



NARASINGH CHOUDHURY AUTONOMOUS COLLEGE, JAIPUR

ACADEMIC SECRETARIES OF THE DEPARTMENTS

PHYSICS

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|------------------------------------|----------------|
| 1. Tarini Kanta Mishra, BS-17-123, | Ph- 9658036220 |
| 2. Abhigyan Panda, BS-18-005 | Ph- 9777242023 |
| 3. Debasmita Sahoo, BS-18-025, | Ph- 6370605389 |
| 4. Ananya Sahoo, BS-17-138, | Ph- 9337880298 |

CHEMISTRY

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| 1. Manas Ranjan Barik, | Ph- 9078338614 |
| 2. Yubraj Pani, | Ph- 7008481592 |

MATHEMATICS

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| 1. Manoranjan Kundu, BS-17-098 | Ph- 7381063034 |
| 2. Arpita Sahoo, BS-17-130, | Ph- 8658826496 |
| 3. Rajendra Ku. Sahoo, BS-18-082 | Ph- 6370188865 |
| 4. Seema Das, BS-18-083, | Ph- 8114855273 |
| 5. Amarjyoti Jena, 518M006, | Ph- 9658031326 |
| 6. Swagatika Jena, 518M016, | Ph- 7112911674 |

BOTANY

- | | |
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| 1. Satyabrata Mishra, BS-17-249, | Ph- 7077586648 |
| 2. Ankita Sahani, BS-17-248, | Ph- 8327756198 |
| 3. Dhaneswar Mallick, BS-18-229 | Ph- 6370844595 |
| 4. Barsharani Swain, BS-18-265, | Ph- 7751069592 |

ZOOLOGY

- | | |
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| 1. Satyajit Nayak, BS-17-220, | Ph- 7809970281 |
| 2. Nasiba Khanam, BS-18-224, | Ph- 7326948519 |

ENGLISH

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2. Krishnaa Rani Dash, BA-18-259, Ph- 8917335483

SANSKRIT

1. Manas Ranjan Das, BA-17-275, Ph- 9583455057
2. Debasmita Sahoo, BA-17-275, Ph- 7438824202

HISTORY

1. Prasenjit Rout, 518 H 030, Ph- 7325971293
2. Rohini Nandan Dhal, BA-18-285, Ph- 7606092773
3. Lili Sahoo, BA-17-272, Ph- 7788913606

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ECONOMICS

1. Anuradha Kar, BA-17-051, Ph- 7064500993

PHILOSOPHY

1. Naresh Kumar Sahoo, BA-17-135, Ph- 7608820346
2. Subham Das, BA-18-135, Ph- 7992725494
3. Sanjukta Tripathy, BA-17-082, Ph- 7381047986
4. Sunita Swain, BA-18-177, Ph- 6370463017

COMMERCE

1. Debashish Sahoo, BC-18-004, Ph- 9348430778
2. Paresh Ku Bhuyan, BC-18-023, Ph- 9114291608
3. Pralaya Sahoo, BC-17-195, Ph- 9853589040
4. Kishore Ch Rana, Ph- 9090741197
5. Bhagabata Biswal, Ph- 9040937977
6. Pragna Paramita Panda, Ph- 8763208147
7. Sonali Ghatuari, Ph- 8144081031
8. Anjali Padhi, BC-17-200, Ph- 7873794292
9. Manisha Sahoo, BC-17-135, Ph- 7377453837

SELF FINANCING COURSES (SFC)

- 1. Jagannath Mishra, BCA-SF-17-005, Ph- 8908960400**
- 2. Anita Sahoo, BCA-SF-17-026, Ph- 8908213565**
- 3. Soumya Ranjan Aran, Ph- 9556280030**
- 4. Manoranjan Sahoo, BBA-SF-17-002, Ph- 7504512688**
- 5. Arpita Samal, BBA-SF-17-001, Ph- 9337215183**
- 6. Priyanka Priyadarsini Kar, Ph- 9776729944**
- 7. Chinmaya Ranjan Satapathy, Ph- 8144984781**
- 8. Subhalaxmi Rout, Ph- 7894232290**
- 9. Asutosh Bal, Ph- 7978618818**

DUTIES OF AN ACADEMIC SECRETARY

1. They are the **connecting link** between the Department and academic section of the College.
2. They have to maintain the **sanctity** of the whatsapp gr of their dept.
3. Through them various data of students will be transmitted to the section.
4. The first job is to **co-ordinate with HOD and staff** of the department in academic and other social/cultural activity of the department.
5. They have to **collect the student data** in proper format in a register.
6. They have to be **updated** with whatsapp gr and dept mail regularly to check any instruction sent from the section.
7. They have to maintain an **Academic register** in which they should mention date wise academic activity(like the class taken by faculty, no. of students present, topic taught, record correction, notes correction, Q&A discussion, test conducted, self study, doubt clearing class, field visit etc.)
8. They have to maintain a record of issue and return of **Dept library books** under the supervision of dept. Staff in charge of Seminar.
9. Suggest HOD and other staff for a **visit to any University/Research station/Industry/Bank or Insurance unit (for Com students)/Social organization** for better exposure.
10. They have to keep all records, Photograph related to academic activity of their dept. For future.
11. They have to maintain dept. Magazine(wall/book)
12. They will inform **HOD/Paper in charge about the remedial class** timing and the no of students interested and the topic in advance.
13. They will co-operate the staff of their dept in **arranging the PTM(Parent-Teacher-Meeting)** once in a month and inform the academic section about the proceedings through mail(academics.ncacjajpur@gmail.com)

- 14.They will suggest HOD for at least **1 class to be taken In ICT**. If possible inform the section in advance in writing for the requisition of the Language Lab.
- 15.They will co-operate HOD in **organizing Extramural Lecture** by any eminent Prof of any reputed Institute and maintain the detail record.
- 16.They have to **arrange a group discussion** on a particular topic of their syllabus or any topic related to the society/technology under the supervision of a teacher of their dept. And maintain a record for future.
- 17.Regarding research activity **submit some new/innovative research proposal** to HOD for guidance. HOD will forward good research proposals to the Research Committee of the College for consideration.
18. There **must be 1 hr self study** each day in the department. Academic secretary will co-ordinate in this matter.
- 19.They will **collect the home work notes** of each student (including His/her) and submit to HOD for correction after the completion of each unit.
- 20.They can suggest HOD for subscription of at least 1 **Research Journal (Printed/On-line)** to know the recent discovery/updates.
- 21.They will aware their batch mates to **visit our college website (www.ncac.in)** for updates and participate in online academic activity.
- 22.They will submit the **Student Feedback Report (SFR)** in proper format to HOD in each month for onward transmission to academic section for review.
- 23.Suggest all students to like our college **Facebook account i.e Narasingh Choudhury autonomous College, Jajpur odisha** and visit for updates.