



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

No 1493 /GWC

Date 02 / 09 / 2023

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 2023-24.

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	Dr. Sadasiva Mallik, Asst. Professor of Sanskrit
		Accounts Bursar	Sri Bibhuti Bhusan Sahu, Asst. Professor of Economics
		Academic Bursar	Dr. Sunita Sahoo, Asst. Professor of Physics
2	College Students Union	Advisor	Sri Bibhuti Bhusan Sahu, Asst. Professor of Economics
		Associate Advisor	Sri Saloman Kumar, Asst. Professor of English
		Associate Advisor	Sri Niranjan Seth, Asst Professor of Odia
3	Staff Council	Secretary	Dr. Sadasiva Mallik, Asst. Professor of Sanskrit
4	Examination Cell	OIC, Examination (+3 Degree)	Sri Akhaya Kumar Seta. Asst. Professor of Psychology (Coordinator)
			Ratikanta Naik, Asst. Professor of Odia
			Ranthi Tirkey, Asst. Professor of Psychology
		OIC, Examination (+2 Higher Secondary)	Smt Sanjukta Ku. Naik, Lecturer in Logic and Philosophy
			Dr. Siddheswar Padhan, Jr. Lecturer in History

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5	Cultural Society (HS)	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
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, Jr. Lecturer 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	Sri Saloman Kumar, Asst. Professor of English
			Dr. Sunita Sahoo, Asst. Professor of Physics
			Rajesh Kumar Karna, Asst. Professor of Pol.Sc
			Smt Ranthi Tirkey, Asst. Professor in Psychology

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9	Admission Cell (+2 Higher Secondary Classes)	Admission In charge	Dr. Anuradha Mishra, Jr. Lecturer in English
		Help Desk In charge	Sri Ajit Kumar Panda, Jr. Lecturer in Sanskrit
		Validation Team Members	Smt. Sucheeta Dora, Jr. Lecturer in Pol.Sc
			Sri Ratikanta Naik, Asst Professor in Odia
			Smt. Sanjukta Kumari Naik, Jr. Lecturer in Logic
			Smt Sushree Sangita Das, Jr. Lecturer in Home Science
10	Staff Club	Secretary	Dr. Siddheswar Pradhan, Jr. Lecturer in History
		Jt. Secretary	Ms. Sunandini Dash, Asst Professor of Psychology
11	NAAC/UGC	Coordinator	Sri Ajit Kumar Panda, Jr. Lecturer in Sanskrit
		Member (s)	Dr. Sadasiva Mallik, Asst. Professor of Sanskrit
			Sri Saloman Kumar, Asst. Professor of English
			Sri Niranjan Seth, Asst. Professor of Odia
			Sri Akhaya ku.Setha, Asst.Professor of Psychology
			Ms. Sunandini Dash, Asst Professor of Psychology
			Rajesh Kumar Karna, Asst.Professor of Pol.Sc
			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
			Rajesh Kumar Karna, Asst. Professor of Pol.Sc
			Smt.Sanjukta Ku.Nayak, Jr. Lecturer in Logic and Philosophy
			Dr.Anuradha Mishra, Jr. Lecturer in English
			Smt. Sushree Sangita Das, Jr. Lecturer in Home Science
13	Drama Society	Vice President	Sri Saloman Kumar, Asst Professor of English
		Associate Vice President (s)	Ms. Sunandini Dash, Asst Professor of Psychology
			Smt.Sucheeta Dora, Jr. Lecturer in Pol.Sc
			Dr. Anuradha Mishra, Jr. Lecturer in English
			Sri Ajit Kumar Panda, Jr. Lecturer in Sanskrit
14	College Calendar	Editor	Dr. Anuradha Mishra, Jr. Lecturer in English
		Member	Dr.Siddheswar Padhan, Jr.Lecturer in History
15	Time Table & Lesson Plan	+3 DEGREE and PG Classes	Dr.Sunita Sahoo, Asst. Professor of Physics
			Minatee Debata, Asst. Professor of History
			Smt.Ranthi Tirkey, Asst. Professor of Psychology
		+2 Higher Secondary Classes	Sri Ajit Kumar Panda, Jr. Lecturer in Sanskrit
			Dr.Siddheswar Padhan, Jr.Lecturer in History

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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
			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, Jr. Lecturer in Pol.Sc
			Dr. Anuradha Mishra, Jr. Lecturer in English
			Sri Ajit Kumar Panda, Jr. Lecturer in Sanskrit
18	Land Building Committee	Convener	Sri Saloman Kumar, Asst. Professor of English
		Member (s)	Ms. Sunandini Dash, Asst. Professor of Psychology
			Minatee Debata, Asst. Professor of History
			Sri Ajit Kumar Panda, Jr. Lecturer in Sanskrit
19	Girls' Common Room	Officers in Charge	Dr. Anuradha Mishra, Jr. Lecturer in English
			Mrs. Sucheta Dora, Jr. Lecturer in Pol.Sc
			Smt Sushree Sangita Das, Jr. Lecturer in Home Science

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20	Purchase Committee	Member(s)	Accounts Bursar (coordinator)
			Dr. Sadasiva Mallik, Asst. Professor of Sanskrit
			Sri Saloman Kumar, Asst. Professor of English
			Sri Niranjan Seth, Asst. Professor of Odia
			Dr. Anuradha Mishra, Jr. Lecturer in English
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. Sunandini Dash, Asst Professor of Psychology
			Mrs Sushree Sangita Das, Jr. Lecturer in Home Science
22	Extra Mural Lecture	Officer in Charge	Ms. Sunandini Dash, Asst Professor of Psychology
		Associates	Rajesh Kumar Karna, Asst. Professor of Pol.Sc
			Sri Ajit Kumar Panda, Jr. Lecturer in Sanskrit

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23	College Hostel	Superintendent	Sri Bibhuti Bhusan Sahu, Asst. Professor of Economics
		Deputy Supt. (Administration-M B)	Smt Sushree Sangita Das, Jr. Lecturer in Home Science
		Deputy Supt. (+2 Block and Welfare Block)	Smt.Ranthi Tirkey, Asst. Professor of Psychology
		Deputy Supt. (Mess Mgmt.)	Dr.Siddheswar Padhan, Jr.Lecturer in History
24	Residential Committee	Convener	Superintendent of the Hostel
		Member(s)	Deputy Superintendents
			Administrative Bursar
			Accounts Bursar
			Academic Bursar
25	National Cadet Corps (NCC)	Platoon Commander (OIC)	Mrs. Sucheta Dora, Jr.Lecturer in Pol.Sc
26	National Service Scheme (NSS)	Officer in Charge (+3)	Rajesh Kumar Karna, Asst. Professor of Pol.Sc
		Officer in Charge (+2)	Sri Ajit Kumar Panda, Jr. Lecturer in Sanskrit
27	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

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28	Abstract of Attendance	Officer in Charge (+3 Arts and PG)	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, Jr. Lecturer in Sanskrit
		Officer in Charge (+2 Arts)	Mrs. Sanjukta Kumari Nayak, Jr. Lecturer in Logic & Philosophy
29	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 & Philosophy
			Mrs Sushree Sangita Das, Jr.Lecturer in Home Science
30	OHEPEE(IDP)	Coordinator	Sri Saloman Kumar, Asst. Professor of English
		Deputy Coordinator	Dr. Sadasiva Mallik, Asst. Professor of Sanskrit
		Building Committee nodal officer	Rajesh Ku. Karna, Asst Professor of Pol.Sc
31	Career and Counseling Cell	Coordinator	Sri Ajit Kumar Panda, Jr. Lecturer in Sanskrit
		Member	Dr. Siddheswar Pradhan, Jr. Lecturer in History
32	Arts Society (Kala Parishad)	Vice President	Ms. Sunandini Dash, Asst Professor of Psychology
		Associate Vice President (s)	Sri Ratikanta Naik, Asst. Professor of Odia
			Sri Ajit Kumar Panda, Jr. Lecturer in Sanskrit

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33	Right to Information Cell (TIR) +3 Degree	First Appellate Authority (FAA)	Dr. Sadasiva Mallik, Asst. Professor of Sanskrit
		Public Information Officer (PIO)	Nibedita Patel, Asst. Professor of English
		Asst. Public Information Officer (APIO)	Dr. Anuradha Mishra, Jr. Lecturer in English
	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)	Dr. Siddheswar Padhan, Jr. Lecturer in History
34	Literary Society	Convener	Dr. Sadasiva Mallik, Asst. Professor of Sanskrit
		Member(s)	Sri Ratikanta Naik, Asst. Professor of Odia
			Dr. Anuradha Mishra, Jr. Lecturer in English
35	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

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36	Proctorial Group & Parent Teachers Meetings	PG CLASSES	RESPECTIVE HEADS OF THE DEPARTMENTS
		+3 First Year	Dr.Sunita Sahoo, Asst. Professor of Physics
		+3 Second Year	Mrs. Sucheeta Dora, Jr.Lecturer in Pol.Sc
		+3 Third Year	Nibedita Patel, Asst. Professor of English
		+2 First Year Arts	Mrs Sushree Sangita Das, Jr. Lect in Home Sc
		+2 Second Year Arts	Mrs. Sanjukta Kumari Nayak, Jr. Lecturer in Logic & Philosophy
		+2 First Year Science	Dr. Anuradha Mishra, Jr. Lecturer in English
		+2 Second Year Science	Sri Ajit Kumar Panda, Jr. Lecturer in Sanskrit
37	College Furniture	Officer in Charge	Sri Ajit Kumar Panda, Jr. Lecturer in Sanskrit
38	Anti Ragging Cell	Coordinator	Sri Sadasiva Mallik, Asst. Professor of Sanskrit
		Member(s)	Dr. Sunita Sahoo, Asst. Professor of Physics
			Sushree Sangita Das, Jr. Lecturer in Home.Sc
			Dr. Anuradha Mishra, Jr. Lecturer in English
39	Tabulator(s)	+2 Arts & +2 Science	Sri Ajit Kumar Panda, Jr. Lecturer in Sanskrit (coordinator)
			Mrs Sushree Sangita Das, Jr. Lect in Home Sc
			Dr.Siddheswar Padhan, Jr.Lecturer in History

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40	Liaison	Officer in Charge	Sri Akhaya Kumar Setha, Asst. Professor of Psychology
41	Rangers	Officer in Charge	Ms. Sunandini Dash, Asst. Professor of Psychology
42	SAMS	Officer in Charge	Sri Niranjana Seth, Asst. Professor of Odia
43	Audio Visual Society	Officer in Charge	Dr. Siddheswar Padhan, Jr. Lecturer in History
44	Equal Opportunity Cell	Officer in Charge	Dr. Anuradha Mishra, Jr. Lecturer in English
			Sri Ajit Kumar Panda, Jr. Lecturer in Sanskrit
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, Jr. Lecturer in Logic and Philosophy
			Mrs Sushree Sangita Das, Jr. Lecturer in Home Science
47	Students Health Check up		Rajesh Kumar Karna, Asst. Professor of Pol.Sc
			Mrs Sushree Sangita Das, Jr. Lect in Home Sc
48	Grievance Cell	Officers in Charge	Sri Sadasiva Mallik, Asst. Professor of Sanskrit
			Ms. Sunandini Dash, Asst. Professor of Psychology

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49	Gymnasium	Officer in Charge	Sri Bhubaneswar Chhatra, Asst. Professor of Economics
50	College Website	Officer in Charge	Sri Ajit Kumar Panda, Jr Lecturer in Sanskrit
51	Scholarships & Stipends (+3 Degree AND PG)	Coordinator	Sri Ratikanta Naik, Asst Professor of Odia
			Rajesh Kumar Karna, Asst Professor of Pol.Sc
			Dr. Sunita Sahoo, Asst Professor of Physics
			Smt Ranthi Tirkey, Asst Professor of Psychology
			Ms.Nibedita Patel, Asst. Professor of English
			Minatee Debata, Asst. Professor of History
			Bhubaneswar Chhatra, Asst. Professor of Economics
			Ms.Sikha Meher, Asst. Professor of Mathematics
	Scholarships & Stipends (+2 HS)	Coordinator	Smt. Sucheta Dora, Jr. Lecturer in Pol.Sc
			Ms. Sunandini Dash, Asst.Professor of Psychology
			Smt. Sanjukat Kumari Nayak, Jr.Lecturer in Logic and Philosophy
			Ajit Kumar Panda, Jr. Lecturer in Sanskrit
			Dr. Siddheswar Pradhan, Jr. Lecturer in History
			Dr.Anuradha Mishra, Jr. Lecturer in English
			Smt Sushree Sangita Dash, Jr. Lecturer in Home Science

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52	Language Lab	Officer in Charge	Dr. Anuradha Mishra, Jr. Lecturer in English
53	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
			Ms. Sunandini Dash, Asst. Professor of Psychology
			Smt Sanjukta Kumari Nayak, Jr. Lecturer in Logic and Philosophy
54	RUSA	Officer in Charge	Sri Akhaya Kumar Setha, Asst. Prof. of Psychology
55	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

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55	College Discipline Committee	Member(s)	Ms. Sunandini Dash, Asst. Professor of Psychology
			Dr. Anuradha Mishra, Jr. Lecturer in English
			Mrs. Sanjukta Kumari Nayak, Jr. Lecturer in Logic
56	Self Defense Programme	Officer in Charge	Mrs. Sushree Sangita Das, Jr. Lecturer in Home Science
57	Staff Quarters	Officer in Charge	Dr. Sadasiva Mallik, Asst. Professor of Sanskrit
58	Electricity and Maintenance	Officer in Charge	Sardar Majhi, Asst. Professor of 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.

Principal
Govt. Women's College
Balangir

Memo No. 1494/GWC

Dated 02.09/2022

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