

# DESHAPRAN MAHAVIDYALAYA

AFFILIATED TO VIDYASAGAR UNIVERSITY

Address : P.O.- Durmuth, P.S. - Marishda, Dist. - Purba Medinipur  
State- West Bengal, INDIA, Pin- 721405



Dr. Subikash Jana

Principal & Secretary



03220-258332

Date: 25.06.2026

## OFFICE ORDER

Duty Roster of Teaching and Non-Teaching Staff for Document Verification of Newly Admitted Students of 1<sup>st</sup> Semester for the Session 2026-27

Date	Subject	Time	Room No.	Teachers' Name
27.06.2026	All Honours (MAJOR) & MDS	11.00 a.m. to 4.00 p.m. (on every working day)	All Honours-05 ALL MDS-04	NKB, SP (Bengali), SM, AP, SPM, RM, BD, AT
29.06.2026				SG, SB, SRK, SPM, BJ, BD, CS, TKP
30.06.2026		11.00 a.m. to 1.00 p.m. (on Saturday)		ND, SS, SK, SP (Education), BM, NS, PB
01.07.2026				MO, SS, SK, KLM, RM, RS, TKP
02.07.2026				NKB, SP (Bengali), SB, AP, SP (Education), BJ, NS
03.07.2026				MO, SS, SRK, SD, BM, TB
04.07.2026				SG, ND, SM, AP, SD, BJ, CS

### Duty Assignment of the Non-Teaching Staff

1. Sukumar Jana, Peon
2. Krishnendu Shit, Peon
3. Bishnupada Debnath, Casual Staff
4. Avik Nayak, Casual Staff
5. Prabhanjan Das, Casual Staff
6. Soma Debnath (Dalai), Casual Staff
7. Mihir Maity, Guard

Teachers must verify the following documents

1. Printed copy of Provisional Admission Confirmation Certificate
2. Print out the Application Form
3. Last Payment Receipt
4. Mark-Sheet & Admit Card of Class X (For Age Proof)
5. Mark-Sheet, Admit Card and Registration Certificate of Class XII
6. Caste Certificate, EWS Certificate, PWD Certificate (If any)
7. Valid Photo ID Proof as submitted in the Application Form (Preferably Aadhaar Card)
8. Coloured Passport Photo (One Copy)
9. Bank Passbook (First Page)
10. Blood Group Details
11. Thalassemia Report (If Any)

Copy to:

1. Notice Book, 2. Notice Board, 3. Website, 4. Admission Committee Resolution Book

(Dr. Subikash Jana) 25.06.2026

Principal,

Deshapran Mahavidyalaya  
Durmuth, Purba Medinipur



## Deshapran Mahavidyalaya

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