

BAMRA TRUST FUND COLLEGE, BAMRA

SESSION(2016-17)

The following faculty members of Bamra T.F.College, Bamra are assigned, the respective co-curricular activities as mentioned against their names for the session 2016-17 so as to enable the undersigned for the smooth functioning and all round development of the College.

The esteemed members are advised to be acquainted with the nature of work they have to perform and report the progress of the work periodically as and when required to the undersigned without fail.

Trusting deeply to avail your spontaneous and wholehearted diligent works with might and main for achieving the turn around of the alma mater.

The notice comes into force with immediate effect.

NB:- Sl. No.01 in 'Assignment column' denotes for +3 & Sl. No.02 for +2 Often the total team of the column will sit together when called by the undersigned. The following members (Assistants) will render their support to either Sl. No.1 or Sl. No.2 of the meeting of the faculty. Generally we used to discharge our co-curricular especially the vital and important integratedly.

<u>Activities</u>	<u>Assigned Faculty Members</u>	<u>Signature</u>
1. Secretary Staff Council -	1.Prof. B.B.Naik (HOD & Reader in Economics) 2.Prof. B.K.Patel (HOD & Reader in Education)	
2. Administrative Bursar -	1.Prof. B.B.Naik (HOD & Reader in Economics) 2.Prof. B.K.Patel (HOD & Reader in Education)	
3. Accounts Bursar - Assistants for maintenance/expedition of Accounts matter.	1.Prof. B. B. Naik (HOD & Reader in Economics) 2.Prof. D.Chand (Lect. in Economics)	
4. Academic Bursar - Asst.	1.Prof. D. D. Patel (HOD & Reader in English) 2.Prof.B.K.Patel (HOD & Reader in Education)	
5. +2 Stream overall I/C - Asst. -	Prof.H.C.Prusty (HOD & Reader in Odia) Prof.S.K.Nayak (HOD, Physics) Prof.D.K.Meher (Lect. in Commerce)	
6. U.G.C. Planning Board -	Prof. B. K. Patel (HOD, Education) Prof. D. Chand (Lect.-in-Economics) Prof. S. K. Nayak (HOD, Physics)	
7. U.G.C. Stock -	Prof. B. K. Patel (HOD, Education) Prof.D.Chand (Lect . in Economisc)	

8. NAAC - Prof. B.K.Patel (HOD, Education)
Prof. D. Chand (Lect.-in-Economics)
9. Planning Board Overall Development Principal
(Approve Proposal for - Co-ordinator IQAC (Sri. D.Chand)
Infrastructure Development) Senior Teacher - Prof. D.D.Patel (HOD English)
Library -Mr.S.S.Naik (Asst. Librarian)
Account Bursar - Prof.B.B.Naik (HOD Economics)
10. Parent Teacher Association (P.T.A) - 1.Prof. B. K. Patel (HOD ,Education) (Convenor)
2. Prof. S. K. Nayak (HOD, Pol.Sc)
Asst. Prof. D.K.Meher (HOD, Commerce)
Prof. Mrs.A.Pati (Lect. in Hindi)
11. Community Site (C.S.) - Prof. D. Mahanandia (Lect.-in-Odia)
Prof.P.N.Pandey (Lect. in Education)
12. Social Audit and Monitoring -(Convenor) Prof. D.Chand (ect. in Economics)
Prof. M.D.Aslam (HOD, Mathematics)
Prof. D.K.Meher (Lect. in Commerce)
13. Internal Quality Assurance Cell (IQAC) -Principal as Chairperson
Senior Teachers- Prof. B. B. Naik (HOD & Reader in Economics)
Prof. H. C. Prusty (HOD & Reader in Odia)
Prof. D. D. Patel (HOD & Reader in English)
Prof. B.K.Patel (HOD, Education)
Prof. Dr.A.K.Meher (Lect. in Odia)
Sr. Administrative official member- Prof. B. B. Naik (HOD & Reader in Economics)
External Experts Local Member - Mr.P.K.Mishra
Mr.R.Chhatria
Co-ordinator Member Secretary Prof. D.Chand (Lect. in Economics)
14. Strategic Change Centre - Prof. B. K. Patel (HOD, Education) (Convenor)
Prof. S. K. Nayak (HOD, Physics)

15. Post Purchase Pre-Payment Assessment --1.Prof. B. B. Naik (HOD & Reader in Economics)
(Acct. Bursar)
2. Prof.D.Chand (Lect.in Economics)
Asst. Prof.D.K.Meher (Lect. in Commerce)
Committee - Prof. G.D.Vainsa (Lct. in History)
Prof. S. K. Nayak (HOD, Pol. Sc.)
Prof. S. K. Nayak (HOD, Physics)
Sri P.K.Naik (Junior Clerk)
16. Advisor Students' Union - 1.Prof. H. C. Prusty (HOD & Reader in Odia)
2.Prof. B. K. Patel (HOD, Education)
Associate Advisors - Prof. S. K. Nayak (HOD,Pol. Sc.)
Prof. Smt. Sabita Naik (Lect.-in-Odia)
Prof. P. K. Sahoo(HOD, Chemistry)
Prof. Mrs.A.Pati (Lect. in Hindi)
17. Vice-President Dramatic & Musical Society 1. Prof. P. K. Sahoo (HOD, Chemistry)
2.Prof. D. Chand (Lect.-in-Economics)
Associate Vice-President - Prof. Smt. A.Pati (Lect.-in-Hindi)
18. Vice-President Athletic Association - 1. Prof. B.K.Patel (HOD, Education)
Prof.N.N.Sethi (Lect. in History)
Associate Vice-President - Asst. Prof. P. N. Pandey (Lect.-in-Education)
Mr.P.R.Patel (P.E.T)
2. Prof. Md. Aslam (HOD, Mathematics)
Prof. D. Mahanandia (Lect.-in-Odia)
Prof. Mrs. Sanjukta Patel (HOD, Zoology)
Mr. P. R. Patel (PET)
19. Vice President – Sahitya Sansad - 1. Prof. H. C. Prusty (HOD & Reader in Odia)
2. Prof. D.D.Patel(HOD & Reader in English)
Associate Vice-Presidents - Prof. Dr. A. K. Meher (Lect.-in-Odia)
Prof. D.K.Meher (Lect.-in-Commerce)
Prof. P.K.Sahoo (HOD, Chemistry)
Prof. Smt. A. Pati (HOD, Hindi)

20. Vice-President Students' Common Room -	1. Prof.P.K.Sahoo (HOD, Chemistry) 2. Prof. S. K. Naik (HOD, Botany) Prof. Mrs. Sanjukta Patel (HOD, Zoology)
21. Vice-President Science Society – Associate Vice President .-	Prof. S. K. Nayak (HOD, Physics) Prof. P. K. Sahoo (HOD, Chemistry) Prof. Mrs. Sanjukta Patel (HOD, Zoology)
22. Vice-President Social Function - Associate Vice President.-	1. Prof. Dr. A. K. Meher (Lect.-in-Odia) 2. Prof. P. K. Sahoo (HOD, Chemistry) Sri.S.S.Naik (Asst. Lib) Mr. P. R. Patel (PET)
23. +2 e-Admission I/C - Help Desk I/C - D.E.O. - Validation Team Members -	Prof. B. K. Patel (HOD, Education) Prof. N. N. Sethi (Lect.-in-History) Prof. Smt. A. Pati (HOD, Hindi) Sri Rabish.Pr.Sukla Prof. G. D. Vainsa (Lect.-in-History) Prof. D.K.Meher (Lect.-in-Commerce) Prof. Md. Aslam (HOD, Mathematics) Prof. P. K. Sahoo (HOD, Chemistry) Prof. S. K. Naik (HOD, Botany)
24. +3 e-Admission I/C - Help Desk I/C - D.E.O. – Validation Team Members -	Prof. D. D. Patel (HOD & Reader in English) Prof. S. K. Nayak (HOD, Pol. Sc.) Prof. Dr. A. K. Meher (Lect.-in-Odia) Prof. Smt. Sabita Naik (Lect.-in-Odia) Prof. Mrs. Sanjukta Patel (HOD, Zoology) Sri Rabish.Pr.Sukla Prof. N. N. Sethi (Lect.-in-History) Prof. S. K. Nayak (HOD, Botany)
25. (i) Members I/C Scholarship) (Post Matric & Others) (ii) Liaisoning S.C./S.T. -	1. Prof. Dr. A. Ku. Meher (Lect.-in-Odia) 2. Prof. N. N. Sethi (Lect.-in-History) Prof. D. Mahanandia (Lect.-in-Odia)

26. Building Construction Committee - Sri R. Chhatra, Hon'ble Ex-MLA Kuchinda (Chairman)
(President G.B)
Infrastructure Assistance Govt. of Odisha -
Members - Prof. K.C. Raj (Principal cum Secretary)
Prof. B. B. Naik (Administrative Bursar/ Account Bursar)
Prof. B. K. Patel (HOD, Education)
Prof. S. K. Nayak (HOD, Physics)
Asst. Engg. PWD, Kuchinda
27. Construction Committee - Prof. B. K. Patel (HOD, Education)
Prof. S. K. Nayak (HOD, Physics)
Sri S. S. Naik (Asst. Librarian)
28. Members I/C Furniture - Prof. G. D. Vainsa (Lect.-in-History)
Notice Board, Green Board Prof. P. K. Sahoo (HOD, Chemistry)
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29. Members I/C Electricity - Prof. S. K. Nayak (HOD, Physics)
Articles, Water Supply Toilet etc. Prof. S. S. Naik (Asst. Lib.)
30. College Campus Cleaning including Prof. S. K. Nayak (Lect.-in-Pol. Sc.)
ST Ladies Hostel, Prof. G. D. Vainsa (Lect.-in-History)
Gardening, Plantation, Beautification - Prof. S. K. Nayak (HOD, Botany)
& Sri P.R. Patel (PET)
Overall Maintenance
31. College Examination +2 & 1. Prof. Santosh Ku. Nayak (HOD, Pol. Sc.)
+3 Degree Form fill up etc. formalities - Prof. N. N. Sethi (Lect.-in-History)
2. Prof. P. K. Sahoo (HOD, Chemistry)
Prof. S. Ku. Naik (HOD, Botany)
Prof. Mrs. Sanjukta Patel (HOD, Zoology)
G. D. Vainsa (Lect.-in-History)
32. Computer & Electronic Equipment – Prof. D. Chand (Lect.-in-Economics)
Prof. S. K. Nayak (HOD, Physics)
Sri R.P. Sukla (DEO)
Sri. Sandeep Vengra

33. N.S.S. Programme Officers - Unit-I :-Prof. P. K.Sahoo (HOD, Chemistry)
Unit-II : -Prof. N.N.Sethi (Lect.-in-History)
Unit-III : - Prof. Smt. Sanjukta Patel (HOD, Zoology)
34. Time Table Prof. D.D.Patel (HOD, English)
& Holiday List I/C - Prof. Md. Aslam (HOD, Mathematics)
35. Grievance Redressal Cell- Prof. H. C. Prusty (HOD & Reader in Odia)
(Convenor)
Members - Prof. B. K. Patel (HOD, Education)
Prof.. S.K.Nayak (HOD, Pol.Sc)
an Disciplinary Committee Prof.P.K.Sahoo (HOD, Chemistry)
36. Anti – Ragging /Squad
Anti – Sexual/ Anti Harassment
Convenor : - Prof. B. K.Patel (HOD, Education) (Convenor)
Members : - Prof. S. Ku. Nayak (HOD, Pol. Sc.)
Prof. S. Ku. Nayak (HOD, Physics)
Prof. Mrs. A.Pati (Lect. in Hindi)
37. R.T.I. matters -
P.I.O.- Prof. B. K. Patel (HOD, Education)
A.P.I.O. – Prof. D. Chand (Lect.-in-Economics)
38. Teachers’ Award Committee (TAC) -(Convenor) Prof. D. D. Patel (HOD & Reader in English)
Members : - Prof. G. D. Vainsa (Lect.-in-History)
39. Performance Tracking Cell (PTC) Each
Deptt. Function All HODs Sole
Monitoring- Prof. B. B. Naik (HOD, Economics) (Convenor)
Members : - Prof. H. C. Prusty (HOD & Reader in Odia)
Prof. D. D. Patel (HOD & Reader in English)
Prof. B. K. Patel (HOD, Education)
Prof. S. K. Nayak (HOD, Physics)
Prof. P. K. Sahoo (HOD, Chemistry)
Prof. S. K. Naik (HOD, Botany)
Prof. Mrs. Sanjukta Patel (HOD, Zoology)
Sri P. R. Patel (PET)

40. Placement Cell : -	Prof. S. K. Nayak (HOD, Physics) Prof. P. K. Sahoo (HOD, Chemistry)
41. Maintenance of Registers including U.G.C.-	Prof. P.N.Pandey (Lect. in Education) Prof.D.K.Meher (Lect. in Commerce) Prof. Mrs.S.Patel (HOD, Zoology) Sri Prasanna Naik (Deal. Asst.) Sri Chintamani Sahoo Sri.S.Vengra
42. Verification & Comparison of C.L.C., Mark Sheet, Conduct & Other Certificates, Photo, Long Roll Admission Registers - SC/ST.Minority matters	Prof. B. K. Patel (HOD, Education) Prof. S. K. Nayak (HOD, Physics) Prof. Md.Aslam (HOD, Math) Prof. Dr.A.K.Meher (Lect. in Odia) Prof. N.N.Sethi (Lect. in History) Prof. D.mahanandia (Lect. in Odia)
43. (i) Officer I/C –Liaisoning at S.U., R.D.E.,CHSE Zonal, Collectorate, RDC others at Sambalpur & AISHE - (ii) Liaisoning at D.H.E., CHSE BBSR –	Prof. D. Chand (Lect.-in-Economics) Prof. Smt. Sabita Naik (Lect.-in-Odia) Prof. B. K. Patel (HOD, Education) Prof. D. Chand (Lect.-in-Economics) Mr. Prasanna Naik (Jr.Clerk)
44. News Paper Publication -	Prof. H. C. Prusty (HOD & Reader in Odia) Prof. P. K. Sahoo (HOD, Chemistry)
45. Officer I/C Red Cross -	Prof. P. K. Sahoo (HOD, Chemistry) Prof. Smt. Sabita Naik (Lect.-in-Odia)
46. Officer I/C Eco-Club -	Prof. D. Mahanandia (Lect.-in-Odia)
47. Officer I/C Scout & Guide -	Prof. P. N. Pandey (Lect.-in-Education) Mr. P.R.Patel (PET)
48. Library -	Sri S. S. Naik (Asst. Librarian)

49. Driving License Matter.	1. Prof.N.N.Sethi (Lect. in History) 2. Prof. S.K.Naik (Lect. in Botany) Prof. D.K.Meher (Lect. in Commerce)
50. IGNOU Co-ordinator - Asst. –	Prof. G.D.Vainsa (Lect. in History) Sri Rabish Sukla (DEO) Sri Kruchna Chandra Sandha (Watchman) Sri Permeswar Sahoo, Peon
51. College Calendar & Prospectus - Magazine.	Prof. H. C. Prusty (HOD & Reader in Odia) Prof. D. D. Patel (HOD & Reader in English) Prof.S.K.Nayak (HOD, Physics) Prof. Mrs.A.Pati (Lect. in Hindi) Prof.D.K.Meher (Lect. in Commerce)
52. Computation of Income & related matters of I.Tax, E.P.F. etc.	Prof. D.Chand (Lect. in Economics) Mr. P.K.Naik (Junior Clerk) Mr.R.P.Sukla (DEO)
53. College Land Alienation, records/ Recognition, Affiliation U.G.C. letters compliance ,NAAC Accreditation, Subject opening etc.	Prof. B.K.Patel (HOD, Education) Prof. D. Chand (Lect.-in-Economics) Mr. P.K.Naik (Junior Clerk)
54. Railway Concession -	Mrs. A. Pati (Lect. in Hindi) Mr.R.P.Sukla (DEO) Miss Anupama Naik (Lab. Attendant)
55. Store General -	Prof. B. K. Patel (HOD, Education) Prof.G.D.Vainsa (Lect. in Hiistory) Prof.S.K.Nayak (HOD, Pol.Sc)
56. Store U.G.C. -	Prof..B.K.Patel (HOD,Education) Prof. D.Chand (Lect. in Economics) Prof. S. K. Nayak (HOD, Physics)

57. Hostel I/C -

Prof. N.N.Sethi (Lect. in History)

Prof. D.Chand (Lect. in Economics)

Prof. P. N. Pandey (Lect.-in-Education)

Prof. S. K. Naik (HOD, Botany)

Mr.P.R.Patel (P.E.T)

58. Utilization Notice Board -

Prof. D.D.Patel (HOD & Reader in English)

Prof. S.K.Nayak (Lect. in. Pol.Sc)

Prof.P.K.Sahoo (HOD, Chemistry)

Prof. D. Mahanandia (Lect.-in-Odia)

59. Curriculum Syllabi :-

Prof. D.D.Patel (HOD & Reader in English)

Prof. B.K.Patel (HOD Education)

AISHE

Prof. Md.Asalam (HOD, Maths)

Prof.P.K.Sahoo (HOD, Chemistry)

60. I.D. Card :- +3 Stream

Prof. D.D.Patel(HOD & Reader in English)

+2 Stream

Prof. B.K.Patel (HOD, Education)

61. Self- Defence :-

Prof. Md.Asalam (HOD, Mathematics)

Prof.P.K.Sahoo (HOD, Chemistry)

62.Yoga Practice :-

Mr.P.R.Patel (P.E.T)

63. Disciplinary Committee

1. Prof.H.C.Prusty (HOD & Reader in Odia)

2. Prof.B.K.Patel (HOD, Education)

Prof. D.D.Patel(HOD & Reader in English)

Prof.Santosh Ku. Nayak (HOD, Pol.Sc)

Prof. SushilKu. Nayak (HOD, Physics)

Prof. P.K.Sahoo (HOD, Chemistry)

64. RUSA :-

Prof. B.B.Naik (HOD & Reader in Economics)

Prof. H.C.Prusty (HOD & Reader in Odia)

Prof. D. D. Patel (HOD & Reader in English)

Prof. B. K. Patel (HOD, Education)

Prof. D. Chand (Lect.-in-Economics)

Prof. P. N. Pandey (Lect.-in-Education)

Prof. G. D. Vainsa (Lect.-in-History)

Prof. Santosh . K. Nayak (HOD, Pol. Sc.)

Prof. S . K. Nayak (HOD, Physics)

65. Career Counseling :-	1. Prof.D.Chand (Lect. in Economics) 2. Prof. S.K.Nayak (HOD Physics) Prof. P.K.Sahoo (HOD Chemistry)
66. Equal Opportunity Cell :-	Prof. Dr. A.K.Meher (Lect. in Odia) Prof. N.N.Sethi (Lect. in History)
67. Library	Sri. Shankarsan Naik (Asst. Librarian) Sri Subhransu Patra (Lib. Attendant)
68. Women Empowerment Cell :-	Prof.Smt.S.Naik (Lect. in Odia) Prof.Smt. A.Pati (Lect. in Hindi)
69. Faculty Improvement Cell	Prof. H. C. Prusty (HOD & Reader in Odia) Prof. D. D. Patel (HOD & Reader in English)

In addition to the above, the undersigned may entrust any additional responsibility or may change the port-folios of the staffs in exigencies of circumstances.

Principal
Bamra T.F.College, Bamra