

**OFFICE OF THE PRINCIPAL, V. N. (AUTO.) COLLEGE, JAJPUR ROAD**

**NOTICE NO \_\_\_\_\_ / DATE \_\_\_\_\_**

The following staff members are requested to round up the College Campus on each working day as per the time allotted against their Team and report the undersigned in writing.

**Time - 9.30 - 11.00**

**Team - I -** HOD, Chemistry  
Ajaya Kumar Mahakud, Reader in Pol. Science  
Dr. Prativa Parida

**Time - 11.00 - 12.00**

**Team - II -** HOD, Odia  
HOD, Sanskrit  
HOD, English

**Time - 12.00 - 01.00**

**Team - III -** HOD, Physics  
HOD, Commerce  
HOD, History

**Time - 12.00 - 01.00**

**Team - IV -** HOD, Mathematics  
HOD, Economics  
HOD, Zoology

**Principal**  
**V. N. (Auto.) College, Jajpur Road**

**Memo No 1998 (12) / Dt. 26.07.25**

Copy to Guard file / Principal's Guard file / Staff Common Room / Academic Section / Head Clerk / Board of Studies file / Accounts Section / +3 Adm. I/C / DEO, +3 SAMS / Adm. Bursar / IQAC / College Website for information & necessary action.

**Principal**  
**V. N. (Auto.) College, Jajpur Road**