

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

Office Order No. 921 / Date 14-08-24

In pursuance to the Resolution No. 54, dtd. 01.08.2024, the distribution of Administrative Assignments was made among the members of the teaching staff for the Session 2024-25 on date 08-08-2024 as follows -

Sl. No.	Name of the activities	Officers to whom activities are assigned
1	Administrative Bursar	Smt. Jaymala Sethi, Assistant Professor
2	Accounts Bursar	Dr B. K. Swain, Assistant Professor
3	Academic Bursar	Ms Naina Sahoo, Assistant Professor
4	Admission	Dr P. K. P. Mohapatra, Assistant Professor
5	Examination	Dr K. Sethi, Assistant Professor
6	Staff Council & Staff Club Secretary	Smt Sabita Sobha Pradhan, Assistant Professor
7	Library & e-Library	Smt I. Bahali, Assistant Professor
8	Science Laboratory & Teaching Aids	Dr N. Dash, Assistant Professor
9	Social Science Lab, ICT Lab & Language Lab	Mr S. K. Jena, Assistant Professor
10	Log Book / Progress Register	Dr N. Dash, Assistant Professor
11	Superintendent – Gent's Hostel	Sri S.K. Kar, Art Education Instructor
12	UGC & NCTE	Dr K. Sahoo, Assistant Professor
13	IQAC Co-Ordinator	Dr B. Mohanty, Assistant Professor
14	Alumni Association & MO-College Abhiyan	Dr S. Das, Assistant Professor
15	Scholarship / Students Welfare & AID Fund	Smt. I Bahali, Assistant Professor
16	Legal Affair	Dr P.K.P. Mohapatra, Assistant Professor
17	IDP Co-ordinator	Dr K. Sahoo, Assistant Professor
18	Ladies Hostel	Dr K. Sethi, Assistant Professor Dr S. Das, Assistant Professor

Committees of the College

19	Purchase Committee	Dr P. K.P. Mohapatra, Assistant Professor Dr K. Sahoo, Assistant Professor Dr B.K. Swain, Assistant Professor Sri S.K. Kar, Art Education Instructor
20	Development Committee (Building, Furniture, Electricity & Water)	Sri S.K. Jena, Assistant Professor Dr P.K.P. Mohapatra, Assistant Professor Dr B.K. Swain, Assistant Professor Smt J. Sethi, Assistant Professor Sri S.K. Kar, Art Education Instructor
21	Admission Committee	Dr B. Mohanty, Assistant Professor Mr S.K. Jena, Assistant Professor Dr P.K.P. Mohapatra, Assistant Professor Ms N. Sahoo, Assistant Professor Dr N. Dash, Assistant Professor Dr K. Sahoo, Assistant Professor
22	Hostel Committee	Smt I. Bahali, Assistant Professor Dr K. Sethi, Assistant Professor Dr P.K.P. Mohapatra, Assistant Professor Smt S.S. Pradhan, Assistant Professor Dr S. Das, Assistant Professor

		Dr B.K. Swain, Assistant Professor Mr S.K. Kar, Art Education Instructor
23	Legal Cell	Smt J. Sethi, Assistant Professor Dr B. Mohanty, Assistant Professor Dr P.K.P. Mohapatra, Assistant Professor Dr K. Sahoo, Assistant Professor Dr B.K. Swain, Assistant Professor
24	Anti-Ragging Committee	Ms Naina Sahoo, Assistant Professor Smt I. Bahali, Assistant Professor Dr N. Dash, Assistant Professor Dr S. Das, Assistant Professor Mr S.K. Jena, Assistant Professor
25	Research Committee	Dr P.K.P. Mohapatra, Assistant Professor Dr N. Dash, Assistant Professor Dr K. Sahoo, Assistant Professor Dr B.K. Swain, Assistant Professor
26	Sexual Harassment Committee	Smt S.S. Pradhan, Assistant Professor Dr K. Sethi, Assistant Professor Dr S. Das, Assistant Professor Smt B.B. Patra, Assistant Professor Mrs I. Bahali, Assistant Professor
27	R.T.I. & Public Information First Appellate Authority Public Information Officer Assistant Public Information Officer	Prof. (Dr.) S.K. Dey, Principal Smt. I. Bahali, Assistant Professor Mr S.K. Jena, Assistant Professor
28	IQAC Committee	Dr B. Mohanty, Assistant Professor Dr P.K.P. Mohapatra, Assistant Professor Dr N. Dash, Assistant Professor Dr K. Sahoo, Assistant Professor Smt. I. Bahali, Assistant Professor Dr B.K. Swain, Assistant Professor
29	Grievance Redressal	Smt I. Bahali, Assistant Professor Dr K. Sethi, Assistant Professor Smt S.S. Pradha, Assistant Professor Dr S. Das, Assistant Professor
30	ICT, Website & Social Media	Mr S.K. Jena, Assistant Professor Dr N. Dash, Assistant Professor Dr S. Das, Assistant Professor
31	Placement Cell	Ms Naina Sahoo, Assistant Professor Dr N. Dash, Assistant Professor Dr K. Sahoo, Assistant Professor Dr B.K. Swain, Assistant Professor
32	Editorial Board	Mrs Barsa Barnali Patra, Assistant Professor Dr K. Sahoo, Assistant Professor Ms Naina Sahoo, Assistant Professor Mrs. J. Sethi, Assistant Professor
33	Minority & Inclusive Cell	Dr K Sethi, Assistant Professor Dr P.K.P. Mohapatra, Assistant Professor Smt B.B. Patra, Assistant Professor
34	Discipline Committee	Smt I. Bahali, Assistant Professor Dr B. Mohanty, Assistant Professor Dr N. Dash, Assistant Professor Dr B.K. Swain, Assistant Professor Dr S. Das, Assistant Professor
35	Library Committee	Ms Naina Sahoo, Assistant Professor Ms I. Bahali, Assistant Professor

		Dr P.K.P. Mohapatra, Assistant Professor Sri K.C. Nayak, Asst Librarian
36	Counselling Cell	Ms Naina Sahoo, Assistant Professor Dr K. Sethi, Assistant Professor Dr S. Das, Assistant Professor Smt J. Sethi, Assistant Professor


Principal 14-8-24
CTE, Balasore

Memo No. 922 /Date 14.08.24

Copy to person concerned / Principal's Table / Section Officer (I/C) / All Clerical Staff Members / NAAC
IQAC (Co-Ordinator) / College Website File/ College Magazine for information and necessary action.


Principal 14-8-24
CTE, Balasore

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

Office Order No. 923 / Date 14.08.24

Distribution of Curricular & Co-curricular Activities among the Teaching Staff Members for the session 2024-25 as follows:

Sl. No.	Name of the activities	Officers to whom activities are assigned
1	Pre-Service	
	Curricular Activities	
1.1	Time Table & Class Arrangement	Dr B. Mohanty, Assistant Professor
1.2	Students' Attendance	Mr S.K. Jena, Assistant Professor
1.3	Pre-Internship	Dr N. Das, Assistant Professor
1.4	Internship	Dr. P.K.P. Mohapatra, Assistant Professor Dr B. K. Swain, Assistant Professor
1.5	Post Internship	Smt S.S. Pradhan, Assistant Professor
1.6	Student's Council Advisor	Dr B. Mohanty, Assistant Professor
1.7	Cultural Forum	Dr K. Sethi, Assistant Professor
1.8	Dramatic Society	Smt I. Bahali, Assistant Professor
1.9	Magazine & Wall Magazine	Smt B.B. Patra, Assistant Professor
1.10	Athletic Society	Sri S.K. Jena, Assistant Professor
1.11	Planning forum	Ms Naina Sahoo, Assistant Professor
1.12	Common Room	Smt J. Sethi, Assistant Professor
1.13	Film & Photography	Dr S. Das, Assistant Professor
1.14	Gardening Society	Smt S.S. Pradhan Assistant Professor
1.15	Student's Community & NSS	Dr P.K.P. Mohapatra, Assistant Professor
1.16	Field Trip & Study Tour	Dr K. Sahoo, Assistant Professor Sri S.K. Kar, A.E.I.
1.17	Seminar & Publication	Dr B.K. Swain, Assistant Professor
1.18	Red Cross	Sri S.K. Jena, Assistant Professor
1.19	Extension Education	Smt J Sethi, Assistant Professor
1.20	Calendar & Identity Card	Dr N. Das, Assistant Professor


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