



**OFFICE OF THE PRINCIPAL**  
**GOVERNMENT HIGHER SECONDARY SCHOOL, ROURKELA-769004**

No. 3143/GACR

Dt. 28.10.2022

By email/ WhatsApp

**OFFICE ORDER**

The Extracurricular and Co-curricular assignments as detailed below for the Session 2022-23 are 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

	EXTRA CURRICULAR ACTIVITY	NAME OF THE OFFICER(S)
1	COLLEGE ADVISORY BOARD	Sri P.K. Sethy, Asst. Prof. of Stat Smt. M. Nayak, Asst. Prof. of Bot Sri A.K. Behera, Asst. Prof. of Math Sri S. Sa, Asst. Prof. of Odia Mr. P. Toppo, Asst. Prof. of Eng Mr. P. Xess, Asst. Prof. of Eng Sri A.K. Hota, Jr. Lect. in Eco Mrs. C. Tirkey, Jr. Lect. in Edu
2	ADMINISTRATIVE BURSAR	Smt. M. Nayak, Asst. Prof. of Bot
3	ACCOUNTS BURSAR	Sri A K Hota, Jr. Lect. in Eco
4	ACADEMIC BURSAR	Sri A.K. Behera, Asst. Prof. of Math
5	ESTABLISHMENT OFFICER	Mrs. M. Baxla, Asst. Prof. of Zool
6	STAFF COUNCIL SECRETARY	Sri P.K. Sethy, Asst. Prof. of Stat.
7	INTERNAL ASSESSMENT (ANNUAL & TEST) OIC ASSOCIATE	Mr. P. Toppo, Asst. Prof. of Eng Sri A.K. Hota, Jr. Lect. in Eco
8	ADMISSION IN-CHARGE	Sri A.K. Behera, Asst. Prof. of Math
9	COORDINATOR: IT & BT	Sri A.K. Behera, Asst. Prof. of Math
10	LEGAL AND RTI ACT CELL FIRST APPELLATE AUTHORITY PIO ASST. PIO	Sri P.K. Sethy, Asst. Prof. of Stat Sri M.T. Tudu, Asst. Prof. of Psy Dr. P.K. Swain, Asst. Prof. of Chem
11	NSS COORDINATOR ASSOCIATES	Sri S.K. Bag, Asst. Prof. of Zool Sri S. Sa, Asst. Prof. of Odia
12	YOUTH RED CROSS (YRC) COORDINATOR ASSOCIATES	Sri S.K. Bag, Asst. Prof. of Zool Mrs. C. Tirkey, Jr. Lect. in Edu
13	SOCIAL SERVICE GUILD (SSG) & STUDENTS AID FUND COORDINATOR ASSOCIATES	Mrs. M. Baxla, Asst. Prof. of Zool Sri M.T. Tudu, Asst. Prof. of Psy Mr. S. Kerketta, Jr. Lect. in Soc
14	STUDENT'S STIPEND AND SCHOLARSHIP	Mrs. M. Baxla, Asst. Prof. of Zool Sri M. T. Tudu, Asst. Prof. of Psy Mr. P. Toppo, Asst. Prof. of Eng Sri S. Sa, Asst. Prof. of Odia. Mrs. L.P. Minz, Jr. Lect. in Bot Mr. S. Kerketta, Jr. Lect. in Soc
15	NCC OFFICER	Capt. (Smt.) M. Dash, PET, (ANO, NCC)
16	NODAL OFFICER, KHUSHI SCHEME	Mrs. M. Baxla, Asst. Prof. of Zool
17	CAREER COUNSELLING CELL COORDINATOR	SCIENCE ARTS COMMERCE Dr. P.K. Swain, Asst. Prof. of Chem Sri M.T. Tudu, Asst. Prof. of Psy Mr. P. Toppo, Asst. Prof. of Eng

17	AUTHORIZED TO SIGNATURE IN CLC & OTHER DOCUMENTS	Sri P.K. Sethy, Asst. Prof. of Stat Administrative Bursar Academic Bursar Accounts Bursar OIC, Examinations
18	OIC, COLLEGE WEBSITE ONLINE-CUM-LEARNING CLASSES INTERNET SERVER	Sri A.K. Behera, Asst. Prof. of Math Sri A.K. Hota, Jr. Lect. in Eco
19	COORDINATOR, (STOCK, STORE & AMC)	Sri M.T. Tudu, Asst. Prof. of Psy
20	PROF. I/c, COLLEGE CANTEEN	Dr. P.K. Swain, Asst. Prof. of Chem Sri A.K. Hota, Jr. Lect. in Eco
21	DEVELOPMENT COMMITTEE	Principal (Chairperson) All Bursar(s) OIC, Exams. Mr. P. Xess, Asst. Prof. of Eng
22	PLANNING AND EVALUATION COMMITTEE	Smt. M. Nayak, Asst. Prof. of Bot. Sri A.K. Behera, Asst. Prof. of Math Dr. P.K. Swain, Asst. Prof. of Chem. Mr. P. Toppo, Asst. Prof. of Eng Sri A.K. Hota, Jr. Lect. in Eco
23	DISCIPLINE COMMITTEE	Principal (Chairperson) Administrative Bursar Accounts Bursar Academic Bursar Sri M.T. Tudu, Asst. Prof. of Psy Sri P. K. Swain, Asst. Prof. of Chem Mrs. M. Baxla, Asst. Prof. of Zool Mr. P. Xess, Asst. Prof. of Eng Smt. N. Swain, Jr. Lect. in Hindi
24	PURCHASE COMMITTEE	Principal (Chairperson) Administrative Bursar Accounts Bursar Academic Bursar Prof. I/C Examinations Mr. P. Xess, Asst. Prof. of Eng
25	FINANCE COMMITTEE	Principal (Chairperson) Administrative Bursar, Ex-Officio Member Accounts Bursar, Ex-Officio Member Mr. P. Xess, Asst. Prof. of Eng Sri M.T. Tudu, Asst. Prof. of Psy Mrs. M. Baxla, Asst. Prof. of Zool
26	INTERNAL AUDITORS	Smt. M. Nayak, Asst. Prof. of Bot Sri. P.K. Swain, Asst. Prof. of Chem Sri M.T. Tudu, Asst. Prof. of Psy
27	LIBRARY COMMITTEE	Sri M.T. Tudu, Asst. Prof. of Psy Sri S. Sa, Asst. Prof. of Odia Mr. P. Toppo, Asst. Prof. of Eng Smt. N. Swain, Jr. Lect. in Hindi
28	STUDENTS WELFARE COMMITTEE	All Bursar(s) Superintendent of Hostels Asst. Superintendents of Hostels OIC, Exams.
29	COLLEGE FURNITURE COMMITTEE	Sri S.K. Bag, Asst. Prof. of Zool Ms. P.S. Mousumi, Jr. Lect. in English Ms. R. Badaik, Jr. Lect. in Pol. Sc.
30	RESIDENTIAL-CUM-QUARTER ALLOTMENT COMMITTEE	Superintendent of Hostels Asst. Superintendents of Hostels All Bursar(s)
31	MAINTENANCE AND CONSTRUCTION OF COLLEGE BUILDING (PHD, PWD, ELECTRICAL, ETC)	Mr. P. Xess, Asst. Prof. of Eng Dr. P.K. Swain, Asst. Prof. of Chem

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32	CULTURAL ASSOCIATION ASSOCIATES	Sri A.K. Behera, Asst. Prof. of Math Mr. P. Toppo, Asst. Prof. of Eng Mrs. L.P. Minz, Jr. Lect. in Bot Sri A.K. Hota, Jr. Lect. in Eco
33	STUDENT'S GRIEVANCE, APPEAL AND ANTI- RAGGING CELL	Sri P.K. Sethy, Asst. Prof. of Stat. Sri A.K. Behera, Asst. Prof. of Math Sri S.K. Bag, Asst. Prof. of Zool Mr. P. Xess, Asst. Prof. of Eng Mr. P. Toppo, Asst. Prof. of Eng Mr. S. Kerketta, Jr. Lect. in Soc
34	WOMEN'S GRIEVANCE CELL	Mrs. M. Baxla, Asst. Prof. of Zool Smt. N. Swain, Jr. Lect. in Hindi Mrs. L.P. Minz, Jr. Lect. in Bot Mrs. C. Trikey, Jr. Lect. in Edu
35	SC/ST GRIEVANCE CELL	Mrs. C. Trikey, Jr. Lect. in Edu Mr. S. Kerketta, Jr. Lect. in Soc Mrs. L.P. Minz, Jr. Lect. in Bot
36	TIME TABLE AND PROCTORIAL	Sri A.K. Behera, Asst. Prof. of Math Sri A.K. Hota, Jr. Lect. in Eco
37	STUDENT ATTENDANCE	Mr. P. Toppo, Asst. Prof. of Eng Smt. N. Swain, Jr. Lect. in Hindi Ms. P.S. Mousumi, Jr. Lect. in Eng
38	TABULATION  CHIEF TABULATOR  TABULATORS (ARTS)  (SCIENCE)  (COMMERCE)	Mr. P. Toppo, Asst. Prof. of Eng  Sri S. Sa, Asst. Prof. of Odia Mrs. C. Tirkey, Jr. Lect. in Edu Mr. S. Kerketta, Jr. Lect. in Soc  Sri M.T. Tudu, Asst. Prof. of Psy Sri P. K. Swain, Asst. Prof. of Chem Ms. P.S. Mousumi, Jr. Lect. in Eng  Sri S.K. Bag, Asst. Prof. of Zool Smt. N. Swain, Jr. Lect. in Hindi Ms. R. Badaik, Jr. Lect. in Pol. Sc.
39	LESSON PLANS & PROGRESS	Mrs. M. Baxla, Asst. Prof. of Zool Sri A.K. Behera, Asst. Prof. of Math Sri A.K. Hota, Jr. Lect. in Eco Mrs. C. Tirkey, Jr. Lect. in Edu
40	HEALTH CARE UNIT / SANITATION	Mrs. M. Baxla, Asst. Prof. of Zool Mrs. L.P. Minz, Jr. Lect. in Bot Ms. R. Badaik, Jr. Lect. in Pol. Sc.
41	RAILWAY AND BUS CONCESSION	Sri M.T. Tudu, Asst. Prof. of Psy Sri S. Sa, Asst. Prof. of Odia
42	PLANTATION AND GARDENING	Smt. M. Nayak, Asst. Prof. of Bot Mrs. L.P. Minz, Jr. Lect. in Bot
43	SELF DEFENSE OFFICER IN CHARGE	Mrs. M. Baxla, Asst. Prof. of Zool Smt. N. Swain, Jr. Lect. in Hindi
44	COLLEGE CYCLE STAND	Sri S.K. Bag, Asst. Prof. of Zool Sri. M.T. Tudu, Asst. Prof. of Psy
45	PROF. I/c, STAFF COMMON ROOM	Mr. P. Xess, Asst. Prof. of Eng Dr. P.K. Swain, Asst. Prof. of Chem
46	PROF. I/c, E-GOVERNANCE	Sri A.K. Behera, Asst. Prof. of Math Sri N. Swain, Jr. Asst. Prof. of Hindi
47	DRAMATIC SOCIETY VP ASSOCIATE	Sri S. Sa, Asst. Prof. of Odia Smt. N. Swain, Jr. Lect. in Hindi Mr. S. Kerketta, Jr. Lect. in Soc

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48	<b>SCIENCE SOCIETY</b> VP ASSOCIATE	Dr. P.K. Sethy, Asst. Prof. of Stat. Mrs. L.P. Minz, Jr. Lect. in Bot
49	<b>ATHLETIC SOCIETY</b> VP ASSOCIATES	Mr. P. Xess, Asst. Prof. of Eng Mrs. C. Tirkey, Jr. Lect. in Edu Sri. A.K. Hota, Jr. Lect. in Eco Mr. S. Kerketta, Jr. Lect. in Soc Smt. R. Badaik, Jr. Lect. in Pol. Sc.
50	<b>ARTS SOCIETY</b> VP ASSOCIATES	Mr. P. Toppo, Asst. Prof. of Eng Mrs. C. Tirkey, Jr. Lect. in Edu
51	<b>COMMERCE SOCIETY</b> VP ASSOCIATES	Sri A.K. Behera, Asst. Prof. of Math Smt. N. Swain, Jr. Lect. in Hindi Ms. P.S. Mousumi, Jr. Lect. in Eng
52	<b>DSA</b> VP ASSOCIATES	Mr. S. Kerketta, Jr. Lect. in Soc Ms. P.S. Mousumi Jr. Lect. in Eng
53	<b>BOYS COMMON ROOM</b>	Mr. P. Toppo, Asst. Prof. of Eng Mr. S. Kerketta, Jr. Lect. in Soc
54	<b>GIRLS COMMON ROOM</b>	Mrs. M. Baxla, Asst. Prof. of Zool Mrs. C. Tirkey, Jr. Lect. in Edu Ms. P.S. Mousumi, Jr. Lect. in Eng
55	<b>COLLEGE CALENDAR</b> EDITOR IN CHIEF BOARD OF EDITORS	Principal All Bursar (s)
56	<b>COLLEGE MAGAZINE</b> EDITOR IN CHIEF BOARD OF EDITORS	Principal Sri S. Sa, Asst. Prof. of Odia Mr. P. Xess, Asst. Prof. of Eng Smt. N. Swain, Jr. Lect. in Hindi

This order supersedes all previous orders relating to Extracurricular and Co-curricular activities 2021-22.

  
Principal

Memo. No. 3144 /GACR, Dt. 28.10.2022

Copy to person concerned through Emp. Asso. WhatsApp group/ Staff Common Room Guard file / Head Clerk/ Principal's file for information and necessary action.

  
Principal