

THE COLLEGE OF PHARMACEUTICAL SCIENCE, TAMANDO

OFFICE ORDER

NO- 51/2021
DATE - 01.06.2021

In supersession of previous orders the following committees and cells are constituted with immediate effect. The committees and cells will sit on regular interval and present reports, place proceedings before the management through the Principal for consideration and necessary actions. The Principal shall monitor and review the functioning of the committees and cells and report to the management.

1. **RTI Statutory Cell**
First Applet Officer : Dr. Narendra Kumar Parida, Principal
Public Information Officer : Shri Gopal Krushna Baliarsingh, Sr. Clerk
2. **Committee for SC/ST**
Chairman - Dr Narendra Kumar Parida
Member - Dr. Ipsita Biswal
Member - Mrs. Arpita Pandab
Member: Mrs. Namita Nayak
3. **Women Protection Cell**
Chairman - Dr. Ipsita Biswal
Member - Mrs. Parbati Tripathy
Member - Mrs. Arpita Pandab
Member - Miss Tryambica Acharya
Member - Mrs. Madhusmita Mohanty
4. **Recruitment Standing Committee**
Chairman- Prof(Dr).Debasish Pradhan
Convenor- Dr.Narendra Kumar Parida, Principal
Member
5. **Anti-ragging Standing Committee**
Chairman- Dr.Narendra Kumar Parida, Principal
Member- Dr.Ipsita Biswal, Lecturer
Convenor- Mr.Debasish Pati, Lecturer
6. **Planning, Budget & Monitoring Standing Committee**
Chairman- Secretary, Governing Body.
Convenor- Dr. Narendra Kumar Parida, Principal
Members- Mr. Brajabandhu Chhualsing, Office Superintendent
Mr. Prahallad Srichandan, Accountant
Mr. Gopal Krushna Balliarsing, Office Assistant
7. **Admission Cell**
Chairman- Secretary, Governing Body
Members- Mr. Brajabandhu Chhualsing, Office Superintendent
Mr. Prahallad Srichandan, Accountant
Mr. Gopalkrushna Balliarsing, Office Assistant

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8. Examination Cell

Dr. Narendra Kumar Parida, Principal
Mr. Babaji Charan Mallik, Laboratory Technician
Mr. Jitendra Kumar Nayak, Laboratory Technician
Mr. Prahallad Srichandan, Accountant
Mr. Gopalkrushna Baliarsing, Office Assistant
Mr. Prasan kumar Pradhan, Office Assistant

9. Placement Cell

Dr. Narendra Kumar Parida, Principal
Mr. Prahallad Srichandan, Accountant
Mr. Akshya Kumar Pradhan, Office Assistant

10. Industry Institution interaction cell

Chairman- Secretary, Governing Body
Members- Dr. Narendra Kumar Parida, Principal
Mr. Akshaya Kumar Pradhan, Office Assistant

11. Students Grievances Redresal Cell

Chairman- Dr. Narendra Kumar Parida, Principal
Dr. Ipsita Biswal, Lecturer
Mr. Debasis Pati, Lecturer
Mr. Brajabandhu Chhualsing, Office Superintendent

The following Designated Groups are formed and the Groups are delegated duties under the captioned categories.

The groups will function as working groups and discharge such duties as entrusted. The groups are required to report compliances to the Management.

Group - 1 : Laboratories & Machine Rooms


Group Head - Mr. Debasish Pati, Lecturer
Mrs. Arpita Pandab, Lecturer
Convenor - Mr. Babaji Charan Mallik, Laboratory Technician
Mr. Jitendra Kumar Nayak, Laboratory Technician
Mr. Prasanta Pattnayak, Laboratory Technician
Mr. Madhusmita Mohanty, Laboratory Technician
Mr. Dhaneswar Rout, Store Keeper

Group-2 : Library

Group Head - Mr. Ramesh Chandra Swain, Librarian
Convenor - Mr. Manoranjan Samantaray, Library Assistant
Mr. Dhaneswar Rout, Store Keeper
Mr. Akshya Ku. Pradhan, Office Assistant

Group - 3 : Animal House & Museum

Group Head - Dr. Narendra Kumar Parida, Principal
Mr. Sarat Ku Behera, Office Attendant
Mr. Prakash Ch Chhualsingh, Watchman


Principal
Date: _____

Group-4 :

Medicinal Plants & Garden(Fruits Orchard, Flowers and Vegetables)

Group Head -

Mrs. Parbati Tripathy, Lecturer

Dr. .Ipsita Biswal, Lecturer

Convenor -

Mr. Gopal Krushna Balliarsing, Office Assistant

Mr. Manoranjan Samantaray, Library Assistant

Group-5 :

Sports Activities, Play Ground & Common Rooms

Group In-charge -

Mr. Sibananda Senapati, Lecturer

Mrs. Arpita Pandab, Lecturer

Convenor -

Mr. Soumya Ranjan Bala, Lecturer

Mr. Prasana Kumar Pradhan, Office Assistant

Mrs. Madhusmita Mohanty, Laboratory Technician

Mr. Sarat Kumar Behera, Office Attendant

Group-6 :

Lesson Planning, Time Table & Course Review

Group Head -

Dr. Narendra Kumar Parida, Principal

Convenor -

Mrs. Parbati Tripathy, Lecturer

Dr. .Ipsita Biswal, Lecturer

Co-Convenor -

Mr. Sibananda Senapati, Lecturer

Mrs. Arpita Pandab, Lecturer

Mr. Debasis Pati, Lecturer

Mr. Prasana Ku Pradhan, Office Assistant

Mr. Babaji Charan Mallik, Laboratory Technician

Mr. Jitendra Kumar Nayak, Laboratory Technician

Mr. Prasanta Pattnayak, Laboratory Technician

Mrs. Madhusmita Mohanty, Laboratory Technician

Group-7 :

Online Teaching & Website Maintenance

Group Head -

Dr. Narendra Kumar Parida, Principal

Convenor -

Mrs. Parbati Tripathy, Lecturer

Dr. .Ipsita Biswal, Lecturer

Mr. Sibananda Senapati, Lecturer

Mrs. Arpita Pandab, Lecturer

Mr. Debasis Pati, Lecturer

Group-8 :

Computer lab

Group In-charge-

Mr. Jagannath Panda, Computer Programmer

Mr. Prasana Ku Pradhan, Office Assistant

Group-9 :

Seminar Webinar, Pharmacy Week and Annual Day Celebration

Group Head -

Dr. Narendra Kumar Parida, Principal

Convenor -

Mrs. Parbati Tripathy, Lecturer

Mr. Debasish Pati, Lecturer

Mr. Brajabandhu Chhualsing, Office Superintendent



Principal
Dr. Narendra Kumar Parida
Principal
Dr. Narendra Kumar Parida

- Mr. Gopal Krushna Balliarsingh, Office Assistant
 Mr. Akshya Kumar Pradhan, Office Assistant
 Mr. Jitendra Kumar Nayak, Laboratory Assistant
- Group-10 :**
Group Head - **Stock & Supplies**
 Mr. Gopalkrushna Baliarsing, Office Assistant
 Mr. Dhaneswar Rout, Store Keeper
- Group-11 :**
Group Head - **Building Cleaning & House Keeping**
 Mrs. Parbati Tripathy, Lecturer
 Mr. Debasish Pati, Lecturer
 Mr. Brajabandhu Chhualsing, Office Superintendent
- Convenor -**
 Mr. Akshya Kumar Pradhan, Office Assistant
 Mrs. Namita Nayak, Lady Janitor
 Mr. Guna Das, Gardener
 Mr. Nilakantha Pradhan, Gardener
- Group-12 :**
Group Head - **Campus Cleaning, Beautification**
Convenor - Mrs. Arpita Pandab, Lecturer
 Mr. Soumya Ranjan Bala, Lecturer
 Mr. Debasis Pati, Lecturer
 Mr. Manoranjan Samantaray, Library Assistant
 Mr. Guna Das, Gardener
 Mr. Nilakantha Pradhan, Assistant Gardener
- Group-13 :**
Group In-charge - **Extension Activities & NSS**
Convenor - Mr. Sibananda Senapati, Lecturer
 Mr. Prasanna Kumar Pradhan, Office Assistant
- Group-14 :**
Group In-charge - **Start-up Projects & Testing Labs**
 Mrs. Arpita Pandab, Lecturer
 Mr. Babaji Charan Mallik, Laboratory Technician
- Group-15 :**
Institutional Representative - **DMET, OSBP, PCI, Affairs, (Iiasioning)**
 Mr. Gopal Krushna Baliarsing, Office Assistant
 Mr. Prasan Kumar Pradhan, Office Attendant
- Group-16 :**
Group Head - **Watch & Ward**
Co- Head - Mr. Prahallad Srichandan, Accountant
 Mr. Gopal Krushna Baliarsing, Office Assistant
 Mr. Manoranjan Samantaray, Library Assistant
 Mr. Prakash Ch. Chhualsingh, Watchman

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 CR/100/2012
 12/11/2012

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Secretary, G.B
 SECRETARY
 THE COLLEGE OF PHARMACEUTICAL SCIENCE