

## Introduction



*Office of the Principal*

**SARANKUL COLLEGE ,SARANKUL,DIST-NAYAGARH At/P.O.-  
SARANKUL , DIST-NAYAGARH,PIN-752080,  
email: principalsarankuldegreecollege@yahoo.in**

PH.NO:-9937325628

MANUAL-1

## Particulars of Organization, Functions & Duties

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

### 1. Brief History and Background of the Establishment:

#### **A BRIEF HISTORY OF SARANKUL COLLEGE , SARANKUL**

It was the year 1978. Higher Education had not yet spreaded to the rural Odisha. Sarankul, a small but beautiful village of Nayagarh District awoke from its long Kumbhakarnic-spell. Under the proper guidance and well-organised steps of Sj. Artabandhu Mishra, an Advocate of Odisha High Court in those days, a Higher Educational Institution named “Sarankul College” was established in order to cater to the higher educational need of the area.

On the 25<sup>th</sup> June of 1978, the inception ceremony of the college was started in the Sanskrit Tol of Sarankul with Sj.Prafulla Kumar Maharana as its 1<sup>st</sup> Principal I/C. The 1<sup>st</sup> cry of the new-born infant was heard on the 27<sup>th</sup> day of July that year. It was the 1<sup>st</sup> day of starting of classes. On the 6<sup>th</sup> day of Kartik shukla Pakshya, 1979, the foundation stone of the present College Building was laid on this hilltop of “Bhandra” by its founder Adv.Artabandhu Mishra.

Initially, the College was started with I.A. (128 Seats) & was affiliated to Utkal University. Later +2 stream came into being & was affiliated to CHSE, Odisha with 128 seats. Then the +3 Stream in Arts was started in 1986 with 128 seats under affiliation to the Same Utkal University.

Now the College is under 2 F & 12 B of UGC imparting Honours Course in History, Pol.Sc., Psychology, Sanskrit, Education, Odia and Economics at the Degree level.

Now we have permission for 160 seats in +3 Arts. 256 in +2 Arts and 64 seats in +2 Science. There is also a NIOS (D.El.Ed) Centre and Non-formal Sanskrit Education centre.

Hons seats available in the college:- Hist., Pol.Sc, Odia and Economics-16 seats each  
Psy., Sans. And Education -24 seats each

Thus, much has been achieved and more is to be achieved yet. The employees, the students and the public as well dream of being accredited to NAAC which will, no doubt, be a great achievement on our part.

With having a good infrastructure, we strive hard for the all-round development of the college with a Frostian concept:

“Miles to go before I sleep.....  
And Miles to go before I sleep”.

Let us then hope for the best,  
Still achieving, still perusing,  
Learn to labour and to wait.

Thank You all.

(Jay LaduBaba)

MANUAL-2

Powers & Duties of Officers & Employees

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

Sl. No.				
1	<b>Name</b>	<b>SJ RABINARAYAN MAHAPATRA, M.L.A</b>		
	<b>Designation</b>	PRESIDENT ,GOVERNING BODY SARANKUL COLLEGE, SARANKUL		
	<b>Powers</b>	<b>Administrative</b>	Public elected M.L.A.	
			Sole authority of all administrative affairs & Controlling & approving authority .	
		<b>Financial</b>	approving authority	
<b>Duties</b>	Smooth functioning of the college in the all matters i.e academic, accounts, administrative etc.			
2	<b>Name</b>	<b>SJ.Jogeswar Naik</b>		
	<b>Designation</b>	<b>Principal I/C</b>		
	<b>Powers</b>	Public authority.	Sole authority of all administrative affairs	
	<b>Duties</b>	Financial & DDO		
3	<b>Name</b>	Not appointed		
	<b>Designation</b>	<b>Vice-Principal</b>		
	<b>Powers</b>	<b>Administrative</b>	Not Applicable	

	<b>Duties</b>	Not Applicable	
<b>4</b>	<b>Name</b>	<b>Mr. Rajakishor Sahoo</b>	
	<b>Designation</b>	<b>Administrative Bursar</b>	
	<b>Powers</b>	<b>Administrative</b>	In charge of all college administrative.
			All administrative matters are routed through him.
<b>Duties</b>	All Administrative & service matter		
<b>5</b>	<b>Name</b>	<b>Sj. Judhithira Khatei</b>	
	<b>Designation</b>	<b>Accounts Bursar</b>	
	<b>Powers</b>	<b>Financial</b>	<b>Powers</b>
	<b>Duties</b>	All Accounts matter	
<b>6</b>	<b>Name</b>	<b>SJ.Sarat Chandra Mahapatra</b>	
	<b>Designation</b>	<b>Academic Bursar.</b>	
	<b>Powers</b>	<b>Others</b>	Coordinating the preparation of Syllabus , Time Table, Attendance and class engagement.
	<b>Duties</b>	All academic Matter	
<b>7</b>	<b>Name</b>	<b>SJ. Trinath Parida &amp; SJ. Basanta Kumar Rath</b>	
	<b>Designation</b>	<b>Prof in Charge Admission</b>	
	<b>Powers</b>	<b>Others</b>	Coordinating the Admission under SAMS system.
	<b>Duties</b>	For smooth conduct of all admission matters	
<b>8</b>	<b>Name</b>	<b>SJ.Sarat Chandra Mahapatra &amp; SJ. Narayan Pradhan</b>	
	<b>Designation</b>	<b>Prof in Charge Examination</b>	
	<b>Powers</b>	<b>Others</b>	<b>Powers</b>
	<b>Duties</b>	For smooth conduct of all examination matters	
<b>9</b>	<b>Name</b>	<b>SJ. Rajakishor Sahoo</b>	
	<b>Designation</b>	<b>Prof in Charge UGC AND NAAC</b>	
	<b>Powers</b>	<b>Others</b>	Receive & Utiliasation of UGC Fund,NAAC ACCREDITATION
	<b>Duties</b>	For smooth Utilisation UGC Fund	
<b>10</b>	<b>Name</b>	<b>SJ Lalit Kumar Ray</b>	
	<b>Designation</b>	<b>Head Clerk in Charge</b>	
	<b>Powers</b>	Smooth supervision of all official transaction.	
	<b>Duties</b>	File related to Establishment/Service Matter/ UGC/HRMS/ Pension matter/C.L/E.L/ case matter/ Affiliation & Concurrence / All file related students Union election construction/ scholarship / Cycle Stand/Magazine/Calendar/ RUSA/IDP/MP & MLA LAD Repairing & Maintenance.	

11                      **Name**                      **SJ MANAS KUMAR SAHOO**

<b>Designation</b>	<b>Accountant (I/C) &amp; Cashier</b>
<b>Powers</b>	Smooth running of Account Section
<b>Duties</b>	Scrutiny of Voucher/ Maintenance of Advance Ledger/Deposit & Drawal/ All Payment/ /Disbursement of Salary / preparation of Expenditure list Income Tax / GPF/ CPF/ EPF/ LIC/ GIS/Salary both teaching & Non-teaching /Maintenance of Cash Book/Advance/Loan/Audit Compliance.

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<b>Name</b>	<b>SJ. ASHOK KUMAR SAHOO, SJ. SAKTI SENA MISHRA AND SJ. DILLIP KUMAR PARIDA Smt. SUJATA SUBHADARSHINI SAHOO</b>
<b>Designation</b>	Junior Clerk -1 , 2 & 3/ SAMS DEO
<b>Powers</b>	Smooth conduct of Academic, Accounts, Examination & Admission works of college
<b>Duties</b>	<b>1.</b> +3 Admission / +3 Examination/        Return of Matriculates/ Issue of Admit Card /Issue of Mark sheet & Certificate and all work relating to +3 Examination /General Store. <b>2.</b> Maintenance of Cash Book(+2)/ +2 Admission/ +2 Return of Matriculate & CHSE Examination/+2 College Examination/ Issue of Mark sheet/Issue of Admit Card/+2 Result Comply/Issue of Certificate & Mark Sheet /Maintenance of Junior College General Store / Junior College calendar & Magazine and all work relating to Junior College  Smooth conduct of +2, Admission & Examination(VOCATIONAL), ISSUE DESPTCH ,INTERNET ,SCHOLARSHIP, DTP ,+2 AND +3 CLC AND <b>3-</b> OTHERS WORK



## 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)**

This is a Non-Govt. College and the Principal of the College takes decision in various matters having discussions with different Committees like Admission, Examination, Purchase, Construction, Financial aid etc. As per the Govt. Rules/ University Rules/ UGC Guidelines/ CHSE Rules.

## MANUAL-4

### Norms for Discharge of Functions

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

Any letter, Public application, proposal received from Government , public individual, students, staff members are being entered in the Diary Register and referred to concerned Sections, Officers in charge, Committees for examination and submission of the compliance in the related files. The file duly routed through the different Officers in charge/ Bursars/ Vice-Principal/ Heads of the concerned Department are put up before the Principal for approval/ sanction after which being dispatched with number and date.

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

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

Being a Non-Govt. Aided College, the College is governed by Rules, Regulations etc. prescribed by the Government of Odisha, Higher Education Department / Finance Department/ Director of Higher Education / Regional Director of Education, Bhubaneswar / Utkal University / CHSE, Odisha/ U.G.C. etc.

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 Department for a copy of Rules, Regulations, Instructions, Manual and Records (if any)
1	2	3	4	5	6	7
1	Admission Register	Permanent	Contains the Complete Bio-data of the students admitted	General/ Academic Section	AT/PO-SARANKUL, DIST-NAYAGARH ,ODISHA,PH. NO 9937325628	As prescribed By Non-Govt./ College/ University Govt. as reflected in the college calendar
2	Daily Collection Register & Daily Bank Chhalan Register	Permanent	Contains the Complete receipt of fund	Account Section	AT/PO-SARANKUL, DIST-NAYAGARH ,ODISHA,PH. NO 9937325628	As prescribed By Non-Govt./ College/ University Govt. as reflected in the college calendar
3	Students Demand Register	Permanent	Contains the Complete receipt of fund	Account Section	AT/PO-SARANKUL, DIST-NAYAGARH ,ODISHA,PH. NO 9937325628	As prescribed By Non-Govt./ College/ University Govt. as reflected in the college calendar

4	Cash Book	Permanent	Contains the Complete receipt & Expenditure of fund	Account Section	AT/PO-SARANKUL, DIST-NAYAGARH ,ODISHA,PH. NO 9937325628	As prescribed By Non-Govt./ College/ University Govt. as reflected in the college calendar
5	Letter Receipt & issue Register	Permanent	Contains the Complete Bio-data of the students admitted	General/ Administration Section	AT/PO-SARANKUL, DIST-NAYAGARH ,ODISHA,PH. NO 9937325628	As prescribed By Non-Govt./ College/ University Govt. as reflected in the college calendar

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Categories of Documents Under Control

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

Sl. No.	Category of document	Name of the document & its Introduction in one line	Procedure to obtain the documents	Held by/ Under Control of
1	2	3	4	5
1	General Information	Administrative related matter etc.	Through R.T.I.	Under control of Public Authority
2	Information on students matter (Examination)	Examination related document	-do-	-do-
3	Information on students matter (Academic)	Academic matters like admission etc.	-do-	-do-
4	Information on Accounts matter (Accounts section)	Bill, Budget, Return, Salary etc.	-do-	-do-

MANUAL-7

Particulars of Arrangement in Formulation of Policy

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

Sl. No.	Subject/ Topic	Is it mandatory to ensure Public Participation (Yes/ No)	Arrangements for seeking Public Participation
1	2	3	4
1	Student's affairs regarding academic progress. For maintaining of Internal discipline of the college.	No	By the Principal
2	Students Union	No	By the Principal
3	Dramatic Society	No	By the Principal
4	Athletic Club	No	By the Principal
5			



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

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

Sl. No.	Name	Type of Affiliated Body	Brief Introduction	Head of the Body	Structure and Member Composition
1	2	3	4	5	6
1	Executive committee	Constituted by Govt. in the H.E. Dept.	President	MLA Ranpur	MLA Ranpur
2	Staff Council	Constituted by the Principal	Principal	Secretary	<b>Sarankul</b> College,Sarankul
3	Academic Council	Constituted by the Principal	Principal	Academic Bursar	<b>Sarankul</b> College,Sarankul
4	Anti Ragging Cell	Constituted by the Principal	Principal	Convener	<b>Sarankul</b> College,Sarankul
5	Anti- Sexual . & Women Harassment cell	Constituted by the Principal	Principal	Convener	<b>Sarankul</b> College,Sarankul
6	Budget Committee	Constituted by the Principal	Principal	Convener	<b>Sarankul</b> College,Sarankul
7	College Development Committee	Constituted by the Principal	Principal	Convener	<b>Sarankul</b> College,Sarankul
8	Construction Committee	Constituted by the Principal	Principal	Convener	<b>Sarankul</b> College,Sarankul
9	Disciplinary Committee	Constituted by the Principal	Principal	Convener	<b>Sarankul</b> College,Sarankul
10	Equal Opportunity Cell	Constituted by the Principal	Principal	Convener	<b>Sarankul</b> College,Daspalla
11	Grievance Redressal committee	Constituted by the Principal	Principal	Convener	<b>Sarankul</b> College,Sarankul
12	Purchase Committee	Constituted by the Principal	Principal	Convener	<b>Sarankul</b> College,Sarankul
13	Research Committee	Constituted by the Principal	Principal	Convener	<b>Sarankul</b> College,Sarankul
14	UGC Committee	Constituted by the Principal	Principal	Convener	<b>Sarankul</b> College, Sarankul
15	Library Committee	Constituted by the Principal	Principal	Convener	<b>Sarankul</b> College,Sarankul
16	Time Table Committee	Constituted by the Principal	Principal	Convener	<b>Sarankul</b> College, Sarankul

MANUAL-9  
**Directory of Officers & Employees**  
 (Section-4(1) (b) (ix))

Sl No	Name	Designation	Office Ph. No	Mobile No	Fax	E-mail	Adress
1	2	3	4	5	6	7	8
1	Sri Jogeswar Naik	Read.in Log. & Phil. (Principal I/c)		9937325628		jnaik6151@gmail.com	Sarankul College,Sarankul
2	Sri. Judhisthira khatei	Reader in. History		8763387820		principalsarankuldegreecollege@yahoo.in	Sarankul College,Sarankul
3	Sri. Rajakishor Sahoo	Lecturer (Gr-A) in Eng		9777497497		rkskr123@gmail.com	Sarankul College,Sarankul
4	Sri. Antaryami Parida	Lect.in.Pol.Sc		9437411913		masterantaryami	Sarankul College,Sarankul
5	Sri. Pitabas Biswal	Lect. in. Eco.		9556935961		pitabab162@gmail.com	Sarankul College,Sarankul
6	Smt. Arpita Panda	Lect.in. Psy.		8984209628		panda_arpita@yahoo.com	Sarankul College,Sarankul
7	Miss. Swarnamudra Mishara	Lect.in. Psy.		8338839629		Swarnamudra.mishra@gmail.com	Sarankul College,Sarankul
8	Sri. Bihuti Bhusan Behera	Lect. in Math.		8249776325		principalsarankuldegreecollege@yahoo.in	Sarankul College,Sarankul
9	Miss. Rajkumari Behera	Lect. in Odia		8093118517		Beherarajkumari24@gmail.com	Sarankul College,Sarankul
10	Smt. Gitanjali Behera	Lect. in Eco.		8328895915		gbehera5663@gmail.com	Sarankul College,Sarankul
11	Sri. Trinath Parida	Lect. in Sans		9238982055		principalsarankuldegreecollege@yahoo.in	Sarankul College,Sarankul
12	Sri. Narayan Pradhan	Lect.in. Hist.		9937667557		pradhannanarayan456@gmail.com	Sarankul College,Sarankul
13	Sri. Basanta Kumar Rath	Lect.in. Pol.Sc		9778558218		basantarathsir@gmail.com	Sarankul College,Sarankul
14	Sri. Sarat Chandra Mahapatra	Lect.in. Log. & Phil.		8895820694		Scm20061971@gmail.com	Sarankul College,Sarankul
15	Sri. Vyomakesh Rath	Lect.in. Edn.		9437694324		vyomakeshbunu@gmail.com	Sarankul College,Sarankul
16	Sri. Ajayakumar Maharana	Lect.in. Pol.Sc		9437555037		ajayamaharana10@gmail.com	Sarankul College,Sarankul
17	Sri. Biranchi Narayan Subudhi	Lect.in. Sans.		7873287192		principalsarankuldegreecollege@yahoo.in	Sarankul College,Sarankul
18	Smt. Manojini Dalabehera	Lect.in. Odia		9853678893		90manojini@gmail.com	Sarankul College,Sarankul
19	Smt. Padmalaya Malla	Lect.in. . Psy.		7978744177		padmalaya.malla@gmail.com	Sarankul College,Sarankul
20	Smt. Sasmita Rani Dash	Lect. in Odia		9937446669		principalsarankuldegreecollege@yahoo.in	Sarankul College,Sarankul
21	Smt. Sasmita Rath	Lect. in. Edn.		8280251785		Sasmita.rath86@gmail.com	Sarankul College,Sarankul
22	Smt. Priyadarshni Rajsunita	Lect. in Zoology		8763189923		principalsarankuldegreecollege@yahoo.in	Sarankul College, Sarankul
23	Smt.Amita Dei	Lect. in Math		8249699025		amitamohapatra55@gmail.com	Sarankul College, Sarankul
24	Smt. Monalisha Samal	Lect. in Physics		7873813001		samalmonalisa43@gmail.com	Sarankul College, Sarankul
25	Miss. Binodini Rath	Lect. in Chem.		9776317348		binodimiratha1990@gmail.com	Sarankul College, Sarankul
26	Miss. Monalisha Mishra	Lect. in Botany		9178516588		Monalisamishra32@gmail.com	Sarankul College, Sarankul
27	Sri. Srinibas Mishra	Lect.in Eng.		9439711374		srinuplb@gmail.com	Sarankul College,Sarankul
28	Dillip Kumar Sahoo	Lect. in Sans		9438914523		dillipsahoo455@gmail.com	Sarankul College, Sarankul

29	Bapi Nayak	Lect. in Eco	9437792230	principalsarankul degrecollege@yahoo.in	Sarankul College, Sarankul
30				degrecollege@yahoo.in	College, Sarankul
31	Bhavna Mishra	Lect. in Eng	8763310819	thebhavnamishra @gmail.com	Sarankul College, Sarankul
32	Sujata Sahoo	Lect. in Phil	7789012033	sujatasahoosuja96 @gmail.com	Sarankul College, Sarankul
33	Rasmita Routaray	Lect. in Sans	8280117981	rasmitaroutaray 921@gamil.com	Sarankul College, Sarankul
34	Sri. Abhimanyu Pal	Librarian-Cum-CNO	8458066886	principalsarankul degrecollege@yahoo.in	Sarankul College, Sarankul
35	Sri. Manoranjan Dash	P.E.T	9437031669	principalsarankul degrecollege@yahoo.in	Sarankul College, Sarankul
36	Sri. Hiren Kumar Mishra	Asst. Librarian	9040153537	principalsarankul degrecollege@yahoo.in	Sarankul College, Sarankul
37	Sri. Prasanna Kumar Sahoo	Demonstrator (Chem.)	9937094961	principalsarankuldegree college@yahoo.in	Sarankul College, Sarankul
38	Sri. Manas Ranjan Sahoo	Demonstrator (Bio.)	9337108082	principalsarankuldegree college@yahoo.in	Sarankul College, Sarankul
39	Sri. Debasis Mahapatra	Demonstrator (Phys.)	9090800671	principalsarankuldegree college@yahoo.in	Sarankul College, Sarankul
37	Sri. Manas Kumar Sahoo	Jr. Clerk	9438377015	manassahoo4ever @gmail.com	Sarankul College, Sarankul
36	Sri. Ashok Kumar Sahoo	Jr. Clerk	9938593709	ashokkumarsahoo750 @gmail.com	Sarankul College, Sarankul
38	Sri. Shaktisena Mishra	Jr. Clerk	9238843874	principalsarankul degrecollege@yahoo.in	Sarankul College, Sarankul
39	Sri. Dillip Kumar Parida	Jr. Clerk	8093824230	dillipeverhot@gmail.com	Sarankul College, Sarankul
40	Smt. Sujata Subhadarshini Sahoo	D.E.O	9777430399	sujatasahoo587 @yahoo.com	Sarankul College, Sarankul
41	Sri. Madhusudan Raut	Peon	8763210925	principalsarankul degrecollege@yahoo.in	Sarankul College, Sarankul
42	Sri. Dutikrishna Swain	Peon	9238847680	principalsarankul degrecollege@yahoo.in	Sarankul College, Sarankul
43	Smt. Maguni Dora	Peon	9238550736	principalsarankul degrecollege@yahoo.in	Sarankul College, Sarankul
44	Sri. Jalandhara Sahoo	Watchman	923700810	principalsarankul degrecollege@yahoo.in	Sarankul College, Sarankul
45	Smt. Kamala Sahoo	Lady. Attd.	8763522219	principalsarankul degrecollege@yahoo.in	Sarankul College, Sarankul
46	Sri. Trinath Gaon Sri. Ghanashyam Sahoo	Peon Peon	9861475370 7894882431	principalsarankul degrecollege@yahoo.in principalsarankul degrecollege@yahoo.in	Sarankul College, Sarankul Sarankul College, Sarankul
47	Miss. Pramila Tripathy	Peon	7381304049	principalsarankul degrecollege@yahoo.in	Sarankul College, Sarankul
48	Sri. Aananta Nahak	Sweeper	8596047290	principalsarankul degrecollege@yahoo.in	Sarankul College, Sarankul
49	Sri. Ullash Bhatta	Peon	9937605299	principalsarankul degrecollege@yahoo.in	Sarankul College, Sarankul
50	Sri. Fakira Nahak	Watchman	8270531119	principalsarankul degrecollege@yahoo.in	Sarankul College, Sarankul
51	Sri. Jitendra Kumar Mahapatra	Lab. Attendant (Bio.)	7978145748	principalsarankuldegree college@yahoo.in	Sarankul College, Sarankul
52	Jitendra Pradhan	Lab. Attendant (Chem.)	7789879152	principalsarankuldegree college@yahoo.in	Sarankul College, Sarankul
53	Sri. Bibhudatta Mahapatra	Lab. Attendant (Phy.)	9438673305	principalsarankuldegree college@yahoo.in	Sarankul College, Sarankul

## Monthly Remuneration & Compensation of Officers & Employees

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

Sl. No.	Name	Designation	Mode of Payment (in Rs.)	Pay	D.A
1	2	3	4	5	6
1	SJ.JOGESWAR NAIK	Principal (I/C)	DP(STATE)	96600	D.A as Admissible
2	SJ. JUDHISTHRA KHATEI	Reader (SS) in HIST	DP(STATE)	96600	D.A as Admissible
3	SJ. RAJAKISHOR SAHOO	LECTURER (Gr-A) ENGLISH	DP(STATE)	80000	D.A as Admissible
4	SJ ANTARYAMI PARIDA	LECT. IN POL.SC (SSB)	D.P.(State)	47600	D.A as Admissible
5	SJ. PITABAS BISWAL	LECT. IN ECONOMICS (SSB)	D.P.(State)	47600	D.A as Admissible
6	Smt. ARPITA PANDA	LECT. IN PSYCHOLOGY (SSB)	D.P.(State)	47600	D.A as Admissible
7	Miss. SWARNAMUDRA MISHRA	LECT. IN PSY. (SSB)	D.P.(State)	47600	D.A as Admissible
8	SJ.BIBHUTI BHUSAN BEHERA	LECT.IN MATH (SSB)	D.P.(State)	47600	D.A as Admissible
9	MISS. RAJKUMARI BEHERA	LECT. IN ODIA (SSB)	D.P.(State)	47600	D.A as Admissible
10	SMT. GITANJALI BEHERA	LECT. IN ECO.	BLOCK GRANT	20775	As & When applicable By Govt.
11	SJ. TRINATH PARIDA	LECT. IN SANS.	BLOCK GRANT	20775	As & When applicable By Govt.
12	SJ.BASANT KUMAR RATH	LECT. IN POL.SC	BLOCK GRANT	20775	As & When applicable By Govt.
13	SJ.NARAYAN PRADHAN	LECT.IN HIST.	BLOCK GRANT	20775	As & When applicable By Govt.
14	SJ. VYOMAKESH RATH	LECT. IN EDN	BLOCK GRANT	20775	As & When applicable By Govt.
15	SJ.SARAT CHANDRA MAHAPATRA	LECT. IN LOG. & PHIL.	BLOCK GRANT	20775	As & When applicable By Govt.
16	SJ.BIRANCHI NARAYAN SUBUDHI	LECT.IN SANS.	MANAGEMENT	7140	N.A
17	SJ.AJAYA KUMAR MAHARANA	LECT	MANAGEMENT	7140	N.A
18	SMT. MANOJINI DALABEHERA	LECT. IN ODIA	MANAGEMENT	7140	N.A
19	SMT. PADMALAYA MALLA	LECT. IN PSY.	MANAGEMENT	7140	N.A
20	SMT.SASMITA RATH	LECT. IN EDN	MANAGEMENT	7140	N.A
21	SMT. SASMITA RANI DAS	LECT. IN ODIA	MANAGEMENT	6850	N.A

<b>22</b>	PRIYADARSHINI RAJSUNITA	LECT. IN ZOOLOGY	MANAGEMENT	7140	N.A
<b>23</b>	AMITA DEI	LECT. IN MATH.	MANAGEMENT	7140	N.A
<b>24</b>	MONALISHA SAMAL	LECT. IN PHY.	MANAGEMENT	6850	N.A
<b>25</b>	BINODINI RATH	LECT. IN CHEM.	MANAGEMENT	7140	N.A
<b>26</b>	MONALISHA MISHRA	LECT. IN BOTANY	MANAGEMENT	6850	N.A
27	SJ.DILLIP KUMAR SAHOO	LECT. in SANS	GUEST FACULTY	5000	N.A
<b>28</b>	SJ. BAPI NAYAK	LECT. IN ECO	GUEST FACULTY	5000	N.A
29	MISS.BHAVNA MISHRA	LECT. IN ENG	GUEST FACULTY	5000	N.A
<b>30</b>	MISS. SUJATA SAHOO	LECT. IN PHIL	GUEST FACULTY	5000	N.A
31	MISS.RASMITA ROUTARAY	LECT. IN SANS	GUEST FACULTY	5000	N.A
<b>32</b>	SJ. SRINIBAS MISHRA	LECT.IN ENG	GUEST FACULTY	5000	N.A

**PET, LIBRARY STAFF  
& Demonstrator**

Sl. No.	Name	Designation	Mode of Payment (in Rs.)		
				Pay	D.A
1	2	3	4	5	
1	ABHIMANYU PAL	LIBRARIAN-CUM-CNO	D.P.(State)	58600	D.A as Admissible
2	HIREN KUMAR MISHRA	ASST.LIBRARIAN	BLOCK RANT	20175	As & When applicable By Govt.
3	MANORANJAN DASH	P.E.T	D.P.(State)	60400	D.A as Admissible
4	PRASANNA KUMAR SAHOO	DEMONSTRATOR IN CHEM.	MANAGEMENT	5010	N.A
5	MANAS RANJAN SAHOO	DEMONSTRATOR IN BIO.	MANAGEMENT	5010	N.A
6	DEBASIS MOHAPATRA	DEMONSTRATOR IN PHY.	MANAGEMENT	4820	N.A

Sl. No.	Name	Designation	Mode of Payment (in Rs.)		
				Pay	D.A
1	2	3	4	5	7
	<b>Non Teaching Staff(Administrative Staff)</b>				
1	Manas Kumar Sahoo	Jr. Clerk	D.P(State)	22400	D.A as Admissible
2	Lalit Kumar Ray	Jr Clerk-Cum-Typist	BLOCK GRANT	10625	As & When applicable By Govt.
3	Ashok Kumar Sahoo	Jr. Clerk	MANAGEMENT	6840	N.A
4	Saktisena Mishra	Jr. Clerk	MANAGEMENT	6150	N.A
5	Dillip Kumar Parida	Jr. Clerk	MANAGEMENT	6150	N.A
6	Sujata Subhadarshini Sahoo	D.E.O	MANAGEMENT	7500	N.A
7	Madhusudan Raut	Peon	D.P (State)	28200	D.A as Admissible
8	Duti Krushna Swain	Peon	D.P (State)	28200	D.A as Admissible
9	Maguni Dora	Peon	D.P( State)	28200	D.A as Admissible
10	Jalandhra Sahoo	Watchman	D.P(State)	28200	D.A as Admissible
11	Kamala Sahoo	Lady. Attd.	BLOCK GRANT	9363	As & When applicable By Govt.
12	Trinath Gaon	Peon	BLOCK GRANT	9363	As & When applicable By Govt.
13	Ghanashyam Sahoo	Peon	BLOCK GRANT	9363	As & When applicable By Govt.
14	Pramila Tripathy	Peon	MANAGEMENT	7140	N.A
15	Ullash Bhatta	Peon	MANAGEMENT	3260	N.A
16	BIBHUDATTA MAHAPATRA	LAB.ATT.PHY	MANAGEMENT	3490	N.A
17	JITENDRA KUMAR MAHAPATRA	LAB.ATT.BIO	MANAGEMENT	3490	NA.
18	JITENDRA PRADHAN	LAB.ATT.CHEM.	MANAGEMENT	3490	N.A
19	Ananta Nahak	Sweeper	MANAGEMENT	4860	N.A
20	Fakira Nahak	Night Watcher	MANAGEMENT	3260	N.A

## MANUAL-11

### Budget Allocated to each Agency

Sl. No.	Name of the Agency	Name of the Work	Amount allocated	Remarks
1	Nil	Nil	Nil	

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

## MANUAL-12

### Manner of Execution of Subsidy Programmes

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

Sl. No.	Name of the Subsidy Programme	Name of the Funding Agency	Amount allocated	Remarks
1	Nil	Nil	Nil	

## 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)]

All information available in website-[www.bscollege.org](http://www.bscollege.org)

## MANUAL-15

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

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

All information available in website-[www.bscollege.org](http://www.bscollege.org)  
or through RTI/Notice Board etc.

## MANUAL-16

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

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

### Public Information Officer (PIO):

Sl. No.	Name	Designation	Office Ph. No.	Mobile No.	E-mail	Address
1	2	3	4	5	7	8
1	Vyomakesh Rath	Lecturer in Education		9437694324	vyomakeshbu nu@gmail.co m	Sarankul, College Sarankul, Nayagarh

### First Appellate Authority (FAA):

Sl. No.	Name	Designation	Office Ph. No.	Mobile No.	E-mail	Address
1	2	3	4	5	7	8
1	Jogeswar Naik	Principal I/C		9937325628	principalsaran kuldegrecoll ege@yahoo.in	Sarankul, College Sarankul, Nayagarh

## MANUAL-17

# Other Useful Information

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

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