

**OFFICE OF THE PRINCIPAL**  
**FAKIR MOHAN AUTONOMOUS COLLEGE, BALASORE**

P.O./ DIST: - BALASORE-756001 (ODISHA) INDIA  
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Website: - [www.fmcollege.nic.in](http://www.fmcollege.nic.in)

**OFFICE ORDER**

No: 2491 /

Date: - 18/08/2021 /

The following OES (Group-A) Officers/Group-B Staff members are assigned Co-curricular and Extra-curricular duties for the session 2021-22 as mentioned against their names. They are requested to assume the assigned duties with effect from the date of issue of the Order.

Sl. No.	Assignments	Name of the Officers and Department
1.	Secretary Staff Council	Sri Dillip Kumar Ghose, Mathematics
2.	Administrative Bursar Associate Administrative Bursar	Dr. Sanjay Mishra, Geography Dr. Santosh Kumar Nayak, Odia
3.	Accounts Bursar Associate Accounts Bursar	Dr. Subrat Kumar Rana, Economics Miss Naupada Sunita, Commerce
4.	Academic Bursar	Dr. Ganeswar Nayak, History
5.	Officers in Charge of Verification of DCR	Dr. Umabati Sahu, Botany Sri Asish Kumar Panda, Commerce
6.	Officer in Charge of Stock and Store	Syed Arif Raza, Botany
7.	Officer in Charge of Legal Matters	Smt. Mousumi Das Pattanayak, Physics
8.	Officer in Charge of Computer Hub	Sri Jyoti Prakash Mohanta, Computer Sc.
9.	Officer in Charge of Language Lab.	Miss Bar Barnini Panda
10.	Officers in Charge of Time Table	Sri Dillip Kumar Ghose, Mathematics Sri Manas Kumar Mishra, Computer Science
11.	Officers in Charge of Proctorial System	Sri Anirudha Behera, Economics Dr. Dilip Kumar Bej, Zoology Sri Sameer Kumar Behera, Physics
12.	Officers in Charge of Admission/ SAMS	Syed Arif Raza, Botany Sri Asish Kumar Panda, Commerce
13.	Officers in Charge of CLC, TC and Conduct Certificate	Dr. Sanjay Mishra, Geography Dr. Ganeswar Nayak, History
14.	Officers in Charge of Stipend/ Scholarship/	Sri Jyoti Prakash Mohanta, Computer Sc. Dr. Dilip Kumar Bej, Zoology Sri Sushanta Bagh, Chemistry
15.	Officers in Charge of Audit	Dr. Abhijit Das, Commerce Dr. Durga Madhab Mahapatra, Commerce
16.	Officers in Charge of NCC	Army- Sri Asish Kumar Panda, Commerce Army (Girls Wing)- Dr. Bidyutprava Das, Education Naval- Sri Prasanta Kumar Sahoo, Anthropology

17.	Programme Officers NSS- Male Unit  Programme Officers NSS- Female Unit	Sri Jyoti Prakash Mohanta, Computer Science Sri Sushanta Bagh, Chemistry  Miss Smrutirekha Tudu, Odia Smt. Sasmita Panda, Odia
18.	Officers in Charge of Youth Red Cross	Sri Ranjan Kumar Sahu, English Dr. Minati Sethi, English Sri Bibhudatta Behera, Chemistry Sri Sameer Kumar Behera, Physics
19.	Officers in Charge of Rovers	Sri Sanjib Kumar Taldi, PET
20.	Officers in Charge of College Garden	Dr. Umabati Sahu, Botany Dr. Jayashree Mishra, Psychology Smt. Shantiprava Behera, Botany
21.	Controller of Examinations	Sri Dillip Kumar Ghose, Mathematics
22.	Deputy Controllers	Sri Bibhudatta Behera, Chemistry Sri Manas Kumar Mishra, Computer Science
23.	Conduct of Examinations	Sri Rajesh Rout, Botany Dr. Sangram Charan Panigrahi, Economics Sri Prasanta Kumar Sahoo, Anthropology
24.	Officer in Charge of UGC and Coordinator IQAC  Members of IQAC	Smt. Mousumi Das Pattanayak, Physics  Dr. Sangram Charan Panigrahi, Economics Miss. Bar Barnini Panda, English Dr. Durga Madhab Mahapatra, Commerce
25.	Editorial Board of College Calendar	Sri Ranjan Kumar Sahu, English Dr. Minati Sethi, English Dr. Madhusmita Gharai, Odia
26.	Editorial Board of College Magazine	Dr. Santosh Kumar Nayak, Odia Miss. Bar Barnini Panda, English Dr. Sanjukta Sahu, Sanskrit
27.	Nodal Officer, B. Voc	Dr. Subrat Kumar Rana, Economics
28.	Nodal Officer, Integrated B. Ed.	Dr. Bidyutprava Das, Education
29.	Nodal Officer, BBA	Dr. Abhijit Das, Commerce
30.	Coordinator, Environmental Science	Syed Arif Raza, Botany
31.	Coordinator, Geology	Dr. Umabati Sahu, Botany
32.	Coordinator, Hindi	Dr. Madhusmita Gharai, Odia
33.	Coordinator, Philosophy	Smt. Mousumi Das Pattanayak, Physics
34.	Coordinator, Sociology	Dr. Minati Sethi, English
35.	Coordinator, Statistics	Dr. Dilip Kumar Bej, Zoology
36.	Coordinator, Urdu	Miss Smrutirekha Tudu, Odia
37.	Officer in Charge of Career Counseling and Placement Cell	Dr. Abhijit Das, Commerce Dr. Durga Madhab Mahapatra, Commerce
38.	Nodal Officer, Laptop Distribution	Dr. Abhijit Das, Commerce

39.	Officer in Charge of College Security	Sri Anirudha Behera, Economics Dr. Subrat Kumar Rana, Economics
40.	Officer in Charge of Self Defence Programme for Girl Students	Dr. Bidyutprava Das, Education Dr. Jayashree Mishra, Psychology Dr. Minati Sethi, English Dr. Madhusmita Gharai, Odia Smt. Shantiprava Behera, Botany Miss Ruchi Mohapatra, Anthropology
41.	Officers in Charge of Attendance	Arts- Sri Prasanta Kumar Sahoo, Anthropology Miss Ruchi Mohapatra, Anthropology Science- Sri Sameer Kumar Behera, Physics Smt. Shantiprava Behera, Botany Commerce- Sri Shiv Sankar Tarai, Commerce Smt. Lucy Pahal, Commerce
42.	RUSA/OHEPEE/IDP	Coordinator - Sri Rajesh Rout, Botany Members- Administrative Bursar Accounts Bursar Academic Bursar Dr. Abhijit Das, Commerce Head Clerk One Student Representative
43.	Anti-Ragging Cell	Sri Dillip Kumar Ghose, Mathematics Dr. Jayashree Mishra, Psychology Dr. Sanjay Kumar Das, Political Science
44.	Sexual Harassment Cell	Dr. Jayashree Mishra, Psychology Smt. Mousumi Das Pattanayak, Physics Dr. Minati Sethi, English Dr. Madhusmita Gharai, Odia Smt. Sasmita Panda, Chemistry
45.	Purchase Committee	Convener- Accounts Bursar Members- Administrative Bursar, OIC, RUSA, OIC, Stock and Store, HoD, Phy., Chem., Bot., Zool., Comp. Sc
46.	Local Purchase Committee	Dr. Subrat Kumar Rana, Accounts Bursar Dr. Sanjay Mishra, Administrative Bursar Dr. Abhijit Das, HoD Commerce Miss Naupada Sunita, Associate Accounts Bursar
47.	Coordinator, Mo College	Dr. Abhijit Das, Commerce

48.	Coordinator, Mo Sarakar	Dr. Minati Sethi, English
49.	College Development Committee	Accounts Bursar Administrative Bursar Academic Bursar OIC, RUSA OIC, Stock and Store
50.	Building Committee	Accounts Bursar Administrative Bursar Academic Bursar
51.	Residence Committee	Administrative Bursar Accounts Bursar Controller of Examinations Superintendent/ Asst. Superintendent of all Hostels
52.	Discipline Committee	Advisor Students Union V.P., Athletic Society V.P., Dramatic Society Administrative Bursar
53.	Library Committee	Dr. Jayashree Mishra, Psychology Dr. Ganeswar Nayak, History Sri Ranjan Kumar Sahu, English Dr. Santosh Kumar Nayak, Odia Smt. Sasmita Panda, Chemistry
54.	Equal Opportunity Cell	Dr. Abhijit Das, Commerce Sri Shiv Sankar Tarai, Commerce Smt. Swarnaprava Hota, Economics Dr. Deepak Kumar Mohanty, Physics
55.	Committee for SC/ST	Sri Anirudha Behera, Economics Sri Shiv Sankar Tarai, Commerce Sri Sameer Kumar Behera, Physics Miss Smrutirekha Tudu, Odia
56.	Minority Cell	Dr. Bidyutprava Das, Education Dr. Ganeswar Nayak, History Syed Arif Raza, Botany
57.	Grievance Redressal Committee	Sri Dillip Kumar Ghose, Mathematics Dr. Jayashree Mishra, Psychology Smt. Mousumi Das Pattanayak, Physics Dr. Umabati Sahu, Botany Miss Naupada Sunita, Commerce
58.	Internal Complaint Committee	Dr. Abhijit Das, Commerce Dr. Minati Sethi, English Dr. Dilip Kumar Bej, Zoology Sri Sameer Kumar Behera, Physics

59.	OBC Cell	Sri Purna Chandra Padhi, Senior Clerk Dr. Subrat Kumar Rana, Economics Sri Ranjan Kumar Sahu, English Sri Asish Kumar Panda, Commerce Sri Sameer Kumar Behera, Physics Smt. Shantiprava Behera, Botany Miss Ruchi Mohapatra, Anthropology
60.	Research Committee	Dr. Jayashree Mishra, Psychology Dr. Subrat Kumar Rana, Economics Dr. Ganeswar Nayak, History Dr. Umabati Sahu, Botany Dr. Santosh Kumar Nayak, Odia
61.	Dibyang Committee	Sri Niranjana Nayak, Political Science Dr. Sangram Charan Panigrahi, Economics Smt. Swarnaprava Hota, Economics Dr. Sanjay Kumar Das, Political Science
62.	Academic Audit Committee	Coordinator, IQAC Academic Bursar Controller of Examinations Sr. Faculty Member
63.	Student Welfare Committee	Student's Union Advisor Sri Ranjan Kumar Sahoo, English Sri Bibhudatta Behera, Chemistry Dr. Sunita Mohanty, Physics
64.	Planning and Evaluation Committee	Dr. Subrat Kumar Rana, Economics Sri Rajesh Rout, Botany Miss Naupada Sunita, Commerce
65.	College Website Maintenance Committee	Sri Manas Mishra, Computer Science Sri Sameer Kumar Behera, Physics Dr. Durga Madhab Mahapatra, Commerce Miss Sanjogita Das, Programmer
66.	Coordinator, IGNOU	Dr. Abhijit Das, Commerce
67.	Coordinator, OSOU	Dr. Santosh Kumar Nayak, Odia
68.	COVID Management Committee	Sri Dillip Kumar Ghose, Mathematics Dr. Subrat Kumar Rana, Economics Dr. Umabati Sahu, Botany Sri Bibhudatta Behera, Chemistry
<b>STUDENT'S UNION AND ALLIED SOCIETIES/ASSOCIATION</b>		
1.	Student's Union	Advisor- Dr. Abhijit Das, Commerce Associate Advisors- Dr. Umabati Sahu, Botany Sri Asish Kumar Panda, Commerce Sri Bibhudatta Behera, Chemistry

2.	Athletic Club	Sri Jyoti Prakash Mohanta, Computer Sc. Vice President- Syed Arif Raza Associate Vice Presidents- Sri Shiv Sankar Tarai, Commerce Dr. Dilip Kumar Bej, Zoology Sri Prasanta Kumar Sahoo, Anthropology Miss Smrutirekha Tudu, Odia
3.	Dramatic Society	Vice President- Dr. Abhijit Das, Commerce Associate Vice Presidents- Dr. Madhusmita Gharai, Odia Smt. Shantiprava Behera, Botany
4.	Humanity Society	Vice President- Sri Anirudha Behera, Economics Associate Vice Presidents- Dr. Ganeswar Nayak, History Miss Ruchi Mohapatra, Anthropology Miss Bar Barnini Panda, English Smt. Swarnaprava Hota, Economics Dr. Sanjukta Sahu, Sanskrit
5.	Science Society	Vice President- Smt. Mousumi Das Pattanayak, Physics Associate Vice Presidents- Sri Rajesh Rout, Botany Sri Jyoti Prakash Mohanta, Computer Science Dr. Dilip Kumar Bej, Zoology Sri Bibhudatta Behera, Chemistry
6.	Commerce Society	Vice President- Dr. Abhijit Das, Commerce Associate Vice Presidents- Miss Naupada Sunita, Commerce Sri Asish Kumar Panda, Commerce Sri Shiv Sankar Tarai, Commerce
7.	Boys' Common Room	Vice President- Sri Ranjan Kumar Sahoo, English Associate Vice Presidents- Sri Prasanta Kumar Sahoo, Anthropology Dr. Sanjay Kumar Das, Political Science Dr. Deepak Kumar Mohanty, Physics
8.	Girls' Common Room	Vice President- Dr. Jayashree Mishra, Psychology Associate Vice Presidents- Miss Ruchi Mohapatra, Anthropology Miss Smrutirekha Tudu, Odia Smt. Sasmita Panda, Chemistry Dr. Sunita Mohanty, Physics Smt. Lucy Pahal, Commerce
9.	Day Scholars Association	Vice President- Sri Anirudha Behera, Economics

	Associate Vice Presidents- Sri Ranjan Kumar Sahu, English Sri Sameer Kumar Behera, Physics Miss Ruchi Mohapatra, Anthropology Smt. Sasmita Panda, Chemistry Dr. Sunita Mohanty, Physics
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The above list is not strictly in accordance with seniority

SSahu 18-8-2021  
Principal

F.M. Autonomous College, Balasore

Memo No. 2492 /Date: 18/08/2021

Copy to the Guard File Staff Common Room, College Website, All Departments,  
Librarian, Establishment Section and Accounts Section for information and necessary action.

SSahu 18-8-2021  
Principal

F.M. Autonomous College, Balasore