



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

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(Affiliated to Utkal University & CHSE, Odisha)



OFFICE OF THE PRINCIPAL

OFFICE ORDER

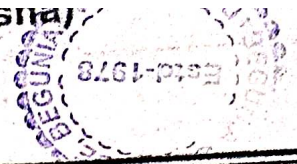
No. 21167

Date: 17.07.2026

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, Lect. in History Mr. Jayakrushna Panigrahi, Lect. in Pol. Science Ms. Smitimayee Basantia, Logic Mr. Soumya Ranjan Tripathy, Lect. in Chemistry Mr. Subash Meleka, Lect. in English Mr. Fakir Mohan Behera, Head Clerk
3	Administrative Bursar Associate Administrative Bursar	Mr. Jayakrushna Panigrahi, Lect. in Pol. Science Mrs. Bijaylaxmi Subudhi, Lect. in Odia
4	Academic Bursar Associate Academic Bursar	Dr. Somanath Bisoi, Lect. in Odia Ms. Priyambada behera, Lect. in Hist
5	Accounts Bursar Associate Accounts Bursar(Bill & Salary Related)	Mr. Bidhu Bhushan Rout, Lect. in History Mr. Lohitakshya Meher, Lect. in Mathematics Mr. Shakti Prasad Naik, Jr. Clerk
6	Admissions-in-Charge (SAMS) +2 Wing Associates-in-Charge	Mr. Somanath Bisoi, Lect. in Odia Ms. Smitimayee Basantia, Lect. in Logic Mrs. Monali Behera, Lect. in Education Mr. Lohitakshya Meher, Lect. in Mathematics Mrs. Namita Rani Moharana, Lect. in Odia
	DEO	Mr. Asish Senapati, DEO

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



		Mr. Dibyajit Ray, Lect. in Economics Mr. Umesh Kumar Mahanta, Lect. in History Mr. Fakir Mohan Behera, Head Clerk
15	Construction Committee	Mr. Bidhu Bhushan Rout, Lect. in History (Convenor) Mr. Jayakrushna Panigrahi, Lect. in Pol. Science Mr. Naba Kishore Bisoi, Lect. in Odia Mr. Fakir Mohan Behera, Head Clerk Mr. Maheswar Maharana, Asst. Librarian Mr. Sangram Jaisingh, Asst. Librarian
16	Maintenance Committee (Electrical, PHED, Electronics)	Mr. Suvendu Pattanaik, Lect. in Physics (Convenor) Mr. Sangram Jaisingh, Asst. Librarian
17	Discipline Committee	Mr. Bidhu Bhushan Rout, Lect. in Hist. (Convenor) Mr. Jayakrushna Panigrahi, Lect. in Pol. Sc Mrs. Bijayalaxmi Subudhi, Lect. in Odia Dr. Somnath Bisoi, Lect. in Odia Mr. Umesh Kumar Mahanta, Lect. in History Mr. Maheswar Maharana, Asst. Librarian
18	Library Committee	Mr. Udit Narayan Padhi, Lect. in Zoology (Convenor) Mr. Maheswar Maharana, Asst. Librarian All Dept. HODs
19	Cultural Committee Annual Function, Foundation Day & Farewell Meetings	Mr. Jayakrushna Panigrahi, Lect. in Pol. Sc. (Co-Ordinator) Dr. Somnath Bisoi, Lect. in Odia Ms. Smitimayee Basantia, Lect. in Logic Mr. Subash Meleka, Lect. in English Mr. Umesh Kumar Mahanta, Lect. in History
	Ganesh Puja, Saraswati Puja	Dr. Somnath Bisoi, Lect. in Odia (OIC) Mr. Salila Kumar Badajena, Lect. in Odia Mr. Naba Kishore Bisoi, Lect. in Odia Mr. Sangram Jaisingh, Asst. Librarian
	Independence Day, Republic Day Celebrations	Mr. Jayakrushna Panigrahi, Lect. in Pol. Science (OIC) Mr. Naba Kishore Bisoi, Lect. in Odia Mr. Sangram Jaisingh, Asst. Librarian



20	Advisor Students Union +3	Mr. Jayakrushna Panigrahi, Lect. in Pol. Science Mrs. Bijaylaxmi Subudhi, Lect. in Odia Mr. Subhendu Pattanaik, Lect. in Physics Mr. Naba Kishore Bisoi, Lect. in Odia Mr. Umesh Kumar Mahanta, Lect. in History
	Advisor Students Union +2	Dr. Somnath Bisoi, Lect. in Odia Mr. Soumya Ranjan Tripathy, Lect. in Chemistry Mr. Subash Meleka, Lect. in English
21	IQAC Cell	Mr. Jayakrushna Panigrahi, Lect. in Pol. Science (OIC) Mr. Subash Meleka, Lect. in English
22	NAAC Cell	Mr. Bidhu Bhushan Rout, Lect. in History (OIC) Ms. Smitimayee Basantia, Lect. in Logic
23	I. PIO/RTI	Ms. Monali Behera, Lect. in Education Mr. Lohitakshy Meher, Lect. in Math
	II. Student Chemistry Information & Placement Cell	Mr. Soumya Ranjan Tripathy, Lect. in Chemistry (OIC) Mrs. Sushri Sangita Rath, Lect. in English
24	Anti-Ragging Cell & Anti-Ragging Squad & Anti-Ragging Monitoring Cell	Mr. Jayakrushna Panigrahi, Lect. in Pol. Science (OIC) Mrs. Bijayalaxmi Subudhi, Lect. in Odia (OIC) Mr. Soumyaranjan Tripathy, Lect. in Chem Mrs. Devi Debjani Paikray, Lect. in Edn Mr. Dibyajit Ray, Lect. in Economics
25	Students Grievance Redressal Cell & Parent Teacher Meet & Alumni Meet	Mr. Bidhu Bhushan Rout, Lect. in History (OIC) Mr. Jayakrushna Panigrahi, Lect. in Pol. Science Ms. Smitimayee Basantia, Lect. in Logic Ms. Priyambada Behera, Lect. in History Mr. Udit Narayan Padhy, Lect. in Zoology
26	Equal Opportunities Cell (For Physically Challenged)	Mr. Sudhanshu Kumar Parida, Lect. in Zoology (OIC) Ms. Anuja Paltasingh, Lect. in Botany
27	Secretary, Staff Council	Mr. Bidhu Bhushan Rout, Lect. in History
28	AISHE Nodal Officer	Mr. Srinivas Prusty, ITeS Mr. Lohitakshya Meher, Lect. in Math Mr. Subash Meleka, Lect. in English

29	NSS P.Os. Wing	+2	Mr. Shakti Prasad Nayak, Jr. Clerk Mr. Subash Meleka, Lect. in English Mrs. Monali Behera, lect in Edn
		+3 Wing	Mrs. Bijayalaxmi Subudhi. Lect. in Odia Mr. Salila Kumar Badajena, Lect. in Odia
	Self Defence		Ms. Priyambada Behera, Lect. in History
	YOGA		Mrs. Bijaylaxmi Subudhi, Lect.in Odia Mr. Damodar Sahoo, Lect. in Pol. Science
	Rovers & Rangers		Mrs. Devi Debjani Paikray, Lect. in Education Mr. Naba Kishore Bisoi, Lect. in Odia
30	Scholarships Applicable	as +2 Wing	Ms. Monali Behera, Lect. in Education (OIC) Mrs. Namita Rani Moharana, Lect. in Odia Ms. Anuja Paltasingh, Lect. in Botany
		+3 Wing	Ms. Smitimayee Basantia, Lect. in Logic (OIC) Mr. Damodar Sahoo, Lect. in Pol. Science Mr. Umesh Kumar Mahanta, Lect. in History
31	UDISE Data Up-dation APAAR IDs Creation ABC IDs Up-dation SAMS & UUEMS Portal Readmission Data Up-dation		Mr. Srinivas Prusty, ITeS (OIC) Mr. Soumya Ranjan Tripathy, Lect. in Chemistry Mr. Sangram Jaisingh, Asst. Librarian Mr. Asish Senapati, DEO
32	College Website Design, Up-dation & Maintenance with		Mr. Udit Narayan Padhi, Lect. in Zoology (OIC) Mr. Sangram Jaisingh, Asst. Librarian
33	HIMS, HRMS, CAPA		Mr. Bidhu Bhushan Rout, Lect. in History (OIC) Mr. Sushanta Kumar Lenka, E&H Mr. Udit Narayan Padhi, Lect.in Zool Mr. Fakir Mohan Behera, Head Clerk Mr. Shakti Prasad Nayak, Jr. Clerk
34	NEP-2020 Counselling		Ms. Smitimayee Basantia. Lect. in Logic (OIC) Ms. Priyambada Behera, Lect. in History
35	SPORTS & GAMES		Mrs. Bijayalaxmi Subudhi. Lect. in Odia (Co-Ordinator) Mr. Lohitakshya Meher, Lect. in Mathematics



		Mr. Dibyajit Ray, Lect. in Economics Mr. Naba Kishore Bisoi, Lect. in Odia
36	Dramatic Society	Mr. Sudhanshu Kumar Parida, Lect. in Zoology (OIC) Mrs. Devi Debjani Paikray, Lect. in Education Mrs. Namita Rani Moharana, Lect. in Odia
37	Literary Society	Ms. Smitimayee Basantia, Lect. In Log Dr. Satyajit Das, Lect. in Odia (OIC) Mr. Soumya Ranjan Tripathy, Lect. in Chemistry Ms. Monali Behera, Lect. in Education Ms. Anuja Paltasingh, Lect. in Botany
38	Science Society	Mr. Soumya Ranjan Tripathy, Lect. in Chemistry (OIC) Mr. Udit Narayan Padhi, Lect. in Zoology Mr. Lohitakshya Meher, Lect. in Mathematics Mr. Sudhanshu Kumar Parida, Lect. in Zoology Mr. Subhendu Pattanaik, Lect. in Physics
39	ODIA Sahitya Samaj	Mrs. Bijayalaxmi Subudhi. Lect. in Odia (Co-Ordinator) Dr. Somnath Bisoi, Lect. in Odia Dr. Satyajit Das, Lect. in Odia Mr. Salila Kumar Badajena, Lect. in Odia
40	College Magazine & Calender	Mrs. Bijayalaxmi Subudhi. Lect. in Odia (Co-Ordinator) Dr. Somnath Bisoi, Lect. in Odia Mr. Soumyaranjan Tripathy, Lect. In Chem Dr. Satyajit Das, Lect. in Odia (OIC) Mrs. Monali Behera, Lect. In Edn Mr. Subash Meleka, Lect. in English Mr. Nabakishore Bisoi, Lect.in Odia
	I Card & Library Card	Mr. Maheswar Maharana, Asst. Librarian
41	All types of Seminars/ Webinars/ Extra Mural Talks	Ms. Smitimayee Basantia. Lect. in Logic (OIC) Mr. Udit Narayan Padhi, Lect. in Zoology Mr. Soumya Ranjan Tripathy, Lect. in Chemistry
42	Staff Common Room	Ms. Smitimayee Basantia. Lect. in Logic (OIC)
	Girls-Common-Room	Mrs. Ronalisa Patra, Lect. in Pol. Science (OIC) Mrs. Devi Debjani Paikray, Lect. in Education Mrs. Namitarani Maharana, Lect.in Odia

	Boys Common Room	Mr. Umesh Kumar Mahanta, Lect. in History (OIC) Mr. Dibyajit Ray, Lect. In Economics
43	College Furniture & Stock	Ms. Priyambada Behera, Lect. in History (OIC) Ms. Monali Behera, Lect. in Education Mr. Udit Narayan Padhi, Lect. in Zoology Mr. Maheswar Maharana, Asst. Librarian
44	Health/ Sanitation/ Hospital Emergency/ Cleanliness	Mr. Jayakrushna Panigrahi, Lect.in Pol.sc Mrs. Monali behera, Lect.in Edn Mr. Nabakishore Bisoi, Lect. in Odia Mrs. Debjani Paikray, Lect.in Edn Mr. Maheswar Maharana, Asst. Librarian
45	Internal Committee	Dr. Sabitanjali Senapati, Principal, Reader in Botany Sri. Bidhu Bhusan Rout, Lect.in Hist Smt. Bijaylaxmi Subudhi, Lect in odia Miss. Smitimayee Basantia, Lect in Log Smt. Monali Behera, Lect in Edn Sri. Fakir Mohan Behera, Head Clerk Sri. Maheswar Maharana, Asst. Libr
46	Student Service Centre & Institutional Mental Health/ Counselling Support Mechanism	Dr. Satyajit Das, Lect.in Odia Mr. Udit Narayan Padhi, Lect.in Zool Mr. Subash Meleka, Lect.in Eng Mr. Nabakishore Bisoi, Lect.in Odia Mr. Umesh Ku Mahanta, Lect.in Hist Mrs. Namitarani Maharana, Lect. In Odia
47	SAMS in charge	Dr. Satyajit Das, Lect.in Odia
48	Social Media	Mr. Udit Narayan Padhi, Lect.in Zool Mr. Nabakishore Bisoi, Lect.in Odia Mr. Sangram Ke Jayasingh, Asst. Librarian
49	Theft/ Stolen in charge Committee	Mr. Jayakrushna Panigrahi, Lect.in Pol.sc Mrs. Bijaylaxmi Subudhi, Lect.in Odia Mr. Somanath Bisoi, Lect.in Odia Miss. Smitimayee basantia, Lect.in Logic Mr. Maheswar maharana, Asst. Librarian
50	Skill & Placement	Mr. Uditnarayan Padhi, Lect.in Zool Mr. Soumya Ranjan Tripathy, Lect.in Chem



The Assignments are final till further change necessitated in the future changed scenario.

- ❖ 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 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.
- ❖ All employees are advised to sign & submit their individual Bio-Metric Attendance Sheet (for the previous month) duly reconciled for the leaves taken, by 7th of the succeeding month, to the Establishment Department for Record.

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.

Clenpach
Principal
BEGUNIA COLLEGE
Begunia, Khurda

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