



BEGUNIA COLLEGE

At/Po- Begunia , Dist - Khordha - 752062 (Odisha)

Email : beguniacollege@rediffmail.com

www : beguniacollege.in

(Affiliated to Utkal University & CHSE, Odisha)

OFFICE OF THE PRINCIPAL

OFFICE ORDER

No. 301 / (1)

Date: 04.07.2025

This is to notify that the following co-curricular activities have been assigned (not strictly according to seniority) to the respective staff members for the Session 2025-26. All the members are requested to adhere to the assignments and cooperate in ensuring the smooth functioning of the Institution. This office order shall be effective from the date above mentioned.

1	Principal-cum-Secretary (1 st Appellate Authority (RTI), Child Marriage Information Officer, Land Matters, Legal Matters, Co-Ordination with RWD for Construction & Media)	Dr. Sabitanjali Senapati
2	Principal's Advisory Committee Members	Mr. Bidhu Bhushan Rout, History Mr. Jayakrushna Panigrahi, Pol. Science Mrs Bijaylaxmi Subudhi, Odia Ms. Smitimayee Basantia, Logic Mr. Soumya Ranjan Tripathy, Chemistry Mr. Subhash Meleka, English Mr. Fakir Mohan Behera, Head Clerk
3	Administrative Bursar Associate Administrative Bursar	Mr. Jayakrushna Panigrahi, Pol. Science Ms. Monali Behera, Education
4	Academic Bursar Associate Academic Bursar	Dr. Somanath Bisoi, Odia Ms. Priyambada Behera, History
5	Accounts Bursar Associate Accounts Bursar	Mr. Bidhu Bhushan Rout, History Mr. Lohitakshya Meher, Mathematics
6	Admissions-in-Charge (SAMS) +2 Wing Associates-in-Charge	Dr. Somnath Bisoi, Odia Ms. Smitimayee Basantia, Logic Ms. Monali Behera, Education Mr. Lohitakshya Meher, Mathematics Mrs. Namita Rani Moharana, Odia Mr. Ashish Senapati
	DEO	

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7	Admissions-in-Charge (SAMS) +3 Wing . Associates-in-Charge DEO	Dr. Satyajit Das, Odia Mr. Udit Narayan Padhy, Zoology Mr. Bivesh Ranjan Choudhury, Mathematics Mrs. Devi Debjani Paikray, Education Mr. Umesh Kumar Mahanta, History Mr. Ashish Senapati
8	Admissions-in-Charge (SAMS) Vocational Wing	Mr. Srinibas Prusty, ITeS
9	EXAM Cell +2 Wing	Mr. Jayakrushna Panigrahi, Pol. Science (OIC) Ms. Smitimayee Basantia, Logic Mr. Dibyajit Ray, Economics
	EXAM Cell +3 Wing	Mr. Bidhu Bhushan Rout, History (OIC) Ms. Aradhana Mohapatra, Education Mr. Subhendu Pattanaik, Physics
10	HUB +2 Examination DEO	Mr. Jayakrushna Panigrahi, Pol. Science Mr. Sangram Jaisingh, Asst. Librarian Mr. Ashish Senapati
11	Time Table	Mr. Lohitakshya Meher, Mathematics (OIC) Mr. Bivesh Ranjan Choudhury, Mathematics
12	Finance, Budget & Fees Structure Committee	Mr. Bidhu Bhushan Rout, History (Convenor) Ms. Priyambada Behera, History Mr. Lohitakshya Meher, Mathematics Mr. Fakir Mohan Behera, Head Clerk Mr. Shakti Prasad Nayak, Jr. Clerk
13	Purchase Committee	Mr. Jayakrushna Panigrahi, Pol. Sc. (Convenor) Mr. Bidhu Bhushan Rout, History Mrs. Bijayalaxmi Subudhi, Odia Ms. Smitimayee Basantia, Logic Ms. Monali Behera, Education Mr. Subhendu Pattanaik, Physics Mr. Fakir Mohan Behera, Head Clerk
14	Auction Committee	Mr. Subhendu Pattanaik, Physics (Convenor) Mr. Salila Kumar Badajena, Odia Mr. Dibyajit Ray, Economics Mr. Umesh Kumar Mahanta, History Mr. Fakir Mohan Behera, Head Clerk
15	Construction Committee	Mr. Bidhu Bhushan Rout, History (Convenor) Mr. Jayakrushna Panigrahi, Pol. Science Mr. Naba Kishore Bisoi, Odia Mr. Fakir Mohan Behera, Head Clerk Mr. Maheswar Maharana, Asst. Librarian



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		Mr. Prasanna Kumar Sahco, Jr. Clerk Mr. Sangram Jaisingh, Asst. Librarian
16	Maintenance Committee (Electrical, PHED, Electronics)	Mr. Suvendu Pattanaik, Physics (Convenor) Mr. Sangram Jaisingh, Asst. Librarian
17	Discipline Committee	Mr. Bidhu Bhushan Rout, History (Convenor) Mr. Jayakrushna Panigrahi, Pol. Sc. Mrs. Bijayalaxmi Subudhi. Odia Dr. Somnath Bisoi, Odia Mr. Umesh Kumar Mahanta, History Mr. Maheswar Maharana, Asst. Librarian Mr. Prasanna Kumar Sahoo, Jr. Clerk
18	Library Committee	Mr. Udit Narayan Padhi, Zoology (Convenor) Mr. Maheswar Maharana, Asst. Librarian All Dept. HODs
19	Cultural Committee Annual Function, Foundation Day & Farewell Meetings	Mr. Bidhu Bhushan Rout, History (Co-Ordinator) Mr. Jayakrushna Panigrahi, Pol. Sc. Dr. Somnath Bisoi, Odia Ms. Smitimayee Basantia, Logic Ms. P. Behera, History Mr. Subhash Meleka, English Mr. Dibyajit Roy, Economics Mr. Umesh Kumar Mahanta, History
	Ganesh Puja, Sarswati Puja	Dr. Somnath Bisoi, Odia (OIC) Mr. Salila Kumar Badajena, Odia Mr. Naba Kishore Bisoi, Odia Mr. Sangram Jaisingh, Asst. Librarian
	Independence Day, Republic Day Celebrations	Mr. Jayakrushna Panigrahi, Pol. Science (OIC) Mr. Naba Kishore Bisoi, Odia Mr. Sangram Jaisingh, Asst. Librarian
20	Advisor Students Union +3	Mr. Jayakrushna Panigrahi, Pol. Science Mrs. Bijayalaxmi Subudhi. Odia Mr. Subhendu Pattanaik, Physics Mr. Naba Kishore Bisoi, Odia Mr. Umesh Kumar Mahanta, History
	Advisor Students Union +2	Mr. Bidhu Bhushan Rout, History Dr. Somnath Bisoi, Odia Mr. Subhash Meleka, English Mr. Udit Narayan Padhi, Zoology



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21	IQAC Cell	Mr. Jayakrushna Panigrahi, Pol. Science (OIC) Mr. Subhash Meleka, English
22	NAAC Cell	Mr. Bidhu Bhushan Rout, History (OIC) Ms. Smitimayee Basantia, Logic
23	PIO/RTI	Ms. Monali Behera, Education
24	Student Information & Placement Cell	Mr. Soumya Ranjan Tripathy, Chemistry (OIC) Mrs. Sushree Sangeeta Rath, English Mr. Subhendu Pattanaik, Physics
25	Sexual Harassment & Anti Ragging Cell Men Women	Mr. Jayakrushna Panigrahi, Pol. Science (OIC) Mr. Dibyajit Ray, Economics Mrs. Bijayalaxmi Subudhi, Odia (OIC) Mrs. Ronalisa Patra, Pol. Science
26	Students Grievance Cell/ Parent Teacher Meet/ Alumni Meet	Mr. Bidhu Bhushan Rout, History (OIC) Mr. Jayakrushna Panigrahi, Pol. Science Ms. Smitimayee Basantia, Logic Ms. Priyambada Behera, History Mr. Udit Narayan Padhy, Zoology
27	Equal Opportunities Cell (For Differently Abled)	Mr. Sudhanshu Kumar Parida, Zoology (OIC) Ms. Anuja Paltasingh, Botany
28	Secretary, Staff Council	Mr. Bidhu Bhushan Rout, History
29	AISHE Nodal Officer	Mr. Srinibas Prusty, ITeS Mr. Subhash Meleka, English Mr. Sakti Prasad Nayak, Jr. Clerk



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30	NSS P.Os.	+2 Wing	Mr. Subhash Meleka, English Mrs. Ronalisa Patra, Pol. Science
		+3 Wing	Mrs. Bijayalaxmi Subudhi, Odia Mr. Salila Kumar Badajena, Odia
		Self Defence	Ms. Priyambada Behera, History
		YOGA	Mr. Damodar Sahoo, Pol. Science
		YRC	Dr. Satyajit Das, Odia Mr. Umesh Kumar Mahanta, History
		Rovers & Rangers	Mrs. Devi Debjani Paikray, Education Mr. Naba Kishore Bisoi, Odia
31	Scholarships as Applicable	+2 Wing	Ms. Monali Behera, Education (OIC) Mrs. Namita Rani Moharana, Odia Ms. Anuja Paltasingh, Botany
		+3 Wing	Ms. Smitimayee Basantia, Logic (OIC) Mr. Damodar Sahoo, Pol. Science Mr. Umesh Kumar Mahanta, History
32	UDISE Data Up-dation APAAR IDs Creation ABC IDs Up-dation SAMs & UUeMS Portal Readmission Data Up-dation		Mr. Srinibas Prusty, ITeS (OIC) Mr. Soumya Ranjan Tripathy, Chemistry Mr. Sangram Jaisingh, Asst. Librarian Mr. Ashish Senapati, DEO
33	College Website Design, Up-dation & Maintenance		Mr. Udit Narayan Padhi, Zoology (OIC) Mr. Sangram Jaisingh, Asst. Librarian
34	HIMS, HRMS, CAPA		Mr. Bidhu Bhushan Rout, History (OIC) Mr. Sushanta Kumar Lenka, E&H Mrs. Ronalisa Patra, Pol. Science Mr. Fakir Mohan Behera, Head Clerk Mr. Shakti Prasad Nayak, Jr. Clerk
35	NEP 2020 Counselling		Ms. Smitimayee Basantia, Logic (OIC) Ms. Priyambada Behera, History
36	SPORTS & GAMES		Mrs. Bijayalaxmi Subudhi, Odia (Co-Ordinator) Mr. Lohitakshya Meher, Mathematics Mr. Dibyajit Ray, Economics Mr. Naba Kishore Bisoi, Odia
37	Dramatic Society		Mr. Sudhanshu Kumar Parida, Zoology (OIC) Mrs. Devi Debjani Paikray, Education Mrs. Namita Rani Moharana, Odia



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38	Literary Society	Dr. Satyajit Das, Odia (OIC) Mr. Soumya Ranjan Tripathy, Chemistry Ms. Monali Behera, Education Ms. Anuja Paltasingh, Botany
39	Science Society	Mr. Soumya Ranjan Tripathy, Chemistry (OIC) Mr. Udit Narayan Padhi, Zoology Mr. Lohitakshya Meher, Mathematics Mr. Sudhanshu Kumar Parida, Zoology Mr. Subhendu Pattanaik, Physics
40	ODIA Sahitya Samaj & Wall Magazine	Mrs. Bijayalaxmi Subudhi, Odia (Co-Ordinator) Dr. Somnath Bisoi, Odia Dr. Satyajit Das, Odia Mr. Salila Kumar Badajena, Odia Mrs. Namita Rani Moharana, Odia
41	College Magazine & Calender	Mrs. Bijayalaxmi Subudhi, Odia (Co-Ordinator) Dr. Somnath Bisoi, Odia Mrs. Ronalisa Patra, Pol. Science Mr. Subhash Meleka, English
	I Card & Library Card	Dr. Satyajit Das, Odia (OIC) Mr. Maheswar Maharana, Asst. Librarian
42	All types of Seminars/ Webinars/ Extra Mural Talks	Ms. Smitimayee Basantia, Logic (OIC) Dr. Satyajit Das, Odia Mr. Udit Narayan Padhi, Zoology Mr. Soumya Ranjan Tripathy, Chemistry
43	Staff Common Room	Ms. Smitimayee Basantia, Logic (OIC)
	Girls Common Room	Mrs. Ronalisa Patra, Pol. Science (OIC) Mrs. Devi Debjani Paikray, Education
	Boys Common Room	Mr. Umesh Kumar Mahanta, History (OIC) Mr. Dibyajit Ray, Economics
44	College Furniture & Stock	Ms. Priyambada Behera, History (OIC) Ms. Monali Behera, Education Mr. Udit Narayan Padhi, Zoology Mr. Maheswar Maharana, Asst. Librarian
45	Health/ Sanitation/ Hospital Emergency/ Cleanliness	All Staff Members

The Assignments are final till further change(s) as shall be necessitated in future.

- ❖ CLC/TC/Continuing Certificates will be countersigned by the Administrative Bursar(s) and in his/her/their absence the Academic Bursar(s) on behalf of the Principal after proper verification.
- ❖ CLC and TC will be signed along with due entry in the Long Roll by the dealing



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assistant to ensure the same recorded in the digital data base of the students.

- ❖ The application for availing CL/EL/DL/ML or any other types of leave as applicable to the concerned employee will be submitted to the Principal directly preferably in physical form, as per the provisions of The Odisha Education (Leave of Teachers & Other Members of the Staff of Aided Educational Institutions) Rules, 1977. In case the submission is in electronic form then the same may be submitted physically on joining duty. However, in all cases the HODs of the concerned Departments shall be kept intimated in advance by the concerned Employee.

Copy to All Bursars/ OICs/ Convenors/ Co-Ordinators/ All Guard Files/ Office/ Library/ Accounts/ SAMs Lab./ Exam Cell/ Science Labs and all concerned for information and necessary action.

Champak
04.07.25
Principal
PRINCIPAL
BEGUNIA COLLEGE
Begunia, Khurda