

OFFICE OF THE PRINCIPAL, SHAILABALA WOMEN'S (AUTO.) COLLEGE, CUTTACK

OFFICE ORDER NO. 2643/DT. 12/10/22

The Induction Programme for UG 1st year Arts/ Science/ Commerce for the session 2022 – 2023 will be held on 13.10.2022 at 11.00 AM in the M. S. Auditorium.

Following is the assignment of duties for smooth conduct of the meeting.

1. Discipline :

- (a) Smt. Saraswati Majhi, Botany
- (b) Ms. Puspanjali Mallick, Computer Science
- (c) Ms. Suparna Patel, Home Science
- (d) Dr. Gayatri Kar, Political Science
- (e) Smt. Ananda Rukmini, Zoology

2. Stage Management :

- (a) Sri Suryakanta Baral, Lib. Science
- (b) Smt. Aradhana Nayak, Psychology

3. Media – Dr. Yogamaya Panda, psychology

4. Meeting arrangement :

- (a) Sri Manoranjan Parija, Academic Section
- (b) Smt. Rojalin Mohanty, B.Ed
- (c) Sri Balaram Nayak, Sweeper
- (d) Sri Himanshu Pradhan, B.Ed

5. Duty at Main Gate and Outside Auditorium :

- (a) Sri Hemanta Kumar Nayak, Watchman
- (b) Sri Sanjay Nayak, Sweeper
- (c) Sri Basanta Kumar Barik, Mali

6. Cleaning of the Auditorium :

- (a) Smt. Uma Mallick, Sweeper
- (b) Smt. Geeta Nayak, Sweeper

This is most urgent.

[Signature]
Principal

Shailabala Women's (Auto.) College, Cuttack

Memo No. 2644 /DT. 12/10/22

Copy to Person concerned (by circulation)/ Admn. Bursar/ Academic Bursar/ HC for information and necessary action.

[Signature]
Principal

