

**OFFICE OF THE PRINCIPAL, S.G. WOMEN'S COLLEGE**  
**SECTOR-2, ROURKELA-6**

No 1004/16Dt \_\_\_\_\_ 25/07/2016 \_\_\_\_\_

**OFFICE ORDER**

The following OES Officers ~~and non~~ –gazetted employees have been assigned with the responsibility as mentioned against their names for the academic session 2016-17 ( w.e.f ) 25.07.2016. This order supercedes all other in this regard.

**Not in order seniority**

1.	Secretary staff Council	Smt A. Nanda ( Eng)
2.	Administrative Bursar	Dr. ( Smt) D. Kaur ( Edn)
3.	Accounts Bursar	Dr. (Smt) S. Patnaik ( Eco)
4.	Academic Bursar	Dr(Smt) A. Chakraborty (Hindi) Dr.( Smt) R.L. Mishra ( Mth)
5.	Students Union Advisor Associate Advisors	Dr ( Smt) D. Kaur ( Edn) Smt. S.Das ( Hist) Dr(Smt) A. Chakaborty. ( Hin) Sri. S.K. Nayak (Dem, Phy) Smt. S. Badapanda ( Dem. Chem)
6.	Legal Bursar	Dr ( Smt) K. Pati ( Hindi)
7.	Drama Society Vice President Associate	Smt. K. Banerjee ( Pol. Sc) Dr. S.K. Hati (Odia) Smt. B.Bhitria ( Hist) Smt. P. Patra (Dem. Zool)
8.	Athletic Club Vice President Associate Vice Presidents	Dr ( Smt) M . Mishra ( Psy) Sri. S.A. Raja ( Bot) Dr. Ashok Kumar ( Psy) Smt. S. Badapanda ( Dem Chem. )
9.	Vigyan Parishad Vice President Associate vice presidents	Dr( Smt) S. Panda (Chem) Smt.S. Pani ( Zool) Dr.(Smt)A. Mahanta ( Phy) Smt.P. Patra (Dem Zoo)
10.	Kala Parishad Vice President Associate vice presidents	Smt. A. Pati ( Hsc) Smt. A. Khan ( Dem. Hsc)
11.	Day Scholars Association Vice President Associate Vice Presidents	Smt. A. Pati ( Hsc) Smt. K. Banerjee ( Pol Sc) Smt. B. Bhitria ( Hist)
12.	Officer in charge of Red- Cross and students safety Insurance	Dr. ( Smt) R.L. Mishra ( Math) Smt. S. Padhi ( Dem Zool)
13.	Officers in charge of NSS	Smt.B. L.Patra ( Odia) Dr (Smt) P. Pattnaik ( Eng)

14.	Officers in charge of Ranger	Smt.B. Bhitria ( Hist) Smt. P. Patra ( Dem Zool)
15.	Officers in charge of Girls Common Room	Dr(Smt) M Panda ( Hsc) Smt. S. Padhi ( Dem Zool)
16.	Officers in charge of college Library and Reading Room	Smt. A. Nanda ( Eng) Dr. B.K. Sahu ( Edn) Dr ( Smt) A. Chakraborty ( Hin) Sri. S.K. Hati ( Odia) Dr(Smt) P.Pattnaik ( Eng) Smt.A. Khan ( Dem Hsc )
17.	College Development Committee	Dr. (Smt).D. Kaur ( Edn) Smt. A Nanda ( Eng) Sri. B.K. Sahu ( Edn) Dr(Smt) K. Pati ( Hindi) Smt. K. Banerjee ( Pol Sc) Smt.A. Pati ( Hsc) Smt. S. Misra ( Hsc) Dr. ( Smt) S. Patnaik ( Eco)
18.	NAAC	Smt. A. Nanda ( Eng) Co –ordinator Smt.S. Misra (Hsc) Smt. S.Pani ( Zool)
19.	UGC	Dr(Smt) S.Panda ( Chem) Sri. S. A. Raja ( Bot)
20.	Co ordinator, RUSA	Smt. S.Misra (Hsc),
21.	IQA CELL	Smt. A. Pati ( Hsc) Smt. K. Banerjee ( Pol.Sc) Smt. S. Pani ( Chem)
22.	Purchase Committee	All Bursars & Concerned HODs
23.	Post Purchase & Pre Payment Committee	Dr. B.K. Sahu (Edn) Dr(Smt) S. Patnaik ( Eco)
24.	Exam Cell	Dr (Smt) S. Panda ( Chem) Smt. S. Pani ( Chem) Smt. B.L. Patra ( Odia) Smt.A.Khan ( Dem, Hsc)
25.	Chief Tabulator Tabulators 1 <sup>st</sup> year Arts 2 <sup>nd</sup> year Arts 3 <sup>rd</sup> year Arts 1 <sup>st</sup> year Science 2 <sup>nd</sup> year Science 3 <sup>rd</sup> year Science	Smt. B.L. Patra ( Odia)  Smt. A. Khan ( Dem. Hsc) Smt. S. Badapanda ( De. Chem) Smt. P. Patra ( Dem. Zool) Sri. S.K. Nayak ( Dem. Phy) Smt. S. Padhi ( Dem. Zool) Dr. A. Kumar ( Psy)
26.	Officers in charge of College Magazine	Smt. A. Nanda ( Eng) Dr. (Smt) A.Chakraborty ( Hindi) Dr. S.K. Hati ( Odia)

27.	Officers in charge of College Calendar	Smt. S. Pani ( Chem)
28.	Scholarship	Sri. S.A.Raza (Bot)
29.	Officers in charge of Furniture	Dr. (Smt) R.L. Mishra ( Math) Smt. M. Behera ( Eco) Dr. A. Kumar ( Psy)
30.	Officers in charge of Placement Cell	Dr(Smt) M. Panda ( Hsc) Dr ( Smt) A. Mahanta ( Phy)
31.	College Discipline Committee	Administrative Bursar Academic Bursar Dr. B.K. Sahu ( Edn) Dr( Smt) S. Panda ( Che) Dr. S.K. Hati ( Odia) Smt. S. Padhi ( Dem. Zool)
32.	Staff +Student Grievance Cell	Dr. ( Smt) D. Kaur ( Edn) Smt. A. Nanda ( Eng) Smt.K.Banerjee ( Pol Sc)
33.	Anti- ragging & Sexual harassment Cell	Dr. ( Smt) D. kaur ( Edn) Smt. A. Pati ( Hsc) Smt. S. Das ( Hist)
34.	College Website	Dr. S.K. Hati ( Odia) Dr. A. Kumar ( Psy) DEO
35.	RTI Cell	Smt. D. Kaur ( Edn)-1 <sup>st</sup> Appellate Authority Smt. A. Nanda ( Eng) – ( PIO) Dr.( Smt) S. Patnaik ( Eco) –( APIO)
36.	SAMS	Smt. S. Das ( Hist)
37.	Admission Committee	Dr ( Smt) D. Kaur ( Edn) Smt. A. Nanda ( Eng) Smt. K. Banerjee ( Psc)
38.	Officer – in – charge, e – Admission	Smt. S. Das ( Hist) Dr( Smt) M.Mishra ( Psy) Smt. S. Pani ( Chem)
39.	Officer in charge – Administration	Dr( Smt) M. Panda ( Hsc) Smt. A. Khan ( Dem Hsc)
40.	Planning Board	Administrative Bursar Accounts Bursar OIC, UGC
41.	Quarter Allotment	Dr. (Smt) M. Mishra ( Psy) Smt. S. Pani ( Chem)
42.	Proctorial	Smt. M. Behera ( Eco) Dr.(Smt) A. Mahanta. ( Phy)

43.	Building Maintenance & Campus beautification	Dr. ( Smt) S. Panda ( Chem) Dr ( Smt) M. Panda ( Hsc) Dr. (Smt) M. Mishra ( Hsc) Dr. S.K. Hati ( Odia) Smt. B. Bhitria ( Hist)
44.	Officers in charge of Canteen & Cycle stand	Smt. M. Behera ( Eco) Dr(Smt) P.Pattnaik ( Eng)
45.	Officer – in – charge Gym	Smt. S. Misra ( Hsc) Smt. S.Badapanda ( Dem, Chem)
46.	S.S.G	Smt. S. Pani ( Zool) Sri. S.K. Nayak ( Dem Phy)
47.	Officer in charge of SC, ST, Cell	Smt. B.L. Patra ( Odia) Smt. B. Bhitria ( Hist)
48.	Public Relation Officer & Media Management	Dr. S.K. Hati ( Odia)
49.	Officer- in – charge College Time-Table	Smt.S. Pani ( Chem) Smt. M. Behera ( Eco)
50.	Extramural Lecturer/ Seminar & out reach programmes	Dr. ( Smt) P. Pattnaik ( Eng) Dr. S. K. Hati ( Odia) Dr ( Smt) A. Mahanta ( Phy)
51.	Alumni Association	Dr( Smt) K. Pati ( Hin) Dr(Smt) A. Chakraborty ( Hin) Dr (Smt) P. Pattnaik ( Eng) Smt. S. Padhi – (Dem, Zool)
52.	Language Communication Laboratory ( OIC)	Dr( Smt) K. Pati ( Hin) Dr (Smt) A. Mahanta ( Phy)
53.	Staff Common Room ( Teachers)	Smt. B.L. Patra ( Odia)
54.	Research Committee	Dr. B.K. Sahu, ( Edn)
55.	Sanitation ( Service & utility)	Administrative Bursars Dr( Smt) P.Pattnaik ( Eng)

The undersigned may assign any other activities to any officer as and when necessary. In case of any policy decision those officers alone may consult the undersigned for clarification.

Principal  
Principal

S. G. Womens College  
Sector-2, Rourkela-6

Memo No

1504/16

Dt

25/07/16

Copy to Officers Concerned/ SCR Guard File/HC/ Administrative Bursar/ Principal File/Library/ All Heads of the Departments for information & necessary action.

Principal  
Principal

S. G. Womens College  
Sector-2, Rourkela-6