

**GOVERNMENT WOMEN'S JUNIOR COLLEGE, SUNDARGARH**  
Distribution of Co-curricular activities (+2) for the session 2018-19

Office Order No. 285 //Dated the. 20-06-2018

<u>Sl.No.</u>	<u>Co-curricular Activity</u>		<u>Name of the Officer</u>
1	Secretary, Staff Council		Smt.S.R.Patel, Jr. Lect. in Eng
2	Administrative Bursar		Smt.S.R.Patel, Jr. Lect. in Eng
3	Account Bursar		Dr.S.K.Behera, Jr. Lect. in Maths
4	Academic Bursar		Dr.S.N.Swain, Jr. Lect. in Chem
5	Cultural Association	V.P. A.V.P.	Smt.P.Patra. Jr.Lect. in Odia Smt. N.Bhitria, Jr. Lect. in Hist.
6	Athletic Association	V.P. A.V.P.	Miss.S.Kujur, Jr. Lect. in P.Sc. Smt.C.L.Naik , Jr. Lect. in H.Sc
7	Dramatic Association	V.P. A.V.P.	Smt.C.Naik, Jr. Lect. in H.Sc(Ad-hoc) Miss.R.Behera , Jr. Lect. in Bot.
8	Day-Scholar Association	V.P. A.V.P.	Miss.N.Bhitria, Jr. Lect. in Hist. Smt.T.R.Behera , Jr. Lect. in Eng.
9	Literary Society	V.P. A.V.P.	Dr.S.K.Behera, Jr. Lect. in Maths Miss.R.Behera , Jr. Lect. in Bot.
10	Science Society	V.P. A.V.P.	Dr.S.N.Swain, Jr. Lect. in Chem. Miss.R.Behera , Jr. Lect. in Bot.
11	Girls Common Room	V.P. A.V.P.	Smt.T.R.Behera , Jr. Lect. in Eng Miss.N.Bhitria, Jr. Lect. in Hist.
12	College Magazine Editorial Board		Smt.T.R.Behera. Jr.Lect. in Eng Miss.S.Kujur, Jr.Lect. in P.Sc
13	College Calendar Editorial Board		Dr.S.N.Swain, Jr. Lect. in Chem Smt.T.R.Behera , Jr. Lect. in Eng
14	College Library		Smt.P.Patra , Jr. Lect. in Odia Miss.R.Behera , Jr. Lect. in Bot.
15	OIC Time Table		Dr.S.N.Swain, Jr. Lect. in Chem Dr.S.K.Behera, Jr. Lect. in Maths
16	Faculty Improvement		Miss.N.Bhitria. Jr.Lect. in Hist. Smt.T.R.Behera , Jr. Lect. in Eng

17	Development Committee	All Bursars
18	Junior Red Cross	Miss.N.Bhitria. Jr.Lect. in Hist.
19	Students Attendance	Academic Bursar (Co-ordinator)
20	Project Work (Environmental. Edn.)	Dr.S.N.Swain, Jr. Lect. in Chem Smt.T.R.Behera , Jr. Lect. in Eng.
21	Social Service Guild	Dr.S.K.Behera, Jr. Lect. in Maths.
22	Students Aid Fund & Teachers Welfare	Account Bursar
23	College Data Collection, Processing & Information	Smt.P.Patra. Jr.Lect. in Odia Miss.N.Bhitria. Jr.Lect. in Hist.
24	College Annual Report Writing	Smt.S.R.Patel, Jr. Lect. in Eng. Smt.P.Patra. Jr.Lect. in Odia.
25	College Furniture	Smt.C.Naik , Jr.Lect. in H.Sc. (Ad-hoc) Miss.S.Kujur. Jr.Lect. in PSc
26	College land/Building (Maintenance & Renovation) /GED/PHD/ Infrastructural Development	Smt.P.Patra, Jr. Lect. in Odia Sri.R.C.Patel, Head Clerk
27	Teachers' Seminar/Conference/ Workshop/Orientation Programme	Dr.S.N.Swain, Jr. Lect. in Chem Miss.S.Kujur. Jr.Lect. in PSc
28	Teachers' Research/Innovation Programme	Dr.S.K.Behera, Jr. Lect. in Maths
29	College Campus Garden /Cleaning	Miss.S.Kujur, Jr. Lect. in P.Sc Miss.N.Bhitria. Jr.Lect. in Hist
30	Post Metric Scholarship	Miss.S.Kujur. Jr.Lect. in PSc Miss.N.Bhitria. Jr.Lect. in Hist
31	Computer Education & Computer System	Smt.T.R.Behera. Jr.Lect. in Eng
32	Proctorial System (Grouping)	Smt.N.Bhitria. Jr.Lect. in Hist Dr.S.K.Behera, Jr. Lect. in Maths
33	Issue of C.L.C/Conduct Certificate etc.	Dr.S.N.Swain , Jr. Lect. in Chem.

34	Public Information Officer (PIO)	Dr.S.N.Swain, Jr. Lect. in Chem
35	Staff Club Secretary	Smt. C.L.Naik, Jr. Lect. in H.Sc
36	Women's Hostel Asst.Superintendent	Smt.P.Patra, Jr. Lect. in Odia Miss.R.Behera ,Jr. Lect. in Bot
37	OIC Admission	Smt.P.Patra, Jr. Lect. in Odia

**38..EXAMINATION CELL**

		Smt.N.Bhitria. Jr.Lect. in Hist. (OIC) Dr.S.K.Behera. Jr.Lect. in Maths(Dy. oic)
39	College Examination Tabulators	+2 1 <sup>st</sup> year Arts Miss.R.Behera , Jr. Lect. in Bot +2 2 <sup>nd</sup> year Arts Smt.T.R.Behera, Jr. Lect. in Eng +2 1 <sup>st</sup> year Science Smt.C.L.Naik , Jr. Lect. in H.Sc +2 2 <sup>nd</sup> year Science Dr.S.K.Behera , Jr. Lect. in maths
40	Purchase Committee	All Bursars
41	Disciplinary Committee	Smt.S.R.Patel, Jr. Lect. in Eng Smt.P.Patra. Jr.Lect. in Odia Dr.S.N.Swain, Jr. Lect. in Chem
42	Students Grievance Redressal Cell	Smt.S.R.Patel, Jr. Lect. in Eng Smt.P.Patra. Jr.Lect. in Odia Dr.S.N.Swain, Jr. Lect. in Chem
43	Student Career Guidance & Counseling Cell	Dr.S.N.Swain, Jr. Lect. in Chem Smt.T.R.Behera , Jr. Lect. in Eng.
44	Hygiene/Sanitation/ Campus Cleaning	Smt.S.R.Patel, Jr. Lect. in Eng. Smt.C.Naik, Jr. Lect. in H.Sc. (Ad-hoc)
45	Anti Ragging Cell & Anti Sexual Harassment Cell	Smt.S.R.Patel, Jr. Lect. in Eng. Smt.P.Patra. Jr.Lect. in Odia Smt.C.Naik, Jr. Lect. in H.Sc. (Ad-hoc)
46	ST/SC Cell	Miss.S.Kujur , Jr.Lect. in P.Sc Smt.N.Bhitria , Jr. Lect. in Hist.

48	HRMS & WEBSITE	Dr.S.K.Behera , Jr. Lect. in Maths.
49	Residential Committee	All Suptds & All Bursars
50	Parents & Teachers Meeting	Dr.S.N.Swain, Jr. Lect. in Chem. Smt.T.R.Behera , Jr. Lect. in Eng.

**N.B.:**

- . All staff members are requested to assume their respective work scrupulously.
- . Seniority of staff has not been maintained strictly, due to certain difficulties faced while distributing co-curricular activities, which may please be ignored.
- . This notification may be treated as deemed to have come into force with immediate effect.
- . Lapses & laxity in this regard will be viewed seriously.

  
 Principal, I/C  
 Govt .Women's Jr. College, Sundargarh

Memo No. 286//Dated the. 20-06-2018

Copy to Notice Board/SCR Guard file/All teaching staff of +2 wing/ Sri.H.C.Patel, Sr.Clerk /Sri.R.Bagh, Jr.Clerk/ Smt.C.Dutta,Jr. Lib. /Smt.V.Lakra,Demon/ Sri.M.Bhoi, L.A./ Principal's file /Office Guard file for information and necessary action.

  
 Principal, I/C  
 Govt. Women's Jr. College, Sundargarh