



INSTITUTE FOR EDUCATION

Recognized by NCTE, ERC, Bhubaneswar under Kolhan University,
Chaibasa, Jharkhand

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OFFICE ORDER

Ref No. C03/IFE/05/24

Date :- 03/05/2024

Meeting on held on 03 May 2024 in presence of **Dr. Sweety Sinha (Principal)** and **Mr. Kinshuk Mahanty (Treasurer)** with Faculty Member's in which following department's have allotted to concerned teacher.

Department Assigned

1. Time Table –Mrs. Bandana Kumari
2. Notice - Mrs. Indu Kumari
3. Examination Cell – Mrs. Shrabani Mukherjee/ Mrs.Sikee Kumari/Mr.Ashit Mahapatra
4. NSS - Dr.Om Prakash
5. Purchasing Committee – Mrs. Madhuri Kumari
6. College Working Committee – Dr.Om Prakash
Mr.Ashit Mahapatra
Accountant
Office Assistance
7. Disciplinary –Mrs. Madhuri Kumari / Dr.Om Prakash
8. Women's Cell – Dr.Sweety Sinha / Ms. Suman Kumari / Mrs. Shrabani Mukherjee
9. Grievance Cell – Dr.Sweety Sinha
Mr. Kinshuk Mahanty
Dr.Om Prakash
Mr. Ravindar Sharma
10. Design and Printing Committee –a.) **IT CELL**:-Mr.Rabindra Sharma/ Mrs.Priyanka Kumari (Designer / Printer)
b.) **Website** – Ms.Nisha Rani Burh
11. Cultural Cell – Ms. Suman Kumari / Mrs. Priyanka Kumari
12. Library – Ms.Nisha Rani Burh
13. Master Register – Mrs. Bandana Kumari / Mrs. Madhuri Kumari / Mrs.Indu Kumari
14. Admission and Marketing Committee – Dr.Om Prakash
Mr Ravindar Sharma
Mr. Ashit Mahapatra
Accountant
15. Minutes of Meeting – Mrs.Sikee Kumari
16. Alumni – Ms. Suman Kumari / Dr.Om Prakash
17. Press- Ms. Suman Kumari/ Dr.Om Prakash

By Order

Sweety Sinha
Principal

CC to all department's

Principal
Institute for Education
Bijay Saraikella-Kharsawa
JHARKHAND