

GOVERNMENT WOMEN'S JUNIOR COLLEGE, SUNDARGARH

Distribution of Co-curricular activities (+2) for the session 2016-17

Office Order No. //Dated the.

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

		Miss.N.Bhitria. Jr.Lect. in Hist.
17	Development Committee	1. Sri.S.K.Patel, Assistant Prof ; Edn <u>Administrative Bursar (Convenor)</u> Dr.S.N.Swain, Jr. Lect. in
Chem		<u>Academic Bursar</u> Smt.S.R.Patel, Jr. Lect. in Eng.
		<u>Account Bursar</u>
18	Junior Red Cross	Miss.N.Bhitria. Jr.Lect. in Hist. Smt.M.Dash, P.E.T
19	Students Attendance	Academic Bursar (Co-ordinator)
20	Project Work (Environmental. Edn.)	Smt.S.P.Dash , Jr. Lect. in Zool.. Dr.S.N.Swain, Jr. Lect. in Chem
21	Social Service Guild	Smt. A.Tirkey, Jr. Lect. in Eco.
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.P.Patra. Jr.Lect. in Odia Miss.N.Bhitria. Jr.Lect. in Hist.
25	College Furniture	Sri.S.K.Patel, Assistant Prof ; Edn Miss.S.Kujur. Jr.Lect. in PSc
26	College land/Building (Maintenance & Renovation) /GED/PHD/ Infrastructural Development	Sri.S.K.Patel, Assistant Prof ; Edn Sri.H.C.Patel, Sr. 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.N.Swain, Jr. Lect. in Chem
29	College Campus Garden Co-ordinator	Smt. A.Tirkey, Jr. Lect. in Eco.

		Miss.N.Bhitria. Jr.Lect. in Hist
30	Post Metric Scholarship	Miss.T.Lakra, Jr. Lect. in Bot. Miss.S.Kujur. Jr.Lect. in PSc
31	Computer Education & Computer System	Miss.S.Kujur. Jr.Lect. in PSc
32	Proctorial System (Grouping)	Smt.C.Naik, Jr. Lect. in H.Sc.
33	Issue of C.L.C/Conduct Certificate etc.	Sri.S.K.Patel, Assistant Prof ; Edn
34	Public Information Officer (PIO) (APIO)	Dr.S.N.Swain, Jr. Lect. in Chem Miss.S.Kujur. Jr.Lect. in PSc
35	Staff Club Secretary Joint Secretary	Miss.T.Lakra, Jr. Lect. in Bot. Miss.S.Kujur. Jr.Lect. in PSc
36	Women's Hostel Superintendent Asst.Superintendent	Smt.S.Hasda. Assistant Prof ; Eng Smt.P.Patra, Jr. Lect. in Odia Smt.A.Tirkey,Jr. Lect. in Eco
37	OIC Admission	Sri.S.K.Patel, Assistant Prof ; Edn
	<u>38..EXAMINATION CELL</u>	Miss.T.Lakra, Jr. Lect. in Bot. (OIC) Miss.S.Kujur. Jr.Lect. in PSc (Dy. oc
39	College Examination Tabulators	<u>+2 1st year Arts</u> Smt.P.Patra. Jr.Lect. in Odia <u>+2 2nd year Arts</u> Smt. A.Tirkey, Jr. Lect. in Eco. <u>+2 1st year Science</u> Smt.S.P.Das , Jr. Lect. in Zool. <u>+2 2nd year Science</u> Dr.S.N.Swain, Jr. Lect. in Chem
40	Purchase Committee	Account Bursar (Convener) Administrative Bursar Miss.T.Lakra, Jr.Lect. in Bot..(Mem)
41	Disciplinary Committee	Sri.S.K.Patel, Assistant Prof ; Edn Smt.S.P.Dash , Jr. Lect. in Zool Miss.T.Lakra, Jr.Lect. in Bot
42	Students Grievance Redressal Cell	Sri.S.K.Patel, Assistant Prof ; Edn Smt.C.Naik, Jr. Lect. in H.Sc

43	Student Career Guidance & Counseling Cell	Smt.P.Patra. Jr.Lect. in Odia Miss.N.Bhitria. Jr.Lect. in Hist
44	Hygiene/Sanitation/ Campus Cleaning	Smt.C.Naik, Jr. Lect. in H.Sc. .
45	Remedial Coaching Cell	Administrative Bursar Academic Bursar Account Bursar
46	Anti Ragging Cell & Anti Sexual Harassment Cell	Smt.S.R.Patel, Jr. Lect. in Eng. Smt.C.Naik, Jr. Lect. in H.Sc. Miss.S.Kujur. Jr.Lect. in PSc
47	ST/SC Cell Eco.	Miss.T.Lakra, Jr. Lect. in Bot.. Smt.A.Tirkey ,Jr.Lect. in
48	HRMS	Smt.S.P.Dash , Jr. Lect. in Zool.

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. //Dated the.

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.M.Dash, PET/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