

OFFICE OF THE PRINCIPAL, BHADRAK AUTO. COLLEGE, BHADRAK

No. 492 / Date. 04-02-25

To assess the co-curricular and extracurricular performance of different OICs/Cells/Committees/Activities for the session 2024-25, the undersigned will take a review meeting among the assigned Officials. So, the following Officers are requested to attend the meeting on the date and time mentioned against their names to brief the detailed status (tasks/activities already done) and future action plan of their respective assignments (assigned vide this office order no 3345 dated 07-11-2024 and other orders) to the undersigned in the Principal's Chamber. The Officers are requested to bring in writing about their work performance (work done and to be done) for the purpose of record and further necessary action.

SL	Assignment	Name/s of Officers	Date and Time of Meeting/Briefing
1	OICs, Red Cross	: Dr. K.K. Jena (Phy); Mrs. S.S. Jena(Bot)	06/02/2025(4.15 pm)
2	OICs, College Garden	: Dr. P.C. Sahoo (Com); Mrs. S.S. Jena(Bot)	06/02/2025(4.15 pm)
3	Health, Sanitation & Beautification of College	: Dr. D.C. Dash, Administrative Bursar Sri A.K. Sethy, Accounts Bursar Dr. S.K. Sethy(Eng); Dr. P. Patri(Chem) Dr. P.C. Sahoo(Com); Dr. S.S. Mohapatra(Chem) Mrs. S.S. Jena(Bot); Ms. S. Dhal(Eco) Ms. J. Behera(Eco)	06/02/2025(4.15 pm)
4	Feedback Collection & Analysis Cell	: Dr. R.C. Das(Com);Dr. N.C. Rout(Hist) Ms. J. Behera(Eco);Dr. P. Mohanty(Zool) Dr. A.K. Sahoo(Math);Ms S.S. Jena(TE)	06/02/2025(4.15 pm)
5	Welfare Cell for Divyangjan	: Sri D. Nayak(Com);Dr. S.K. Dutta(Eng) Dr. P. Samantaray(Eng);Dr. N.C. Rout(Math) Dr. M Nayak(Chem)	07/02/2025(4.15 pm)
6	Gender Development Cell	: Dr. A. Mohanty(Soc);Dr S. Parida(Home Sc) Dr. S.R. Mishra(Odia); Dr. R. Tripathy(Logic) Mrs. G Nanda(Bot); Ms S. Dhal(Eco)	07/02/2025(4.15 pm)
7	Outreach and Extension Activities Cell	: Dr. S. Das(Pol Sc);Dr. S.K. MALIK(Eng); Dr. C. Das(Hist);Dr. S.N. Barik(Com) Dr. S.K. Barik(Chem);Ms. E. Behera(Eco) Sri R. Mishra(Phy)	07/02/2025(4.15 pm)
8	Cell for Environment Consciousness & Sustainability, Campus Cleanliness & Beautification, Sanitation, Health & Hygiene	: Dr. P.C. Sahoo(Com);Dr. S.S. Jena(Bot) Ms R. Behera(Com);Dr. A.K. Sahoo(Zool) Dr. S.K. Nanda(Chem);Mrs P. Sethy(TE) Dr. B.B. Barik(Odia);Sri R. Mishra(Phy)	07/02/2025(4.15 pm)
9	D.S.A	: Dr. A.K. Das(Eng); Dr. S. Das(Pol Sc) Dr. A. Biswal(Chem); Dr. R.C. Das(Com)	08/02/2025(4.15 pm)
10	Ama Gaurav Ama College	: Dr. S.K Jena(Com); Dr. S. Das(Pol. Sc)	08/02/2025(4.15 pm)
11	Financial Aid Committee (free Studentship/ S.S.G. etc.)	: Dr. R.K.Pradhan(Phy);Dr. P. Roy(Eng) Smt. R. Tripathy(Logic);Dr. R.K. Samal (Pol. Sc.)	08-2-2025(4.15 pm)
12	Officer-in-Charge of Observation & Celebration of Important Days	: Dr. S.K. Sethy(Eng); Dr. S. Das(Pol Sc) Dr. M. Nayak(Odia); Smt. B.B. Barik(Odia)	08-2-2025(4.15 pm)
13	Students' Grievance Cell	: Dr. S. Sahu(Home Sc);Dr. S.K. Jena(Com) Dr. A.K. Das(Psy);Dr. A.K. Sahoo(Math) Smt. D. Sahoo(TE) ;Ms. S.S. Jena(TE) Dr. P. Sahoo(TE) ;Smt. J. Biswal(TE) Sri M.R. Behera(TE);Smt. P. Sethy(TE) Ms. M. Nayak(Chem);Sri M. Sahoo(Phy) Sri. R. Mishra(Phy);Sri S.K. Satpathy(Phy)	08-2-2025(4.15 pm)
14	Research Development & Monitoring Cell	: Dr. R.C. Das(Com);Dr. S.K. Barik(Chem) Dr. P.K. Pradhan(Com);Dr. S.K. Nanda(Chem)	10-2-2025(4.15 pm)

		Dr. A. Tripathy(Zool);Dr. S.S. Mohaptara(Chem) Dr. N.C. Rout(Hist);Dr. N.P. Behera(TE) Dr. P. Sahu(Math);Dr. P.K. Pradhan(Com) Dr. S.K. Barik(Chem)	
15	Equal Opportunity Cell	Dr. M Sethy(Phy);Dr. P.C. Sahoo(Com) Sri A.K. Sethy(Eco);Dr. S.K. Jena(Com) Dr. S.S. Mohapatra(Chem);Dr. P. Sahu(TE)	10-2-2025(4.15 pm)
16	SC/ST/Minority Development Cell	Dr. A.K. Das(Eng);Md. H. Jami(Urdu) Dr. K. Begum(Pol Sc);Mrs. J. Munda(Zool) Mrs J.P. Barla(Home Sc);Sri M. R. Behera(TE) Ms. B. Majhi(Soc);Dr. A.K. Sethi(Chem)	10-2-2025(4.15 pm)
17	OICs, Staff Common Room	Dr. K.K. Jena(Phy);Dr. P. Mohanty (Zool)	10/02/2025(4.15 pm)
18	OICs, Self Defence	Dr. S.S. Mohapatra(Chem), Advisor Dr. P. Sahoo(Math), Co-ordinator Dr. P. Roy (Eng), Co-ordinator	10/02/2025(4.15 pm)
19	Officer-in-Charge of Certificates & CLC	Academic Bursar; OIC, Admission Dr. N.P. Behera(TE); Dr. C. Das(Hist)	10/02/2025(4.15 pm)
20	Officers -in-Charge, Girls' Common Room	Dr.(Smt) A Mohanty(Soc) Ms L. Pattnayak(Eng)	11/02/2025(4.15 pm)
21	OIC, Boys' Common Room	Dr. S.K.Sethy (Eng.); Dr. R.C.Das (Com.)	11/02/2025(4.15 pm)
22	Officers -in-Charge Athletics	Dr. S.Das (Pol.Sc);Dr. S. Nayak (Zool) Dr. M. Nayak(Odia);Sri D. Nayak (Com.) Dr. R.C.Das (Com.);Dr. A. Sethy(Chem) Dr. R.K. Samal(Pol Sc); Sri S. Sethy(Odia)	11/02/2025(4.15 pm)
23	N.S.S. Programme Officers	Dr. S.Das (Pol Sc); Smt. S.S. Jena (Bot.)	11/02/2025(4.15 pm)
24	N.C.C. Officers	Naval Wing (Boys) Sri S. K. Malik (Eng) Army Wing Boys Sri N.R. Sahoo(LASK,Zool) Girls Smt. J. P. Barla (Home. Sc.) ; Ms. S.Mallick(PET)	11/02/2025(4.15 pm)
25	Scholarship Cell	Dr. A.K.Das (Psy) ;Sri G.C. Pradhan(Pol Sc.) Dr. A. Sethi(Chem);Dr. P.K. Pradhan(Com) Ms. M. Nayak(Chem); All H.O.Ds & Faculties	13/02/2025(4.15 pm)
26	Officer-in-Charge Placement Cell	Sri K. Behera (Comp.Sc);Sri. D. Nayak(Com) Sri A. Sethi(Chem)	13/02/2025(4.15 pm)
27	Anti Sexual Harassment Cell	Dr. (Smt.) S. Sahu(Home Sc);Dr. (Smt.) A. Mohanty (Soc); Dr. K. Begum (Pol Sc); Dr. (Smt.) S. Parida (Home Sc)	13-2-2025(4.15 pm)
28	Officers -in-Charge Cultural competitions (Essay, G.K. Debate etc.)	Dr.(Smt) A Mohanty(Soc);Dr. S.K.Sethy (Eng.) Dr. S. Mishra (Odia); Mrs. B.B. Barik (Odia) Dr. P. Samantaray(Eng); Dr. S. Parida(Home Sc)	13-2-2025(4.15 pm)
29	College Calendar	Sri Ashok Kumar Das (Eng) Dr. A. Mohanty (Soc)	13-2-2025(4.15 pm)
30	College Magazine	Dr. K.K. Jena (Editor) (Editorial Board) Sri M. Das (Hindi);Dr. A.K. Das (Eng);Dr. M. Nayak (Odia);Md. H. Jami (Urdu)	13-2-2025(4.15 pm)
31	Cell For Extension of Autonomy	Dr. K.K. Jena(Phy)-Co-ordinator Dr. P.C. Sahu(Com)-Dy Co-ordinator Dr. S.K. Jena(Com);Dr. M. Sethy(Phy); Dr. N.C. Rout(Math);Dr. P. Sahu(Math)	14-2-2025(4.15 pm)
32	Infrastructure Maintenance and Augmentation Cell	Dr. P. Patri(Chem);Sri M. Das(Hindi) Dr. L.K. Nayak(Chem); Sri A.K. Sethy(Eco) Sri T.K. Mallick(Stat); Dr. K.K. Jena(Phy)	14-2-2025(4.15 pm)
33	Monitoring Cell (SFC-PPP)	Dr. D.C. Dash(Eco);Dr. A.K. Das(Math) Sri A.K. Sethy(Eco);Dr. P.C. Sahoo(Com) Dr. S.K. Sethy(Eng);Dr. S.K. Jena(Com)	14-2-2025(4.15 pm)
34	Budget & Finance Committee	Sri M. Das (Hindi) ; Dr. S. C. Mishra (Edn.) Dr. D.C. Dash, Administrative Bursar Sri A.K. Sethy, Accounts Bursar Dr. L.K. Nayak, Legal Bursar ; Dr. P. Patri(Chem)	14-2-2025(4.15 pm)

		Dr. P. C. Sahoo(Com); Dr. P.K. Pradhan(Com)	
35	Library Committee	Dr. M. Das (Hindi); Sri R.K. Pradhan (Phy) Dr. D.C. Dash (Eco); Sri R. C. Das (Com) Dr. M. Sethy(Phy)	15-2-2025(4.15 pm)
36	Course Counseling Cell(NEP 2020)	Dr. S.C. Mishra(Edn); Prof. M. Das(Hindi) Dr. A.K. Das(Math); Dr. R.K. Pradhan(Phy) Dr. K.K. Jena(Phy); Dr. A.K. Sahoo(Zool) Dr. S.K. Jena(Com); Dr. P.C. Sahoo(Com) Dr. S.K. Sethy(Eng); Dr. M. Sathy(Phy) Dr. M. Nayak(Odia); Dr. A.K. Das(Psy) Dr. P. Sahu(TE); Dr. N.P. Behera(TE)	15-2-2025(4.15 pm)
37	Science Society	Dr. K.K. Jena(Phy); Dr. P. Patri(CheM); Sri A.K. Sahu(Zool); Smt. S.S. Jena(Bot)	15-2-2025(4.15 pm)
38	Commerce Society	Dr. S.K. Jena, (Com.) ; Dr. P.C. Sahoo, (Com) Dr. R.C. Das (Com)	15-2-2025(4.15 pm)
39	College Union	Dr. D.C. Dash, Admin. Bursar(Advisor) Dr. A.K. Das(Asso. Advisor) Dr. P. Patri(CheM)(Asso. Advisor) Dr. L.K. Nayak(CheM) (Asso. Advisor) Dr. S.K. Sethy(Eng) (Asso. Advisor) Dr. P.C. Sahoo(Com) (Asso. Advisor) Dr. S.S. Mohapatra(CheM) (Asso. Advisor) Dr. S.K. Jena(Com) (Asso. Advisor)	17-2-2025(4.15 pm)
40	College Website Committee	Dr. D.C. Dash; Dr. L.K. Nayak; Dr. S.K. Nanda; Dr. M. Sethy; Dr. R. C. Das	17-02-2025(4.15 pm)
41	College Canteen Committee	Dr. D.C. Dash; Dr. L.K. Nayak; Dr. Ajit Ku. Das; Mr. A.K. Sethy; Dr. M Sethy	17-02-2025(4.15 pm)
42	OICs of Manpower through Outsourcing	Dr. P.K. Pradhan; Dr. P.C. Sahoo; Dr. N.P. Behera; Sri A.K. Sethy; Dr. M Sethy; Sri P.K. Nath; Sri. G.C. Pradhan; Sri S.N. Barik, Sri T. K. Mallick; Dr. S.K. Sethy; Dr. R. Behera; Dr. Ajit Ku. Das; Dr. P. Patri; Dr. S. Das; Sri D. Nayak; Smt. G. Nanda; Dr. K. Begum	17-02-2025(4.15 pm)

Principal

Bhadrak Autonomous College, Bhadrak

Memo No. 493 / Date. 04-02-25

Copy to Officers Concerned/Administrative Bursar/ Accounts Bursar/Academic Bursar/Co-ordinator, IQAC/ Despatch Section for information and necessary action. The bursars are requested to remain present in all the days of meeting.

Principal

Bhadrak Autonomous College, Bhadrak