

CO-CURRICULAR ACTIVITIES FOR THE ACADEMIC SESSION 2024-25
NIGAMANANDA MAHILA MAHAVIDYALAYA, CHARICHHAK, PURI.

Office Order No.....

Date.....

Staff Members are assigned co-curricular activities for the session 2025-26 as per the details furnished here.

1. Nigamananda Higher Secondary School I/C-
SmtPuspamitraPattanayak, Reader(SS) in Pol Sc

2. Administrative Bursar:- Dr.Ashok Kumar Biswal, Reader in Psychology
Associate Administrative Bursar:-DrShreelakhaNayak, Lect in Edn.

3. Academic Bursar :- SmtKananbala Nanda, Lect in English
Associate: - Sri Jeeban Dash, Lect in Sans
Sri SwayamBikashRath, Lect in I T

4. Accounts Bursar: - MajPuspalataDutta, Lect in History
Associate: SriSuresh ChKar, Lect in Commerce

4. Co-ordinator NAAC and IQAC- DrPurnimaMohanty, Lect in Sanskrit

Associates: -MajPuspalataDutta, Lect in History

DrShreelekhaNayak, Lect in Education

SmtSharmistharaniSahoo, Lect in Odia

SmtSulochanaSahoo, Lect in History

SmtSangeetaDash, Lect in English

Sri JogendraMunda, Lect in Economics

DrKirtimayeeRoutraya, Lect in Pol Sc

Sri Pratap Ku Panigrahi, Demon in Psychology

Sri Swadhin Ku Nayak, Computer Programmer

Sri Anil KumarMohapatra, Jr Clerk

Sri DibakarBehera, DEO

SmtAmitaSenapati, DEO

5. Income Tax: - SmtSangeetaDash, Lect in English
JogendraMunda, Lect in Economics

6. Examination: - Dr Ashok Ku Biswal, Reader in Psychology

Associate: -SmtSulochanaSahoo, Lect in History

Sri PurnaChandaBiswal, Lect in Zoology

Sri Jeeban Dash, Let in Sanskrit

Sri Suresh Chandra Kar, Lect in Comm

SmtAmitaSenapati, DEO

7. Library In-Charge: SmtDrSarmistharaniMohanty, Lect in Odia
Associate : Sri Bijay Kumar Pradhan, Asst Librarian

8. Campus Development:-DrPurnimaMohanty, Lect in Sanskrit

Associate:-Sri Purna Chandra Biswal, Lect in Zoology

Sri UmakantaSwai, Lect in Physics

Sri Pratap Ku Panigrahi, Demon in Psychology

9. Salary Bill & Official Attach:-MajPuspalataDutta, Lect in History

Associate: Sri Pratap Ku Panigrahi, Demon. In Psy

SmtParbatiParida, PET

Sri Jogesh Chandra Mohanty, Junior Clerk

10. Cultural Activities: SmtItishreeSahoo, Lect in English

Associate: SmtSipraraniMohapatra, Lect in Pol Sc

SmtMadhumita Dei, Lect in Psy

SmtMadhusmitaPatra, Lect in Psy

SmtJyotirmayeeMohanty, Lect in Chemistry

Miss Puja Behera, Lect in Sanskrit

SmtParbatiParida, PET

Sri Subash Chandra Jena, Demon in Chemistry

11. Celebration of National Days & Others:-SmtItishreeSahoo, OIC Cultural and all Associates

MajPuspalataDutta, NCC

DrShreelekhaNayak, YRC

SmtMadhusmitaMohapatra, NSS

Associate: Sri DibakarBehera, DEO

SmtAmitaSenapati, DEO

11. Construction and Repair: -SmtPuspamitraPattanayak, +2 I/C

Dr Ashok Ku Biswal, Adm Bursar

SmtKanabala Nanda, Academic Bursar, Degree

Prof SipraraniMohapatra, Academic Bursar, +2

MajPuspalataDutta, Account Bursar, Degree

DrShreelekhaNayak, Account Bursar, +2

MdAnaruleHaque, Lect in Computer Sc

Sri Pratap Ku Panigrahi, Demon Psychology

Sri Anil Ku Mohapatra, Jr Clerk

12. Store & Stock:- Sri SwayamBikashRath, Lect in IT

Associate Sri Jeeban Dash, Lect in Sanskrit

SmtParbatiParida, PET

SmtSuchitraNayak, Demon in Physics

SmtShankhalta Mishra, Jr Clerk

SmtAmitaSenapati, DEO

13. Electricity & Gas: -Sri AbhramMoharana, Lect in Economics

Sri UmakantaSwain, Lect in Physics

Pratap Ku Panigrahi, Demon in Psychology

Sri PitabasPatra, Jr Clerk

14. Water Supply & Sanitation:-Sri Samapta Ku Mohanty, Lect in English

Sri Basnta Ku Panda, Lect in Chemistry

SmtSulagnaMohapatra, Demon in Chemistry

SmtRupashreeBaral, Demon Education

SmtSuchitraNayak, Demon in Physics

15. YouthRed Cross:-DrShreelekhaNayak, Lect in Education

16. Furniture: SmtMadhumita Dei, Lect in Psychology

Associate:-SmtKalpana Das, Lect in Psychology

SmtJyotirmayeeMohanty, Lect in Chemistry

Sri SabyasachiNayak, Demon in Botany

17. Academic Calendar:SmtKanabala Nanda, Lect in English

Associate:SmtSipra Rani Mohapatra, Lect in Pol Sc

SmtSulochanaSahoo, Lect in History

18. Career Counseling:- **SmtSipra Rani Mohapatra, Lect in Pol Sc**
SmtItishreeSahoo, Lect in English

OIC NCC/NSS/YRC

19. Website Supervision:MdAnjaruleHaque, Lect in Computer Sc

Associate:SwayamBikashrath, Lect in IT

Sri SwadhinNayak, Computer Programmer

Sri DibakarBehera, DEO

20. Land Record:- **Sri Pratap Ku Panigrahi,Demon in Psychology**

Sri Bijay Ku Pradhan, Asst Librarian

Sri SubashCh Jena, Demon in Chemistry

Sri PitabasPatra, Jr Clerk

21. Press & Mass Media:- Sri Jeeban Dash, Lect in Sanskrit

Sri Samapta Ku Mohanty, Lect in English

Sri SabyasachiNayak, Demon in Botany

Sri SwadhinNayak, Computer Programmer

22. Ragging Squad:-SmtKananbala Nanda, Acadmic Bursar

SmtItishreeSahoo, Lect in English

SmtKalyani Swain, Lect in Odia

Smt Anita Biswal, Lect in Sanskrit

23. Sports and Game:-Dr.ShreelekhaNayak, Lect in Education

Associate : Smt. ParbatiParida, PET

Miss MenakaNayak, Lect in Botany

SmtPrabhasiniSahoo, Lect in Math

Sri Basanta Ku Panda, Lect in Chemistry

Sri Narasingh Prasad Rath, Demon in Physics

Sri Jogesh Chandra Mohanty, Jr Clerk

24. Girls Common Room:-SmtBijaylaxmi Mishra, Lect in Pol Sc

SmtSeema Rani Ojha, Lect in Psychology

Miss SunitaNaik, Lect in Odia

Smt Puja Behera, Lect in Sanskrit

25. Science Society:- **Sri PurnaChBiswal, Lect in Zoology**

Sri Umakanta Swain, Lect in Physics

Sri AnathCharanBiswal, Lect in Physics

SmtMadhusmitaMohanty, Lect in Zoology

26. +3 Admission In-Charge:-SmtSipra Rani Mohaptra, Lect in Pol Sc

AssociateSmtKalpana Das, Lect in Psy

Sri Ranjan Ku Bastia, Lect in Math

Sri AbhiramMoharana,Lect in Economics

Sri AnathaChBiswal, Lect in Phy

SmtAmitaSenapati, DEO

Sri PitabasPatra, Jr Clerk

SmtSusantiBarik, Lab Attend.

SmtTatanPatra, Lab Attend.

SmtSulochanaBiswal, Lab Attend

27. Scholarship & Stipend:-MajPuspalataDutta,Lect in History

Pratap Ku Panigrahi, Demon in Psychology

Sri Anil Ku Mohapatra, Jr Clerk

SmtAmitaSenapati, DEO

28. Daily Maintenance & Repairing of Equipment & Civil Works:-Sri Ranjan Ku Bastia, Lect in Math

Associate

Sri Pratap Ku Panigrahi, Demon in Psychology

Sri Rajesh Ku Dutta, Demon in IT

29. Time Table & Work Load: -DrShreelekhaNayak, Lect in Education

Associate Sri Suresh ChKar, Lect in Commerce

Sri AnathChBiswal, Lect in Physics

Sri JyotirmayeeMohanty, Lect in Chemistry

30. Staff Common Room: -SmtSulochonaSahoo, Lect in History

SmtItishreeSahoo, Lect in English

SmtBijaylaxmi Mishra, Lect in Pol Sc

SmtKalyani Swain, Lect in Odia

31. All Meeting Arrangement: - Sri Samapta Ku Mohanty, Lect in English

Sri SwadhinNayak, Computer Programmer

Sri AmritPattnayak, Demon in Edn

SmtAmitaSenapati, DEO

Sri DibakarBehera, DEO

32. Alumni Association:-DrPurnimaMohanty, Lect in Sanskrit

SmtSangeeta Dash, Lect in English

DrKirtimayeeRoutraya, Lect in Pol Sc

33. RTI Cell: -PIO:SmtItishreeSahoo, Lect in English

Associate PIO: Sri SwayamBikashRath, Lect I T

34. Legal Matters: -SmtItishreeSahoo, Lect in English

Sri SubhransuSekhar Jena, Demon in Zoology

35. Abstract of Attendance: - Sri JogeswarMunda, Lect in Economics

Associates

All HOD

Sri DibakarBehera

36. Proctorial System and Guardian Correspondence: -SmtKananbala Nada, Lect in English

Associate Sri SwayamBikashRath, Lect in IT

Sri Samapta Kumar Mohanty, Lect in English

Sri Suresh ChKar, Lect in Comm

SmtParbatiParida, PET

Sri AmtitPattnayak, Demon in Edn

37. Purchase Committee:-

Dr Ashok Ku Biswal, Administrative Bursar

SmtKananbala Nanda, Academic Bursar +3

Maj.PuspalataDutta, Accounts Bursar +3

DrShreelekhaNayak, Accounts Bursar,+2

DrPurnimaMohanty,Co-Ordinator NAAC & IQAC

SmtParbatiParida, PET

Sri Pratap Ku Panigrahi, Demon in Psychology

Sri Anil KumarMohapatra, Jr Clerk

38. Discipline Committee:-SmtSipraraniMohapatra, Lect in Pol Sc

Associate SmtMadhumita Dei, Lect in Psychology

Sri AbhiramMaharana, Lect in Economics

Sri Bishnu Prasad Barik, Lect in Commerce

Miss MenakaNayak, Lect in Botany

Sri Amrit Ku Pattanayak, Demon in Education

SushreeSukalyaniPatra, Demon in Psychology

49. Editor College Magazine Members of Editorial Board:-SmtKananbala Nanda

SmtSulochonaSahoo, Lect in History

Dr ShreelekhaNayak, Lect in Education

Dr ItishreeSahoo, Lect in English

Dr Sharmistha Rani Mohanty, Lect in Odia

Sri Jeeban Dash, Lect in Sanskrit

41. Editor College Calendar &Prospectus: -MajPuspalataDutta, Lect in History

Member of Editorial BoardSmtSunitaNayak, Lect in Odia

SmtSangita Dash, Lect in English

42. Tabulation:-MdAnjaruleHaque, Lect in Computer Sc

SmtGeetanjaliSahoo, Lect in Education

SmtSwapna Rani Swain, Lect in Economics

SmtSeemaraniOjha, Lect in Psychology

SmtRupashreeBaral, Demon in Education

SushreeSukalyaniPatra, Demon in Psychology

44. Vocational I/C :- SmtKananbala Nanda, Lect in English

Associate: Sri Anil Kumar Mohapatra, Sr. Clerk

Sri GaganBihari Swain, Peon

45. UGC Co-coordinator:- MajPuspalataDutta, Lect in History

46. U.G.C Correspondence:SmtKananbala Nanda, Lect in English

SmtItishreeSahoo, Lect in English

47.Seminers and Projects: Dr ShreelekhaNayak, Lect in Education

48. N.C.C MajPuspalataDutta, Lect in History

49. Pooja Committee &AssanMandir:-MajPuspalataDutta, Lect in History

DrShreelekhaNayak, Lect in Education

All Members of Cultural Committee

50. Advisory Committee: -SmtPuspamitraPattanayak, Reader(SS) Pol Sc- cum-I/C H.S.S.

Dr Ashok Ku Biswal, Reader(SS) Psychology –cum-Adm Bursar

SmtKananbala Nanda, Lect in English-cum-Academic Bursar

MajPuspalataDutta,Lect in History-cum-Account Bursar

DrPurnimaMohanty,Lect in Sanskrit-cum-Coordinator NAAC & IQAC

Sri Pratap Ku Panigrahi, Demon in Psychology

Sri Anil Ku Mohapatra, Jr Clerk

51. Acquaintance Maintenance: -MajPuspalataDutta, Academic Bursar

SmtShankhalata Mishra, Jr Clerk

Sri Jogesh Chandra Mohanty, Jr Clerk

52. E.P.F - ESI:-MajPuspalataDutta, Account Barsar

DrShreelekhaNayak, Accouts Bursar,+2

Sri Subasha Chandra Jena,Demon in Chemistry

Sri SusantaNayak Demon in Biology

Sri SubhransuSekharJena,Demon In Zoology

Sri PitabasaPatra, Jr Clerk

53. Students Percentage: -SmtKalpana Das,Lect in Psychology

SmtPriyambada Swain, Lect in Education

Miss Puja Behera, Lect in Sanskrit

SmtSeemaraniOjha, Lect in Psy

All HOD

DEO +3

54. Students Attendance: -Sri AnathCharanBiswal, Lect in Physics

All HOD

Sri Bishnu Prasad Barik, Lect in commerce

Smt Anita Biswal, Lect in Sankrit

Miss SunitaNayak, Lect in Odia

DEO +3

55. Plantation and gardening: SmtMadhusmitaMohapatra, Lect in Botany

Associate: SmtMenakaNayak, Lect in Botany

Sri SabyasachiNayak, Demon in Botany

Sri SusantaNayak, Demon in Biology

Lab Attendant- Botany/Zoology/Biology

The Principal reserves the right to make changes to the co-curricular activities if deemed necessary due to situational demands. The officers assigned to co-curricular duties are expected to perform their responsibilities with utmost diligence, keeping in view the broader administrative and academic interests of the institution.

P R I N C I P A L

Copy to Staff Common Room / Office / Guard File / Different section for information.

OFFICE OF THE NIGAMANANDA MAHILA MAHAVIDYALAYA,
CHARICHHAK, PURI.

Office Order No.....

Date.....

Staff Members of non-teaching are assigned different duties for the session 2025-26 as mentioned below with effect from 17.06.2025.

- | | |
|--|---|
| 1. Sankhalata Mishra
Junior Clerk | Perform the duty of HC in addition to that Accounts/Cash Books/ Audit both +2 & +3 /Personal files/ Service Books of both teaching & Non-teaching staff/Salary Bill/ Stock & Store. |
| 2. Sri Anil Kumar Mohapatra
Junior Clerk | Establishment/ Govt. Recognition/ Affiliation/ +3 End semester Exam /form fill up & fund transfer of each semester Exam. Preparation of Examination Cash Book/ Vocational Clerk/Biometric /EPF/ Distribution of O/C of +3 Stream. |
| 3. Sri PitabasPatra | +2 & +3 Counter/Preparation of DCR with monthly & yearly Junior Clerk statement/demand & DCR in each day collection with specific Verification by Accountant & Account Bursar/ +2 Examinations/ distribution of CLC, Mark sheet, O/C & M/C of +2 stream. |
| 4. Sri JogeshChMohanty | Preparation of staff attendance/All +3 Mid semester Examination/ +3 CLC and old migration/distribution of Admit cards, Provisional Certificate & Mark sheets of +3 stream/ assist to Sri A.K Mohapatra & Sri P. Patra. |
| 5. Sri DibakarBehera
Data Entry Operator | Deal with all confidential matter/ +2 Examination and day to day college matter/+2 SAMS/HRMS/UDISE/IFMS/Scholarships/ CAPA/ Publication of day to day notice & Holiday notifications/ Preparation of Monthly Salary bills of both Aided & management employees /download of +2 Admit cards/ Regd. No& CLC/ Preparation of +2 Students Attendance& admission register. Download letter from E-despatch& Email. |
| 6. SmtAmitaSenapati
Data Entry Operator | Deal with all confidential matter/ +3 Examination and day to day college matter/+3 SAMS/AISHE/CAPA/ABC /Scholarships/Publication of Exam related notice/ download of +3 CLC/ Regd. Nos/ TRs of all Mid & End Semester/Admit cards/HIMS/Preparation of +3 Students Attendance & Admission register. Download Letter from Email. |
| 7. Sri Bijya Kumar Pradhan
Assi.Librarian | Library in Charge/verification of stock & inform to the office at the end of every month. Attached with Exam. Cell. |
| 8. SmtKhiroдиниNayak
Library Attendant. | Attached with reading room. |
| 9. SmtPuspaKandi
Peon | Library duty |
| 10. SmtUsharani Dei
Peon | Staff common Room & attached with Exam cell at the time of Examinations. |
| 11. Sri DwijabarPradhan
Peon | Principal's Office & day to day Bank duty/attached with Exam cell at the time of Examinations. |

12. Sri Kusha Jena Peon	College garden /close class room door & window just after classes are over/ switch off fan and other electrical appliances/attached with Exam cell at the time of Examinations/Gatekeeper in all working day from 01 P.M to 06 P.M.
13. Sri PrasantaPatra Peon	Opening all class Room/ day to day college work along with Morning evening Puja of Sri Sri Thakur/ attached with Exam cell at the time of Examinations.
14. Sri GaganBihari Swain Peon	Vocational Office/ attached with Examination cell.
15. Sri Pradip Kumar Jena	Examination cell.
16. Sri BenudhaMoharana Peon	Gatekeeper in all working day from 07 A.M to 01 P.M.
17. SmtSarathiSahoo Peon	Office duty/attached with Exam cell at the time of Examinations.
18. Sri Subash Chandra Nayak Peon (Watchman)	Watchman and all time allot at the time of holidays &Sundays in the college campus.
19. Sri KedarsonBhoi Watchman	Watchman and all time allot at the time of holidays & Sundays in the college campus.
20. Sri Bijaya Kumar Ghadei Sweeper	Clean the Principal's chamber/ Office /Exam Cell/ SAMS Lab. Library/Common Room / all toilets and outside & inside of Administrative Block.
21. Sri Manoj Kumar Bhoi Sweeper	Clean the all new buildings/ Science Block both inside, outside and class rooms including IQAC Cell.
22. SmtBhagyashreeTripathy Lab. Attendant (Phy)	All the Laboratory Attendant are directed to maintain opening & closing of department in due time/ clean the department every day/proper maintenance of laboratory equipment/ reported every work to their respective department head.
23. Sri AbinashPatra Lab. Attendant (Phy)	
24. Sri Chinmaya Swain Lab. Attendant (Chem)	
25. Sri TatanPatra Lab. Attendant (Chem)	
26. SmtSusantiBarik Lab. Attendant (Biology)	
27. Sri Sanjay Ray Lab. Attendant (Zoology)	
28. SmtSulochanaBiswal Lab. Attendant (Botany)	
29. Sri RajibLochanPradhan Lab. Attendant (Psy)	

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