SAMBALPUR UNIVERSITY

Jyoti Vihar, Burla, Sambalpur, Odisha - 768019
(Accredited with Grade 'A' by NAAC)

No 4662 /Section-8/Synd. Date 02.09.2026

NOTIFICATION

DUTY CHART FOR 36th CONVOCATION TO BE HELD ON 07.09.2026

Sl. No.	Items	Officer(s) in Charge
1.	Dissemination of information to different agencies/liaison with Public Relation Department for National Song/ National Anthem.	1. Prof. Amaresh Mishra, Chemistry (Team Leader) 2. Dr. Hirak Chakraborty, Chemistry 3. Dr. Nila Ranjan Barik, Librarian 4. Dr. Ashok Ku. Rath, Dy. Registrar (Admn.) 5. Mr. Chinmaya Purohit, Placement Officer 6. All the staff of Central Library
2.	Public Relation – All India Radio, News Papers, Request for bringing out special issues Film Division, State Photographer, T.V., etc.	
3.	Press and Media Coverage (Invitation, Conveyance and refreshment)	1. Prof. K.N. Sethy. History (Team Leader) 2. Dr. Saroj Kumar Sahoo, Business Admn. 3. Mrs. Sangeeta Singh, Home Science 4. Dr. Abinash Kar, PEO 5. Mr. Chinmaya Purohit, Placement Officer 6. Sri Debashish Mishra, S.O.
4.	Write-up on achievement of Sambalpur University in English & Odia for publication in dailies **on the day of Convocation.**	1. Prof. Aoka Patel, English(Team Leader) 2. Dr. Prayas Dansana, Law 3. Dr. Ajit Kumar Kullu, English 4. Dr. Gopinath Bag, Odia 5. Dr. Sukamuni Meher, Odia
5.	Photographs, Videography etc. for the Convocation.	1. Prof. Banarji Behera, Director, e-Gov.(Team Leader) 2. Dr.K.C.Patra, OIC/C&E Maint. 3. J.E.Civil & His team 4. Er. Subrat Kar, System-In Charge 5. Sri Chandrakanta Sahoo, JA
6.	Works in connection with the Chancellor.	1. Secretary to the V.C. and his supporting staff
7.	Issue of Notification, issue of letters to the members of the Syndicate and the Academic Council, Co-ordination between Sections, Miscellaneous correspondences.	1. Dr. Iswar Baitharu, Deputy Registrar(Acd.) 2. Dr. Ashok Ku. Rath, Deputy Registrar (Admn.) 3. S.O., Section-8 & Staff 4. S.O., Section-20 (Acd.- I) and Staff 5. Sri Sunandan Mishra, SA

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8.	Preparation of Convocation Speeches	1. Prof. P.K. Naik, BT&BI (Team Leader) 2. Prof. Aloka Patel, English 3. Dr. Prayas Dansana, Law 4. Dr. Ajit Kumar Kullu, English 5. Dr. Gopinath Bag, Odia 6. Dr. Sukamuni Meher, Odia
9.	Printing of Speeches	1. Prof. D.K. Mahalik, Business Admn. (Team Leader) 2. Dr. Ajit Kumar Kullu, English 3. OIC, Store & Purchase 4. Section Officer, Section-17
10.	1. Printing and writing of Diplomas of the year 2026 2. Printing of list of recipients of Degrees and Gold Medals. Printing of Convocation Programmes. Award of Degrees etc. Four fold cover. Admit Cards, Printing and Binding of record of Degrees.	1. C.O.E (Team Leader) 2. Dy.COE 3. ACOE 4. Mr. A. K. Basa 5. S.O., Section-9 & Staff 6. Sri Purusottam Rout, JA 7. Sri Nilesh Ku. Roy, JA
11.	Procurement of Chairs and other Tent House materials and return thereof.	1. Dr.K.C.Patra, OIC/C&E Maint. (Team Leader) 2. PEO 3. OIC, Estate & Maintenance 4. Jr. Engineer(Civil) & Staff
12.	Seat arrangement in the Convocation Pendal/Auditorium and at Home Venue.	1. Prof. R. K. Behera, Life Science (Team Leader) 2. Prof.Z.Naik, Physics 3. Dr. S. N. Pradhan, Life Science 4. Dr. Umakanta Sahoo, Statistics 5. Dr. Priyabrat Gochhayat, Mathematics. 6. Dr. Rohita Ku. Mishra, Business Admn. 7. Mr. Niranjan Bara, CSA 8. Dr. Nirius Jenan Ekka, Life Science 9. Sri Ajay Oram, JA 10. Sri Rinkun Ku. Satpathy, JA
13.	Distribution of printing materials to the students, invitees and others, dispatch of invitation and other cards.	1. CoE (Team Leader) 2. Dy. COE 3. ACOE 4. Sri Rahass Bihari Bhoi, A.O. 5. Sri Ashish Kumar Pandia, JA 6. Sri Pankaj Mohapatra, JA

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14.	Arrangement and decoration of Convocation Pendal, Hall, Gate, Grace Room and Robbing Room. (A.C. and Sound Fitting)	1. Prof. Mina Ketan Sahu, Law (Team Leader) 2. Prof. Satya Narayan Sahu, Chemistry 3. Dr. Naba Krushna Behera, Chemistry 4. Dr. Amiya Kumar Sahu, CSA 5. Dr. Haridas Mohanta, Earth Science 6. PEO, He will arrange floral decoration and flower bouquets to the V.C., Registrar and other Guests 7. Jr. Engineers(Civil) & his Team
15.	Provision of Uttariya (Including D.Litt. & D.Sc.)	1. OIC, Store & Purchase. (Team Leader) 2. S.O., Section-17 3. S.O., Section – 4 (Bill)
16.	Preparation of Gold Medals and disbursement of Award amount to the awardees	1. CoE (Team Leader) 2. CoF 3. OIC, Store & Purchase. 4. S.O., Section-17 5. S.O., Section-4 6. Ms. Sunita Padhee, S. O., Section-5 7. Sri Chintamani Patel, S. O. Section-3 8. Mr. A.K. Basa
17.	Announcement of names of awardees	1. Respective Deans of their Faculties.
18.	Preparation of list of invitees to the Convocation	1. CoE (Team Leader) 2. Prof-in-charge, Library 3. Dr. Nila Ranjan Barik, Librarian 4. Sri Chinmay Purohit, Placement Officer 5. Dr. Srinivas Puala, Asst. Librarian 6. Sri Satya Narayan Kar, S.O. 7. Dr. Braja Bihari Panda, S.O. 8. Central Library staff
19.	Preparation & Printing of invitation Card, Printing of Placards, Badges and Car Passes	1. OIC, Store & Purchase. (Team Leader) 2. S.O., Section-17 3. S.O., Section – 4 (Bill)
20.	Dispatch of invitation and other cards by post	1. Sri Rahasa Bihari Bhoi, A.O. (Team Leader) 2. Sri Bairagi Munda, S.O., Section-18 3. Sri Bijaya Biswal
21.	Dispatch of invitation and other cards to local dignitaries (Hand Delivery)	1. Prof. Malay Mahanand, Env.Sc. (Team Leader) 2. Dr. Prayas Dansana, Law 3. Dy. CoE 4. A.CoE 5. Dr. Ashok Ku. Rath, Dy. Registrar (Admn.) 6. Dr. Nila Ranjan Barik, Librarian

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		7. Dr. Srinivas Puala, Asst. Librarian & staff 8. Sri Chinmaya Purohit, Placement Officer 9. Er. Subrat Kar, System-In- Charge, e-Gov. 10. Dr. Braja Bihari Panda, S.O. 11. Sri Babulu Biswal, S.O. 12. Sri Ashutosh Bhoi, S.O. 13. Sri Yudhisthir Tandi, JA 14. Sri Purusottam Rout, JA 15. Sri Malaya Kumar Singh Bariha, JA
22.	Issue of Uttariya to members of the Authorities / Deans / Students (Ph.D./D.Litt./D.Sc.) (2nd Floor of the Biju Pattnaik Auditorium and P.G. Dept. of Law)	1. Prof. N. K. Barapanda, Electronics (Team Leader) 2. Dr. Prabira Kumar Sethy, Electronics 3. Dr. Debashis Mohapatra, Education 4. Dr. Jubraj Khamari, Education 5. Dr. R. Pramanik, Anthropology 6. Sri Jayanta Kumar Nayak, S.O. 7. Sri Bisweswar Hota, SA 8. Mrs. Jwalit Ujarmani Tiru, JA 9. Mrs. Sabita Sahu, JA
23.	Sanitation cleaning of the Auditorium Hall and premises, face lifting, car parking, cycle stand, drinking water arrangements and speech equipment's	1. Convenor, USIC (Team Leader) 2. Dr. Birendra Behera, BT&BI 3. Dr.K.C.Patra, OIC/C&E Maint. 4. Junior Engineer(Civil) & His Team
24.	Reception of Guests	1. Vice-Chancellor 2. Chairman, PG Council 3. Members of the Syndicate 4. Registrar 5. Prof. Monalisha Patnaik, Statistics 6. Prof. R.N. Mahaling, Chemistry 7. Dr. Smaranika Patnaik, Life Science 8. Dr. Anuradha Samal, Business Admn. 9. Mrs. Sukanti Sahu, JA 10. Mrs. Alaka Mishra, JA
25.	Discipline in the Auditorium	1. Prof. Amiya Kumar Patel, BT&BI (Team Leader) 2. Prof. Prashanta Kumar Roy, Mathematics 3. Prof. Banarji Behera, Physics 4. Dr. Birendra Behera, BT&BI 5. Dr. Smaranika Pattnaik, Life Sc. 6. Dr. Dipti Rekha Mohapatra, Law

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		7. Dr. Umakanta Sahoo, Statistics 8. Ms. Udeechee, Statistics 9. Sri Purusottam Sahu, S.O. 10. Sri Ashutosh Mishra, S.O. 11. The Chairman, PGC is requested to provide 02 to 03 students volunteers from each Department
26.	Grace Room and Robe Room arrangements including supply of Academic Robes to the Chancellor, Vice-Chancellor, Chief Guest, Chief Speaker and other senior officials of Chancellor/ Higher Education Dept.	1. Prof. N K Behera, Chemistry (overall Supervision) 2. Dr. J.S. Rama Devi S., Life Science 3. Dr. Anuradha Samal, Business Admn. 4. Dr. Nila Ranjan Barik, Librarian 5. Dr. Srinivas Puala, Asst. Librarian 6. Sri Dillip Kumar Barpanda, S. O. 7. Mrs. Tapaswini Mohanty, S. O. 8. Mrs. Rita Pati, S.O.
27.	Award of Prizes by Chancellor, Chief Guest, Chief Speaker, Distribution of Gold Medal, D.Sc.,D.Litt. etc. and Memento to Guests.	1. Prof. Amiya Patel, BT&BI (Team Leader) 2. Prof. Aloka Patel, English (to keep 05 female students/Guest Faculty for Prize & Gold Medal distribution) 3. Dr.Hirak Chakraborty, Chemistry 4. Sri.A.K.Basa, UCC 5. Dr. Amiya Kumar Sahu, CSA 6. OIC, Store & Purchase 7. S.O., Section-17 8. S.O., Section-4 9. Dr. Braja Bihari Panda, S.O.
28.	Reception of Guest, Dignitaries etc at the entrance of auditorium	1. Prof. Monalisha Patanaik, Statistics 2. Dr. Sabitri Majhi, Lib & info Sc 3. Dr. Bharati Karri, Anthropology 4. Dr. J.S.Rama Devi S., Life Sc. 5. Ms. Udeechee, Statistics
29.	Pendal Activities during Convocation	1. Prof. Prabhat Kumar Sahu, Chemistry(Team Leader) 2. Dr.Sabita Nayak for stage anchoring. 3. Dr. Ajit Kumar Kullu, English 4. Dr. Iswar Baitharu, Dy. Registrar (Acd.) 5. Dr. Haridas Mohanta, Earth Science
30.	Monitoring the Convocation activities like receipt of awards, Certificates and Gold Medals, provision of earmarked space to the Authorities, VIP and District Administration etc. in the Auditorium	1. Prof. Z.Naik, Physics (Team Leader) 2. Dr. Hirak Chakraborty, Chemistry 3. Dr. Iswar Baitharu, Dy. Registrar (Acd.) 4. Dr. Bikram Kishore Beura, Library Science

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31.	First Aid Arrangement during the Convocation	1. Health Centre staff
32.	Accommodation of the invited Guests other than the Hon'ble Chancellor and Guests of the Convocation and their hospitability	1. Dr.S.Kerketta, OIC, Guest House 2. Manager, Guest House 3. OIC, Estate & Maintenance. 4. Sri. Rinkun Satpathy, JA
33.	Accommodation of the Hon'ble Chancellor and the Guests of the Convocation and other VIP in the MCL Guest House/Ashok Niwas/HRDC Guest House	1. Prof. Arun Acharya, Anthropology (Team Leader) 2. Prof. Mina Ketan Sahu. Law 3. Dr. Duryadhan Behera, Earth Science 4. Dr. Sumant Kerketta, Business Admn. 5. Dr. Dibakar Sahoo, Physics 6. Sri Dillip Ku. Barpanda, S.O.
34.	1. Refreshment to Press & Student Volunteers 2. Arrangement of Refreshment at UGH – for Officials/Press & Media/Volunteer etc. 3. High Tea for VIP	1. Dr. Birendra Behera, BT&BI. (Team Leader) 2. Mr. Chinmaya Purohit, Placement Officer 3. Mrs. Sangeeta Singh, Home Science 4. Ms. Aparajita Priyadarshini, FSTN 5. Dr.S.Kerketta, OIC, Guest House 6. Sri Babulu Biswal, S.O. 7. Sri Jagannath Panda, S.O. 8. Dr. Abinash Kar, PEO 9. Sri. Sanjiv Kumar Pasayat, SA
35.	Arrangement of Transport and hiring of vehicles and provision of fire Brigade	1. OIC, Estate & Maintenance (Team Leader) 2. Sri Chinmay Purohit, Placement Officer 3. Sri Bhagirathi Behera, S.O. 4. Sri. Rajat Meher, JA 5. Sri Badjena Salim Sekhar, JA
36.	Payment of T.A/D.A. to the members of the Syndicate & Academic Council	1. Comptroller of Finance (Team Leader) 2. Accounts Officer and Staff 3. S.O., Section-3 & Staff 4. S.O. Section-5 & Staff
37.	Overall supervision	1. Prof. Sanjukta Das, Economics (Team Leader) 2. Prof. P.K. Naik, BT&BI 3. Dr.U.C.Mohapatra, CoE 4. Prof. Pradeepta Ku. Behera, Chemistry 5. Prof.R.Padhee, Physics
38	Participation of slum dwelling School/College students	1. Prof. R.K. Behera, Life Sc. (to earmark 60 seats in the auditorium for the purpose) 2. Principal, JVHSS (Team Leader) 3. Sri Sunandan Mishra, SA 4. Sri Labanyendu Swain, JA

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		5. Sri Surendra Bhoi, JA 6. Ms. Surya Oram, Mali 7. Sri Rabi Oram, Gardener, Business Admn. 8. Dr. Abinash Kar, PEO (for supply of refreshment & lunch) 9. HoD, Odia (for sparing Kabi Braja Mohan Panda Prekhyalaya)

All the members are requested to attend the meeting in the Seminal Hall, P.G.Dept of BT & BI at 4.30pm today without fail.

By order of the Vice-Chancellor

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Registrar

Memo. No. 4663 /Section-8/Synd. Dt. 02.09.2026

Copy forwarded for information and necessary action to: -

1. Persons Concerned.
2. HOD, BT & BI with a request to spare the seminar Hall today at 4.30pm
3. Chairman, P.G. Council, Sambalpur University.
4. Warden, P.G. Hostels/All HoDs & Coordinators (Regular/Self Financing) of the P.G. Depts., S.U. / Director, CDOE/ SUIIT / HRDC / SRIC / Students' Welfare / IQAC / CDC / Coordinator, NAAC / Dy. Director, e-Gov. Nodal Centre, S.U. / Convener, USIC / Librarian, Prof. B. Behera Central Library / Programme Coordinator, NSS / Medical Officer, University Health Centre / Principal, L.R. Law College, Sambalpur.
5. All Officers/Section Officers/P.S. to V.C./P.A. to Registrar, S.U.

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Registrar