



OFFICE OF THE PRINCIPAL 1  
K. K. S. WOMEN'S COLLEGE, BALASORE  
NAAC ACCREDITED B++

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

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NO. 1553

OFFICE ORDER

Date

06.05.24

The Group A and B employees of the college are assigned such extracurricular responsibilities as follows, with effect from 01 July 2024 until further orders.

Sl. No.	Responsibility	Name of the Employee with Designation
1	Secretary, Staff Council	Dr. Jhansi Jena, Asst. Prof. of Education
2	Administrative Bursar	Shri Sanjay Kumar Shaw, Asst. Prof. of Pol. Science
3	Accounts Bursar	Shri Purna Chandra Patra, Asst. Prof. of Economics
	Associate Accounts Bursar	Dr. Manoj Kumar Sethi, Asst. Prof. of Psychology
4	Academic Bursar (+3 & +2)	Dr. Pradosh Kumar Jena, Asst. Prof. of Economics
	Associate Academic Bursar	Dr. Sanjibita Das, Asst. Prof. of Chemistry Sri Pranab Behera, Jr. Lect. In Botany (To Monitor +2 Classess)
5	PIO/ RTI	Dr. Ramanath Dwibedi, Asst. Prof. of Education
	APIO	Dr. Manoj Kumar Sethi, Asst. Prof. of Psychology
6	OIC, Examinations	Dr. Narayan Surjit Behera, Asst. Prof. of English
	Associate OIC, Examinations	Dr. Niroj Kumar Sethi, Asst. Prof. of English
	Associate OIC, Examinations	Smt. Renubala Sundaray, Lect. in Logic & Phil. Smt. Mahasweta Panday, Lect. in Home Sc.
7	OIC SAMS -cum-Admission- in- Charge (PG & UG)	Dr. Ramanath Dwibedi, Asst. Prof. of Education
	Members - PG Admission Team	Ms. Tapaswini Mahalik, Asst. Prof. of Home Science Dr. Subrat Kumar Biswal, Asst. Prof. of Physics Sri Rajkishore Pandit, Asst. Prof. of Odia Dr. Bikash Ranjan Giri, Asst. Prof. of Zoology Dr. Saroj Kumar Das, Asst. Prof. of Zoology Dr. Monalika Rath, Lect. in Pshychology Sri Rama Chandra Panda, Demonstrator in Biology
	Members, UG Admission Team	Dr. Manoj Kumar Sethi, Asst. Prof. of Psychology Dr. Niquehat Noor, Asst. Prof. of Botany Dr. Archana Pattayat, Asst. Prof. of Odia Dr. Subhasmita Mishra, Asst. Prof. of Physics Sri Amrit Barla, Asst. Prof. of Sociology Dr. Rinky Behera, Asst. Prof. of History Dr. Ramakanta Sahu, Asst. Prof. of Chemistry Sri Prafulla Kumar Behera, Asst. Prof. of Chemistry Ms. Salini Sethi, Asst. Prof. of English Dr. Susri Nayak, Asst. Prof. of Zoology Dr. Pooja Das, Lect. in Commerce Shri Shyama Pada Mandal, Demonstrator in Physics
8	OIC, Scholarships (PG&UG)	Dr. Ramanath Dwibedi, Asst. Prof. of Education(+3)
	Associate OICs, Scholarships	Sri Amrit Barla, Asst. Prof. of Sociology & Ms. Salini Sethi, Asst. Prof. of Eng. (+3 1st Yr. Arts) Dr. Archana Pattayat, Asst. Prof. of Odia (+3 2nd yr Arts) Dr. Rinky Behera, Asst. Prof. of History (+3 3rd Yr. Arts) Dr. Ramakanta Sahu, Asst. Prof. of Chem. & Dr. Susri Nayak, Asst. Prof. of Zoo.(+3 1st yr Sc.) Dr. Subhasmita Mishra, Asst. Prof. of Physics (+3 2nd yr. Sc.) Sri Prafulla Kumar Behera, Asst. Prof. of Chem. & Dr. Pooja Das, Lect. in Commerce. (+3 3rd yr. Science & Commerce classes)

Sl. No.	Responsibility	Name of the Employee with Designation
		Ms. Tapaswini Mahalik, Asst. Prof. of Home Sc. & Sri Rajkishore Pandit, Asst. Prof. of Odia (PG Arts )
		Dr. Bikash Ranjan Giri, Asst. Prof. of Zoo. & Dr. Saroj Kumar Das, Asst. Prof. of Zoo. (PG Science)
9	Coordinator, IQAC	Dr. Jhansi Jena, Asst. Prof. of Education
	Members	Dr. Pradosh Kumar Jena, Asst. Prof. of Economics
		Sri Purna Chandra Patra, Asst. Prof. of Economics
		Dr. Narayan Surjit Behera, Asst. Prof. of English
		Shri Sanjay Kumar Shaw, Asst. Prof. of Pol. Science
		Dr. Manoj Kumar Sethi, Asst. Prof. of Pshycology
		Dr. Sanjibita Das, Asst. Prof. of Chemistry
		Dr. Jyotirmayee Pradhan, Asst. Prof. of Zoology
		Dr. Amit Kumar Bardhan, Asst. Prof. of Commerce
		Dr. Subhasmita Mishra, Asst. Prof. of Physics
		Dr. Subrata Kumar Biswal, Asst. Prof. of Physics
		Dr. Monalika Rath, Lect. in Pshychology
		Smt. Sasmita Sethi, Lect. in Sanskrit
10	OIC, Language Lab	Dr. Niroj Kumar Sethi, Asst. Prof. of English
11	OIC, Virtual Classroom	Sri Ajay Gopal, Asst. Prof. of History
		Sri Debabrata Biswal, Asst. Prof. of Maths.
12	Nodal Officer UGC Associate	Dr. Naraya Surjit Behera, Asst. Prof. of English
		Sri Amrit Barla, Asst. Prof. of Sociology
13	OIC, College Website	Dr. Jyotirmayee Pradhan, Asst. Prof. of Zoology
		Dr. Niroj Kumar Sethi, Asst. Prof. of English
		Dr. Amit Kumar Bardhan, Asst. Prof. of Commerce
		Dr. Subrat Kumar Biswal, Asst. Prof. of Physics
		Sri Prafulla Kumar Behera, Asst. Prof. of Chemistry
		Sri Ajay Gopal, Asst. Prof. of History
14	OIC, Youth Red Cross	Dr. Ramanath Dwibedi, Asst. Prof. of Education
		Sri Amrit Barla, Asst. Prof. of Sociology
		Dr. Monalika Rath, Lecturer in Psychology
		Dr. Purbasha Kar, Jr. Lecturer in Education
15	OIC, Income Tax	Dr. Manoj Kumar Sethi, Asst. Prof. of Psychology
		Dr. Amit Kumar Bardhan, Asst. Prof. of Commerce
		Shri Ramachandra Panda, Demonstrator , Zoology
16	Programme Officers, NSS	Dr. Niquehat Noor, Asst. Prof. of Botany
		Dr. Archana Pattayat, Asst. Prof. of Odia
		Dr. Subhasmita Mishra, Asst. Prof. of Physics
		Sri Pranab Behera, Jr. Lect. in Botany
17	OIC, Students Common Room	Dr. Jyotirmayee Pradhan, Asst. Prof. of Zoology
		Dr. Subhasmita Mishra, Asst. Prof. of Physics
		Dr. Subhasmita Sethi, Asst. Prof. of Economics
		Dr. Renubala Sundaray, Lect. in Logic & Phil.
		Smt. Rajashree Roul, Lect. in Logic & Phil.
18	OIC, Library	Dr. Jyotirmayee Pradhan, Asst. Prof. of Zoology
		Dr. Sanjibita Das, Asst. Prof. of Chemistry
		Mrs. Neha Murmu, Jr. Lect. in Psychology
		Mrs. Mahasweta Panday, Lect. in Home Science
19	OIC, Timetable	Dr. Jyotirmayee Pradhan, Asst. Prof. of Zoology
		Ms. Tapaswini Mahalik, Asst. Prof. of Home Sc.
		Dr. Bikash Ranjan Giri, Asst. Prof. of Zoology
		Sri Debabrata Biswal, Asst. Prof. of Maths.
		Mrs. Neha Murmu, Jr. Lect. in Psychology
20	OIC Building Maintenance and Water supply	Shri Himanshu Sekhar Pani, Demonstrator in Chemistry
21	OIC Electricity, Internet, Telephone	Sri S.P. Mandal, Deomonstrator in Physics

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22	Coordinator, OHEPEE	Dr. Ramanath Dwibedi, Asst. Prof. of Education
	Asst. Coordinator, OHEPEE	Dr. Sabita Das, Asst. Prof. of Physics
	Members, OHEPEE	Sri Sanjay Shaw & Shri Purna Chandra Patra
23	Coordinator, RUSA PMU	Dr. Pradosh Kumar Jena, Asst. Prof. of Economics
	Members, RUSA PMU	Shri Sanjay Kumar Shaw, Asst. Prof. of Pol. Sc.
		Shri Purna Chandra Patra, Asst. Professor of Eco.
		Dr. Sabita Das, Asst. Professor of Physics
		Dr. Ramanath Dwibedi, Asst. Prof. of Education
		Dr. Jyotirmayee Pradhan, Asst. Prof. of Zoology
		Dr. Sanjibita Das, Asst. Prof. of Chemistry
		Dr. Manoj Kumar Sethi, Asst. Prof. of Psycho.
Co-ordinator IQAC		
24	Members, Development Committee	Secretary, Staff Council, All Bursars, Co-ordinator IQAC, PIO, OIC Examination & HODs of all Practical Dept.
25	Members, Purchase Committee	Secretary, Staff Council, Administrative Bursar & Accounts Bursar
26	Members, Building Committee	Sri P. C. Patra, Asst. Prof. of Economics
		Dr. Ramanath Dwibedi, Asst. Prof. of Education
		Shri Sanjay Kumar Shaw, Asst. Prof. of Pol. Sc.
27	Members, Residential Committee	Administrative Bursar & Accounts Bursar, Warden, Superintendent & Asst. Superintendent of College Hostel
28	Women Cell	Dr. Jhansi Jena, Asst. Prof. of Education
		Dr. Sanjibita Das, Asst. Prof. of Chem.
		Dr. Sabita Das, Asst. Prof. of Physics
		Dr. Jyotirmayee Pradhan, Asst. Prof. of Zoology
		Ms. Tapaswini Mahalik, Asst. Prof. of Home Sc.
		Mrs. Neha Murmu, Jr. Lect. in Psychology
29	Anti Ragging & Anti Sexual Harrasment cell	Dr. Jhansi Jena, Asst. Prof. of Education
		Shri Sanjay Kumar Shaw, Asst. Prof. of Pol. Sc.
		Dr. Sabita Das, Asst. Prof. of Physics
		Mrs. Neha Murmu, Jr. Lect. in Psychology,
		Mrs. Mahasweta Panday, Lecturer in Home Sc.
30	Internal Complaint & Students Grievance Redressal Cell	Dr. Naraya Surjit Behera, Asst. Prof. of English
		Shri Sanjay Kumar Shaw, Asst. Prof. of Pol. Sc.
		Dr. Sanjibita Das, Asst. Prof. of Chem.
		Dr. Jyotirmayee Pradhan, Asst. Prof. of Zoology
		Mrs. Sasmita Sethi, Lect. In Sanskrit
31	OIC, Proctorial (UG & PG)	Dr. Sabita Das, Asst. Prof. of Physics
		Ms. Tapaswini Mahalik, Asst. Prof. of Home Sc.
		Sri Prafulla Kumar Beheraa, Asst. Prof. of Chemistry
		Dr. Susri Nayak, Asst. Prof. of Zoology
32	OIC, Eco Club cum Campus Care	Dr. Jhansi Jena, Asst. Prof. of Education
		Sri Sanjay Kumar Shaw, Asst. Prof. of Pol. Sc.
		Dr. Jyotirmayee Pradhan, Asst. Prof. of Zoology
		Dr. Archana Pattayat, Asst. Prof. of Odia
		Dr. Subhasmita Mishra, Asst. Prof. of Physics
		Dr. Purbasha Kar, Jr. Lect. in Education
		Sri Pranab Behera, Jr. Lect. in Botany
33	OIC, Central Store, Furniture & Equipment	Shri Purna Chandra Patra, Asst. Prof. of Economics
		Shri Sanjay Kumar Shaw, Asst. Prof. of Pol. Science
		Dr. Niroj Kumar Sethi, Asst. Prof. of English
34	OIC, Mo Sarkar	Dr. Amit Kumar Bardhan, Asst. Prof. of Commerce
35	Mo College	Dr. Pradosh Kumar Jena, Member, Convenier
		Dr. Jhansi Jena, Senior Member
		Sri Sanjay Kumar Shaw, Member, Dev. Committee
		Mrs. Sasmita Sethi, Member

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36	OIC, Swanamdhanya	Sri Purna Chandra Patra, Warden
		Dr. Sabita Das, Superintendent
		Mrs. Neha Murmu, Asst. Superintendant
37	Editorial Board, Wall Magazine	Dr. Archana Pattayat, Asst. Prof. of Odia
		Ms. Tapaswini Mahalik, Asst. Prof. of Home Sc.
		Dr. Subhasmita Sethi, Asst. Prof. of Economics
		Mrs. Mahasweta Panday, Lect. in Home Science
		Dr. Monalika Rath, Lect. in Psychology
38	Editorial Board, Student Handbook	Shri Purna Chandra Patra, Asst. Professor of Economics
		Dr. Subrat Biswal, Asst. Professor of Physics
39	Editorial Board, SHREE	Dr. Narayan Surjit Behera, Asst. Professor of English
		Dr. Niraj Kumar Sethi, Asst. Professor of English
		Sri Rajkishore Pandit, Asst. Prof. of Odia
		Dr. Subhasmita Mishra, Asst. Prof. of Physics
		Ms. Salini Sethi, Asst. Prof. of English
		Mrs.. Sasmita Sethi, Lect. in Sanskrit
40	Students' Advisory Body	Dr. Pradosh Kumar Jena, Asst. Prof. of Economics
		Dr. Narayan Surjit Behera, Asst. Prof. of English
		Shri Purna Chandra Patra, Asst. Prof. of Economics
		Shri Sanjay Kumar Shaw, Asst. Prof. of Pol. Science
		Dr. Jyotirmayee Pradhan, Asst. Prof. of Zoology (Other activities)
		Sri Rajkishore Pandit, Asst. Prof. of Odia (Literary activities in the college & inter college level activities)
		Dr. Archana Pattayat, Asst. Prof. of Odia
		Dr. Ramakanta Sahu, Asst. Prof. of Chemistry
		Dr. Subhasmita Sethi, Asst. Prof. of Economics
		Ms. Salini Sethi, Asst. Prof. of English
		Shri Rama Chandra Panda, Demo. in Biology
		41
Ms. Tapaswini Mahalik, Asst. Prof. of Home Science		
Sri Ajay Gopal, Asst. Prof. of History		
Mrs. Rajashree Roul, Lect. in Logic & Philosophy		
Dr. Monalika Rath, Lect. in Psychology		
Smt. Ranjita Mahapatra, Lab. Asst. cum Store Keeper		
42	Science Society	Dr. Sanjibita Das, Asst. Prof. of Chemistry
		Dr. Sabita Das, Asst. Prof. of Physics
		Dr. Jyotirmayee Pradhan, Asst. Prof. of Zoology
		Ms. Tapaswini Mahalik, Asst. Prof. of Home Science
		Dr. Subhasmita Mishra, Asst. Prof. of Physics
		Dr. Subrat Biswal, Asst. Prof. of Physics
		Dr. Ramakanta Sahu, Asst. Prof. of Chemistry
		Sri Praffula Kumar Behera, Asst. Prof. of Chemistry
		Sri Debabrata Biswal, Asst. Prof. of Maths.
		Dr. Susri Nayak, Asst. Prof. of Zoology
		Dr. Bikash Ranjan Giri, Asst. Prof. of Zoology
		Dr. Saroj Kumar Das, Asst. Prof. of Zoology
		Dr. Priyadarshini Parida, Jr. Lect. in Mathematics
		Sri Pranab Behera, Jr. Lect. in Botany
43	Vice- President, Athletics	Dr. Manoj Kumar Sethi, Asst. Prof. of Psychology
		Dr. Sabita Das, Asst. Prof. of Physics
		Dr. Niquehat Noor, Asst. Prof. of Botany
		Dr. Niroj Kumar Sethi, Asst. Prof. of English
		Dr. Amit Kumar Bardhan, Asst. Prof. of Commerce
		Dr. Subrata Kumar Biswal, Asst. Prof. of Physics

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		Sri Amrit Barla, Asst. Prof. of Sociology Dr. Rinky Behera, Asst. Prof. of History Sri Praffula Kumar Behera, Asst. Prof. of Chemistry Sri Debabrata Biswal, Asst. Prof. of Mathematics Dr. Susri Nayak, Asst. Prof. of Zoology Dr. Saroj Kumar Das, Asst. Prof. of Zoology Dr. Renubala Sundaray, Lect. in Logic & Phil. Sri Pranab Behera, Jr. Lect. in Botany Dr. Purbasha Kar, Jr. Lect. in Education Shri Himansu Sekhar Pani, Demo. in Chemistry
44	Vice President, Dramatics Associate, Vice President, Dramatics	Dr. Jhansi Jena, Asst. Prof. of Education Dr. Sanjibita Das, Asst. Prof. of Chemistry Dr. Subhasmita Mishra, Asst. Prof. of Physics Dr. Bikash Ranjan Giri, Asst. Prof. of Zoology Mrs. Mahasweta Panday, Lect. in Home Science Mrs. Sasmita Sethi, Lect. in Sanskrit Mrs. Neha Murmu, Jr. Lect. in Psychology Dr. Pooja Das, Lect. in Commerce Shri S.P. Mandal, Demonstrator in Physics
45	V.P. DSA	Dr. Rinky Behera, Asst. Prof. of History Mrs. Rajashree Roul, Lect. in Logic & Phil. Mrs. Sasmita Sethi, Lect. in Sanskrit Dr. Priyadarshini Parida, Jr. Lecturer in Maths. Mrs. Ranjita Mahapatra, Lab. Asst. cum Store Keeper
46	OIC, Placement Cell	Dr. Subhasmita Mishra, Asst. Prof. of Physics Sri Amrit Barla, Asst. Prof. of Sociology Sri Ajay Gopal, Asst. Prof. of History Sri Debabrata Biswal, Asst. Prof. of Mathematics
47	Self Defence Club (+3) -Co-ordinator Asst. Coordinator/ Members	Shri P.C. Patra, Asst. Prof. of Economics Ms. Tapaswini Mahalik, Asst. Prof. of Home Sc. Dr. Rinky Behera, Asst. Prof. of History Dr. Subhasmita Sethi, Asst. Prof. of Economics Ms. Salini Sethi, Asst. Prof. of English Dr. Susri Nayak, Asst. Prof. of Zoology Dr. Susri Nayak, Asst. Prof. of Zoology Dr. Monalika Rath, Lect. in Psychology
48	OIC, Guest Faculties	Dr. Pradosh Kumar Jena, Asst. Prof. of Economics Dr. Sanjibita Das, Asst. Prof. of Chemistry Dr. Amit Kumar Bardhan, Asst. Prof. of Commerce Sri Pranab Behera, Jr. Lect. In Botany
<b>K.K.S. H.S.S. Governance &amp; Management</b>		
1	Administration	Sri Sanjay Kumar Shaw, Asst. Prof. of Pol. Sc.
2	Accounts	Sri Purna Chandra Patra, Asst. Prof. of Economics Dr. Manoj Kumar Sethi, Asst. Prof. of Psychology
3	Examination	Dr. Narayan Surjit Behera, Asst. Prof. of English Mrs. Mahasweta Panday, Lect. in Home. Sc.
4	SAMS	Dr. Ramanath Dwivedi, Asst. Prof. of Education Mrs. Sasmita Sethi, Lect. in Sanskrit
5	Academics	Dr. Pradosh Kumar Jena, Asst. Prof. of Economics Dr. Sanjibita Das, Asst. Prof. of Chemistry Sri Pranab Behera, Jr. Lect. In Botany
6	Mo School	Sri Ajay Gopal, Asst. Prof. of History Mrs. Rajashree Roul, Lect. in Logic & Phil. Mrs. Neha Murmu, Jr. Lect. in Psychology Dr. Purbasha Kar, Jr. Lect. in Education Sri Himansu Sekhar Pani, Demo. in Chemistry

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		Sri Rama Chandra Panda, Demonstrator in Biology
7	SMDC	Mrs. Sasmita Sethi, Lect. in Sanskrit Mrs. Mahasweta Panday, Lect. in Home. Sc.
8	OIC, IT (XI & XII Science)	Sri Prafulla Kumar Behera, Asst. Prof. of Chemistry
9	OIC, Tabulation	Sri Ajay Gopal, Asst. Prof. of History (+2 Arts) Dr. Purbasha Kar, Jr. Lect. in Education (+2 Arts) Dr. Priyadarsini Parida, Jr. Lect. in Maths. (+2 Sc.)
10	Career Counselling Cell (Higher Secondary Branch)	Mrs. Rajashree Roul, Lect. in Logic & Philosophy Dr. Purbasha Kar, Jr. Lect. in Education
11	Admission-in- Charge (XI & XII)	Mrs. Sasmita Sethi, Lect. in Sanskrit
	Members, H.S.S. Admission Team	Dr. Subhasmita Sethi, Asst. Prof. of Economics Mrs. Rajashree Roul, Lect. in Logic & Phil. Dr. Purbasha Kar, Jr. Lect. in Education Mrs. Neha Murmu, Jr. Lect. in Psychology Dr. Priyadarshini Parida, Jr. Lect. in Mathematics Sri Pranab Behera, Jr. Lect. in Botany Shri Himansu Sekhar Pani, Demonstrator in Chemistry Smt. Ranjita Mahapatra, Lab. Asst. cum Store Keeper
12	OIC Scholarship(XI & XII)	Mrs. Sasmita Sethi, Lect. in Sanskrit
	Associate OIC Scholarship(XI & XII)	Mrs. Rajashree Roul, Lect. in Log. & Philo. & Mrs. Neha Murmu, Jr. Lect. in Psychology (+2 1st yr. Arts) Dr. Purbasha Kar, Jr. Lect. in Edu. (+2 2nd yr. Arts) Dr. Priyadarshini Parida, Jr. Lect. in Mathematics (+2 1st yr. Science) Dr. Subhasmita Sethi, Asst. Prof. of Economics (+2 2nd Yr. Science)
13	OIC, Proctorial (XI & XII)	Dr. Purbasha Kar, Jr. Lect. in Education Mrs. Neha Murmu, Jr. Lect. in Psychology
14	Self Defence Club (H.S.S.)	Dr. Renubala Sundaray, Lect. in Logic & Phil. Mrs. Rajashree Roul, Lect. in Logic & Phil. Dr. Purbasha Kar, Jr. Lect. in Education Dr. Priyadarshini Parida, Jr. Lect. in Maths. Sri Pranab Behera, Jr. Lect. in Botany Dr. Pooja Das, Lect. in Commerce

*S. Debnegara*  
Principal 6.5 (2024)

K.K.S. Women's College, Balasore

Memo No. 1554

Date 06.05.24

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*S. Debnegara*  
Principal 6.5 (2024)

K.K.S. Women's College, Balasore

