

OFFICE OF THE PRINCIPAL, PIPLI COLLEGE, PIPLI, PURI

**Revised Co-Curricular Activities Assignment of the Staff
Members from Academic Session 2025-26**

Order No 479/25

Date 02.07.25

Sl No.	Assignment	Name of the Officers-In-Charge
1	Administrative Bursar -1 Administrative Bursar -2	Mr. B.P Tripathy Dr. S.K Nayak
2	Prof.- I/C of UGC, Documentation Planning & all other UGC matters	Dr. S.K Parida Capt. A.P Rath
3	Academic Bursar -1 Academic Bursar -2	Mr. B.B Das Dr. L.N Sethi
4	Account Bursar -1 Account Bursar -2	Mrs. Lopamudra Parida Miss. Swagatika Pradhan
5	NAAC & all Project executing, Monitoring & Procurement Committee	Principal Mr. B.P Tripathy Mrs. Minakshee Mishra Dr. S.K Nayak Dr. S.K Parida Mr. S.K Pradhan Mrs. Lopamudra Parida Mr. Dibya Prasad Kanungo Mr. G.N Dwibedi Mr. S.K Routray Mr. B.K Pradhan H.C (I/C)
6	Public Information Officer	Mr. Sibasish Mirja Majhi
7	First Appellate Authority	Principal
8	Officer In-Charge, General Library	Mr. Bharati Bhusan Das Members Mrs. Swagatika Sahoo Mrs. Anarkali Samal Mrs. Reshmarani Swain Mrs. Banani Mohapatra
9	Programme Officer ,NSS Wings +3 Programme Officer ,NSS Wing +2	Mrs. S. S Paschimakabat (Girls) Mr. B. Subudhi (Boys) Mr. J. Singrain
10	Coordinator Youth Red Cross	Miss. Mamata Patra Mr. Dibya Prasad Kanungo
11	Officer In-Charge of Timetable	Mr. B.B Das Members Mrs. Rebati Naik Mr. Chitrasen Panda

12	Officer In-Charge Repairing Committee (Computer, Biometric, Smart Board, CC Camera maintenance)	Mr. Pinaki Jena Members Mr. Tapan Kumar Sahoo Mr. Dibya Prasad Kanungo Mr. Yakub Uddin Ahemmed Mr. Firoz Khan, D.E.O Cum Clerk Mrs. Rasmi Rana , D.E.O Cum Clerk
13	Officer In-Charge Civil Work & Furniture	Dr. S.K Parida Members Mr. Chitrasen Panda Mr. Ranjan Kumar Sahoo Miss. Saraswati Swain, PET
14	Officer In-Charge Electricity & PHD	Mr. B.K Singh Mr. J Singrain Mr. B.K Behera
15	Secretary Staff Common Room	Capt. A.P Rath Members Mrs. Sarita Naik Mrs. Banani Mohapatra
16	Officer In-Charge Lesson Plan & Progress Register	Academic Bursars +2 & +3
17	Officer In-Charge College Canteen	Mr. Chitrasen Panda
18	Officer In-Charge Cycle Stand	Mr. Ranjan Kumar saho Mr. B.K Behera
19	Officer In-Charge Scholarship & Stipend	Dr. L.N Sethi Members Mr. S.K Jena Y.U Ahemmed
20	Officer In-Charge College Examination	Mr. S.K Pradhan +2 Mr. S.N Samantaray +3 Mr. S.K Routaray
21	Officer In-Charge CAPA & College Budget	Mrs. L. Parida, Accounts Burasar-1 Members Miss S. Pradhan, Accounts Bursar-2 Mr. B.K Pradhan, Head Clerk (I/C) Mr. P.K Dash, Accountant Mr. F.Khan, DEO Cum Clerk
22	College Magazine, Calendar & Wall Magazine Editorial Board	Mr. B.B Das (Chief Editor) Dr. L.N Sethi Mr. Sibasish Mirja Majhi Miss. Mousumi Mohanty
23	Purchase Committee	Principal Administrative Bursar -1 Administrative Bursar -2 Account Bursar - 1 Account Bursar - 2 Academic Bursar-1 Academic Bursar-2 Head Clerk Accountant

24	Advisor Students Union	Dr. S.K Parida
25	Associate Advisors Students Union	Mr. S.N Samantaray Mrs. Manaswini Rout Dr. Pranita Mohapatra Mr. B.K Singh Mr. S.K Routaray
26	Vice President Cultural Society (+2)	Dr. L.N Sethi Members Miss. Sarojini Naik Miss. Mamata Patra Mrs. Sasmita Lahor Dr. Pranita Mohapatra Miss. Mousumi Mohanty
27	Vice President Dramatic Society (+2 & +3)	Dr. S.K Nayak Members Dr. Rebati Naik Mrs. Sarita Nayak (Hist.) Mr. Banambar Subudhi Mrs. Reshmarani Swain Mrs. Sudipta Satpathy
28	Vice President Athletic Society (+2)	Miss. Mamata Patra Members Mr. J Singrain Mr. R.K Sahoo Mrs. Rachita Sahoo Miss S. Swain, PET
	Vice President Athletic Society (+3)	Miss. Barsarani Pradhan Members Mr. Tapan Kumar Sahoo Miss. Reshmarani Swain Mr. B.K Behera Miss S. Swain, PET
29	Officer In-Charge Girls Common Room	Miss. Itishree Swain Members Mrs. Sonali Mohapatra Mrs. P. Bisoi
30	Officer In-Charge Boys Common Room	Mr. Chitrasen Panada Members Mr. Ranjan Kumar Sahoo Mr. Jyotiranjan Singrain
31	Officer In-Charge Science Society	Mr. S.N Samantaray Members Mr. Pinaki Jena Mrs. Anarkali Samal
32	Odia Sahitya Parishad	H.O.D Odia & all Faculty Members of Odia Deptt.
33	Officer In-Charge DSA +2 & +3	Mr. Chitrasen Panda Mr. Banambar Subudhi

34	Officer In-Charge Placement Cell & Career Counseling	Mr. S.N Samantaray Members Mrs. Sarita Nayak (Hist.) Mr. Pinaki Jena Mrs. Sudipta Satapathy
35	Officer In-Charge Anti-Sexual Harassment Cell	Mrs. Minakshee Mishra Members Mrs. Sarita Naik Mrs. Sasmita Lahor Mrs. Banani Mohapatra
36	Officer In-Charge Anti-Ragging Committee	Capt. A.P Rath Members Mr. S.K Pradhan Mrs. Sushree Sangita Paschimakabat Mr. J Singrain
37	Officer In-Charge Tabulation Work +2, Arts, Science, commerce	Miss. Subhalaxmi Sahoo Members Mrs. Laxmipriya Pradhan Mrs. Sonali Mohapatra Mrs. Rachita Sahoo Mrs. Diptimayee Natha Mrs. S.Lenka Mrs. Sudeepa Bhatta
38	Officer In-Charge Plantation & Beautification for NAAC Accreditation	Mr. B.P Tripathy Members Mrs. Minakshee Mishra Mr. S.N Samantaray Mrs. Banani Mohapatra Mrs. Sushree Sangita Paschimakabat Mr. Sujit Kumar Jena Mr. B.K Behera
39	Officer In-Charge Recognition & Affiliation	Mr. Sibasish Mirja Majhi Mr. G.N Dwibedi Mr. B.K Pradhan, H.C (I/C)
40	Officer In-Charge NEET, JEE Training Coordinator	Mr. Tapan Kumar Sahoo Members Mr. Pinaki Jena Miss. Mamata Patra
41	Officer In-Charge Admission (+3)	Mrs. Sarita Naik
42	Officer In-Charge Admission (+2)	Mrs. Manaswini Rout
43	Officer In-Charge Attendance Calculation +3, Arts, Science, Commerce	Miss. Barsarani Pradhan Members Mr. Tapan Kumar Sahoo Mr. Dibyaprasad Kanungo Mrs. Sudipta Satapathy

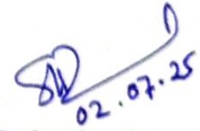
44	Officer In-Charge Attendance Calculation +2, Arts, Science, Commerce	Miss. Sarojini Naik Members Dr. Rebati Naik Mr. Pinaki Jena Mrs. Sasmita Lahor Mr. Sujit Kumar Jena
45	Officer In-Charge Stock & Fixed Assets	Mr. Chitrasen Panda Miss. Saraswati Swain, PET
46	Officer In-Charge Alumini Committee	Dr. S.K Nayak Members Dr. S.K Parida Capt. A.P Rath Miss. Barsarani Pradhan Mrs. Sarita Nayak (Hist.) Mrs. Sushree Sangita Paschimakabat Mr. S.K Routaray
47	Officer In-Charge Guardian Relations / Help Desks	Mr. S.K Pradhan Members Academic Bursars +2 & +3 Mrs. Anarkali Samal Dr. Pranita Mohapatra Mr. Ranjan Kumar Sahoo
48	Secretary Staff Council	Mr. B.P Tripathy
49	Officer In-Charge College Grievance Cell	Dr. S.K Parida Members Capt. A.P Rath Miss. Sarojini Naik Mrs. Sarita Nayak (Hist) Mr. B.K Singh
50	Officer In-Charge Campus Discipline Committee	Capt. A.P Rath Members Mr. S.K Pradhan Mrs. Manaswini Rout Miss. Barsarani Pradhan Mr. Chitrasen Panda Mr. Banambar Subudhi Mr. J .R Singrain Mr. B.K Behera Miss. Saraswati Swain, PET
51	Officer In-Charge Self Defense	Miss. Barsarani Pradhan
52	Associate NCC Officer	Capt. A.P Rath

53	HIMS	Administrative Bursar -1 Administrative Bursar -2 Head Clerk, I/C
54	P.M USHA	Principal , Chairperson Mr. B.P Tripathy, Adm. Bursar-1 Dr. S.K Nayak, Adm. Bursar-2 Capt. A.P Rath, Nodal Officer Mr. B.B Das Dr. S.K Parida Mr. S.K Pradhan Mr. S.N Samantaray Mrs. Lopamudra Parida Miss Barsarani Pradhan Mrs. Lopamudra Parida Miss. Swagatika Pradhan Miss. Mamata Patra Mr. Pinaki Jena Mr. B.K Pradhan, H.C (I/C)
55	Institutional Development Plan (IDP)	Principal Mr. B.P Tripathy, Co-Ordinator Dr. S.K Nayak, Asst. Co- Ordinator <u>Members</u> Mr. S.N Samantaray Miss Barsarani Pradhan Mr. Pinaki Jena Mrs. Manaswini Rout Miss Swagatika Pradhan Mrs. Swagatika Sahoo
56	IQAC	Mr. Sharat Ku. Pradhan, Co-Ordinator <u>Members</u> Mr. Sibasis Mirja Majhi Miss Mamata Patra Mr. Pinaki Jena Dr. Rehati Naik Mr. Tapan Kumar Sahoo Miss Subhalaxmi Sahoo Mrs. Swagatika Sahoo Mr. Santosh Kumar Rautaray
57	Officer in-Charge Academic Calendar	Mrs. Lopamudra Parida <u>Members</u> Mr. Tapan Kumar Sahoo Miss. Subhalaxmi Sahoo Miss. Sarojini Naik
58	Officer in-Charge Co-Ordinating, Monitoring & Liaisoning –Establishment, Accounts & Principal's Office	Mr. G.N Dwibedi

59	Officer in-Charge Co-Ordinating, Monitoring & Liaisoning – Examination, Academic & Admission	Mr. S.K Routray
60	Officer in-Charge Co-Ordinating, Monitoring & Liaisoning – Construction, Campus Development & Cleaning	Mr. B.K Singh
61	Officer in-Charge Co-Ordinating, Monitoring & Liaisoning – Plantation, Campus Beautification & Govt. Sponsored all Students Co-Curricular Activities & Competition	Mrs. Banani Mohapatra

N.B:

The Order will be effective from the date of notification.

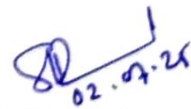

02.07.25

Principal
Principal
PIPLI COLLEGE
PIPLI, PURI

Memo No 480/25,

Date 02.07.25

**Copy forwarded to All Section/Library/Staff Common Room/
P.C Admin for information.**


02.07.25

Principal
Principal
PIPLI COLLEGE
PIPLI, PURI