

Particulars of Organization, Functions & Duties

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

1. Brief History of Public Authority:

DEVI KANDAL NIYANANDA COLLEGE, Eranch is a Non-Government Aided Educational Institution imparting Higher Education in Graduation level. This institution was established on 30.07.1980 in the District of Cuttack. It extends teaching facilities in Humanities, Science and Commerce.

2. Main objective 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. N.S.S., Rovers and Rangers. Red Cross etc incite vaguer, enthusiasm and feeling of national integration among the students. This College also publishes an annual multilingual magazine to develop creativity in them.

3. Address of the Office:

DEVI KANDAL NIYANANDA COLLEGE,
AT/PO- Eranch
DIST- CUTTACK

4. Working Hours:

From 09.30 A.M. to 4.30 P.M.

MANUAL-2

Powers & Duties of Officers & Employees

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

Sl. No.

1	Designation	Principal	
	Powers	Administrative	Public Authority.
			Sole Authority of all administrative affairs.
		Financial	D.D.O.
			Superintendent of all Examinations.
		Others	President of all associations, Societies.
			Matters including all Development Affairs.
2	Designation	Prof I/C Establishment	
	Powers	Administrative	In-Charge of all College Administration.
			All Administrative matters are routed through him.
3	Duties	To Assist the Principal in the college Administration.	
	Designation	Accounts Bursar	
	Powers	Financial	In-Charge of College Accounts.
4	Duties	To Assist the D.D.O-cum-Principal in Account Matters.	
	Designation	Academic Coordinator	
	Powers	Others	Co-coordinating the preparation of Syllabus, Time Table, Attendance.
5	Duties	To assist the Principal smooth function of Academic Matters.	
	Designation	Officers -in-charge, Examinations	
	Powers	Others	Conduct of Examination and publication of results with all related matters of Examinations.
6	Duties	To Assist the Principal in examination matters.	
	Designation	Head Clerk	
	Powers		
7	Duties	Supervision of all official transaction.	
	Designation	Accountant	

	Powers	
	Duties	Maintains all files Documents Budget, Expenditure and Audit etc. of the College.

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).

Decisions are taken:

- i. As per the Direction of the Dept. of Higher Education, Govt. of Odisha.
- ii. By the Governing Body of the College.
- iii. By the principal in consultation with different internal committees/ Bodies of the College like: College Advisory Board & College Staff Council.
- iv. In consultation with the public/ parents.
- v. In consultation with the students

2. What are the documented procedures/ laid down procedures/ Defined Criteria/ Rules to arrive at a particular Decision for important matters ? What are different levels through which a Decision Process moves ?

As per the Educational Manuals Govt. of Odisha, Service Rules, Govt. of Odisha, Circulars from the Dept. of Higher Education, Govt. of Odisha/ Directorate of H.E., Govt. of Odisha/ Regional Directorate of Education, Govt. of Odisha/ CHSE, Odisha.

At the college level the principal places certain proposal in the College Advisory Board. Then the proposal is moved for the approval of the College G.B. Finally the same is sent for the approval of the Govt. through the Director of Higher Education.

3. What are the arrangements to communicate the decision to the Public ?

Decisions are communicate to the public through College Notice Board, Wall-Notice, News Papers, Public Meetings and letters to the public/ parents.

4. Who are the Officers at various levels whose opinions are sought for the process of decision making ?

At the college level:

- a. President, College Governing Body.
- b. Administrative Bursar.
- c. Accounts Bursar.
- d. Academic Bursar.
- e. Secretary, Staff Council.

5. Who is the Final Authority that waits the Decision ?

President, College Governing Body

6. Decision taken by the Head of the Public Authority :

- a) Opening of +2 Classes in Commerce .
- b) Opening of +3 Arts.
- c) Proposal for Grant-in Aid to Staff.

MANUAL-4

Norms for Discharge of Functions

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

All activities/ functions in the college are discharged as per the directions of the Dept. of Higher Education, Govt. of Odisha/ Directorate of H.E., Govt. of Odisha/ Regional Directorate of Education, Govt. of Odisha/ Utkal University/ CHSE, Odisha and college Governing Body.

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 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/ Eranch District-CUTTACK, Orissa Ph No.	As Prescribed by Non-Government/ College/ Utkal University
2	G.B. Resolution	Permanent	Written decision taken by G.B	From Principal	D.K.N.COLLEGE, ERANCH, CUTTACK	As prescribed Government
3	Admission Register	Permanent	Contains the complete Bio-Data of the Student Admitted	From Principal	D.K.N.COLLEGE	As prescribed Government
4	Cash Book	Permanent	All Accounts matters	From Principal	D.K.N.COLLEGE	As prescribed Government
5	Attendance Registers (Students & Staff)	Permanent	Daily attendance	From Principal	D.K.N.COLLEGE	As prescribed Government
6	Service Books of Staff	Permanent	All Service details	From Principal	D.K.N.COLLEGE	As prescribed Government

7	Personal Files of Staff	Permanent	Day to day Service Records of Staff	From Principal	D.K.N.COLLEGE	As prescribed Government
8	Staff Council Resolution Books	Permanent	Written decision taken by Staff	From Principal	D.K.N.COLLEGE	As prescribed Government

Note: Being a Non-Government College, the College is Governed by Rules, Regulations etc. adopted by the Governing Body prescribed by the Government of Orissa, Higher Education Department/ Finance Department/ Director Higher Education and Utkal University/ UGC etc

MANUAL-6

Categories of Documents under Control

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

Sl. No.	Nature of Record	Details of Information available	Unit/ Section, where available	Retention Period, where available
1	2	3	4	5
1	General Information	Administrative related Matter etc.	From Principal	Under control of Governing Body (Principal-cum-secretary)
2	Information on Students Matter (Examination)	Examination related Document	From Principal	Controller of Examinations
3	Information on Students Matter (Academic)	Academic Matters like Admission etc.	From Principal	Principal
4	Information on Accounts Matter (Accounts Section)	Bill, Budget, Return, Salary etc.	From Principal	Principal

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	Atmosphere of the college & discipline	No (because Public representatives are already in the college G.B.)	Public meetings inviting parents to college.
2	Student's performance in exams	No	Letters to Parents & Parents meeting.
3	Developmental activities / works	No	Public meetings.

MANUAL-8

Boards, Councils, Committees & Other Bodies Constituted

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

Sl. No.	Name	Type of Affiliated Body	Brief Introduction	Role	Structure and Member Composition	Head of the Body	Address	Frequency of Meetings
1	2	3	4	5	6	7	8	9
1	Governing Body	Affiliated to Govt. of Odisha	Decision taken at college level	Management of the College	As per guideline of DHE	PRESIDENT		As per bye law
2	Staff council	Formed by Principal	Internal decision taken by Staff		Secretary & Staff	Principal as Chairman	College	
3	Academic Council	Formed by Principal	Decisions on academics		Academic Bursar & Staff	Principal as Chairman	College	
4	Admission Committee	Formed by Principal	Decisions on admission		Prof I/C & Staff	Principal as Chairman	College	
5	College Advisory Board	Formed by Principal	Decisions on all administrative matters		Administrative Bursar & Staff	Principal as Chairman	College	

6	Anti Ragging Committee	Formed by Principal	Decisions on ragging matters		Prof I/C & Staff	Principal as Chairman	College	
7	Anti-Sexual Harassment Cell	Formed by Principal	Decisions on sexual harassment matters		Prof I/C & Staff	Principal as Chairman	College	
8	Disciplinary Committee	Formed by Principal	Decisions on matters of discipline		Prof I/C & Staff	Principal as Chairman	College	
9	Grievance Redressal Committee etc.	Formed by Principal	Decisions on students/ parents grievances		Prof I/C & Staff	Principal as Chairman	College	

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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	SJ. MARKANDESWAR MOHAPATRA	PRINCIPAL		9937150467		dknc@rediffmail.com	D.K.N.COLLEGE At/ Po. ERANCH Dist. - CUTTACK
Department of Odia							
1	DR. BIREN KUMAR PRADHAN M.A., Ph. D,	READER		9556248515			Do

2	DR. ANUP RANJAN MARTHA M.A., Ph. D,	LECTURER		9040156794			Do
3	DR. SWARNAPRAVA DASH M.A., Ph. D,	LECTURER		7008099650			Do
4	SMT. DEBIKA MALLICK M.A., M. Phil.,	LECTURER		9583090289			Do

Department of English

1	AJAYA KUMAR ACHARYA MA. M. Phil	LECTURER		9439179199			Do
2	DR. SANDHYARENU DAS M.A., Ph. D,	LECTURER		9439301475			Do
3	DR. MONALISHA CHAKRABORTY M.A., Ph. D,	LECTURER		7008998799			Do
4	SMT. ANANYA PANDA M. A.,	LECTURER		8763474456			Do

Department of Political Science

1	Sj. Gopal Krushna Mishra, M. A.	LECTURER		9937992399			Do
2	MISS RAJALAXMI SWAIN M.A.,	LECTURER		8637235761			Do
3	MISS SUSMITA MINZ M.A.,	LETURER		9937837619			Do

Department of History

1	SJ. ASHOK KUMAR SAHOO, M. A.	LECTURER		9040577572			Do
2	SMT. LAXMIPRIYA BEHERA M.A.,	LECTURER		9776527466			Do
3	MISS KARINA PRIYADARSHINI M.A., M. Phil.,	LECTURER		8260476705			Do

Department of Economics

1	SUBRAT KUMAR BEHERA' M.A.	LECTURER		977690200			Do
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Department of Education

1	MR. PRADIPTA KUMAR NAYAK, M.A.,	LECTURER		9777946760			Do
2	MISS SWETAPADMA SENAPATI M.Sc, M. Ed,	LECTURER		8917332976			Do

Department of Logic & Philosophy

1	SMT. SIPRA KANUNGO, M.A.	LECTURER		9238243303			Do
2	MR. RAJU KAMRAN, M.A.	LECTURER		9439291378			

Department of Sociology

1	MRS. BISWAJITA ROUT M.A.,	LECTURER		9439363042			Do
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2	MR. SWARAJ KISKU M.A.,	LECTURER		9821092183			Do
Department of Sanskrit							
1	MRS. SUCHHANDA PARIJA M.A.,	LECTURER		8908964849			Do
Department of Hindi							
1	DR. AMULYA RATNA MOHANTY M.A., Ph. D,	LECTURER		8895404412			Do
2	MISS CHINU DAS M.A.,	LECTURER		7008871315			Do
Department of Commerce							
1	MR. PURNA CHANDRA DAS M. COM.	, READER		9861462898			Do
2	MR. PRAVAT KUMAR JENA M. COM. ,	LECTURER		8093181606			Do
3	DR. CHITTARANJAN MISHRA M.COM., Ph. D	LECTURER		9348429940			Do
Department of CHEMESTRY							
1	MRS. BANDITA SATPATHY M. SC. ,	READER		9937588020			Do
2	MR. SANJAYA KUMAR SAHOO, M. SC. ,	LECTURER		9437211723			Do
Department of Physics							
1	MR. PRABIR KUMAR JENA	READER		9438140481			Do

	M.SC.,						
2	MR. CHITTA RANJAN DAS M. SC.,	LECTURER		9937327494			Do

Department of Zoology

1	MRS. SWAPNA PATI M. SC. ,	LECTURER		7735931137			Do
2	MR. RAJESH SENAPATI M. SC. ,	LECTURER		6370711948			Do

Department of Botany

1	DR. NIRANJAN MOHAPATRA M.SC., Ph. D,	LECTURER		9938683792			Do
2	MR. GYANENDRA PANIGRAHI, M. SC.,	LECTURER		7855953698			Do

Department of Mathematics

1	MR. MARKANDESWAR MOHAPATRA, M. SC. ,	READER		9937150467			Do
2	MR. MANOJ KUMAR SENAPATI , M. SC. ,	LECTURER		9937375685			Do

Demonstrator

1	SJ. CHITTARANJAN MISHRA	DEMON (PHY)		809668308			Do
2	SJ. ASHOK KUMAR RATH	DEMO (BIO)		9937338096			Do
3	SJ. SUSIL KUMAR PRADHAN	DEMO (PHY)					Do
4	SJ. SUDEEP KUMAR BADU	DEMO (BOT)					

5	MISS. SWAGATIKA BIRAT	DEMO (ZOOLOGY)					
P.E.T.							
Ministerial							
1	SJ. BIKRAM CH. MOHAPATRA	JR. CLERK		9776083636			Do
2	SJ. UMAKANTA SENAPATI	JR. CLERK		9238907769			Do
3	SMT. PRIYAMBADA MOHAPATRA	JR. CLERK		8895440305			Do
4	SJ. PRAMOD KUMAR MOHAPATRA	D. E. O.		8093490186			Do
5	SJ. DURGA CH. SWAIN	PRINCIPAL'S ORDERLY		8260637256			Do
6	SJ. BAIDYANATH ACHARYA	PEON		9040497853			Do
7	MISS SWARNAMAYEE BARIK	PEON		8093690126			Do
8	SJ. ADITYA MOHAPATRA	LAB. ATTENDANT		9090472631			DO

Sl. No.	Name	Designation	Remuneration (In Rs.)
1	2	3	4
1			
Department of Odia			
1	DR. BIREN KUMAR PRADHAN M.A., Ph. D,	READER	99500
2	DR. ANUP RANJAN MARTHA M.A., Ph. D,	LECTURER	46200
3	DR. SWARNAPRAVA DASH M.A., Ph. D,	LECTURER	46200
4	SMT. DEBIKA MALLICK M.A., M. Phil.,	LECTURER	7640
Department of English			
1	AJAYA KUMAR ACHARYA MA. M. Phil	LECTURER	58600
2	DR. SANDHYARENU DAS M.A., Ph. D,	LECTURER	50500
3	DR. MONALISHA CHAKRABORTY M.A., Ph. D,	LECTURER	46200
4	SMT. ANANYA PANDA M. A.,	LECTURER	7640
Department of Political Science			
1	Sj. Gopal Krushna Mishra	LECTURER	58600
2	MISS RAJALAXMI SWAIN	LECTURER	46200

	M.A.,		
3	MISS SUSMITA MINZ M.A.,	LECTURER	44900
Department of History			
1	SJ. ASHOK KUMAR SAHOO, M. A.	LECTURER	58600
2	SMT. LAXMIPRIYA BEHERA M.A.,	LECTURER	46200
3	MISS KARINA PRIYADARSHINI M.A., M. Phil.,	LECTURER	44900
Department of Economics			
1	SUBRAT KUMAR BEHERA' M.A.	LECTURER	44900
2			
Department of Education			
1	MR. PRADIPTA KUMAR NAYAK, M.A.,	LECTURER	58600
2	MISS SWETAPADMA SENAPATI M.Sc, M. Ed,	LECTURER	44900
Department of Philosophy			
1	SMT. SIPRA KANUNGO, M.A	LECTURER	58600
2	MR. RAJU KAMRAN, M.A.	LECTURER	46200

Department of Sociology			
1	MRS. BISWAJITA ROUT M.A.,	LECTURER	58600
2	MR. SWARAJ KISKU M.A.,	LECTURER	44900
Department of Sanskrit			
1	SMT. SUCHANDA PARIJA	LECTURER	58600
Department of Hindi			
1	DR. AMULYA RATNA MOHANTY M.A., Ph. D,	LECTURER	55200
2	MISS CHINU DAS M.A.,	LECTURER	7640
Department of Commerce			
1	MR. PURNA CHANDRA DAS M. COM.	, READER	99500
2	MR. PRAVAT KUMAR JENA M. COM. ,	LECTURER	55200
3	DR. CHITTARANJAN MISHRA M.COM., Ph. D	LECTURER	21750
Department of Physics			
1	SMT. BANDITA SATPATHY	READER	93800
2	SJ. SANJAYA KUMAR SAHOO	LECTURER	58600
Department of Zoology			

1	MRS. SWAPNA PATI M. SC. ,	LECTURER	12640
2	MR. RAJESH SENAPATI M. SC. ,	LECTURER	44900
Department of Botany			
1	DR. NIRANJAN MOHAPATRA M.SC., Ph. D,	LECTURER	58600
2	MR. GYANENDRA PANIGRAHI, M. SC.,	LECTURER	44900
Department of Chemistry			
1	SJ. PRABIR KR. JENA	READER	96600
2	SJ. CHITTARANJAN DAS	LECTURER	58600
Department of Mathematics			
1	SJ. MARKANDESWAR MOHAPATRA	READER	99500
2	SJ. MANOJ KUMAR SENAPATI	LECTURER	58600
Demonstrator			
1	SJ. CHITTARANJAN MISHRA	DEMON (PHY)	76500
2	SJ. ASHOK KUMAR RATH	DEMO (BIO)	76500
3	SJ. SUSIL KUMAR PRADHAN	DEMO (PHY)	7640
4.	SJ. SUDEEP KUMAR BADU	DEMO (BOT)	6640
5	MISS. SWAGATIKA BIRAT	DEMO (ZOOLOGY)	6640
Ministerial			
1	SJ. BIKRAM CH. MOHAPATRA	Jr. Clerk	14360
2	SJ. UMAKANTA SENAPATI	Jr. Clerk	29300

3	SMT. PRIYAMBADA MOHAPATRA	Jr. Clerk	25200
4	SJ. PRAMOD KUMAR MOHAPATRA	D. E. O.	10080
5	SJ. DURGA CH. SWAIN	Principal's Orderly	27400
6	SJ. BAIDYANATH ACHARYA	Peon	12120
7	MISS SWARNMAYEE BARIK	Peon	6600
8	SJ. ADITYA MOHAPATRA	LAB. ATTENDANT	4760

MANUAL-11

Budget Allocated to each Agency

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

BUDEGET FOR THE SESSION 2011-12 FOR D.K.N.COLLEGE, ERANCH, CUTTACK

<i>EXPENDITUR</i>			<i>INCOME</i>		
Sl.No	ITEAM	BUDGET 2023-24	ITEAM	STRENGTH 2023-24	INCOME 2023-24
01	Management Salary	7,03,900.00	Opening Balance		614070.00
02	Examination	16,000.00	<u>Tuition Fee</u> +2 2 nd Year Arts	167	13360.00
03	Library Books/ News Papers	1,00,000.00	+2 2 nd Year Science	128	11520.00
04	Construction & Repairing	12,00,000.00	+2 2 nd Commerce	33	264.00

05	Furniture	1,90,000.00	Misc. Collection		
06	Annual Sports	20,000.00	Tuition Fee +3 2 nd Year Arts	81	8010.00
07	DSA (Celebration of Puja)	15,000.00	+3 2 nd Year Science	91	9100.00
08	Annual Function & Cultural Programme	27,000.00	+3 3 rd Year Arts	122	11102.00
09	Laboratory	30,000.00	+3 3 rd Year Science	90	9000.00
10	Sanitary	20,000.00	Misc. Collection		
11	Stationary & Contingency	40,000.00	<u>Re-Admission Fee</u> +2 2 nd Year Arts	167	1,81,529.00
12	Observation of National Days	3,000.00	+2 2 nd Year Science	128	1,59,360.00
13	Travel Allowance, DA	20,000.00	+2 2 nd Year Commerce	33	35871.00
14	Red Cross	15,000.00	+3 2 nd Year Arts		1,23,799.00
15	Scout		+3 2 nd Year Science	81	1,51,333.00
16	Sports	6,500.00	+3 3 rd Year Arts	91	1,69,702.00
17	Affiliation +2 Wing	70,000.00	+3 3 rd Year Science	122	1,67,760.00
18	Affiliation +3 Wing	60,000.00	Misc. Collection		
19	Recognition Fee +2 wing	15,000.00	<u>Admission Fee</u> +2 1 st Year Arts	256	4,53,120.00
20	Opening of Commerce	30,000.00	+2 1 st Year Science	128	3,58,400.00
21	Insurance		+2 1 st Year Commerce	64	1,13,280.00
22	Fees & Fines	60,000.00	+3 1 st Year Arts	128	3,22,560.00
23	E.P.F.	62,280.00	+3 1 st Year Science	96	3,60,000.00
24	Electricity	3,000.00	+3 Commerce	64	1,63,200.00
25	Telephone	3,000.00	TOTAL		35,02,716.00
26	College Magazine	40,000.00			
27	Printing	40,000.00			
28	Land revenue	11,000.00			
29	Plantation & Botanical Garden	1,00,000.00			
30	Computer	70,000.00			
31	Seminar Library	32,880.00			
32	Internet connection & Charge	5,000.00			
33	E filing & Case Mater	5,000.00			
34	Postage	1,500.00			

35	Advertisement	5,000.00			
36	Other Fees(Sports, Literary, Academic, Students fund., Regd. Etc)	1,00,000.00			
37	Medical for Students	10,000.00			
38	Free studentship	10,000.00			
39	Pledging money (Comm)	3,50,000.00			
40	Identity Card & Library Card	30.000.00			
41	Misc.	50,000.00			
42	Closing Balance	7656.00			
	TOTAL	35,02,716.00			

MANUAL-12

Manner of Execution of Subsidy Programmes

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

Not Applicable

MANUAL-13

Particulars of Recipients of Concessions, Permits or Authorizations Granted

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

Not Applicable

MANUAL-14

Information Available in an Electronic Form

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

Not Updated

MANUAL-15

Particulars of Facilities Available to Citizens for Obtaining Information

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

Sl. No.	Facility Available	Nature of Information Available	Working Hours
1	2	3	4
1	News Paper	Hard Copy	
2	Notice Board	Hard Copy	10AM to 5PM
3	Inspection of Records in the Office	Hard Copy	
4	System of issuing of copies of Documents either in person or by post.		

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.	Fax	E-mail	Address
1	2	3	4	5	6	7	8
1	SRI GOPAL KRUSHNA	LECT. IN		9937992399		gopaljsp@rediffmail.com	D.K.N.COLLEGE At/

	MISHRA	POLITICAL SCIENCE					Po.ERANCH Dist.- CUTTACK
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First Appellate Authority (FAA):

Sl. No.	Name	Designation	Office Ph. No.	Mobile No.	Fax	E-mail	Address
1	2	3	4	5	6	7	8
1	SJ. MARKANDESWAR MOHAPATRA	PRINCIPAL		9937150467		dknc1980@rediffmail.com	D.K.N.COLLEGE At/ Po.ERANCH Dist.- CUTTACK

MANUAL-17

Other Useful Information

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

Updated information will be provided time to time