

OFFICE ORDER

EXTRA CURRICULAR ACTIVITIES FOR THE SESSION 2023-24

No. 1386 /SVMC//Date.05.05.2023

The following members of the staff are assigned co-curricular activities for the academic session 2023-24. They are requested to take note of it and act accordingly and it will be effective from June-2023.

01	Officer in-charge Higher Secondary Wing	Dr. Bijaya Kumar Biswal
02	Secretary Staff Council	Smt.Suprava Jena
03	Bursars (i) Administrative (ii) Associate for Administrative & Academic (iii) Associate for Accounts, P.G, S.F & PPP Classes	Sjt.Prasanta Kumar Behera Dr.Manoj Kumar Mishra Sjt. Jagannath Behera
04	Accounts Associate	Sjt.Bikram Sundar Mohanty Dipti Mohanty
05	Academic Associate	Smt.Bandita Das Dr..Jyoti Ranjan Samal
06	Development & Construction Associate	Smt. Madhuchhanda Mohanty Sjt. Rama Chandra Tarai
07	Prof In-charge of Autonomous Associate -do-	Sjt.Satyajit Sahoo Dr.Sarat Chandra Moharana
08	Advisor, College Union Associate Advisors	Sjt.Prasanta Kumar Behera Smt.Sagarika Nayak Sjt.Abhiram Satapathy Nibedita Swain
09	Prof.In-charge Library & Book Bank Associate	Smt.Madhuchhanda Mohanty Sjt. Jagannath Behera Swatee Puhan Subhalaxmi Acharaya Smt.Annapurna Panda
10	Vice-President,+2, Cultural Association Associate Vice President -do-	Dr.Uma Kanta Ojha Bidya Bharati Dash Kadambini Mohanty Sjt.Nihar Ranjan Swain
11	Prof.In-charge, Boys' Reading Room -do- Girls' Reading Room	Sjt.Premaraj Tani Swatee Puhan

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12	Vice President, Athletic Club (Degree) do- (+2, Stream) Associate Vice Presidents, Athletic Club (Degree & +2, Stream)	Dr. Manoja Manjari Swain Sjt. Bikram Sundar Mohanty Emma Baxla Sjt. Rahul Kharvel Sjt. Nihar Ranjan Swain Bidyabharati Dash Jyotirmoyee Dash
13	Vice President D.S.A Associate Vice President D.S.A	Dr. Bijaya Kumar Biswal Smt. Swastika Muduli Bidyut Prava Dash Sjt. Arabinda Dash Prajnajyoti Tripathy
14	Vice President, Dramatic Society (Degree) do- (+2, Stream) Associate Vice-Presidents (Both Streams)	Dr. Jyoti Ranjan Samal Manmohan Pradhan Amarendra Baisakh Sagarika Nayak Subhashree Nayak
15	Vice President S.S.G. Associate Vice President, SSG	Sjt. Suwendu Mauli Nanda Sjt. Kiran Kumar Sutar
16	Vice President, Free Studentship Associates: (+2, 1 st Year Arts)	Sjt. Prasanta Kumar Behera Sjt. Rasmi Ranjan Sethy
	Vice President, Free Studentship Associates: (+2, 1 st Year Commerce)	Sjt. Jagannath Behera Sjt. Nihar Ranjan Swain
	+2, 1 st Year Science	Sjt. Biswajit Pradhan Sjt. Krishna Rani
	+2, 2 nd Year Arts	Smt. Sabitarani Hota Minati Parida
	+2, 2 nd Year Science	Suprava Behera Sjt. Biswajit Pradhan
	+2, 2 nd Year Commerce	Sjt. Nihar Ranjan Swain Sjt. Ranjan Behera
	1 st Year B.A	Dr. Sasmita Ray Sjt. Rasmi Ranjan Sethy
	1 st Year B.Sc	Sushil Kumar Das Sagarika Nayak
	1 st Year B.Com	Sjt. Abhiram Satapathy Sjt. Sakti Prasad Mohanty
	2 nd Year B.A	Sjt. Sagarika Nayak Smt. Annapurna Panda
	2 nd Year B.Sc	Dr. Biswaprajna Mohanty Manmohan Pradhan
	2 nd Year B.Com	Smt. Swastika Muduli Sri Ranjan Behera
	3 rd Year B.A	Sri Rakesh Kumar Nayak Subhalaxmi Acharaya
3 rd Year B.Com	Sri Jagannath Behera Sunita Swain	
3 rd Year B.Sc	Dr. Antaryami Nayak Ankita Choudhury	

17	Prof.In-charge of Time Table and work load	Dr.Manoja Manjari Swain Dr.Sabitarani Hota Sri Asit Ranjan Mohapatra
18	Prof.In-charge, UGC,MRP & NAAC	Dr.Antaryami Nayak (UGC) Sri Satyajit Sahoo (NAAC) Sri Rasmi Ranjan Sethy (IQAC/AQAR) Dr. Nrusingha Ch.Samantray (MRP)
19	Prof.In-charge of College Examination	Dr. Nrusingha Ch.Samantray Smt. Parichita Mohanty Dr.Subhashree Mohanty Dr. Umakanta Ojha
20	Proctorial (Arts/Science/Commerce)	Smt. Bandita Das Sri Rama Chandra Tarai
21	Controller of Examination Dy. Controller of Examination Asst.Controller	Sri Asit Ranjan Mohapatra Sri Prasanta Kumar Behera and. Dr.Jyotiranjana Samal Dr.Amruta Mohanty Kiran Kumar Sutar
22	Prof.In-charge, Allotment of funds & utilization HRMS,GPF,GIS	Accounts Bursar Sri Suwendu Mauli Nanda
23	Prof.In-charge, Issue of Marksheet & Certificates	Controller & Dy.Controller of Exams. Academic Bursar & Prof.In-charge of Examinations.
24	Prof.Students Welfare (A) Arts Faculty (B) Science Faculty (C) Commerce Faculty	Smt Bagmita Mohapatra Himadri Tanaya Satapathy Bibekananda Rana
25	Admission Committee	Principal – Chairman Officer In-charge (+2) Principal-in-charge Controller & Dy.Controller, Member SAMS- Sri.Amitav Swain All Bursars- Member Arts Stream – Smt.Suprava Jena Science Stream- Sri Satyajit Sahoo Commerce Stream- Sri Jagannath Behera ,Prof.In-charge of Time Table- Member, BBA/BCA Coordinator Academic Section Assistant. BBA/BCA Assistant & S.E. COLLEGE

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26	Prof.In-charge of Computer (E-mail, Website, E-Education other related net working	Dr.Manoj Kumar Mishra Sri Rasmi Ranjan Sethy Smt. Bidyut Prava Dash
27	Prof.In-charge of Computer Centre	Dr.Manoj Kumar Mishra Sri Rama Chandra Tarai Bebina Das
28	Construction Committee (Letter No.1232(17) dt.15.04.2023	Principal, Chairman Sri Prasanta Kumar Behera, Administrative Bursar – Member Dr.Manoj Kumar Mishra, Asso.Admn.Bursar Member Sri Jagannath Behera, Asso.Admn. Bursar Member Sri Asit Ranjan Mohapatra, Controller of Examination – Member. Dr.Jyoti Ranjan Samal, Dy.Controller of Examination – Member. Sri Suvendu Mauli Nanda, Public Information Officer – Member. Dr. Antaryami Nayak, Prof.In-charge of UGC – Member. Sri Satyajit Sahoo, Prof. In-charge of NAAC – Member. Sri Rasmi Ranjan Sethy, Prof.In-charge of IQAC – Member. Dr.Nrusingha Charan Samantray, Prof.In-charge of MRP – Member. Smt. Subhra Parida, Prof. In-charge of BCA- Member. Sri Suvendu Sekhar Dash, Prof.In-charge of BBA – Member. Sri Bhagabat Muduli, Head Clerk- Member. Sri Pravakar Rout, Accountant, Member. Sri Bijaya Kumar Moharana, Mechanic
29	Prof.Incharge College Repair & Maintenance Associate	Administrative Bursar & Accounts Bursar Sri Rahul Kharvel & Smt. Sujata Mund
30	Prof.In-charge of Remedial Classes	Academic Bursar.
31	Officer Commanding N.C.C.	Sri Nihar Ranjan Swain
32	Prof. In-charge of N.S.S.	Sri Jeetu Prasad Mallick (Boys Unit) Smt. Bidyut Prava Dash (Girls' Unit)

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33	Prof.In-charge of Discipline Committee	Principal – Chairman All Bursars – Member & All H.O.Ds Dr.Jyoti Ranjan Samal Sri Suvendu Mauli Nanda Officer Commanding N.C.C – Member Prof. In-charge of N.S.S.- Member +3 and +2 = P.E.T Sj.Chitta Ranjan Dash
34	Prof.In-charge, Lesson Plan Note & Statistics	Smt.Parichita Mohanty Manorama Das Smt. Sadhana Nayak
35	Editorial Board, College Calendar	Dr. Manoja Manjari Swain Dr. Jyotiranjana Samal Dr.Sarat Chandra Moharana Dr.Manoj Kumar Mishra Sri Amitav Swain Sri Rahul Kharvel
36	Officer In-charge YRC	Sri Suvendu Mauli Nanda Dr.Puspalata Swain
37	Editorial Board, College Magazine	Smt. Bandita Das Sri Suvendu Mauli Nanda Sri Jagannath Behera Dr.Sarat Chandra Moharana Dr.Subhashree Mohanty
38	Prof.In-charge, Electricity & PHD fittings	Sri Satyajit Sahoo Sri Baishnab Charan Swain, Dealing Asst. Sri Pramod Kumar Sahoo, Electrician
39	Prof.In-charge, Students' Attendance	Sri Rasmi Ranjan Sethy (Arts Faculty) Sri Biswajit Pradhan (Science Faculty) Sri Ranjan Behera (Commerce Faculty) Smt.Anita Muduli, Junior Clerk
40	Prof.In-charge, Vivekananda Memorial Trust	Dr.Manoja Manjari Swain Sri Prasanta Kumar Behera
41	Prof.In-charge, Students' Information Bureau, Students' Grievance, Redressal Cell	Sri Suvendu Mauli Nanda Dr.Sasmita Ray Elina Priyadarsini Dr.Puspalata Swain

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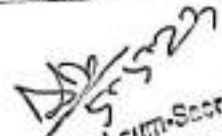
42	Prof. Incharge, Medical Aid Centre	Sri Suwendu Mauli Nanda Sri Jeetu Prasad Mallick
43	Superintendent, Boys' Hostel Asst. Superintendent, Boys' Hostel	Sri Suwendu Mauli Nanda Sri Nihar Ranjan Swain
44	Supdt. of Ladies Hostel (+3) Asst. Supdt. -do- Supdt. of Girls Hostel (+2) Asst. Supdt. -do-	Bidyabharati Dash Manorama Das Sunita Swain Sadhana Nayak
45	Prof. In-charge, Red Cross	Sri Suwendu Mauli Nanda Smt. Bandita Das
46	Prof. In-charge, Anti-Sexual Harassment Cell	Smt. Bandita Das Dr. Manoja Manjari Swain Dr. Sujata Mund Smt. Parichita Mohanty Sri Prasanta Kumar Behera Emma Baxla Swadhin Kumar Rout, BBA Smt. Lipsita Mohanty, BBA
47	Canteen Committee	Dr. Bijaya Kumar Biswal Smt. Suprava Jena, Smt. Bandita Das Smt. Parichita Mohanty Dr. Manoja Manjari Swain Sri Prasanta Kumar Behera Dr. Antaryami Nayak & All Bursars.
48	Residential Committee (Hostel & Staff Qtrs)	All Bursars Supdt. & Asst. Supdt. of Boys' Hostel -do- Ladies & Girls Hostel.
49	Prof. In-charge, Planning Forum, Budget Committee	Sri Asit Ranjan Mohapatra, Controller of Exam. Dr. Manoja Manjari Swain, Dr. Antaryami Nayak, Prof. in-charge of NAAC. Dr. Nrusingha Charan Samantray, Prof. in-charge of Exam. Sri Satyajit Sahoo, Prof. in-charge of IQAC. Dr. Madhuchhanda Mohanty, Prof. in-charge of Library. Sri Prasanta Kumar Behera, Administrative Bursar. Sri Jagannath Behera, HOD, Com. Sri Rama Chandra Tarai, H.O.D. in Economics. Sri Suwendu Mauli Nanda, Prof. in-charge of Cultural Association. Sri Swadhin Kumar Rout, BBA. Sri Bhagabat Muduli, Head Clerk. Sri Pravakar Rout, Accountant. Sri Gyanendra Kumar Mallick, Librarian. Sri Niranjana Patra, Academic Section Head.

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64	Officer In-charge, Return of Reports, Statistics, Assembly Questions & R.T.I.Compliance	Sri Asit Ranjan Mohapatra Sri Suvendu Mauli Nanda Sri Chitta Ranjan Dash Smt. Puspalata Prusty
65	Prof.In-charge, Cycle Stand	Sri Arabinda Dash Sri Pradipta Kumar Sahoo
66	Prof.In-charge, Autonomous, IQAC	Sri Satyajit Sahoo Sri Rasmi Ranjan Sethy
67	Student Welfare Committee	Sj. Prasanta Kumar Behera Supdt. Of both Hostels, All Bursars Sr.Clerk of Establishment Section.
68	Public Information Officer	Sri Suvendu Mauli Nanda
69	First Court Appeal Authority	Sri Bikram Sundar Mohanty
70	Coordinator, Self Financing Courses	Smt. Subhra Parida Sri Swadhin Kumar Rout
71	Coordinator, Career Counseling Cell	Smt.Lipsita Mohanty Smt. Annapurna Panda
72	Prof.In-charge, Placement Cell	Sj.Manmohan Pradhan
73	Prof.In-charge, Differently Abled Cell	Dr.Jyotiranjana Samal Gaytri Das
74	Women Harassment Cell	Dr.Bijaya Kumar Biswal Smt.Parichita Mohanty Smt.Sabita Rani Hota Smt.Bidyut Prava Dash Smt.Bagmita Mohapatra Smt.Sadhana Nayak
75	Member Secretary, Academic Council	Dr.Bijaya Kumar Biswal
76	Prof. In-charge, Furniture	Dr. Antaryami Nayak Dr.Sabitarani Hota Dr.Manoj Kumar Mishra

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50	Prof.In-charge Botanical Garden	Smt. Madhuchhanda Mohnty Dr. Amruta Mohanty
51	Prof.In-charge, College Campus, Garden & plantation	Smt.Madhuchhanda Mohanty Sri Bikram Sundar Mohanty N.S.S. Officers & NCC Officer.
52	Prof.In-charge, Staff Common Room	Dr. Manoj Kumar Mishra Dr.Subhashree Mohanty
53	Prof.In-charge, Vocational Education (HSS)	Sri Bikram Sundar Mohanty
54	Prof.In-charge, Outside Examination.	Sri Asit Ranjan Mohapatra
55	Prof. In-charge Boys' Common Room	Sri Suvendu Mauli Nanda Sri Rahul Kharvel
56	Prof.In-charge Girls' Common Room	Miss. Minati Parida Smt. Annapurna Panda
57	Vice- President, Arts Society	Dr.Rasmita Routray Subhashree Nayak
58	Vice- President, Science Society	Dr. Manoja Manjari Swain Miss. Geetanjali Sinha
59	Vice-President, Commerce Society	H.O.Ds and all Members of Commerce Department.
60	Prof.In-charge, Computer & Xerox	Smt.Bidyut Prava Dash
61	Prof. In-charge, Anti Ragging Cell	Dr.Smt. Manoja Manjari Swain Smt.Bandita Das Dr.N.C.Samantray Sri Prasanta Kumar Behera Sri Suvendu Mauli Nanda
62	Prof.In-charge, e-medhabruti/Prerena/Scholarship	Dr. Bijaya Kumar Biswal (+2) Dr.N.C.Samantray (+3)
63	Purchase Committee	Controller of Examination Prof.In-charge, Library Sj. Satyajit Sahoo Sj.Jagannath Behera Prof.In-charge, Furniture, PHD & Electricity Prof.In-charge, Construction, Repair & Maintenance. H.O.D BBA/BCA Head Clerk, Accountant & Librarian


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77	Prof.In-charge of all Tabulation Coordinator	Dr. Nrusingha Charan Samantray
	Tabulators (+2,1 st Year Arts)	Smt.Swastika Muduli Miss.Minati Parida
	-do- (+2,1 st Year Science)	Kadambini Mohanty Kiran Kumar Sutar
	-do- (+2,1 st Year Commerce)	Dipti Mohanty Ranjan Behera
	-do- (+2,2 nd year Arts)	Smt.Annapurna Panda Rasmita Senapati
	-do- (+2,2 nd Year Science)	Miss. Sagarika Nayak Jyotirmayee Dash
	-do- (+2,2 nd Year Commerce)	Sunita Swain Amarendra Balsakh.
78	Prof.In-charge ,Store & contingencies	Sri Manmohan Pradhan Sri Ramesh Ch.Das, Sr.Clerk Sri Sanjaya Kumar Behera. Bearer
79	District Coordinator, Self Defence Trg for Girls	Bidyabharati Dash
80	Self Defence Trg. For girls (College Unit)	Miss Bidyabharati Dash
81	Prof.In-charge, Rover & Ranger Unit	Sj.Prasanta Kumar Behera
82	Rover Leader (Boys)	Sri Sushanta Kumar Sahoo, PET Sridhar Tripathy, PET
83	Rover Leader (Girls)	Miss. Subhashree Mohanty Smt.Bidyut Prava Dash
84	Prof.In-charge, SAMS (Admission In-charge)	Sri Amitav Swain (+2) Sri Rama Chandra Tarai (+3)
85	Budget Committee	Notified earlier (See Sl.No.49)
86	Legal Cell	Sj.Prasanta Kumar Behera Dr. Jyoti Ranjan Samal Head Clerk/Accountant
87	Prof.In-charge Zone.	Sri Prasanta Kumar Behera Sri Rasmi Ranjan Sethy
88	Prof.In-charge of Self Defense -do- Associate	Smt.Bidyut Prava Dash Miss Bidyabharati Dash

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89	Prof.In-charge Coding	Smt. Bandita Das Dr. Sarat Chandra Moharana
90	Prof.In-charge of HUB	Dr. Nrusingha Charan Samantray
91	Prof.In-charge Quarter Allotment.	Sri Suwendu Mauli Nanda Sri Bhagabat Muduli, Head Clerk
92	Autonomous & NAAC Committee	Dr. Nrusingha Charan Samantray, Dr. Jyoti Ranjan Samal, Mrs. Madhuchhanda Mohanty, Asit Ranjan Mohapatra, Sj.Satyajit Sahoo, Prasanta Kumar Behera, Dr.Sabitarani Hota, Sj. Jagannath Behera, Sj. Suwendu Mauli Nanda, Miss. Dipti Mohanty, Mrs. Sagarika Nayak, Rasmi Ranjan Sethy, Kiran Kumar Sutar, Dr. Manoj Kumar Mishra, Biswaranjan Barik, Chittaranjan Dash Biswabkash Swain
93	Prof.In-charge, Holiday	Sri Asit Ranjan Mohapatra
94	Prof.In-charge of Media Cell	Sri Suwendu Mauli Nanda Dr. Jyot Ranjan Samal Sri Sushant Kumar Sahoo Sri Chitta Ranjan Dash
95	Prof.In-charge of Public Relation Officer Assistant –do-	Sri Suwendu Mauli Nanda Sri Chitta Ranjan Dash
96	Executive Committee for NAAC Peer Team	Dr.Antaryami Nayak, Chief Convenor Dr.Nrusingha Charan Samantray, Convenor Dr.Manoj Kumar Mishra, Asst.Convenor Sri Prasanta Kumar Behera, Co-ordinator Sri Chitta Ranjan Das, Asst.Co-ordinator Dr.Madhuchhanda Mohanty, Member Sri Satyajit Sahoo, Member Dr.Sabita Hota, Member

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96	Executive Committee for NAAC Peer Team	Sri Suwendu Mauli Nanda, Member Dr. Jyoti Ranjan Samal, Member Sri Rasmi Ranjan Sathy, Member Sri Jagannath Behera, Member Miss. Dipti Mohanty, Member Sri Kiran Kumar Sutar, Member Sri Bhagabat Muduli, Head Clerk Sri Pravakar Rout, Accountant Sri Biswa ranjan Barik, Jr. Clerk & DEO
97	Finance Committee for NAAC Peer Team	Sri Asit Ranjan Mohapatra, Chief Sri Jagannath Behera, Convenor Sri Chittaranjan Dash, Asst. Convenor Sri Manmohan Pradhan, Member Smt. Subhashree Nayak, Member Sri Bhagabat Muduli, Head Clerk Sri Pravakar Rout, Accountant
98	College campus and boundary	Programme Officer N.S.S and his cadets. N.C.C. Officer and his Cadets. Prof. In-charge of YRC Prof. In charge of Construction. Prof. In-charge of Elec/PHD Sj. Gagan Charan Das.
99	Prof. In-charge of Campus/garden Safety In-charge	Dr. Nrusingha Charan Samantray Sjt. Nihar Ranjan Swain Sj. Chitta Ranjan Dash
100	Prof. In-charge of Seminar Coordinator	Dr. Jyoti Ranjan Samal Subhalaxmi Das
101	Prof. In-charge of P.G. Council	Dr. Bijaya Kumar Biswal Sri Asit Ranjan Mohapatra Dr. Jyoti Ranjan Samal
102	Prof. In-charge of Govt. Liaisoning Officer	Sri Prasanta Kumar Behera (Admn. Bursar) Dr. Sabita Rani Hota
103	Prof. In-charge of Library Reading Room	Sasmita Ray Smt. Annapurna Panda

104	Prof.in-charge of Assets protection cell & Stock In-charge.	Dr. Bijaya Kumar Biswal Sj.Asit Ranjan Mohapatra Sj.Bikram Sundar Mohanty
105	Prof.In-charge of Projector/Smart Class In-charge	Sri Rasmi Ranjan Sethy
106	Prof.In-charge of language Lab & Communication skill	Sri Swadhin Kumar Rout
108	Prof. In-charge of Staff Quarter	Dr.Nrusingha Charan Samantray
109	Prof. In-charge of Proctoroial/PTA	Smt.Parichita Mohanty Diptimayee Swain
110	Auditorium In-charge	Sri Sridhar Tripathy
111	Indoor Stadium In-charge	Sj.Suwendu Mauli Nanda Sri Sushant Kumar Sahoo
112	Prof. In-charge of Canteen	Sri Suwendu Mauli Nanda Sj. Chitta Ranjan Dash
113	Prof. In-charge of Students Allegation	Academic Bursar
114	Prof.In-charge of Computer distribution	Administrative and Accounts Bursar.
115	Prof.In-charge of BBA/MBA (PPP/SAF mode)	Sj. Jagannath Behera
116	Prof.In-charge of BCA/MCA (PPP/SAF mode)	Sj. Satyajit Sahoo
117	Prof. In-charge of OSOU & Others	Prof. Bijaya Kumar Biswal Sj.Premaraj Tani
118	Prof. In-charge of Bachelor/Lodge	Dr.Nrusingha Charan Samantray Sri Jatindra Paramanik
119	Prof. In-charge of Forest Plantation	Sj. Prasanta Kumar Behera Sj.Sushant Kumar Sahoo
120	RUSA/ WORLD BANK & MO COLLEGE COMMITTEE.	<u>Sj.Satyajit Sahoo & Sj.Suwendu Mauli Nanda</u> <u>Sj.Prasanta Kumar Behera & Dr. J.R.Samal</u> <u>Sj. Prasanta Kumar Behera, Sj.Suwendu Mauli Nanda and Chitta Ranjan Das.</u>
121	CAMPUS BEAUTIFICATION AND MAINTENNANCE COMMITTEE	Smt. Bandita Das, Dr.Manoja Manjari Swain, Sj.Jagannath Behera and Dr. Sarat Chandra Moharana.

122	Prof. In-charge of Canteen Food Quality	Sj.Asit Ranjan Mohapatra Smt.Madhuchhanda Mohanty
123	Prof. In-charge of Green Audit/Gender Audit and Autonomous Status	Dr.Manoja Manjari Swain, (Science) Sj.Suwendu Mauli Nanda (Arts) and Sj. Jagannath Behera (Commerce)
124	Prof. In-charge of Banking Coordinator	Sj. Jagannath Behera
125	Prof. In-charge of Health (1 st Aid)	Smt.Suprava Jena, Kadmbini Mohanty and Sushil Kumar Das
126	Prof. In-charge of P.G, Self Financing and PTF Coordinator Associate Office Assistant	Prof. Madhuchhanda Mohanty Prof. Suwendu Mauli Nanda Smt. Puspalata Prusty

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memo No 1387 /SVMC//Date. 05.05.223

Copy to Staff Common Room for information of all the staff to note it.

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