

OFFICE OF THE PRINCIPAL, SALIPUR AUTONOMOUS COLLEGE, SALIPUR
OFFICE ORDER

CO-CURRICULAR DUTY FOR THE SESSION-2026-27

NO 1523 /DT 20/8/2026

(Names not strictly in order of Seniority)

Sl No.	Co-curricular Assignment	NAME
01	Secretary Staff Council Associate	Smt. J.P.Devi, Phy Dr. S.R.Kar, Odia
02	Administrative Bursar Associate	Smt R.Swain, chem. Dr. C.K.Pradhan, Pol.Sc
03	Academic Bursar Associate	Dr. P.K.Jena, Soc Dr. S.S.Mishra, Stat
04	Accounts Bursar Associate	Sri. J.B.Jena, Eco Sri S.K.Pradhan, Com
05	Controller of Examinations/ Deputy Controllers	Mrs. L.P.Das, Phy Dr. P.K.Jena, Soc Sri K.K.Muduli, Stat Mrs. M.Mishra, Com Mrs. L.Mohanty, Math
06	Prof. I/C UGC/MRP/NAAC Associate	Dr. M.Tripathy, Phil. Dr. A.Das, Bot Mrs. L.Mohanty, Math Mr. S.K.Pradhan, Com Mrs. J.Pattnayak, Phy Dr. B.Nayak, Odia Dr. S.Dash, com Dr. A.Roy, Edn Dr. A.Stitapragyan, Eng
07	Prof. I/C of Govt. Funds & Utilisation	Smt. R.Swain, Chem Sri J.B.Jena, Eco Sri R.K.Swain, Math Dr.S.K.Padhy, Sans
08	Affiliation, GIA,GPF and recognition and opening of New Courses	Smt. R.Swain, chem. Sri R.K.Swain, Math
09	Prof. I/C of HIMS/HRMS/CAPA	Mrs.S.Dash, Com(HIMS) Sri T.Kalia Rao, Math(HRMS) Sri S.K.Pradhan, Com(CAPA)
10	Prof. I/C of +2,+3,PG Admission	Sri N.S.K. Sahoo, Phy(+2) Dr. S.K.Padhi, Sans(+3) Sri P.K.Sahoo, Math(PG)
11	Prof. I/C of Construction(Govt/College) Associate	Sri R.K.Swain, Math Dr. S.K.Padhi, Sans Sri D.Nayak, Phy
12	Prof. I/C of Maintenance	Sri J.J.Pattnaik, Soc Sri.N.Mishra, Pol.Sc
13	Prof. I/C of Library Associate	Dr. S.R.Kar, Odia Dr. A.Hassan, Bot

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14	Prof. I/C of Time Table Associates	Sri R.K.Swain, Math Sri P.K.Sahoo, Math Sri C.Das, Com Miss M.P.Mallik, Hist
15	Prof. I/C of Lesson Plan/Lesson notes	Smt P.Pattnayak, Zool(+2) Sri D.K.Nayak, Phy(+3)
16	Prof. I/C of Student Grievance Redressal Cell	Sri Aswini Kumar Sahoo, Odia
17	Prof. I/C of College Garden/Plantation/Eco Club	Dr. A.Das, Bot Miss C.Sahoo, Chem
18	Prof. I/c of Scholarship	B.L.Chhatter, Zool
19	Prof. I/C of RTI	Dr. P.K.Jena, Sco(1st Appellate) Miss S.S.Jena, Pol.Sc(PIO)

Professor In Charge

20	Self Financing Courses	Smt R.Swain, Chem
21	Cycle Stand	Sri M.K.Behera, Eng
22	College Website/Computer/WIFI	Smt J.Pattnayak, Phy, Miss. B.L.Chhattar, Zool
23	Campus Care /Cleaning	NCC/NSS/YRC/R & R/Scout (Co-ordinator)
24	Research Journal	Dr. A.Hassan, Zool
25	College Magazine(Chief Associate)	Dr. S.R.Kar, Odia Dr. A.Hassan, Zool Dr. B.Nayak, Odia Lt S.T.Achary, Eng
26	Press Publication	Dr. B.Nayak, Odia Sri S.Nayak, Eng
27	General Stock & Balance	Mrs. R.Swain, Chem Sri R.R.Aich, Eng
28	College Canteen	Sri J.B.Jana, Eco
29	Staff Common Room	Mrs. K.Mallik, Odia
30	Girls Common Room	Miss P.M.Chhatoi, Edn
31	Boys Common Room	Sk. Ebrar Ahemad, Eng
31	MS Auditorium/Conference Hall/Smart Class Room	Sri D.K.Nayak, Phy Sri T.Kalia Rao, Math Sri S.N.Pattnayak, SAMS

Co-ordinators/Nodal Officers

32	IQAC Co-ordinator Associates	Dr. M.Tripathy, Phil All Associates of NAAC
33	IDP, DBT, OHEPEE	Mrs. M.Mishra, Com Sri N.S.Mishra, Pol.Sc
34	AEDP	Sri R.K.Swain, Math
35	Bajaj Finservs Associates	Miss C.Sahoo, Chem
36	Coursera Associate	Miss S.Ghose, Edn
37	SWAYAM & ASP	Sri N.S.K.Sahoo, Phy Sri P.K.Sahoo, Math
38	PMIS/GFTN	Sri S.K.Pradhan, Com
39	Innovative & Startup, Career Counselling & Placement Cell	Mrs. S.Nayak, Bot Mrs. M.Mishra, Com T.Kalia Rao, Math Dr. H.Maharana, Odia

40	YRC(+2 & +3) Counsellor	Miss K.Das, Eco(+3 Wing) Sri S.Nayak, Eng(+3Wing) Mrs. R.Pradhan,Hist(+2 wing) Sri R.R Aich, Eng(+2 Wing)
41	NSS	Dr. A.Stitapragyan, Eng(+3 wing) Sri H.K.Maharana,Odia(+2 wing)
42	NCC (Boys) NCC(Girls)	Lt. J.J.Pattnayak, soc Lt. S.T.Achary, Eng
43	Rover Leader	Sri A.K.Nayak, Sans
44	Ranger Leader	Mrs. S.M.Sarangi, H.Sc
45	YOGA	Dr. A.Stitapragyan, Eng
46	OSOU	Dr. P.K.Mohapatra, (Guest Faculty Edn)
47	IGONU	Mrs. S.Nayak, Bot
48	Shaktishree Sanjojika/ Self Defence Associates	Miss R.Nayak, Pol.Sc Mrs. S.M.Sarangi, H.Sc Lt. S.T.Achary, Eng Dr. A.Stitapragyan, Eng
49	Ama College Ama Gourav	Dr. S.P.Moahty, Odia Sri K.K.Mishra,Eco
50	Vice President Associate Athletic Club	Lt J.J Pattnaik, Soc Sri N.S.Mishra, Pol.Sc Dr. C.K.Pradhan, Pol.Sc Dr. S.P.Mohanty, Odia
51	Cultural Club	Dr. Dr. B.Nayak, Odia Md. N.Hoda, Eco
52	Electoral Club	Sri M.K.Behera, Eng
53	Science Society Arts Society Commerce Society	Mrs. L.P.Das, Phy Dr. P.K.Jena, Soc Dr. H.K. Moharana, Odia Mrs. M.Mishra, Com Mrs. S.Barik, Com
54	Advisor Student Council	Sri N.S.Mishra, Pol.Sc Miss R.Pradhan, Hist Sri S.Nayak, eng
55	Vice President Cultural Club	Dr. S.S.Mishra, Stat Mr. K.Das, Eco
56	Superintendents Ladies Hostel Boys Hostel	Dr. A.Roy, Edn Miss. R.Nayak, Pol.Sc Dr. S.K.Padhi, Sans Sri N.S.K. Sahoo, Phy

Committee

57	College Development Council	All Bursars, IQAC-coordinator All superintendents Controller Vice President
58	Discipline Committee Convenor Associate	Mrs. R.Swain, Chem Sri J.B.Jena, Eco Dr. S.K.Padhi, Sans Lt. J.J.Pattnaik, Soc Dr. S.S. Mishra, Stat
59	Budget Committee Convenor Associate	Accounts Bursar Controller

Principal

		Administrative Bursar, AEDP Co-ordinator Academic Bursar IQAC Coordinator +2 Exam Head Library Head Head Clerk Accountant
60	ICC Committee	Mrs. J.P.Devi, Phy (Chairperson) Dr. A.Hasan, Zool (Member) Dr. M.Tripathy, Phil(Member) Dr. B.Nayak, Odia(Member) Dr.S.K.Pradhan, Com(Member)
61	Anti Ragging /Sexual Harassment Cell	Mrs. R.Swain, Chem Mrs. P.Pattnayak, Zool Smt R.Panigrahi, Eco Sri A.K.Sahoo, Odia
62	Planning Board Convenor	Dr. P.K.jena, Soc Mrs. L.P.Das, Phy(Member) Dr. M.Tripathy, Phil(Member) All Bursars(Members)
63	Library Committee	All HODs
64	Admission Committee	Dr. P.Pattnayak Lt. S.T.Achary, Eng Mrs. A.Roy, Edn Sri S.N.Pattnayak, SAMS
65	Purchase Committee	All Bursar Controller of Exam Dr. S.K.PAdhi, Sans Dr. M.Tripathy, Phil Prof. I/C Maintenance Head Clerk Accountant
66	Examination Committee(Autonomous)	Controller of Exams. All Bursars Dr. M.Tripathy, Phil Sri R.Swain, Math Dr. S.K.Padhi, Sans HOD Com
67	Academic Review (HSS)	Administrative Bursar Academic Bursar IQAC Co-ordinator
68	Syllabus Committee	Controller of Exam IQAC Co-ordinator All HODs
69	Construction/Maintenance Committee	Sri R.K.Swain, Math Dr. S.K.Padhi, Sans Sri J.J.Pattnaik, Soc Associate Accounts Bursar
70	Porf. I/C and Exam(HSS)	Dr. S.K.Padhi, Sans Smt S.Nayak, Bot Sri T.Kalia Rao, Math Sri C.K.Das, Com Sri M.K.Behera, Eng

71	Attendance(+2) Tabulation(+2) Associates	Chief Co-ordinator-Sri N.Satapathy, Voc(+2 & +3) Mrs. Pooja Pattnayak, Zool Miss S.Biswal, Math(Science) Miss S.S.Bal, Chem(Science) Miss N.Dash, Sans(Arts) Miss P.Chhatoi,End(Arts) Mrs. S.Das, Com(Commerce) Mrs. S.Muduli, Com(Commerce)
72	Attendance(+3)	Dr. D.K.Nayak, Phy Miss P.Lenka, Eng Mrs. S.Sethi, Odia Miss T.Mohapatra, Stat
73	Alumni Association Committee Convenor Members	Dr. S.R.Kar, Odia Mrs. R. Panigrahi, Eco Sri K.K.Mishra, Eco Sri S.K.Pradhan, Com Mrs. S.Barik, Com
74	Research Advisor Committee Members	Dr. A.Hassan, Zool(Convenor) One Member nominated by HOD of each Department
75	Student Welfare Committee	B.L.Chhatar, Zool Sri R.R.Aich, Eng Sri D.P.Sarangi,Eco Mrs. S.Parween,Phil
76	Anit Ragging Squard	Sri S.K.Pradhan , Com Sri A.K.Sahoo, Odia Dr. C.K.Pradhan, Pol.Sc Dr. A.K.Sahoo, Chem
77	Anti Ragging Monitoring Cell	Dr. P.K.Jena, Soc Mrs M.Mishra, Com Dr. M.Tripathy, Phil Mrs. P.Pattnayak, Zool
78	Students Grievance Redressal Committee	Mrs. R.Swain, Admin. Bursar Mrs. J.P.Devi, Phy Sri J.B.Jena, Eco Mrs. L.P.Das, Phy Dr. M.Tripathy, Phil Mrs. J.Lenka, HC

The Members of faculty mentioned above are advised to take over their assignments and perform such duties with immediate effect in the place/ Office/sections to co-operate in the smooth administration.

DR. Manoja Manjari Swain
Principal

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