

OFFICE OF THE PRINCIPAL  
SURAJMAL SAHA MAHAVIDYALAYA, PURI

Mangalaghat-Sterling Road, Puri

No. \_\_\_\_\_ /SMSM/ Date \_\_\_\_\_ / 2025

Handover  
ET to NAAC  
Co-ordinator  
23/09/24

OFFICE ORDER

The Extracurricular/Co-curricular activities for Teaching Staff Members of this institution for the Session 2025-26 are as follows.

<u>Sl. No.</u>	<u>Duty allotted</u>	<u>Name of the Teaching Staff with Designation</u>
1.	Administrative Bursar	Prof. Dr. Panigrahi Durga Prasad Dash, Reader-in-Mathematics
2.	Accounts Bursar	Prof. Ajay Kumar Pani, Reader-in-Chemistry Prof. Sadashiv Nanda, Lect.-in-Logic&Philosophy (CAPA) Prof. Vijeta Nayak, Lect.-in-Statistics Mr. Tapas Kumar Pattanaik, Demn-in-Physics
3.	Academic Bursar (+3)	Prof. Sujata Behera, Reader-in-Botany Prof. Dr. Sudarsan Mohanty, Lecturer-in-Odia
4.	Academic Bursar (+2)	Prof. Sangeeta Mishra, Lect.-in-English Prof. Dr. Arnnapurna Das, Lect.-in-Odia
5.	Admission Committee (+3)	Prof. Nalini Kanta Pattanaik, Lect.-in-Pol. Science Prof. Harapriya Maharana, Lect.-in-Sanskrit Prof. Dr. Sudarshan Mohanty, Lect.-in-Odia Prof. Ekta Khemka, Lect.-in-Economics
6.	Admission Committee (+2)	Prof. Radhashyam Palai, Lecturer-in-Geography Prof. Ajit Kumar Dalai, Lect.-in-History Prof. Rabinarayan Mahapatra, Lect.-in-Statistics Prof. Dr. Pratima Mohanty, Lect.-in-History
7.	Examination (+2)	Prof. Sujata Behera, Reader-in-Botany Prof. Smrutikala Mohanty, Lect.-in-Odia Prof. Mantu Swain, Lect.-in-Pol. Science Prof. Bharati Mohapatra, Lect.-in-Sanskrit
8.	Examination (+3)	Prof. Dharmendra Pattanaik, Lect.-in-Pol. Sc Prof. Sangeeta Mishra, Lect.-in-English Prof. Ekta Khemka, Lect.-in-Economics Prof. Subrat Kumar Biswal, Lect.-in-Mathematics
9.	Secretary Staff Council Asst. Secy Staff Council	Prof. Sujata Behera, Reader-in-Botany Prof. Kalashree Rath, Lect.-in-Economics

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|-----|----------------------------------|---|
| 10. | F.A.A, RTI Cell<br>PIO, RTI Cell | Prof. Sujata Behera, Reader-in-Botany<br>Prof. Dr. Pratima Mohanty, Lect.-in-History  |
| 11. | Affiliation and Recognition      | Prof. Dr. Panigrahi Durga Prasad Dash,<br>Reader-in-Mathematics<br>Prof. Ajay Kumar Pani, Reader-in-Chemistry<br>Prof. Dr. Duryodhan Jena, Lect.-in-Pol. Science<br>Prof. Dr. Sudarsan Mohanty, Lecturer-in-Odia  |
| 12. | NAAC                             | Prof. Dr. Deepti Prasad Mohanty, Lect.-in-Education<br>(Coordinator)<br>Prof. Rabindra Pradhan, Lect.-in-Logic & Philosophy<br>Prof. Sadashiv Nanda, Lect.-in-Logic & Philosophy  |
| 13. | Mo College Abhijan               | Prof. Ajit Kumar Dalai, Lect.-in-History<br>Prof. Rabindra Pradhan, Lect.-in-Logic & Philosophy<br>Prof. Jajati Keshari Nayak, Lect.-in-History<br>Mr. Pramod Kumar Barik, Demo.-in-Statistics  |
| 14. | AISHE                            | Prof. Satyanarayan Hota, Reader-in-Commerce   |
| 15. | UDISE                            | Prof. Sadashiv Nanda, Lect.-in-Logic & Philosophy<br>Prof. Jajati Keshari Nayak, Lect.-in-History<br>Prof. Smrutikala Mohanty, Lect.-in-Odia  |
| 16. | Library +3<br>Library +2         | Prof. Dr. Sudarsan Mohanty, Lecturer-in-Odia<br>Prof. Dr. Duryodhan Jena, Lect.-in-Pol. Science   |
| 17. | Prof. in Charge of Time Table    | Prof. Dr. Panigrahi Durga Prasad Dash,<br>Reader-in-Mathematics<br>Prof. Nalini Kanta Pattanaik, Lect.-in-Pol. Science<br>Prof. Kalashree Rath, Lect.-in-Economics<br>Prof. Rabinarayan Mahapatra, Lect.-in-Statistics<br>Prof. Mantu Swain, Lect.-in-Pol. Science  |
| 18. | Cultural Society                 | Prof. Sangeeta Mishra, Lect.-in-English<br>Prof. Kalashree Rath, Lect.-in-Economics<br>Prof. Suman Das Mohapatra, Lect.-in-English<br>Prof. Dr. Arnnapurna Das, Lect.-in-Odia<br>Prof. Bharati Mohapatra, Lect.-in-Sanskrit<br>Prof. Smrutikala Mohanty, Lect.-in-Odia<br>Prof. Jyotirmayee Dash, Lect.-in-Botany |

19. Sports & Games  
 Prof. Dr. Deepti Prasad Mohanty, Lect.-in-Education  
 Prof. Dr. Duryodhan Jena, Lect.-in-Pol. Science  
 Prof. Rabindra Pradhan, Lect.-in-Logic & Philosophy  
 Prof. Naresh Kumar Behera, Lect.-in-Economics  
 Prof. Jyotirmayee Dash, Lect.-in-Botany  
 Prof. Subrat Kumar Biswal, Lect.-in-Mathematics  
 Mr. Harihar Kar, PET
20. College Magazine and Calendar  
 Prof. Sushanta Mahapatra, Reader in English  
 Prof. Dr. Rukmini Sahu, Lect.-in-Odia  
 Prof. Harapriya Maharana, Lect.-in-Sanskrit  
 Prof. Dr. Pratima Mohanty, Lecturer-in-History  
 Prof. Suman Das Mohapatra, Lect.-in-English
21. D.S.A  
 Prof. Dharmendra Pattanaik, Lect.-in-Pol. Sc  
 Prof. Suman Das Mohapatra, Lect.-in-English  
 Prof. Ekta Khemka, Lect.-in-Economics  
 Prof. Smrutikala Mohanty, Lect.-in-Odia  
 Prof. Jyotirmayee Dash, Lect.-in-Botany
22. Scholarship  
 Prof. Lilima Mohapatra, Lect.-in-Pol. Science  
 Prof. Mantu Swain, Lect.-in-Pol. Science  
 Mr. Laxmi Nrusingha Pattanaik (Demo-in-Chem.)
23. Girls Common Room  
 Prof. Sangeeta Mishra, Lect.-in-English  
 Prof. Dr. Rukmini Sahu, Lect.-in-Odia
24. Prof I/C – Extra Mural Lecture  
 Prof. Dr. Pratima Mohanty, Lecturer-in-History  
 Prof. Rabindra Pradhan, Lect.-in-Logic & Philosophy  
 Prof. Dr. Sudarsan Mohanty, Lecturer-in-Odia
25. Construction & Development Committee  
 Administrative Bursar, Ex-Officio  
 Accounts Bursar, Ex-Officio  
 NAAC Coordinator, Ex-Officio  
 Prof. Sujata Behera, Reader-in-Botany  
 Prof. Radhashyam Palai, Lecturer-in-Geography  
 Prof. Nalini Kanta Pattanaik, Lect.-in-Pol. Science  
 Prof. Rabindra Pradhan, Lect.-in-Logic & Philosophy  
 Prof. Dr. Sudarsan Mohanty, Lecturer-in-Odia
26. Purchase Committee  
 Prof. Ajay Kumar Pani, Reader-in-Chemistry  
 Prof. Dharmendra Pattanaik, Lect.-in-Pol. Sc  
 Prof. Vijeta Nayak, Lect.-in-Statistics  
 Mr. Laxmi Nrusingha Pattanaik (Demo-in-Chem)

27. Tabulation Committee (+2) Prof. Jajati Keshari Nayak, Lect.-in-History  
Prof. Satyeswari Pradhan, Lect.-in-Education  
Prof. Bharati Mohapatra, Lect.-in-Sanskrit  
Prof. Subrat Kumar Biswal, Lect.-in-Mathematics  
Mr. Pramod Kumar Barik, Demn. In Statistics
28. Anti-Ragging Cell Prof. Satyanarayan Hota, Reader-in-Commerce  
Prof. Radhashyam Palai, Lecturer-in-Geography  
Prof. Lilima Mohapatra, Lect.-in-Pol. Science  
Prof. Bharati Mohapatra, Lect.-in-Sanskrit  
Mr. Pramod Kumar Barik, Demn.-in-Statistics  
Mr. Harihar Kar, PET  
Mr. Ritesh Mohanty, Demonstrator-in-Education
29. Discipline Committee Prof. Dharmendra Kumar Pattanaik, Lect.-in-Pol. Sc.  
Prof. Radhashyam Palai, Lecturer-in-Geography  
Prof. Harapriya Maharana, Lect.-in-Sanskrit  
Prof. Rukmini Sahu, Lect.-in-Odia  
Prof. Mantu Swain, Lect.-in-Pol. Science  
Prof. Satyeswari Pradhan, Lect.-in-Education  
Mr. Harihar Kar, PET
30. Equal Opportunity Cell Prof. Dr. Rukmini Sahu, Lect.-in-Odia  
Prof. Harapriya Maharana, Lect.-in-Sanskrit  
Prof. Smrutikala Mohanty, Lect.-in-Odia  
Prof. Jyotirmayee Dash, Lect.-in-Botany
31. Protection against Sexual Harassment Prof. Sujata Behera, Reader-in-Botany  
Prof. Lilima Mohapatra, Lect.-in-Pol. Science  
Prof. Satyeswari Pradhan, Lect. In Education  
Prof. Vijeta Nayak, Lect.-in-Statistics  
Prof. Bharati Mohapatra, Lect.-in-Sanskrit
32. Abstract of Attendance Prof. Sushanta Mahapatra, Reader in English  
Prof. Lilima Mohapatra, Lect.-in-Pol. Science  
Prof. Anamika Sahoo, Lect. In Education  
Prof. Satyeswari Pradhan, Lect. In Education  
Prof. Subrat Kumar Biswal, Lect.-in-Mathematics
33. Programme Officer, NSS (+3) Prof. Prof. Dr. Duryodhan Jena, Lect.-in-Pol. Science
34. Programme Officer, NSS (+2) Prof. Naresh Kumar Behera, Lect.-in-Economics
35. YRC Prof. Jajati Keshari Nayak, Lect.-in-History  
Prof. Bharati Mohapatra, Lect.-in-Sanskrit
36. Prof. I/C SAMS Prof. Nalini Kanta Pattanaik, Lect.-in-Pol. Science  
Mr. Laxminrusingha Pattanaik, Demn-in-Chemistry

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|-----|---------------------------------------|---|
| 37. | Prof I/C Legal Matters                | Prof. Ajay Kumar Pani, Reader-in-Chemistry  |
| 38. | UGC Matter                            | Prof. Dr. Deepti Prasad Mohanty, Lect.-in-Education<br>Prof. Rabindra Pradhan, Lect.-in-Logic & Philosophy  |
| 39. | Internal Complaint Committee          | Prof. Sujata Behera, Reader-in-Botany<br>Prof. Dr. Panigrahi Durga Prasad Dash,<br>Reader-in-Math.<br>Prof. Ajit Kumar Dalai, Lect.-in-History<br>Prof. Lilima Mohapatra, Lect.-in-Pol. Science   |
| 40. | Swachhata Committee                   | Prof. Satyanarayan Hota, Reader-in-Commerce<br>Prof. Rabindra Pradhan, Lect.-in-Logic & Philosophy<br>Prof. Naresh Kumar Behera, Lect.-in-Economics<br>Prof. Subrat Kumar Biswal, Lect.-in-Mathematics<br>Mr. Ritesh Mohanty, Demn. In Education<br>Mr. Laxminrusingha Pattanaik, Demn-in-Chemistry |
| 41. | Career Counseling &<br>Placement Cell | Prof. Dr. Deepti Prasad Mohanty, Lect.-in-Edn<br>Prof. Dr. Pratima Mohanty, Lect.-in-History<br>Prof. Rabindra Pradhan, Lect.-in-Logic & Philosophy<br>Prof. Sadashiv Nanda, Lect.-in-Logic & Philosophy  |
| 42. | Observation of Govt.<br>Programmes    | Prof. Dr. Deepti Prasad Mohanty, Lect.-in-Edn<br>Prof. Dr. Sudarshan Mohanty, Lect.-in-Odia   |
| 43. | P.E.T                                 | Mr. Harihar Kar   |
| 44. | Staff Common Room                     | Prof. Harapriya Maharana, Lect.-in-Sanskrit   |
| 45. | Observation of National Day           | PO, NSS (both +2 & +3) & P.E.T  |
| 46. | S.D.T.P                               | Prof. Anamika Sahoo, Lect.-in-Education   |
| 47. | Shaktishree Sanjojika                 | Prof. Kalashree Rath, Lect.-in-Economics  |
| 48. | Scout Guide                           | Prof. Anamika Sahoo, Lect.-in-Education<br>Prof. Naresh Kumar Behera, Lect.-in-Economics  |

**This order will be effective from dt.18.08.2025.**

**PRINCIPAL I/C**

Memo No. \_\_\_\_\_ /Dt. \_\_\_\_\_

Copy communicated to all concerned.

*Suby et hnd Balaram of 22.9.25*

**PRINCIPAL I/C**