



# D.A.V. SCHOOL OF BUSINESS MANAGEMENT

D.A.V. CAMPUS, UNIT-VIII, NAYAPALLI, BHUBANESWAR-751012

Email: dsbmbbsr@gmail.com. Website: www.dsmbm8.org, Tel: 0674 2970704

## C I R C U L A R

Ref. No: DSBM/8523 /2025

Date: 27-9-2025 .

In pursuance of the institutional requirements for effective communication and public relations, the following teachers are hereby directed to remain as members of the **MEDIA CELL** with immediate effect and until further orders:

### **Roles and Responsibilities:**

- **Official Publicity:** Coordination of all press releases and media briefings regarding events.
- **Social Media Management:** Regular updates on official platforms (Facebook, X, Instagram, LinkedIn, Youtube) in accordance with government social media guidelines.
- **Digital Documentation:** Maintaining a digital archive of photos, videos, and multi-media presentations of institutional achievements.

### **Members:**

1. Mr. Debabrata Sahoo, Asst. Professor – Managing electronic & print media
2. Mrs. Priyadarshini Nayak, Asst. Professor – Digital Content Creation
3. Dr. Smita Mohanty, Asst. Professor – Content writing & validation
4. Mr. Subham Sahu, Library Asst.- Updating Social Media
5. Mr. Arun Kumar Sahoo, Lab Attendant – Maintaining Digital Archive



### **Copy to:**

1. Dr. Anjali Panda, for information and necessary action.
2. Dr. Satyajit Dikshit, for information and necessary action.
3. Dr. Barada P Mohapatra, for information and necessary action.
4. Dr. Adyasha Suvedarshini, for information and necessary action.
5. Dr. Smita Mohanty, for information and necessary action.
6. Mr. Sudhanshu Sekhar Sahoo, for information and necessary action.
7. Mrs. Jayashree Swain, for information and necessary action.
8. Mrs. Priyadarshini Nayak, for information and necessary action.
9. Mr. Debabrata Sahoo, for information and necessary action.
10. Ms. Sonali Patnaik, for information and necessary action.
11. Ms. Neha Joshi, for information and necessary action.
12. Mr. Akshay Ku Moharana, for information and necessary action.
13. Mrs. Barnali Patnaik, for information and necessary action.
14. Mr. Biranchi N Moharana, for information and necessary action.
15. Mr. Subham Sahu, for information and necessary action.
16. Mr. Arun Ku Sahoo, for information and necessary action.
17. Circular

