



OFFICE OF THE PRINCIPAL GOVERNMENT WOMEN'S COLLEGE, BOLANGIR

(Affiliated to Rajendra University, Bolangir, Odisha)

P.O./Dist: Bolangir, Odisha - 767001, India

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NO...../22/. /GWC

Date. 03/06/24

OFFICE ORDER

The Teaching Staff members of Govt. Women's College and Govt. Women's Jr. Colleges are hereby assigned the following extracurricular duties as detailed below for the academic session 2024-25.

Sl No	Name of the Society/Association/ Council/Cell /Programme	Designation/Nature of the extracurricular duty assigned	Name and Designation of the Officer
1	Staff Council	Secretary	Dr. Sadasiva Mallik, Asst. Professor of Sanskrit
2	Bursars	Administrative	Dr. Sadasiva Mallik, Asst. Professor of Sanskrit
		Accounts Bursar	Sri Bibhuti Bhusan Sahu, Asst. Professor of Economics
		Academic Bursar	Dr. K.S, Chopdar, Asst. Professor of Zoology
3	College Students Union	Advisor	Sri Bibhuti Bhusan Sahu, Asst. Professor of Economics
		Associate Advisor	Sri Saloman Kumar, Asst. Professor of English
		Associate Advisor	Smt. Arpita Behera, Asst Professor of History
4	Examination Cell	OIC, Examination (+3 Degree)	Dr. S, K, Jagdala, Asst. Professor of Odia (Coordinator)
			Sri Bhubaneswar Chhatria, Asst. Professor of Economics (Mid Semester)
			Sri Sardhar Majhi, Asst. Professor of Economics (End Semester)
		OIC, Examination (+2 Higher Secondary)	Smt Sanjukta Ku. Naik, Lecturer (SS) in Logic and Philosophy
			Dr. Siddheswar Padhan, Lecturer (SS) in History

[Signature]

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5	Cultural Society (HS)	Advisor	Dr. Anuradha Mishra, Lecturer in English.
		Associate Advisor	Sri Ajit Kumar Panda, Lecturer (SS) in Sanskrit
		Associate Advisor	Smt. Arpita Behera, Asst Professor of History
6	Internal Quality Assurance Cell (IQAC)	Coordinator	Sri Bibhuti Bhusan Sahu, Asst. Professor of Economics
		Associate Coordinator	Sri. Rajesh Kumar Karna, Asst. Professor of Pol.Sc
7	Admission Cell (PG Classes)	Admission In charge	Dr. Sadasiva Mallik, Asst. Professor of Sanskrit
		Help Desk In charge	Sri Niranjan Seth, Asst. Professor of Odia
		Validation Team Members	Smt Ranthi Tirkey, Asst. Professor of Psychology
			Sri Ajit Kumar Panda, Lecturer (SS) in Sanskrit
8	Admission Cell (+3 Degree Classes)	ADMN.in Charge	Sri Niranjan Seth, Asst. Professor of Odia
		Help Desk In charge	Sri Akhaya Ku. Seta, Asst Professor of Psychology
		Validation Team Members	Dr. K.S, Chopdar, Asst. Professor of Zoology
			Dr. Sunita Sahoo, Asst. Professor of Physics
			Sri. Rajesh Kumar Karna, Asst. Professor of Pol.Sc
			Dr. Bhuban Mohan Panda, Asst. Professor of Botany

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9	Admission Cell (+2 Higher Secondary Classes)	Admission In charge	Sri Ajit Kumar Panda, Lecturer (SS) in Sanskrit
		Help Desk In charge	Dr. Anuradha Mishra, Lecturer in English
		Validation Team Members	Smt. Sucheta Dora, Lecturer (SS) in Pol.Sc
			Sri Ratikanta Naik, Asst Professor in Odia
			Smt. Sanjukta Kumari Naik, Lecturer (SS) in Logic
			Smt Sushree Sangita Das, Lecturer (SS) in Home Science
			Dr. Siddheswar Pradhan, Lecturer (SS) in History
10	Staff Club	Secretary	Smt Sushree Sangita Das, Lecturer (SS) in Home Science
		Jt. Secretary	Sri Ajit Kumar Panda, Lecturer (SS) in Sanskrit
11	NAAC/UGC	Coordinator	Dr. Sadasiva Mallik, Asst. Professor of Sanskrit
		Associate Coordinator	Sri. Rajesh Kumar Karna, Asst. Professor of Pol.Sc
		Member (s)	Sri Niranjana Seth, Asst. Professor of Odia
			Sri Akhaya ku.Setha, Asst.Professor of Psychology
			Dr. K.S,Chopdar, Asst. Professor of Zoology
			Dr. Bhuban Mohan Panda, Asst. Professor of Botany
			Dr. Sunita Sahoo, Asst. Professor of Physics

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12	Athletic Society	Vice President	Sri Akhaya Kumar Setha, Asst. Professor of Psychology
			Sri Ratikanta Naik, Asst. Professor of Odia
			Sri. Rajesh Kumar Karna, Asst. Professor of Pol.Sc
			Smt. Sanjukta Ku.Nayak, Lecturer (SS) in Logic and Philosophy
			Dr. Anuradha Mishra, Lecturer in English
			Smt. Sushree Sangita Das, Lecturer (SS) in Home Science
13	Drama Society	Vice President	Sri Saloman Kumar, Asst Professor of English
		Associate Vice President (s)	Smt. Arpita Behera, Asst Professor of History
			Smt.Sucheeta Dora, Lecturer (SS) in Pol.Sc
			Dr. Anuradha Mishra, Lecturer in English
			Sri Ajit Kumar Panda, Lecturer (SS) in Sanskrit
14	College Calendar	Editor	Dr. S.K. Jagdala, Asst. Professor of Odia
		Member	Dr. Anuradha Mishra, Lecturer in English
15	Time Table & Lesson Plan	Coordinator	Sri Akhaya Kumar Setha, Asst. Professor of Psychology
		PG & UG and HS Classes	Dr. Sadasiva Mallik, Asst. Professor of Sanskrit
			Dr. K.S,Chopdar, Asst. Professor of Zoology
			Dr.Sunita Sahoo, Asst. Professor of Physics
			Sri Bhubaneswar Chhatria, Asst. Professor of Economics
			Sri Sardhar Majhi, Asst. Professor of Economics
			Ms. Shikha Meher, Asst. Prof. of Maths
			Smt. Sanjukta Ku.Nayak, Lecturer (SS) in Logic and Philosophy
			Smt. Sushree Sangita Das, Lecturer (SS) in Home Science

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16	College Magazine	Editor in Chief	Dr. Sadasiva Mallik, Asst. Professor of Sanskrit
		Associate Editor (s)	Sri Niranjan Seth, Asst. Professor of Odia
			Sri Ratikanta Naik, Asst. Professor of Odia
			Ms. Nibedita Patel, Asst. Professor of English
17	Day Scholars Association	Vice President	Sri Akhaya Kumar Setha, Asst. Professor of Psychology
		Associate Vice President (s)	Mrs. Sucheta Dora, Lecturer (SS) in Pol.Sc
			Dr. Anuradha Mishra, Lecturer in English
			Sri Ajit Kumar Panda, Lecturer (SS) in Sanskrit
18	Land Building Committee	Convener cum Building Committee nodal officer	Sri Bibhuti Bhusan Sahu, Asst. Professor of Economics
		Member (s)	Smt. Minatee Debata, Asst. Professor of History
			Sri Ajit Kumar Panda, Lecturer (SS) in Sanskrit
			Sri. Rajesh Ku. Karna, Asst Professor of Pol.Sc
19	Girls' Common Room	Officers in Charge	Dr. Anuradha Mishra, Lecturer in English
			Mrs. Sucheta Dora, Lecturer (SS) in Pol.Sc
			Smt Sushree Sangita Das, Lecturer (SS) in Home Science

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20	Purchase Committee	Coordinator	Accounts Bursar
		Members	Dr. Sadasiva Mallik, Asst. Professor of Sanskrit
			Sri Saloman Kumar, Asst. Professor of English
			Dr. K.S,Chopdar, Asst. Professor of Zoology
			Dr. Bhuban Mohan Panda, Asst. Professor of Botany
			Dr. Anuradha Mishra, Lecturer in English
			Sri. Sardar Majhi, Asst. Professor of Economics
21	College Library	Officer in Charge	Dr. Sadasiva Mallik, Asst. Professor of Sanskrit
		Members	Sri Bibhuti Bhusan Sahu, Asst. Professor of Economics
			Sri Saloman Kumar, Asst. Professor of English
			Ms. Shikha Meher, Asst. Prof. of Maths
			Sri Ratikanta Naik, Asst. Professor of Odia
			Smt. Minatee Debata, Asst. Professor of History
			Smt Sushree Sangita Das, Lecturer (SS) in Home Science
22	Extra Mural Lecture	Officer in Charge	Dr.. Arpita Behera, Asst Professor of History
		Members	Sri. Rajesh Ku. Karna, Asst Professor of Pol.Sc
			Sri Ajit Kumar Panda, Jr. Lecturer in Sanskrit

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23	College Hostel	Warden	Mrs. Sanjukta Kumari Nayak, Lecturer (SS) in Logic & Philosophy
		Superintendent (Old Girls Hostel)	Dr.Sunita Sahoo, Asst. Professor of Physics
		Deputy Supt. (Administration-MB)	Smt. Sushree Sangita Das, Lecturer (SS) in Home Science
		Deputy Supt. (+2 Block and Welfare Block)	Smt. Ranthi Tirkey, Asst. Professor of Psychology
		Deputy Supt. (Mess Mgmt.)	Mrs. Sucheeta Dora, Lecturer (SS) in Pol.Sc
24	Residential Committee	Convener	Warden/Superintendent
		Member(s)	Deputy Superintendents
			Administrative Bursar
			Accounts Bursar
			Academic Bursar
25	National Cadet Corps (NCC)	Platoon Commander (OIC)	Mrs. Sucheeta Dora, Lecturer (SS) in Pol.Sc
26	National Service Scheme (NSS)	Officer in Charge (+3)	Smt. Minatee Debata, Asst. Professor of History
			Sri Ajit Kumar Panda, Lecturer (SS) in Sanskrit
27	Youth Red Cross (YRC)	Officer in Charge (+2)	Ms. Shikha Meher, Asst. Prof. of Maths
		Officer in Charge (+3)	Mrs Sushree Sangita Das, Lecturer (SS) in Home Science

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28	Abstract of Attendance	Coordinator	Dr. K.S,Chopdar, Asst. Professor of Zoology Academic Bursar
		Officer in Charge (+3 Arts and PG)	Smt. Minatee Debata, Asst. Professor of History
		Officer in Charge (+3 Science)	Ms. Sikha Meher, Asst. Professor of Maths
		Officer in Charge (+2 Science)	Sri Ajit Kumar Panda, Lecturer (SS) in Sanskrit
		Officer in Charge (+2 Arts)	Mrs. Sanjukta Kumari Nayak, Lecturer (SS) in Logic & Philosophy
29	College Garden, Plantation and Beautification of College Campus	Officers in Charge	Dr. Bhuban Mohan Panda, Asst. Professor of Botany
			Mrs. Sanjukta Kumari Nayak, Lecturer (SS) in Logic & Philosophy
			Mrs Sushree Sangita Das, Lecturer (SS) in Home Science
30	OHEPEE(IDP)	Coordinator	Dr. Sadasiva Mallik, Asst. Professor of Sanskrit
		Associate Coordinator	Sri. Rajesh Ku. Karna, Asst Professor of Pol.Sc
			Dr. Bhuban Mohan Panda, Asst. Professor of Botany
31	Career and Counseling Cell	Coordinator	Sri Ajit Kumar Panda, Lecturer (SS) in Sanskrit
		Member	Dr. Siddheswar Pradhan, Lecturer (SS) in History
32	Arts Society (Kala Parishad)	Vice President	Smt. Arpita Behera, Asst Professor of History
		Associate Vice President (s)	Sri Ratikanta Naik, Asst. Professor of Odia
			Sri Ajit Kumar Panda, Lecturer (SS) in Sanskrit
33	Right to Information Cell (TIR) +3 Degree	First Appellate Authority (FAA)	Dr. Sadasiva Mallik, Asst. Professor of Sanskrit
		Public Information Officer (PIO)	Dr. Arpita Behera, Asst Professor of History
		Asst. Public Information Officer (APIO)	Ms. Nibedita Patel, Asst. Professor of English

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34	Right to Information Cell (RTI) +2 Higher Secondary	First Appellate Authority (FAA)	Dr. Anuradha Mishra, Lecturer in English
		Public Information Officer (PIO)	Mrs. Sushree Sangita Das, Lecturer (SS) in Home Science
		Asst. Public Information Officer (APIO)	Dr. Siddheswar Padhan, Lecturer (SS) in History
35	Literary Society	Convener	Dr. Sadasiva Mallik, Asst. Professor of Sanskrit
		Member(s)	Sri Ratikanta Naik, Asst. Professor of Odia
			Dr. Anuradha Mishra, Lecturer in English
36	Prohibition of Sexual Harassment Cell	Convener	Smt. Minatee Debata, Asst. Professor of History
		Member(s)	Mrs Sushree Sangita Das, Lecturer (SS) in Home Science
			Smt Ranthi Tirkey, Asst. Professor in Psychology
			Ms. Nibedita Patel, Asst. Professor of English
			Mrs. Sanjukta Kumari Nayak, Lecturer (SS) in Logic & Philosophy
37	Proctorial Group & Parent Teachers Meetings	Coordinator	Dr. K.S. Chopdar, Asst. Professor of Zoology Academic Bursar
		PG CLASSES	RESPECTIVE HEADS OF THE DEPARTMENTS
		+3 First Year	Dr. Sunita Sahoo, Asst. Professor of Physics
		+3 Second Year	Mrs. Sucheta Dora, Lecturer (SS) in Pol.Sc
		+3 Third Year	Ms. Nibedita Patel, Asst. Professor of English
		+2 First Year Arts	Mrs Sushree Sangita Das, Lecturer (SS) in Home Sc
		+2 Second Year Arts	Mrs. Sanjukta Kumari Nayak, Lecturer (SS) in Logic & Philosophy
		+2 First Year Sc.	Dr. Anuradha Mishra, Lecturer in English
		+2 Second Year Sc.	Sri Ajit Kumar Panda, Lecturer (SS) in Sanskrit

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38	College Furniture	Officer in Charge	Sri Ajit Kumar Panda, Lecturer (SS) in Sanskrit
39	Anti Ragging Cell	Coordinator	Sri Sadasiva Mallik, Asst. Professor of Sanskrit
		Member(s)	Dr. Sunita Sahoo, Asst. Professor of Physics
			Mrs. Sushree Sangita Das, Lecturer (SS) in Home.Sc
			Dr. Anuradha Mishra, Lecturer in English
40	Tabulator(s)	+2 Arts & +2 Science	Sri Ajit Kumar Panda, Lecturer (SS) in Sanskrit (coordinator)
			Mrs Sushree Sangita Das, Lecturer (SS) in Home Sc
			Dr.Siddheswar Padhan, Lecturer (SS) in History
41	Liaison	OIC, PWD	Dr.Siddheswar Padhan, Lecturer (SS) in History
		OIC, PHED	Sri Ajit Kumar Panda, Lecturer (SS) in Sanskrit
		OIC, Electricity and Maintenance	Sri. Sardar Majhi, Asst. Professor of Economics
42	Rangers	Officer in Charge	Smt. Arpita Behera, Asst Professor of History
43	SAMS	Officers in Charge	1. Dr. Bhuban Mohan Panda, Asst. Professor of Botany 2. Ms. Sikha Meher, Asst. Professor of Mathematics
44	Audio Visual Society	Officers in Charge	1. Dr. Bhuban Mohan Panda, Asst. Professor of Botany 2. Ms. Sikha Meher, Asst. Professor of Mathematics
45	Equal Opportunity Cell	Officers in Charge	Dr. Anuradha Mishra, Lecturer in English
			Sri Ajit Kumar Panda, Lecturer (SS) in Sanskrit

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46	Legal Matters	Officers in Charge	Dr. Sadasiva Mallik, Asst. Professor of Sanskrit
			Sri Bibhuti Bhusan Sahu, Asst. Professor of Economics
			Dr. Arpita Behera, Asst Professor of History
47	First Aid	Officers in Charge	Mrs. Sanjukta Kumari Nayak, Lecturer (SS) in Logic and Philosophy
			Mrs Sushree Sangita Das, Lecturer (SS) in Home Science
48	Students Health Check up	Officers in Charge	Mrs. Sanjukta Kumari Nayak, Lecturer (SS) in Logic and Philosophy
			Mrs Sushree Sangita Das, Lecturer (SS) in Home Science
49	Grievance Cell	Officers in Charge	Sri Sadasiva Mallik, Asst. Professor of Sanskrit
			Dr. Arpita Behera, Asst Professor of History
50	Gymnasium	Officer in Charge	Sri Bhubaneswar Chhatria, Asst. Professor of Economics
51	College Website	Officers in Charge	<ol style="list-style-type: none"> 1. Sri Ajit Kumar Panda, Lecturer (SS) in Sanskrit 2. Dr. Rajesh Kumar Karna, Asst. Professor of Pol.Sc 3. Ms. Sikha Meher, Asst. Professor of Mathematics

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52	Scholarships & Stipends (+3 Degree AND PG)	Coordinator	Sri Ratikanta Naik, Asst Professor of Odia
		Members	Dr. Arpita Behera, Asst Professor of History
			Dr. Sunita Sahoo, Asst Professor of Physics
			Smt Ranthi Tirkey, Asst Professor of Psychology
			Ms. Nibedita Patel, Asst. Professor of English
			Smt. Minatee Debata, Asst. Professor of History
			Mr. Bhubaneswar Chhatria, Asst. Professor of Economics
			Ms. Sikha Meher, Asst. Professor of Mathematics
53	Scholarships & Stipends (+2 HS)	Coordinator	Smt. Sucheeta Dora, Lecturer (SS) in Pol.Sc
		Members	Smt. Sanjukat Kumari Nayak, Lecturer (SS) in Logic and Philosophy
			Ajit Kumar Panda, Lecturer (SS) in Sanskrit
			Dr. Siddheswar Pradhan, Lecturer (SS) in History
			Dr. Anuradha Mishra, Lecturer in English
54	Language Lab	Officers in Charge	Smt Sushree Sangita Dash, Lecturer (SS) in Home Science
			Dr. Anuradha Mishra, Lecturer in English
			Sri Ratikanta Naik, Asst. Professor of Odia
			Sri Ajit Kumar Panda, Lecturer (SS) in Sanskrit

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55	College Development Committee	Convener	PRINCIPAL
		Members	Sri Sadasiva Mallik, Asst. Professor of Sanskrit
			Sri Bibhuti Bhusan Sahu, Asst. Professor of Economics
			Sri Saloman Kumar, Asst. Professor of English
			Sri Bhubaneswar Chhatra, Asst. Professor of Economics
			Smt Sanjukta Kumari Nayak, Lecturer (SS) in Logic and Philosophy
56	RUSA	Officer in Charge	Sri Akhaya Kumar Setha, Asst. Prof. of Psychology
57	College Discipline Committee	Coordinator	Sri Sadasiva Mallik, Asst. Professor of Sanskrit
		Member(s)	Sri Akhaya Kumar Setha, Asst. Prof. of Psychology
			Dr. K.S, Chopdar, Asst. Professor of Zoology
			Sri Bibhuti Bhusan Sahu, Asst. Professor of Economics
			Smt Sanjukta Kumari Nayak, Lecturer (SS) in Logic and Philosophy
58	Self Defense Programme	Officer in Charge	Dr. Arpita Behera, Asst Professor of History
59	Staff Quarters	Officers in Charge	Dr. Sadasiva Mallik, Asst. Professor of Sanskrit
			Sri Bibhuti Bhusan Sahu, Asst. Professor of Economics

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60	Science Society	Officer in Charge	Dr. Bhuban Mohan Panda, Asst. Professor of Botany
		Member(s)	Dr. Sunita Sahoo, Asst Professor of Physics
			Ms. Sikha Meher, Asst. Professor of Mathematics
61	Research & Dev. Committee	Officer in Charge	Dr. Rajesh Kumar Karna, Asst. Professor of Pol.Sc
		Member(s)	Dr. S.K., Jagdala, Asst. Professor of Odia
			Dr. Bhuban Mohan Panda, Asst. Professor of Botany
62	SC & ST Rights Committee	Coordinator	Sri Niranjana Seth, Asst. Professor of Odia
		Member(s)	Smt. Sucheta Dora, Jr. Lecturer in Pol.Sc
			Smt. Sanjukta Kumari Nayak, Jr. Lecturer in Logic and Philosophy
63	Person with Disability Grievance Redressal Cell	Officer in Charge	Dr. K.S.Chopdar, Asst. Professor of Zoology Academic Bursar
64	College Website	Officers in Charge	Dr. Rajesh Kumar Karna, Asst. Professor of Pol.Sc
			Dr. Bhuban Mohan Panda, Asst. Professor of Botany
65	Eco-Club & Waste Management Cell	Officers in Charge	Dr. Sunita Sahoo, Asst. Professor of Physics
			Ms. Sikha Meher, Asst. Professor of Mathematics
			Dr. Bhuban Mohan Panda, Asst. Professor of Botany

N.B: 1. Principal, Govt. Women's College, Balangir is the ex-Officio President/Chairman of all the Committees/Associations/Societies.
2. The names of the Officers are not in order of seniority.
3. Under exigencies alteration/modification/addition may be made in the assignments during the session.

Memo No. 1222/GWC

Dated 03/06/24

Copies to Staff Common Room/College Notice Board/Accounts Section/Examination Section/Head Clerk/Establishment Section/SAMS/OIC, Calendar for information

Principal
Govt. Women's College
Balangir
03.06.2024

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