



OFFICE OF THE PRINCIPAL

K. K. S. WOMEN'S COLLEGE, BALASORE

At Manikhamb, P.O.-Motiganj, Dist.-BALASORE-756003

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OFFICE ORDER

No. 994Date: 30-06-2022

The Group A and B employees of the college are assigned such extracurricular responsibilities as follows, with effect from 1st July 2022 until further orders:

Sl. No.	Responsibility	Name of the Employee with Designation
1	Secretary, Staff Council	Dr. Radhagobinda Kuila, Asst. Professor of Odia
2	Administrative Bursar	Shri Sanjay Kumar Shaw, Asst. Professor of Pol. Science
3	Accounts Bursar	Shri Purna Chandra Patra, Asst. Professor of Economics
	Associate Accounts Bursar	Dr. Manoj Kumar Sethi, Asst. Professor of Psychology
4	Academic Bursar (+3 & +2)	Dr. Pradosh Kumar Jena, Asst. Professor of Economics
	Associate Academic Bursar	Dr. Sanjibita Das, Asst. Professor of Chemistry
5	PIO	Dr. Ramanath Dwibedi, Asst. Professor of Education
	APIO	Dr. Manoj Kumar Sethi, Asst. Professor of Psychology
6	OIC, Examinations	Dr. Prasanta Beuria, Asst. Professor of Mathematics
	Associate OIC, Examinations	Dr. Niroj Kumar Sethi, Asst. Professor of English
	Associate OIC, Examinations	Smt. Mahasweta Panday, Jr. Lecturer in Home Science
7	OIC SAMS -cum-Admission-in- Charge (+3 & +2)	Dr. Radhagobinda Kuila, Asst. Professor of Odia
	Members, +3 Admission Team	Dr. Manoj Kumar Sethi, Asst. Professor of Psychology
		Dr. Sabita Das, Asst. Professor of Physics
		Ms. Niquehat Noor, Asst. Professor of Botany
		Ms. Archana Pattayat, Asst. Professor of Odia
		Ms. Tapaswini Mahalik, Asst. Professor of Home Science
		Dr. Monalika Rath, Adhoc Lecturer in Psychology
		Shri Shyamapada Mandal, Demonstrator in Physics
8	Admission-in- Charge (+2)	Smt. Sasmita Sethi, Jr. Lecturer in Sanskrit
	Members, +2 Admission Team	Dr. Purbasa Kar, Jr. Lecturer in Education
		Dr. Rinky Behera, Jr. Lecturer in History
		Smt. Padmalaya Jal, Jr. Lecturer in Botany
		Smt. Neha Murmu, Jr. Lecturer in Psychology
		Dr. Priyadarshini Parida, Jr. Lecturer in Mathematics
		Shri Himansu Sekhar Pani, Demonstrator in Chemistry
9	OIC, Scholarships	Dr. Radhagobinda Kuila, Asst. Professor of Odia (+3)
		Smt. Sasmita Sethi, Jr. Lecturer in Sanskrit (+2)
	Associate OICs, Scholarships	Dr. Sabita Das, Asst. Prof. of Phy, (+31st, 2nd & 3rd Sc.)
		Dr. Purbasa Kar, Jr. Lecturer in Education (+3 1st Year Arts)
		Ms. Niquehat Noor, Asst. Prof. of Bot. (+3 2 nd Year Arts)
		Ms. Archana Pattayat, Asst. Professor of Odia (+3 3 rd yr)
9	Associate OICs, Scholarships	Ms. Padmalaya Jal, Jr. Lect. in Bot. (+2 1st & 2 nd Yr. Sc)
		Dr. Rinky Behera, Jr. Lecturer in History (+2 1 st Yr. Arts)
		Dr. Priyadarshini Parida, Jr. Lect. in Math. (+2 2nd Yr. Arts)

No.	Responsibility	Name of the Employee with Designation
10	Coordinator, IQAC	Dr. Jhansi Jena, Asst. Professor of Education
	Members, IQAC	Shri Sanjay Kumar Shaw, Asst. Professor of Pol. Science
		Dr. Jyotirmayee Pradhan, Asst. Professor of Zoology
		Dr. Sabita Das, Asst. Professor of Physics
		Ms. Tapaswini Mahalik, Asst. Professor of Home Science
		Ms. Niquehat Noor, Asst. Professor of Botany
		Ms. Archana Pattayat, Asst. Professor of Odia
11	Coordinator, NAAC	Dr. Pradosh Kumar Jena, Asst. Professor of Economics
	Members, NAAC	Shri Purna Chandra Patra, Asst. Professor of Economics
		Dr. Ramanath Dwibedi, Asst. Professor of Education
		Dr. Prasanta Beuria, Asst. Professor of Mathematics
		Dr. Manoj Kumar Sethi, Asst. Professor of Psychology
		Dr. Sanjibita Das, Asst. Professor of Chemistry
		Dr. Niroj Kumar Sethi, Asst. Professor of English
12	OIC, Language Lab	Dr. Niroj Kumar Sethi, Asst. Professor of English
13	OIC, Virtual Classroom	Dr. Jhansi Jena, Asst. Professor of Education
14	OIC, UGC Matters	Dr. Ramanath Dwibedi, Asst. Professor of Education
		Dr. Pradosh Kumar Jena, Asst. Professor of Economics
15	OIC, College Website	Dr. Jyotirmayee Pradhan, Asst. Professor of Zoology
		Dr. Niroj Kumar Sethi, Asst. Professor of English
16	OIC, Youth Red Cross	Dr. Ramanath Dwibedi, Asst. Professor of Education
		Dr. Monalika Rath, Lecturer in Psychology
		Dr. Purbasa Kar, Jr. Lecturer in Education
17	OIC, Income Tax	Dr. Manoj Kumar Sethi, Asst. Professor of Psychology
		Ms. Archana Pattayat, Asst. Professor of Odia
		Shri Ramachandra Panda, Demonstrator, Zoology
18	Programme Officers, NSS	Ms. Niquehat Noor, Asst. Professor of Botany
		Ms. Archana Pattayat, Asst. Professor of Odia
19	OIC, Students Common Room	Dr. Jyotirmayee Pradhan, Asst. Professor of Zoology
		Ms. Tapaswini Mahalik, Asst. Professor of Home Science
		Dr. Rinky Behera, Jr. Lecturer in History
20	OIC, Library	Dr. Ramanath Dwibedi, Asst. Professor of Education
		Shri Sanjay Kumar Shaw, Asst. Professor of Pol. Science
		Dr. Purbasa Kar, Jr. Lecturer in Education
		Dr. Priyadarsini Parida, Jr. Lecturer in Mathematics
21	OIC, IT Faculty, +2 Science	Dr. Priyadarsini Parida, Jr. Lecturer in Mathematics
22	OIC, Time Table	Dr. Jyotirmayee Pradhan, Asst. Professor of Zoology
		Ms. Niquehat Noor, Asst. Professor of Botany
		Ms. Tapaswini Mahalik, Asst. Professor of Home Science
		Smt. Padmalaya Jal, Jr. Lecturer in Botany
23	Building Maintenance, Water	Shri Himanshu Pani, Demonstrator, Chemistry
24	Electricity, Internet, Telephone	Shri Shyamapada Mandal, Demonstrator, Physics
25	Coordinator, OHEPEE	Dr. Ramanath Dwibedi, Asst. Professor of Education
	Asst. Coordinator, OHEPEE	Dr. Sabita Das, Asst. Professor of Physics
	Members, OHEPEE	Sri Sanjay Shaw & Shri Purna Chandra Patra
26	Coordinator, RUSA PMU	Dr. Pradosh Kumar Jena, Asst. Professor of Economics

No.	Responsibility	Name of the Employee with Designation
27	Members, RUSA PMU	Shri Sanjay Kumar Shaw, Asst. Professor of Political Science
		Shri Purna Chandra Patra, Asst. Professor of Economics
		Dr. Prasanta Beuria, Asst. Professor of Mathematics
		Dr. Sabita Das, Asst. Professor of Physics
		Dr. Ramanath Dwibedi, Asst. Professor of Education
		Dr. Radhagobinda Kuila, Asst. Professor of Odia
		Dr. Jyotirmayee Pradhan, Asst. Professor of Zoology
		Dr. Sanjibita Das, Asst. Professor of Chemistry
		Dr. Manoj Kumar Sethi, Asst. Professor of Psychology
28	Members, Development Committee	Secretary, Staff Council, All Bursars, Coordinator, IQAC, PIO & OIC Examination
29	Members, Purchase Committee	Secretary, Staff Council, Administrative Bursars, Accounts Bursars
30	Members, Building Committee	Shri Purna Chandra Patra, Asst. Professor of Economics
		Dr. Ramanath Dwibedi, Asst. Professor of Education
		Shri Sanjay Kumar Shaw, Asst. Professor of Political Science
31	Members, Residential Committee	Administrative Bursars, Accounts Bursars,
		Warden, Superintendent & Asst. Superintendent, College Hostel
32	Grievance Redressal / Anti-Ragging / Anti-Sexual Harassment Cell	Dr. Radhagobinda Kuila, Asst. Professor of Odia
		Shri Sanjay Kumar Shaw, Asst. Professor of Political Science
		Dr. Jhansi Jena, Asst. Professor of Education
		Smt. Mahasweta Pandey, Jr. Lecturer in Home Science
		Ms. Padmalaya Jal, Jr. Lecturer in Botany
33	OIC, Tabulation	Dr. Purbasa Kar, Jr. Lecturer in Education (+2 Arts)
		Ms. Padmalaya Jal, Jr. Lecturer in Botany (+2 Science)
34	OIC, Proctorial	Dr. Sabita Das, Asst. Professor of Physics
		Ms. Tapaswini Mahalik, Asst. Professor of Home Science
		Dr. Rinky Behera, Jr. Lecturer in History
		Smt. Neha Murmu, Jr. Lecturer in Psychology
35	Campus Care	Dr. Prasanta Beuria, Asst. Professor of Mathematics
		Dr. Jhansi Jena, Asst. Professor of Education
		Dr. Sabita Das, Asst. Professor of Physics
		Ms. Niquehat Noor, Asst. Professor of Botany
		Dr. Niroj Kumar Sethi, Asst. Professor of English
		Ms. Archana Pattayat, Asst. Professor of Odia
		Smt. Mahasweta Pandey, Jr. Lecturer in Home Science
36	OIC, Central Store	Shri Purna Chandra Patra, Asst. Professor of Economics
		Dr. Niroj Kumar Sethi, Asst. Professor of English
37	OIC, Furniture & Equipment	Shri Purna Chandra Patra, Asst. Professor of Economics
		Shri Sanjay Kumar Shaw, Asst. Professor of Pol. Science
38	OIC, Mo Sarkar	Shri Sanjay Kumar Shaw, Asst. Professor of Pol. Science
39	Coordinator, Mo College	Dr. Prasanta Beuria, Asst. Professor of Mathematics
		Dr. Jhansi Jena, Asst. Professor of Education
		Smt. Sasmita Sethi, Jr. Lecturer in Sanskrit

No.	Responsibility	Name of the Employee with Designation
40	OIC Swanamdhanya	Dr. Jhansi Jena, Asst. Professor of Education, Warden
		Dr. Sanjibita Das, Asst. Professor of Chemistry, Superintendent
		Ms. Padmalaya Jal, Jr. Lecturer in Botany, Asst. Superintendant
41	Editorial Board, Wall Magazine	Ms. Tapaswini Mahalik, Asst. Professor of Home Science
		Smt. Mahasweta Panday, Jr. Lecturer in Home Science
		Dr. Monalika Rath, Adhoc Lecturer in Psychology
		Smt. Sasmita Sethi, Jr. Lecturer in Sanskrit
42	Editorial Board, College Calendar	Shri Purna Chandra Patra, Asst. Professor of Economics
		Dr. Purbasa Kar, Jr. Lecturer in Education
43	Editorial Board, SHREE	Dr. Radhagobinda Kuila, Asst. Professor of Odia
		Shri Sanjay Kumar Shaw, Asst. Professor of Pol. Science
		Ms. Archana Pattayat, Asst. Professor of Odia
		Smt. Sasmita Sethi, Jr. Lecturer in Sanskrit
44	Students' Advisory Body	Dr. Radhagobinda Kuila, Asst. Professor of Odia
		Dr. Prasanta Beuria, Asst. Professor of Mathematics
		Shri Purna Chandra Patra, Asst. Professor of Economics
		Shri Sanjay Kumar Shaw, Asst. Professor of Pol. Science
		Dr. Jhansi Jena, Asst. Professor of Education
		Dr. Ramanath Dwibedi, Asst. Professor of Education
		Dr. Jyotirmayee Pradhan, Asst. Professor of Zoology
		Dr. Monalika Rath, Adhoc Lecturer in Psychology
		Ms. Archana Pattayat, Asst. Professor of Odia
		Dr. Priyadarshini Parida, Jr. Lecturer in Mathematics
		Shri Shyamapada Mandal, Demonstrator in Physics
		Dr. Pradosh Kumar Jena, Asst. Professor of Economics
45	Vice- President, Athletics Associate, Vice- President, Athletics	Dr. Manoj Kumar Sethi, Asst. Professor of Psychology
		Dr. Niroj Kumar Sethi, Asst. Professor of English
		Dr. Sabita Das, Asst. Professor of Physics
		Ms. Niquehat Noor, Asst. Professor of Botany
		Dr. Purbasa Kar, Jr. Lecturer in Education
		Dr. Rinky Behera, Jr. Lecturer in History
		Shri Himansu Sekhar Pani, Demonstrator in Chemistry
		Dr. Sanjibita Das, Asst. Professor of Chemistry
46	Vice President, Dramatics Associate, Vice President, Dramatics	Smt. Padmalaya Jal, Jr. Lecturer in Botany
		Smt. Mahasweta Panday, Jr. Lecturer in Home Science
		Smt. Padmalaya Jal, Jr. Lecturer in Botany
		Smt. Sasmita Sethi, Jr. Lecturer in Sanskrit
		Shri Ramachandra Panda, Demonstrator, Zoology
47	DSA	Smt. Sasmita Sethi, Jr. Lecturer in Sanskrit
		Dr. Priyadarshini Parida, Jr. Lecturer in Mathematics
		Dr. Purbasa Kar, Jr. Lecturer in Education
48	Placement Cell Under OHEPEE	Dr. Pradosh Kumar Jena, Asst. Professor of Economics
		Dr. Sabita Das, Asst. Professor of Physics
49	Self Defence- Co-ordinator Asst. Coordinator	Ms. Tapaswini Mahalik, Asst. Professor of Home Science
		Smt. Sasmita Sethi, Jr. Lecturer in Sanskrit
		Dr. Rinky Behera, Jr. Lecturer in History
		Dr. Monalika Rath, Adhoc Lecturer in Psychology
50	OIC, Guest Faculties	Dr. Pradosh Kumar Jena, Asst. Professor of Economics
		Dr. Sanjibita Das, Asst. Professor of Chemistry

No.	Responsibility	Name of the Employee with Designation
51	Career Counselling Cell	Smt. Padmalaya Jal, Jr. Lecturer in Botany
	(Higher Secondary Branch)	Dr. Purbasa Kar, Jr. Lecturer in Education

S. Sengupta
Principal 30.6.2022

KKS Women's College, Balasore

Memo No. 995C7)

Date: 30-06-2022

Copy to Staff Common Room Guard File / IQAC / Office Establishment / Accounts Section / Examination Section / Library / Official Whatsapp Group for information of all concerned.

S. Sengupta
Principal 30.6.2022

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