



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. 2627 OFFICE ORDER Date 01-11-24

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

Sl. No.	Responsibility	Name of the Employee with Designation
1	Secretary, Staff Council	Dr. Pradosh Kumar Jena, Asst. Prof. of Economics
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. Amit Kumar Bardhan, Asst. Prof. of Commerce (All Projects and DCR)
4	Academic Bursar (+3 & +2)	Dr. Pradosh Kumar Jena, Asst. Prof. of Economics
	Associate Academic Bursar	Dr. Sanjibita Das, Asst. Prof. of Chemistry Dr N Noor, Asst Prof of Bot (To Monitor +2 Classes)
5	PIO/ RTI	Sri Purna Chandra Patra, Asst. Prof. of Economics
	APIO	Sri Ajay Gopal, Asst Prof of History and Dr Saroj Ku Das, Asst Prof of Zoology
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	Ms Salini Sethi, Asst Prof of English Mrs Renubala Sundaray, Lect. in Logic & Phil. Smt. Mahasweta Panday, Lect. in Home Sc.
7	OIC SAMS -cum-Admission-in- Charge (PG & UG)	Dr. Manoj Kumar Sethi, Asst. Prof. of Psy
	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. Manoj Ku Sethi, Asst. Prof. of Psy (+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.)

Sl. No.	Responsibility	Name of the Employee with Designation
		Sri Prafulla Kumar Behera, Asst. Prof. of Chem. & Dr. Pooja Das, Lect. in Commerce. (+3 3rd yr. Science & Commerce classes)
		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. Narayan Surjit Behera, Asst. Prof. of English
	Members	Dr. Pradosh Kumar Jena, Asst. Prof. of Economics
		Sri Purna Chandra Patra, Asst. Prof. of Economics
		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. Narayan Surjit Behera, Asst. Prof. of English
		Dr Amit Kumar Bardhan, Asst Prof of Com
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	Sri Amrit Barla, Asst. Prof. of Sociology
		Sri Prafulla Ku Behera, Asst. Prof. of Chemistry
		Sri Ajay Gopal, Asst Prof of History
		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. Archana Pattayat, Asst. Prof. of Odia
		Shri Ramachandra Panda, Demonstrator , Zoology
16	Programme Officers, NSS	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

Sl. No.	Responsibility	Name of the Employee with Designation
20	OIC Building Maintenance and Water supply	Dr Ramakant Sahu, Asst Prof of Chemistry Shri Himanshu Sekhar Pani, Demonstrator in Chem
21	OIC Electricity, Internet, Telephone	Dr Subrat Kumar Biswal, Asst Prof of Physics Sri SP Pandal, Demonstrator in Physics
22	Coordinator, OHEPEE Members, OHEPEE	Dr. Sabita Das, Asst. Prof. of Physics Sri Sanjay Shaw & Shri Purna Chandra Patra
23	Coordinator, RUSA PMU Members, RUSA PMU	Dr. Pradosh Kumar Jena, Asst. Prof. of Economics 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. 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 Pradosh Kumar Jena, Asst Prof of Economics 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. 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	Shri Sanjay Kumar Shaw, Asst. Prof. of Pol. Sc. Dr. Jyotirmayee Pradhan, Asst. Prof. of Zoology 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. Narayan 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	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 Dr Bikash Ranjan Giri, Asst Prof of Zoology Sri Prafulla Kumar Behera, Asst Prof of Chem
34	Mo College	Dr. Pradosh Kumar Jena, Member, Convenier Sri Sanjay Kumar Shaw, Member, Dev. Committee Mrs. Sasmita Sethi, Member

Sl. No.	Responsibility	Name of the Employee with Designation		
35	OIC, Swanamdhanya	Sri Purna Chandra Patra, Warden		
		Dr. Sabita Das, Superintendent		
		Mrs. Neha Murmu, Asst. Superintendent		
36	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		
37	Editorial Board, Student Handbook	Shri Purna Chandra Patra, Asst. Professor of Economics		
		Dr. Subrat Biswal, Asst. Professor of Physics		
38	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		
39	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		
		40	Humanities Society	Dr N S Behera, Asst Prof of English
				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				
41	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 Prafulla 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		
42	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		

Sl. No.	Responsibility	Name of the Employee with Designation
		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.
		Dr. Purbasha Kar, Jr. Lect. in Education
		Shri Himansu Sekhar Pani, Demo. in Chemistry
43	Vice President, Dramatics	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
44	V.P. DSA	Dr. Rinky Behera, Asst. Prof. of History
		Sri Prafulla Ku Behera, Asst. Prof. of Chemistry
		Sri Debabrata Biswal, Asst. Prof. of Maths
		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
45	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
46	Self Defence Club (+3) -Co-ordinator	Shri P.C. Patra, Asst. Prof. of Economics
		Asst. Coordinator/ Members
	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		
47	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
		Dr Saroj Ku Das, Asst. Prof. of Zoology
48	Co-ordinator NIRF	Dr Jyotirmayee Pradhan, Asst. Prof. of Zoology
		Dr Amit Kumar Bardhan, Asst. Prof. of Com
K.K.S. H.S.S. Governance & Management		
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	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

Sl. No.	Responsibility	Name of the Employee with Designation
		Sri Himansu Sekhar Pani, Demo. in Chemistry
		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 Praffula 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. Priyadarshini 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

Jhansi Jem
Principal 1.11.24

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

Memo No. 2628

Date 01.11.24

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Jhansi Jem
Principal 1.11.24

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

Shree
11/11/24