

# Radhaballav Mahavidyalaya, Bairipur,Puri

[Public Authority Login](#)

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## MANUAL-1

### Particulars of Organization, Functions & Duties

[Section-4 (1) (b) (i)]

#### 1) Brief History of the Public Authority:

Radhaballav Mahavidyalaya, Bairipur, Puri is a Non-Government Aided Educational Institution imparting higher education in rural area up to +2 level. This institution was established in 1992 in Bairipur, District- Puri. It extends teaching facilities in Humanities and Science.

#### 2) Main objectives of the Public Authority:

The main objective of this Institution is to disseminate knowledge to the students in different fields. Simultaneously this Institution also aims at the overall development of the students, physical, mental and moral. State and National level seminar and extramural lectures are organized time to time for the betterment of the students. Games and Sports are also an integral part of this institution which inspires the students to be physically fit. There are also many societies and associations related to social service and cultural programmes. i.e. N.S.S, Red Cross etc. incite vaguer. Enthusiasm and feeling of national integration among the students.

**3) Address of the Office: Radhaballav Higher Secondary School,  
At- Bairipur, Po- Bantaligram, Via-Puri-2, Dist-Puri, Pin-752002**

4) Working Hours: From 10.00 A.M to 4.00 P.M

## MANUAL-2

# Powers & Duties of Officers & Employees

[Section-4 (1) (b) (ii)]

| Sl.   |                    |  |  |
|---|--------------------|--|--|
| 1   | <b>Name</b>        | Surat Kumar Swain  |  |
|   | <b>Designation</b> | <b>Principal in-charge, Cum - Secretary</b>                                    |  |
|   | <b>Powers</b>      | <b>Administrative</b>  | He is the Public authority.<br>He is the sole authority of all administrative affairs. |
|   |                    | <b>Financial</b>   | Disbursing Officer   |
|   | <b>Duties</b>      | Class room visit   |  |
| To see attendance of teachers and employees & Progress register |                    |  |  |
| Submission of Personal Appraisal Reports                        |                    |  |  |
| He is the decision making authority, etc.                       |                    |  |  |
| 2   | <b>Name</b>        | <b>Mr. Birat Kishore Nayak</b>   |  |
|   | <b>Designation</b> | <b>Lect In Odia Cum-Administrative Bursar, Accounts Bursar, Academic</b>       |  |
|   | <b>Powers</b>      | <b>Administrative</b> All administration matters are routed through him        |  |
|   | <b>Duties</b>      | To assist the principal in all administrative work.                            |  |
| 3   | <b>Name</b>        | <b>Mr. Ganesh Kumar Jena</b>   |  |
|   | <b>Designation</b> | <b>Lect- in -Education</b>   |  |
|   | <b>Powers</b>      | <b>Examination-in-Charge, &amp; performs RTI matters, Member of Discipline</b> |  |
|   | <b>Duties</b>      | To assist the Principal in all Examination work.                               |  |
| 4   | <b>Name</b>        | <b>Mr. Ajaya Kumar Sahoo</b>   |  |
|   | <b>Designation</b> | Lect in Pol. Science   |  |
|   | <b>Powers</b>      | Admission –in-Charge   |  |

|    |   |  |
|----|---|--|
|    | <b>Duties</b>                                 | To Maintain all the records about admission exercise discipline in campus and Time Table I/C |
| 5  | <b>Member of Sexual Harassment Committee,</b> | <b>Sanghamitra Routra, Lect-in-Odia</b>  |
| 6. | <b>Campus Improvement</b>                     | <b>Siba Prasad Satapathy, Lect-in-Sanskrit</b>   |
| 7. | <b>NSS CO-Unit PO</b>                         | <b>Dr. Arjuna Sahoo, Lect-in-Economics</b>   |
| 8  | <b>Cultural Activities</b>                    | <b>Dr. Banamali Behera, Lect-in-Sanskrit</b>   |
| 9. | <b>Assist in Academic Work</b>                | <b>Pratap Kumar Pradhan</b>  |
| 10 | <b>Assist in Puja &amp; Function</b>          | <b>Samaya Kumar Nayak, Lect-in-History</b>   |
| 11 | <b>Class Discipline</b>                       | <b>Sibani Barik, Lect-in-Logic</b>   |
| 12 | <b>Member of Discipline Committee</b>         | <b>Bishnupriya Behera, Lect-in-Psychology</b>  |
| 13 | <b>Lecturer-in-Zoology</b>                    | <b>Prativa Manjari Jena</b>  |
| 14 | <b>Lect-in-Mathematics</b>                    | <b>Manasi Swain</b>  |
| 15 | <b>Lect-in-Botany</b>                         | <b>Saroj ranjana Lenka</b>   |
| 16 | <b>Member of Sexual Harassment Committee,</b> | <b>Basanti Dash, Demo-in-Education</b>   |
| 17 | <b>Sport &amp; Games</b>                      | <b>Subrajit Nayak, P.E.T, Coordinator of Youth Red Cross, assist Puja &amp; Funct</b>        |
| 18 | <b>Programme Officer of SDTP</b>              | <b>Krushna Chandra Pradhan, Asst. Librarian</b>  |
| 19 | <b>All CHSE work</b>                          | <b>Kshirod Kumar Swain, Demo-in-Biology</b>  |
| 20 | <b>Demo-in-Physics</b>                        | <b>Durga Prasad Muduli , Assist in all exam work</b>   |
| 21 | <b>Demo-in-Chemistry</b>                      | <b>Itishree Mohanty</b>  |

|    |  |  |
|----|--|--|
| 22 | <b>Jr Clerk Cum-Typist</b>                 | Duryodhan Nayak, to Maintain all Official Records, Bill, Budget and others |
| 23 | <b>Jr Clerk Cum-Typist</b>                 | Sarat Kumar Pradhan, to assist all examination work & Diary dispatch       |
| 24 | <b>Jr. Clerk</b>                           | Om Prakash Nayak, to assist in academic work                               |
| 25 | <b>Peon</b>                                | Bhagirathi Swain Attached to Principal, Key in charge                      |
| 26 | <b>Peon</b>                                | Paramananda Senapati, Attached to Administrative Section                   |
| 27 | <b>Peon</b>                                | Biswanath Pradhan, Attached to staff & assist in Bank work                 |
| 28 | <b>Peon-cum-Night watchman</b>             | Trilochan Behera, Maintenance of class room, assist during exam            |
| 29 | <b>Library Attendant</b>                   | Sarat Kumar Rout   |
| 30 | <b>Laboratory Attendant – in-Physics</b>   | Pravat Kumar Nayak   |
| 31 | <b>Laboratory Attendant – in-Chemistry</b> | Tarapada Nayak   |
| 32 | <b>Laboratory Attendant – in-Chemistry</b> | Ajmir Alli   |
| 33 | <b>D.E.O</b>                               | Raj Kumar Pradhan  |

Sl. No.

|  |  |  |  |
|--|--|--|--|
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

### MANUAL-3

## Procedure Followed in Decision Making Process

[Section-4 (1) (b) (iii)]

1. **What is the Procedure followed to take a decision for various matters? (A reference to Secretariat Manual and Rule of Business Manual and other Rules/ Regulations etc. can be made).**

The Principal is the sole decision making authority in all aspects. He takes decision in various matters after discussion with different committees, as per government rules and regulations.

### MANUAL-4

## Norms for Discharge of Functions

[Section-4 (1) (b) (iv)]

As per record manual, any letter is first received by the Head Clerk and put up before Principal for specific marking. After return it is referred to relevant section for scrutiny and reply through the related file.

Any file is routed through proper channel, i.e to Head Clerk, to Officer-in-Charge of the section with a remark to the Principal for approval or sanction after which the same is dispatched being entered in issue register with number & date.

## MANUAL-5

# Rules, Regulations, Instructions, Manuals & Records for Discharging Functions

[Section-4 (1) (b) (v)]

| Sl. No. | Name/ Title of the Document   | Type of Documents | Brief write up of the Documents  | From where one can get a Copy of Rules, Regulations, Instructions, Manual and Records | Address, Telephone No., FAX, E-mail & Others   | Fee charged by the De copy of Rules, Regulation Manual and Records ( |
|---------|---|-------------------|--|---|--|--|
| 1       | 2   | 3                 | 4  | 5   | 6  | 7  |
| 1       | Academic & Exam. Section  | Permanent         | Contains Student's Bio-data, Subjects, Roll Nos., TC, Adm. & Exam. Related materials | General Exam. Section   | Radhaballav Higher secondary School , At/P.o.- Bairipur , Puri Pin- 752002 ph-06758-291028 | At rates prescribed by the Govt.                                     |
| 2       | Esst. Section. All information regarding Bio-data of the Officers/ Non-teaching staff including general information | Permanent         | Contains the register in detail of teaching/ non-teaching staff & gen. information   | General Adm. Related section  | -do-   | -do-   |
| 3       | Account Section   | Permanent         | Register containing Cash book, Bill Register, All monetary transactions              | General, Accounts, Letters, etc.  | -do-   | -do-   |

## MANUAL-6

# Categories of Documents Under Control

[Section-4 (1) (b) (vi)]

| Sl. | Category of Documents | Name of the Document  | Details of Information Available | Procedure to Obtain the Documents | Held by/ Under Control of         |
|-----|-----------------------|---|----------------------------------|-----------------------------------|-----------------------------------|
| 1   | 2                     | 3   | 4                                | 5                                 | 6                                 |
| 1   | General Instructions  | Administration related Information                          |                                  | Through RTI                       | Under control of Public Authority |
| 2   | Student's Information | Academic & Examination related Documents                    |                                  | -do-                              | -do-                              |
| 3   | Accounts Matters      | Salary Bill, Budget, Return, etc.                           |                                  | -do-                              | -do-                              |
| 4   | Others                | Expect above if anything required regarding college matters |                                  | -do-                              | -do                               |

## MANUAL-7

### Particulars of Arrangement in Formulation of Policy

[Section-4 (1) (b) (vii)]

| Sl. | Subject/ Topic                                  | Is it Mandatory to Ensure Public Participation (Yes/No) | Arrangements for Seeking Public |
|-----|---|---|---------------------------------|
| 1   | 2   | 3   | 4                               |
| 1   | Student's affairs regarding progress (Academic) | No  | By Public Authority             |
| 2   | Function/ Seminar                               | No  | -do-                            |

## MANUAL-8

### Boards, Councils, Committees & Other Bodies Constituted

[Section-4 (1) (b) (viii)]

| Sl. | Name                | Type of Affiliated Body | Brief Introduction | Role | Structure and Member Composition | Head of the Body | Address   |
|-----|---------------------|-------------------------|--------------------|------|----------------------------------|------------------|---|
| 1   | 2                   | 3                       | 4                  | 5    | 6                                | 7                | 8   |
| 1   | Executive Committee | -                       | -                  | -    | -                                |                  | At- Radhaballav Higher Secondary School , Bairipur , Puri |

|    |                              |   |   |   |   |      |
|----|------------------------------|---|---|---|---|------|
| 2  | Staff Council                | - | - | - | - | -do- |
| 3  | Academic Council             | - | - | - | - | -do- |
| 4  | Admission Committee          | - | - | - | - | -do- |
| 5  | Sexual Harassment Cell       | - | - | - | - |      |
| 6  | Disciplinary Committee       | - | - | - | - | -do- |
| 7  | Student's Aid Committee etc. | - | - | - | - | -do- |
| 8  | Anti Raging Cell             | - | - | - | - | -do- |
| 9  | Purchase Committee           | - | - | - | - | -do- |
| 10 | Construction Committee       | - | - | - | - | -do- |
| 11 | Grievance Redressel Cell     | - | - | - | - | -do- |

## MANUAL-9

# Directory of Officers & Employees

[Section-4 (1) (b) (ix)]

| Sl. No. | Name                 | Designation                                    | Office Ph. No. | Mobile No. | Fax | E-mail | Address  |
|---------|----------------------|--|----------------|------------|-----|--------|--|
| 1       | 2                    | 3  | 4              | 5          | 6   | 7      | 8  |
| 1       | Surat Kumar Swain    | Principal I/c Cum-Secretary , Lect. in History |                | 8018997281 |     |        | Radhaballav Higher Secondary School,Bairipur, Puri |
| 2       | Birat Kishore Nayak  | Lect. In Odia                                  |                | 9178018811 |     |        |  |
| 3       | Sanghamitra Routray  | Lect-in-Odia                                   |                | 9040645513 |     |        |  |
| 4       | Ganesh Kumar Jena    | Lect. in Education                             |                | 9861342712 |     |        |  |
| 5       | Ajaya Kumar Sahoo    | Lect. in Pol. Science                          |                | 9437280970 |     |        |  |
| 6       | Siba Prasad Satpathy | Lect. in Sanskrit                              |                | 9178285678 |     |        |  |

|    |                            |                            |             |  |  |  |
|----|----------------------------|----------------------------|-------------|--|--|--|
| 7  | Arjuna Sahoo               | Lect in Eco                | 9937159473  |  |  |  |
| 8  | Subrajit Nayak             | PET                        | 7735788595  |  |  |  |
| 9  | Krushna Chandra<br>Pradhan | Asst. Librarian            | 9861731932  |  |  |  |
| 10 | Basanti Dash               | Demo-in-Education          | 9777830299  |  |  |  |
| 11 | Duryodhan Nayak            | Jr. Clerk-cum-Typist       | 9937927832  |  |  |  |
| 12 | Sarat Kumar Pradhaan       | Jr. Clerk-cum-Typist       | 9938139161  |  |  |  |
| 13 | Bhagirathi Swain           | Peon                       | 7205582218  |  |  |  |
| 14 | Paramananda<br>Senapati    | Peon                       | 9040223316  |  |  |  |
| 15 | Biswanath Pradhan          | Peon                       | 7894170852  |  |  |  |
| 16 | Sarat Kumar Rout           | Library Attendant          | 9861267439  |  |  |  |
| 17 | Trilochan Behera           | Peon-cum-Night<br>watchman | 8984594057  |  |  |  |
| 18 | Prativa Manjari Jena       | Lect-in-Zoology            | 8658334692  |  |  |  |
| 19 | Saroj Ranjan Lenka         | Lect-in-Botany             | 9937783070  |  |  |  |
| 20 | Manasi Swain               | Lect-in-Mathmatics         | 9437757140  |  |  |  |
| 21 | Kshirod Kumar Swain        | Demo-in-Biology            | 9937468801  |  |  |  |
| 22 | Durga Prasad Muduli        | Demo-in-Physics            | 9861122068  |  |  |  |
| 23 | Itishree Mohanty           | Demo-in-Chemistry          | 8984395224  |  |  |  |
| 24 | Om Prakash Nayak           | Jr. Clerk                  | 9090084427  |  |  |  |
| 25 | Tarapada Nayak             | Attendant in Chem          | 8658668821  |  |  |  |
| 26 | Ajmer Alli                 | Attendant in Biology       | 9668621495  |  |  |  |
| 27 | Pravat Kumar Nayak         | Attendant in Physics       | 8328831734  |  |  |  |
| 28 | Dr. Banamali Behera        | Lect-in-Sanskrit           | 8018076277/ |  |  |  |

|    |                    |                    |                           |  |  |  |
|----|--------------------|--------------------|---------------------------|--|--|--|
|    |                    |                    | 9337258262                |  |  |  |
| 29 | Pratap Ku. Pradhan | Lect-in-English    | 9090235541                |  |  |  |
| 30 | Samaya Kumar Nayak | Lect-in-History    | 8895083790/<br>7682038110 |  |  |  |
| 31 | Sibani Barik       | Lect-in-Logic      | 7735337955                |  |  |  |
| 32 | Bishnupriya Behera | Lect-in-Psychology | 8917256414/<br>8458022619 |  |  |  |
| 33 | Raj Kumar Pradhan  | D.E.O              | 9040469028                |  |  |  |

## MANUAL-10

# Monthly Remuneration & Compensation of Officers & Employees

[Section-4 (1) (b) (x)]

| Sl. No. | Name                 | Designation                                    | Gross Salary | Mode Of Payment |
|---------|----------------------|--|--------------|-----------------|
| 1       | 2                    | 3  | 4            | 5               |
| 1       | Surat Kumar Swain    | Principal I/c Cum-Secretary , Lect. in History | 66155        | GIA-2017        |
| 2       | Birat Kishore Nayak  | Lect. In Odia                                  | 66155        | GIA-2017        |
| 3       | Sanghamitra Routray  | Lect-in-Odia                                   | 5900         | M.P             |
| 4       | Ganesh Kumar Jena    | Lect. in Education                             | 66155        | GIA-2017        |
| 5       | Ajaya Kumar Sahoo    | Lect. in Pol. Science                          | 66155        | GIA-2017        |
| 6       | Siba Prasad Satpathy | Lect. in Sanskrit                              | 42117        | GIA-2018        |
| 7       | Arjuna Sahoo         | Lect in Eco                                    | 4200         | M.P             |
| 8       | Subrajit Nayak       | PET  | 52269        | GIA-2017        |
| 9       | Krushna Chandra      | Asst. Librarian                                | 52269        | GIA-2017        |

|    |                      |                         |       |          |
|----|----------------------|-------------------------|-------|----------|
|    | Pradhan              |                         |       |          |
| 10 | Basanti Dash         | Demo-in-Education       | 52269 | GIA-2017 |
| 11 | Duryodhan Nayak      | Jr. Clerk-cum-Typist    | 29344 | GIA-2017 |
| 12 | Sarat Kumar Pradhaan | Jr. Clerk-cum-Typist    | 4000  | M.P      |
| 13 | Bhagirathi Swain     | Peon                    | 24366 | GIA-2017 |
| 14 | Paramananda Senapati | Peon                    | 24366 | GIA-2017 |
| 15 | Biswanath Pradhan    | Peon                    | 3500  | M.P      |
| 16 | Sarat Kumar Rout     | Library Attendant       | 2000  | M.P      |
| 17 | Trilochan Behera     | Peon-cum-Night watchman | 2300  | M.P      |
| 18 | Prativa Manjari Jena | Lect-in-Zoology         | 3500  | M.P      |
| 19 | Saroj Ranjan Lenka   | Lect-in-Botany          | 3500  | M.P      |
| 20 | Manasi Swain         | Lect-in-Mathematics     | 3500  | M.P      |
| 21 | Kshirod Kumar Swain  | Demo-in-Biology         | 2800  | M.P      |
| 22 | Durga Prasad Muduli  | Demo-in-Physics         | 2800  | M.P      |
| 23 | Itishree Mohanty     | Demo-in-Chemistry       | 2800  | M.P      |
| 24 | Om Prakash Nayak     | Jr. Clerk               | 2300  | M.P      |
| 25 | Tarapada Nayak       | Attendant in Chem       | 1900  | M.P      |
| 26 | Ajmer Alli           | Attendant in Biology    | 1900  | M.P      |
| 27 | Pravat Kumar Nayak   | Attendant in Physics    | 1900  | M.P      |
| 28 | Dr. Banamali Behera  | Lect-in-Sanskrit        | 2300  | M.P      |
| 29 | Pratap Ku. Pradhan   | Lect-in-English         | 2300  | M.P      |

|    |                    |                    |      |     |
|----|--------------------|--------------------|------|-----|
| 30 | Samaya Kumar Nayak | Lect-in-History    | 2300 | M.P |
| 31 | Sibani Barik       | Lect-in-Logic      | 2300 | M.P |
| 32 | Bishnupriya Behera | Lect-in-Psychology | 2300 | M.P |
| 33 | Raj Kumar Pradhan  | D.E.O              | 2200 | M.P |
|    |                    |                    |      |     |

#### MANUAL-11

### Budget Allocated to each Agency

[Section-4 (1) (b) (xi)]

#### MANUAL-12

### Manner of Execution of Subsidy Programmes

[Section-4 (1) (b) (xii)]

#### MANUAL-13

### Particulars of Recipients of Concessions, Permits or Authorizations Granted

[Section-4 (1) (b) (xiii)]

#### MANUAL-14

### Information Available in an Electronic Form

[Section-4 (1) (b) (xiv)]

## MANUAL-15

### Particulars of Facilities Available to Citizens for Obtaining Information

[Section-4 (1) (b) (xv)]

## MANUAL-16

### Names, Designations & Other Particulars of the Public Information Officers

[Section-4 (1) (b) (xvi)]

#### Public Information Officer (PIO):

| Sl. | Name              | Designation       | Office Ph. No | E-Mail |
|-----|-------------------|-------------------|---------------|--------|
| 1   | 2                 | 3                 | 4             | 5      |
| 1   | Ganesh Kumar Jena | Lect-in-Education | 06758-291028  | -      |

#### First Appellate Authority (FAA):

| Sl. | Name                | Designation  | Office Ph. No | E-Mail |
|-----|---------------------|--------------|---------------|--------|
| 1   | 2                   | 3            | 4             | 5      |
| 1   | Birat Kishore Nayak | Lect-in-Odia | 06758-291028  | -      |

## MANUAL-17

### Other Useful Information

[Section-4 (1) (b) (xvii)]