

PROCTORIAL ACTIVITY RECORD

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STUDENT DETAILS FOR PROCTORIAL ACTIVITY
 Department of Modern Office Management, Govt. Polytechnic,
 Bhubaneswar.
 SESSION 2020-23

Name of the Student: Bhabani Prasad Nayak. Regd. No: F20014017001
 Father's Name: Manoranjan Nayak
 Contact No: 7377707377
 Gender: Male
 Contact No: 7438981406
 E-Mail ID: bhabanip27@gmail.com
 Aadhaar No: 504292147725
 Hosteller Category: General
 Blood Group: A+
 Present Address: SALIPUR, CUTTACK
 Permanent Address: SALIPUR, CUTTACK



Mother's Name: Sanghamitra Nayak
 Contact No: 9337248450
 Parent' Occupation: Service
 Hosteller/Day Scholar:
 D.O.B: 12/07/2003
 Name of the Scholarship Receives: No

Academic Details:

Course	Marks obtained (%)		Year of passing
	Semester	Percentage	
10th	67%		2018
12th	61%		2020
DIPLOMA	1 st Sem	82%	2020
	2 nd Sem	97.85%	2021
	3 rd Sem		
	4 th Sem		
	5 th Sem		
	6 th Sem		

Online Registration in the following Portal:

DIGI Locker: YES
 Skill Odisha: YES
 Swayam: YES
 Anti-ragging Undertaking by student in AICTE Portal: YES
 Library Registration: YES
 NATS Portal: NO
 Intern Shala : YES
 Hobby: Playing Strength: Teamwork
 Weakness: singing. Extracurricular Activity: cleaning

STUDENT DETAILS FOR PROCTORIAL ACTIVITY
 Department of Modern Office Management, Govt. Polytechnic, Bhubaneswar.
 SESSION 2020-2023

Name of the Student: Gayatri Patra Father's Name: Taranisen Patra
 Regd. No: F20014017002 Contact No: 9438388221
 Gender: Female Mother's Name: Sukumati Patra
 Contact No: 7978305694 Contact No: 8260551537
 E-Mial.ID: patragayatri666@gmail.com Parent' Occupation: Farmer
 Aadhaar No: 428456246585 Hosteller/Day Scholar: Hosteller
 Category: SC D.O.B: 06.05.2002
 Blood Group: O+ Name of the Scholarship Receives: State Scholarship Portal

Present Address: Kandarkala,Raikala,Keonjar Permanent Address: Kandarkala,Raikala,Keonjar



Academic Details:

Course	Marks obtained (%)	Year of passing
10th	71%	2018
12 th	74%	2020
DIPOLMA	Semester	Percentage
	1 st Sem	79.9%
	2 nd Sem	86%
	3 rd Sem	
	4 th Sem	
	5 th Sem	
6 th Sem		

Online Registration in the following Portal:

DIGI Locker: YES
 Skill Odisha: YES
 Swayam: YES
 Anti-ragging Undertaking by student in AICTE Portal: YES
 Library Registration: YES
 NATS Portal: NO
 Intern Shala : YES
 Hobby: Listening Music Strength: Team Work
 Weakness: Darkness Extracurricular Activity: Drawing



STUDENT DETAILS FOR PROCTORIAL ACTIVITY
 Department of Modern Office Management, Govt. Polytechnic,
 Bhubaneswar.
 SESSION 2020-2023

Name of the Student: Hiseya Mallick
 Mallick Regd. No: F20014017003
 Gender: Male
 Contact No: 7657016780
 E-Mail ID: hiseyamallick@gmail.com
 Aadhaar No: 477443229272
 Scholar
 Category: ST
 Blood Group: O+ve
 Present Address: Adivasi Gaon, Saliasahi permanent
 address: gaterbadi, balligada, nuagaon, Bhubaneswar kandhamal odisha, 762102

Father's Name: Sadhucharan
 Contact No: 8480048417
 Mother's Name: Kusuma Mallick
 Contact No: 8480048417
 Parent's Occupation: Farmer
 Hosteller/Day Scholar: Day
 D.O.B: 11/03/2001
 Name of the Scholarship Receives: No

Academic Details:

Course	Marks obtained (%)		Year of passing
	Semester	Percentage	
10th	62%		2018
12th	48.5%		2020
DIPOLM A	1 st Sem	74.4%	2020
	2 nd Sem	84%	2021
	3 rd Sem		
	4 th Sem		
	5 th Sem		
	6 th Sem		

Online Registration in the following Portal:

DIGI Locker: YES
 Skill Odisha: NO
 Swayam, MOOCs: NO
 Anti-ragging Undertaking by student in AICTE Portal:
 YES Library Registration: YES
 NATS Portal: NO
 Intern Shala: YES
 Hobby: playing football, volletball,
 Indoor games like caroom Strength: Playing Football
 Weakness: Singing Extracurricular Activity: sports

2020-2023

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STUDENT DETAILS FOR PROCTORIAL ACTIVITY
 Department of Modern Office Management, Govt. Polytechnic, Bhubaneswar.
 SESSION 2020-23

Name of the Student: Monalisha Champatiray Father's Name: Ramesh Ch. Champati
 Regd. No: F2001401704 Contact No: 8763799804
 Gender: Female Mother's Name: Ushamani Champati
 Contact No: 9078990443 Contact No: 9861660443
 E-Mail.ID: champatiraymonalisha@gmail.com Parent' Occupation: Service
 Aadhaar No: 209696704578 Hosteller/Day Scholar: Day Scholar
 Category: Gen D.O.B: 11.01.2003
 Blood Group: B+ Name of the Scholarship Receives: No
 Present Address: Mugamanda, Begunia, Khordha
 Permanent Address: Mugamanda, Begunia , Khordha, 752062

Academic Details:

Course	Marks obtained (%)	Year of passing
10th	76%	2018
12 th	53%	2020
DIPOLMA	Semester	Percentage
	1 st Sem	58.4%
	2 nd Sem	81.87%
	3 rd Sem	
	4 th Sem	
	5 th Sem	
6 th Sem		

Online Registration in the following Portal:

DIGI Locker: YES
 Skill Odisha: YES
 Swayam: YES
 Anti-ragging Undertaking by student in AICTE Portal: YES
 Library Registration: YES
 NATS Portal: YES
 Intern Shala : NO
 Hobby: Traveling YES
 Weakness: Nothing
 Strength: Computer Literacy
 Extracurricular Activity: Story Reading

STUDENT DETAILS FOR PROCTORIAL ACTIVITY
Department of Modern Office Management, Govt. Polytechnic, Bhubaneswar.
SESSION 2020-23

Name of the Student: Mrutyunjay Sinha
 Regd. No: F20014017005
 Gender: Male
 Contact No: 9861993937
 E-Mial.ID: msrex31@gmail.com
 Aadhaar No: 664516566485
 Category: Gen
 Blood Group: A+
 Present Address: Bhoinagar, Khurda

Father's Name: Sudhir ku. Sinha
 Contact No: 8093498262
 Mother's Name: Krishna Sinha
 Contact No: 8093498262
 Parent' Occupation: Gems Business
 Hosteller/Day Scholar: Day Scholar
 D.O.B: 10.02.1998
 Name of the Scholarship Receives: No
 Permanent Address: Tarakote, Jajpur, 755025

Academic Details:

Course	Marks obtained (%)	Year of passing
10th	66.16%	2013
12 th	55%	2015
DIPOLMA	Semester	Percentage
	1 st Sem	Not Appeared
	2 nd Sem	Not Appeared
	3 rd Sem	
	4 th Sem	
	5 th Sem	
6 th Sem		

Online Registration in the following Portal:

DIGI Locker: YES
 Skill Odisha: YES
 Swayam: YES
 Anti-ragging Undertaking by student in AICTE Portal: YES
 Library Registration: YES
 NATS Portal: NO
 Intern Shala : YES
 Hobby: Singing Strength: Confident
 Weakness: Over Possesiveness Extracurricular Activity: Carrom, Badminton

STUDENT DETAILS FOR PROCTORIAL ACTIVITY
 Department of Modern Office Management, Govt. Polytechnic, Bhubaneswar.
 SESSION 2020-2023

Name of the Student: Nafisa Akhtar
 Regd. No: F20014017006
 Gender: Female
 Contact No: 7064642559
 E-Mail.ID: akhtarnafisa094@gmail.com
 Aadhaar No: 3862 5396 9028
 Category: General
 Blood Group: B+
 Present Address: Adimata colony, Mancheswar

Father's Name: Halim Mohammad
 Contact No: 9937711592
 Mother's Name: Apshana Begum
 Contact No: 7683987382
 Parent' Occupation: Mechanical Engg.
 Hosteller/Day Scholar: Day Scholar
 D.O.B: 26/12/2001
 Name of the Scholarship Receives: NO
 Permanent Address: Adimata colony, Mancheswar



Academic Details:

Course	Marks obtained (%)		Year of passing
10th	71%		2018
12 th	56%		2020
DIPOLMA	Semester	Percentage	
	1 st Sem	84%	2020
	2 nd Sem	86%	2021
	3 rd Sem		
	4 th Sem		
	5 th Sem		
	6 th Sem		

Online Registration in the following Portal:

DIGI Locker: YES
 Skill Odisha: YES
 Swayam: YES
 Anti-ragging Undertaking by student in AICTE Portal: YES
 Library Registration: YES
 NATS Portal: YES
 Intern Shala : YES
 Hobby: Practice Meditation
 Weakness: Nervousness
 Strength: Truthful
 Extracurricular Activity: Dancing

STUDENT DETAILS FOR PROCTORIAL ACTIVITY
Department of Modern Office Management, Govt. Polytechnic,
Bhubaneswar.
SESSION 2020-2023

Name of the Student: Nikita Nayak
Regd. No: F20014017007
Gender: Female
Contact No: 7846822635
E-Mial.ID: nayaknikita641@gmail.com
Aadhaar No: 7602 4255 6542
Category: General
Blood Group: AB+
Present Address: N1,334 IRC VILLAGE BBSR
Permanent Address: : N1,334 IRC VILLAGE BBSR

Father's Name: Abhiram Nayak
Contact No: 9439910289
Mother's Name: Sunita Nayak
Contact No: 9439201791
Parent' Occupation: Caretaker
Hosteller/Day Scholar: Day Scholar
D.O.B -28.03.2003
Name of the scholarship Receives: NO



Academic Details:

Course	Marks obtained (%)		Year of passing
10th	58%		2018
12th	60%		2020
DIPLOMA	Semester	Percentage	
	1 st Sem	48%	2020
	2 nd Sem	74%	2021
	3 rd Sem		
	4 th Sem		
	5 th Sem		
	6 th Sem		

Online Registration in the following Portal:

DIGI Locker: YES
Skill Odisha: YES
Swayam: YES
Anti-ragging Undertaking by student in AICTE Portal: YES
Library Registration: YES
NATS Portal: NO
Intern Shala : YES
Hobby: COOKING Strength: FAMILY
Weakness: Nervousness Extracurricular Activity: SINGING

STUDENT DETAILS FOR PROCTORIAL ACTIVITY
 Department of Modern Office Management, Govt. Polytechnic, Bhubaneswar.
 SESSION 2020-23

Name of the Student: Renuka Naik
 Regd. No: F20014017008
 Gender: Female
 Contact No: 6371983279/8480089026
 E-Mail.ID:naikrenuka2002@gmail.com
 Aadhaar No: 982918232498
 Category: SC
 Blood Group: O+
 Present Address: -Rayagada, Kshipur

Father's Name: Dina Naik
 Contact No: 8658831108
 Mother's Name: Kantamani Naik
 Contact No: No
 Parent' Occupation: Farmer
 Hosteller/Day Scholar: Hosteller
 D.O.B: 22/11/2002
 Name of the Scholarship Receives: No
 Permanent Address: Rayagada, Kshipur



Academic Details:

Course	Marks obtained (%)	Year of passing
10th	62.05%	2018
12 th	44.01%	2020
DIPOLMA	Semester	Percentage
	1 st Sem	63.22%
	2 nd Sem	61.46%
	3 rd Sem	
	4 th Sem	
	5 th Sem	
6 th Sem		

Online Registration in the following Portal:

DIGI Locker:	YES
Skill Odisha:	YES
Swayam:	YES
Anti-ragging Undertaking by student in AICTE Portal:	YES
Library Registration:	YES
NATS Portal:	NO
Intern Shala :	YES
Hobby: watching tv	Strength: Team work
Weakness: insect	Extracurricular Activity: nothing

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2020 & 2021

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STUDENT DETAILS FOR PROCTORIAL ACTIVITY
Department of Modern Office Management, Govt. Polytechnic, Bhubaneswar.
SESSION 2020-23

Name of the Student: Rinki Rout
 Regd. No: F20014017009
 Gender: Female
 Contact No: 7848966137
 E-Mial.ID: rinkirout411@gmail.com
 Aadhaar No: 230052759591
 Category: General
 Blood Group: A+
 Present Address: Dimiria, nuapatna, narsinghpur

Father's Name: Kallash Rout
 Contact No: 8249391366
 Mother's Name: Binapani Rout
 Contact No: 8249391366
 Parent' Occupation: Farmer
 Hosteller/Day Scholar: Hosteller
 D.O.B: 25/11/2002
 Name of the Scholarship Receives: post matric
 Permanent Address: Dmiria, nuapatna, narsinghpur

Academic Details:

Course	Marks obtained (%)	Year of passing
10th	74.3	2018
12 th	57.6	2020
DIPOLMA	Semester	Percentage
	1 st Sem	62.93%
	2 nd Sem	79.33%
	3 rd Sem	
	4 th Sem	
	5 th Sem	
6 th Sem		

Online Registration in the following Portal:

DIGI Locker: YES
 Skill Odisha: YES
 Swayam: YES
 Anti-ragging Undertaking by student in AICTE Portal: YES
 Library Registration: YES
 NATS Portal: YES
 Intern Shala : YES
 Hobby: Travel
 Weakness: Fear of failure

Strength: Dedication
 Extracurricular Activity: Travel

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STUDENT DETAILS FOR PROCTORIAL ACTIVITY

Department of Modern Office Management, Govt. Polytechnic, Bhubaneswar.

SESSION 2020-23

Name of the Student: Samikshya Biswal **Father's Name:** Prafulla Chandra Biswal
Regd. No: F20014017010 **Contact No:** 9861952099
Gender: Female **Mother's Name:** Kanchana biswal
Contact No: 7848966137 **Contact No:**
E-Mail.ID: samikshyabiswal516@gmail.com **Parent' Occupation:** Farmer
Aadhaar No: 583602716380 **Hosteller/Day Scholar:** Hosteller
Category: OBC **D.O.B:** 15/03/2003
Blood Group: O+ **Name of the Scholarship Receives:** NO
Present Address: Kajipur, Nimapada, puri **Permanent Address:** Kajipur, Nimapada, Puri

**Academic Details:**

Course	Marks obtained (%)		Year of passing
10th	68.87		2018
12 th	53.67		2020
DIPOLMA	Semester	Percentage	
	1 st Sem	72.4%	2020
	2 nd Sem	84.4%	2021
	3 rd Sem		
	4 th Sem		
	5 th Sem		
	6 th Sem		

Online Registration in the following Portal:

DIGI Locker: YES
Skill Odisha: YES
Swayam: YES
Anti-ragging Undertaking by student in AICTE Portal: YES
Library Registration: YES
NATS Portal: YES
Intern Shala : YES
Hobby: Reading **Strength: Creativity**
Weakness: Nervous **Extracurricular Activity: Singing**

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STUDENT DETAILS FOR PROCTORIAL ACTIVITY
Department of Modern Office Management, Govt. Polytechnic, Bhubaneswar.
SESSION 2020-23

Name of the Student: Sangita Behera
Regd. No: F20014017011
Gender: Female
Contact No: 9337157687
E-Mail ID: sangitamama1122@gmail.com
Aadhaar No: 493207526566
Category: OBC
Blood Group: O+Present Address: Shyampur, Ghatikia, Khordha

Father's Name: Sindhu Behera
Contact No: 7008788535
Mother's Name: Urmila Behera
Contact No:
Parent' Occupation: Farmer
Hosteller/Day Scholar: Day Scholar
D.O.B: 18/03/2003
Name of the Scholarship Receives: Post Matric
Permanent Address: Bardapada, Biswalapada, Khordha



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Academic Details:

Course	Marks obtained (%)	Year of passing
10th	60%	2018
12 th	60%	2020
DIPOLMA	Semester	Percentage
	1 st Sem	63%
	2 nd Sem	80%
	3 rd Sem	
	4 th Sem	
	5 th Sem	
	6 th Sem	

Online Registration in the following Portal:

DIGI Locker:	YES
Skill Odisha:	YES
Swayam:	YES
Anti-ragging Undertaking by student in AICTE Portal:	YES
Library Registration:	YES
NATS Portal:	YES
Intern Shala :	YES
Hobby: Reading	Strength: Creativity
Weakness: Nervous	Extracurricular Activity: Singing

STUDENT DETAILS FOR PROCTORIAL ACTIVITY
Department of Modern Office Management, Govt.Polytechnic,
Bhubaneswar.
SESSION 2020-23



Name of the Student: Shreeparna Roy **Father's Name:** Arup Kumar Roy
Regd. No: F20014017012 **Contact No:** 9937824404
Gender: Female **Mother's Name:** Monalisa Roy
Contact No: 9078569887 **Contact No:** 9777441929
E-Mial.ID: shreepama26roy@gmail.com **Parent' Occupation:** Teacher
Aadhaar No: 5406 3697 6459 **Hosteller/Day Scholar:** Hosteller
Category: General **D.O.B:**26/05/2003
Blood Group: A+ **Name of the Scholarship Receives:** No
Present Address: Rairakhol , Sambalpur **Permanent Address:** Ballav Niwas ,
Kuanserpur , Jajpur

Academic Details:

Course	Marks obtained (%)		Year of passing
10th	60%		2018
12th	64%		2020
DIPOLMA	Semester	Percentage	
	1 st Sem	69%	2020
	2 nd Sem	85%	2021
	3 rd Sem		
	4 th Sem		
	5 th SEm		
	6 th Sem		

Online Registration in the following Portal:

DIGI Locker: YES
Skill Odisha: YES
Swayam: YES
Anti-ragging Undertaking by student in AICTE Portal:
YES Library Registration:
YES
NATS Portal: YES
Intern Shala : YES
Hobby: Cooking ,Novel reading **Strength:** Loyalty , kindness
Weakness: Discouragement **Extracurricular Activity:** Dance ,Singing



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STUDENT DETAILS FOR PROCTORIAL ACTIVITY
Department of Modern Office Management, Govt. Polytechnic, Bhubaneswar.
SESSION 2020-23

Name of the Student: Sibasankar Sahoo
Regd. No: F20014017013
Gender: Male
Contact No: 7848982663
E-Mail ID: Sibasankarsahoo2002@gmail.com
Aadhaar No: 787249647228
Category: General

Father's Name: Dhaneswar Sahoo
Contact No: 8984471293
Mother's Name: Sallabala Sahoo
Contact No: 7328039373
Parent' Occupation: Company Job
Hosteller/Day Scholar: Day Scholar
D.O.B: 15/06/2002



Blood Group: B+
Present Address: Shyampur,
Ghatikia, Bhubaneswar, 751003

Name of the Scholarship Receives: NO
Permanent Address: Dankarisahi, Rasanga, Nayagarh
Odisha, 752085

Academic Details:

Course	Marks obtained (%)	Year of passing
10th	57.5%	2018
12th	59.3%	2020
DIPOLMA	Semester	Percentage
	1 st Sem	52.4%
	2 nd Sem	74%
	3 rd Sem	
	4 th Sem	
	5 th Sem	
	6 th Sem	

Online Registration in the following Portal:

DIGI Locker:	YES
Skill Odisha:	NO
Swayam, MOOCs:	NO
Anti-ragging Undertaking by student in AICTE Portal:	YES
Library Registration:	YES
NATS Portal:	NO
Intern Shala :	YES
Hobby: playing football, cricket	Strength: playing video games,
Weakness: singing, dancing	Extracurricular Activity: juggling,

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NOTICE

Date: 15-12-2021

It is hereby notified that the Proctorial Meeting of the Department of Modern Office Management will be held on dt.17-12-2021 in the dept. The proctors are requested to conduct the meeting at 11am on the scheduled date in respective classrooms without fail. This notice is to be served both on department notice board and in students' whatsapp group.



(Dr Mukunda Sahoo)
Sr. Lect./C

Copy served to the Academic Coordinator for information.

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See lecturer.

Proctor meeting was conducted on 17-12-2021 on the department. The discussion was made with the students regarding the following points.

- * Regarding conduct of theory and practical classes.
- * Regarding any requirement of remedial classes.
- * Regarding discussion of important questions for preparation of semester examination.

The students were satisfied with the offline mode of classes.

* Regular classes are monitored by the HOD.

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NOTICE

Date: 10-02-2022

It is hereby notified that the Proctorial Meeting of the Department of Modern Office Management will be held on dt. 12-02-2022 in the dept. The proctors are requested to conduct the meeting at 11am on the scheduled date in respective classrooms without fail. This notice is to be served both on department notice board and in students' whatsapp group.

Mukul
 (Dr Mukunda Sahoo)
 Sr. Lect./C

Copy served to the Academic Coordinator for information.

Sr. lecturer

Proctor meeting was held on dt 12-02-2022 in the department. The discussion was made with the students regarding the following points.

- * Regarding the conduct of theory and practical classes.
- * Regarding any requirement of any remedial classes.

The following appreciations made on the basis of the discussion:

- * classes are monitored by the HoP.
- * Remedial classes were taken by the concerned faculty.

for the
 13/02/2022
 Lect, Humanities.

Mukul

Department of Modern Office Management
Government Polytechnic, Bhubaneswar

GPB 05 Dt 26/04/2022

NOTICE FOR PT MEETING

DT: 26.04.2022

It is hereby notified that the Parents-Teacher Meeting of Department of Modern Office Management will be held on dt-~~24~~ 04.2022 at 07.00p.m regarding conduct of classes, assessment tests, semester examination and other academic activities of the department in online mode. Link for joining the meeting will be shared in students' whats app group 10 minutes before. Parents are welcome to share their views, suggestion and their wards' requirement in the meeting.

The notice is to be shared in students' WhatsApp group for circulation among staff members and all students of MOM department.


Sr. Lect. I/C

MOM Dept.

**DEPARTMENT OF MODERN OFFICE MANAGEMENT
GOVERNMENT POLYTECHNIC, BHUBANESWAR**

No 43, Dt- 24/05/2022

NOTICE FOR PROCTORIAL MEETING

Date: 24-05-2022

It is hereby notified that the Proctorial Meeting of the Department of Modern Office Management will be held on dt.27-05-2022. The proctors are requested to conduct the meeting at 12.00 noon without fail. The meeting shall be conducted in the respective class rooms of 2nd 4th and 6th semester.

Ms. Laxmi.05.2022
Sr. Lect./C

Department of MOM
GP, Bhubaneswar.

Department Of Modern Office Management
Government Polytechnic, Bhubaneswar

No 16 / Dt.01.07.2022

Date: 01.07.2022

It is hereby notified that the Proctorial Meeting of the Department of Modern Office Management will be held on Dt. 02.07.2022. The proctors are requested to conduct the meeting at 11.00am without fail. The meeting shall be conducted in the lecture rooms of 2nd, 4th and 6th semester.

Sr.Lectr./c

M.L. Patra
01.07.2022

Department of MOM

GP, Bhubaneswar.

Department Of Modern Office Management
Government Polytechnic, Bhubaneswar

Notice No 18 / Dt.06.12.2022

Date: 06.12.2022

It is hereby notified that the Proctorial Meeting of the Department of Modern Office Management will be held on Dt. 07.12.2022. The proctors are requested to conduct the meeting at 4.00 p.m. without fail. The meeting shall be conducted in the respective class rooms of 1st, 3rd and 5th semester.


Sr.Lectr.

Department of MOM

GP, Bhubaneswar.