

# OFFICE OF THE PRINCIPAL, GOVT. WOMEN'S COLLEGE, BALANGIR

No.....1321...../GWC

Date...21.11.22.....

## 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 2022-23.

Sl No	Name of the Society/Association /Council/Cell /Programme	Designation/Nature of the extracurricular duty assigned	Name and Designation of the Officer
1	Bursars	Administrative Bursar	Sri Saloman Kumar, Asst. Professor of English
		Accounts Bursar	Sri Bibhuti Bhusan Sahu, Asst. Professor of Economics
		Academic Bursar	Dr. Sushama Modi, Asst. Professor of Odia
2	College Students Union	Advisor	Sri Sadasiva Mallik, Asst. Professor of Sanskrit
		Associate Advisor	Sri Bibhuti Bhusan Sahu, Asst. Professor of Economics
		Associate Advisor	Dr. Sushama Modi, Asst. Professor of Odia
3	Staff Council	Secretary	Sri Sadasiva Mallik, Asst. Professor of Sanskrit
4	Examination Cell	OIC, Examination (+3 Degree)	Sri Sadasiva Mallik, Asst. Professor of Sanskrit (Coordinator)
			Ratikanta Naik, Asst. Professor of Odia
			Ms. Sunandini Dash, Asst Professor of Psychology
		OIC, Examination (+2 Higher Secondary)	Sri Prakash Soreng, Asst Professor in Economics
			Dr. Siddheswar Pradhan, Jr. Lecturer in History
5	Cultural Society	Advisor	Ms. Sunandini Dash, Asst Professor of Psychology
		Associate Advisor	Sri Ajit Kumar Panda, Jr. Lecturer in Sanskrit
		Associate Advisor	Smt. Sushree Sangita Das, Jr. Lecturer in Home Sc.
6	Internal Quality Assurance Cell (IQAC)	Coordinator	Sri Bibhuti Bhusan Sahu, Asst. Professor of Economics

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7	Admission Cell (+3 Degree Classes)	Admission In charge	Dr. Sushama Modi, Asst. Professor of Odia
		Help Desk In charge	Sri Bibhuti Bhusan Sahu, Asst. Professor of Economics
		Validation Team Members	Sri Sadasiva Mallik, Asst. Professor of Sanskrit
			Sri Saloman Kumar, Asst. Professor of English
			Sri Akhaya Kumar Setha, Asst. Professor of Psychology
			Smt Ranthi Tirkey, Asst. Professor in Psychology
8	Admission Cell (+2 Higher Secondary Classes)	Admission In charge	Dr. Anuradha Mishra, Jr. Lecturer in English
		Help Desk In charge	Sri Prakash Soreng, Asst Professor in Economics
		Validation Team Members	Ms. Sunandini Dash, Asst Professor in Psychology
			Sri Ratikanta Naik, Asst Professor in Odia
			Sri Ajit Kumar Panda, Jr. Lecturer in Sanskrit
			Smt. Sanjukta Kumari Naik, Jr. Lecturer in Logic
			Sri Hemanta Kumar Mallik, Jr. Lecturer in Education
			Smt Sushree Sangita Das, Jr. Lecturer in Home Science
			Sri Debabrata Biswal, Jr. Lecturer in Mathematics
			Dr. Siddheswar Pradhan, Jr. Lecturer in History
9	Staff Club	Secretary	Dr. Sushama Modi, Asst. Professor of Odia
		Jt. Secretary	Sri Ajit Kumar Panda, Jr. Lecturer in Sanskrit

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<b>10</b>	<b>UGC/NAAC</b>	<b>Coordinator</b>	Sri Bibhuti Bhusan Sahu, Asst. Professor of Economics
		<b>Member (s)</b>	Sri Sadasiva Mallik, Asst. Professor of Sanskrit
			Sri Saloman Kumar, Asst. Professor of English
			Dr. Susama Modi, Asst. Professor of Odia
			Sri Ajit Kumar Panda, Lecturer in Sanskrit
			Ms. Sunandini Dash, Asst Professor of Psychology
<b>11</b>	<b>Athletic Society</b>	<b>Vice President</b>	Sri Akhaya Kumar Setha, Asst. Professor of Psychology
			Dr. Susama Modi, Asst. Professor of Odia
			Sri Prakash Soreng, Asst. Professor in Economics
			Sri Ratikanta Naik, Asst. Professor of Odia
			Sri Hemanta Kumar Mallik, Jr. Lecturer in Education
			Smt. Sushree Sangita Das, Jr. Lecturer in Home Science
<b>12</b>	<b>Drama Society</b>	<b>Vice President</b>	Dr. Susama Modi, Asst. Professor of Odia
		<b>Associate Vice President (s)</b>	Ms. Sunandini Dash, Asst Professor of Psychology
			Dr. Anuradha Mishra, Jr. Lecturer in English
			Sri Ajit Kumar Panda, Jr. Lecturer in Sanskrit
			Sri Hemanta Kumar Mallik, Jr. Lecturer in Education
<b>13</b>	<b>College Calendar</b>	<b>Editor</b>	Sri Ajit Kumar Panda, Lecturer in Sanskrit
		<b>Member</b>	Sri Debabrata Biswal, Jr. Lecturer in Mathematics

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14	College Magazine	Editor in Chief	Sri Sadasiva Mallik, Asst. Professor of Sanskrit
		Associate Editor (s)	Dr. Susama Modi, Asst. Professor of Odia
			Sri Ratikanta Naik, Asst. Professor in Odia
			Dr. Anuradha Mishra, Lecturer in English
15	Day Scholars Association	Vice President	Sri Akhaya Kumar SETHA, Asst. Professor of Psychology
		Associate Vice President (s)	Ms Sunandini Dash, Asst. Professor of Psychology
			Dr. Siddheswar Pradhan, Jr. Lecturer in History
			Sri Ajit Kumar Panda, Jr. Lecturer in Sanskrit
16	Time Table & Lesson Plan	+3 Degree Classes	Dr. Susama Modi, Asst. Professor of Odia
			Smt. Ranthi Tirkey, Asst. Professor in Psychology
		+2 Higher Secondary Classes	Sri Ajit Kumar Panda, Jr. Lecturer in Sanskrit
			Sri Debabrata Biswal, Jr. Lecturer in Mathematics
17	Land Building Committee	Convener	Sri Akhaya Kumar SETHA, Asst. Professor of Psychology
		Member (s)	Sri Prakash Soreng, Lecturer in Economics
			Sri Hemanta Kumar Mallik, Jr. Lecturer in Education
			Sri Ajit Kumar Panda, Jr. Lecturer in Sanskrit
18	Girls' Common Room	Officers in Charge	Dr. Anuradha Mishra, Jr. Lecturer in English
			Smt Sushree Sangita Das, Jr. Lecturer in Home Science

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19	Purchase Committee	Member(s)	Accounts Bursar (coordinator)
			Sri Sadasiva Mallik, Asst. Professor of Sanskrit
			Sri Saloman Kumar, Asst. Professor of English
			Dr. Sushama Modi, Asst. Professor of Odia
			Ms. Sunandini Dash, Asst Professor of Psychology
20	College Library	Officer in Charge	Sri Sadasiva Mallik, Asst. Professor of Sanskrit
		Associate(s)	Sri Bibhuti Bhusan Sahu, Asst. Professor of Economics
			Sri Saloman Kumar, Asst. Professor of English
			Sri Akhaya Kumar Setha, Asst. Professor of Psychology
			Sri Ratikanta Naik, Asst. Professor of Odia
			Ms. Sunandini Dash, Asst Professor of Psychology
			Mrs Sushree Sangita Das, Jr.Lecturer in Home Science
			Sri Hemanta Kumar Mallik, Jr. Lecturer in Education
21	Extra Mural Lecture	Officer in Charge	Dr. Sushama Modi, Asst. Professor of Odia
		Associates	Ms. Sunandini Dash, Asst Professor of Psychology
			Mrs. Sanjukta Kumari Nayak, Jr. Lecturer in Logic
			Sri Ajit Kumar Panda, Jr. Lecturer in Sanskrit
			Sri Hemanta Kumar Mallik, Jr. Lecturer in Education

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22	College Hostel	Superintendent	Sri Saloman Kumar, Asst. Professor of English
		Deputy Superintendent	Mrs. Sanjukta Kumari Nayak, Jr. Lecturer in Logic
			Sri Hemanta Kumar Mallik, Jr. Lecturer in Education
23	Residential Committee	Convener	Superintendent of the Hostel
		Member(s)	Deputy Superintendents
			Administrative Bursar
			Accounts Bursar
			Academic Bursar
24	National Cadet Corps (NCC)	Platoon Commander (OIC)	Dr. Sushama Modi, Asst. Professor of Odia
25	National Service Scheme (NSS)	Officer in Charge (+3)	Sri Bibhuti Bhusan Sahu, Asst. Professor of Economics
		Officer in Charge (+2)	Sri Hemanta Kumar Mallik, Jr. Lecturer in Education
26	Youth Red Cross (YRC)	Officer in Charge (+3)	Ms. Sunandini Dash, Asst Professor of Psychology
		Officer in Charge (+2)	Mrs Sushree Sangita Das, Jr. Lecturer in Home Science
27	Abstract of Attendance	Officer in Charge (+3)	Sri Prakash Soreng, Asst Professor in Economics
		Officer in Charge (+2 Science)	Sri Debabrata Biswal, Jr. Lecturer in Mathematics
		Officer in Charge (+2 Arts)	Sri Hemanta Kumar Mallik, Jr. Lecturer in Education
28	College Garden, Plantation and Beautification of College Campus	Officers in Charge	Dr. Anuradha Mishra, Jr. Lecturer in English
			Mrs. Sanjukta Kumari Nayak, Jr. Lecturer in Logic
			Sri Hemanta Kumar Mallik, Jr. Lecturer in Education

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29	OHEPEE(IDP)	Coordinator	Sri Saloman Kumar, Asst. Professor of English
		Deputy Coordinator	Sri Sadasiva Mallik, Asst. Professor of Sanskrit
		Building Committee nodal officer	Sri Akhaya Kumar Setha, Asst. Professor of Psychology
30	Career and Counseling Cell	Coordinator	Sri Ajit Kumar Panda, Jr. Lecturer in Sanskrit
		Member	Dr. Siddheswar Pradhan, Jr. Lecturer in History
31	Arts Society (Kala Parishad)	Vice President	Dr. Sushama Modi, Asst. Professor of Odia
		Associate Vice President (s)	Sri Ratikanta Naik, Asst. Professor of Odia
			Sri Ajit Kumar Panda, Jr. Lecturer in Sanskrit
32	Right to Information Cell (TIR) +3 Degree	First Appellate Authority (FAA)	Sri Sadasiva Mallik, Asst. Professor of Sanskrit
		Public Information Officer (PIO)	Sri Saloman Kumar, Asst. Professor of English
		Asst. Public Information Officer (APIO)	Sri Prakash Soreng, Asst Professor in Economics
	Right to Information Cell (RTI) +2 Higher Secondary	First Appellate Authority (FAA)	Ms. Sunandini Dash, Asst Professor in Psychology
		Public Information Officer (PIO)	Mrs Sushree Sangita Das, Jr. Lecturer in Home Science
		Asst. Public Information Officer (APIO)	Sri Debabrata Biswal, Jr. Lecturer in Mathematics
33	Literary Society	Convener	Sri Sadasiva Mallik, Asst. Professor of Sanskrit
		Member(s)	Sri Ratikanta Naik, Asst. Professor of Odia
			Dr. Anuradha Mishra, Jr. Lecturer in English

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34	Proctorial Group & Parent Teachers Meetings	+3 First Year	Sri Bibhuti Bhusan Sahu, Asst. Professor of Economics
		+3 Second Year	Sri Saloman Kumar, Asst. Professor of English
		+3 Third Year	Dr. Sushama Modi, Asst. Professor of Odia
		+2 First Year Arts	Mrs Sushree Sangita Das, Jr. Lecturer in Home Science
		+2 Second Year Arts	Sri Hemanta Kumar Mallik, Jr. Lecturer in Education
		+2 First Year Science	Dr. Anuradha Mishra, Jr. Lecturer in English
		+2 Second Year Science	Sri Debabrata Biswal, Jr. Lecturer in Mathematics
35	College Furniture	Officer in Charge	Sri Ajit Kumar Panda, Jr. Lecturer in Sanskrit
36	Anti Ragging Cell	Coordinator	Sri Sadasiva Mallik, Asst. Professor of Sanskrit
		Member(s)	Ms. Sunandini Dash, Asst. Professor of Psychology
			Mrs Sushree Sangita Das, Jr. Lecturer in Home Science
			Dr. Anuradha Mishra, Jr. Lecturer in English
37	Prohibition of Sexual Harassment Cell	Convener	Ms. Sunandini Dash, Asst. Professor of Psychology
		Member (s)	Smt Ranthi Tirkey, Asst. Professor in Psychology
			Mrs. Sanjukta Kumari Nayak, Jr. Lecturer in Logic
			Mrs Sushree Sangita Das, Jr. Lecturer in Home Science
38	Liaison	Officer in Charge	Sri Akhaya Kumar Setha, Asst. Professor of Psychology
39	Rangers	Officer in Charge	Ms. Sunandini Dash, Asst. Professor of Psychology
40	SAMS	Officer in Charge	Dr. Sushama Modi, Asst. Professor of Odia

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41	Audio Visual Society	Officer in Charge	Sri Hemanta Kumar Mallik, Jr. Lecturer in Education
42	Equal Opportunity Cell	Officers in Charge	Dr. Siddheswar Pradhan, Jr. Lecturer in History
			Mrs. Sanjukta Kumari Nayak, Jr. Lecturer in Logic
43	Legal Matters	Officers in Charge	Sri Saloman Kumar, Asst. Professor of English
			Sri Prakash Soreng, Asst. Professor of Economics
44	First Aid	Officers in Charge	Mrs. Sanjukta Kumari Nayak, Jr. Lecturer in Logic
			Mrs Sushree Sangita Das, Jr. Lecturer in Home Science
45	Students Health Check up	Officers in Charge	Sri Hemanta Kumar Mallik, Jr. Lecturer in Education
			Mrs Sushree Sangita Das, Jr. Lecturer in Home Science
46	Tabulator(s)	+2 Arts & +2 Science	Sri Ajit Kumar Panda, Jr. Lecturer in Sanskrit (coordinator)
			Mrs Sushree Sangita Das, Jr. Lecturer in Home Science
			Sri Debabrata Biswal, Jr. Lecturer in Mathematics
		+3 Degree Midterm Assessments	Sri Saloman Kumar, Asst. Professor of English
			Sri Bibhuti Bhusan Sahu, Asst. Professor of Economics
47	Gymnasium	Officer in Charge	Sri Prakash Soreng, Asst. Professor of Economics
48	College Website	Officer in Charge	Sri Ajit Kumar Panda, Jr Lecturer in Sanskrit
49	Grievance Cell	Officers in Charge	Sri Sadasiva Mallik, Asst. Professor of Sanskrit
			Ms. Sunandini Dash, Asst. Professor of Psychology

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50	Scholarships & Stipends	+3 Degree	Sri Akhaya Kumar Setha, Asst. Prof. of Psychology (Coordinator)
			Ms. Sunandini Dash, Asst Professor of Psychology
			Dr. Sushama Modi, Lecturer in Odia
			Sri Ratikanta Naik, Asst. Professor of Odia
			Smt Ranthi Tirkey, Lecturer in Psychology
		+2 Higher Secondary	Mrs. Sanjukta Kumari Nayak, Jr. Lecturer in Logic (Coordinator)
			Dr. Siddheswar Pradhan, Jr. Lecturer in History
			Sri Ajit Kumar Panda, Jr Lecturer in Sanskrit
			Mrs Sushree Sangita Das, Jr. Lecturer in Home Science
			Sri Debabrata Biswal, Jr. Lecturer in Mathematics
			Sri Prakash Soreng, Asst. Professor of Economics
			Sri Hemanta Kumar Mallik, Jr. Lecturer in Education
51	Language Lab	Officer in Charge	Dr. Anuradha Mishra, Jr. Lecturer in English
52	College Development Committee	Convener	PRINCIPAL
		Members	Sri Bibhuti Bhusan Sahu, Asst. Professor of Economics
			Sri Saloman Kumar, Asst. Professor of English
			Sri Sadasiva Mallik, Asst. Professor of Sanskrit
			Ms. Sunandini Dash, Asst. Professor of Psychology
			Sri Prakash Soreng, Asst. Professor of Economics

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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
			Dr. Sushama Modi, Lecturer in Odia
			Sri Bibhuti Bhusan Sahu, Asst. Professor of Economics
			Ms. Sunandini Dash, Asst. Professor of Psychology
			Dr. Anuradha Mishra, Jr. Lecturer in English
			Mrs. Sanjukta Kumari Nayak, Jr. Lecturer in Logic
55	Self Defense Programme	Officer in Charge	Mrs. Sushree Sangita Das, Jr. Lecturer in Home Science

**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.

Principal  
Govt. Women's College  
Balangir

Memo No...../GWC

Dated.....

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