

OFFICE OF THE PRINCIPAL
SRI SATHYA SAI COLLEGE FOR WOMEN, BHUBANESWAR

No-175/26

Date- 29/09/26

Duty Distribution

FDP-Student-Centric and Holistic Development

The following staff members are assigned duty for the FDP to be held on 07.10.2026.

Sl. No.	Duty Details	Name of the Staff members
1	Advance Regarding FDP	➤ Dr. Mrunamyee Rath
2	Registration (Participant/Visitor's Book)	➤ Dr. Diptimayee Sahoo ➤ Dr. Snigdha Samadarshini ➤ Ms. Santwana Mohanty
3	Stage Arrangement	➤ Ms. Pravati Panda ➤ Dr. Aruni Mishra ➤ Ms. Sunita Naik ➤ Dr. Rashmita Parida ➤ Ms. Janaki Soren ➤ Mr. Jatadhari Swain
4	Guest Refreshments	➤ Mr. Taruna Kumar Nayak ➤ Ms. Subhashree Das
5	Participant Refreshments (Tea/Biscuit)	➤ Ms. Janaki Soren
6	Guest Lunch	➤ Ms. Minati Jena ➤ Ms. Nilam Lakra
7	Participants Lunch	➤ Ms. Bindulata Panda ➤ Mrs. Satahrada Mohanty
8	Photo (General/Jio-tagged/ Short Video)	➤ Ms. Subhashree Mohanty ➤ Ms. Jayanti Singh ➤ Ms. Sujata Pahan ➤ Mr. Sanjay Kumar Rana
9	Rapporteur	➤ Dr. Lulubala Nayak ➤ Ms. Aparna Patra ➤ Dr. Banaja Taldi ➤ Ms. Barsha Rani Ojha ➤ Ms. Saibalini Behera ➤ Ms. Bindulata Panda
10	Digital Designing/ Website Upload	➤ Dr. Banaja Taldi ➤ Ms. Barsha Rani Ojha
11	Badge	➤ Ms. Manini Pattnaik ➤ Ms. Mamata Sarangi
12	Formal Vote of Thanks and Felicitation	➤ Ms. Akankhya Mohapatra
13	Saplings/Uttaria/Felicitation Gift	➤ Ms. Bindulata Panda
14	Formal Welcome/Report	➤ Dr. Saswati Swagatika
15	Overall Supervision and Coordination	➤ Dr. Prasanta Kumar Pradhan

Principal
 Sri Sathya Sai College for Women
 Bhubaneswar