

OFFICE OF THE PRINCIPAL, S.C.S. (AUTONOMOUS) COLLEGE, PURI

NO. 80 / DATE. 08.01.2022

**OFFICE ORDER**

In compliance with the Govt. Order No. **1103/HE**, Dt. 07.01.2022, Online Classes will start from **10.01.2022 to 31.01.2022** in place of offline classes. All the Teaching Staff members including the Guest Faculties are requested to engage online classes regularly as per the college time table. Further, they have to come to the college on alternate day as mentioned below.

The HODs are requested to allot work to the non-teaching staff members of their respective departments on roster basis. Further, they are to assign classes to both the regular and the Guest Faculties of their Departments as per the working time table on Odd & Even day basis in the following manner.

- ✓ 50% of faculties (both Regular & Guest Faculties) should come to the college on a week day and engage classes in Online mode from the college, perform other duties, if any and give their attendance to the Head of the Department, who in turn would submit the same to the office weekly.
- ✓ The rest of the faculties should engage classes in online mode staying at home and also perform other duties, if any as assigned by the Head/ this Office and must be readily available at the headquarters to physically come to the college, as and when required by the undersigned.
- ✓ Staff members should obtain prior permission of the undersigned before leaving Headquarters.
- ✓ The HODs should submit the attendance of the faculties weekly to office with a report of engagement of classes and progress as per the proforma mentioned below in covering the syllabi.
- ✓ They should also submit the weekly Progress Report Register of the department every weekend for countersignature of the Principal along with the report of progress/ percentage of completion of syllabi.
- ✓ All must follow strictly the Govt. Guidelines/ SOP/ restrictions for prevention of the spread of Covid-19 Pandemic. They have to put on masks, maintain social distance and use of sanitizer/ hand wash etc. regularly.
- ✓ The Controller of Examinations will assign duties to his Deputies as per the requirement.
- ✓ The Academic Bursar will assign duties to the Addl. Academic Bursars as per the requirement.
- ✓ The Hostel Superintendents are requested to vacate their respective hostels w.e.f. 10.01.2022 to 31.01.2022. However, they have to allow the hostellers who want to stay in hostel for perusing academic activities by obtaining an undertaking from the hostellers to the effect that the college authority would not be held responsible for their personal health.
- ✓ All offline examinations scheduled to be held between 10.01.2022 to 31.01.2022 shall be postponed.
- ✓ Heads/ Coordinators of the BBA/ MBA, Computer Science & B.Ed. Departments will make roster arrangements among their teaching and non-teaching staff and submit the report of performance of the assigned duties to the undersigned regularly on weekly basis.



<b><u>Staff members to report to duty on Monday, Wednesday &amp; Friday</u></b>	<b><u>Staff members to report to duty on Tuesday, Thursday &amp; Saturday</u></b>
<ol style="list-style-type: none"> <li>1. Dr. Sandipana Mishra, Bot</li> <li>2. Pusparani Maharana, Bot</li> <li>3. Dr. S. K. Sundaray, Chem</li> <li>4. Gitishree Parida, Chem</li> <li>5. Dr. T. K. Kanungo, Chem</li> <li>6. Dr. Mahendra Ku. Mishra, Com</li> <li>7. Mrs. Puja Mohanty, Com</li> <li>8. Jyotirmayee Pattanaik, Com</li> <li>9. Sri Sukesh Ranjan Mohanty, Com</li> <li>10. Smt. Sasmita Pramanik, Eng</li> <li>11. Somanath Mohapatra, Eng</li> <li>12. Dr. Sandeep Ku. Chand, Eco</li> <li>13. Dr. Rabeya Parvin, Eco</li> <li>14. Dr. P. K. Barik, Eco</li> <li>15. Dr. D. Satpathy, Edn.</li> <li>16. Rihana P. Begum, Edn.</li> <li>17. Dr. Gayatri Sahoo, Geog.</li> <li>18. Sri A. R. Jagadev, Geog.</li> <li>19. Miss Pralipta Rout, Math</li> <li>20. Sri R. K. Pattanaik, Math</li> <li>21. Sri Prabodh Mohapatra, Hist.</li> <li>22. Sukanti Behera, Hist.</li> <li>23. Dr. Subhashree S. Sahoo, Odia</li> <li>24. Jharana Sahoo, Odia</li> <li>25. Jyotshna Rani Sahoo, Odia</li> <li>26. Lalita Behera, Odia</li> <li>27. Sadashiba Nanda, Phil.</li> <li>28. Sonu Pradhan, Phil.</li> <li>29. Smt. Namita Mohanty, Pol.Sc.</li> <li>30. Smt. Madhusmita Jena, Pol.Sc.</li> <li>31. Dr. A. Kumar, Psy</li> <li>32. Smt. B. K. Mohapatra, Psy</li> <li>33. Dr. G. S. Mallick, Phy</li> <li>34. Jyoti Prava Pradhan, Phy</li> <li>35. Dr. Rabi Narayan Sahoo, Sans</li> <li>36. Diptimayee Harichandan, Soc.</li> <li>37. Dr. Debasis Sahoo, Zool.</li> <li>38. Dr. Pallavi Mishra, Zool.</li> <li>39. Priyadarshini Sahoo, Zool.</li> <li>40. Uttam Kumar Mansingh, Geol.</li> </ol>	<ol style="list-style-type: none"> <li>1. Dr. Guru Charan Nayak, Bot</li> <li>2. Mrs. Lipsa, Bot</li> <li>3. Sri Akshya Kumar Ojha, Chem</li> <li>4. Sri. A. K. Das, Chem</li> <li>5. Amit Bhusan Senapati, Chem</li> <li>6. Dr. Pinak Pattanayak, Chem</li> <li>7. Dr. Elina Kanungo, Com</li> <li>8. Smt. S. R. Sahoo, Com</li> <li>9. Sri Kartikeswar Pradhan, Com</li> <li>10. Sri Satya Narayan Sahoo, Com</li> <li>11. Dr. Bhima Charan Nayak, Eng</li> <li>12. Subhashree Samantaray, Eng</li> <li>13. Ipsita Mohapatra, Eng</li> <li>14. Dr. Kartik Prasad Jena, Eco</li> <li>15. Sri S. K. Mohanty, Eco</li> <li>16. Dr. R. K. Pati, Edn.</li> <li>17. Sri T. P. Jena, Edn.</li> <li>18. Smt. S. Mishra, Edn.</li> <li>19. Dr. M. P. Mishra, Geog.</li> <li>20. Miss R. Mishra, Geog.</li> <li>21. Dr. Suvendu Ku. Parida, Math</li> <li>22. Sri D. K. Sahoo, Math</li> <li>23. Smt. Padmaja Satapathy, Hist.</li> <li>24. Sradhanjali Panda, Hist.</li> <li>25. Lopamudra Samantaray, Hist.</li> <li>26. Dr. Dillip Ku. Swain, Odia</li> <li>27. Shibani Jena, Odia</li> <li>28. Babita Mohapatra, Odia</li> <li>29. Sri Biswanath Senapati, Phil.</li> <li>30. Smt. Minati Das, Pol.Sc.</li> <li>31. Dr. P. Mallick, Pol.Sc.</li> <li>32. Subhadarshini Panda, Pol.Sc.</li> <li>33. Sri Goutam Sethi, Psy</li> <li>34. Smt. Vanishree Panda, Psy</li> <li>35. Dr. C. R. Dwivedy, Phy</li> <li>36. Smt. V. Sarada, Phy</li> <li>37. Harita Mishra, Soc.</li> <li>38. Biswadaya Pradhan, Soc.</li> <li>39. Dr. Sunandini Pani, Zool.</li> <li>40. Pratima Sabat, Zool</li> <li>41. Pritipadma Dash, Geol.</li> <li>42. Puja Dash, Geol.</li> </ol>

### PROFORMA FOR PROGRESS REPORT ON ONLINE CLASSES

Name of the Teacher: \_\_\_\_\_

Subject/ Department \_\_\_\_\_ for the month of \_\_\_\_\_

Sl#	Date	Time (from-to)	Class (UG/PG)	No. of Student attending the class	Paper & Unit taught	Course/ Assignment Taught/ Covered	% of course covered

Signature of the HOD

Signature of the faculty

Memo No. 81 / Date. 08.01.2022

Copy to the Principal Secretary to Govt., Department of Higher Education, Odisha, Bhubaneswar for kind information.

Principal  
S.C.S. (A) College, Puri  
8.1.22

Memo No. 82 / Date. 08.01.2022

Copy to All HODs/ All Bursars/ Controller of Examinations/ Superintendents of all Hostels/ PIC, Library/ Head Clerk/ All Sections for information and necessary action.

Principal  
S.C.S. (A) College, Puri  
8.1.22

Memo No. 83 / Date. 08.01.2022

Copy to the District Informatics Officer, NIC, Puri with a request to upload the notice in our college website: [www.scscollege.nic.in](http://www.scscollege.nic.in) for wide circulation in this Pandemic situation.

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8.1.22

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