



OFFICE OF THE PRINCIPAL GOVERNMENT WOMEN'S COLLEGE, BOLANGIR

(Affiliated to Rajendra University, Bolangir, Odisha)

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

| womenscollegebalangir.in | womenscollegebalangir@gmail.com |

Letter No: 1816

Date: 28.06.2025

CORRIGENDUM

In partial modification to the office order no. 1447/GWC, dtd.12.05.2025, the following Teaching Staff members of Govt. Women's College are hereby assigned the following extracurricular duties as detailed below for the academic session 2025-26.

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 Bursar	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 Akhaya Ku. Setha, Asst Professor of Psychology
			Dr. Rajesh Ku Karna, Asst Professor of Pol. Sc.
4	Examination Cell	OIC, Exam. (+3 Degree)	Dr. Minatee Debata, Asst. Professor of History
			Dr. Rajesh Ku Karna, Asst Professor of Pol. Sc. (Coordinator)
			Sri Bhubaneswar Chhatria, Asst. Professor of Economics (Asst. Coordinator)



			Sri Sardar Majhi, Asst. Professor of Economics
			Ms. Sikha Meher, Asst. Professor of Mathematics
			Dr. Bhuban Mohan Panda, Asst. Professor of Botany
			Smt Ranthi Tirkey, Asst. Professor of Psychology
			Ms. P. Pratishruti, Asst. Professor of Education
		OIC, Examination (+2 Higher Secondary)	Smt. Sanjukta Kumari Naik, Lecturer in Logic & Philosophy.
			Dr. Siddheswar Padhan, Lecturer in History
5	Cultural Society (HS)	Advisor	Dr. Anuradha Mishra, Lecturer in English
		Associate Advisor	Sri Ajit Kumar Panda, Lecturer in Sanskrit
		Associate Advisor	Dr. Siddheswar Padhan, Lecturer in History
6	Internal Quality Assurance Cell (IQAC)	Coordinator Asst. Coordinator	Sri Bibhuti Bhusan Sahu, Asst. Professor of Economics Dr. Rajesh Karna, Asst Professor of Pol. Sc.
		Associate Coordinator	As per guidelines
7	Admission Cell (PG Classes)	Admission In charge	Dr. Sadasiva Mallik, Asst. Professor of Sanskrit
		Help Desk In charge	Sri Ratikanta Naik, Asst Professor in Odia
		Validation Team Members	Smt Ranthi Tirkey, Asst. Professor of Psychology
			Sri Ajit Kumar Panda, Lecturer in Sanskrit
8	Admission Cell (+3 Degree)	Admn.in Charge	Sri Niranjana Seth, Asst. Professor of Odia


	Classes)	Help Desk In charge	Sri Akhaya Ku. Seta, Asst Professor of Psychology
		Validation Team Members	Sri Ajit Kumar Panda, Lecturer in Sanskrit
			Dr. Sunita Sahoo, Asst. Professor of Physics
			Smt. Sucheeta Dora, Lecturer in Pol.Sc
			Smt Ranthi Tirkey, Asst. Professor in Psychology
9	Admission Cell (+2 Higher Secondary Classes)	Admission In charge	Sri Ratikanta Naik, Asst Professor in Odia
		Help Desk In charge	Dr. Anuradha Mishra, Lecturer in English
		Validation Team Members	Smt. Sucheeta Dora, Lecturer in Pol.Sc
			Sri Ajit Kumar Panda, Lecturer in Sanskrit
			Smt. Sanjukta Kumari Naik, Lecturer in Logic & Philosophy
			Smt Sushree Sangita Das, Lecturer in Home Science
			Dr. Siddheswar Pradhan, Lecturer in History
10	Staff Club	Secretary	Sri Saloman Kumar, Asst. Professor of English
		Jt. Secretary	Sri Ajit Kumar Panda, Lecturer in Sanskrit
11	NAAC/UGC	Coordinator	Dr. Rajesh Karna, Asst Professor of Pol. Sc.
		Member (s)	Dr. Anuradha Mishra, Lecturer in English
			Dr. Sunita Sahoo, Asst. Professor of Physics
			Dr. B. M. Panda, Asst. Professor of Botany



			Ms. P. Pratishruti, Asst. Professor of Education
			Sri Bhubaneswar Chhatra, Asst. Professor of Economics
			Dr. Minatee Debata, Asst. Professor of History
			Ms. Sikha Meher, Asst. Professor of Mathematics
12	Athletic Society	Vice President	Sri Akhaya Kumar Setha, Asst. Professor of Psychology
		Associate Vice President (s)	Sri Ratikanta Naik, Asst. Professor of Odia
			Dr. Rajesh Kumar Karna, Asst. Professor of Pol.Sc
			Smt. Sanjukta Ku. Nayak, Lecturer in Logic and Philosophy
			Dr. Anuradha Mishra, Lecturer in English
			Smt. Sushree Sangita Das, Lecturer in Home Science
13	Drama Society	Vice President	Dr. Sadasiva Mallik, Asst. Professor of Sanskrit
		Associate Vice President (s)	Dr. Anuradha Mishra, Lecturer in English
			Dr. S. K. Jagdala, Asst. Professor of Odia
			Ms. P. Pratishruti, Asst. Professor of Education
			Sri Ajit Kumar Panda, Lecturer in Sanskrit
14	College Calendar	Editor	Dr. Anuradha Mishra, Lecturer in English
		Asso. Editor	Dr. Siddheswar Padhan, Lecturer in History

15	Time Table & Lesson Plan HS, UG and PG Classes	Coordinator	Sri Akshya Ku Setha, Asst. Professor of Psychology
		Members	Dr.Sunita Sahoo, Asst. Professor of Physics
			Dr. K.S,Chopdar, Asst. Professor of Zoology
			Sri Bhubaneswar Chhatra, Asst. Professor of Economics
			Sri Ajit Kumar Panda, Lecturer in Sanskrit
			Dr.Siddheswar Padhan, Lecturer in History
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
			Dr. Anuradha Mishra, Lecturer in English
17	Day Scholars Association	Vice President	Sri Akhaya Kumar Setha, Asst. Professor of Psychology
		Associate Vice President (s)	Mrs. Sucheeta Dora, Lecturer in Pol.Sc
			Dr. Anuradha Mishra, Lecturer in English
			Sri Ajit Kumar Panda, Lecturer in Sanskrit
18	Land Building Committee	Convener	Sri Bibhuti Bhusan Sahu, Asst. Professor of Economics
		Member (s)	Dr. Arpita Behera, Asst. Professor of History
			Dr. Minatee Debata, Asst. Professor of History

			Sri Ajit Kumar Panda, Lecturer in Sanskrit
19	Girls' Common Room	Officers in Charge	Dr. Anuradha Mishra, Lecturer in English
			Mrs. Sucheeta Dora, Lecturer in Pol.Sc
			Smt Sushree Sangita Das, Lecturer in Home Science
20	Purchase Committee	Members	Sri Bibhuti Bhusan Sahu, Asst. Professor of Economics (coordinator)
			Dr. Sadasiva Mallik, Asst. Professor of Sanskrit (Asso. coordinator)
			All HoDs
21	College Library	Officer in Charge	Dr. Sadasiva Mallik, Asst. Professor of Sanskrit
		Associate(s)	Sri Bibhuti Bhusan Sahu, Asst. Professor of Economics
			Sri Saloman Kumar, Asst. Professor of English
			Sri Niranjan Seth, Asst. Professor of Odia
			Sri Ratikanta Naik, Asst. Professor of Odia
			Ms. P. Pratishruti, Asst Professor of Education
			Mrs Sushree Sangita Das, Lecturer in Home Science
	Extra Mural Lecture	Officer in Charge	Sri Ratikanta Naik, Asst. Professor of Odia



22		Associates	Dr. Anuradha Mishra, Lecturer in English
			Sri Ajit Kumar Panda, Lecturer in Sanskrit
23	College Hostel	Superintendent Snigdha Chhaya	Dr. Sunita Sahoo, Asst. Professor of Physics
		Deputy Supt. Snigdha Chhaya	Mrs. Sucheeta Dora, Lecturer in Pol.Sc
		Superintendent MrudulaChhaya	Smt Sushree Sangita Das, Lecturer in Home Science
		Deputy Supt. MrudulaChhaya	Ms. P. Pratishruti, Asst Professor of Education
24	Residential Committee	Convener	Superintendents of the Hostel
		Member(s)	Deputy Superintendents
			Administrative Bursar
			Accounts Bursar
			Academic Bursar
25	National Cadet Corps (NCC)	Platoon Commander (ANO)	Mrs. Nibedita Patel, Asst. Professor of English
26	National Service Scheme (NSS)	Officer in Charge (UG/HS)	Dr. Minatee Debata, Asst. Professor of History
27	Youth Red Cross (YRC)	Officer in Charge (UG/HSS)	Mrs Sushree Sangita Das, Lecturer in Home Science Sri S. Majhi, Asst. Prof in Economics



28	Abstract of Attendance	Coordinator	Dr. K.S.Chopdar, Asst. Professor of Zoology
		Officer in Charge (PG)	Dr. S. K. Jagdala, Asst. Professor of Odia
		Officer in Charge (+3 Arts)	Dr. Minatee Debata, Asst. Professor of History
		Officer in Charge (+3 Science)	Dr. Sunita Sahoo, Asst. Professor of Physics
		Officer in Charge (+2 Science)	Sri Ajit Kumar Panda, Lecturer in Sanskrit
		Officer in Charge (+2 Arts)	Mrs. Sanjukta Kumari Nayak, Lecturer in Logic & Philosophy
29	College Garden, Plantation and Beautification of College Campus	Officers in Charge	Dr. Anuradha Mishra, Lecturer in English
			Mrs. Sanjukta Kumari Nayak, Lecturer in Logic & Philosophy
			Mrs Sushree Sangita Das, Lecturer in Home Science
30	OHEPEE(IDP)	Coordinator	Sri Bibhuti Bhusan Sahu, Asst. Professor of Economics
		Deputy Coordinator	Dr. Sadasiva Mallik, Asst. Professor of Sanskrit
		Building Committee nodal officer	Dr. Rajesh Ku. Karna, Asst Professor of Pol.Sc
31	Career and Counseling Cell/PMIS	Coordinator	Sri A.K. Setha, Asst Professor of Psychology
		Members	Dr. Siddheswar Pradhan, Lecturer in History



			Ms. Shikha Meher, Asst Professor of Maths
32	Arts Society (Kala Parishad)	Vice President	Dr. Sadasiva Mallik, Asst. Professor of Sanskrit
		Associate Vice President (s)	Sri Ratikanta Naik, Asst. Professor of Odia
			Dr. Anuradha Mishra, Lecturer in English
33	Right to Information Cell (RTI) (Composit)	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)	Dr. Anuradha Mishra, Lecturer in English
34	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
35	Prohibition of Sexual Harassment Cell & Internal Complaint Committee for Sexual Harassment of women at work place	Convener	Dr. Arpita Behera, Asst. Professor of History
		Member(s)	Mrs. Sanjukta Kumari Nayak, Lecturer in Logic
			Sri Siddheshwar Pradhan, Asst. Professor of History
			Smt Ranthi Tirkey, Asst. Professor in Psychology



			Mrs Sushree Sangita Das, Lecturer in Home Science
--	--	--	---

36	Proctorial Group & Parent Teachers Meetings	Coordinator	Dr. K. S. Chopdar, Asst. Professor of Zoology
		PG CLASSES	Respective Heads of the departments
		+3 First Year	Dr. Sunita Sahoo, Asst. Professor of Physics
		+3 Second Year	Mrs. Sucheeta Dora, Lecturer in Pol.Sc
		+3 Third Year	Nibedita Patel, Asst. Professor of English
		+2 First Year Arts	Mrs Sushree Sangita Das, Lect in Home Sc
		+2 Second Year Arts	Mrs. Sanjukta Kumari Nayak, Lecturer in Logic & Philosophy
		+2 First Year Science	Dr. Anuradha Mishra, Lecturer in English
		+2 Second Year Science	Sri Ajit Kumar Panda, Lecturer in Sanskrit
37	College Furniture	Officer in Charge	Sri Ajit Kumar Panda, Lecturer in Sanskrit
38	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 in Home.Sc
			Dr. Anuradha Mishra, Lecturer in English
39	Tabulator(s)	+2 Arts &	Mrs. Sanjukta Kumari Nayak, Lecturer in Logic & Philosophy (coordinator)

		+2 Science	Sri Ajit Kumar Panda, Lecturer in Sanskrit
			Dr. Siddheswar Padhan, Lecturer in History
40	Liaison	Officer in Charge	Sri Akhaya Kumar Setha, Asst. Professor of Psychology
41	Rangers	Officer in Charge	Dr. Anuradha Mishra, Lecturer in English
42	SAMS	Officer in Charge	Dr. Rajesh Ku Karna, Asst. Professor of Pol.Sc
43	Audio Visual Society	Officer in Charge	Dr. Siddheswar Padhan, Lecturer in History
44	Equal Opportunity Cell	Officer in Charge	Sri A.K. Setha, Asst Professor of Psychology
			Dr. Arpita Behera, Asst. Professor of History
45	Legal Matters	Officers in Charge	Dr. Sadasiva Mallik, Asst. Professor of Sanskrit
			Sri Bibhuti Bhusan Sahu, Asst. Professor of Economics
46	First Aid	Officers in Charge	Mrs. Sanjukta Kumari Nayak, Lecturer in Logic and Philosophy
			Mrs Sushree Sangita Das, Lecturer in Home Science
47	Students Health Check up		Dr. B. M. Panda, Asst. Professor of Botany
			Mrs Sushree Sangita Das, Lect in Home Sc
48	Grievance Cell	Officers in Charge	Sri Sadasiva Mallik, Asst. Professor of Sanskrit

			Mrs Sushree Sangita Das, Lecturer in Home Science
49	Gymnasium	Officer in Charge	Sri Bhubaneswar Chhatra, Asst. Professor of Economics
50	Scholarships & Stipends (+3 Degree & PG)	Coordinator	Sri A.K. Setha, Asst Professor of Psychology
		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
			Dr. Minatee Debata, Asst. Professor of History
			Sri Bhubaneswar Chhatra, Asst. Professor of Economics
			Ms.Sikha Meher, Asst. Professor of Mathematics
	Scholarships & Stipends (+2 HSS)	Coordinator	Smt. Sucheeta Dora, Lecturer in Pol.Sc
		Members	Smt. Sanjukat Kumari Nayak, Lecturer in Logic and Philosophy
			Ajit Kumar Panda, Lecturer in Sanskrit
			Dr. Siddheswar Pradhan, Lecturer in History
			Dr. Anuradha Mishra, Lecturer in English
			Smt Sushree Sangita Das, Lecturer in Home Science
51	Language Lab	Officer in Charge	Dr. Anuradha Mishra, Lecturer in English
52	College Development Committee	Convener	PRINCIPAL
		Members	Dr Sadasiva Mallik, Asst. Professor of Sanskrit

			Sri Bibhuti Bhusan Sahu, Asst. Professor of Economics
			Sri Saloman Kumar, Asst. Professor of English
			Dr. K. S. Chopdar, Asst. Professor of Zoology
			Dr. Rajesh Ku Karna, Asst. Professor of Pol.Sc
			Dr. Anuradha Mishra, Lecturer in English
			Smt Sanjukta Kumari Nayak, Lecturer in Logic and Philosophy
53	RUSA	Officer in Charge	Sri Akhaya Kumar Setha, Asst. Prof. of Psychology
54	College Discipline Committee	Coordinator	Sri Sadasiva Mallik, Asst. Professor of Sanskrit
		Member(s)	Sri Akhaya Kumar Setha, Asst. Prof. of Psychology
			Sri Niranjana Seth, Asst. Professor of Odia
			Sri Bibhuti Bhusan Sahu, Asst. Professor of Economics
			Smt Sushree Sangita Das, Lecturer in Home Science
			Dr. Anuradha Mishra, Lecturer in English
			Mrs. Sanjukta Kumari Nayak, Lecturer in Logic
55	Self Defense Programme	Officer in Charge	Dr Arpita Behera, Asst Professor of History

56	Staff Quarters	Officer in Charge	Dr. Sadasiva Mallik, Asst. Professor of Sanskrit
57	Research & Development Committee	Coordinator	Dr. Rajesh Ku Karna, Asst. Professor of Pol.Sc
		Members	Dr. B. M. Panda, Asst. Professor of Botany
			Dr. Sunita Sahoo, Asst Professor of Physics
			Dr. Anuradha Mishra, Lecturer in English
			Dr. S. K. Jagdala, Asst. Professor of Odia
58	SC & ST Welfare Committee	Coordinator	Sri Niranjan Seth, Asst. Professor of Odia
		Members	Mrs. Sanjukta Kumari Nayak, Lecturer in Logic
			Smt. Sucheeta Dora, Lecturer in Pol.Sc
59	Person with Disability Grievance Cell	Officer in Charge	Dr. K. S. Chopdar, Asst. Professor of Zoology
60	College website	Coordinator	Dr. Rajesh Ku Karna, Asst. Professor of Pol.Sc
		Members	Dr. B. M. Panda, Asst. Professor of Botany
			Sri B. Chhatra, Asst. Professor of Economics
61	Guest Faculty Appointment, continuation, Leave, welfare	Coordinator	Dr. K. S. Chopdar, Asst. Professor of Zoology
		Members	Dr. B.M. Panda, Asst. Professor of Botany
			Ms. P. Pratishruti, Asst. Professor of Education
62	HIMS (Data Collection & Updation)	Coordinators	Dr. Sadasiva Mallik, Asst. Professor of Sanskrit (Data Collection) Dr. Rajesh Ku Karna, Asst. Professor of Pol.Sc (Data Updation)

		Members	Dr. Anuradha Mishra, Lecturer in English Sri Bhubaneswar Chhatra, Asst. Professor of Economics Dr. Sunita Sahoo, Asst Professor of Physics Ms. Shikha Meher, Asst Professor of Maths Dr. Siddheswar Pradhan, Lecturer in History Dr. S. K. Jagdala, Asst. Professor of Odia
63	Eco-Club & Waste management and Rain Water Harvesting Cell	Officers in Charge	Dr. B.M. Panda, Asst. Professor of Botany Dr. Sunita Sahoo, Asst Professor of Physics Ms. Shikha Meher, Asst Professor of Maths
64	Science Society	Coordinator	Dr. B.M. Panda, Asst. Professor of Botany
		Members	Dr. Sunita Sahoo, Asst Professor of Physics Ms. Shikha Meher, Asst Professor of Maths
65	Electricity and Maintenance	Officer in Charge	Dr. Sunita Sahoo, Asst Professor of Physics
66	Social & Print Media	Coordinators	Sri R.K. Naik, Asst. Prof. in Odia Sri A.K. Panda, Lect. in Sanskrit Sri B. Chhatra, Asst. Prof. in Economics

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. 1817/GWC

Dated 28.06.2025

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

Principal

Govt. Women's College, Balangir

Principal
Govt. Women's College
Balangir