

STAFF COUNCIL MEETING - 25'  
(ADVISORY COMMITTEE)

48

Agenda.

Date - 07.12.2019.

1. University Exam - 5th & 3rd Semester (CBCS System)
2. Annual charge distribution among staff (Advisory Committee)
3. Regarding Department Seminar.
4. Others.

Today as on 07th December, 2019 at 1:30 PM in IQAC Room - B all staff attended the meeting under the Presidentship the Principal convened by the Secretary, Staff Council Sri K.C. Mishra. In this meeting the above points have been discussed and approved by all.

That, the Principal welcome to the teaching and non-teaching staff of our college for the last meeting of the year. The Principal discussed about the 5th and 3rd Semester Exam - 2019 in the meeting. Mrs. Malabika Brahma, (Let. in Commerce) and Raj Kishore Sethi (Let. in English) remained in charge 5th Semester Exam - 2019. 5th Semester Uni. Exam will start from 10th Dec. 2019 and continued till 14th Dec. 2019 and 5th Semester Uni. Exam - 2019 (Commerce) will continue till 21st Dec. 2019. In the meeting the Plan and Programme of 5th Semester Uni. Exam - 2019 was also discussed and all teaching and non-teaching staff agreed for smooth conduct of Exam. 2019 in the meeting. Mr. Kanhu Charan Mishra, H.O.D. (History) and Mr. Dhariyaya Bhuyan was remained in charge of 3rd Semester Uni. Exam - 2020 and Mrs. G. Behera (Let. in Edu) and Mr. P.K. Sahu (Let. in Pol. Sci) remained in charge of 1st Sem. Exam.

That, the Principal also distributed various charge among all staff of our college. (1) Mr. Prasant Kumar Rout, (Principal - cum - Secretary) was remained in charge of Administration, RTI, Legal Affairs, Governing Body of our College. (2) Dr. H.K. Senapati, H.O.D. Edu remained in charge of UGC, Anti-Ragging Cell,

- Academics & Administration ③ Mr. K. C. Mishra, HOD. History, remained in charge of University Exam (5th), R.T.I and all Exam ④ Mr. Raj. Kishore Sethi; H.O.D. English remained (Hons) attain 90% internal Result, P.F. ⑤ Mr. Chandan Kumar Saha H.O.D. in Eco. in charge of Scholarships, Sports, Old Students, P.F. ⑥ Dr. R. C. Behera. HOD in Edn. in charge of Extra-curricular, Magazine and NSSCB ⑦ Mr. P. K. Saha (Lect. in Pol. Sc.) in charge of PUSA, YRC, Extra curriculum, Red Cross ⑧ Mrs. G. Behera (Lect. in Edn) in charge of Library, Staff Common Room, NSSCB Exam. ⑨ Mrs. M. Brahma (HOD in Common) Staff Picnic, meeting, seminar, Exam ⑩ Mrs. Sasmata Sridharangi (Lect. in History) - Scouts Guide (Girls) Grievances ⑪ D. Bhuyan (Lect. in Eco) - Students Atten. Picnic, Exam, Scouts Guide (Boys) ⑫ Mrs. G. Banerjee (Lect. in Common) - PR, website, e-Admn (SAMS), Parents Cell, NAAC, Sport, Girls Dignity Cell, Accounts ⑬ Mrs. Khalida Begum (Lect. in Common) - NAAC, Seminar ⑭ Dr. Swati Pattanayak (Lect. in Zoology) - Academics (Science), Girls Dignity Cell, Parents Cell, Students Council, NAAC, G.B. member ⑮ Miss. A. Parola (Lect. in Bot.) - Meetings, Seminars, Garden and Campus Beautification. ⑯ Mr. S. Sethi (Lect. in Math) Computer Lab, Picnic (Students) Canteen ⑰ Mr. A. S. Dwivedy (Lect. in Zoology) - Sport, Internal Exam (Science). ⑱ Mrs. S. Mishra (Lect. in Chem.) - Anti-Rugging, seminar & meeting (Science) ⑲ Mr. S. Behera (Lect. in Chem.) PNB Affairs, Sc. Lab, Records. ⑳ Mr. S. Das (Lect. in Chem.) - Lab Equipment, Stock and Procurement ㉑ Miss. S. Nayak - Extra Curricular Picnic & Inter College competition ㉒ J. Rout (Lect. in Zool.) - Seminar, Inter-College Affairs ㉓ A. Pradyumna Shrivastava (Lect. in Bot.) - Scien Staff Room, Campus Beautification ㉔ Miss. M. Mohan (Lect. in Math) - Grievances, Sc. Society Affairs, Exam ㉕ D. Biswal (Lect. in Math) - Internal Exam, Students

Affairs & National day Observations (26) Pankaj. K. Dey  
 (Lect. in Phy.) - Seminar, Sc. Society, Drinking Water (27)  
 M. Lenka (Lect. in Bot.) - Comp. Lab & Library (28) S.S.  
 Samantaray (Lect. in Eng) - Extra. Curricular,  
 Magazine, Literary (29) A.K. Panda - Lect. in Pol. Sc.  
 Meeting Sem. Cycle Stand (30) U. Sahu (Dorm. in Edn).  
 Green Club, Environment & Sanitation (31) Mrs. H. Patyan  
 (C.C. & Demn. in Phy.) - C.C. of Sc. - Stairways & P. Cell (32)  
 Mr. P.K. Jena (Demn. in Chem) - Lab. Security & Monitor.  
 (33) Mr. D. Maharama (Demn. in Biology) - Comp. Lab,  
 SAMS; Adm. Conf. Hall. (34) Mrs. S.P. Dash - (Lect. in Edn)  
 - Seminar, mang. cell & Girls dignity cell (35) Mr. S.B.  
 Nayak (Lect. in Eng) - Students welfare & Parents  
 cell. Non-teaching Staff. - (1) S. Sethi - (Head clerk  
 Office Record, stock, Account, Pass, & Leave (2) S. Patra  
 (Asst. Lib) - Library, C.C., Atten. Registers, Progress  
 Registers & Office decoration (3) S. Patra - Librarian  
 - Library, Office & Records, Issue & mail. (4) R.K. Das  
 (Asst.) - Library, Office & Records (5) P. Dash - DEO.  
 Net, comp, Hardware - Matc. e - C.C., Phones,  
 SAMS Lab, Office Corrs. (6) J. Sahoo - Asst. - Principal's  
 Office; DHE; Uni. issue, Despatch, Library, Rebrn  
 (7) B. Sethi - Asst. - Staff Common. Room, Maidan  
 Building, PHD, Electricity Campus, Class Room,  
 Furniture & Electronics. (8) S. Sahoo - Asst.  
 Girls/Staff Common. Room, D-1/D-2, I/C, cleaning  
 (9) K.C. Sahu (Night watch man) - Security, Toilet  
 & Garden (10) A. Behera - Asst. - Maids Drinking  
 water, cleaning of 1st floor (Old Building)  
 (11) S.P. Sethy, Asst. - Security, Office & cleaning  
 of NB - 1st floor (12) S. Mohabhoi (Gardener) -  
 Garden, Lawn, Campus Green.

That, regarding departmental  
 (Hons) & Seminar also discussed in the  
 meeting. The principal stressed upon the  
 departmental Seminar due to INAAC tea

visit this year to our college. The departmental (Hons) H.O.D. & also agreed to conduct the seminar.

That, Mr. C.K. Sahw, H.O.D. (Eco) also demanded for staff common Room and boys toilet in the college. Mr. P.K. Sahw Lect. in Pol-sc also demanded for smooth conduct of departmental seminar. All staff demanded for A.C. connection in common Room (staff).

In the end Dr. H.K. Senapati, H.O.D., Edn gave vote of Thanks and the meeting was concluded.

- Ranhu Charan Mishra  
7.12.19  
(K.C. Mishra)  
Secy. Staff Council
1. Prasant Lent; Principal -  
07/12/19
  2. Hastalaxmi Senapati
  3. Raj Keshore Sethi
  4. Champu Kumar Sahoo
  5. Prabin Kumar Sahoo
  6. Gargee Banerjee
  7. Malabika Bhargava
  8. Dharmajyoti Bhumi
  9. Urmilata Sahoo
  10. Ranesh Ch. Behera
  11. Swarnapreema Dash
  12. Anya Kumari Panda
  13. Gitanjali Behera
  14. Sasmita Sankari
  15. Sitalkumari Nayak
  16. Sujata Patra
  17. Sarathi Pattanayak
  18. Smita Kumar Saha
  19. Sanam Kumar
  20. Subhalaxmi Nayak
  21. Bk Roy
  22. Sasmita Mishra
  23. Madhusmita Mohanty
  24. Gisyasjati Biswal
  25. Himangli Bhowyan
  26. Abhinav Panda
  27. Anshu Kumar Bandyopadhyay
  28. Sayantini Behera
  29. Jasmin Rout
  30. Adyashree Priyadarshini
  31. Moralisa Lenka 10 Dec 19
  32. Suchita Patra
  33. Sachinika Sethi
  34. Purnima
  35. Ms Khalida Alam
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  - 38.
  - 39.
  40. Anasuya Behera
  - 41.
  - 42.
  - 43.
  - 44.