETY	VP ASSOCIATE	Smt. M. Nayak, Asst. Prof. in Bot Ms. B. Tirkey, Asst. Prof. in Chem Smt. N. Swain, Jr. Lect. in Hindi Ms. P.S. Mousumi, Jr. Lect. in Eng Smt. R. Kisan, Jr. Lect. in Odia Sri A. Barik, Faculty of CSC
30	SCIENCE SOCIETY	VP ASSOCIATE	Dr. S. Satpathy, Asst. Prof. in Phy Mrs. L.P. Minz, Lect. in Bot
31	ARTS SOCIETY	VP ASSOCIATES	Dr. S. Modi, Asst. Prof. in Odia Mrs. C. Tirkey, Lect. in Edu Smt. R. Kisan, Jr. Lect. in Odia
32	COMMERCE SOCIETY	VP ASSOCIATES	Sri D.K. Mahanta, Asst. Prof. in Comm Ms. R.L. Barik, Asst. Prof. in Comm Smt. N. Swain, Jr. Lect. in Hindi Smt. R. Kisan, Jr. Lect. in Odia

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33	BOYS COMMON ROOM	VP ASSOCIATES	Sri S. Sa, Asst. Prof. in Odia Sri T. Meher, Asst. prof. in Math
34	GIRLS COMMON ROOM	VP ASSOCIATES	Mrs. M. Baxla, Asst. Prof. in Zool Dr. (Smt.) L. Mohanta, Asst. Prof. in Zool Smt. A. Jain, Jr. Lect. in Eng
35	ALUMNI ASSOCIATION	COORDINATOR MEMBERS	Sri P. Toppo, Asst. Prof. in Eng Dr. (Smt.) R. Oram, Asst. Prof. in Hist Dr. (Smt.) P. Behera, Asst. Prof. in Phil Ms. R.L. Barik, Asst. Prof. in Comm Sri S. Kerketta, Jr. Lect. in Soc
36	PARENTS TEACHER ASSOCIATION	OIC MEMBER	All Bursars All HoDs
37	AUTHORIZED TO SIGNATURE IN CLC & OTHER DOCUMENTS		Administrative Bursar Academic Bursar Accounts Bursar OIC, Examinations
38	NATIONAL SERVICE SCHEME - NSS PROGRAMME OFFICER UNIT-I PROGRAMME OFFICER UNIT-II		Ms. S. Majhi, Asst. Prof. in Bot. Sri S. Sa, Asst. Prof. in Odia
39	YOUTH RED CROSS - YRC	COORDINATOR(S)	Mrs. C. Tirkey, Lect. in Edu Sri A.K. Minz, Asst. Prof. in Phy
40	SOCIAL SERVICE GUILD (SSG) & STUDENTS AID FUND	COORDINATOR ASSOCIATES COORDINATOR	Mrs. M. Baxla, Asst. Prof. in Zool Sri M.T. Tudu, Asst. Prof. in Psy Mrs. G. Beck, Jr. Lect. in Eco Sri S. Kerketta, Jr. Lect. in Soc.
41	NCC	CTO MEMEBER	Ms. U. Sethi, Asst. Prof. in Comm Capt. (Smt.) M. Dash, PET
42	KHUSHI SCHEME	NODAL OFFICER	Mrs. M. Baxla, Asst. Prof. in Zool Ms. U. Sethi, Asst. Prof. in Comm Dr. R. Oram, Asst. Prof. in Hist
43	SELF DEFENSE (GIRLS)	COORDINATOR OIC	Mrs. M. Baxla, Asst. prof. in Zool Smt. N. Swain, Jr. Lect. in Hindi
44	SCHOLARSHIP, STIPEND & OTHERS AIDS	OIC MEMBERS	Mrs. M. Baxla, Asst. Prof. in Zool Sri P. Toppo, Asst. Prof. in Eng Dr. S. Mohapatra, Asst. Prof. in Phy Sri A.K. Minz, Asst. Prof. in Phy Sri T. Meher, Asst. Prof. in Math Sri S. Sa, Asst. Prof. in Odia Mrs. L.P. Minz, Lect. in Bot.
45	CAREER COUNSELLING	COORDINATOR	Ms. S. Majhi, Asst. Prof. in Bot.
46	RAILWAY AND BUS CONCESSION	OIC	Sri M.T. Tudu, Asst. Prof. in Psy Sri S. Sa, Asst. Prof. in Odia
47	TIME TABLE	OIC	Sri A.K. Behera, Asst. Prof. In Math Sri. T. Meher, Asst. Prof. in Math Smt. L.P. Minz, Lect. in Bot Dr. P.D. Mohanty, Faculty in CSC
48	PROCTORIAL SYSTEM/ MENTOR MENTEES	MEMBERS	Mrs. M. Nayak, Asst. Prof. in Bot Sri M.T. Tudu, Asst. Prof. in Psy

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			Dr. S. Mohapatra, Asst. Prof. in Phy Sri A.K. Hota, Jr. Lect. Eco.
49	ABSTRACT OF ATTENDANCE	OIC	Sri M.M. Barik, Asst. Prof. in Chem Dr. B.S. Rout, Asst. Prof. in Comm
50	LESSON PLAN & PROGRESS	OIC	Dr. (Smt.) A. Mohanta, Asst. Prof. in Phy Dr. (Smt.) P. Behera, Asst. Prof. in Phil
51	MO SCHOOL	CONVENER & COORDINATOR MEMBERS	Sri P.K. Sethy, Asst. Prof. in Eng Sri A.K. Behera, Asst. Prof. in Math Mrs. L.P. Minz, Lect. in Bot Mrs. G. Beck, Lect. in Eco.
52	E-GOVERNANCE	COORDINATOR MEMBERS	Sri A.K. Behera, Asst. Prof. in Math Dr. R.R. Das, Asst. Prof. in Phy
53	ECO CLUB	COORDINATOR MEMBERS	Dr. P.K. Swain, Asst. Prof. in Chem Smt. M. Nayak, Asst. Prof. in Bot Mrs. G. Beck, Lect. in Eco Smt. R. Kisan, Jr. Lect. in Odia
54	SOCIAL MEDIA	NODAL OFFICER MEMBERS	Dr. A.K. Jaiswal, Asst. Prof. in CSC Sri D.K. Mahanta, Asst. Prof. in Comm Sri A.K. Hota, Jr. Lect. in Eco.
55	SCHOOL GARDEN & CAMPUS CLEANING	MEMBERS	Smt. M. Nayak, Asst. Prof. in Bot Mrs. M. Baxla, Asst. Prof. in Zool Sri A.K. Minz, Asst. Prof. in Phy Sri T. Meher, Asst. Prof. in Math Mrs. L.P. Minz, Lect. in Bot Ms. P.S. Mousumi, Jr. Lect. in Eng
56	CYCLE STAND & SECURITY		Ms. S. Patra, Asst. Prof. in Phy Mrs. A.J. Kujur, Asst. Prof. in Bot
57	PROF. I/c, STAFF COMMON ROOM	OIC	Sri M.T. Tudu, Asst. Prof. in Psy Dr. P.K. Swain, Asst. Prof. in Chem Ms. P.S. Mousumi, Jr. Lect. in Eng
58	COORDINATOR, IT & BT		Sri A.K. Behera, Asst. Prof. in Math.

This order supersedes all previous orders relating to Extracurricular and Co-curricular activities 2023-24.

Sf
09.01.25
Principal

Memo. No. 97 /GACR, Dt. 09.01.2025
Government Autonomous college, Rourkela

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