

NOTICE NO. 406 / DT. 22.09.2020

**DISTRIBUTION OF CO-CURRICULAR/EXTRA-CURRICULAR
ACTIVITIES FOR THE SESSION 2020-21**

(This List is not arranged in order of Seniority)

<u>S.L. No</u>	
1. Secy. Staff Council	: Smt. Anastasia Samaria (Philosophy)
2. Adm. Bursar	: Dr. Prasanta Kumar Samantaray (Botany)
Associate Adm. Bursar	: Sri Suryakanta Baral (Library Science)
3. Accounts Bursar	: Dr. Bandana Pathak (Economics)
Associate Acct. Bursars	: Dr. Biswadas Mohanty (Physics)
	: Ms. Monalisa Swain (Comp. Science) DCR
4. Legal Bursar	: Dr. Srinibas Barik (Political Science)
5. Academic Bursar	: 1. Dr. Susanta Kumar Biswal (Hindi)
Associate Academic Bursar	: 2. Dr. Chitta Ranjan Panda (Odia)
6. Admission Committee	
Convenor	: Dr. Niranjana Prasad Rath (Education)
Member	: 1. Coordinator P.G. Admission
	: 2. Coordinator +3 Admission
	: 3. Coordinator B.Ed. Admission
	: 4. Admn. Bursar
	: 5. Accounts Bursar
	: 6. Academic Bursar
7. PG Admission	
Co-ordinator	: Smt. Satyashree Jagdev (Home Science)
PG	
Associates	: 1. Sri Pratap Kishore Samal (Philosophy)
	: 2. Dr. Gayatri Kar (Pol. Sc.)
8. O.I.C, SAMS & Co-ordinator	
+3 Admission	: Dr. Surendra Prasad Jena (Mathematics)
Asso. Co-ordinator	: Sri Narendra Kumar Nayak (Odia)
9. Students' Union	
Advisor	: Dr. Tanuja Mohapatra (Sociology)
Associate Advisors	: 1. Dr. Sanghamitra Panda (Education)
	: 2. Dr. Swapna Sankar Nayak (Chemistry)
	: 3. Smt. Mamatarani Sahoo (Economics)
	: 4. Dr. Sanjita Mishra (Odia)
	: 5. Dr. Gayatri Kar (Pol. Science)
	: 6. Dr. Yogamaya Panda (Psychology)
10. Dramatic Society	
Vice President	: Dr. Jhumki Rath (Psychology)
Asso. Vice-Presidents	: 1. Dr. Indurekha Mohapatra (Home Science)
	: 2. Dr. Anandini Panda (Education)
	: 3. Dr. Narendra Nath Nayak (Odia)
	: 4. Dr. N. C. Vaidehi (Hm. Sc)
	: 5. Smt. Sushri Shibani Das (Zoology)
	: 6. Smt. Padmaja Jagati (Hm. Sc.)
11. Athletic Society	
Vice-President	: Dr. Surendra Prasad Jena (Mathematics)
Asso. Vice-President	: 1. Dr. Narendra Nath Nayak (Odia)
	: 2. Dr. Bikash Kumar Das (Psychology)
	: 3. Dr. Narmada Kumari Parida (Philosophy)

		4. Sri Suryakanta Baral (Lib. & Inf. Science)
		5. Ms. Puspanjali Mallik (Comp. Science)
		6. Dr. Yogamaya Panda (Psychology)
12. Literary & Debating Society		
Vice President	:	Dr. Tanuja Mohapatra (Sociology)
Asso. Vice Presidents	:	1. Dr. Sanjita Mishra (Odia)
	:	2. Dr. Susanta Kumar Biswal (Hindi)
	:	3. Dr. Menaka Rani Sahoo (Sanskrit)
	:	4. Smt. Sonali Dutta (English)
	:	5. Dr. Narendra Nath Nayak (Odia)
13. Science Society		
Vice-President	:	Dr. Bichitra Pani (Mathematics)
	:	1. Dr. Ratnaprava Prusty (Botany)
	:	2. Dr. Jamini Ranjan Mohanty (Chemistry)
Asso. Vice-Presidents	:	3. Dr. Anita Mekap (Physics)
	:	4. Smt. Sushree Shivani Dash (Zoology)
14. Students' Common Room		
Officer in charge	:	Dr. Charubala Pani (Hm. Sc.)
	:	1. Dr. Anesthesia Samaria (Philosophy)
	:	2. Dr. Anandini Panda (Education)
15. D.S.A. / observation of		
Different celebration days		
Coordinator	:	Dr. Jhumki Rath (Psychology)
Members	:	Smt. Narmada Kumari Parida (Philosophy)
	:	Dr. Sanjita Mishra (Odia)
	:	Sri Bijay Kumar Behera (Psychology)
	:	
16. N.S.S Unit-1		
Programme Officer (+3 & P.G.)	:	1. Dr. Yogamaya Panda (Psychology)
Associate	:	2. Smt. Padmaja Jagati (Home Science)
17. Ranger's Team		
Officers in-charge (+3 & P.G.)	:	1. Dr. N. C Vaidehi (Hm. Sc.)
Associate	:	2. Ms. Puspanjali Mallik (Comp. Science)
18. Youth Red Cross		
Officers in-charge (+3 & P.G.)	:	Dr. Sanghamitra Panda (Education)
	:	1. Dr. Gayatri Kar (Pol. Science)
	:	
19. Self Defence Training		
O.I.C	:	Smt. Mamatarani Sahoo (Economics)
Members	:	1. Ms. Puspanjali Mallik (Comp. Science)
	:	2. Smt. Padmaja Jagati (Home Science)
	:	3. Smt. Namrata Das (Chemistry)
	:	4. Smt. Sushree Shivani Dash (Zoology)
20. Scholarship, S.S.G & S.A.F		
a. +3 Degree Classes (Science & Commerce) OIC	:	Dr. Jamini Ranjan Mohanty (Chemistry)
Associates	:	1. Dr. Anita Mekap (Physics)
	:	2. Dr. Namrata Das (Chemistry)
b. +3 & P.G Classes Arts		
Co-ordinator	:	Dr. Charubala Pani (Hm. Sc.)
Associates	:	1. Dr. Anesthesia Samaria (Philosophy)
	:	2. Dr. Narendra Nath Nayak (Odia)

21. Proctorial work and Students Relations.

**Co-ordinator
Members**

22. Time Table

Officers in charge

Associate Member

Science

Arts

Commerce

23. Identity Card

Officers in charge

24. Examination

O.I.C

Associates

25. Controller of examinations

Deputy- Controller of Exam

26. Abstract of Attendance

Co-ordinator

Officer in-charge

Arts

Science

Commerce

27. College Calendar

Editor Members,

Editorial Board

28. College Magazine

Editor

Members, Editorial Board

29. College Library

O.I.C

Associates

3. Dr. Sanghamitra Panda (Education)

4. Dr. Anandini Panda (Education)

5. Dr. Chitta Ranjan Panda (Odia)

Dr. Sipra Ray (Education)

Dr. Indurekha Mohapatra (Home Science)

1. Dr. Sanghamitra Panda (Edn)

2. Dr. Chitta Ranjan Panda (Odia)

3. Dr. Gayatri Kar (Pol. Science)

4. Dr. Namrta Das (Chemistry)

Dr. Bichitra Pani (Mathematics)

Dr. Surendra Prasad Jena (Mathematics)

Dr. Susanta Kumar Biswal (Hindi)

Ms. Monalisa Swain (Comp. Science)

Dr. Jamini Ranjan Mohanty (Chemistry)

1. Dr. Bikash Kumar Das (Psychology)

Dr. Gayatri Biswal (Home Science)

1. Dr. Bikash Kumar Das (Psychology)

2. Dr. Narmada Kumari Parida (Philosophy)

Dr. Ashok Kumar Nayak (Zoology)

1. Sri. Jiban Ballav Jena (Lib. & Inf. Science)

2. Smt. Pravat Manjari Mohanty (Mathematics)

3. Sri Bijay Kumar Behera (Psychology)

Dr. Charubala Pani (Home Science)

1. Dr N. C. Vaidehi (Hm. Sc.)

2. Dr. Narendra Nath Nayak (Odia)

1. Dr. Ratna Prava Prusty (Botany)

2. Dr. Namrata Das (Chemistry)

Dr. Anandini Panda (Education)

1. Dr. Tanuja Mohapatra (Sociology)

2. Dr. Anandini Panda (Education)

3. Dr. Moushumi Patnaik (Political Science)

4. Dr. Susanta Kumar Biswal (Hindi)

Dr. Sanjita Mishra (Odia)

1. Dr. Narendra Nath Nayak (Odia)

2. Dr. Susanta Kumar Biswal (Hindi)

3. Smt. Sonali Dutta (English)

Dr. Bichitra Pani (Mathematics)

1. Dr. Anandini Panda (Education)

2. Dr. Swapna Sankar Nayak (Chemistry)

3. Dr. Narendra Nath Nayak (Odia)

4. Sri Surya Kanta Baral (Lib. & Inf. Science)

5. Ms. Chinmayee Mallick (Lib. & Inf. Science)

30. Committee for U.G.C & NAAC	OIC Associates	:	Dr. Mousumi Pattnayak(Pol. Science)
		:	1. Dr. Srinibas Barik(Pol. Science)
		:	2. Dr. Priti Pragyan Ray (Zoology)
		:	3. Smt. Sushree Shivani Dash (Zoology)
31. AISHE Co-ordinator		:	1. Dr. Priti Pragyan Ray (Zoology)
		:	2. Dr. Namrata Das (Chemistry)
32. PIMS & HRMS Coordinator Associates		:	Sri Jiban Ballav Jena (Lib. & Inf. Sc.)
		:	1. Ms. Chinmayee Mallick (Lib. & Inf. Sc.)
33. Purchase Committee	Convenor	:	Accounts Bursar
	Members	:	1. Adm. Bursars
		:	2. Legal Bursars
		:	3. Academic Bursars
		:	4. Associate Accounts Bursar
		:	5. All HOD's of Practical Subjects
34. Local Purchase Committee		:	1. Dr. Bichitra Pani (Mathematics)
		:	2. Niranjana Prasad Rath (Education)
		:	3. Dr. Biswadas Mohanty (Physics)
35. Office Stock and Store	O.I.C	:	1. Dr. Surendra Prasad Jena (Mathematics)
		:	2. Sri Suryakanta Baral (Lib. & Inf. Science)
36. Furniture (Stock and Store) Officers in-charge		:	1. Sri Jiban Ballav Jena (Lib. & Inf. Science)
		:	2. Dr. Jamini Ranjan Mohanty (Chemistry)
37. Internal Audit Cell	O.I.C/Convenor	:	Dr. Bandana Pathak (Economics)
	Member	:	1. Dr. Biswadas Mohanty (Physics)
		:	2. Dr. Swapna Sankar Nayak (Chemistry)
		:	3. Dr. Srinibas Barik (Pol. Science)
		:	4. Sri Pratap Kishore Samal (Philosophy)
38. Anti-Ragging cell	Convenor	:	Smt. Anastasia Samaria (Philosophy)
	Members	:	1. Dr. Gayatri Biswal (Home Science)
		:	2. Dr. Jhumki Rath (Psychology)
		:	3. Dr. Sipra Ray (Education)
		:	4. Dr. Narmada Parida (Philosophy)
39. Committee For prevention of Sexual Harassment	Convenor	:	Dr. Anesthesia Samaria (Philosophy)
	Members	:	1. Dr. Tanuja Mohapatra(Sociology)
		:	2. Dr. Anandini Panda (Education)
		:	3. Dr. Anita Mekap (Physics)
40. College Development Committee	Convenor	:	Dr. Biswadas Mohanty (Physics)
	Members	:	1. Administrative Bursars
		:	2. Academic Bursars
		:	3. Accounts Bursars
		:	4. Legal Bursars
		:	5. All H.O.Ds
		:	6. Controller of Examinations
		:	7. O.I.C Examinations
		:	8. O.I.C, UGC

		9. O.I.C, Library
		10. O.I.C, Campus Development
41. Coordinator, I.T	:	Miss Monalisa Swain (Comp. Sc.)
42. Coordinator Anthropology	:	Dr. Narmada Parida (Philosophy)
43. Coordinator Commerce	:	Dr. Bandana Pathak (Economics)
44. Co-ordinator, B.Ed	:	Dr. Sipra Ray (Education)
Asso. Co-ordinator B.Ed	:	Dr. Pratap Kishore Samal (Philosophy)
45. O.I.C College	:	Dr. Bikash Kumar Das (Psychology)
Website	:	1. Dr. Priti Prangya Ray (Zoology)
Associate Members	:	2. Ms. Monalisa Swain (Comp. science)
46. College Discipline Committee	:	Dr. Charubala Pani (Home Science)
Convenor	:	1. Dr. Tanuja Mohapatra (Sociology)
	:	2. Smt. Ratna Prava Prusty (Botany)
	:	3. Supdt. of All Hostels
47. Maintenance of Garden		
O.I.C		
Science Block	:	1. Smt. Ratna Prava Prusty (Botany)
	:	2. Smt. Sushree Shivani Dash (Zoology)
O.I.C		
Arts Block	:	1. Dr. N.C. Vaidehi (Home Science)
	:	2. Smt. Mamatarani Sahoo (Pol. Science)
48. Sanitation Cell		
Officers in-charge		
Science Block	:	1. Dr. Bichitra Pani (Mathematics)
	:	2. Dr. Anita Mekap (Physics)
Arts Block	:	1. Smt. Indurekha Mohapatra. (Home Science)
	:	2. Dr. N.C. Vaidehi (Home Science)
	:	3. Smt. Mamatarani Sahoo (Eco.)
49. Cycle Stand		
O.I.C., Science Block	:	Dr. Jamini Ranjan Mohanty (Chemistry)
O.I.C, Arts Block	:	Dr. Bikash Kumar Das (Psychology)
Member	:	Sri Suryakanta Baral (Lib. & Inf. Science)
50. College Canteen Committee		
Convenor	:	Dr. Gayatri Biswal (Home Science)
Associate Member	:	Dr. Indurekha Mohapatra (Home Science)
	:	Dr. Jhumki Rath (Psychology)
	:	Dr. Biswadas Mohanty (Physics)
51. Career Counseling		
Coordinator	:	Dr. Swapna Sankar Nayak (Chemistry)
Members	:	1. Sri Suryakanta Baral (Lib. & Inf. Science)
	:	2. Dr. Menakarani Sahoo (Sanskrit)
	:	3. Smt. Sushree Shivani Dash (Zoology)
52. SC/ST Minority Dev. Cell		
Officers in-charge	:	Dr. Anesthesia Samaria (Philosophy)
	:	1. Sri Jiban Ballav Jena (Lib.Sc.)
	:	2. Ms. Chinmayee Mallik (Lib.Sc.)
53. Campus Development		
And maintenance (PHD, Electricity, PWD, CCTV, Aqua guard etc.)		
Officers in-charge	:	Dr. Bikash Kumar Das (Psychology)
	:	1. Dr. Jamini Ranjan Mohanty (chemistry)

	:	2. Sri Surya Kanta Baral (Lib. & Inf. Science)
	:	3. Ms. Puspanjali Mallik (Comp. Sc.)
54. Resident Committee		
Members	:	Warden
	:	1. Administrative Bursars
	:	2. Accounts Bursars
	:	3. Academic Bursars
	:	4. Legal Bursars
	:	5. Supdts. & Asst. Supdts. of All Hostels
55. Right To Information (P.G., +3 & +2)		
1 st Appellate Authority	:	Dr. Srinibas Barik (Pol.Sc.)
P.I.O	:	Sri Krushna Chandra Swain (Pol. Science)
A.P.I.O	:	Sri Surya Kanta Baral (Lib. & Inf. Sc.)
56. N.C.C		
Officer In charge	:	Ms. Chinmayee Mallick (Lib. & Inf. Sc.)
57. Hostels :Warden	:	Principal
Supdt. New Hostel	:	Dr. N. C. Vaidehi (Home Science)
AsstSupdt. New Hostel	:	Dr. Menakarani Sahoo (Sanskrit)
Supdt. Old Hostel	:	Dr. Jhumki Rath (Psychology.)
Asst. Supdt. Old Hostel	:	Smt. Saraswati Majhi (Botany)
Supdt. P.G., SC/ST Hostel	:	Smt. Indurekha Mohapatra (Education)
Asst. Supdt. P.G., SC/ST Hostel	:	Smt. Puspanjali Mallik (Comp. Sc.)
PH Hostel Supdt.	:	Dr. Sipra Ray (Education)
Asst Supdt. Hostel	:	Dr. Dipti Panda (English)
58. Students' Grievance Cell	:	
OIC	:	
Members	:	1. Dr. Tanuja Mohapatra (Sociology)
	:	2. Dr. Biswadas Mohanty (Physics)
	:	3. Dr. Srinibas Barik(Pol.Sc.)
	:	4. Dr. Moushumi Pattnaik (Pol.Science)
	:	5. Admn. Bursar
	:	6. Controller of Examinations
59. Language Lab.		
Officers in-charge	:	1. Smt. Sonali Dutta (English)
	:	2. Sri Sashikanta Barik (English)
	:	3. Dr. Dipti Panda (English)
60. Squad and Discipline		
Science Block	:	1.Dr. Bichitra Pani (Mathematics)
	:	2. Smt. Sushree Shivani Dash (Zoology)
	:	3.Dr. Swapna Sankar Nayak (Chemistry)
Arts Block	:	1. Dr. Tanuja Mohapatra (Sociology)
	:	2. Dr. Anandini Panda (Education)
	:	3. Smt. Satyashree Jagdev (Hm. Sc.)
	:	4. Dr. N.C. Vaidehi (Home Science)
	:	5. Smt. Mamatarani Sahoo (Economics)
61. Research Committee		
Convenor	:	Dr. Tanuja Mohapatra (Sociology)
Members	:	1. Dr. Moushumi Pattnaik (Pol. Sc)
	:	2. Dr. Jamini Ranjan Mohanty (Chemistry)
	:	3. Dr. Sanjita Mishra (Odia)
	:	4. Dr. Yogamaya Panda (Psychology)
62. Self-Financing Core Committee		
Convenor	:	Dr. Charubala Pani (Hm. Sc.)
Members	:	1.Smt. Ratna Prava Prusty (Botany)
	:	2. Administrative Bursar
	:	3. Accounts Bursar

		:	4. Convenor of the CDC
		:	5. Legal Bursar
		:	6. Dr. Biswadas Mohanty (Physics)
63. Internal Quality Assurance Cell: (IQAC)			
	Coordinator	:	Dr. Niranjan Prasad Rath (Education)
	Member	:	1. Dr. Swapna Sankar Nayak (Chemistry)
		:	2. Smt. Sonali Dutta (English)
		:	3. Dr. Priti Pragnya Ray (Zoology)
		:	4. Ms. Monalisa Swain (Comp. Science)
64. Planning Board Construct Repair Renovation		:	Dr. Charubala Pani (Home Science)
		:	1. Dr. Biswadas Mohanty (Physics), Convenor, CDC
		:	2. Dr. Bandana Pathak, Accounts Bursar
		:	3. Dr. Prasanta Kumar Samantaray, Admn. Bursar
		:	4. Dr. Bikash Kumar Das, OIC, Campus Development
65. Parents Teacher Meet Convenor Members		:	Dr. Gayati Biswal (Home Sc.)
	P.G. & Degree	:	1. Dr. Tanuja Mohapatra (Sociology)
		:	2. Dr. S.K. Biswal (Hindi)
		:	3. Dr. Jamini Ranjan Mohanty (Chemistry)
66. Eco Club			
	O.I.C	:	Dr. Charubala Pani (Home Science)
	Associates	:	1. Dr. N.C. Vaidehi (Home Science)
		:	2. Dr. Menakarani Sahoo (Sanskrit)
		:	3. Dr. Yogamaya Panda (Psychology)
67. Wall Magazines (Members of Advisory Board)			
	Arts Block	:	1. Dr. Susanta Kumar Biswal(Hindi)
		:	2. Dr. Narendra Nath Nayak (Odia)
		:	3. Dr. Menakarani Sahoo (Sanskrit)
	Science Block	:	Dr. Anita Mekap (Physics)
68. RUSA Committee			
	Co-ordinator	:	Dr. Ratna Prava Prusty (Botany)
	Asst. Coordinator	:	Dr. Anita Mekap (Physics)
	Associates	:	Administrative Bursars
		:	Accounts Bursars
		:	Academic Bursars
		:	Dr. Bichitra Pani (Mathematics)
		:	Dr. Jamini Ranjan Mohanty (Chemistry)
		:	Ms. Monalisha Swain (Comp. Science)
		:	Sri Surya Kanta Baral (Lib. & Inf., Science)
69. Guest Faculty			
	O.I.C	:	Dr. Pratap Kishore Samal (Philosophy)
	Associate	:	Dr. Susanta Kumar Biswal (Hindi)
70. Gymnasium			
	O.I.C	:	Smt. Mamatarani Sahoo (Economics)
	Associates	:	1. Ms. Puspanjali Mallik (Comp. Science)
		:	2. Smt. Padmaja Jagati (Home science)
71. Alumni Association			
	Co-ordinator	:	1. Smt. Indurekha Mohapatra (Hm. Sc.)
	Associates	:	2. Dr. Priti Pragyan Ray (Zoology)
		:	3. Smt. Padmaja Jagati (Home Science)

72. Yoga and Social Ethics

O.I.C

- : 1. Dr. Yogamaya Panda (Psychology)
2. Dr. Menakarani Sahoo (Sanskrit)

73. Extra mural Lectures

O.I.C

Associates

- : Smt. Satyashree Jagdev (Hm. Sc.)
: 1. Dr. Mousumi Pattnaik (Pol. Sc.)
: 2. Dr. Chitta Ranjan Panda (Odia)
: 3. Dr. Yogamaya Panda (Psychology)

74. Secretary, Staff Club

Associates

- : Dr. Gayatri Biswal (Hm. Sc.)
: 1. Indurekha Mohapatra (Hm. Sc.)
: 2. Dr. Gayatri Kar (Pol. Sc.)
: 3. Dr. Narendra Nath Nayak (Odia)

75. Press, Publicity and Public Relation

O.I.C

Associates

- : Dr. Jamini Ranjan Mohanty (Chemistry)
: 1. Dr. Sanjita Mishra (Odia)
: 2. Dr. Narendra Nath Nayak (Odia)

76. Health Care Centre Officers –in- charge

- : Dr. Jhumki Rath (Psychology)
: Smt. Sushree Shivani Dash (Zoology)

77. Public Examinations

- : Sri. Jiban Ballav Jena (Lib. & Inf. Science)
: Sri Krushna Chandra Swain (Pol. Sc.)

78. Equal Opportunity cell

OIC

Members

- : Smt. Satyashree Jagdev (Home Science)
: 1. Smt. Ratna Prava Prusty (Botany)
: 2. Dr. Narmada Kumari Parida (Philosophy)
: 3. Dr. Menakarani Sahoo (Sanskrit)

78. Virtual Class Room

O.I.C

- : Dr. Jamini Ranjan Mohanty (Chemistry)
: 1. Dr. Bikash Kumar Das (Psychology)
: 2. Smt. Sushree Shivani Dash (Zoology)

79. Spoken tutorial

O.I.Cs

- : Smt. Sonali Dutta (English)
: 1. Sri Bijaya Kumar Behera (Psychology)
: 2. Ms. Puspanjali Mallik (Comp. Sc.)

Principal, 22.9.20

Shailabala Women's (Auto.) College, Cuttack Memo

Memo No. 407 / Dt. 22.09.2020

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Principal, 22.9.20

Shailabala Women's (Auto.) College, Cuttack.