



**OFFICE OF THE PRINCIPAL, S.M.GOV'T.WOMEN'S COLLEGE PHULBANI,
DIST- KANDHAMAL, PIN-762001**

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No: 1740 / SMGWC/ 25 // Date: 16 / 08 / 2025

OFFICE ORDER

The teaching and non-teaching members of the staff of this college have been assigned extra -curricular activities as mentioned below for the Academic-Session 2025-26 with effect from 16.08.2025.

SL. No.	Name of the Activities.		Name of the Officers / Staff / Student
1.	Secretary Staff Council		Sri Dhananjaya Pradhan
2.	Administrative Bursar		Sri Suresh Chandra Behera
3.	Accounts Bursar		Sri Kusha Nayak.
4.	Academic Bursar		Dr Tanushree Pradhan
5.	PG e-Admission		Sri Suresh Chandra Behera & Sri Amarnath Kanhar
	+3 e-Admission		Sri Dhananjaya Pradhan & Sri Amarnath Kanhar
6.	University & College Examination (+3& PG)		Dr Debasmita Sahoo. Ms Jasoda Jena Ms Babita Behera Sri Nares Kumar Behera
7	'NAAC'	Coordinator	Sri Kusha Nayak
		Supporting Staff	Sri Nares Kumar Behera Sri Amarnath Kanhar Sri Krutisundar Samal
10.	+3 PMS		Dr Tapaswini Gouda Ms Babita Behera
13.	Time-Table(+3 and PG)		Dr Debasmita Sahoo. Dr Tanushree Pradhan
15.	SAMS LAB		Sri Dhananjaya Pradhan
17.	NSS Programme Officer		Dr Tapaswini Gouda
18.	Counselor Youth Red Cross		Ms Jasoda Jena
19.	Ama Gaurav Ama College Coordinator		Dr Debasmita Sahoo
21.	RTI CELL		
	Appellate Authority		Principal
	PIO		Dr Tanushree Pradhan
	APIO		Sri Nares Kumar Behera
22.	Wall Magazine		Dr Debasmita Sahoo.
23.	College Library		Sri Kusha Nayak Dr Debasmita Sahoo. Dr Tanushree Pradhan
24.	E-Library		Sri Nares Kumar Behera
25.	Nodal Officer AISHE		Sri Suresh Chandra Behera
26.	Coordinator Self Defence Training for Girls		Dr Tapaswini Gouda
27.	U.G.C.		Dr Debasmita Sahoo
28.	Shaktishree Sanjojika		Dr Tapaswini Gouda
29.	IDP Coordinator		Dr Tanushree Pradhan.

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30	Purchase Committee	Ex-Officio Chairperson	Principal
		Members	Sri Suresh Chandra Behera Sri Kusha Nayak.(Convener) Dr Debasmita Sahoo. Sri Dhananjaya Pradhan. Dr Tanushree Pradhan.
31	Development Committee	Ex-Officio Chairperson	Principal
		Members	Sri Kusha Nayak. Sri Suresh Chandra Behera. Dr Debasmita Sahoo. Sri Dhananjaya Pradhan Dr Tanushree Pradhan Esharani Behera ODIA24-001 Bijayani Champati, POLI25-007
32	National Day Celebration		Sri Dhananjaya Pradhan Dr Tapaswini Gouda Sri Amarnath Kanhar
33	Garden & Campus Beautification		Dr Debasmita Sahoo. Sri Dhananjaya Pradhan Dr Tapaswini Gouda Ms Jasoda Jena Sinu Nayak BA24-055 Sasmita Digal BA24-310 Sunita Behera BA24-039 Rupashree Behera BA23-032
34	Anti Ragging Cell		Sri Suresh Chandra Behera Dr Debasmita Sahoo Dr Tanushree Pradhan Dr Tapaswini Gouda Ms Jasoda Jena Tejaswini Khadanga, POLI24-025 Ankita Pradhan, ECON24-010 Sushree Madhusmita Panda, HIST25-012
35	Assembly Question		Sri Suresh Chandra Behera. Sri Amarnath Kanhar.
36	Grievance Redressal Cell	Chairperson	Principal
		Members	Sri Kusha Nayak Sri Suresh Chandra Behera. Dr Tanushree Pradhan Ms Jasoda Jena Punam Panigrahi, ECON24-002 Mohini Kanhar, ANTH24-003 Suhana Bhukta ,HOME24-001
37	Discipline Committee		Dr Tapaswini Gouda Jasoda Jena Nirjhara Digal ,BA23-324 Jinarani Sahoo,BA23-319 Sugyani Behera, POLI24-004 Sweety Supriya Dehuri, POLI24-021

38	College Canteen Committee		Dr Debasmita Sahoo Sri Dhananjay Pradhan Dr Tapaswini Gouda Ms Jasoda Jena Shibani Behera-BA23-002 Swati Supriya Sahu, POLI24-016 Ribika Digal, ODIA24-00 Santasingdha Badasetth, ODIA25-002
39.	Common Room		Sri Kusha Nayak
40	Athletics		Ms Jasoda Jena
44.	Dramatics		Dr Tapaswini Gouda
42	DSA		Dr Tapaswini Gouda
43.	Bio-Metric Attendance		Sri Kusha Nayak
44	Residential Committee	Chairperson	Principal
		Members	Sri Kusha Nayak Dr Debasmita Sahoo Sri Dhananjaya Pradhan Dr Tapaswini Gouda Ipsita Satapathy, ODIA24-015
45	Equal Opportunity Cell	Members	Sri Kusha Nayak Sri Suresh Chandra Behera Sri Dhananjaya Pradhan Dr Tanushree Pradhan Nandini Pradhan, ODIA25-006 Panchami Nayak-BA23-020 Manisha Mahakul -BA23-001 Rubina Bagarty -HIST24-026

Memo No. 1741 // Date 16 / 08 / 2025

Copy to Guard file /Accounts Bursar / Circulation for information and necessary action.

7. Singh 16/8/2025
Principal
S.M. Govt. Women's College
Phulbani

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