

OFFICE OF THE PRINCIPAL,  
COLLEGE OF TEACHER EDUCATION, BALASORE.

OFFICE ORDER NO. 664 / DT. 06.07.2023 /


**Distribution of Administrative Assignment among the members of teaching staff for the Session: 2023-2024 as follows.**

Sl. No.	Name of the activities	Officers to whom activities are assigned
1	2	3
1.	Administrative Bursar	Smt. I. Bahali, Assistant Professor
2.	Accounts Bursar	Dr. B. K. Swain, Assistant Professor
3.	Academic Bursar	Dr. B. Mohanty, Assistant Professor
4.	Admission	1. Dr. P.K.P. Mohapatra, Assistant Professor 2. Miss N. Sahoo, Assistant Professor
5.	Examination	1. Dr. K. Sahoo, Assistant Professor 2. Smt. J. Sethi, Assistant Professor
6.	Staff Council Secretary / Club Secretary	1. Smt. I. Bahali, Assistant Professor 2. Dr. B. K. Swain, Assistant Professor
7.	Library	1. Dr. K. Sethi, Assistant Professor 2. Miss N. Sahoo, Assistant Professor 3. Dr. N. Dash, Assistant Professor
8.	Science Laboratory & Teaching Aids	1. Smt. S.S. Pradhan, Assistant Professor 2. Dr. N. Dash, Assistant Professor 3. Dr. S. Das, Assistant Professor
9.	Computer Lab., Language Lab., etc.	1. Sri S. K. Jena, Assistant Professor 2. Dr. K. Sahoo, Assistant Professor
10.	Log Book / Progress Register	Smt. J. Sethi, Assistant Professor
11.	Superintendent - Gent's Hostel	Sri S. K. Kar, Art. Education Instructor
12.	UGC & NCTE,	1. Dr. K. Sahoo, Assistant Professor 2. Dr. B. K. Swain, Assistant Professor
13.	NAAC & IQAC	1. Dr. B. Mohanty, Assistant Professor 2. Dr. P.K.P. Mohapatra, Assistant Professor
14.	Alumni Association and Mo College Abhiyan	1. Smt. B. B. Patra, Assistant Professor 2. Dr. B. K. Swain, Assistant Professor 3. Smt. J. Sethi, Assistant Professor
15.	Scholarship / Students Welfare & Aid Fund	1. Dr. K. Sethi, Assistant Professor 2. Sri S. K. Jena, Assistant Professor 3. Smt. J. Sethi, Assistant Professor
16.	Legal Affair	1. Dr. P.K.P. Mohapatra, Assistant Professor 2. Dr. B. K. Swain, Assistant Professor
<b>Committees of the College</b>		
17.	Purchase Committee	1. Smt. I. Bahali, Assistant Professor 2. Dr. B. Mohanty, Assistant Professor 3. Dr. B. K. Swain, Assistant Professor 4. Dr. K. Sahoo, Assistant Professor 5. Sri S. K. Kar, Art. Education Instructor
18.	Development Committee - (Building, Furniture, Electricity & Water)	1. Sri S. K. Jena, Assistant Professor 2. Dr. B. K. Swain, Assistant Professor 3. Smt. J. Sethi, Assistant Professor 4. Sri S. K. Kar, Art. Education Instructor
19.	Admission Committee	1. Dr. B. Mohanty, Assistant Professor 2. Dr. P.K.P. Mohapatra, Assistant Professor 3. Miss N. Sahoo, Assistant Professor 4. Dr. K. Sahoo, Assistant Professor
20.	Residential Committee	1. Smt. I. Bahali, Assistant Professor 2. Dr. P.K.P. Mohapatra, Assistant Professor 3. Dr. B. K. Swain, Assistant Professor 4. Sri S. K. Kar, Art. Education Instructor

21.	Legal Cell	<ol style="list-style-type: none"> <li>1. Dr. B. Mohanty, Assistant Professor</li> <li>2. Dr. K. Sahoo, Assistant Professor</li> <li>3. Dr. B. K. Swain, Assistant Professor</li> <li>4. Smt. J. Sethi, Assistant Professor</li> </ol>
22.	Anti-Ragging Committee	<ol style="list-style-type: none"> <li>1. Smt. I. Bahali, Assistant Professor</li> <li>2. Miss N. Sahoo, Assistant Professor</li> <li>3. Dr. N. Dash, Assistant Professor</li> <li>4. Dr. S. Das, Assistant Professor</li> </ol>
23.	Research Committee	<ol style="list-style-type: none"> <li>1. Dr. P.K.P. Mohapatra, Assistant Professor</li> <li>2. Dr. N. Dash, Assistant Professor</li> <li>3. Dr. K. Sahoo, Assistant Professor</li> <li>4. Dr. B. K. Swain, Assistant Professor</li> </ol>
24.	Sexual Harassment Committee	<ol style="list-style-type: none"> <li>1. Dr. K. Sethi, Assistant Professor</li> <li>2. Smt. S.S. Pradhan, Assistant Professor</li> <li>3. Dr. S. Das, Assistant Professor</li> <li>4. Smt. B. B. Patra, Assistant Professor</li> <li>5. Smt. G. Dutta, Craft Instructor (Tail)</li> </ol>
25.	R.T.I. & PUBLIC INFORMATION : <ol style="list-style-type: none"> <li>1. First Appellate Authority -</li> <li>2. Public Information Officer -</li> <li>3. Assistant Public Information Officer -</li> </ol>	<ol style="list-style-type: none"> <li>1. Dr. P. C. Behera, Principal</li> <li>2. Smt. I. Bahali, Assistant Professor</li> <li>3. Sri R.R. Nanda, Lab. Assistant</li> </ol>
26.	NAAC & IQAC Committee	<ol style="list-style-type: none"> <li>1. Dr. B. Mohanty, Assistant Professor</li> <li>2. Dr. P.K.P. Mohapatra, Assistant Professor</li> <li>3. Dr. N. Dash, Assistant Professor</li> <li>4. Dr. K. Sahoo, Assistant Professor</li> </ol>
27.	Grievance Redressal	<ol style="list-style-type: none"> <li>1. Smt. I. Bahali, Assistant Professor</li> <li>2. Dr. K. Sethi, Assistant Professor</li> <li>3. Smt. S.S. Pradhan, Assistant Professor</li> <li>4. Dr. S. Das, Assistant Professor</li> </ol>
28.	ICT, Website & Social Media	<ol style="list-style-type: none"> <li>1. Dr. B. Mohanty, Assistant Professor</li> <li>2. Sri S. K. Jena, Assistant Professor</li> <li>3. Dr. N. Dash, Assistant Professor</li> <li>4. Smt. B. B. Patra, Assistant Professor</li> <li>5. Sri R. R. Nanda, Lab. Assistant</li> </ol>
29.	Placement Cell	<ol style="list-style-type: none"> <li>1. Miss N. Sahoo, Assistant Professor</li> <li>2. Dr. N. Dash, Assistant Professor</li> <li>3. Dr. K. Sahoo, Assistant Professor</li> <li>4. Dr. B. K. Swain, Assistant Professor</li> </ol>
30.	Alumni Association Management and Mo College Abhiyan	<ol style="list-style-type: none"> <li>1. Dr. K. Sethi, Assistant Professor</li> <li>2. Sri S. K. Jena, Assistant Professor</li> <li>3. Smt. B. B. Patra, Assistant Professor</li> <li>4. Dr. B. K. Swain, Assistant Professor</li> <li>5. Sri S. K. Kar, Art. Education Instructor</li> </ol>
31.	Research Committee	<ol style="list-style-type: none"> <li>1. Dr. P.K.P. Mohapatra, Assistant Professor</li> <li>2. Dr. N. Dash, Assistant Professor</li> <li>3. Dr. S. Das, Assistant Professor</li> <li>4. Dr. K. Sahoo, Assistant Professor</li> <li>5. Dr. B. K. Swain, Assistant Professor</li> </ol>
32.	Curriculum Planning Committee	<ol style="list-style-type: none"> <li>1. Dr. K. Sethi, Assistant Professor</li> <li>2. Dr. P.K.P. Mohapatra, Assistant Professor</li> <li>3. Dr. K. Sahoo, Assistant Professor</li> <li>4. Dr. B. K. Swain, Assistant Professor</li> <li>5. Smt. J. Sethi, Assistant Professor</li> </ol>
33.	Editorial Board	<ol style="list-style-type: none"> <li>1. Dr. K. Sethi, Assistant Professor</li> <li>2. Sri S. K. Jena, Assistant Professor</li> <li>3. Miss N. Sahoo, Assistant Professor</li> <li>4. Smt. B. B. Patra, Assistant Professor</li> <li>5. Smt. J. Sethi, Assistant Professor</li> <li>6. Sri S. K. Kar, Art. Education Instructor</li> </ol>
34.	Minority and Inclusive Cell	<ol style="list-style-type: none"> <li>1. Dr. K. Sethi, Assistant Professor</li> <li>2. Dr. P.K.P. Mohapatra, Assistant Professor</li> <li>3. Smt. B. B. Patra, Assistant Professor</li> <li>4. Smt. G. Dutta, Craft Instructor (Tail)</li> </ol>
35.	Disciplinary Committee	<ol style="list-style-type: none"> <li>1. Smt. I. Bahali, Assistant Professor</li> <li>2. Dr. B. Mohanty, Assistant Professor</li> <li>3. Dr. N. Dash, Assistant Professor</li> <li>4. Dr. B. K. Swain, Assistant Professor</li> </ol>




36.	Library Committee	<ol style="list-style-type: none"> <li>1. Dr. K. Sethi, Assistant Professor</li> <li>2. Dr. P.K.P. Mohapatra, Assistant Professor</li> <li>3. Miss N. Sahoo, Assistant Professor</li> <li>4. Dr. N. Dash, Assistant Professor</li> <li>5. Sri K. C. Nayak, Library Assistant</li> </ol>
37.	Proctorial and Mentoring Committee	<ol style="list-style-type: none"> <li>1. Dr. B. Mohanty, Assistant Professor</li> <li>2. Miss N. Sahoo, Assistant Professor</li> <li>3. Dr. S.S. Pradhan, Assistant Professor</li> <li>4. Sri S. K. Kar, Art. Education Instructor</li> </ol>
38.	Counselling Cell	<ol style="list-style-type: none"> <li>1. Dr. K. Sethi, Assistant Professor</li> <li>2. Miss N. Sahoo, Assistant Professor</li> <li>3. Dr. S. Das, Assistant Professor</li> <li>4. Smt. J. Sethi, Assistant Professor</li> </ol>

  
 Principal, 6/7/23  
 C.T.E., Balasore.

MEMO NO. 665 / DT. 06.07.2023 /

*Copy to Persons Concerned / Principals' Table / Section Officer (I/c) / All Clerical Staff Members / NAAC IQAC (Co-ordinator) File / College Website File / College Magazine for information and necessary action.*

  
 Principal, 6/7/23  
 C.T.E., Balasore.