

Raja Madhusudan Dev Degree College of Science and Education

Introduction

Background of this Hand-Book (Right to Information Act. 2005):

As per RTI Act-2005 and Odisha RTI Rules,2005.

Objective / Purpose of this Hand-Book:

As per RTI Act-2005 and Odisha RTI Rules,2005.

Who are the Intended users of this hand-book?

As per RTI Act-2005 and Odisha RTI Rules,2005.

Organisation of the information in this hand-book.

As per RTI Act-2005 and Odisha RTI Rules, 2005.

Definitions of various terms used in the handbook.

As per RTI Act-2005 and Odisha RTI Rules, 2005.

Contact person.

As per RTI Act-2005 and Odisha RTI Rules,2005.

Procedure and Fee Structure.

As per RTI Act-2005 and Odisha RTI Rules,2005.

MANUAL-1

Particulars of Organization, Functions & Duties

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

ABOUT US:

Our Degree College was established in the academic session of 19193-94 by the local people & existing Governing Body of Junior College interested in educational change & quality higher education at affordable cost and within parents' reach. Situated at Patia, near Patia Railway Station, Bhubaneswar the college bears the uprising looks of new Bhubaneswar at North which becomes an important Educational Hub of our state and the Capital City in particular. This Co- Educational Govt. Aided College offers Degree (+3) Education in Arts, Science & Commerce. The College is permanently recognised by the Government of Odisha, permanently affiliated to Utkal University for +3 Degree Courses and included in 2(f) & 12(B) of UGC Act 1956. The college is being managed by the Govt. approved Governing Body of its own with guidance from the Director, Higher Education, Odisha. The college has 30 Teaching Staff and 11 Non-Teaching Staff.

COLLEGE REOPENING:

The college reopens after summer vacation/Raja celebration. The +3 First year classes will start as per Govt. notification every year.

HOW TO APPLY FOR ADMISSION:

From year 2012 our college comes under e-Admission procedure under SAMS method by Deptt. of Higher Education, Odisha. One has to apply in internet on site of "www.dheodisha.gov.in" on +3 CAF (Common Application Form) and to choose us as first option, then on prescribed dates (available in above said Govt. website) the admission process shall be accomplished in our SAMS Resource Centre of college with coordination of applicants. The intimation for admission shall be communicated by SAMS/ College authority through SMS/phones. The required documents will be communicated to the applicants at that time.

NB: The admission process is subject to changes as per prevailing Govt. order

POST-ADMISSION INFO:

The subject change, and other formalities will be made in our college after e-Admission on strictly basis of merit, Govt. order & availability of opportunities.

COMMUNICATION:

1. All correspondence shall be made to the Principal by designation and not by name.
2. Guardians/Parents may meet the Principal or Academic Bursar and enquire about the progress and position of their wards. All feedbacks by guardians should directly be made to the Principal through e- mail of college or by person.

FACILITIES:

1. College Library:

The college library contains a good number of books, journals, periodicals, references books arranged subject- wise. There are also valuable and famous novels, Literatures and other books in library. A reading room is also there for both students and teachers and they can use such facility with valid college library I-Card and permission. The issue and re-issue of book to students by the Asst. Librarian shall be made only on the basis of prescribed Library Rules and availability of books demanded.

2. College Cafeteria

A modernised College Cafeteria functions to cater all eatables, soft & hot drinks, other utilities like internet, fax, printout, office stationary, mobile vouchers & downloads for the students.

3. Other Facilities

Our Campus is full Wi-fi Campus. A well designed football ground is there for outdoor games and athletics. Other indoor games facilities are also there for students. Safe cool drinking water, **Ladies Hostel facility**, internet facility (official), well furnished class rooms, halls, modernized science labs, conference, extra-curricular activities, study tours, seminar meetings, personality development programmes, Youth Red Cross Unit, NSS Bureau, Rotaract Club(Rotary) NCC (under process) Green Club & Punjab National Bank with ATM in campus are some of few features of the college.

COURSES

The college offers +3 under graduate courses (3 year degree) in Arts with 192 seats, in Commerce with 64 seats and in Science with 128 seats.

Subject Details of +3 Arts, Commerce & Science is being notified in Utkal University Website as per CBCS (Choice Based Credit System).

Honours : Arts:- English(16), Economics(24), Education(32), History(32), Odia(32), Political Science(32), General(Pass)-24.

Science:- Physics(32), Chemistry(32), Math(32), Botany(16), Zoology(16). Commerce:- Commerce Honours (48), General(Pass)-16.

EXAMINATION

The Examination Pattern shall be under CBCS Method i.e. Semester wise, Six Semester including six Internal Exam, in 3 years course.

COLLEGE UNIFORM

The +3 Degree students are instructed strictly to wear the prescribed college uniforms in campus every working day.

- Boys' Shirt:- Orange Blue Check
- Boys' Pant:- Deep Blue Colour
- Girls' Kameez:- Light Orange Check
- Girls' Salwar/Dupatta:- Coffee Colour

MANUAL-2

Power & Duties of Officers & Employees:

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

Sl.	Name	Designation	Power	Duties
1	Sj PRASANTA KUMAR ROUT	Principal	Administrative Public Authority. Sole authority of all administrative affairs. Financial D.D.O. Superintendent of all Examinations.	
2	Dr HATAKESWAR SENAPATI	Vice Principal	Administrative In charge of academic, students and UGC matters. Matters including all development affairs.	
3	Sj RAJKISHORE SETHI	Administrative Bursar	Administrative In charge of all college administration. All administrative matters are routed through him.	
4	SRI CHANDAN KUMAR SAHOO	Accounts Bursar	Financial In-charge of college Accounts.	
5	Sj RAJKISHORE SETHI	Academic Bursar	Others Coordinating the preparation of Syllabus Time table, Attendance, Issue of CLC, Conduct Certificate and other Certificate.	
6	SACHINDRA SETHI	Head Clerk		

	Duties	Supervision of all official transaction.
7	Name	SACHINDRA SETHI
	Designation	Accountant
	Power	
	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)]

MANUAL-4

Norms for Discharge of Functions

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

MANUAL-5

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

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

Being a Government college, the college is governed by Rules, Regulations etc. prescribed by the Government of Odisha, Higher Education Department/ Finance Department/ Director of Higher Education and Utkal University/ UGC 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 Biodata of the students admitted	General/ Academic Section	At/Po.- Sahid Nagar, BBSR, Ph. No.: 0674-2542216, 2541268	As prescribed By Non-Govt./ College/ University

COLLEGE RULES

1. The students must have attendance of minimum 75% of total classes in a semester, otherwise students will not be allowed to be promoted to the next semester and to fill up the forms for University Semester Exam. Such cases may be allowed with financial punishment decided by the authority of college.
2. The students not appearing at the internal exam will not be promoted for form fill up in University Exam. However the authority reserves the right to sent up those students penalizing them financially, on medical

ground, the amount to be decided time to time and as per merit of cases.

3. Breach of college rules and discipline by a student shall warrant expulsion or such other exemplary punitive measures as the authority may deem fit.
4. Use of mobile phones, I-pod and other similar gadgets by students are strictly NOT allowed in class rooms and Exam. Hall. The fine of Rs. 200/- will be imposed on offenders in every case.
5. Parents and authorised guardians of students can enter the college premises for official work during working hours.
6. All genuine students must carry their own college I-Card always in campus and produce for verification of identity when asked so.

MANUAL-6

Categories of Documents Under Control

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

Sl.	Category of documents	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 Informations	Administrative related matter etc.	Through R.T.I.	Under control of Public Authority
2	Informations on students matter (Examination)	Examination related document	-do-	-do-
3	Informations on students matter (Academic)	Academic matters like admission etc.	-do-	-do-
4	Informations 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.	Subject/ Topic	Is it Mandatory to Ensure Public Participation (Yes/ No)	Arrangement 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

MANUAL-8

Boards, Councils, Committees & Other Bodies Constituted

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

Sl.	Name	Type of Affiliated Body	Brief Introduction	Head of the Body	Address
1	2	3	4	5	6
1	Executive committee				
2	Staff Council				

- 3 Academic council
- 4 Admission Committee
- 5 Anti Ragging Committee
- 6 Anti- Sexual Harassment cell
- 7 Disciplinary Committee
- 8 Grievance Redressal committee

MANUAL-9

Directory of Officers & Employees

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

Sl.	Name	Designation	Mob Nos	e-Mail
1	Sj. Prasant Kumar Rout	Principal	9937044722	prasantr2@gmail.com
2	Dr. Hatakeswar Senapati	Lect. In Edn.	9437930610	bapi0bbsr@gmail.com
3	Gitanjali Behera	Lect. In Edn.	7787929578	gitanjalibehera012@gmail.com
4	Raj Kisore Sethi	Lect. In Eng.	8895352971	rajkishoresethi0@gmail.com
5	Sibabrata Nayak	Lect. In Eng.	9692119187	lecture.in.english@gmail.com
6	Sushreesmita Samantaray	Lect. In Eng	7325801991	
7	Chandan Kumar Sahoo	Lect. In Eco.	7978738245	csahoo050@mail.com
8	Dhananjaya Bhuyan	Lect. In Eco.	7064589297	dhananjayabhuyan85@gmail.com
9	Kanhu Charan Mishra	Lect. In Hist.	9668674154	kanhucharanmishra55@gmail.com
10	Sasmita Sadangi	Lect. In Hist.	9692242717	sasmitasadangi@gmail.com
11	Dr. Ramesh Chandra Behera	Lect. In Odia	7978146834	dr.socialengineer@gmail.com
12	Dr. Swarnaprava Dash	Lect. In Odia	7894230189	spdash1979@gmail.com
13	Prabin Kumar Sahoo	Lect. In Pol.Sc	8249206033	prabinkumar.sahoo@gmail.com
14	Anuja Kumar Panda	Lect. In Pol.Sc	9658986370	
15	Anindita Roy	Lect. In HomeSc	9348956388	
16	Malabika Brahma	Lect. In Com	9439831310	malabika.munmun@gmail.com
17	Gargee Banerjee	Lect. In Com	7537831001	gargee2@gmail.com
18	Khalida Alam	Lect. In Com	9178153242	khalida_0008@gmail.com
19	Dr. Swati Pattanaik	Lect. In Zool.	7008652998	silkswati2009@gmail.com
20	Miss Jasmin Rout	Lect. In Zool.	9438279757	routjasmin862@gmail.com
21	Ardhendhu Sekhar Diwedy	Lect. In Zool.	7978736857	adadkunmun5@gmail.com
22	Abhipsha Panda	Lect. In Bot.	9114264478	abhipsha.lizan@gmail.com
23	Adyasha Priyadarshini	Lect. In Bot.	9776044879	-
24	Monalisa Lenka	Lect. In Bot.		-
25	Sunbhalaxmi Nayak	Lect. In Phys.	7504196472	nayak.subhalaxmi15@gmail.com
Sl.	Name	Designation	Mob Nos	e-Mail
26	Bikash Dey	Lect. In Phys.	7873058878	bikashkumardey15@gmail.com

27	Sushree Padmalaya Das	Lect. In Phys	-	-
28	Satyajeet Behera	Lect. In Chem.	8280643414	satya.behera8@gmail.com
29	Sasmita Mishra	Lect. In Chem.	9658539318	sasmitamishra099277@gmail.com
30	Subrat Kumar Sethy	Lect. In Maths.	7008489297	kumarsubrat7374@gmail.com
31	Madhusmita Mohanty	Lect. In Maths.	9337503254	mohantymadhu93@gmail.com
32	Dibyajyoti Biswal	Lect. In Maths.	-	-
33	Urmila Sahoo	Demon. In Edn.	9776769117	-
34	Sanjaya Kumar Jena	Demon. In Phys.	-	-
35	Pradip Kumar Jena	Demon. In Chem.	9437889308	pradipjena2011@gmail.com
36	Deebabrata Maharana	Demon. In Biology	9437992721	debubindas1@gmail.com
37	Sachindra Sethi	Clerk	9338226301	sachindrasethi1971@gmail.com
38	SuchitaPathy	Asst. Lib.	9938512294	suchitapathi1968@gmail.com
39	Pabitra Kumar Dash	DEO	9778799998	pabitra.dash1@gmail.com
40	Sujata Patra	Liberian	7008269501	sujatapatra1981@gmail.com
41	RamakantaKar	Jr. Clerk	9777541373	
42	JagabandhuSahoo	Peon	9937618841	
43	BabuliSethi	Peon	9178532118	
44	Sanjulata Sahoo	Peon	9938121252	-
45	Anasuya Behera	Peon	7326055624	-
46	Sarada Prasad Sethi	Office Asst.	9556619854	-
47	Bibhuti Bhusan Naik	Watch Man	7337035834	-
48	Sanatan Mahabhoi	Gardner	7064002895	

MANUAL-10

Monthly Remuneration & Compensation of Officers & Employees

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

Sl.	Name	Designation	Scale of Pay (in Rs.)	Grade Pay (in Rs.)
1	Sj. Prasant Kumar Rout	Principal	-	-
2	Dr. Hatakeswar Senapati	Lect. In Edn.	-	-
3	Gitanjali Behera	Lect. In Edn.	-	-
4	Raj Kisore Sethi	Lect. In Eng.	-	-
5	Sibabrata Nayak	Lect. In Eng.	-	-
6	SushreesmitaSamantaray	Lect. In Eng	-	-
7	Chandan Kumar Sahoo	Lect. In Eco.	-	-
8	Dhananjaya Bhuyan	Lect. In Eco.	-	-
9	Kanhu Charan Mishra	Lect. In Hist.	-	-
10	Sasmita Sadangi	Lect. In Hist.	-	-
11	Dr. Ramesh Chandra Behera	Lect. In Odia	-	-

12	Dr. Swarnaprava Dash	Lect. In Odia	-	-
13	Prabin Kumar Sahoo	Lect. In Pol.Sc	-	-
14	Anuja Kumar Panda	Lect. In Pol.Sc	-	-
15	Anindita Roy	Lect. In HomeSc	-	-
16	Malabika Brahma	Lect. In Com	-	-
17	Gargee Banerjee	Lect. In Com	-	-
18	Khalida Alam	Lect. In Com	-	-
19	Dr. Swati Pattanaik	Lect. In Zool.	-	-
20	Miss Jasmin Rout	Lect. In Zool.	-	-
21	Ardhendhu Sekhar Diwedy	Lect. In Zool.	-	-
22	Abhipsha Panda	Lect. In Bot.	-	-
23	Adyasha Priyadarshini	Lect. In Bot.	-	-
24	MonalisaLenka	Lect. In Bot.	-	-
25	Sunbhalaxmi Nayak	Lect. In Phys.	-	-

MANUAL-10

Monthly Remuneration & Compensation of Officers & Employees

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

Sl.	Name	Designation	Scale of Pay (in Rs.)	Grade Pay (in Rs.)
1	PRASANT ROUT	Principal		
2	Dr HATAKESWAR SENAPATI	hod IN edUCATION		
2				

MANUAL-10

Monthly Remuneration & Compensation of Officers & Employees

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

Sl.	Name	Designation	Scale of Pay (in Rs.)	Grade Pay (in Rs.)
1	PRASANT ROUT	Principal		
2	Dr HATAKESWAR SENAPATI	hod IN edUCATION		
2				

Sl.	Name	Designation	Mob Nos	e-Mail
26	Bikash Dey	Lect. In Phys.	-	-
27	Sushree Padmalaya Das	Lect. In Phys	-	-
28	Satyajeet Behera	Lect. In Chem.	-	-
29	Sasmita Mishra	Lect. In Chem.	-	-
30	Subrat Kumar Sethy	Lect. In Maths.	-	-
31	Madhusmita Mohanty	Lect. In Maths.	-	-
32	Dibyajyoti Biswal	Lect. In Maths.	-	-
33	Urmila Sahoo	Demon. In Edn.	-	-
34	Sanjaya Kumar Jena	Demon. In Phys.	-	-
35	Pradip Kumar Jena	Demon. In Chem.	-	-
36	Deebabrata Maharana	Demon. In Biology	-	-
37	Sachindra Sethi	Clerk	-	-
38	Suchita Pathy	Asst. Lib.	-	-
39	Pabitra Kumar Dash	DEO	-	-
40	Sujata Patra	Liberian	-	-
41	Ramakanta Kar	Jr. Clerk	-	-
42	Jagabandhu Sahoo	Peon	-	-
43	Babuli Sethi	Peon	-	-
44	Sanjulata Sahoo	Peon	-	-
45	Anasuya Behera	Peon	-	-
46	Sarada Prasad Sethi	Office Asst.	-	-
47	Bibhuti Bhusan Naik	Watch Man	-	-
48	Sanatan Mahabhoi	Gardner	-	-

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.	Name	Designation	Office Ph. No.	Mobile No.	Fax	E-mail	Address
1	2	3	4	5	6	7	8
1	Sj RAJKISHORE SETHI	Lect. In English	0674-2728849	7978819566	-	rajamddegreecollege@gmail.com	RAJA MADHUSUDAN DEV DEGREE COLLEGE OF SCI. & EDN, PATIA, BBSR-31

First Appellate Authority (FAA):

Sl.	Name	Designation	Office Ph. No.	Mobile No.	Fax	E-mail	Address
1	2	3	4	5	6	7	8
1	Sj PRASANT KUMAR ROUT	PRINCIPAL-CUM-HOD IN POL. SC	0674-2728849	9937044722	-	prasantr2@gmail.com	RAJA MADHUSUDAN DEV DEGREE COLLEGE OF SCI. & EDN, PATIA, BBSR-31

MANUAL-17

Other Useful Information

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

- **Seeking information from the Office:** Any citizen can seek information from the office as per the provisions of RTI Act, 2005 and Odisha RTI Rules.
- Other information on the functioning and services of public authority are also available with the office.