



Office of the Principal,
Bhadrak (Autonomous) College, Bhadrak
Jagannathpur, Bhadrak, Odisha-756100
Email: principalbhadrakcollege@rediffmail.com

No. 1142 / Date: 9/8/26

As per 2-Year B.Ed. Course requirement the Student-Teachers need to acquire various skills in curricular and co-curricular activities. In order to organize various activities smoothly different charges have been assigned to faculty members of Teacher Education department as follows:

DISTRIBUTION OF CHARGES IN B.ED. DEPARTMENT

#No.	Charges	Name and Designation
1.	Time Table	Duryodhan Mahakud, Asst. Prof.
2.	School Internship in-charges	Jayashree Biswal, Asst. Prof. Duryodhan Mahakud, Asst. Prof.
3.	Examination	Akash Kumar Bhoi, Asst. Prof.
4.	Identification of Learning Level and Remedial Class	Akrura Bairagi, Asst. Prof.
5.	Seminar (Weekly, State/National Level Seminar)	Bikram Kumar Pradhan, Asst. Prof. Duryodhan Behera, Asst. Prof.
6.	Department Profile and Activity Calendar	Duryodhan Behera, Asst. Prof.
7.	Magazine	Bikram Kumar Pradhan, Asst. Prof. Jayashree Biswal, Asst. Prof. Laxmi Narayana Behera, Asst. Prof.
8.	Mock Test	Duryodhan Mahakud, Asst. Prof.
9.	Science Exhibition and TLM Exhibition	Garudeswar Das, Asst. Prof. Smrutismita Samal, Asst. Prof. Akash Kumar Bhoi, Asst. Prof.
10.	Induction Meeting, Welcome and Farewell	Jayashree Biswal, Asst. Prof. Sanju Kausalya, Asst. Prof.
11.	Mentor, Mentee and Proctorial Class Arrangement	Sanju Kausalya, Asst. Prof. Akrura Bairagi, Asst. Prof.
12.	Literary / Cultural Activities	Duryodhan Mahakud, Asst. Prof. Duryodhan Behera, Asst. Prof.
13.	Game and Sports	Sanju Kausalya, Asst. Prof. Smrutismita Samal, Asst. Prof. Physical Education Instructor
14.	Organization of P.T.M.	Smrutismita Samal, Asst. Prof.

15.	Alumnus Meeting	Jayashree Biswal, Asst. Prof. Duryodhan Behera, Asst. Prof.
16.	Social Service / Community Activities	Bikram Kumar Pradhan, Asst. Prof. Akrura Bairagi, Asst. Prof.
17.	Blood Donation and Health Check up	Duryodhan Behera, Asst. Prof. Bimal Kumar Nayak (ICT Instructor)
18.	Field Trip / Study Tour	Jayashree Biswal, Asst. Prof. Duryodhan Mahakud
19.	Observation of Important Days	Bikram Kumar Pradhan, Asst. Prof. Laxmi Narayan Behera, Asst. Prof.
20.	Documentation & Public Relation	Akash Kumar Bhoi, Asst. Prof.
21.	Plantation and Gardening	Laxmi Narayana Behera, Asst. Prof.
22.	Food Festival	Smrutismita Samal, Asst. Prof. Jayashree Biswal, Asst. Prof.
23.	Film and Photography	Sanju Kausalya, Asst. Prof.
24.	Library / TLM	Laxmi Narayana Behera, Asst. Prof. Bimal Kumar Nayak (ICT Instructor)
25.	Admission and Re-admission	Duryodhan Mahakud, Asst. Prof. Bimal Kumar Nayak (ICT Instructor)
26.	Registration, Recognition Enrollment and ID-Card	Duryodhan Mahakud, Asst. Prof. Duryodhan Behera, Asst. Prof.
27.	Student Council	Garudeswar Das, Asst. Prof. Duryodhan Mahakud, Asst. Prof.
28.	NCTE and Department of Higher Education	Garudeswar Das, Asst. Prof. Duryodhan Mahakud, Asst. Prof.
29.	Class Teacher (First Year)	Laxmi Narayana Behera, Asst. Prof.
30.	Class Teacher (Second Year)	Akrura Bairagi, Asst. Prof.
31.	Staff Room	Duryodhan Behera, Asst. Prof.

The OIC of different activities need to submit detailed plan of action on or before 15-09-2026 for preparation of annual activity calendar.


Coordinator
Department of T.E.

Bhadrak Auto. College, Bhadrak


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Memo no. 1143 / Date: 9/8/26

Copy to SO / Academic Bursar / Department Guard File for information.


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