

No.: 568

Notice

Date: 20.07.2024

Members of staff are requested to note the curricular and co-curricular activities assigned to them for the session 2024-25. They are further requested to render their duties and responsibilities with true spirit for the betterment of the institution.

DISTRIBUTION OF CO-CURRICULAR AND EXTRA CURRICULAR ACTIVITIES AMONG THE MEMBERS OF STAFF FOR THE SESSION 2024 – 25.

- 1) Secretary, Staff Council: Mr. S K Panda, Lecturer in Economics
- 2) Academic Bursar: Mrs. S Ekka, Lecturer in Zoology
- 3) Administrative Bursar: Mr. S K Panda, Lecturer in Economics
- 4) Accounts Bursar: Sri. Ranjan Kumar Mahapatra, Lect. in Mathematics
Sri Sukant Kumar Xalxo, Lect in Economics
- 5) NAAC & IQAC Coordinator: Sri. S K Panda, Lecturer in Economics
- 6) AQAR submission to NAAC :-
IQAC Members
 - i) Ms. A Lakra, Lecturer in English
 - ii) Dr. Smrutirekha Nayak, Lecturer in Hindi
 - iii) Ms. Geeti Rekha, Lecturer in English
- 7) Prof. in charge CAPA
Accounts Bursar
Sri Sukant Kumar Xalxo, Lect in Economics
Mr. P.C. Paikra, Est. section
Ms. Sunita Maharana, Jr. Clerk
- 8) R T I Cell :
Appellate Authority
Principal, (Ex-officio)

Public Information Officer: Sri. S K Panda, Lecturer in Economics
Asst. Public Information Officer: Sri Sukant Kumar Xalxo, Lect in Economics
Sri P C Paikray, Jr. Clerk
- 9) IDP Members
Committee
Sri S K Panda, Coordinator
Sri R K Mahapatra, Accounts Bursar
Dr. S.Nayak, Deputy Coordinator
Sri. S.Xalxo, Civil Nodal Officer
Ms. Akankshya Lakra, Academic coordinator
- 10) Students Feedback System
(Both +2 and +3)
(Students satisfaction survey)
Mrs. Sarojini Ekka, Lect. in Zoology

Dr. S. Nayak Lect. In Hindi
Ms. B Soreng, Lect. in Pol. Sc.
Ms. A. Lakra, Lect. in Eng.

- 11) Tribal Museum
Dr. (Mrs.) S Kindo, Lect. in Odia
Dr. B. Puala, Lect. in Hindi
Ms. S Lakra, Lect. in History
- 12) Botanical Garden
Mrs. K Burh, Lect. in Chemistry
Mrs. R A Begum, Lect. in Botany
Mrs. K Sahoo, Lect. in Botany
Mrs. P.L Sarangi, P.E.T
- 13) Internal Complaints Committee
Mrs. S R Koley, Lect. in Education
Mrs. K Burh, Lect. in Chemistry
Mrs. R A Begum, Lecturer in Botany
Dr. (Mrs.) S Kindo, Lecturer in Odia
Mrs. Rashmita Mallick, Lect. in HSc.
- 14) Grievance Redressal Cell :
Mrs. S R Koley, Lect. in Education
Mrs. K Burh, Lect. in Chemistry
Mrs. R A Begum, Lect. in Botany
Dr. S. Nayak, Lect. in Hindi
- 15) Advisor, Students' Union:
Associate Advisors:
Sri S. K. Panda, Lect. in Economics
Mr. R K Mahapatra, Lect. in Maths
Mrs. S Ekka, Lect. in Zoology
Sri. Sukant Kumar Xalxo, Lecturer in Economics
- 16) Advisor, Cultural Association:
Associate Advisors:
Mrs. S. R. Koley, Lect. in Education.
Mrs. K Burh, Lect. in Chem.
Dr. (Mrs.) Sarita Kindo, Lecturer in Odia
Ms. Bikashlota Soreng, Lecturer in Political Science
Dr. Smrutirekha Nayak, Lecturer in Hindi
Ms. Sasmita Dandasena, Lect. in HSc.
Mrs. P L Sarangi, P E T
- 17) Election Commission:
Sri. S K Panda, Lect. in Economics
Mrs. S Ekka, Lecturer in Zoology
Mr. Sachim Minj, Lect. in History
Mrs. R A Begum, Lecturer in Botany
- 18) Vice-President, Dramatic Society:
Associate Vice - Presidents:
Mrs. S. R. Koley, Lect. in Education.
Mrs. R A Begum, Lect. in Botany.
Ms. Rajani Oram, Lecturer in Odia
Ms. Akanksha Lakra, Lecturer in English
Mr. Pratap Bagh, Lecturer in Education
Mr. Anil Ku. Satapathy, Lecturer in Commerce
Mrs. Kalyani Sahoo, Lecturer in Botany
Ms. Sarita Biswal, Dem in Zoology

19) Vice-President, Athletic Association

Associate Vice-Presidents:

Dr. B Puala, Lecturer in Hindi
Mr. Sachim minz, Lect. in His
Ms. Rajani Oram, Lecturer in Odia
Ms. B. Soreng, Lect.in pse
Mr. Phuljem Toppo, lecturer in Pol. Sc.
Mr. Anil Satpathy, Lecturer in Commerce
Mrs. Kalyani Sahoo, Lecturer in Botany
Mrs. P L Sarangi, P E T

20) Vice-President, Science Society

Associate Vice Presidents:

Mrs. S. Ekka, Lect. in Zoology.
Mrs. R A Begum, Lecturer in Botany
Mr. Bisweswar Pradhan, Lecturer in Physics
Ms. Anamika Mahapatra, Demo/Physics
Ms. Sarita Biswal, Demo/Zoology
Ms. Manjusa Pradhan, Lecturer in Maths

21) Vice-President

Humanities Association

Associate Vice-Presidents:

Dr. (Mrs.) Sarita Kindo, Lecturer in Odia
Dr. Susil Ku. Nag, Lecturer in Odia
Ms. Hemakanti Meher, Lecturer in Eco.
Mrs. Neha Singh, Lect. in Commerce

22) Vice-President:

Sahitya Sansad

Associate Vice-Presidents:

Dr. (Mrs.) Sarita Kindo, Lecturer in Odia
Dr. Bhusan Pual, Lecturer in Hindi
Dr. Sushil Nag, Lect. in Odia
Ms. Geeti Rekha, Lecturer in English

23) Prof.-in-Charge of

Admission: (Higher Secondary Stream)

Mrs. S. Ekka, Lect. in Zoology.
Mr. S K Xalxo, Lect. in Economics

TEAM MEMBERS

- Mrs. Shibani. Panda, D.E.O
- Mrs. K Burh, Lect. in Chemistry
Mr. Sachim Minj, Lect. in History
Mr. Anil Satapathy, Lect. in Commerce
Mrs. Anamika Mahapatra, Dem/Phy

Prof.-in-Charge of

Admission: (Degree Stream)

- Sri. S K Panda, Lect. in Economics
Ms. A Lakra, Lecturer in English

TEAM MEMBERS -

Ms. Kabita Singh, DEO

Dr. S. Nayak, Lect. in Hindi
Ms. Geeti Rekha, Lecturer in English
Ms. Sasmita Dandasena, Lect. in HSc
Mrs. Namita Sah, Lect.in Chem.
Mrs. Neha Singh, Lect. in Com.
Mrs. Kalyani Sahoo, Lect. in Botany
Ms. Sarita Biswal, Demo/Zoology

24) Profs. in charge of Self Defence
Committee - Coordinators

Mr. Pratap Bagh, Lecturer in Education
Mr. Phuljem Toppo, Lecturer in PSc
Ms. Sasmita Dandasena, Lecturer in HSc
Ms. Hemakanti Meher, Lecturer in Economics
Mr. Anil Satapathy, Lecturer in Commerce
Mrs. P.L. Sarangi, PET

25) NSS PO, YRC COUNSELOR, PET

Ms. A Lakra, Lecturer in English (NSS - +2)
Ms. Geeti Rekha, Lecturer in English (NSS - +3)
Mrs. P.L. Sarangi, PET

26) In charges of All Degree Examination:
Committee

Sri. S K Panda, Lect. in Economics
Ms. A Lakra, Lect. in English
Mrs. P Santha, Jr. Clerk
Mrs. Kavita Singh, DEO

27) Profs in charge of All +2 Examination: Mrs. S Ekka, Lect. in Zoology
: Mr. S K Xalxo, Lect. in Economics

28) Affiliation / Concurrence &
Recognition

: Mr. S K Panda, Lect. in Economics
Sri S K Xalxo, Lect. in Economics
Mrs. P Santha, Jr. Clerk

29) Information Technology
(I T Education,
e-Governance, e-Admission,
e-Form fill up etc.)

Mr. R K Mahapatra, Lect. in Maths
Dr. (Mrs.) S Nayak, Lecturer in Hindi
Ms. Akanksha Lakra, Lecturer in English
Mr. Sachim Minj, Lecturer in History

30) Stake holders Association
(Parents, students, staff & Alumni)

Mrs. R.A. Begum, Lect. in Botany
Dr (Mrs.) Sarita Kindo, Lecturer in Odia
Dr. (Mrs.) S Nayak, Lecturer in Hindi
Ms. Akanksha Lakra, Lecturer in English

31) Profs in charge of Library:
& Book Bank

Dr (Mrs.) Sarita Kindo, Lecturer in Odia
Ms. R Oram, Lecturer in Odia
Ms. Geeti Rekha, Lect. in English
Mrs. Neha Singh, Lect. in Commerce

32) Profs in charge of Social Functions:

(Ganesh Puja & Saraswati Puja)

Ms. Geeti rekha, Lect. in Eng.
Ms. Sasmita Dandasena, Lect. in HSc
Mrs. Neha Singh, Lect. in Commerce
Ms. S. Biswal, Dem/zool

(Republic Day & Independence Day)

Mr. Sachin Minz, Lect. in Hist
Dr. B.Puala, Lect. in Hindi

33) Editorial Board

College Magazine

: Dr. (Mrs.) Sarita Kindo, Lecturer in Odia
: Ms. Akanksha Lakra, Lecturer in English
: Dr. Smruti Rekha Nayak, Lect. in Hindi

34) Editorial Board

Wall Magazine :

Dr. (Mrs.) Sarita Kindo, Lecturer in Odia
Ms. Akanksha Lakra, Lecturer in English
Dr. Bhusana Puala, Lect. in Hindi

35) Editorial Board

College Calendar:

Mrs. K Burh, Lecturer in Chemistry
Dr. (Mrs.) Sarita Kindo, Lecturer in Odia
Ms. Akanksha Lakra, Lecturer in English
Dr. Bhusana Puala, Lect. in Hindi

Profs in charge of

(Academic Calendar)

:

Mrs. S Ekka, Lecturer in Zoology
Dr. Smrutirekha Nayak, Lecturer in Hindi
Ms. Akanksha Lakra, Lecturer in English

36) Profs in charge of UGC:

Sri. R.K. Mahapatra, Lect. in Maths
Sri. S. Xalxo, Lect. in Economics

37) Financial Aid

Committee (SSG):

Administrative Bursar
Academic Bursar
Accounts Bursar

38) Budget Committee:

Administrative Bursar
Accounts Bursar

39) Prof. In Charge

Girls' Common Room:

Mrs. R A Begum, Lecturer in Botany
Ms. Geeti Rekha, Lect. in Eng
Mrs. Rashmita Mallick, Lect. in HSc.
Mrs. Namita Sah, Lecturer in Chemistry

40) Prof. In Charge

Staff Common Room:

Mrs. B Soreng, Lect. in PSc
Mrs. Rashmita Mallick, Lect. in HSc.
Mrs. Neha Singh, Lect. in Commerce

- 41) Prof. In Charge of Public Relations and news paper publication: Dr. (Mrs.) Sarita Kindo, Lecturer in Odia
Dr. Sushil Nag, Lect. in Odia
Dr. S Nayak, Lect. in Hindi
Ms. A Lakra, Lect. in English
- 42) Prof. In Charge of Income Tax & Form 16 : Sri R. K. Mahapatra, Lect. in Mathematics
Sri. S K Xalxo, Lecturer in Economics
Sri P C Paikray, Accountant
Mrs. P Santha, Jr. Clerk-cum-Comp. Asst.
- 43) Prof. In Charge of issue of CLC Mark Sheet etc: (+2) : Mrs. S.Ekka Lect. in Zoology
(+3) : Ms. A Lakra, Lecturer in English
- 44) Discipline Committee: Mr. S K Panda, Lect. in Economics
Mrs. S Ekka, Lect. in Zoology
Ms. Bikashlota Soreng, Lect. in Psc.
Mrs. R A Begum, Lect. in Botany
- 45) Prof. In Charge of Scholarship P.M. Scholarship, Stipend etc: Dr. B. Puala, Lect.in Hindi
Mr. Sachim Minj, Lecturer in History
Mrs. Kabita Singh, DEO
Mrs. S Panda, DEO
- 46) Prof. In Charge of maintenance College & Hostel campus: Mrs. R A Begum, Supdt.
Ms. Muskan Sahoo, Lect. in Zool.
Mrs. Kalyani Sahoo, Lect. in Botany
Ms. Reshma Dungdung, Jr. Librarian
- (Plantation & Beautification) All NSS Officers, NCC Officer-in-charge, Red Cross Counselor
- 47) Prof. In Charge of Time Table: Dr. S.Nayak, Lect. in Hindi
Sri S. Xalxo, Lect. in Economics
Ms. R Oram, Lect. in Odia
- 48) YRC. Counselor: (Degree) Dr. B. Puala, lect. in Hindi
Mr.P. Toppo, Lect. in Polsc
- 49) N. S. S. P O: (Degree) Ms. Geeti Rekha, Lecturer in English
Ms. Sasmita Dandsena, Lect. in Hsc

50) N. S. S. P O: (Higher Secondary) Ms. A Lakra, Lecturer in English
Ms. Hemakanti meher, Lect. in Eco

50 (1) Prof. in Charge Rovers and Rangers 1 Dr. B. Puala, Lect. in Hindi
2. Lt. Sushmita Toppo, Jr. Librarian/ NCC CTO

51) Prof. In Charge of Furniture: Mr. Sachim Minj, Lect. in History
Dr. Susil Ku. Nag, , Lect. in Odia
Sri. Phuljem Toppo, Lect. in Pol. Sc.

52) Prof. In Charge of Electricity and Water Supply: Mrs. S.R. Koley, Lect. In Edn
Mrs. R A Begum, Lect. in Botany
Ms. Muskan Sahoo, Lecturer in Zoology

53) Purchase Committee: Mr. S K Panda, Lect. in Economics
Mrs. S R Koley, Lect. in Education
Mrs. K Burh, Lect. in Chemistry
Mrs. S Ekka, Lecturer in Zoology
Sri. R K Mahapatra, Lect. in Maths (Accounts Bursar)
Dr. (Mrs.) S Kindo, Lect. in Odia

54) Construction Committee: Mr. S K Panda, Lect. in Economics
Mrs. K Burh, Lect. in Chemistry
Sri. R K Mahapatra, Lect. in Maths (Accounts Bursar)
Mr. S Xalxo, Lect. in Economics
Mr. Sachim Minj, Lecturer in History

55) Prof. In Charge of Project Works/ Seminar : Dr. (Mrs.) S Nayak, Lect. in Hindi
Sri S. Xalxo, Lect. in Economics
Ms. A Lakra, Lect. in English
Mr. Pratap Bagh, Lect. in Education

56) Prof. In Charge of Opening of New Stream / Subject / Hons. & Increase of seats etc Sri. S K Panda, Lect. in Economics (Administrative Bursar)
Mrs. S Ekka, Lecturer in Zoology (Academic Bursar)
Sri R. K. Mahapatra, Lect in Mathematics (Accounts Bursar)

57) Prof. In Charge of Maintenance of Computer and Electronic Equipment: Sri R. K. Mahapatra, Lecturer in Mathematics
Sri. Sachim Minj, Lecturer in History
Mrs. Kabita Singh, DEO
Mrs. S Panda, DEO

- 58) Officer in charge of NCC: Mrs. Sushmita Toppo, Jr. Librarian
- 59) Prof. In Charge of Career Counseling: Dr. S .Nayak , Lect. in Hindi
Ms. Geeti Rekha, Lect. in Eng
Ms. Muskan Sahoo, Lect. in Zoology
- 60) Residence Committee for Hostel: Mrs. K Burh, Lect. in Chemistry
Mrs. S Ekka, Lect. in Zoology
Hostel Superintendent.
Deputy Hostel Superintendent/Asst. Hostel Suprds.
Administrative Bursar
Accounts Bursar
- 61) Hostel Superintendent: Dr .Smruti rekha Nayak, Lect. in hindi
Mrs. Rashmita Mallick, Lect. in Home science
Asst. Hostel Superintendents: Ms. Reshma Dungdung, Lect. in Jr. Librarian
- 62) Officer in Charge of Yoga & Gymnasium: Sri S. Xalxo, Lect. in economics
Dr. B. Puala, Lect. in Hindi
Mr. Anil Satapathy, Lecturer in Commerce
Mrs. P. L. Sarangi. P.E.T.
- 63) Tabulation Coordinator: Mrs. R A Begum, Lect. in Botany
Tabulators
+2 Streams : Mrs. Bikashlota Soreng, Lecturer in Political Science
Ms. Rajani Oram, Lecturer in Odia
Ms. Sasmita Dandasena, Lecturer in HSc
Mrs. Namita Sah, Lecturer in Chemistry
Mrs. Neha Singh, Lecturer in Commerce
Ms. S. Biswal, Demo/Zool
- 64) Profs-in-charge of (Degree Stream) Academic Bursar, Mrs. S. Ekka
Students' Attendance : 1. Dr. (Mrs.) Sarita Kindo, Lecturer in Odia
2. Dr. Susil Ku. Nag, Lecturer in Odia
(Higher Secondary Stream) Academic Bursar, Mrs. S. Ekka
1. Mrs. B Soreng, Lecturer in PSc
2. Ms. Rajani Oram, Lecturer in Odia
- 65) Profs-in-charge of (Degree Stream)
Question Bank: 1. Ms. R Oram, Lecturer in Odia
2. Dr. B. Puala, Lect. in Hindi
(Higher Secondary Stream)
1. Dr. (Mrs) S R Nayak, Lecturer in Hindi
2. Ms. B Soreng, Lecturer in PSc
3. Ms. Geeti rekha, Lect. in English

- 66) Social Media
1. Mrs. Neha Singh, Lecturer in Commerce
 2. Ms. Muskan Sahoo, Lecturer in Zoology
 3. Mrs. A Mahapatra, Demo/Phy.
- 67) Cleanliness Committee
1. Mrs. R A Begum, Lect. in Botany
 2. Mrs. Kalyani Sahoo, Lect. in Botany
 3. Mr. Phuljem Toppo, Lect. in PSc.
 4. Ms. Sasmita Dandasena, Lect. in HSc.
 5. Ms. Hemakanti Meher, Lect. in Eco.
- 68) Anti-ragging Cell
1. Dr. (Mrs.) Sasmita Lenka, Chairperson
 2. Mrs. K Burh, Lect. in Chem
 3. Mrs. S Ekka, Lect. in Zool.
 4. Dr. S Nayak, Lect. in Hindi
- 69) Suggestion / Complain Box Committee
1. Dr. (Mrs.) Sasmita Lenka, Chairperson
 2. Mrs. K Burh, Lect. in Chem
 3. Mrs. S Ekka, Lect. in Zool.
 4. Dr. S Nayak, Lect. in Hindi
 5. Ms. R Oram, Lect. in Odia
 6. Ms. B Soreng, Lect. in PSc
- 70) Placement Committee
1. Dr. (Mrs.) Sasmita Lenka, Chairperson
 2. Mr. S K Panda, Lect. in Eco.
 3. Dr. S Nayak, Lect. in Hindi
 4. Mrs. Rashmita Mallik, Lect. in HSc
- 71) Quality Management System (QMS)
1. Mr. S K Panda, IQAC Coordinator
 2. Mr. R K Mahapatra, Lect. in Maths, Member
 3. Mr. S K Xalxo, Lect. in Economics
 4. Dr. S R Nayak, Lecturer in Hindi, Member
 5. Ms. A Lakra, Lect. in English, Member
- 72) Environment Management system (EMS) Committee
1. Mrs. K Burh, Lect. in Chem.
 2. Mrs. Sarojini Ekka, Lect. in Zoology
 3. Mrs. R A Begum, Lect. in Botany
 4. Ms. Muskan Sahoo, Lect. in Zool
 5. Mrs. K Sahoo, Lect. in Botany
- 73) Energy Management System (EnMS) Committee
1. Ms. R Mallik, Lect. in HSc
 2. Mrs. Namita Sah, Lect. in Chem.
 3. Ms. A Mahapatra, Demo/ Phy.
 4. Ms. Sarita Biswal, Demo/Zool.

74) Canteen Committee

1. Administrative Bursar
2. Academic Bursar
3. Accounts Bursar

75) Seminar Committee

- 1 Mrs. Sarojini Ekka
2. Dr. Smruti rekha Nayak, Lect. in Hindi
3. Mr. Phuljems Toppo, Lect. in Psc
4. Mr. Anil Satpathy, Lect. in Commerce

76) Research & Development wing

1. Dr. Smruti rekha Nayak, Lect. in Hindi
2. Dr. Sushil Nag, lect. in odia
3. Dr. Sarita Kindo, lect. in Odia
4. Dr. Bhusan Pual, Lect. in Hindi

N.B: The principal is the ex officio Chairperson of all committee.

Principal
Sarbatidevi Women's College
Sarbatidevi Women's College
Rajgangpur, -770017

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20.07.24