

**Office of the Principal**  
**Nilamani Mahavidyalaya, Rupsa, Balasore, Odisha**

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**Manual-I**

**[Section-4 (1) (b) (I)], Particulars of Organisation, Functions and Duties**  
**Introduction**

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**Objectives/ Purpose of the Public Authority:** Nilamani Mahavidyalaya, Rupsa, Balasore has been catering Higher Education to the Students not only of the locality but also outside of it since its inception in 1976. It extends teaching facilities in Humanities and Science.

**Motto of the College:** “Vidya Dadati Gyanam”

**Mission of the College:** The Degree wing of the College has already completed 41 years of its existence in transforming its dream into reality. The College has played a role to bring a revolutionary change in the field of general awareness and political consciousness in this densely schedule caste populated backward area.

**Vision of the College:** The vision of the College is well incepted in the self-expressed views of its founding fathers long back since 5<sup>th</sup> august 1976, the day gentlemen and elites assembled to lay its founding stone.

**Brief History:** Nilamani Mahavidyalaya, Rupsa, Balasore was set up in the year 1976 under the Society Registration Act. 1860, located under Sadar Block of Balasore District of Odisha. In 1976 a handful of local people of remote village like Rupsa assembled together to establish a college to fulfill the needs of the poor and meritorious students of this Rural Area. Strong Will and Firm Resolution of the Local People with untiring support of S. Nilamani Routray the then Chief Minister of Odisha rendered it possible to establish the college on 5<sup>th</sup> August 1976 under the Society Registration Act 1860. The college was accredited by NAAC in 2006 with Grade-B.

**(a) Location of the College:** The college is situated in Sadar Block of Balasore District, Odisha. The College is at a distance of 02 km from the Railway Station and 0.5 km from Rupsa Bus Stand.

**(b) Timings of the College:** 10 am to 5 pm

**(c) Sanctioned Strength: UG :** Arts-192, Science: 128

**(d) Staff Members:** 29 No.s Faculty Members including Principal I/c along with 21 No.s Non-Teaching Staff.

**(e) College Library:** Total approximately 12495 books, 3040 reference Books and Journals.

**(f) Hostel:** 01-Women's Hostel

**(g) Facilities:** The College provides the following facilities to its Staff and Students.

(i) Boys' Common Room, (ii) Girls' Common Room, (iii) Library & Reading Room, (iv) College Play Ground,

(v) Safe Drinking water, (vi) One Gymnasium is about to function in the College Campus, (vii) Women's Hostel

(viii) Cycle Stand, (ix) Conference Hall, (x) Extension Activities for the Students etc.

**(h) Extension Activities:** NSS, Youth Red Cross, Rover & Ranger, Eco-Club, Yoga and Self Defence etc.

**Manual-II****[Section-4 (1) (b) (II)] - Powers & Duties of Officers & Employees**

<b>Name</b>	<b>Dr. Tapan Kumar Behera</b>	
<b>Designation</b>	<b>Principal I/c-cum-Secretary, Nilamani Mahavidyalaya, Rupsa, Balasore, Odisha</b>	
<b>Powers</b>	Administrative	1. He is the administrative Head. 2. He is the Public Authority 3. He is the final authority of all administrative matters.
	Financial & Others	1. He is the Drawing and Disbursing officer. 2. He draws all Cheques & BDs. etc. from other sources as the DDO
<b>Duties</b>		1. Inspects Classes of the Teachers. 2. Verifies the attendance and Lesson Plan Register of all teachers. 3. Monitors the monthly progress reports submitted by the teachers. 4. Acts as the reporting authority of Personal Appraisal Reports (PAR) of faculty members and PAR accepting authority of all other employees of the institution 5. Looks after the campus discipline and academic ambiance. 6. He is the decision-making authority.
<b>Name</b>	<b>Mr. Saroj Kumar Pani, Associate Prof. of Economics</b>	
<b>Designation, Powers, Duties</b>	Administrative Bursar Administrative	All Files of Administrative Relevance passed through him to the Principal..
<b>Name</b>	<b>(1) Mr. Sambhunath Giri, Asst. Prof. of Mathematics (2) Mr. Satyendra Ku. Pal, Asst. Prof. of Zoology</b>	
<b>Designation, Powers, Duties</b>	Accounts Bursar Associate Accounts Bursar	All Files of Pertaining to Financial Matters passed through him to the Principal.

<b>Name</b>	<b>Mrs. Kalpana Manjari Patra, Associate Prof. of Zoology</b> <b>Mrs Debasmita Bhuyan, Asst. Prof. of Logic &amp; Philosophy</b>	
<b>Designation, Powers &amp; Duties</b>	Academic Bursar & Associate Academic Bursar	Supervises matters like engagement of Classes, maintenance of Students' Attendance, Academic Lesson Plan and Progress Report etc.
<b>Name</b>	<b>Mr. Gouranga Panda, Asst. Prof. of Economics</b>	
<b>Designation, Powers, Duties</b>	PIO	Functions as the Interface between Information seeking Public and the Public Authority and acts as per the Provisions of RTI Act.-2005.
<b>Name</b>	<b>Mr. Alok Ranjan Das</b>	
<b>Designation, Powers, Duties</b>	Jr. Clerk-cum-HC I/c	As the Office Head, He Co-ordinates with various sections of the Office.

### **Manual-III**

#### **[Section- 4 (1) (b) (III)], Procedure Followed in Decision Making Process**

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Principal, Nilamani Mahavidyalaya, Rupsa, Balasore takes the final decision in consultation with Sr. Faculty members constituting Purchase Committee, Admission Committee, Development Committee and Construction Committee etc.. He is the final authority in the interpretation of Govt. rules and regulations etc..

#### **Manual - IV**

#### **[Section-4 (1) (b) (IV)], Norms for Discharge of Functions**

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As per record manual prepared by the Govt. any Circular / Letter / Notification received from any source (Govt./ Quasi Govt/ Private) is first received at the Diary section and put -up before the Head of institution. The Head Clerk I/c marks the Letter to appropriate addressee for information and necessary action. Any Letter going from the College to any source (Govt./ Quasi Govt/ Private) is entered appropriately in the Diary Section before onward transmission. The DEO receives all Government Letters from e- Despatch on daily basis which are subsequently submitted to the Office.

#### **Manual-V**

#### **[Section- 4(1) (b) (V)], Rules, Regulations, Instructions, Manuals & Records for Discharging Functions**

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This college is a Grant-in-Aid college. It is governed by the Rules and Regulations of the Govt. of Odisha, Dept. of Higher Education, Finance Dept. as per the Instructions and Academic Calendar printed by DHE (Odisha) for various works.

1. The procedures are adopted as per record manual for movement of the file for approval of the authority (Principal).
2. In this office, there are Academic Section/ Esst. Section/ Accounts Section/ Collection Section/ Examination Section/ Issue Section and Library. Two Clerks are supervising all the section as per instruction of the Principal as per rules.

Sl. No.	Name & Title of Documents	Type of Document	Brief Write up of Documents	From where one can get a copy of Rules Regulations, Instructions Manuals & Records	Address, Telephone No./ Fax Mail Address & Others	Fees/ Charges by the Dept. for a Copy of Rules, Regulation Instructions Manual & Record If Any	Remarks
1	2	3	4	5	6	7	8
1.	Academic Section Students concerned, Adm./ TC/ Subject Register, etc.	Permanent	Contains the Students Biodata, Subject, Roll No., TC, Adm. wise, Faculty wise etc.	General or Academic Section	Nilamani Mahavidyalaya, At/Po: Rupsa, Dist: Balasore, Pin: 756028, Phone: 06781-254535 <a href="http://www.nmvrupsa.org">www.nmvrupsa.org</a>	As Prescribed Rate subscribed for the Govt. DHE (O), etc.	
2.	ESST Section all information regarding biodata of the officer/ non-teaching staff/ Library including the General information	Permanent	Contains the register in details of teaching staff, non-teaching staff of the office and general administration information	General Administrative related section	Through RTI	-do-	
3.	Accounts Section Cash Book, Bill register, all cheque books, all monetary transaction etc. Vouchers	Permanent	Registers containing cash book, Bills register, all cheques, salary, all monetary transaction accounts and payments	Accounts, Letters etc.	-do-	-do-	
4.	Collection Section all type of monetary receipt cash book demand & Collection register, Payment register	Permanent	Cash Book Collection Register, all Collection & disbursement	-do-	-do-	-do-	
5.	Exam. Section all Exam. concerned tabulation register, mark foil & register, promotion files, college exam files etc.	Permanent	Exam related documents	-do-	-do-	-do-	
6.	Library book Purchase Stock, Store, General Library Expenditure	Permanent	Library related files	-do-	-do-	-do-	

**Manual-VI**

Sl. No.	Category of Documents	Name of Document & its Introduction in one Line	Procedure of Obtain	Held by/ Under Control of	Remarks
1	2	3	4	5	6
1.	General Instruction	Administrative related matter etc.	Through the RTI	Under control of Public Authority	
2.	Information on Students Matter	Student concerned in academic aspect. Exam related work document	-do-	-do-	
3.	Accounts Matters	Salary, Bill, Budget return etc. any other financial transactions	-do-	-do-	
4.	Others if any	Except above if anything required regarding College & related matter	-do-	-do-	

**Manual-VII**

**[Section-4(1) (b) (VII)], Particulars of Arrangement in Formulation of Policy**

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<b>Sl. No.</b>	<b>Subject/ Topic</b>	<b>Is it Mandatory to Ensure Public Participation (Yes/ No)</b>	<b>Arrangements for Seeking Public Participation</b>	<b>Remarks</b>
<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
1.	Students' Affairs regarding Progress (Academic)	No	By the Public Authority	-
2.	Function/ Seminar, etc.	No	Principal, Nilamani Mahavidyalaya Rupsa, Balasore	-

**Manual-VIII**

**[Section-4 (1) (b) (viii)], Boards, Councils, Committees & Other Bodies Constituted**

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A statement of the Boards, Councils, Committees and other bodies consisting of two or more persons constituted as its part or for its advice and as to whether meetings of those boards, councils, Committees and other bodies are open to the public or the minutes of such meeting are accessible for public.



**Manual-IX**

Sl. No.	Name of Employee	Designation	Date of Birth	Date of Joining	Date of Superannuation	Address	College Tel. No.	Mob. No. of the Employee
1.	Dr.Tapan Ku.Behera	Associate Professor of Odia	02.05.1968	05.08.1991	31.05.2028	AT/PO-ANKO, DIST-BALASORE, PIN-756028	06781-254535	9938532252
2.	Mr. Sridhar Behera	Assistant Professor of Odia	11.08.1995	15.10.2019	31.08.2055	AT-KHANDAHAR, PO-AMBAPUJA, PS-BASTA, DIST-BALASORE, PIN-756027	-do-	9337653566
3.	Mr. Chandan Kumar Das	Assistant Professor of English	06.03.1987	07.10.2016	31.03.2047	AT-TAPANDIA, PO-REMU, DIST-BALASORE, PIN-756081	-do-	9238877933
4.	Mr. Prasant Sing	Assistant Professor of English	08.01.2022	08.09.2022	31.01.2053	AT/P.O- BADAPAL Dist. BALASORE-7560189	-do-	7978176977
5.	Mr. Saroj Kumar Pani	Associate Professor of Economics	20.03.1963	06.09.1991	31.03.2027	AT- NALAMGANJ P.O.- MOTIGANJ DIST. BALASORE, 756003	-do-	7735264364
6.	Mr. Gouranga Panda	Assistant Professor of Economics	22.06.1971	13.08.1997	30.06.2031	AT- HIRAPUR P.O.- BAMADA, RUPSA, BALASORE	-do-	9853264964
7.	Mr. Lakhiram Hansda	Assistant Professor in Economics	19.03.1979	07.10.2016	31.03.2039	AT. SANKUCHA P.O.- KURADHIA DIST. MAYURBHANJ	-do-	8763363288
8.	Mr. Bijay Kumar Behera	Assistant Professor of Education	20.05.1966	13.08.1997	31.05.2026	AT. MIRGIMUNDI, P.O.- HATIADHIA, RUPSA, BALASORE	-do-	8260975609
					(9)			

9	Miss Itishree Mahanta	Lecturer in Education	01.03.1996	27.05.2022	31.03.2056	AT-BUDHIKHAMARI P.O.-BUDHIKHAMARI MAYURBHANJ, 757029	-do-	8337953271
10	Dr. Aruni Mishra	Assistant Professor of History	22.05.1973	24.10.2016	31.05.2033	QR.A/L-70 BHIMATANGI HB COLONY, KAPIL PRASAD, PHASE-1, BHUBANESWAR, 751002	-do-	9439199143
11	Mr. Pravakar Mahalik	Assistant Professor of History	16.06.1981	30.05.2005	30.06.2041	AT-ASTIA PATANA,PO-SHYAMSUNDAR PUR,VIA-RAJNILGIRI,BALASORE,756040	-do-	9777355195
12	Dr. Tapan Kumar Das	Assistant Professor of Political Science	23.11.1983	01.05.2017	31.11.2043	AT_ BAGA P.O.- NACHINDA DIST. BALASORE, 756056	-do-	9861388338
13	Mrs. Annapurna Rana	Assistant Professor of Political Science	05.04.1990	24.11.2016	30.04.2050	AT/PO-BALIA,DIST-BALASORE,756056	-do-	9583484093
14	Mrs. Nilima Patra	Associate Professor of Sanskrit	01.08.1964	15.10.1992	31.08.2024	AT/P.O.- SINGLA, DIST. BALASORE, 756023	-do-	9439201089
15	Mrs. Pinaskhi Panda	Assistant Professor of Sanskrit	02.01.1971	12.08.1997	31.01.2031	AT_ - KASIPADA P.O.- HATIADIHA DIST. BALASORE, 756028	-do-	9437883505
16	Dr. Ardhendu Kumar Dash	Lecturer in Botany	01.06.1977	01.09.2014	30.06.2037	AT/PO-PITHAPUR,PS-BHOGRAI,BALASORE,756038	-do-	7894048782
17	Dr. Santanu Kumar Jena	Lecturer in Botany	21.11.1983	01.11.2019	31.11.2043	AT- CHARABADI P.O.-TENTULIA, Dist. BALASORE,756058	-do-	8327797551
18	Mr. Sambhunath Giri	Lecturer in Mathematics	10.09.1972	13.08.1997	30.09.2032	AT- BINAPUR P.O.- MOHATIPUR DIST. BALASORE,756048	-do-	9437469293
					(10)			

19	Mr. Sraban Naik	Lecturer in Mathematics	12.05.1995	20.05.2022	31.05.2055	AT-PATAKA,PO-LUHASINGA,DIST-ANGUL,PIN-759125	-do-	9777721620
20	Mr. Jaykrushna Sahu	Lecturer in Physics	18.12.1994	24.05.2022	30.12.2054	AT- DARIPUKHRI P.O.-BADAPUKHURI, DIST-BALASORE,756047	-do-	9938072828
21	Mr. Satyendra Kumar Pal	Lecturer in Zoology	12.07.1974	13.08.1997	31.07.2034	AT-ARADBAZAR,PO/DIST-BALASORE,756001	-do-	9438666480
22	Mrs. Debasmita Bhuyan	Associate Professor of Logic	27.05.1990	17.10.2016	31.05.2050	AT- FCI COLONY P.O.-AZIMABAD, BALASORE, 756001	-do-	7008944368
23	Mr. Radhagobinda Mohanty	Demonstrator in chemistry	15.04.1965	03.03.1987	30.04.2025	AT- CHALANTI P.O.-DHITPURA DIST. BALASORE	-do-	9938478279
24	Mrs. Basanti Sahu	Demonstrator in Physics	26.04.1966	04.03.1987	30.04.2026	AT- STATION COLONY P.O. RUPSA, BALASORE	-do-	9778096946
25	Mr. Narendra Mohapatra	Lab. Att. in Chemistry	27.05.1968	10.10.1991	31.05.2028	AT- KADAMAUDA /P.O.- HATIADIHA RUPSA, BALSORE	-do-	8339972470
26	Mr. Sridhar Mohapatra	Lab. Att. in Physics	23.04.1968	04.08.1993	30.04.2028	AT- KADAMAUDA /P.O.- HATIADIHA RUPSA, BALSORE	-do-	9937193821
27	Mr. Tapan Kumar Parida	Lab. Att. in Zool.	07.06.1965	10.10.1991	30.06.2025	AT/ - KASIPADA P.O.-HATIADIHA RUPSA, BALSORE	-do-	8984659922
28	Mr. Gourahari Nayak	Store keeper	29.12.1964	02.07.1988	30.12.2024	AT- KADAMAUDA /P.O.- HATIADIHA RUPSA, BALSORE	-do-	9937814465
29	Mr. Alok Ranjan Das	Head Clerk (I/C)	14.11.1973	26.11.2012	31.11.2033	AT/PO-CHAMARGAN,VIA-JALESWAR,BALASORE,756032	-do-	7847091265
30	Mrs. Saraswati Nanda	Jr. Clerk	11.05.1974	26.11.2012	31.05.2034	AT-ABDULAPUR SASAN,PO-SERGARH,BALASORE	-do-	9668584119
					(11)			

31	Mr. Shubasish Behera	Jr. Clerk	02.07.1989	08.02.2018	30.07.2049	AT- PORADHIA P.O.- HATIADIHA, RUPSA, BLASORE	-do-	9938275006
32	Mr. Sambhunath Sethi	Jr. Clerk	18.04..1996	08.02.2018	30.04.1956	AT- PINCHHABANIA P.O.-HATIADIHA, RUPSA, BALASORE	-do-	7855800922
33	Mr. Jagannath Rout	Jr. Clerk	23.03.1994	09.02.2018	31.03.1954	AT/P.O.- HATIADIHA, RUPSA, BALASORE	-do-	6370474663
34	Mrs. Situ Mohapatra	DEO	18.03.1990	06.05.2011	31.05.2050	AT/PO/PS-RUPSA, DIST-BALASORE, PIN-756028	-do-	7381465862
35	Mr. Ananta Kumar Swain	DEO	16.06.1993	12.09.2014	30.06.2053	AT- PALASHPUR P.O.-GENGUTI, BALASORE, 756056	-do-	9778581366
36	Mrs. Kunjalata Behera	Lady Attendant	25.05.1985	08.02.2018	31.05.2045	AT- AGARGOHIRA P.O. AT- KADAMAUDA /P.O.- HATIADIHA RUPSA, BALSORE	-do-	9861791939
37	Mr. Amiya Ranjan Behera	Peon	23.04.1997	08.02.2018	30.04.2057	AT- TAHARPUR /P.O.- HATIADIHA RUPSA, BALSORE	-do-	7381808004
38	Mr. Jiten Kumar Barik	Peon	10.05.1994	09.02.2018	31.05.2054	AT-AGAMOUDHA, /P.O.- HATIADIHA RUPSA, BALSORE	-do-	9348927575
39	Mr. Niten Kumar Giri	Peon	10.03.1993	08.02.2018	31.03.2053	AT-MIRGIMUNDI, /P.O.- HATIADIHA RUPSA, BALSORE	-do-	8917628365
40	Mr. Jayanta Kumar Mallik	Peon	18.04.1995	08.02.2018	30.03.2055	AT- KADAMAUDA /P.O.- HATIADIHA RUPSA, BALSORE	-do-	8984222452
41	Mr. Niranjana Mahalick	Peon	25.01.1993	08.02.2018	31.01.2053	AT/PO-HATIADIHA, RUPSA, BALASORE	-do-	7064102450
42	Mr. Satya Narayan Hati	Peon	20.03.1994	08.02.2018	31.03.1954	AT/PO-ANKO,RUPSA, BALASORE	-do-	7539892882
43	Mrs. Dharitri Behera	Peon	12.04.1990	08.02.2018	30.04.2050	AT- PORADHIA P.O.- HATIADIHA, RUPSA, BLASORE	-do-	9776647181
44	Mr. Sanatan Mallik	Watchman	22.05.1965	18.01.1987	31.05.2025	AT- KADAMAUDA /P.O.- HATIADIHA RUPSA, BALSORE	-do-	7504964306
45	Mr. Ananda Mukhi	Sweeper	02.05.1981	24.02.2015	31.05.2041	AT/PO-HATIADIHA, RUPSA, BALASORE	-do-	7560818841

**Manual-X****[Section-4 (1) (b) (X)], Monthly Remuneration & Compensation of Officers & Employees**

Sl. No.	Name	Designation	Basic Pay	Gross Salary
1.	Dr.Tapan Ku.Behera	Associate Prof. of Odia	93800	125692
2.	Mr. Sridhar Behera	Asst. Prof. of Odia	5000	5000
3.	Mr. Chandan Kumar Das	Asst. Prof. of English	53600	71824
4.	Mr. Prasant Sing	Asst. Prof. of English	44900	60166
5.	Mr. Saroj Kumar Pani	Associate Prof. of Economics	93800	125692
6.	Mr. Gouranga Panda	Asst. Prof. of Economics	50500	67670
7.	Mr. Lakhiram Hansda	Asst. Prof. in Economics	53600	71824
8.	Mr. Bijay Kumar Behera	Asst. Prof. of Education	50500	67670
9.	Miss Itishree Mahanta	Asst. Prof. of Education	44900	60166
10.	Dr. Aruni Mishra	Asst. Prof. of History	53600	71824
11.	Mr. Pravakar Mahalik	Asst. Prof. of History	9000	9000
12.	Dr. Tapan Kumar Das	Assistant Professor of Pol. Sc.	53600	71824
13.	Mrs. Annapurna Rana	Asst. Prof. of Pol. Sc.	7000	7000
14.	Mrs. Nilima Patra	Associate Prof. of Sanskrit	93800	125692
15.	Mrs. Pinaskhi Panda	Asst. Prof. of Sanskrit	50500	67670
16.	Dr. Ardhendu Kumar Dash	Asst. Prof. of Botany	9000	9000
17.	Dr. Santanu Kumar Jena	Asst. Prof. of Botany	49000	65660
18.	Mr. Sambhunath Giri	Asst. Prof. of Mathematics	50500	67670
19.	Mr. Sraban Naik	Asst. Prof. of Mathematics	44900	60166
20.	Mr. Jaykrushna Sahu	Asst. Prof. of Physics	44900	60166
21.	Mrs. Kalpana Manjari Patra	Associate Prof. of Zoology	99500	133330
22.	Mr. Satyendra Ku. Pal	Asst. Prof. of Zoology	50500	67670
23.	Basanta Ku. Bhoi	Associate Prof. of Chem.	102500	134275
24.	Mr. Ratan Ku. Bhuyan	Asst. Prof. of Chem.	5000	5000
25.	Miss Karisma Sahu	Asst. Prof. of Chem.	5000	5000
26.	Mrs. Rojalin Swain	Asst. Prof. of Logic & Phil.	53600	71824
27.	Mrs. Debasmita Bhuyan	Asst. Prof. of Logic & Phil.	53600	71824
28.	Mr. Radhagobinda Mohanty	Demonstrator in Chemistry	72100	96614
29.	Mrs. Basanti Sahu	Demonstrator in Physics	72100	96614

Sl. No.	Name	Designation	Basic Pay	Gross Salary
1	Mr. Alok Ranjan Das	Jr. Clerk-cum-Head Clerk (I/c)	25200	33768
2	Mrs. Saraswati Nanda	Jr. Clerk	25200	33768
3	Mr. Shubasish Behera	Jr. Clerk	6000	6000
4	Mr. Sambhunath Sethi	Jr. Clerk	6000	6000
5	Mr. Jagannath Rout	Jr. Clerk	6000	6000
6	Mr. Gourahari Nayak	Store keeper	41400	55476
7	Mr. Narendra Mohapatra	Lab. Att. in Chemistry	21700	29078
8	Mr. Sridhar Mohapatra	Lab. Att. in Physics	21700	29078
9	Mr. Tapan Kumar Parida	Lab. Att. in Zoology	21700	29078
10	Mrs. Situ Mohapatra	DEO	7500	7500
11	Mr. Ananta Kumar Swain	DEO	6000	6000
12	Mrs. Kunjalata Behera	Lady Attendant	5500	5500
13	Mr. Amiya Ranjan Behera	Peon	5000	5000
14	Mr. Jitendra Kumar Barik	Peon	5000	5000
15	Mr. Niten Kumar Giri	Peon	5000	5000
16	Mr. Jayanta Kumar Mallik	Peon	5000	5000
17	Mr. Niranjana Mahalick	Peon	5000	5000
18	Mr. Satya Narayan Hati	Peon	5000	5000
19	Mrs. Dharitri Behera	Peon	5000	5000
20	Mr. Sanatan Mallik	Watchman	37200	49848
21	Mr. Ananda Mukhi	Sweeper	7500	7500

Tb 2  
13/11/23  
Principal,  
Sriamani Mahavidyalaya  
Rupsa, Balasore