

Radhaballav Mahavidyalaya, Bairipur,Puri

Public Authority Login

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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 lecturers 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

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Powers & Duties of Officers & Employees

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

Sl.			
1	Name	Birat Kishore Nayak	
	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. Ganesh Kumar Jena	
	Designation	Lect-In-Education Cum-Administrative Bursar, Examination In-charge, Secretary staff council , first Applet Authority (RTI cell)	
	Powers	Administrative All administration matters are routed through him	
	Duties	To assist the principal in all administrative work.& Time table	
3	Name	Mr. Ajay Kumar Sahoo	
	Designation	Lect- in –Pol.Science	
	Powers	Academic & Account Bursar, & PIO RTI cell	
	Duties	To assist the Principal in all work.	
4	Name	Mr. Arjuna Sahoo	
	Designation	Lect in Economics	
	Powers	Admission –in-Charge	

	Duties	To Maintain all the records about Admission 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 & Func
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	Sarat Kumar Pradhan to Maintain all Official Records, Bill, Budget an

23	Jr Clerk Cum-Typist	Om Prakash Nayak, to assist all examination work & Diary dispatch
24	Jr. Clerk	Krutibas Moharana, to assist in academic work
25	Peon	Biswanath Pradhan, Attached to staff & assist in Bank work
26	Peon-cum-Night watchman	Trilochan Behera, Maintenance of class room, assist during exam
27	Library Attendant	Sarat Kumar Raut
28	Laboratory Attendant – in-Physics	Pravat Kumar Nayak
29	Laboratory Attendant – in-Chemistry	Tarapada Nayak
30	Laboratory Attendant – in-Chemistry	Ajmir Alli
31	D.E.O	Raj Kumar Pradhan
32	Jr Clerk Cum-Typist	Krutibas Moharana

Sl. No.

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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.

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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 Dept. for copy of Rules, Regulations, Manual and Records (Rs.)
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-9178018811	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-

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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-

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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-

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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-

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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	EX-Principal I/c Cum- Secretary , Lect. in History		8018997281			Radhaballav Higher Secondary School,Bairipur, Puri
2	Birat Kishore Nayak	Principal I/c Cum- Secretary ,Lect. In Odia		9178018811			Radhaballav Higher Secondary School,Bairipur, Puri
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	EX-Jr. Clerk-cum- Typist	9937927832			
12	Sarat Kumar Pradhana	Jr. Clerk-cum-Typist	9938139161			
13	Bhagirathi Swain	Ex-Peon	7205582218			
14	Paramananda Senapati	Ex-Peon	9040223316			
15	Biswanath Pradhan	Peon	7894170852			
16	Sarat Kumar Raut	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-Mathematics	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			
34	Krutibas Moharana	Jr. Clerk	8342844341			

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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	Ex-Principal I/c Cum- Secretary , Lect. in History	80400	GIA-2017
2	Birat Kishore Nayak	Principal I/c Cum- Secretary, Lect. In Odia	89902	GIA-2017
3	Smt. Sanghamitra Routray	Lect-in-Odia		Expired on dt.06.08.2023
4	Ganesh Kumar Jena	Lect. in Education	89902	GIA-2017
5	Ajaya Kumar Sahoo	Lect. in Pol. Science	89902	GIA-2017

6	Siba Prasad Satpathy	Lect. in Sanskrit	84688	GIA-2018
7	Arjuna Sahoo	Lect in Eco	84688	GIA-2018
8	Subrajit Nayak	PET	87216	GIA-2017
9	Krushna Chandra	Asst. Librarian	87216	GIA-2017
	Pradhan			
10	Basanti Dash	Demo-in-Education	87216	GIA-2017
11	Duryodhan Nayak	Jr. Clerk-cum-Typist		Retired on dt.31.03.2024
12	Sarat Kumar Pradhaan	Jr. Clerk-cum-Typist	8150	M.P
13	Bhagirathi Swain	Ex-Peon	36450	GIA-2017
14	Paramananda Senapati	Ex-Peon	36450	GIA-2017
15	Biswanath Pradhan	Peon	6850	M.P
16	Sarat Kumar Raut	Library Attendant	4050	M.P
17	Trilochan Behera	Peon-cum-Night watchman	4300	M.P
18	Prativa Manjari Jena	Lect-in-Zoology	5800	M.P
19	Saroj Ranjan Lenka	Lect-in-Botany	5800	M.P
20	Manasi Swain	Lect-in-Mathematics	5800	M.P
21	Kshirod Kumar Swain	Demo-in-Biology	5400	M.P
22	Durga Prasad Muduli	Demo-in-Physics	5400	M.P
23	Itishree Mohanty	Demo-in-Chemistry	5400	M.P
24	Om Prakash Nayak	Jr. Clerk	3700	M.P
25	Tarapada Nayak	Attendant in Chem	3500	M.P

26	Ajmer Alli	Attendant in Biology	3500	M.P
27	Pravat Kumar Nayak	Attendant in Physics	3500	M.P
28	Dr. Banamali Behera	Lect-in-Sanskrit	5200	M.P
29	Pratap Ku. Pradhan	Lect-in-English	5200	M.P
30	Samaya Kumar Nayak	Lect-in-History	5200	M.P
31	Sibani Barik	Lect-in-Logic	5200	M.P
32	Bishnupriya Behera	Lect-in-Psychology	5200	M.P
33	Raj Kumar Pradhan	D.E.O	3450	M.P
34	Krutibas Moharana	Jr. Clerk	3300	M.P

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Budget Allocated to each Agency

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

MANUAL-12

Manner of Execution of Subsidy Programmes

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

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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)]

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Particulars of Facilities Available to Citizens for Obtaining Information

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

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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	Ajay Kumar Sahoo	Lect-in-Pol.Science	9437280970	-

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	Ganesh Kumar Jena	Lect-in-Education	9861342712	-

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Other Useful Information

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