

**Academy Of Management & Information Technology**  
**Faculty Members**

Sl. No.	Name of Faculty Member	Designation
1	Prof. (Dr.) Suprita Palit	Director
2	Prof. (Dr.) Santosh Kumar Mishra	HOD
3	Dr. Salmanani Tudu	Assistant Professor
4	Mr. Hareesh Kharsel	Assistant Professor
5	Mrs. Sasmita Ratha	Assistant Professor
6	Mr. Manas Ranjan Srichandan	Assistant Professor
7	Ms. Sailabala Baliarsingh	Assistant Professor
8	Miss Rojalin Behera	Assistant Professor
9	Miss Subhashree Nayak	Assistant Professor

# DR. SUPRITA PALIT

Bhubaneswar, Odisha | 9078823990 | 9556287782 | s.palit077@gmail.com

## PROFESSIONAL PROFILE

Experienced academic leader, researcher, and educator with more than 24 years of teaching and administrative experience in Commerce and Management education. Currently serving as Director, Academy of Management & Information Technology, Bhubaneswar. Expertise includes academic administration, curriculum development, student mentoring, research, and institutional quality enhancement.

## ACADEMIC LEADERSHIP

Director, Academy of Management & Information Technology, Bhubaneswar.  
Visiting Faculty, Central University, Pondicherry.

## TEACHING EXPERIENCE

More than 24 years of teaching experience for Undergraduate and Postgraduate students.

## EDUCATIONAL QUALIFICATIONS

- Ph.D. in Finance, Ravenshaw University
- M.Phil. in Commerce, Utkal University
- MJMC, Utkal University
- M.Com. (Higher Accountancy), Utkal University
- Group I, ICWAI Inter Examination
- B.Com. (Honours in Accounting), Utkal University

## TEACHING EXPERTISE

Financial Accounting, Financial Management, Cost Accounting, Direct Taxation

## RESEARCH INTERESTS

Banking, Finance, Accounting Developments, Credit Risk Management

## PUBLICATIONS

Author of the book 'Credit Risk Management – Principles and Practices: An Observation of the Indian Banking Sector'.

Published 12 research articles in National and International Journals.

## CONFERENCE PRESENTATIONS

- Mobile Banking – A SWOT Analysis, Ravenshaw University (2017)
- Unorganised Manufacturing Sector in India: Challenges and Opportunities, Utkal University (2018)

### **FACULTY DEVELOPMENT**

Completed AICTE Faculty Development Programme on Universal Human Values .

### **PROFESSIONAL MEMBERSHIPS**

- Life Member, Indian Accounting Association
- Life Member, Indian Commerce Association

### **COMPUTER PROFICIENCY**

MS Word, MS Excel, PowerPoint, Internet Applications, Tally ERP 9

## PERSONAL PROFILE

**Prof. Santosh Kumar Mishra,**  
M COM., MBA, PhD  
Sriramnagar, 58 E-006, Khordha,  
Odisha -752055.  
Mob.9861015874  
Mail ID:santoshmishra3055@gmail.com



<b>OBJECTIVE</b>	<ul style="list-style-type: none"> <li>✓ To learn more by exposure to practical situations and problems.</li> <li>✓ To create innovative solutions for the existing problems.</li> <li>✓ To apply new ideas and knowledge gained so far.</li> <li>✓ To work towards sustainable development of Management &amp; Commerce.</li> </ul>
<b>EDUCATION</b>	<ul style="list-style-type: none"> <li>✓ PhD Awarded in Commerce (Study on the Emerging Trend of India's Foreign Trade) from Utkal University, Odisha in the Year 2012</li> <li>✓ MBA from Punjab Technical University in the year 2009-2011</li> <li>✓ MCOM from Utkal University in the year 1987-1989</li> </ul>
<b>PERSONAL SKILL</b>	<ul style="list-style-type: none"> <li>✓ A good listener.</li> <li>✓ An effective team player.</li> <li>✓ Ability to prioritize things at different levels.</li> <li>✓ Comprehensive analytical and problem-solving abilities.</li> </ul>
<b>EXPERTISE</b>	<p><b>Professional Expertise:</b></p> <ul style="list-style-type: none"> <li>✓ As Academic Researcher &amp; Consultant Closely Associated with Different Research &amp; Publication Agency like Research Forum India, All Odisha Commerce Association, Indian Commerce &amp; Management and Indian Accounting Association . Work towards development of Commerce &amp; Management Study. Creating benefits for new generation student &amp; management scholar. Supporting towards growth of Social enterprise &amp; entrepreneurship among the youth leading to sustainable livelihood through technical inputs.</li> <li>✓ Former Reader (Associate Professor) "Prananath College Autonomous, Khordha". Worked closely as Accounts Bursar, Head of Deptt., Coordinator of Mo-College Abhijan, Coordinator of Odisha State Open University &amp; Superintendent of various Institutional &amp; Govt. Examinations. This involves working with Government officials, Corporate Houses, Head of Educational Institutions, Students ( 2017-2024)</li> <li>✓ Former Sr.Lecturer (Assistant Professor) "KBDV College, Nirakarpur, Khordha". Involves with Academic Development , Course curriculum Design &amp; other Co-curricular &amp; development work . (2008-2017)</li> <li>✓ Former Lecturer (Assistant Professor) "Prananath College Autonomous, Khordha". Involves with Course curriculum Design &amp; other Co-curricular Activities . (1992-2008)</li> </ul>
<b>EXPERIENCE</b>	<p><b>Academic Experience:</b></p> <ul style="list-style-type: none"> <li>✓ Coordinator and Life-member of Research Forum India, Bhubaneswar.</li> <li>✓ Prof.&amp; Head of MBA Department in AMIT,</li> <li>✓ Reader &amp; Head of M.Com (Self-financing) in Prananath College Autonomous, Khordha,</li> <li>✓ Executive Member in All Odisha Commerce Association.</li> <li>✓ Senior Lecturer in Commerce at KBDV College, Nirakarpur, Khordha,</li> <li>✓ Consultant in a team of District Level Govt. Projects (Comprehensive District Plan) monitored by OUAT Extension Cell, Bhubaneswar, Odisha</li> </ul>

<p><b>PUBLICATION</b></p>	<p><b>Publication :</b></p> <ul style="list-style-type: none"> <li>✓ Author of Financial Management Published By Kunal Books, New Delhi. (ISBN: 978-93-95651-43-1)</li> <li>✓ Author of Organization Behavior Published By BFC Publication, UP. (ISBN: 978-93-5632-920-1)</li> <li>✓ India’s Foreign Trade: An Analytical Study of Trend in Textile Products “in “JBMCR (Journal of Business Management, Commerce &amp; Research”, An International Referred Quarterly Business Research Journal</li> <li>✓ Study Notes on Financial Management , for DDCE, Utkal University (ISBN: 978-93-87034-50-1)</li> <li>✓ Study Notes on Organizational Behavior, for DDCE, Utkal University (ISBN: 978-93-91162-49-8)</li> </ul>
<p><b>SEMINAR</b></p>	<p><b>International &amp; National Seminar :</b></p> <ul style="list-style-type: none"> <li>✓ International Seminar on “Innovation in Business and Academic Research for Sustainability and Wellness in Global Scenario” in NEHU, TURA Campus, 2023.</li> <li>✓ International Seminar on “Contemporary Issues in Financial Services” in PG Dept. of Commerce, Utkal University.</li> <li>✓ International Accounting Conference at IAA Research Foundation, Kolkata.</li> <li>✓ International Seminar on “Changing Dimensions of Business Education “in KIIT, 2019.</li> <li>✓ All Odisha Commerce Association Conference in various Colleges of Odisha.</li> <li>✓ The Institute of Company Secretaries of India-its role on Professional Excellence and Career Counseling organized in PN College, Khordha .</li> <li>✓ National Seminar on “Eco-tourism: A study on Chilka” in Belpahar College,Belpahar(2016).</li> <li>✓ A National seminar on “”Commerce Education-The Road Ahead”in UU organized by ICAI,New delhi (2016).</li> <li>✓ National Seminar on “Economic Liberalisation &amp; Indian Industries” in PG Dept. of Commerce, Utkal University.</li> <li>✓ National seminar on “Development of MSMEs in Odisha-The issues and Challenges” organized in PN College, Khordha in collaboration with KBDV College,Nirakarpur.</li> <li>✓ National seminar on “Challenges of FDI in Indian Retail Sector” organized in PN College, Khordha in collaboration with KBDV College,Nirakarpur</li> <li>✓ Participated one Orientation course and three Refresher Course organized by UGC-HRD Centre, Utkal University</li> </ul>
<p><b>PERSONAL DETAILS</b></p>	<ul style="list-style-type: none"> <li>✓ Languages Known : Odia, English,Hindi</li> <li>✓ Date of Birth : 24<sup>th</sup> April, 1964</li> <li>✓ Gender : Male</li> <li>✓ Marital Status : Married</li> </ul>
<p><b>DECLARATION</b></p>	<p>I hereby declare that the above-mentioned information is correct to the best of my knowledge and I bear the responsibility for the correctness of the above-mentioned particulars.</p> <p>Date: Place: Bhubaneswar</p> <p style="text-align: right;"><b>Prof.Santosh Kumar Mishra</b></p>

# RESUME

Name: **Dr.Salmamani Tudu**

Mobile Number: 8249443342

Email-id: [salmani.tudu89@gmail.com](mailto:salmani.tudu89@gmail.com)



**Career Objective:** I want to start my career as an Assistant Professor aspiring a suitable response entry level position in an organization that provides me an opportunity to prove myself and polish my skills through challenging tasks to improve myself as well as the organization.

## Qualification Background:

Degree	Board/ University	Institution	Year of Passing
Ph.D	Berhampur University	Berhampur University	2022
M.Phil	Berhampur University	Berhampur University	2014
P.G. (M.Com)	Berhampur University	P.G. Dept.of Commerce, Berhampur University	2012
Degree (B.Com)	Utkal University	R.D.Women's Autonomous College	2009
+2 (I.Com)	C.H.S.E. Odisha	R.D.Women's Jr. College	2006
10th	B.S.E. Odisha	Govt. High School Guhaldangri, Mayurbhanj	2004

**Computer Literate:** PGDCA

## Projects Undertaken:

1. Submitted Ph.D. Dissertation on-Role of SIDBI in the Small Scale Industrial Development of India
2. Submitted M.Phil Dissertation on- Operational Analysis of Small Industries development Bank of India (SIDBI).

## Work Experience

Sl. No	Work Experience	Year	Total
1	Binayak Acharya College Berhampur (Ganjam)	1	4 Year
2	Academy of Management & Information Technology	3	

### Strengths:

- Strong determination and goal setting and achievement skills
- Highly patience and positive attitude
- Good decision making skills
- Highly confident and hard working
- Easily motivates people by strong interpersonal skills and has strong determination

### Hobbies:

Listening music, making new friends, chatting with friends.

### Hight: 5.3 ft

**Personal Information:** - Date of Birth- 2<sup>nd</sup> April 1989  
Father's Name- Jagannath Tudu  
Mother's Name- Pansari Tudu

**Communication Address:** - Plot No. 07, Swarnapuri,  
KIITs Square Patia,  
Bhubaneswar  
Khurda-751024, Odisha

**Permanent address:** -At- Karamghuta, Po-Kumdhasole,  
Via-Hartbadra,Ps-Badampahal,  
Dist. – Mayurbhanj,  
Odisha-757050

**Languages Known:** - English, Odia, Hindi Santali.

*Salmanani Tudu*

Date: 28/05/2026

Place: Bhubaneswar

Signature

# HARESH KHARSEL

Contact No: +91-7978019523

E-mail: hareshkharsel100@gmail.com

Address: AT/PO-Kuchinda, Dist: Sambalpur, PIN-768222, Odisha



## CAREER OBJECTIVE

To obtain professional and technical excellence through sincerity and hard work in a professional and caring organization that provides a promising career progression.

## EDUCATIONAL QUALIFICATION

Course	Board / University	Institution	Passing	Marks
M.COM	Utkal University	NIIS Institute Of Business Administration, Bhubaneswar	2021	73%
MBA (Fin.)	BPUT Rourkela	NIIS Institute Of Business Administration, Bhubaneswar	2018	72%
B.Com	Utkal University	BJB (Auto) College, BBSR	2016	61%
12th (Com.)	Odisha Board	NIIS Junior College, BBSR	2013	80%
10th	Odisha Board	P.H.S Paruabhadi, Sambalpur	2011	77%

## WORK EXPERIENCE

### Assistant Professor

Academy of Management & Information Technology | 01/05/2023 – Present

- Deliver comprehensive lectures, seminars, and tutorials to MBA and BBA students, focusing on advanced management theories, business strategies, and core financial disciplines.
- Design and update course curricula, syllabi, and instructional materials to align with academic standards and evolving industry trends.
- Mentor and advise students on academic progress, career pathways, and research projects in finance and management.
- Formulate, administer, and evaluate rigorous examinations, continuous assessments, and assignments to measure student performance.
- Actively participate in faculty meetings, academic committees, and institutional development initiatives.

### Operation Executive

Krazybee Services Pvt. Ltd., Bangalore | 25th March 2022 – 3rd April 2023

- Communicated benefits of structured repayment and credit history directly to customers.

- Established customized payment plans and consistent follow-up schedules.
- Resolved customer misunderstandings regarding product policies, terms, and conditions.
- Educated clients on the financial consequences of late payments.
- Escalated complex or non-compliant cases to team leaders and provided feedback on default reasons.

## MBA SUMMER INTERNSHIP

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### NALCO Ltd. — *Two Months Project*

*Project Title: Financial Statement Analysis*

**Description:** A comprehensive evaluation of the corporate financial statements (Balance Sheet, Profit & Loss Account, and Cash Flow Statement) to provide actionable insights for strategic decision-making.

**Methodology & Insights:** Utilized Comparative Statements, Ratio Analysis, Trend Analysis, and Common-size Statements to evaluate operational efficiency. Gained valuable exposure to structural internal accounting controls and financial management compliance standards.

## EXTRA-CURRICULAR ACTIVITIES & ACHIEVEMENTS

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- Won 1st Prize in the Inter-College Debate Competition.
- Active participant and coordinator in the NIIS Business EXPO 2017.
- Presented papers and participated in various academic seminars and college conclaves.

## TECHNICAL EXPOSURE

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**Accounting Software:** Tally ERP 9.0

**Office Automation:** Proficient in MS Office suite (Word, Excel, PowerPoint) and Advanced Internet Operations

**Typing Speed:** 35 W.P.M.

## KEY STRENGTHS & COMPETENCIES

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- **Professional Skills:** Dynamic leadership qualities, impressive communication abilities, and collaborative teamwork.
- **Core Attributes:** Positive attitude, proactive learning framework, and agile adaptability to fast-paced environments.

## PERSONAL INFORMATION

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**Date of Birth:** May 18, 1996

**Gender:** Male

**Marital Status:** Single

**Nationality:** Indian

**Languages Known:** English, Odia, and Hindi

## **DECLARATION**

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I consider myself thoroughly familiar with administrative and managerial principles. I am entirely confident in my capability to deliver value and work sincerely as a highly dedicated team member. I hereby declare that all the information furnished above is accurate and true to the best of my knowledge.

**Date:**

**Place:** Bhubaneswar

**(HARESH KHARSEL)**

# MANAS RANJAN SRICHANDAN

## CARRIER OBJECTIVE

To be associated with a Progressive and Innovative Organization that gives scope to apply my knowledge and skills, and to be a part of a team that dynamically works towards the growth of the Organization.

## EXPERIENCE

- Having 7 years 9 month working as an Assistant Professor in ACADEMY OF MANAGEMENT AND INFORMATION TECHNOLOGY, from 01 August 2018 to till date.
- Having 3 months of work experience in the field of software developer in Softthink Intelligent Solution, Kolkata, as a Software Developer Trainee from 21 APRIL 2014 to 1 JULY 2014.

## EDUCATION

- MASTER IN COMPUTER APPLICATION from Gandhi Engineering College, Bhubaneswar under Biju Pattnaik University of Technology, Odisha, July 2010-December 2013.
- BACHELOR IN COMPUTER APPLICATION From Institute of Professionally Studies and Research, Cuttack, under Utkal University, Odisha, in the academic year July 2007-June 2010.
- +2science from Choudamouza Bidyut Mohabidyalaya, Gadasanput, Purifrom Council of Higher Secondary Education, Odisha in the academic year July 2004-May 2007.
- 10<sup>th</sup> standard from Chintamani Bidyaniketan, Narangarh, Khordha from Board of Secondary Education, Odisha in the Academic year July 2004.

## PERSONAL STRENGTHS

- Self-confidence.
- Creative and Innovative thinking.
- Ability to lead as well as work in a team.
- Quick-learner and Adaptable.

## HOBBIES

- Gathering information from internet.
- Reading Newspaper.
- Developing inter and intra personal relationships.

## PERSONAL DETAILS

Name: MANAS RANJAN SRICHANDAN  
Father's Name : Sri NIKUNJA BIHARI SRICHANDAN  
Mother's Name : Smt. JYOTSNA RANI SRICHANDAN  
Date of Birth : 3 July 1988  
Gender : Male  
Nationality : Indian  
Marital Status : Married

## DECLARATION

I hereby declare that the information provided is correct to the best of my knowledge.

Date: 28/5/2026

Place: Khordha



AT-Narasingshpasad, PO-Ramachandi,  
Dist-Khordha, PIN-752018, Odisha.

☎: +919861145654

✉: manas.srichandan1@gmail.com

## TECHNICAL SKILLS

**Database:** SQL, ORACLE 9i.

**Language:** C, C++, JAVA, PHP, PYTHON,  
UNIX, ASP.NET, MVC 5.

**Web Designing:** JAVA Script, HTML5, CSS.

**Operating Systems:** Windows 7/Windows  
8/Windows 10.

## CERTIFICATIONS & FACULTY DEVELOPMENT PROGRAMS

- AI For Everyone – DeepLearning.AI & Coursera (2025)
- FDP on Entrepreneurship Education – Wadhvani Foundation (2026)
- One Week FDP on Climate Risk Management – NITTTR Kolkata (2026)
- .Net Technology at Richmond Technology
- IBM Certified Associate System Administrator – Lotus Notes and Domino 8
- IBM Certified Associate Developer – Rational Application Developer for WebSphere V6.0

## LANGUAGE

English, Hindi and Oriya

*Manas Ranjan Srichandan*

Signature

# ROJALIN BEHERA

## Assistant Professor in Management

Presidency College, Berhempur • 7752026196 • beherarojalin524@gmail.com

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### SUMMARY

Assistant Professor with 5+ years of experience teaching undergraduate and postgraduate management students. Proven track record in curriculum development, student mentorship, ICT-based teaching, and academic event coordination. Adept in project supervision, academic administration, and fostering industry-academia collaboration.

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### WORK EXPERIENCE

**Assistant Professor in Management, AMIT KHORDHA** **May 2025 - Present**

- Taught core management subjects such as Marketing Management, Principles of Management, Financial Accounting, Financial Market And Services to BBA and MBA students.
  - Supervised student research projects
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**Assistant Professor in Management, Presidency College, Berhempur** **May 2021 - May 2025**

- Taught core management subjects such as Marketing Management, Principles of Management, Financial Accounting, Financial Market And Services to BBA and MBA students.
  - Supervised student research projects
  - Organized institutional events including the 1st Graduation Day and International Day of Happiness, with 300+ attendees.
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### EDUCATION

**Master of Commerce** **June 2018 - June 2020**

Ramadevi University, Bhubaneswar

- Specialization in Finance.

**Bachelor of Commerce** **June 2015- June 2018**

S.V.M. Autonomous College, Jagatsinghpur

- Specialization in Accounting and Finance
- Done project on Corporate Social Responsibility

**+2, Commerce** **June 2013- June 2015**

S.V.M. Junior college, Jagatsinghpur

**10th** **June 2013- June 2015**

Chintamani Vidyapitha, Tarasahi

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### CERTIFICATIONS

- FDP Conducted by Presidency College, Berhempur.
  - certification on National Conference conducted by Berhempur University, GM University, Sambalpur
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## SKILLS

- Curriculum Design
  - Google Workspace (Docs, Sheets, Forms, Classroom) (PGDCA certified )
  - Event Coordination
  - Outcome-Based Education (OBE)
  - Project Supervision
- 

## LANGUAGES

- English
  - Hindi
  - Odia
- 

## HOBBIES

- Reading
  - Photography
  - Travelling
-





# SAILABALA BALIARSINGH

ASSISTANT PROFESSOR



## Professional Summary

HR professional with experience in the pharmaceutical industry as an HR Executive and in academia as an Assistant Professor for MBA (HR & Marketing). Skilled in recruitment, employee relations, and HR operations, with a strong ability to integrate practical industry insights into teaching. Combines corporate experience with academic expertise to drive organizational effectiveness and student development.



## Experience

2022-03 -  
Current

### Assitant Professor MBA

HI-TECH INSTITUTE OF TECHNOLOGY, KHORDHA

2015-01 -  
2021-12

### Assistant Professor

SAI TUTORIAL, KHORDHA

2011-12 -  
2014-11

### HR Executive

KESHAR PHARMA, Koiol,Gujurat

### State Judge in Yoga Athelete



## Education

1997-05

### 10TH

BOARD OF SECONDARY EDUCATION,ODISHA

2004-05

### +2 SCIENCE

COUNCIL OF HIGHER SECONDARY EDUCATION,ODISHA

2009-05

### Bachelor of Science

UTKAL UNIVERSITY

2011-05

### MBA

BIJU PATNAIK UNIVERSITY OF TECHNOLOGY

Expected  
in 2026-08

### Master of Yoga

UTKAL UNIVERSITY



## Contact

### Address

Khurda, India 752055

### Phone

+918917539436

### E-mail

baliarsingh.sailabala@gmail.com



## Skills

Classroom management

Computer skills

Positive attitude

Effective communication

Collaborative teamwork

Study skills development

Student engagement

Student supervision

Student tutoring

Supervising student activities



# Sasmita Ratha

Phone no.: +91- 7735092912

E-mail: sasmitarath57@gmail.com

## CAREER OBJECTIVE

An enthusiastic, and disciplined person looking for a stable position as a lecturer for finance to share my skills and knowledge for the improvement of students and growth of the organization.



## ACADEMICS

2024	Pursing PH.D with Finance at Siksha 'O' Anusandhan University(SOA)Bhubaneswar
2021-2023	Completed M.COM from Indira Gandhi National Open University with 63.63%.
2013-2015	Completed MBA with Finance & Marketing specialization at Astha School of Management Bhubaneswar under BPUT, Odisha with CGPA 7.42.
2009-2012	Passed B.COM (Accountancy) from P.N.Autonomous College Khordha under Utkal University 62.22% in aggregate .
2007-2009	Passed XIIth Commerce from P.N. Autonomous College Khordha under CHSE Odisha having 61.66% .
2007	Passed Xth from Govt. Girl's High School Khordha under BSE Odisha securing 60.8% .

## WORK EXPERIENCE :

Working as a Finance Lecturer in Academy of Management and Information Technology College Khordha from Aug 2018 till present.

## TECHNICAL PROFICIENCY

- PGDCA
- TALLY

## **PERSONAL DETAILS**

FATHER'S NAME : Mr. Harihara Rath

MOTHER'S NAME : Mrs. Sabitarani Rath

DATE OF BIRTH : 15-06-1992

CONTACT DETAILS: AT-Near Women's College, Khordha

Post-Khordha

Dist-Khordha

Pin-752055

LANGUAGE : English, Hindi and Oriya

HOBBIES : Listening music, Dancing

STRENGTH : Hard working, Punctual, Sincere

## **DECLARATION:**

I hereby declare that all the above statements are true & correct to the best of my knowledge.

**Date:**

**Place:**

**Signature**

# SUBHASHREE NAYAK

## ASSISTANT PROFESSOR

**Address:** At: Gopalpur, Po: Brahmanigan, Dist: Jajpur, Odisha, Pin: 755027

**Mobile:** +91 6372050069

**Email:** subhashreenayak4444@gmail.com



## OBJECTIVE

To secure a challenging position as an Assistant Professor in a reputable academic institution where I can fully utilize my MBA and B.Com education, academic skills, and professional coordination background. Dedicated to fostering an engaging learning environment, imparting robust knowledge in Finance & HR, and contributing significantly to the academic growth and success of +3 Commerce students.

## WORK EXPERIENCE

### Assistant Professor

*Academy of Management and Information Technology (AMIT)*

1st June 2024 – Till Date

- Deliver comprehensive lectures and tutorials in core management and commerce subjects for +3 Commerce students, aligning instruction with university syllabus requirements.
- Design, develop, and update academic lesson plans, lecture materials, and presentation slides to facilitate conceptual clarity in specialized areas of HR and Finance.
- Manage and orchestrate all functional responsibilities of the departmental examining cell, leading the seamless coordination of end-to-end examination schedules, invigilations, and question paper moderations.
- Formulate internally rigorous periodic tests, evaluate student answer scripts, compile cumulative performance indices, and offer structured academic counseling to enhance classroom outcomes.
- Supervise graduate commerce research seminars, mentor foundational projects, and proactively advise students on higher academic trajectories and professional career paths.
- Collaborate dynamically with academic leadership and faculty boards to streamline departmental workflows, internal administrative tasks, and university compliance protocols.

## EDUCATION

Degree / Qualification	Institution / Board / University	Year	Specialization
M.B.A.	Biju Patnaik University of Technology (BPUT)	2024	HR & Finance
B.Com. (Hons)	Utkal University	2019	Commerce
+2 (Higher Secondary)	C.H.S.E. Odisha	2016	Commerce
10th (Matriculation)	B.S.E. Odisha	2014	General

## EXTRA TECHNICAL QUALIFICATIONS

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**PGDCA (Post Graduate Diploma in Computer Applications):** Proficient in Microsoft Word, Microsoft Excel, PowerPoint, and Tally ERP system applications for academic analysis and database administration.

## KEY STRENGTHS

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- Excellent problem-solving, structural coordination, and interpersonal skills.
- Strong leadership qualities with proven experience managing student departments and examination boards.
- Result-oriented academic practitioner with a high energy level and cross-functional team management capability.
- Quick learner, easily adaptive to evolving pedagogical frameworks and academic institutional technologies.

## PERSONAL DETAILS & HOBBIES

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**Date of Birth** : 05/01/1998  
**Father's Name** : Girish Chandra Nayak  
**Marital Status** : Unmarried  
**Nationality** : Indian  
**Permanent Address** : At: Gopalpur, Po: Brahmanigan, Via: Arei, Ps: Binjharpur, Dist: Jajpur, Pin: 755027 (Odisha)  
**Hobbies** : Gardening (Watering trees & plants) and Listening to Music

## DECLARATION

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I hereby declare that all the statements furnished above are true and correct to the best of my knowledge and belief.

**Date:** 28/05/2026  
**Place:** Jajpur, Odisha

  
**(Subhashree Nayak)**