

GOVERNMENT WOMEN'S COLLEGE, SUNDARGARH
Distribution of Co-curricular activities (+3) for the session 2018-19

Office Order No. 629 //Dated the. 20-06-2018

<u>Sl.No.</u>	<u>Co-Curricular Activities</u>	<u>Name of the Officer</u>
1	Staff Council, Secretary	Smt.S.Misra, Associate Prof; H.Sc
2	Administrative Bursar	Smt.S.Misra, Associate Prof; H.Sc
3.	Academic Bursar	Smt.S.Hasda, Assistant Prof; Eng
4	Account Bursar	Sri.S.K.Patel, Assistant Prof; Edn
5	College Union Advisor Asso. Advisor	Smt.S.Misra, Associate Prof; H.Sc Sri.S.K.Patel, Assistant Prof; Edn
6	Athletic Association Vice-President Asso.Vice-President	Smt.S.Shasini, Lect. in History Sri.A.K.Sahoo, Lect. in Zoology
7	Dramatic Association V.P. A.V.P.	Smt.S.Hasda, Assistant Prof; Eng Dr. Bhanupriya , Lect. in Chemistry
8	Day-Scholar Association V.P. A.V.P.	Smt.S.Hasda, Assistant Prof; Eng Sri.A.K.Sahoo, Lect. in Zoology
9	Social Service Guild V.P.	Sri.S.Bariha, Assistant Prof; Odia
10	Bharat Scout & Guide/Rovers Rangers	Smt.S.Shasini, Lect. in History
11	Youth Red Cross Society	Smt.S.Shasini, Lect. in History
12	Girls' Common Room V.P.	Dr. Bhanupriya , Lect. in Chemistry
13	Proctorial Grouping & Implementation	Sri.S.Bariha, Assistant Prof; Odia
14	College Library	Smt.S.Shasini, Lect. in History Dr. Bhanupriya , Lect. in Chemistry
15	College Time Table	Sri.A.K.Sahoo, Lect. in Zoology
16	Issue of CLC/Conduct Certificate etc.	Smt.S.Hasda, Assistant Prof; Eng Sri.S.K.Patel, Assistant Prof; Edn

17	College Calendar Editorial Board	Sri.S.Bariha, Assistant Prof; Odia Sri.S.K.Patel, Assistant Prof; Education
18	College Magazine Editorial Board	-do-
19	U.G.C. Affairs	Smt.S.Misra, Associate Prof; H.Sc
20	Examination Cell	Sri.S.K.Patel, Assistant Prof; Edn (OIC) Smt.S.Shasini, Lect. in History (Asst.)
21	College Furniture/College land/Building/ GED/PHD & Infrastructural Development	Sri.S.K.Patel, Assistant Prof; Edn Smt.S.Hasda, Assistant Prof; Eng
22	Student Attendance	Academic Bursar (Smt.S.Hasda, Assistant Prof; Eng)
23	College Annual Report Writing	Smt.S.Hasda, Assistant Prof; Eng
24	Literary Society	Sri.S.Bariha, Assistant Prof; Odia
25	Teachers' Welfare & Student Aid Fund	Smt.S.Hasda, Assistant Prof; Eng
26	Student Alumni	Smt.S.Misra, Associate Prof; H.Sc Sri.A.K.Sahoo, Lect. in Zoology
27	Computer Education/OIC Computer Cell	Sri.S.K.Patel, Assistant Prof; Edn
28	College Data Collection, Processing & Information Cell	Sri.S.K.Patel, Assistant Prof; Edn Sri.A.K.Sahoo, Lect. in Zoology
29	P.M.S. & Other Scholarship	Smt.S.Hasda, Assistant Prof; Eng Dr. Bhanupriya , Lect. in Chemistry
30	N.C.C.	
31	Tapaswini TRW Hostel Govt. Women's College SNG	Smt.S.Hasda, Assistant Prof; Eng(Suptd)
32	Public Information Officer (PIO)	Sri.A.K.Sahoo, Lect. in Zoology
33	Development Committee	All Bursars


34	Remedial Coaching Cell	Dr. Bhanupriya , Lect. in Chemistry
35	Teachers' Seminar/Workshop/Refresher Course/Orientation Programme & Teachers' Research Project/Innovation Programme	Smt.S.Shasini, Lect. in History
36	Internal Quality Assurance Cell	Smt.S.Misra, Associate Prof; H.Sc Sri.A.K.Sahoo, Lect. in Zoology
37	Student Grievance Redressal Cell	Sri.S.K.Patel, Assistant Prof; Edn Dr. Bhanupriya , Lect. in Chemistry
38	Student Career Guidance & Counseling Cell	Smt.S.Misra, Associate Prof; H.Sc Sri.A.K.Sahoo, Lect. in Zoology
39	Admission Committee	Admission,I/C . Sri.A.K.Sahoo, Lect. in Zoology
40	Purchase Committee	Administrative Bursar Account Bursar (Convener) HODs (Science Dept.) & H.Sc
41	Disciplinary Committee	Smt.S.Misra, Associate Prof; H.Sc Smt.S.Hasda,Assistant Prof; Eng. Dr. Bhanupriya , Lect. in Chemistry
42	College Campus Garden & Hygiene/Sanitation/Campus Cleaning	Smt.S.Bariha,Assistant Prof; Odia Dr. Bhanupriya , Lect. in Chemistry
43	ST/SC Cell	Sri.S.Bariha, Assistant Prof; Odia Smt.S.Hasda,Assistant Prof; Eng
44	Anti-Ragging Cell & Anti Sexual Harassment Cell	Smt.S.Misra, Associate Prof; H.Sc Smt.S.Shasini, Lect. in History
45	HRMS	Sri.S.K.Patel, Assistant Prof; Edn
46	WEBSITE	Sri.S.K.Patel, Assistant Prof; Edn

47	Residential Committee	All Suptds. / All Bursars
48	Staff Club	Smt.S.Misra, Associate Prof; H.Sc
49	Eco Club	Sri.A.K.Sahoo, Lect. in Zoology

N.B.:

- All staff members are requested to assume their respective work scrupulously forthwith.
- Seniority of staff has not been maintained strictly, due to certain difficulties faced while distributing co-curricular activities, which may please be ignored.
- This notification may be treated as deemed to have come into force with immediate effect.

Lapses & laxity in this regard will be viewed seriously.


 Principal, I/C
 Govt. Women's College, Sundargarh

Memo No. 630 //Dated the. 20-06-2018

Copy to Notice Board/SCR Guard file/All teaching staff of +3 wing/ Sri.H.C.Patel, Sr.Clerk /Sri.R.Bagh, Jr.Clerk/ Smt.C.Dutta,Jr. Lib./Smt.M.Dash, PET/Smt.V.Lakra,Demon/Sri.M.Bhoi, L.A./ Principal's file /Office Guard file for information and necessary action.


 Principal, I/C
 Govt. Women's College, Sundargarh