

**OFFICE OF THE PRINCIPAL,
S.B.R.GOV'T. WOMEN'S COLLEGE, BERHAMPUR.
NOTICE**

No.1248

Date.29/07/2024

Following is the list of Co-Curricular and Extra Curricular Activities assigned to the members of the staff for the session 2024-2025. The officers are required to take note of it and perform their respective duties with effect from date of this notice.

1. <u>Staff Council</u> Secretary: Dr.B.Das, Physics Asst.Secretary:Dr.R.K.Padhy,Chemistry 2. <u>Bursar</u> i. Admn.Bursar: Dr.B.Das, Physics ii. Adl. Admn. Bursar: Sri R.K.Pradhan,Bot. i. Accounts Bursar: Sri N.Behera,Logic & Phil. ii. Adl. Account Bursar:Sri D.Sahu,Economics iii. Academic Bursar(+3 Classes) 1. Dr.Lichita Patra,Bot. 2. Dr.C.Adhikari,Chem. iv. Academic Bursar(+2 Classes: 1. Mrs. Neeta Dubey, Eng. 2. Dr.Pramila Beck, Home Science 3. <u>IQAC:</u> Coordinator:- Dr.R.K.Padhy,Chemistry <u>Members of IQAC Committee:-</u> Principal, Chairman 1.Dr.B.Das,Member 2.Sri N.Behera,Member 3. Sri Ranjan Ku.Pradhan,Bot. 4.Dr.S.Panigrahi,Member 5.Sri J.K.Dehuri,Member 6. Ms.S.Mahanukuda,Math. 7. Dr.J.Mathan,Bot. 8.Dr.B.K.Mohanty,Academician 9. Dr.N.K.Mahapatra, Alumni Member 10 Dr.P.N.Gouda,Academician 4. <u>Institutional Development Plan (IDP)</u> 1. Co-ordinator: Dr.R.K.Padhy,Chem. 2. Associate Co-ordinator: Sri D.Sahu,Eco. 3. AcademicCo-ordinator: Dr.C.Adhikari,Chem. 4. Civil Work in-charge : Sri R.K.Pradhan,Bot. 5. Financial Aspects Co-ordinator: : Sri N.Behera 5. <u>Intellectual Property Rights(IPR) Cell:</u> 1. Dr.B.Das, Coordinator 2. Dr.R.K.Padhy,Chem. 3. Dr.Suman Bindu,Com. 4. Dr.J.Mathan,Bot.	6. <u>Indian Knowledge System(IKS) Cell:</u> 1.Dr.P.Panda,Co-ordinator 2.Dr.J.Behera,Member 3.Dr.S.Agarwal,Member 4.Mr.B.K.Behera,Member. Students Representative: 7. <u>Student's Election,Union & Cultural Activities</u> Advisor: 1.Dr.Debaraj Swain,History Associate Advisors: 1.Dr.Bhagirathi Kandi,Bot. 2.Dr.Neeta Dubey,English 3.Dr.Manisha Mishra,Sanskrit 4.Dr.Suman Bindu,Commerce 5.Dr.P.Sriranjan,Psy 6.Dr.Madhusmita Mishra, Economic 8. <u>Dramatic Society:</u> Vice-President: Dr.B.Maharana,History Associate Vice President 1.Dr.P.Panda,Pol.Sc. 2.Smt.S.Sahoo,Anskrit 3.Dr.Lichita Patra,Bot. 4.Dr.Dipti Parida,Psy. 5.Dr.P.Beck,H.Sc. 9. <u>Athletic Society</u> Vice President: Dr.K.N.Rao,Telugu Asso.Vice President: 1.Sri S.K.Suna,Odia 2.Dr.J.Behera,Eco. 3. Sri.Rohit Parabhoi,Eng. 4.Dr.Dipti Parida,Psy, 5.Sri J.K.Dehuri,Phy. 6.Dr.S.K.Panigrahi,Chem. 7.Sri R.K.Pradhan,Bot. 10. <u>Science Society</u> Vice President:Dr.B.S.Pattanayak,Zool. Asso.Vice President: 1.Dr.J.Mathan,Bot 2.Smt.S.Mahanty,Zool. 3.Smt.P.Nayak,Zool. 4.Miss S.Mahanukuda,Math. 5.Sri.J.K.Dehuri,Phy.
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11. Debating and Literary Society:

1. Vice President: Dr. P. Panda, Pol. Sc.
2. Asso. Vice President:- Sri S. Suna, Odia.
3. Smt. S. Sahoo, Sanskrit
4. Sri Robit Parabhoi, Eng.

12. College Examination (+2, UG & PG):

1. Dr. K. N. Rao, Telugu
2. Dr. B. Maharana, Hist.
3. Smt. S. Sahoo, Sanskrit
4. Dr. B. S. Pattanayak, Zool.
5. Dr. J. Mathan, Bot
6. Dr. Arati Panda, Hist.

13 Examination Committee:

1. Dr. B. Das, Physics
2. Dr. K. N. Rao, Telugu
3. Dr. D. Swain, Hist.
4. Dr. B. Maharana, Hist.
5. Sri N. Behera, Logic & Phil.
6. Dr. Lichita Patra, Bot.

14. College Admission OIC SAMS:

1. Dr. D. Swain, Hist. Admission Coordinator
2. Dr. S. K. Panigrahi, Chem. Asst. Co-ordinator

15. Admission Committee:

1. Dr. B. Das, Asso. Prof. Phy
2. Dr. K. N. Rao, Asst. Prof. Telugu
3. Dr. D. Swain, Asst. Prof. Hist.
4. Dr. S. K. Panigrahi, Asst. Prof. in Chem.
5. Dr. Lichita Patra, Asst. Prof. in Bot.

16. Help Desk(SAMS):

1. Dr. K. N. Rao, Telugu
2. Dr. M. Mishra, Eco.
3. Ms. Monalisha Jani, LASK, Chem.
4. Sri Subas Das, Lab. Att. Zool

17. Admission**+2 Science**

1. Sri J. K. Dehury, Phy.
2. Sri B. Jena, Phy.
3. Smt. P. Nayak, Zool.
4. Dr. P. K. Sahu, Chem.
5. Smt. Anita Ku. Patra, LASK, Phy

+2 Arts

1. Dr. J. Behera, Eco.
2. Sri S. Suna, Odia
3. Dr. A. Halder, Phil.
4. Dr. Arati Panda, Hist.
5. Smt. Usharani Das, LASK, Phy

+2 Commerce

1. Ms. Neeta Dubey, Eng.
2. Ms. S. Chhatra, Odia
3. Sri Amir Bishoyee, LASK, Che.

+3 Arts

1. Dr. D. Satapathy, EVS.
2. Sri R. Parabhoi, Eng.
3. Dr. Dipti Parida, Psy.

4. Dr. Priti Sriranjana, Psy.

5. Sri Susojit Sahu, LASK, H. Sc.

+3 Science

1. Dr. C. Adhikari, Chem.
2. Dr. Lichita Patra, Bot.
3. Dr. S. Mahanty, Zool.
4. Dr. Bhagirathi Kandi, Bot.
5. Sri Akshaya Behera, LASK, Bot.

+3 Commerce

1. Dr. Suman Bindu, Com.
2. Dr. S. Agrawal, Math.
3. Sri B. K. Behera, Com.
4. Ms. Monalisa Jani, LASK, Chem.

18. Discipline Committee:

1. Dr. B. Das, Phy.
2. Dr. K. N. Rao, Telugu
3. Dr. N. K. Mahapatra, H. Sc.
4. Dr. D. Swain, Hist.
5. Sri D. Sahu, Eco.
6. Sri R. K. Pradhan, Bot.

19. Grievance Cell

1. Dr. B. Maharana, Hist.
2. Dr. Manisha Mishra, Sanskrit
3. Smt. S. Sahoo, Sanskrit
4. Dr. Dipti Parida, Psy.

20. Finance Committee

1. Dr. B. Das, Phy.
2. Sri N. Behera, Logic & Phil.
3. Sri D. Sahu, Eco.
4. Sri R. K. Pradhan, Bot.

21. Purchase Committee

1. Dr. B. Das, Phy.
2. Sri N. Behera, Logic & Phil.
3. Sri D. Sahu, Eco.
4. HODs of Lab. Depts.
5. OIC's SAMS and Examination.

22. Academic Review Committee

1. Dr. D. Swain, Hist.
2. Dr. Lichita Patra, Bot.
3. Dr. P. Beck, H. Sc.

23. Development Committee:

1. Dr. B. Das, Phy.
2. Dr. K. N. Rao, Telugu
3. Sri R. K. Pradhan, Bot.
4. Sri N. Behera, Logic & Phil.
5. Dr. R. K. Padhy, Chem.

24. Building Committee, Maintenance & Beautification of Campus (College, Hostel & Quarter):

- Executive Engineer, PWD, GED, GPHD.
1. Dr. J. Behera, Eco.
 2. Dr. S. K. Panigrahi, Chem.
 3. Dr. R. K. Padhy, Chem.

25. College Furniture Committee:

1. Sri N. Behera, Logic & Phil.
2. Sri R. K. Pradhan, Bot.
3. Dr. P. Beck, H. Sc.

26. College Hostel Superintendent:

1. Dr. Manisha Mishra, Sanskrit
Deputy Superintendent:
i. Dr. D. Satapathy, EVS.
ii. Dr. D. Parida, Psy.

27. Residential Committee:

1. Dr. B. Das, Phy.
2. Sri N. Behera, Logic & Phil.
3. Dr. Manisha Mishra, Sanskrit

28. Time Table:

1. Dr. B. S. Pattanayak, Zool.
2. Smt. P. Nayak, Zool.

29. NSS: Program Officer:

1. +3 & PG (Unit-1): Dr. D. Satapathy, EVS.
2. +3 & PG (Unit-2): Smt. Neeta Dubey, Eng.
3. +2 NSS :- Dr. Pramila Beck, H. Sc.

30. NCC: ANO

1. Miss. S. Mahanukuda, Math

31. Youth Red Cross:

1. Smt. S. Sahoo, SKT., Counsellor

32. D.S.A.:

1. Dr. D. Satapathy, Evs. Vice-President

Asso. Vice President

1. Smt. S. Chhatria, Odia.
2. Dr. Priti Sriranjana, Psy.
3. Dr. R. Parabhoi, Eng.
4. Dr. M. Mishra, Eco.

33. Students Common Room:

1. Dr. C. Adhikari, Chem
2. Smt. P. Nayak, Zool.
3. Dr. S. Ageawal, Math
4. Dr. P. Beck, H. Sc.

34. Internal Audit:

1. Sri N. Behera, Logic & Phil.
2. Sri D. Sahoo, Eco.

35. Officer in-Charge Legal Matters:

1. Dr. K. N. Rao, Telugu
2. Sri R. K. Pradhan, Bot.

36. Public Information Officer (RTI), Assembly**Question:**

1. Dr. D. Swain, Hist, (PIO)
2. Dr. Bhagirathi Kandi, Bot. (APIO)

37. Library Committee:

1. OIC of Library : Dr. J. Behera, Eco.

Members:

1. Smt. Neeta Dubey, Eng.
2. Sri S. Suna, Odia.

38. Spoken English Tutorial:

1. Smt. Neeta Dubey, English

39. Officer in-charge of SSG/SA/ST/SC/OBC/ Scholarship:

Co-ordinator:- Dr. Manisha Mishra

+2 Classes

1. Sri B. Jena, Psy.
2. Dr. P. K. Sahu, Chem.
3. Sri J. K. Dehury, Phy.
4. Smt. S. Chhatria, Odia
5. Smt. P. Nayak, Zool.
6. Dr. M. Mishra, Eco.

+3 & PG Classes

1. Dr. Neeta Dubey, Eng.
2. Dr. D. Satapathy, EVS.
3. Dr. A. Halder, Phil.
4. Smt. S. Mahanty, Zool.
5. Sri Rohit Parabhoi, Eng.
6. Dr. Priti Sriranjana, Psy.
7. Dr. Sarita Agrawal, Math.

40. Officer in-charge of College Website, Database, E-Despatch, Wifi:

1. Dr. R. K. Padhy, Chem.

41. UGC/RUSA :

1. Dr. J. Behera, Eco.

42. NAAC and Autonomy :

1. Dr. R. K. Padhy, Chem.

43. UGC/RUSA Committee:

1. Dr. B. Das, Phy
2. Sri N. Behera, Phil.
3. Dr. J. Behera, Eco.
4. Dr. R. K. Padhy, Chem
5. Dr. S. K. Panigrahi, Chem.

44. Guest Faculty Appointment Committee:

1. Dr. K. N. Rao, Telugu
2. Sri R. K. Pradhan, Bot.
3. Dr. P. Beck, H. Sc.

45. UGC Network Resource Centre:

1. Dr. S. K. Panigrahi, Chem.

46. College Magazine:

1. Dr. K. N. Rao, Telugu
2. Dr. Manisha Mishra, SKT.
3. Smt. Neeta Dubey, Eng.
4. Sri S. Suna, Odia.

47. College Calendar:

1. Smt. Neeta Dubey, Eng.
2. Sri Rohit Parabhoi, Eng.
3. Dr. Suman Bindu, Com.

48. College Canteen Committee

- 1.Dr.B.Maharana,Hist.
- 2.Dr.Manisha Mishra,Sanskrit
- 3.Dr.Dipti Parida,Psy.

49. Stock and Store

1. Dr.K.N.Rao,Telugu
2. Sri D.Sahoo,Eco.

50. LANGUAGE LABORATORY

- 1.Smt.Neeta Dubey,Eng.
- 2.Sri Rohit Parabhoi,Eng.

51. Self Defence Training Programme.

1. +3 & PG:- Dr.P.Panda,Pol.Sc., O IC

Member (+3)

- 1.Dr.A.Haldar,Phil.
- 2.Dr.S.Agrawal,Math.
- 3.Dr.Dipti Parida,Psy.
- 4.Dr.P.Sriranjan,Psy.

Self Defence (+2)

- 1.Dr.C.Adhikari,Chem. OIC
- Member

- 1.Smt.S.Mahanty,Zool.
- 2.Dr.M.Mishra,Eco.
- 3.Sri S.Chhatraia,Odia
- 4.Dr.Suman Bindu,Com.

52. Virtual Class Room.

- 1.Sri J.K.Dejury,Phy.
- 2.Sri B.Jena,Phy..

53. Career Counseling Cell, Placement Cell & CC Classes.

- 1.Sri B.Jena,Phy.
- 2.Dr.P.K.Sahu,Chem.

54. Extra Mural Lecturer and Seminar

- 1.Dr.R.K.Padhy,Chem.
- 2.Dr.J.Behera,Eco.
- 3.Dr.S.Behera,Psy.

55. Anti Ragging Cell

- 1.Dr.B.Maharana,Hist.
- 2.Dr.Manisha Mishra,Sanskrit
- 3.Dr.Lichita Patra,Bot.
- 4.Dr.Dipti Parida,Psy.
- 5.Dr.D.Satapathy,Evs.

56. Officer in-charge of Attendance Calculation

- 1.Dr.Sarita Agrawal,Math.(+3)
- 2.Dr.A.Haldar, Phil.(+3)
- 3.Dr.Priti Sriranjana,Psy.(+3)
- 4 Smt.S.Mahanty,(+3)
- 5.Smt.S.Chhatraia,Odia(+2)
- 6.Dr.P.K.Sahu,Chem.(+2)
- 7.Dr.M.Mishra,(+2)
- 8.Smt.P.Nayak,Zool.(+2)

57. SC/ST/OBC/Minority Cell

- 1.Dr.Pramila Beck, H.Sc.
- 2.Dr.Bhagirathi Kandi,Bot.
- 3.Dr.Suman Bindu,Com
- 4.Sri B.K.Behera,Com.
- 5..Sri S.Suna,Odia

58. Officer in-charge of Water Supply & Electricity

- 1.Dr.K.N.Rao,Telugu
- 2.Sri R.K.Pradhan,Bot.

59. Cycle Stand

- 1.Dr.Priti Sriranjana,Psy.

60. Form Fill up and Tabulation:

+2 Arts/Science/Commerce

- 1.Sri B.Jena,Phy.
- 2.Smt.N.Dubey,Eng.
- 3.Smt.S.Chhatraia,Odia
- 4.Dt.M.Mishra,Eco.
- 5.S.Dr.A.Haldar,Phil.
- 6.Smt.P.Nayak,Zool.

61. Self Finance Course: Coordinator

- 1.Direct Mode (Comp.Sc.): Dr.B.Das,Phy,
- 2.PPP Mode: Sri D.Sahoo,Eco.

Self Finance Course Committee:

- 1.Course Co-ordinator
- 2.Academic Bursar
- 3.Administrative Bursar
- 4.Accounts Bursar
- 5.Controller/ OIC of Examination

62. Equal Opportunity Cell:

- 1.Dr.P.K.Sahu,Chem.
- 2.Sri.S.Suna,Odia,
- 3.Smt.S.Chhatraia,Odia

63.Research Activity Guidance Cell

- 1.Dr.R.K.Padhy,Chem.
- 2.Dr.J.Behera,Eco.
- 3.Dr.Suman Bindu, Com.

64. Women Cell / Sexual Harassment Cell

- 1.Dr.B.Maharana,Hist.
- 2.Dr.M.Mishra,Sanskrit
- 3.Dr.M.Mishra,Eco.
- 4.Smt.Neeta Dubey, Eng.
- 5.Dr.C.Adhikari,Chem.

65. Electro Literacy Club (ELC)

- 1.Dr.P.Panda,Co ordinator

Member

- 1.Dr.Arati Panda,Hist,
- 2.Smt.S.Chhatraia,Odia
- 3.Dr.S.Agrawal,Math.
- 4.Ms. Namrata Behera,Pol.Sc.,Roll no.BA22 035.

NB: Seniority has not been maintained while preparing the list.

Handwritten signature
29.7.24

Memo no.1249

Date.29.07.2024

Principal
S.B.R. Govt. Women's College, Berhampur
Berhampur, Ganjam
Odisha

Copy to persons concerned/SCR Guard file/Establishment Section/Accounts
Section/Academic Section/Library/Examination Section/SAMS/Sr.Clerk for information and
necessary action.

Handwritten signature
29.7.24

Principal
S.B.R. Govt. Women's College, Berhampur
Berhampur, Ganjam
Odisha