

GANGADHAR MEHER UNIVERSITY
AMRUTA VIHAR, SAMBALPUR
ASSIGNMENT OF RESPONSIBILITIES FOR THE SESSION-2018-2019
w.e.f 01.10.2018

No. 4981 /GMU

Dated. 01.10.2018

It is for information of all concerned that this assignment of responsibilities to our staff for the session 2018-2019 is different from earlier years for the reasons specified below. All teaching and non-teaching staff members are requested to read through the entire document and perform responsibilities in true spirit so that our beloved institution will scale new high within a short span of time.

1. This is not just the extra-curricular and co-curricular duties for the teaching staff alone.
2. We have included and attached non-teaching staff members to different units/ sections/ activities/ committees/ societies etc. so that the institution achieves the fruits of a synergetic approach to governance.
3. Unlike the practice so far, this time every individual officer/ teacher has been designated as Officer-in-Charge (OIC) or Only-Point of-Contact (POC) because the ultimate responsibility of performance/non-performance will be fixed on the officer who is appointed as the OIC or POC.
4. Dealing assistant/File-in-Charge will be solely responsible for the complete management, safe handling and preservation of concerned files. File will originate from the desk of the concerned file-in-charge and will move upward or downward only through the Head Clerk. File log book has to be maintained which will be verified by the Vice Chancellor and Registrar at regular intervals.
5. All OICs/POCs/Dealing Assistants/File-in-Charges are requested to go through the "Basic Public Services Rules" of the Government and perform their assigned responsibilities within the specified time limit.
6. Duties not mentioned in this list will be treated either as "to continue as such" or "to be dealt with separately".
7. This is the final order and there will be no separate order issued. Hence, handing over of charges has to be completed within seven days and compliance report should reach the Vice Chancellor latest by 10th October, 2018.

By order of Vice Chancellor


Registrar
GM University
Amruta Vihar, Sambalpur
REGISTRAR
GANGADHAR MEHER UNIVERSITY
SAMBALPUR

1. ADMINISTRATIVE UNITS/SUB-UNITS

SL.NO	UNIT/SUB-UNIT	OIC/POC	SUPPORT STAFF	DEALING ASSISTANT/ FILE IN CHARGE
1	ACADEMIC-1	DR.P.K.NAIK	BAIDHARA SINGH	BAIDHARA SINGH
2	ACADEMIC-2	DR.SIKATA PANDA	NIHAR NAIK	NIHAR NAIK
3	ESTABLISHMENT-1	REGISTRAR & DY.REGISTRAR	ANURAG KUMAR	ANURAG KUMAR
4	ESTABLISHMENT-2	PGC CHAIRMAN	KAUSHIK DHAR	KAUSHIK DHAR
5	ACCOUNT	COF	BIRA PANDA	BIRA PANDA
6	PURCHASE OFFICE	SRI SARAT K.MAJHI	BAIDHARA SINGH	CHUDAMANI PADHAN
7	SCHOLARSHIPS	PITABAS BHOI	NARAYAN BISHI	NARAYAN BISHI
8	BILLS SECTION	COF	BINAYA MISHRA	BINAYA MISHRA
9	COUNTER	COF	CHUDAMANI PADHAN	CHUDAMANI PADHAN
10	V.C'S SECRETARIAT		P.A TO VC	P.A TO VC
11	REGISTRAR'S OFFICE		BAIDHARA SINGH	GIRIDHARI BHOI
12	PGC'S OFFICE		KAUSHIK DHAR	KAUSHIK DHAR
13	DEPUTY REGISTRAR'S OFFICE		BAIDHARA SINGH	GIRIDHARI BHOI
14	OIC, OUTSOURCING ISSUES	SRI ALOK NAYAK	BAIDHARA SINGH	BAIDHARA SINGH
15	RUSA CO-ORDINATOR & UNIVERSITY DEVELOPMENT	SRI UMA CHARAN PATI	BAIDHARA SINGH	BAIDHARA SINGH
16	STATUTORY BODIES (SYNDICATE,SENATE,ACAD.COUNCIL)	SRI UMA CHARAN PATI	BAIDHARA SINGH	BAIDHARA SINGH

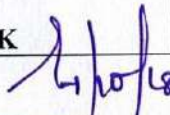

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2. OTHER OFFICES

SL.NO	UNIT/SUB-UNIT	OIC/POC	ASSOCIATE OIC	FILE IN CHARGE
17	ESTATE OFFICE	DR.M.K.BEHERA	DR.D.K.SAHOO	BISHIKESHAN SAHU
18	UNIVERSITY SPORTS COUNCIL	SRI ALOK NAYAK	DR.R.K.MISHRA,SANS DR.PRASHANTI MISHRA, ZOO	SRI NARAYAN BISHI
19	PUBLIC RELATIONS AND MEDIA MANAGEMENT	SRI UMA CHARAN PATI		P.A TO V.C
20	PLANNING BOARD	DR.S.C.ACHARYA		BAIDHARA SINGH
21	SECURITY & SURVEYLANCE	DR.T.N.PATI	SRI SAMIT K. PRADHAN DR.PRIYABRATA PANDA	BINAYA MISHRA
22	AISHE UNIT	SRI ALOK PATEL		NIHAR NAIK
23	NIRF UNIT AND AIU	DR.M.D.MAJHI		BINAYA MISHRA
24	UNIVERSITY DIGITALISATION & ICT UNIT	SRI UMA CHARAN PATI	SRI ALOK NAYAK SRI SAMIT K. PRADHAN	SUSIL KU. SAHOO
25	MEET THE VICE CHANCELLOR PROGRAMME	SRI G.R.BAL	DR.SRINIBAS DASH	P.A. TO VC

3. STUDENTS' WELFARE & ISSUES

SL.NO	UNIT/SUB-UNIT	OIC/POC	ASSOCIATE OIC	FILE IN CHARGE
	STUDENTS' WELFARE	DR.PRABHATI PANDA		BINAYA MISHRA
26	STUDENTS' COUNCIL	DR.LAMBODAR SAHU	DR.T.N.P. PATI SAMITA ACHARYA	ANURAG KUMAR
27	LITERARY,CULTURAL COMPETITIONS AND UNMESH	SULAGNA CHOUDHURY	SAROJA MEHER SMRUTI SNIGDHA MISHRA	ANURAG KUMAR
28	ANTI-RAGGING SQUAD	DR.S.K.PAUL	DR.M.K.BEHERA	NIHAR NAIK


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 SAMBALPUR

29	STUDENTS' INFORMATION BUREAU	ALOK PATEL	DR.SRINIBAS DASH	NARAYAN BISHI
30	STUDENTS COMPLAINTS MANAGEMENT AND GRIEVANCE REDRESSAL CELL	SRI ALOK NAYAK	SRI SUBASH JHANKAR PURNIMA DASH	BAIDHARA SINGH

4. DIFFERENT CELLS

SL.NO	CELL	OIC/POC	ASSOCIATE OIC	DEALING ASSISTANT/ FILE IN CHARGE
31	WEBSITE MANAGEMENT CELL	SRI SAMIT K. PRADHAN	DR.PRIYABRATA PANDA SRI GYANA RANJAN BAL	SUSIL KU. SAHOO
32	INFORMATION COLLECTION, CLASSIFICATION & PRESERVATION CELL	DR.PRADOSH ACHARYA	SRI SATYABAN BEHERA SRI SUDHIR PANIGRAHI SRI GAJANAN BEHERA	SUSIL KU. SAHOO
33	UGC CELL	SRI ALOK NAYAK		BINAYA MISHRA
34	INTER-DEPARTMENTAL LINKAGE CELL	DR.PRABHATI PANDA	MS.JHARANA SAHU	BAIDHARA SINGH
35	SC,ST AND MINORITY DEVELOPMENT CELL	DR.DINABANDHU BEHERA	SRI P.K.HARPAL	BISHIKESHAN SAHU
36	FEEDBACK MANAGEMENT CELL	DR.HARIHAR SARANGI	SRI PITABAS BHOI SRI SIBAJI NAIK SRI GAJANAN BEHERA	ITISHREE PRADHAN
37	UNIVERSITY-INDUSTRY PARTNERSHIP CELL	DR.PRIYABRATA PANDA	MS. SAROJA MEHER	BIRA PANDA
38	BEST PRACTICES MANAGEMENT CELL	DR.PRADOSH ACHARYA	DR.SRINIBAS DASH DR.ARPAN MAHAPATRA	BISHIKESHAN SAHU
39	EQUAL OPPORTUNITY CELL	SRI DURLAV SA		BINAYA MISHRA
40	CONSULTANCY CELL	DR.PRAGNYA SAHOO	DR. PRASHANTI MISHRA	BINAYA MISHRA

41	RIGHT TO INFORMATION CELL	DR.M.K.BEHERA	SRI SUBASH JHANKAR	KAUSHIK DHAR
42	INTELLECTUAL PROPERTY RIGHTS MANAGEMENT CELL	DR.NIRANJAN SAHU	SRI SUBRAT PRADHAN	KAUSHIK DHAR
43	DISABILITY SUPPORT CELL	MS.VANISHREE PANDA		BISHIKESHAN SAHU
44	TRAINING CELL	SRI UMA CHARAN PATI	SRI DURLAV SA DR.PRASHANTI MISHRA	BAIDHARA SINGH
45	PLACEMENT CELL	DR.M.D. MAJHI	SRI DHARMARAJ BAG MS.DIGIMANI SOREN	ANURAG KUMAR
46	MAINTENANCE MANAGEMENT CELL	DR.NAMITA PATTANAİK	DR.SANJAY MISHRA	BIRA PANDA
47	LEGAL CELL	DR.DINABANDHU BEHERA		BIRA PANDA
48	PERFORMANCE TRACKING CELL	DR.HARIHAR SARANGI	SRI P.BODHRA	NIHAR NAIK
49	CAREER COUNSELLING CELL	DR.SIKATA PANDA		ANURAG KUMAR
50	RESEARCH PROMOTION CELL (RPC)	DR.S.C.ACHARYA	SRI UMA CHARAN PATI DR.S.N.CHAULIA	P.A TO VC
51	EXAMINATION CELL	DR.JYOTI MISHRA	DR.S.N.CHAULIA	NARAYAN BISHI
52	OUTSIDE EXAMINATIONS CELL	DR.S.C.ACHRYA		NIHAR NAIK

5. DIFFERENT COMMITTEES

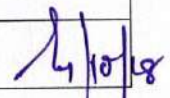
	COMMITTEE	CHAIRPERSON	MEMBERS	FILE IN CHARGE
53	HUMAN ETHICS COMMITTEE	SMT.SAMITA ACHARYA	DR.INDIRA GARNAİK	CHUDAMANI PRADHAN
54	ANIMAL ETHICS COMMITTEE	DR. PRASHANTI MISHRA	MS.PURNIMA DASH	CHUDAMANI PRADHAN

REGISTRAR
GANGADHAR MEHER UNIVERSITY
SAMBALPUR

55	CONVOCATION COMMITTEE	DR.S.K.PAUL	DR.H.K.NAIK DR.S.C.ACHARYA DR.SIKATA PANDA DR.PRABHATI PANDA SRI UMA CHARAN PATI	BAIDHARA SINGH
56	TIME TABLE COMMITTEE	SRI ALOK NAYAK	SRI ALOK PATEL SRI PITABAS BHOI DR.PRIYABRATA PANDA	NIHAR NAIK
57	COMMITTEE FOR ALUMNI RELATIONS	DR.PRABHATI PANDA	DR.T.N.PATI DR.INDIRA GARNAYAK	DEBENDRA PR. NATH
58	SELF-DEFENCE TRAINING FOR GIRLS	DR.LILY SAHU	VANISHREE PANDA PURNIMA DASH SAROJA MEHER	NARAYAN BISHI
60	WRITE-OFF AND DISPOSAL COMMITTEE	DR.NAMITA PATTANAIK	DR.JYOTI MISHRA DR.PRAGNYA SAHOO	CHUDAMANI SAHU
61	INTERNAL AUDIT COMMITTEE	COF	MIHIR KUMAR MISHRA	BINAYA MISHRA
62	COMMITTEE FOR CURRICULUM DEVELOPMENT	DR.RAJASHREE BARAL	DR.M.K.BEHERA SRI P.K.HARPAL	BAIDHARA SINGH
63	PURCHASE COMMITTEE	SRI SARAT K.MAJHI	TO BE NOMINATED	BAIDHARA SINGH
64	LIBRARY COMMITTEE	DR.HARIHAR SARANGI	DR.JYOTI MISHRA DR.SANJAY MISHRA SRI P.K.HARPAL	NIHAR NAIK
66	FURNITURE, STOCK AND STORE COMMITTEE	SRI SARAT K.MAJHI	SRI P. BODHRA SRI PITABAS BHOI	CHUDAMANI PADHAN
67	CLEANING AND PLANTATION COMMITTEE (It includes the supervision of the campus cleaning work entrusted to the outsourced agency)	DR. DILLIP K. SAHOO	MIHIR KUMAR MISHRA SRI DEBENDRA PR. NATH SRI UPENDRA SUNA	BIRA PANDA
68	BUILDING COMMITTEE	SRI RAJANIKANT SETH	DR.INDIRA GARNAYAK SRI DHARMARAJ BAG DR. DILLIP KU. SAHOO	BAIDHARA SINGH


 REGISTRAR
 GANGADHAR MEHER UNIVERSITY
 SAMBALPUR

69	COMMITTEE FOR REDRESSAL OF GRIEVANCES AGAINST SEXUAL HARASSMENT OF WOMEN AT WORK PLACE	DR.RAJASHREE BARAL	DR.JYOTI MISHRA SULAGNA CHOUDHURY	MS.ITISHREE PRADHAN
70	ANTI RAGGING COMMITTEE	DR.PRATIVA SAHOO	DR.NAMITA PATTANAIK SRI P. BODHRA	NIHAR NAIK
71	UNIVERSITY MEGAZINE	DR.JYOTI MISHRA	DR.T.N.PATI DR.M.D. MAJHI	NARAYAN BISHI
72	UNIVERSITY CALENDAR	SRI SIBAJI NAIK	SMRUTI S. MISHRA MS.PURNIMA DASH	NARAYAN BISHI
73	UNIVERSITY NEWS BULLETIN	DR.R.K.MISHRA	SRI DHARMARAJ BAG SRI GYANA RANJAN BAL MS.SAROJA MEHER	NARAYAN BISHI
74	HEALTH CARE AND SANITATION	PUSHPA HEMBRAM	VANISHREE PANDA DIGIMONI SORENG SRI GAJANAN BEHERA	KAUSHIK DHAR
75	EXTRA-MURAL LECTURES	DR.SANJAYA MISHRA	SRI PITABAS BHOI DR.PRAGNYA SAHOO	KAUSHIK DHAR
76	TECHNICAL COMMITTEE	DR.S.N.CHAULIA	SRI SAMIT K.PRADHAN DR.NIRANJAN SAHU	SUDHIR PANIGRAHI
77	DISCIPLINE COMMITTEE	DR.S.K.PAUL	REGISTRAR DEPUTY REGISTRAR CONTROLLER OF EXAMS WARDEN OF HOSTELS	DEBENDRA PR. NATH
78	ACADEMIC AUDIT AND MONITORING COMMITTEE	DR.PRABHATI PANDA	DR.SIKATA PANDA DR.S.C.ACHARYA DR.NIRANJAN SAHU	BAIDHARA SINGH
79	SELF-FINANCING/ PROFESSIONAL COURSES MANAGEMENT COMMITTEE (excluding Integrated B.Ed)	DR.S.K.PAUL	REGISTRAR DEPUTY REGISTRAR OIC, ACADEMICS-II CONTROLLER OF EXAMS	BIRA PANDA
80	B.ED MANAGEMENT COMMITTEE	DR.RAJASHREE BARAL	TO BE NOMINATED	KAUSHIKA DHARA
81	MALPRACTICE COMMITTEE	DR.S.C.ACHARYA	DR.PRABHATI PANDA	COE OFFICE


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 SAMBALPUR

82	UNIVERSITY CORE COMMITTEE (Headed by the Vice Chancellor)	REGISTRAR	DEPUTY REGISTRAR CONTROLLER OF EXAM COMPTROLLER OF FINANCE CHAIRMAN, RPC	BAIDHARA SINGH
83	SARASWATI PUJA/GANESH PUJA MANAGEMENT COMMITTEE (Centralised)	SMT. SAMITA ACHARYA	SULAGNA CHOUDHURY DR.R.K.MISHRA SRI DHARMARAJ BAG SRI SUBASH JHANKAR	BINAYA MISHRA
84	STUDENTS' ATTENDANCE MANAGEMENT SYSTEM	SRI ALOK NAYAK	SRI SAMIT KU. PRADHAN SRI PRIYABRATA PANDA SRI GYANA RANJAN BAL	SUSIL KU. SAHOO
85	WEBSITE DEVELOPMENT, UPDATION AND CONTENT MANAGEMENT	SRI SAMIT K. PRADHAN	DR.SRINIBAS DASH SRI SATYABAN BEHERA SUDHIR PANIGRAHI	SUDHIR PANIGRAHI
86	ASSEMBLY QUESTIONS	SRI PITABAS BHOI	VANISHREE PANDA	BIRA PANDA
87	LEAVE MANAGEMENT/ BIOMETRIC ATTENDANCE SYSTEM MANAGEMENT (Teaching & Non-teaching)	CHAIRMAN PGC(Teaching) REGISTRAR (Non-teaching)	SRI SAMIT K. PRADHAN SUDHIR PANIGRAHI	BAIDHARA SINGH
88	FOUNDATION DAY CELEBRATIONS	DR.INDIRA GARNAYAK	SRI RAJANIKANTA SETH SRI P.BODHRA	BIRA PANDA
89	PLATINUM JUBILEE CELEBRATIONS COMMITTEE	REGISTRAR	TO BE NOMINATED	BAIDHARA SINGH

6. HOSTEL MANAGEMENT TEAM:

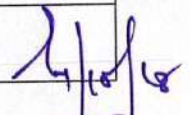
SL.NO	HOSTEL/ASSIGNMENT	SUPERINTENDANT/OIC	ASSISTANT SUPERINTENDANT	DEALING ASSISTANT
90	WARDEN OF HOSTELS	DR. S.K. PAUL	-----	DEBENDRA PR. NATH
91	OIC, CENTRALISED MANAGEMENT OF HOSTELS	SRI SARAT K. MAJHI	-----	


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92	J.P P.G. HOSTEL	DR. M.D. MAJHI	DR. PRADOSH ACHARYA	NARAYAN BISHI
93	TRUST FUND HOSTEL	SRI DURLAV SA	DR. R.K. MISHRA	UPENDRA SUNA
94	SILVER JUBILEE HOSTEL	DR.S.N. CHAULIA	SRI SAMIT K. PRADHAN	BINAYA MISHRA
95	LADIES HOSTEL-1	DR.SIKATA PANDA	DR.PRAGNYA SAHOO	BAIDHARA SINGH CHUDAMANI PRADHAN
96	LADIES HOSTEL-2	DR. PRABHATI PANDA	MS.SAROJA MEHER	MRUTYUNJAYA PADHI
97	LADIES HOSTEL-3	DR.RAJASHREE BARAL	MS. SMRUTI S. MISHRA	R.N.BESAN
98	EKALABYA HOSTEL	SRI P.K. HARPAL	ARABINDA DHAR
99	NEW HOSTEL (200 SEATER)		DR. PRIYABRATA PANDA	BIRA PANDA
100	NEW HOSTEL (30 SEATER)		SRI GYANA RANJAN BAL	BIRA PANDA

7. DIFFERENT ASSOCIATIONS/SOCIETIES

	ASSOCIATION/SOCIETY	CHAIRPERSON	MEMBERS	FILE IN CHARGE
101	ART AND MUSIC SOCIETY (SAPTAK)	DR.PRABHATI PANDA	DR.SIKATA PANDA MS.SAMITA ACHARYA DR.R.K.MISHRA	ANURAG KUMAR
102	QUEST- THE DEBATING SOCIETY	SRI UMA CHARAN PATI		P.A TO V.C
103	DAY SCHOLARS' ASSOCIATION	VANISHREE PANDA		BISHIKESHAN SAHU
104	SOCIAL SERVICE GUILD	DIGIMONI SORENG		BISHIKESHAN SAHU
105	SCIENCE SOCIETY	SMRUTI S. MISHRA		BIDESHI KISHAN


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 SAMBALPUR

106	COMMERCE SOCIETY	SUBASH JHANKAR	SAROJA MEHER	BIDESHI KISHAN
107	GIRL'S COMMON ROOM	PUSHPA HEMBRAM		BIDESHI KISHAN
108	NATIONAL SERVICE SCHEME & UNNAT BHARAT ABHIYAN	DR.PRADOSH ACHARYA	DR.NIRANJAN SAHU DR.SRINIBAS DASH DR.PRASHANTI MISHRA DR.DILLIP KU. SAHOO	BAIDHARA SINGH
109	YOUTH RED CROSS	MS.SAROJA MEHER	MS. SMRITI S. MISHRA MS.PURNIMA DASH SRI DHARMARAJ BAG	KAUSHIK DHAR
110	MEHER PRADEEP JOURNAL AND GANGADHAR MEHER JAYANTI	DR.R.K.MISHRA	SRI DHARMARAJ BAG DR.DILIP KU. SAHOO MS.JHARANA SAHU	NARAYAN BISHI

Memo No 4982 / Dt. 01.10.2018

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By order of Vice Chancellor

Copy to the ICT Cell for immediate upload on the University Website.

4/10/18
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