



OFFICE OF THE PRINCIPAL
GOVERNMENT HIGHER SECONDARY SCHOOL, ROURKELA.769004

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Phone No. 0661.2664586

No. 3459 /GACR

Dt. 09.10.2023

The Extracurricular and Co-curricular assignments as detailed below for the session 2023-24 are as follows. The officers concerned are requested to take over the new assignments 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 the order of seniority

SL. No.	Extra Curricular Activity	Name of the Officer(s)/ Faculties
1	Secretary, Staff Council	Sri P.K. Sethy, Asst. Prof. in Statistics
2	School Advisory Board	01 Sri Mayadhar Barik, Asst. Prof. in Commerce
		02 Mrs. Manisha Nayak, Asst. Prof. in Botany
		03 Sri A.K. Behera, Asst. Prof. in Mathematics
		04 Dr. Sonia, Asst. Prof. in Chemistry
		05 Sri Subnath Sa, Asst. Prof. in Odia
		06 Sri Pradeep Toppo, Asst. Prof. in English
		07 Sri Pradeep Xess, Asst. Prof. in English
		08 Sri A.K. Hota, Junior Lecturer in Economics
		09 Mrs. Chonhati Tirkey, Junior Lecturer in Education
3	Administrative Bursar	Mrs. Manisha Nayak, Asst. Prof. in Botany
4	Accounts Bursar	Sri A.K. Hota, Junior Lecturer in Economics
5	Academic Bursar	Sri A.K. Behera, Asst. Prof. in Mathematics
6	Establishment Officer	Mrs. Mamata Baxla, Asst. Prof. in Zoology
7	Tabulation	
	Chief Tabulator	Sri S.K. Bag, Asst. Prof. in Zoology
	Tabulators	
	ARTS	01 Sri S. Sa, Asst. Prof. in Odia
		02 Mrs. Chonhati Tirkey, Junior Lecturer in Education
		03 Sri Saniram Kerketta, Junior Lecturer in Sociology
	SCIENCE	01 Mrs. L. P. Minz, Junior Lecturer in Botany
		02 Mrs. Rajni Kisan, Junior Lecturer in Odia
		03 Ms. P. Sonali Mousumi, Junior Lecturer in English
	COMMERCE	01 Sri M.T. Tudu, Asst. Prof. in Psychology
		02 Dr. Pankajini Behera, Asst. Prof. in Philosophy
		03 Mrs. Ranjita Badaik, Junior Lecturer in Political Science
	8	Admission In-Charge
9	Admission Committee	
	Chairman	Principal
	Member	01 Admission In-charge (HSS, UG & PG)
		02 Sri A.K. Patel, Asst. Prof. in Mathematics (Nodal Officer)
		03 Dr. (Mrs.) Sasmita Samal, Asst. Prof. in Chemistry
		04 All Bursars of HSS, UG & PG
05 Establishment OIC		
10	Authority & Officers (RTI)	
	Public Authority	Principal, Government Higher Secondary School, Rourkela
	First Appellate Authority	Mrs. Manisha Nayak, Asst. Prof. in Botany
	Public Information Officer Asst. Public Information Officer	Sri M.T. Tudu, Asst. Prof. in Psychology Dr. P.K. Swain, Asst. Prof. in Chemistry

11	Cultural Association Associates		
	Advisor		Sri A.K. Behera, Asst. Prof. in Mathematics
	Associate Advisor	01	Sri Pradeep Toppo, Asst. Prof. in English
		02	Dr. Satyabrata Satapathy, Asst. Prof. in Physics
		03	Ms. Binita Tirkey, Asst. Prof. in Chemistry
		04	Mrs. L.P. Minz, Junior Lecturer in Botany
		Sri A.K. Hota, Junior Lecturer in Economics	
12	Athletic Association		
	Vice President		Sri Pradeep Xess, Asst. Prof. in English
	Associate	01	Sri A.K. Minz, Asst. Prof. in Physics
		02	Mrs. Chonhati Tirkey, Junior Lecturer in Education
		03	Sri Saniram Kerketta, Junior Lecturer in Sociology
		04	Sri A.K. Hota, Junior Lecturer in Sociology
05		Mrs. Ranjita Badaik, Junior Lecturer in Political Science	
13	Day Scholar Association (DSA)		
	Vice President		Sri Saniram Kerketta, Junior Lecturer in Sociology
	Associate Vice President	01	Dr. Prashanta Kumar Maharana, Junior Lecturer in Odia
14	Girl's Common Room		
	Vice President		Mrs. Mamata Baxla, Asst. Prof. in Zoology
			Mrs. Anita Jain, Junior Lecturer in English
15	Boy's Common Room		
	OIC	01	Sri Subnath Sa, Asst. Prof. in Odia
		02	Sri Tarani Meher, Asst. Prof. in Mathematics
16	Arts Society		
	Vice President		Sri Pradeep Toppo, Asst. Prof. in English
	Associate Vice President	01	Mrs. Chonhati Tirkey, Junior Lecturer in Education
02		Mrs. Rajni Kisan, Junior Lecturer in Odia	
17	Science Society		
	Vice President		Dr. Satyabrata Satapathy, Asst. Prof. in Physics
	Associate Vice president		Mrs. L. P. Minz, Junior Lecturer in Botany
18	Commerce Society		
	Vice President		Sri Dhireen Kumar Mahana, Asst. Prof. in Commerce
	Associate Vice President	01	Ms. Usharani Sethi, Asst. Prof. in Commerce
		02	Mrs. Namita Swain, Junior Lecturer in Hindi
03		Ms. P. Sonali Mousumi, Junior Lecturer in English	
19	Discipline Committee		
	Members	01	Principal, GHSSR (Chairperson)
		02	Administrative Bursar (Member)
		03	Academic Bursar (Member)
		04	Account Bursar (Member)
		05	Superintendent of All the Hostels
		06	Sri M. T. Tudu, Asst. Prof. in Psychology
		07	Dr. P.K. Swain, Asst. Prof. in Chemistry
		08	Dr. Ranjana Rani Das, Asst. Prof. in Physics
		09	Sri Ashok Kumar Minz, Asst. Prof. in Physics
20		School Development Committee	
	Members	01	Principal, GHSSR (Chairperson)
		02	Administrative Bursar, Member Secretary
		03	Academic Bursar
		04	Account Bursar
		05	OIC, Exams.
		06	Superintendent of All the Hostels

BKS

21	Purchase Committee		
	Members	01	Principal (Chairperson)
		02	Administrative Bursar, Ex-Officio Member
		03	Account Bursar, Ex-Officio Member
		04	Academic Bursar, Ex-Officio Member
		05	Prof. I/c Examinations
		06	Sri Pradeep Xess, Asst. Prof. in English
		07	Ms. Usharani Sethi, Asst. Prof. in Commerce
22	Local Purchase Committee		
	Members	01	Administrative Bursar
		02	Accounts Bursar
		03	Academic Bursar
		04	OIC, Exams.
23	Anti ragging Cell		
	Chairman	Principal	
	Members	01	Administrative Bursar, Member Secretary
		02	Academic Bursar
		03	Account Bursar
		04	Superintendent & Asst. Superintendent, BH-1
		05	Superintendent & Asst. Superintendent, BH-2
		06	Superintendent & Asst. Superintendent, LH-1
		07	Superintendent & Asst. Superintendent, LH-2
08	Superintendent & Asst. Superintendent, LH-3		
24	Grievance Cell		
	Members	Principal, Chairman	
		01	Administrative Bursar, Member Secretary
		02	Advisor Student's Union
		03	Controller of the Examinations
		04	Academic Bursar
05	Superintendent Boys Hostel-I		
06	Superintendent Girls Hostel-III		
25	Alumni Association		
	Members	OIC	Sri Pradeep Xess, Asst. Prof. in English
		01	Sri Pradeep Toppo, Asst. Prof. in English
		02	Dr. Ranjeeta Oram, Asst. Prof. in History
		03	Dr. Pankajini Behera, Asst. Prof. in Philosophy
04	Sri Saniram Kerketta, Junior Lecturer in Sociology		
26	MO School, Convener & Co-ordinator		
			Sri P. K. Sethy, Asst. Prof. in Statistics
			Sri A.K. Behera, Asst. Prof. in Mathematics
	Members	01	Mrs. L. P. Minz, Junior Lecturer in Botany
		02	Mrs. Gladsy Beck, Junior Lecturer in Economics
		03	Sri A.K. Hota, Junior Lecturer in Economics
04		Sri Saniram Kerketta, Junior Lecturer in Sociology	
05	Dr. Ranjeeta Oram, Asst. Prof. in History		
27	Dramatic Society		
	Co-ordinator	Mrs. Manisha Nayak. Asst. Prof. in Botany	
	Members	01	Sri Pradeep Toppo, Asst. Prof. in English
		02	Dr. Prashanta Kumar Maharana, Junior Lecturer in Odia
		03	Mrs. Namita Swain, Junior Lecturer in Hindi
		04	Ms. P. Sonali Mousumi, Junior Lecturer in English
		05	Mrs. Rajni Kisan, Junior Lecturer in Odia
06	Ms. Binita Tirkey, Asst. Prof. in Chemistry		
28	Proctorial System/ Mentor Mentees		
	Members	01	Mrs. Manisha Nayak, Asst. Prof. in Botany
		02	Sri S.K. Bag, Asst. Prof. in Zoology
		03	Sri M.T. Tudu, Asst. Prof. in Psychology
		04	Dr. Subhajyoti Mohapatra, Asst. Prof. in Physics
		05	Sri A.K. Hota, Junior Lecturer in Economics

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29	Information Technology (IT)			
	OIC		Sri A.K. Behera, Asst. Prof. in Mathematics	
30	Scholarships, Stipend, Others Aids			
	OIC		Mrs. Mamata Baxla, Asst. Prof. in Zoology	
	Members	01		Sri M. T. Tudu, Asst. Prof. in Psychology
		02		Sri Pradeep Toppo, Asst. Prof. in English
		03		Sri Ashok Kumar Minz, Asst. Prof. in Physics
		04		Sri Tarani Meher, Asst. Prof. in Mathematics
		05		Sri Subnath Sa, Asst. Prof. in Odia
06		Mrs. L. P. Minz, Junior Lecturer in Botany		
31	College Garden & Campus Cleaning			
	Members	01		Mrs. Manisha Nayak, Asst. Prof. in Botany
		02		Mrs. Mamata Baxla, Asst. Prof. in Zoology
		03		Sri Ashok Kumar Minz, Asst. Prof. in Physics
		04		Sri Tarani Meher, Asst. Prof. in Mathematics
		05		Mrs. L. P. Minz, Junior Lecturer in Botany
		06		Ms. P. Sonali Mousumi, Junior Lecturer in English
32	National Cadet Corps (NCC)			
	ANO		Capt. Meena Dash	
33	Youth Red Cross			
	OIC		Mrs. Chonhati Tirkey, Junior Lecturer in Education Sri Ashok Kumar Minz, Asst. Prof. in Physics	
34	National Service Scheme (NSS)			
	PO (UNIT)	I		Sri S.K. Bag, Asst. Prof. in Zoology
II			Sri S. Sa, Asst. Prof. in Odia	
35	Cycle Stand & Security			
	Members	01		Sri S.K. Bag, Asst. Prof. in Zoology
		02		Sri M. T. Tudu, Asst. Prof. in Psychology
03			Ms. Santosini Patra, Asst. Prof. in Physics	
36	Self Defense (Girls)			
	OIC	01		Mrs. Mamata Baxla, Asst. Prof. in Zoology
	Member	02		Mrs. Namita Swain, Junior Lecture in Hindi
37	KHUSHI Scheme			
	OIC		Mrs. Mamata Baxla, Asst. Prof. in Zoology	
	Member	01		Dr. Pankajini Behera, Asst. Prof. in Philosophy
02			Mrs. Ranjita Badaik, Junior Lecturer in Political Science	
38	Performance & Progression Tracking Cell			
	OIC	01		Dr. P.K. Swain, Asst. Prof. in Chemistry
39	Bio-Metric Attendance			
	OIC		Mrs. Rameswari Bhoi, Asst. Prof. in Political Science	
40	Abstract of Attendance			
	OIC		Sri Pradeep Toppo, Asst. Prof. in English	
	Members	01		Dr. Satyabrata Satapathy, Asst. Prof. in Physics
		02		Mrs. Namita Swain, Junior Lecturer in Hindi
03			Ms. P. Sonali Mousumi, Junior Lecturer in English	
41	MO SARKAR			
	Nodal Officer		Sri M.M. Barik, Asst. Prof. in Chemistry	
42	E-Governance			
	OIC		Sri A. K. Behera, Asst. Prof. in Mathematics Dr. Ranjana Rani Das. Asst. Prof. in Physics	
43	Implementation of Development Programme			
		01		All Bursars
		02		All HODs & OICs
		03		Superintendent of All the hostels

B.K.S.

Student Information Cell		
44	Members	01 OIC Exams
		02 All the Bursars
		03 Mrs. Gladys Beck, Junior Lecturer in Economics
		04 Ms. Usharani Sethi, Asst. Prof. in Commerce
		05 Mrs. Ranjita Badaik, Junior Lecturer in Political Science
		06 Dr. Sushama Modi, Asst. Prof. in Odia
		07 Dr. Rudra Narayan Padhan, Asst. Prof. in Mathematics
45	Squad Members (Morning Shift)	01 Dr. P.K. Swain, Asst. Prof. in Chemistry
		02 Sri Ajay Kumar Behera, Asst. Prof. in Mathematics
		03 Sri Suresh Kumar Bag, Asst. Prof. in Zoology
		04 Mrs. Manisha Nayak, Asst. Prof. in Botany
		05 Sri A.K. Hota, Junior Lecturer in Economics
		06 Mrs. Gladys Beck, Junior Lecturer in Economics
		07 Mrs. Rajni Kisan, Junior Lecturer in Odia
46	Eco Club	
	Co-ordinator	Dr. P. K. Swain, Asst. Prof. in Chemistry
	Members	01 Mrs. Manisha Nayak, Asst. Prof. in Botany
		02 Mrs. Gladys Beck, Junior Lecturer in Economics
		05 Ms. P. Sonali Mousumi, Junior Lecturer in English
47	Anti Discrimination Cell	
	Co-ordinator	Mrs. Manisha Nayak, Asst. Prof. in Botany
	Members	01 Mrs. Ranjita badaik, Junior Lecturer in Political Science
		02 Ms. Santosini Patra, Asst. Prof. in Physics
		03 Sri Tarani Meher, Asst. Prof. in Mathematics
04 Sri A. K. Hota, Junior Lecturer in Economics		
48	Social Service Grid & Students Aid Fund	
	Co-ordinator	Mrs. Mamata Baxla, Asst. Prof. in Zoology
	Associate Co-ordinator	01 Sri M.T. Tudu, Asst. Prof. in Psychology
		02 Mrs. Gladys Beck, Junior Lecturer in Economics
03 Sri Saniram Kerketta, Junior Lecturer in Sociology		
49	KHUSHI Scheme	
	Nodal Officer	Mrs. Mamata Baxla, Asst. Prof. in Zoology
	Member	01 Ms. Usharani Sethi, Asst. Prof. in Commerce
02 Dr. Ranjeeta Oram, Asst. Prof. in History		
50	Authorized to signature in CLC & other documents	01 Administrative Bursar
		02 Academic Bursar
		03 Accounts Bursar
		04 OIC, Examinations
51	Officer in charge of Social Media	
	Co-ordinator	Dr. Abeg Kumar Jaiswal, Asst. Prof. in Computer Science
	Member	Sri Dhireen Kumar Mahanta, Asst. Prof. in Commerce
Sri A.K. Hota, Junior Lecturer in Economics		
52	Planning & Evaluation Committee	
	Chairperson	Mrs. Manisha Nayak, Asst. Prof. in Botany
	Members	01 Sri A.K. Behera, Asst. Prof. in Mathematics
		02 Dr. P.K. Swain, Asst. Prof. in Chemistry
		03 Sri Pradeep Toppo, Asst. Prof. in English
04 Sri A.K. Hota, Junior Lecturer in Economics		
53	Prof. in Charge of Staff Common Room	
	OIC	01 Sri Pradeep Xess, Asst. Prof. in English
		02 Dr. P.K. Swain, Asst. Prof. in Chemistry

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54	Students Welfare Committee	01	Principal, Chairman
		02	All the Bursars
		03	Superintendent of all the Hostels
		04	Assistant Superintendent of all the Hostels
		05	Controller of the Examinations
55	Parents Teacher Association		
	OIC	All Bursars	
	Members	All HODs	
56	Railway & Bus Concession		
	OIC	01	Sri M.T. Tudu, Asst. Prof. in Psychology
		02	Sri Subnath Sa, Asst. Prof. in Odia
57	Health Care Unit & First Aid Cell		
	OIC	01	Mrs. Mamata Baxla, Asst. Prof. in Zoology
		02	Mrs. L. P. Minz, Junior Lecturer in Botany
03		Mrs. Ranjita Badaik, Junior Lecturer in Political Science	

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


Principal

Memo. No. 3453 / GACR, Dt. 09/10/2023

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