

Radhaballav Mahavidyalaya, Bairipur,Puri

[Public Authority Login](#)

▪ Introduction

- 1 [About the Organization](#)
- 2 [Powers and Duties](#)
- 3 [Decision Making Process](#)
- 4 [Norms for Discharge of Functions](#)
- 5 [Rules & Regulations](#)
- 6 [Category of Documents](#)
- 7 [Formulation of Policy](#)
- 8 [Boards/Councils/Committees](#)
- 9 [Directory of Employees](#)
- 10 [Remuneration & Compensation](#)
- 11 [Budget Provision](#)
- 12 [Schemes & Programmes](#)
- 13 [Concessions & Permits](#)
- 14 [Information in Electronic Form](#)
- 15 [Facilities for Citizens](#)
- 16 [PIOs Details](#)
- 17 [Other Information](#)

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	Name	Surat Kumar Swain	
	Designation	Principal in-charge, Cum - Secretary	
	Powers	Administrative	He is the Public authority. He is the sole authority of all administrative affairs.
		Financial	Disbursing Officer
	Duties	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	Name	Mr. Birat Kishore Nayak	
	Designation	Lect In Odia Cum-Administrative Bursar, Accounts Bursar, Academic	
	Powers	Administrative All administration matters are routed through him	
	Duties	To assist the principal in all administrative work.& Time table	
3	Name	Mr. Ganesh Kumar Jena	
	Designation	Lect- in -Education	
	Powers	Admission-in-Charge, & performs RTI matters, Member of Discipline	
	Duties	To assist the Principal in all Admission work.	
4	Name	Mr. Ajaya Kumar Sahoo	
	Designation	Lect in Pol. Science	
	Powers	Examination –in-Charge	

	Duties	To Maintain all the records about examination exercise discipline in campus
5	Member of Sexual Harassment Committee,	Smt. Sibani Barik, Lect-in-Logic
6.	Campus Improvement	Siba Prasad Satapathy, Lect-in-Sanskrit
7.	NSS CO-Unit PO	Samaya Kumar Nayak, Lect-in-History
8	Cultural Activities	Dr. Banamali Behera, Lect-in-Sanskrit
9.	Assist in Academic Work	Pratap Kumar Pradhan
10	Assist in Puja & Function	Subrajit Nayak, P.E.T
11	Class Discipline	Sibani Barik, Lect-in-Logic
12	Member of Discipline Committee	Bishnupriya Behera, Lect-in-Psychology
13	Lecturer-in-Zoology	Prativa Manjari Jena
14	Lect-in-Mathematics	Manasi Swain
15	Lect-in-Botany	Saroj ranjana Lenka & Assist Puja & Function
16	Member of Sexual Harassment Committee,	Basanti Dash, Demo-in-Education
17	Sport & Games	Subrajit Nayak, P.E.T, Coordinator of Youth Red Cross, assist Puja & Function
18	Programme Officer of SDTP	Subrajit Nayak, P.E.T
19	All CHSE work	Kshirod Kumar Swain, Demo-in-Biology
20	Demo-in-Physics	Durga Prasad Muduli , Assist in all exam work
21	Demo-in-Chemistry	Itishree Mohanty
22	Jr Clerk Cum-Typist	Duryodhan Nayak, Retd.& reenagement to Maintain all Official Records, Bill, Budget and

23	Jr Clerk Cum-Typist	Sarat Kumar Pradhan, to assist all examination work & Diary dispatch
24	Jr. Clerk	Om Prakash Nayak, to assist in academic work
25	Peon	Bhagirathi Swain Attached to Principal, Key in charge
26	Peon	Paramananda Senapati, Attached to Administrative Section
27	Peon	Biswanath Pradhan, Attached to staff & assist in Bank work
28	Peon-cum-Night watchman	Trilochan Behera, Maintenance of class room, assist during exam
29	Library Attendant	Sarat Kumar Rout
30	Laboratory Attendant – in-Physics	Pravat Kumar Nayak
31	Laboratory Attendant – in-Chemistry	Tarapada Nayak
32	Laboratory Attendant – in-Chemistry	Ajmir Alli
33	D.E.O	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 Redressal 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			Expired on dt.06.08.2023
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 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 Senapati	Peon	9040223316			
15	Biswanath Pradhan	Peon	7894170852			
16	Sarat Kumar Rout	Library Attendant	9861267439			
17	Trilochan Behera	Peon-cum-Night 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/ 7682038110			
31	Sibani Barik	Lect-in-Logic	7735337955			
32	Bishnupriya Behera	Lect-in-Psychology	8917256414/ 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	80400	GIA-2017
2	Birat Kishore Nayak	Lect. In Odia	80400	GIA-2017
3	Smt. Sanghamitra Routray	Lect-in-Odia		Expired on dt.06.08.2023
4	Ganesh Kumar Jena	Lect. in Education	80400	GIA-2017
5	Ajaya Kumar Sahoo	Lect. in Pol. Science	80400	GIA-2017
6	Siba Prasad Satpathy	Lect. in Sanskrit	48675	GIA-2018
7	Arjuna Sahoo	Lect in Eco	4800	M.P
8	Subrajit Nayak	PET	78000	GIA-2017
9	Krushna Chandra	Asst. Librarian	78000	GIA-2017

	Pradhan			
10	Basanti Dash	Demo-in-Education	78000	GIA-2017
11	Duryodhan Nayak	Jr. Clerk-cum-Typist		Retired on dt.31.03.2024
12	Sarat Kumar Pradhaan	Jr. Clerk-cum-Typist	4500	M.P
13	Bhagirathi Swain	Peon	36450	GIA-2017
14	Paramananda Senapati	Peon	36450	GIA-2017
15	Biswanath Pradhan	Peon	3950	M.P
16	Sarat Kumar Rout	Library Attendant	2400	M.P
17	Trilochan Behera	Peon-cum-Night watchman	2700	M.P
18	Prativa Manjari Jena	Lect-in-Zoology	3800	M.P
19	Saroj Ranjan Lenka	Lect-in-Botany	3800	M.P
20	Manasi Swain	Lect-in-Mathematics	3800	M.P
21	Kshirod Kumar Swain	Demo-in-Biology	3100	M.P
22	Durga Prasad Muduli	Demo-in-Physics	3100	M.P
23	Itishree Mohanty	Demo-in-Chemistry	3100	M.P
24	Om Prakash Nayak	Jr. Clerk	2500	M.P
25	Tarapada Nayak	Attendant in Chem	2100	M.P
26	Ajmer Alli	Attendant in Biology	2100	M.P
27	Pravat Kumar Nayak	Attendant in Physics	2100	M.P
28	Dr. Banamali Behera	Lect-in-Sanskrit	2700	M.P
29	Pratap Ku. Pradhan	Lect-in-English	2700	M.P

30	Samaya Kumar Nayak	Lect-in-History	2700	M.P
31	Sibani Barik	Lect-in-Logic	2700	M.P
32	Bishnupriya Behera	Lect-in-Psychology	2700	M.P
33	Raj Kumar Pradhan	D.E.O	2400	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.	<u>Name</u>	<u>Designation</u>	<u>Office Ph. No</u>	<u>E-Mail</u>
1	2	3	4	5
1	Ganesh Kumar Jena	Lect-in-Education	06758-291028	-

First Appellate Authority (FAA):

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

MANUAL-17

Other Useful Information

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