



OFFICE OF THE PRINCIPAL
MAHAMAYEE MAHILA MAHAVIDYALAYA

GANDHI NAGAR, BERHAMPUR (Gm), Odisha

e-mail: mmmahavidyalaya@gmail.com

No. 916 /MMM/25

Dt. 25.10.25

OFFICE ORDER

In supersession of all previous orders issued in this regard, the following staff members are assigned with the Extra-Curricular Activities for the Session 2025-26 with effect from 27.10.2025 until further orders. All concerned should handover/takeover charges accordingly.

List not in accordance with seniority

01. STAFF COUNCIL

Dr. Jayanti Rani Panda (Secretary) *K. Panda 25.10.25*

Dr. Alaka Rani Dash (Asst. Secretary) *Alaka Dash 25/10/25*

02. ADMINISTRATIVE BURSARS

Dr. Jayanti Rani Panda (Adm-1) *K. Panda 24.10.25*

Dr. Sujata Ku. Pandit (Adm-2) *S. Pandit 25/10/25*

03. ACCOUNTS BURSAR

Sri Arun Kumar Mala *Arun K. Mala 25.10.25*

Miss. Anjali Mandal (Asst) *Anjali Mandal 25/10/25*

04. ACADEMIC DEVELOPMENT COMMITTEE (about Class Monitoring, Lesson Plan and other class related work)

Dr. Mamata Ku. Padhy (OIC) *M. Padhy 27/10/25*

Smt. Sanjukta Nayak *S. Nayak 27/10/25*

Smt. Amita Ku Panda (OIC) *A. Panda 27.10.25*

Smt. Sabita Barik *S. Barik 28.10.25*

05. I.D.P.

Dr. Rajalaxmi Das (OIC) *R. Das 25.10.25*

Dr. Sasmita Ku. Sahu *S. Sahu 27/10/25*

Adm. Bursar 1 & 2 - *S. Pandit 25/10/25*

Acct. Bursar 1 & 2 - *Arun K. Mala 25.10.25*

Head Clerk *Arun K. Mala 25.10.25*

06. UGC & NAAC

Dr. Sasmita Ku. Sahu (OIC) *S. Sahu 27/10/25*

Miss. Sandhya Rani Behera *S. Behera 27.10.25*

Smt. Nutan Maharana *N. Maharana 27/10/25*

07. IOAC

Dr. Sujata Ku. Pandit *Sujata*
Smt. Sabita Barik *Sabita*
Sri Sidhartha Shankar Routa

08. WEBSITE & WI-FI

Miss. Sandhya Rani Behera *(OIC)*
Miss. Sri Arun Kumar Mala
Sri G.V.Ramana (D.A.) *G.V.Ramana*

9(a) PURCHASE & MAINTENANCE

Smt. Reeta Ku. Choudhury (OIC) *Reeta*
Dr. Rajalaxmi Das *Rajalaxmi*
Smt. Sabita Barik *Sabita*
Sri Tapan Ku. Majhi *Tapan*
Adm. Bursar 1 & 2 *Adm. Bursar*
Acct. Bursar *Acct. Bursar*
Head Clerk *Head Clerk*

9(b) GENERAL STORE & ISSUE

Dr. Alaka Rani Dash (OIC) *Alaka*
Sri Tapan Ku. Majhi *Tapan*
Smt. Surabhi Gouda *Surabhi*

10. RECOGNITION & AFFILIATION

Dr. Alaka Rani Dash *Alaka*
Dr. Sujata Ku. Pandit *Sujata*
Sri G.V.Ramana (D.A.) *G.V.Ramana*
Head Clerk *Head Clerk*

11. ADMISSION COMMITTEE

+2
Dr. Amita Ku. Panda, (OIC) *Amita*
Sri Tapan Ku. Majhi *Tapan*
Sri Ranjan Ku. Dash (D.A.) *Ranjan*

+3
Dr. Rajalaxmi Das, (OIC) *Rajalaxmi*
Smt. Archana Kumari Pradhan *Archana*
Smt. M. Jayanti Reddy (D.A.) *M. Jayanti*

P.G.

Dr. Mamata Ku. Padhy *Mamata*
Sri G.V.Ramana (D.A.) *G.V.Ramana*

(Other members will be notified at the time of admission)

12. EXAMINATION COMMITTEE

+2

Dr. Kumari Sujata Tripathy (OIC) *S. Tripathy 27-10-25*
Smt. Sophia Mandal
Sri Ranjan Ku. Dash (DA) *Red 25/10/25*

+3

Dr. Mamata Ku. Padhy (OIC) *M. Padhy 27/10/25*
Smt. Sabita Barik
Smt. M. Jayanti Reddy (DA) *Smt. Jayanti 25.10.25*

PG

Dr. Rajalaxmi Das (OIC) - *R. Das 25.10.25*
Sri G.V. Ramana (D.A.) *G.V. Ramana 25/10/25*

(Other members will be notified at the time of admission)

13. ALL SCHOLARSHIPS

+2

Miss. Anjali Mandal *A. Mandal 27/10/25*

+3

Smt. Saraswati Tripathy *S. Tripathy 27/10/25*
Smt. Archana Ku. Pradhan *Archana 27/10/25*

PG

Dr. Mamata Ku. Padhy *M. Padhy 27/10/25*

14. STUDENTS I.D. CARD

+2

Dr. Amita Kumari Panda *A. Panda 27-10-25*
Smt. Anita Ku. Choudhury *Anita 27/10/25*

+3 & PG

Dr. Rajalaxmi Das (OIC) *R. Das 25.10.25*
Smt. Tanmayee Chyau Patnaik *T. Patnaik 25.10.25*
Smt. Suman Rani Patro *S. Patro 25/10/25*
Smt. Kashmira Dash *K. Dash 25/10/25*

15. CONSTRUCTION RENOVATION & MAINTENANCE

Dr. Mamata Ku. Padhy (OIC) *M. Padhy 27/10/25*
Dr. Amita Ku. Panda *A. Panda 27.10.25*
Sri Tapan Ku. Majhi *T. Majhi 27/10/25*
Smt. Sophia Mandal *S. Mandal 27/10/25*
Adm. Bursar *A. Mandal 27/10/25*
Acct. Bursar *A. Mandal 27/10/25*
Head Clerk *A. Mandal 27/10/25*

16. PUJA COMMITTEE

Dr. Kumari Sujata Tripathy (OIC) *S. Tripathy*
27-10-25

Smt. Saraswati Tripathy *S. Tripathy*

Smt. Prasanna Patnaik *P. Patnaik*
06/11/25

Smt. Priyadarsini Meikap *Prakash*

17. SPORTS COMMITTEE (IN ADDITION TO OBSERVATION OF FESTIVALS)

Dr. Swarnalata Patnaik (OIC) *Patnaik*

Miss. Akasmita Pradhan *A. Pradhan*
27-10-25

Smt. Surabhi Gouda *Surabhi*
27/10/25

Smt. Dharitri Sahoo *D. Sahoo*
27/11/25

Miss. Subhasri Tripathy *Subhasri*
08-11-25

18. CULTURAL COMMITTEE

Dr. Kumari Sujata Tripathy (OIC) *S. Tripathy*

Smt. Saraswati Tripathy *S. Tripathy*
27-10-25

Dr. Swarnalata Patnaik *Patnaik*
27-10-25

Smt. Asha Kiran Panda *A. Panda*
06-11-25

Smt. Sunita Rani Jena *S. Jena*
19/11/25

Smt. Prasanna Patnaik *P. Patnaik*
06/11/25

19. TIME TABLE

Smt. Reeta Ku. Choudhury (OIC) *R. Choudhury*
27-10-25

Miss. Anjali Mandal *A. Mandal*
27/10/25

Smt. Prasanna Patnaik *P. Patnaik*
06/11/25

20. INTERNAL COMPLAINTS COMMITTEE (ICC)

+2 & +3

Dr. Amita Kumari Panda (Convenor) *A. Panda*
27-10-25

Dr. Swarnalata Patnaik *Patnaik*
27-10-25

Smt. Nutan Maharana *N. Maharana*
07/11/25

Miss. Archana Panigrahy *A. Panigrahy*
27-10-25

Miss. Sandhya Rani Behera *S. Behera*
27-10-25

Miss. Richa Patro *R. Patro*
08/11/25

Smt. M. Jayanti Reddy *M. Reddy*
27-10-25

Miss. Rasmita Kumari Panigrahi, Women President (IHRC)

(a) WOMEN'S GRIEVANCE CELL :

Miss. Archana Panigrahy

Smt. Prasanna Patnaik *P. Patnaik*
06/11/25

(b) SEXUAL HARASSMENT CELL

Smt. Nutan Maharana *N. Maharana*

Smt. Dharitri Sahoo *D. Sahoo*
07-11-25

(c) ANTI-RAGGING CELL

Miss.Sandhya Rani Behera *Handwritten: Sandhya 27.10.25*
Dr.Sumita Kumari Panda *Handwritten: Sumita 27.10.25*
Smt.Sunita Rani Jena *Handwritten: Sunita 14/11/25*
S.P. Nominee
Local Corporator
Parents' Representative

(d) Women Empowerment Cell

Dr.Swarnalata Patnaik *Handwritten: Swarnalata 27-10-2025*
Smt. Sunita Rani Jena *Handwritten: Sunita 14/11/25*

21. HRMS/GPF/GIS/EPF/NPS/E-S.B.

Smt.Sophia Mandal *Handwritten: Sophia 27-10-25*
Miss.Anjali Mandal *Handwritten: Anjali 25-10-25*
Sri Arun Kumar Mala *Handwritten: Arun 25-10-25*
Sri G.V.Ramana (DA)

22. HIMS

Smt.Archana Kumari Pradhan *Handwritten: Archana 27-10-25*
Sri Arun Kumar Mala *Handwritten: Arun 27-10-25*
Smt.Priyadarsini Mekap *Handwritten: Priyadarsini 27-10-25*
Smt.M.Jayanti Reddy (DA) *Handwritten: Jayanti 27-10-25*

23. BUDGET COMMITTEE

Adm. Bursar *Handwritten: Adm. Bursar 27-10-25*
Accounts Bursar *Handwritten: Accounts Bursar 25-10-25*
Smt.Prasanna Patnaik
Head Clerk

24. INCOME TAX/PT

Dr.Mamata Ku. Padhy *Handwritten: Mamata 27/10/25*
Miss.Anjali Mandal *Handwritten: Anjali 27/10/25*
Sri Arun Kumar Mala *Handwritten: Arun 25-10-25*
Head Clerk

25. R.T.I. & GRIVENCE

Dr.Sasmita Kumari Sahu *Handwritten: Sasmita 27/10/25*
Sri Sidhartha Shankar Routa
Sri G.V.Ramana (DA)

26. LEGAL MATTERS

Dr.Sujata Kumari Pandit - *Handwritten: Sujata 25/10/25*
Sri Sidhartha Shankar Routa
Sri G.V.Ramana (DA)

27. AISHE

Smt. Reeta Ku: Choudhury

Miss. Sandhya Rani Behera

Sri G.V. Ramana (DA)

Dr
27.10.25
6/11/25

28. UDISE / APAAR ID

+2

Sri Tapan Kumar Majhi (OIC-APAAR ID)

Smt. Sophia Mandal (OIC-UDISE)

Sri Ranjan Ku. Dash (DA)

27/10/25
27/10/25
25/10/25

+3

Smt. Archana Kumari Pradhan (OIC-APAAR ID)

Smt. M. Jayanti Reddy (DA)

07.11.25
25.10.25

29. MAINTENANCE OF BUILDING, FURNITURE, ELECTRICAL FITTING, MOTOR PUMP, WATER PURIFIER, COMPUTERS, LAPTOP, XEROX

Dr. Sujata Ku. Pandit - Spandil

Dr. Amita Ku. Panda

Sri Tapan Kumar Majhi

Sri Sidhartha Shankar Routa

Sri G.V. Ramana (DA)

25/10/25
27.10.25
27/10/25
6/11/25

30. SANITATION & WATER SUPPLY

Dr. Sujata Ku. Pandit

Sri Arun Kumar Mala

Spandil
25/10/25
28.10.25

31. PROCTORIAL SYSTEM

Dr. Sanjukta Nayak (OIC)

Miss. Akashmita Pradhan

27/10/25
27/10/25

32. CALCULATION & MONITORING OF STUDENTS ATTENDANCE

Dr. Sumita Kumari Panda (O.I.C)

ARTS : Smt. Pallabi Mohanty

Smt. Suprabha Panda

SC : Miss. Swayamshree Satapathy

Smt. Anita Kumari Choudhury

Smt. Kashmira Dash

COM : Miss. Richa Patro

Smt. Nirupama Mahapatro

8.11.25
Pallabi
8/11/25
Spandil
14/11/25
14.11.25
08/11/25

33. TABULATION COMMITTEE

Dr. Sanjukta Nayak, O.I.C. *ON 27/10/25*
ARTS : Miss. Madhuchanda Samantaray *Bhusha 27/10/25*
Smt. Pallabi Mohanty
Smt. Suprabha Panda
Smt. Tanmayee Chyau Patnaik *Typ 27.10.25*

SC. : Dr. Sumita Kumari Panda *Smita 27.10.25*
Smt. Kashmira Dash *Kash 27.10.25*

COM : Miss. Richa Patro *Rh 02/11/25*
Smt. Nirupama Mahapatro

+2 & +3 DA 26.10.25 (+3)

34. LIBRARY

Smt. Reeta Ku. Choudhury (O.I.C.) *Rita 27-10-25*
Smt. Nutan Maharana *Nutan 27-10-25*
Miss. Archana Panigrahy *Archana 27-10-25*

35. CALENDAR & MAGAZINE

Dr. Sasmita Ku. Sahu *27-10-25*
Dr. Kumari Sujata Tripathy *Sujata 27-10-2025*
Adm. Bursar - *Spandil - 27/10/25*

36. COLLEGE LAND & BUILDING

Adm. Bursar *Spandil 27-10-25*
Head Clerk *M. M. 27/10/25*

37. CAMPUS SUPERVISION

Dr. Sujata Kumari Pandit *Spandil - 27/10/25*
Smt. Sophia Mandal *27/10/25*
Sri Tapan Kumar Majhi *27/10/25*
Dr. Swarnalata Patnaik *Swarna 27-10-25*
Smt. Samita Sahu

38. STUDENTS COMMON ROOM

Smt. Dharitri Sahoo (Secretary) *Dharitri 27-11-25*

39. STAFF COMMON ROOM

Dr. Kumari Sujata Tripathy *Sujata 27.10.2025*
Smt. Archana Kumari Pradhan *Archana 27.11.25*

40. PARENTS - TEACHERS ASSOCIATION

Dr. Sasmita Ku Sahu *27.10.25*
Smt. Asha Kiran Panda *Ashade 06.11.25*

41. SELF DEFENCE

Smt. Asha Kiran Panda (+2)
Smt. Dharitri Sahoo (+3)
Sri Ranjan Ku. Dash (DA)

Asst. 00.11.25
Alaboo 07.11.25
25/10/25

42. N.S.S.

Smt. Samita Sahu (P.O, Unit-1)
Smt. Saraswati Tripathy (P.O, Unit-2)
Sri Ranjan Ku. Dash (DA)

(S. S. S.)
S. Tripathy - 7.11.25
25/10/25

43. YRC / RED RIBBON CLUB

Dr. Swarnalata Patnaik (OIC)
Smt. Surabhi Gouda

S. Patnaik 26.10.25
Surabhi 7/11/25

44. SHAKTISHREE

Dr. Swarnalata Patnaik (OIC)
Smt. Sunita Rani Jena

S. Patnaik 29.10.25
Jena 14/11/25

45. AMA GOURAV AMA COLLEGE (ALUMNI)

Dr. Swarnalata Patnaik (OIC)
Smt. Sunita Rani Jena

S. Patnaik 29.10.25
Jena 14/11/25

46. SWACHHA VIDYALAYA / AMO COLLEGE

Dr. Sanjukta Nayak (OIC)
Miss. Subhasri Tripathy

S. Nayak 27/10/25
Subhasri 08/11/25

47. JUBA SANSKAR

Smt. Saraswati Tripathy (OIC)
Miss. Subhasri Tripathy
Smt. Suprabha Panda

S. Tripathy 7.11.25
Subhasri 06.11.25
Panda 14/11/25

48. ELECTORAL LITERACY CLUB

Smt. Saraswati Tripathy (OIC)
Miss. Subhasri Tripathy
Smt. Suprabha Panda

S. Tripathy 7.11.25
Subhasri 08.11.25
Panda 14/11/25

49. DISCIPLINE & STUDENTS WELFARE CELL

All HODs
Adm. Bursars
Academic Bursars
Head Clerk

27.10.25
27/10/25
27/10/25
27/10/25
27/10/25
27/10/25
27/10/25

50. MEDICINAL PLANT GARDEN

Miss.Akasmita Pradhan
Smt.Pallabi Mohanty
Smt.Priyadarsini Mekap
Smt. Suman Rani Patro

Pallabi
28/11/25
Priyadarsini
27/11/25

51. RAILWAY & BUS CONCESSION

Sri Tapan Kumar Majhi
Miss.Akashmita Pradhan

T.K. Majhi
27/10/25
A. Pradhan
27/10/25

52. SC / ST WELFARE CELL

Smt.Reeta Ku. Choudhury
Dr.Sanjukta Nayak

R.K. Choudhury
27/10/25
S. Nayak
27.10.25

53. SKILL DEVELOPMENT CELL

Dr.Alaka Rani Dash
Smt.Saraswati Tripathy

54. CAREER-cum-PLACEMENT CELL

Smt.Sabita Barik (OIC)
Sri Sidhartha Shankar Routa

S. Barik
28.10.25

55. COLLEGE-CUM-FACULTY DEVELOPMENT COMMITTEE

Dr.Alaka Rani Dash (OIC)
Miss.Akashmita Pradhan
Academic Bursar 1 & 2

A.R. Dash
06/11/25
A. Pradhan
27/10/25
P. Bursar
27/10/25

5. NEP

Dr. Sashmita Sahu
Smt. Sabita Barik
Smt. Prasanna Patnaik
+3 OIC Admission
+3 OIC Examination
+3 DA

S.S. Sahu
27/10/25
S. Barik
28/10/25
P. Patnaik
06/11/25
A. Dash
25.10.25
P. Bursar
27/10/25
S. Barik
28.10.25

[Signature]
Principal
25

No. 917 /MMM/25 Dt. 25.10.25

Copy to Establishment Section/Accounts Section/Staff Guard files/College site for information and necessary action.

[Signature]
Principal
25

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