



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

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

Ph. No. 06782-295558, e mail id: kks_wc@yahoo.co.in Website: www.kksgovwc.org

OFFICE ORDER

Date: 05.05.2023

No. 2106

The Group A and B employees of the college are assigned such extracurricular responsibilities as follows, with effect from 1st July 2023 until further orders:

Sl. No.	Responsibility	Name of the Employee with Designation
1	Secretary, Staff Council	Dr. Radha Gobinda 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
		Sri S.P. Mandal, Demonstrator (To Monitor +2 Classes)
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 (PG, UG & HS)	Dr. Radha Gobinda Kuila, Asst. Professor of Odia
	Members, PG & UG Admission Team	Dr. R.N. Dwibedi, Asst. Prof. of Education
		Dr. Manoj Kumar Sethi, Asst. Professor of Psychology
		Dr. Jyotirmayee Pradhan, Asst. Prof. of Zoology
		Dr. Subhasmita Mishra, Asst. Prof. of Physics
		Sri Amrit Barla, Asst. Prof. of Sociology
		Ms. Niquehat Noor, Asst. Professor of Botany
		Ms. Archana Pattayat, Asst. Professor of Odia
		Ms. Tapaswini Mahalik, Asst. Professor of Home Science
		Dr. Subrata Kumar Biswal, Asst. Prof. of Physics
		Dr. Monalika Rath, Adhoc Lecturer in Psychology
		Shri Shyama Pada Mandal, Demonstrator in Physics
		Smt. Ranjita Mahapatra, Lab. Asst. cum Store Keeper
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
		Shri R.C. Panda, Demonstrator in Biology

Sl. No.	Responsibility	Name of the Employee with Designation
9	OIC, Scholarships	Dr. Radha Gobinda Kuila, Asst. Professor of Odia (+3)
		Smt. Sasmita Sethi, Jr. Lecturer in Sanskrit (+2)
	Associate OICs, Scholarships	Mrs. Niquehat Noor, Asst. Prof. of Bot. (+3 2 nd Year Arts)
		Ms. Archana Pattayat, Asst. Prof. of Odia (+3 3 rd yr Arts)
		Dr. Subhasmita Mishra, Asst. Prof. of Physics (+3 1st Yr. Sc.)
		Dr. Subrata Kumar Biswal, Asst. Prof. of Phy. (+3 2nd Yr. Sc.)
		Sri Amrit Barla, Asst. Prof. of Sociology (P.G.)
		Ms. Tapaswini Mahalik, Asst. Prof. of Home Sc. (+3 1st Year
		Smt. Padmalaya Jal, Jr. Lect. in Bot. (+2 1st Yr. Sc)
		Smt. Neha Murmu, Jr. Lect. Psychology (+2 1st Yr. Arts)
		Dr. Purbasa Kar, Jr. Lecturer in Education (+2 2nd Yr. Arts)
		Dr. Priyadarshini Parida, Jr. Lect. in Math. (+2 2nd Yr. Sc.)
		Smt. Ranjita Mahapatra, Lab. Asst. cum Store Keeper
10	Coordinator, IQAC	Dr. Jhansi Jena, Asst. Professor of Education
	Members, IQAC	Dr. Pradosh Kumar Jena, Asst. Professor of Economics
		Dr. Prasanta Beuria, Asst. Professor of Mathematics
		Sri Purna Chandra Patra, Asst. Prof. of Economics
		Shri Sanjay Kumar Shaw, Asst. Professor of Pol. Science
		Dr. Radha Gobinda Kuila, Asst. Professor of Odia
		Dr. Jyotirmayee Pradhan, Asst. Professor of Zoology
		Dr. Manoj Kumar Sethi, Asst. Prof. of Pshycology
		Ms. Niquehat Noor, Asst. Professor of Botany
		Dr. Subrata Kumar Biswal, Asst. Prof. of Physics
		Dr. Monalika Rath, Jr. Lect. in Pshychology
		Smt. Sasmita Sethi, Jr. Lect. in Sanskrit
		11
12	OIC, Virtual Classroom	Dr. Jhansi Jena, Asst. Professor of Education
13	OIC, UGC Matters	Dr. Prasanta Beuria, Asst. Professor of Mathematics
		Sri Amrit Barla, Asst. Prof. of Sociology
14	OIC, College Website	Dr. Jyotirmayee Pradhan, Asst. Professor of Zoology
		Dr. Niroj Kumar Sethi, Asst. Professor of English
		Dr. Manoj Kumar Sethi, Asst. Professor of Psychology
15	OIC, Youth Red Cross	Dr. Ramanath Dwibedi, Asst. Prof. of Education
		Sri Amrit Barla, Asst. Prof. of Sociology
		Dr. Monalika Rath, Lecturer in Psychology
16	OIC, Income Tax	Dr. Manoj Kumar Sethi, Asst. Professor of Psychology
		Ms. Archana Pattayat, Asst. Professor of Odia
		Shri Ramachandra Panda, Demonstrator, Zoology
17	Programme Officers, NSS	Ms. Archana Pattayat, Asst. Professor of Odia
		Mrs. N. Noor, Asst. Prof. of Botany
		Dr. Subhasmita Mishra, Asst. Prof. of Physics
18	OIC, Students Common Room	Dr. Jyotirmayee Pradhan, Asst. Professor of Zoology
		Ms. Tapaswini Mahalik, Asst. Professor of Home Science
		Dr. Subhasmita Mishra, Asst. Prof. of Physics
		Dr. Rinky Behera, Jr. Lecturer in History

Sl. No.	Responsibility	Name of the Employee with Designation
19	OIC, Library	Dr. Jyotirmayee Pradhan, Asst. Prof. of Zoology
		Dr. Sanjibita Das, Asst. Prof. of Chemistry
		Smt. Neha Murmu, Jr. Lecturer in Psychology
		Smt. Mahasweta Panday, Jr. Lecturer in Home Sc.
20	OIC, IT Faculty,+2 Science	Smt. Padmalaya Jal, Jr. Lecturer in Botany
21	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
22	Building Maintenance, Water	Shri Himanshu Sekhar Pani, Demonstrator in Chemistry
23	Electricity, Internet, Telephone	Sri S.P. Mandal, Deomonstrator in Physics
24	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
25	Coordinator, RUSA PMU	Dr. Pradosh Kumar Jena, Asst. Professor of Economics
	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. Radha Gobinda 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
Co-ordinator IQAC		
26	Members, Development Committee	Secretary, Staff Council, All Bursars, Co-ordinator IQAC, PIO & OIC Examination
27	Members, Purchase Committee	Secretary, Staff Council, Administrative Bursar & Accounts Bursar
28	Members, Building Committee	Sri P. C. Patra, Asst. Professor of Economics
		Dr. Ramanath Dwibedi, Asst. Professor of Education
		Shri Sanjay Kumar Shaw, Asst. Professor of Pol. Sc.
29	Members, Residential Committee	Administrative Bursar & Accounts Bursar, Warden, Superintendent & Asst. Superintendent of College Hostel
30	Grievance Redressal / Anti-Ragging / Anti-Sexual Harassment Cell	Dr. Radha Gobinda 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
31	OIC, Tabulation	Smt. Padmalaya Jal, Jr. Lecturer in Botany
		Dr. Purbasa Kar, Jr. Lecturer in Education (+2 Arts)
32	OIC, Proctorial	Smt. Padmalaya Jal, Jr. Lecturer in Botany (+2 Science)
		Dr. Sabita Das, Asst. Prof. of Physics
		Ms. Tapaswini Mahalik, Asst. Professor of Home Science
		Dr. Rinky Behera, Jr. Lecturer in History
		Smt. Neha Murmu, Jr. Lecturer in Psychology

Sl. No.	Responsibility	Name of the Employee with Designation
33	OIC, Campus Care	Dr. Prasanta Beuria, Asst. Professor of Mathematics
		Dr. Jhansi Jena, Asst. Professor of Education
		Dr. Sanjibita Das, Asst. Professor of Chemistry
		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
34	OIC, Central Store, Furniture & Equipment	Shri Purna Chandra Patra, Asst. Professor of Economics
		Shri Sanjay Kumar Shaw, Asst. Professor of Pol. Science
		Dr. Niroj Kumar Sethi, Asst. Professor of English
35	OIC, Mo Sarkar	Dr. Pradosh Kumar Jena, Asst. Professor of Economics
36	Coordinators, Mo College	Dr. Prasanta Beuria, Asst. Professor of Mathematics
		Dr. Jhansi Jena, Asst. Professor of Education
		Dr. Sasmita Sethi, Jr. Lect. in Sanskrit
37	OIC, Swanamdhanya	Dr. Jhansi Jena, Asst. Professor of Education, Warden
		Dr. Sabita Das, Asst. Professor of Phy., Superintendent
		Smt. Neha Murmu, Jr. Lecturer in Psychology, Asst. Supervisor
38	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
39	Editorial Board, College Calendar	Shri Purna Chandra Patra, Asst. Professor of Economics
		Dr. Subrat Biswal, Asst. Professor of Physics
40	Editorial Board, SHREE	Dr. Radha Gobinda Kuila, Asst. Professor of Odia
		Shri Sanjay Kumar Shaw, Asst. Professor of Pol. Science
		Dr. Niraj Kumar Sethi, Asst. Professor of English
		Smt. Sasmita Sethi, Jr. Lecturer in Sanskrit
		Dr. Subhasmita Mishra, Asst. Professor of Physics
41	Students' Advisory Body	Dr. Radha Gobinda 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. Subhasmita Mishra, Asst. Professor of Physics
		Dr. Priyadarshini Parida, Jr. Lecturer in Mathematics
		Shri Rama Chandra Panda, Demonstrator in Biology
		Smt. Ranjita Mahapatra, Lab. Asst. cum Store Keeper
		42
Dr. Manoj Kumar Sethi, Asst. Professor of Psychology		
Dr. Niroj Kumar Sethi, Asst. Professor of English		
Dr. Sabita Das, Asst. Professor of Physics		
Dr. Subrata Kumar Biswal, Asst. Professor of Physics		
Dr. Purbasa Kar, Jr. Lecturer in Education		
Dr. Rinky Behera, Jr. Lecturer in History		
Shri Himansu Sekhar Pani, Demonstrator in Chemistry		

Sl. No.	Responsibility	Name of the Employee with Designation
43	Vice President, Dramatics	Dr. Sanjibita Das, Asst. Professor of Chemistry
	Associate, Vice President, Dramatics	Smt. Padmalaya Jal, Jr. Lecturer in Botany
		Smt. Mahasweta Panday, Jr. Lecturer in Home Science
		Smt. Neha Murmu, Jr. Lecturer in Psychology
		Smt. Sasmita Sethi, Jr. Lecturer in Sanskrit
		Shri S.P. Mandal, Demonstrator in Physics
44	V.P. DSA	Miss Archana Pattayat, Asst. Prof. of Odia
		Smt. Sasmita Sethi, Jr. Lecturer in Sanskrit
		Dr. Priyadarshini Parida, Jr. Lecturer in Mathematics
		Smt. Ranjita Mahapatra, Lab. Asst. cum Store Keeper
45	OIC, Placement Cell Under OHEPEE	Dr. Ramanath Dwibedi, Asst. Professor of Education
		Dr. Subrata Kumar Biswal, Asst. Professor of Physics
46	Self Defence- Co-ordinator Asst. Coordinator	Ms. Tapaswini Mahalik, Asst. Prof. of Home Sc.
		Smt. Sasmita Sethi, Jr. Lect. in Sanskrit
		Dr. Monalika Rath, Adhoc Lecturer in Psychology
47	OIC, Guest Faculties	Smt. Ranjita Mahapatra, Lab. Asst. cum Store Keeper
		Dr. Pradosh Kumar Jena, Asst. Professor of Economics
48	Career Counselling Cell (Higher Secondary Branch)	Dr. Sanjibita Das, Asst. Professor of Chemistry
		Smt. Padmalaya Jal, Jr. Lecturer in Botany
		Dr. Purbasa Kar, Jr. Lecturer in Education

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
3	Examination	Dr. Prasanta Beuria, Asst. Prof. of Mathematics
		Smt. Mahasweta Panday, Jr. Lect. in Home. Sc.
4	SAMS	Dr. Radha Gobinda Kuila, Asst. Prof. of Odia
		Smt. Sasmita Sethi, Jr. Lect. in Sanskrit
5	Academics	Dr. Pradosh Kumar Jena, Asst. Professor of Economics
		Dr. Sanjibita Das, Asst. Prof. of Chemistry
6	CCC, Mo School, MDC (SUDC)	Sri Amrit Barla, Asst. Prof. of Sociology
		Smt. Padmalaya Jal, Jr. Lecturer in Botany
		Smt. Neha Murmu, Jr. Lecturer in Psychology
		Dr. Purbasa Kar, Jr. Lect. in Education
		Sri Himansu Sekhar Pani, Demo. in Chemistry
		Sri Rama Chandra Panda, Demo. in Biology
		Sri S.P. Mandal, Demo. in Physics

S. Debnag
Principal 5.5.2023

KKS Women's College, Balasore

Memo No. 2107(T) Date: 5.5.23

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

S. Debnag
Principal 5.5.2023

KKS Women's College, Balasore

S. Debnag
5/5/23



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K. K. S. WOMEN'S COLLEGE, BALASORE
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NO. 3/89

OFFICE ORDER

Date

22.09.23

In partial modification of Office Order No. 2106 dt. 05.05.2023 and 2692 dt. 04.08.2023. The Group A and B employees of the college are assigned such extracurricular responsibilities as follows, with effect from

Sl. No.	Responsibility	Name of the Employee with Designation
1	Secretary, Staff Council	Dr. Jhansi Jena, Asst. Professor of Education
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
		Sri S.P. Mandal, Demonstrator (To Monitor +2 Classes)
5	PIO RTI	Dr. Ramanath Dwibedi, Asst. Professor of Education
	APIO	Dr. Subrat Kumar Biswal, Asst. Professor of Physics
6	OIC, Examinations	Dr. Narayan Surjit Behera, Asst. Professor of English
	Associate OIC, Examinations	Dr. Niroj Kumar Sethi, Asst. Professor of English
	Associate OIC, Examinations	Smt. Mahasweta Panday, Jr. Lecturer in Home Science Smt. Renubala Sundaray, Jr. Lect. in Logic & Philosophy
7	OIC SAMS -cum-Admission-in-Charge (PG & UG)	Dr. Ramanath Dwibedi, Asst. Professor of Education
		Members - PG Admission Team
		Ms. Tapaswini Mahalik, Asst. Professor of Home Science
		Dr. Subrat Kumar Biswal, Asst. Professor of Physics
		Dr. Rinky Behera, Asst. Professor of History
		Sri Ajay Gopal, Asst. Professor of History
		Sri Rama Chandra Panda, Demo. in Biology
		Members, UG Admission Team
		Dr. Manoj Kumar Sethi, Asst. Professor of Psychology
		Dr. Jyotirmayee Pradhan, Asst. Professor of Zoology
		Dr. Subhasmita Mishra, Asst. Prof. of Physics
		Sri Amrit Barla, Asst. Professor of Sociology
		Dr. Niquehat Noor, Asst. Professor of Botany
		Dr. Archana Pattayat, Asst. Professor of Odia
		Ms. Salini Sethi, Asst. Professor of English
	Dr. Monalika Rath, Adhoc Lecturer in Psychology	
	Shri Shyama Pada Mandal, Demonstrator in Physics	
8	OIC, Scholarships (PG & UG)	Dr. Ramanath Dwibedi, Asst. Professor of Education (+3)
	Associate OICs, Scholarships	Ms. Salini Sethi, Asst. Professor of English & Sri Ajay Gopal, Asst. Prof. of History (+3 1st Yr. Arts)
		Sri Amrit Barla, Asst. Professor of Sociology(+3 2nd yr. Arts)
		Dr. Archana Pattayat, Asst. Prof. of Odia (+3 3 rd yr Arts)
		Dr. Subhasmita Mishra, Asst. Professor of Physics (+3 1st Yr. Sc.)
		Dr. Ramakanta Sahu, Asst. Professor of Chemistry (+3 2nd yr Sc.)
		Dr. Rinky Behera, Asst. Professor of History(+3 3rd yr. Sc. & 1st yr. Commerce)
		Ms. Tapaswini Mahalik, Asst. Professor of Home Sc. (PG Arts)
		Dr. Subrata Kumar Biswal, Asst. Professor of Physics(PG Science)

Sl. No.	Responsibility	Name of the Employee with Designation
9	Coordinator, IQAC	Dr. Jhansi Jena, Asst. Professor of Education
		Dr. Pradosh Kumar Jena, Asst. Professor of Economics
		Sri Purna Chandra Patra, Asst. Prof. of Economics
		Shri Sanjay Kumar Shaw, Asst. Professor of Pol. Science
		Dr. Narayan Surjit Behera, Asst. Professor of English
		Dr. Sanjibita Das, Asst. Professor of Chemistry
		Dr. Jyotirmayee Pradhan, Asst. Professor of Zoology
		Dr. Manoj Kumar Sethi, Asst. Professor of Pshycology
		Dr. Subhasmita Mishra, Asst. Professor of Physics
		Dr. Subrata Kumar Biswal, Asst. Professor of Physics
		Dr. Monalika Rath, Jr. Lect. in Pshychology
Smt. Sasmita Sethi, Jr. Lect. in Sanskrit		
10	OIC, Language Lab	Dr. Niroj Kumar Sethi, Asst. Professor of English
11	OIC, Virtual Classroom	Dr. Jhansi Jena, Asst. Professor of Education
12	OIC, UGC Matters	Dr. Naraya Surjit Behera, Asst. Professor of English
		Sri Amrit Barla, Asst. Professor of Sociology
13	OIC, College Website	Dr. Jyotirmayee Pradhan, Asst. Professor of Zoology
		Dr. Niroj Kumar Sethi, Asst. Professor of English
		Dr. Manoj Kumar Sethi, Asst. Professor of Psychology
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
15	OIC, Income Tax	Dr. Manoj Kumar Sethi, Asst. Professor of Psychology
		Dr. Archana Pattayat, Asst. Professor of Odia
		Shri Ramachandra Panda, Demonstrator, Zoology
16	Programme Officers, NSS	Dr. Archana Pattayat, Asst. Professor of Odia
		Dr. N. Noor, Asst. Prof. of Botany
		Dr. Subhasmita Mishra, Asst. Prof. of Physics
17	OIC, Students Common Room	Dr. Jyotirmayee Pradhan, Asst. Professor of Zoology
		Dr. Subhasmita Mishra, Asst. Prof. of Physics
		Dr. Subhasmita Sethi, Asst. Professor of Economics
		Mrs. Renubala Sundaray, Jr. Lect. in Logic & Philosophy
		Smt. Rajashree Roul, Jr. Lect. in Logic & Philosophy
18	OIC, Library	Dr. Jyotirmayee Pradhan, Asst. Prof. of Zoology
		Dr. Sanjibita Das, Asst. Prof. of Chemistry
		Smt. Neha Murmu, Jr. Lecturer in Psychology
		Smt. Mahasweta Panday, Jr. Lecturer in Home Sc.
19	OIC, Timetable	Dr. Jyotirmayee Pradhan, Asst. Professor of Zoology
		Dr. Niquehat Noor, Asst. Professor of Botany
		Ms. Tapaswini Mahalik, Asst. Professor of Home Science
		Smt. Neha Murmu, Jr. Lecturer 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
22	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

Sl. No.	Responsibility	Name of the Employee with Designation
23	Coordinator, RUSA PMU Members, RUSA PMU	Dr. Pradosh Kumar Jena, Asst. Professor of Economics
		Shri Sanjay Kumar Shaw, Asst. Professor of Political Science
		Shri Purna Chandra Patra, Asst. Professor of Economics
		Dr. Sabita Das, Asst. Professor of Physics
		Dr. Ramanath Dwibedi, Asst. Professor of Education
		Dr. Jyotirmayee Pradhan, Asst. Professor of Zoology
		Dr. Sanjibita Das, Asst. Professor of Chemistry
		Dr. Manoj Kumar Sethi, Asst. Professor of Psychology
24	Members, Development Committee	Co-ordinator IQAC
		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. Professor of Economics
		Dr. Ramanath Dwibedi, Asst. Professor of Education
		Shri Sanjay Kumar Shaw, Asst. Professor of Pol. Sc.
27	Members, Residential Committee	Administrative Bursar & Accounts Bursar, Warden, Superintendent & Asst. Superintendent of College Hostel
28	Grievance Redressal / Anti-Ragging / Anti-Sexual Harassment Cell	Shri Sanjay Kumar Shaw, Asst. Professor of Pol. Science
		Dr. Jhansi Jena, Asst. Professor of Education
		Dr. Pradosh Kumar Jena, Asst. Professor of Economics
		Smt. Mahasweta Pandey, Jr. Lecturer in Home Science
29	OIC, Proctorial	Smt. Rajashree Roul, Jr. Lect. in Logic & Philosophy
		Dr. Sabita Das, Asst. Prof. of Physics
		Ms. Tapaswini Mahalik, Asst. Professor of Home Science
		Sri Praffula Kumar Behera, Asst. Professor of Chemistry
30	OIC, Campus Care	Smt. Neha Murmu, Jr. Lecturer in Psychology
		Dr. Jhansi Jena, Asst. Professor of Education
		Sri Sanjay Kumar Shaw, Asst. Prof. of Pol. Sc.
		Dr. Sanjibita Das, Asst. Professor of Chemistry
		Dr. Jyotirmayee Pradhan, Asst. Prof. of Zoology
		Dr. Niquehat Noor, Asst. Professor of Botany
		Dr. Niroj Kumar Sethi, Asst. Professor of English
Dr. Archana Pattayat, Asst. Professor of Odia		
31	OIC, Central Store, Furniture & Equipment	Smt. Mahasweta Pandey, Jr. Lecturer in Home Science
		Shri Purna Chandra Patra, Asst. Professor of Economics
		Shri Sanjay Kumar Shaw, Asst. Professor of Pol. Science
32	OIC, Mo Sarkar	Dr. Niroj Kumar Sethi, Asst. Professor of English
33	Coordinators, Mo College	Dr. Narayan Surjit Behera, Asst. Professor of English
		Dr. Jhansi Jena, Asst. Professor of Education
		Sri Sanjay Kumar Shaw, Asst. Prof. of Pol. Sc.
34	OIC, Swanamdhanya	Smt. Sasmitha Sethi, Jr. Lect. in Sanskrit
		Dr. Jhansi Jena, Asst. Professor of Education, Warden
		Dr. Sabita Das, Asst. Professor of Phy., Superintendent
35	Editorial Board, Wall Magazine	Smt. Neha Murmu, Jr. Lecturer in Psychology, Asst. Superintendant
		Ms. Tapaswini Mahalik, Asst. Professor of Home Science
		Dr. Subhasmita Sethi, Asst. Professor of Economics
		Smt. Mahasweta Pandey, Jr. Lecturer in Home Science
		Dr. Monalika Rath, Adhoc Lecturer in Psychology
36	Editorial Board, Student Handbook	Dr. Archana Pattayat, Asst. Prof. of Odia
		Shri Purna Chandra Patra, Asst. Professor of Economics
		Dr. Subrat Biswal, Asst. Professor of Physics

Sl. No.	Responsibility	Name of the Employee with Designation
37	Editorial Board, SHREE	Dr. Narayan Surjit Behera, Asst. Professor of English
		Dr. Niraj Kumar Sethi, Asst. Professor of English
		Dr. Subhasmita Mishra, Asst. Professor of Physics
		Ms. Salini Sethi, Asst. Professor of English
		Smt. Sasmita Sethi, Jr. Lecturer in Sanskrit
38	Students' Advisory Body	Dr. Narayan Surjit Behera, Asst. Professor of English (Literary activities in the college & inter college level activities)
		Shri Purna Chandra Patra, Asst. Professor of Economics
		Shri Sanjay Kumar Shaw, Asst. Professor of Pol. Science
		Dr. Jhansi Jena, Asst. Professor of Education (Other activities)
		Dr. Ramakanta Sahu, Asst. Professor of Chemistry
		Ms. Salini Sethi, Asst. Professor of English
		Shri Rama Chandra Panda, Demonstrator in Biology
39	Humanities Society	Dr. R. N. Dwibedi, Asst. Professor of Education
		Sri Ajay Gopal, Asst. Professor of History
		Dr. Monalika Rath, Lect. in Pshychology
		Smt. Ranjita Mahapatra, Lab. Asst. cum Store Keeper
40	Science Society	Dr. Sanjibita Das, Asst. Prof. of Chemistry
		Dr. Jyotirmayee Pradhan, Asst. Prof. of Zoology
		Dr. Sabita Das, Asst. Prof. of Physics
		Dr. Subrat Biswal, Asst. Professor of Physics
		Dr. Subhasmita Mishra, Asst. Prof. of Physics
		Dr. Ramakanta Sahu, Asst. Professor of Chemistry
		Sri Praffula Kumar Behera, Asst. Professor of Chemistry
		Dr. Priyadarshini Parida, Jr. Lect. in Mathematics
41	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
		Dr. Subrata Kumar Biswal, Asst. Professor of Physics
		Sri Amrit Barla, Asst. Prof. of Sociology
		Dr. Rinky Behera, Asst. Professor of History
		Sri Praffula Kumar Behera, Asst. Professor of Chemistry
		Dr. Purbasa Kar, Jr. Lecturer in Education
		Shri Himansu Sekhar Pani, Demonstrator in Chemistry
42	Vice President, Dramatics	Dr. Sanjibita Das, Asst. Professor of Chemistry
	Associate, Vice President, Dramatics	Dr. Subhasmita Sethi, Asst. Professor of Economics
		Smt. Mahasweta Panday, Jr. Lecturer in Home Science
		Smt. Neha Murmu, Jr. Lecturer in Psychology
		Smt. Sasmita Sethi, Jr. Lecturer in Sanskrit
43	V.P. DSA	Shri S.P. Mandal, Demonstrator in Physics
		Dr. Arehana Pattayat, Asst. Prof. of Odia
		Smt. Rajashree Roul, Jr. Lect. in Logic & Philosophy
		Smt. Sasmita Sethi, Jr. Lecturer in Sanskrit
		Dr. Priyadarshini Parida, Jr. Lecturer in Mathematics
44	OIC, Placement Cell Under OHEPEE	Smt. Ranjita Mahapatra, Lab. Asst. cum Store Keeper
		Dr. Ramanath Dwibedi, Asst. Professor of Education
		Dr. Narayan Surjit Behera, Asst. Professor of English
		Sri Praffula Kumar Behera, Asst. Professor of Chemistry
45	Self Defence- Co-ordinator	Ms. Tapaswini Mahalik, Asst. Prof. of Home Sc.
	Asst. Coordinator	Smt. Renubala Sundaray, Jr. Lect. in Log. & Phil.
		Dr. Rinky Behera, Asst. Professor of History
		Dr. Monalika Rath, Adhoc Lecturer in Psychology
		Smt. Ranjita Mahapatra, Lab. Asst. cum Store Keeper
46	OIC, Guest Faculties	Dr. Pradosh Kumar Jena, Asst. Professor of Economics
		Dr. Sanjibita Das, Asst. Professor of Chemistry

Sl. No.	Responsibility	Name of the Employee with Designation
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
3	Examination	Dr. Narayan Surjit Behera, Asst. Professor of English Smt. Mahasweta Panday, Jr. Lect. in Home. Sc.
4	SAMS	Dr. Ramanath Dwibedi, Asst. Professor of Education Smt. Sasmita Sethi, Jr. Lect. in Sanskrit
5	Academics	Dr. Pradosh Kumar Jena, Asst. Professor of Economics Dr. Sanjibita Das, Asst. Prof. of Chemistry Sri S. P. Mandal, Demo. in Physics
6	Mo School	Sri Ajay Gopal, Asst. Professor of History Smt. Rajashree Roul, Jr. Lect. in Logic & Philosophy Smt. Neha Murmu, Jr. Lecturer in Psychology Dr. Purbasa Kar, Jr. Lect. in Education Sri Himansu Sekhar Pani, Demo. in Chemistry Sri Rama Chandra Panda, Demo. in Biology
7	SMDC	Smt. Sasmita Sethi, Jr. Lect. in Sanskrit Smt. Mahasweta Panday, Jr. Lect. in Home. Sc.
8	OIC, IT (+2 Science)	Sri Praffula Kumar Behera, Asst. Professor of Chemistry
9	OIC, Tabulation	Sri Ajay Gopal, Asst. Professor of History (+2 Arts) Dr. Purbasa Kar, Jr. Lecturer in Education (+2 Arts) Dr. Ramakanta Sahu, Asst. Professor of Chemistry (+2 Science) Dr. Priyadarshini Parida, Jr. Lect. in Mathematics (+2 Science)
10	Career Counselling Cell (Higher Secondary Branch)	Smt. Rajashree Roul, Jr. Lect. in Logic & Philosophy Dr. Purbasa Kar, Jr. Lecturer in Education
11	Admission-in- Charge (+2) Members, +2 Admission Team	Smt. Sasmita Sethi, Jr. Lecturer in Sanskrit Smt. Rajashree Roul, Jr. Lect. in Logic & Philosophy Dr. Purbasa Kar, Jr. Lecturer in Education Smt. Neha Murmu, Jr. Lecturer in Psychology Dr. Priyadarshini Parida, Jr. Lecturer in Mathematics Shri Himansu Sekhar Pani, Demonstrator in Chemistry Smt. Ranjita Mahapatra, Lab. Asst. cum Store Keeper
12	OIC Scholarship(+2) Associate OIC Scholarship(+2)	Smt. Sasmita Sethi, Jr. Lect. in Sanskrit Dr. Subhasmita Sethi, Asst. Professor of Economics (+2 2nd Yr. Science) Smt. Rajashree Roul, Jr. Lect. in Logic & Philosophy (+2 1st yr. Arts) Dr. Purbasa Kar, Jr. Lecturer in Education(+2 2nd yr. Arts) Dr. Priyadarshini Parida, Jr. Lecturer in Mathematics (+2 1st yr. Science)

S. Selunge
Principal 22.09.2023

KKS Women's College, Balasore

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Date: 22.09.23

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