



No. ୫୧୭୩

/MPC(A)/2025

Date : 27.11.2025

NOTICE

Following employees have been assigned to check and receive hard copies of the State Scholarship (Fresh & Renewal) application forms from the students, along with the documents as indicated below, on every working day from 2 pm to 4 pm with effect from 01.12.2025 & onwards.

Sl No	Name of the Staff	Departments	Type of Application Forms to receive
1	Biswabhusan Behera, Lab Attdt. Geography	Geography	ST Fresh
2	Miss Swoyam Prangya Jena, LA & SK Geography		ST Renewal
3	Sanatan Dhal, Lab Attdt. Chemistry	Chemistry	SC Fresh
4	Madhusudan Telenga, Lab Attdt. Chemistry		SC Renewal
5	Mrs. Arati Tudu, Peon	Office Counter-1	OBC/SEBC Fresh
6	Miss Saraswati Hansdah, Lab Attdt		OBC/SEBC Renewal
7	Debasish Pradhan, LA & SK Statistics	Statistics	EBC Fresh
8	Damodar Hembram, Lib Attdt.	Library	EBC Renewal

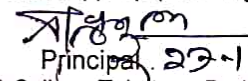
All the students are advised to submit the hard copies of their scholarship application forms along with the supporting documents as shown below in the Departments as shown above.


Principal
MPC (Auto) College, Takatpur, Baripada

Date : 27.11.2025

Memo No. ୫୧୭୫ /2025

Copy to Persons Concerned / Administrative Bursar / Accounts Bursar / Academic Bursar / HoDs & Coordinators / Nodal Officer Scholarship / SO i/c / MPC WhatsApp Gp (Breaking News) / for information & necessary action..


Principal
MPC (Auto) College, Takatpur, Baripada

Date : 27.11.2025

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Copy to Mr. PR Prasad, Programmer for necessary uploading in the College Website.


Principal
MPC (Auto) College, Takatpur, Baripada

Documents (to be submitted along with scholarship application form)

1. I/Card
2. Income certificate (2025-26)
3. Caste certificate (SC & ST) permanent validity SEBC/OBC – valid for 3 years
4. Aadhar card xerox
5. Bank Passbook xerox'
6. Bonafide Hosteller certificate (if a hosteller)
7. Attendance sheet

ATTENDANCE FORMAT : 2025-26

Month	Total No. of Days	No of Days Attended
JUNE 2025		
JULY 2025		
AUGUST 2025		
SEPTEMBER 2025		
OCTOBER 2025		
NOVEMBER 2025		
DECEMBER 2025		
JANUARY 2026		
FEBRUARY 2026		
MARCH 2026		
APRIL 2026		
MAY 2026		
TOTAL		

Signature of the Head of the Department :