

In pursuance of your letter No.4533 Dated 26.03.08 as regards establishment of S.K.C.G.(Auto) College, Pralakhemundi the relevant information have been furnished as under.

**Chapter -2 (Manual -1)
Particulars of organization, Function & duties**

- 2.1 Objective /purpose of the public authority**
The objective of the public authority is to maintain all records of the Institution pertaining to the students and teachers and college development work.
- 2.2 Mission / Vision Statement of the public authority**
The mission is to maintain the records, rules and other official document to facilities the right to information.
- 2.3 Brief History of the Public Authority and context of its formation**
The S.K.C.G.(Auto) College, Paralakhemundi was established in the year 1896 as Raja's College. The management of the college was taken over by the Govt. on 11.07.1947. The college was affiliated to Berhampur University from 01.01.1967. The Autonomous status was conferred on the college by the UGC with effect from 01.01.2002. To impart teaching for +2, UG & P.G.
- 2.4 Duties of the Public Authority**
The Principal is the Head of the office and supervises all the works of the college.
- 2.5 Main activities / function of the public authority**
To look after the Academic and Administration work of the college.
- 2.6 List of Services being provide by the public authority with a brief write-up on them.**
To look after the day to day
1. Activities of the college relating to conducting of class, Exam.
2. Drawal of the salaries, scholarship
3. Conducting the meeting of the college and other works.
- 2.7 Organisational structure, Diagram at various levels namely state, Directorate, region, District, Block etc (whichever is applicable)**
The S.K.C.G (A) college is under the control of Director, Higher Education and Higher Education department Govt. of Orissa Bhubaneswar.
- 2.8 Expectation of the Public authority from the Public for enhancing its effectiveness and efficiency.**
Not applicable
- 2.9 Arrangements and methods made for seeking public participation and contribution.**
For Academic work the parents meeting called for to seeking public participate for the awareness of the parents to motivate the students for regular attendance to college.
- 2.10 Mechanism available for monitoring the service delivery and public grievance resolution.**
Public are graveness allowed in each working day.
- 2.11 Addresses of the main Office and other Offices at different levels (please categories the addresses district wise for facilitating the understanding by the user)**
This is the only Govt. college located in Paralakhemundi in the Gajapati Dist.
- 2.12** Morning Hours of the Office : 10.30AM to 4.30PM.
Closing Hours of Office : 5.00PM
Class Hours : 7.30AM to 4.30PM

Chapter -3 (Manual -2)
Power and duties and officers

3.1

Designation	Adm	Financial	others	Duties
Principal	Dealing with office Adm	D.D.O	-	Head of the office Estb., Academic & other works
Reader			To impart teaching	
Lecturer (SS)			-do-	
Lecturer			-do-	
Jr.Lecturer			-do-	
Head Clerk			To look after the office work	
Sr Clerk			-do-	
Jr.Clerk			-do-	
Demonstrator			To look after department work	
P.E.T			Games work	
Artistes			Department work	
Ast. Store Keeper			-do-	
Jr.Machanic			-do-	
Glass Blower			-do-	
Lab. Attendant			-do-	
Ast. Librarian			Library work	
Jr. Librarian			-do-	
Gas Man			Lab work	
Daftury			Office work	
Orderly			-do-	
Attendant			-do-	
Lib. Attendant			Library work	
Sweeper			Clinic work	
Mali			Garden work	
Sp.Collector			Lab. work	

Chapter -4 (Manual -3)

Rules, Regulations, Instructions, manuals & Records for discharging function.

Sl No.	Name of the document	Type of the document	Brief write up of the document	From where get a copy		Fee charged for the copy
1	2	3	4	5	6	7
1	Orissa service code	General	Connecting all services matters	Govt. Press		As per price

Chapter -5 (Manual -4)

Where there is any provision to seek consultation/participation of public or its representatives for implementation of policies? If there is please provide details of provision in following application.

5.2 Not applicable

Chapter -6 (Manual -5)

A statement of the categories of documents that are held by it or under its control.

6.1 Not applicable

Chapter -7 (Manual -6)

A statement of boards, Council, Committes and other bodies constituted as its part.

7.1 Not applicable

Chapter -8 (Manual -7)

The names, designations and others particulars of the Public information officer

8.1 Public information officer

Sl.No.	Name	Designation	Phone Number	Address
1	Dr.B.K.Patnaik	Reader in Geography	06815223823	Reader in Geography S.K.G.(A) college ,Paralakhemundi
Assistant public information officer.				
2.	Sri B.N.Singh	Lecturer SS in Political Sc.	-do-	Lecturer SS in Political Sc. S.K.C.G (A) college, Paralakhemundi
Appellate authority				
3.	Dr.R.N.Misra	Principial	-do-	Principal S.K.C.G (A) college, Paralakhemundi

Chapter -9 (Manual -8)

Procedure followed in Decision making process

Sl No	Item of works	Process of Action
9.1	What is the processor followed take a decision	The principal is the decision making authority of college administration as per the instruction of the Director, Higher Education department.
9.2	What are the documented processor	The files are routed through the Head clerk , OIC and heads of the department to the principal for the decision

Chapter -10 (Manual -9)

Directory of Officers and Employees

10.1

READER

Sl.No.	Name of the Office	Subject
1	Dr.Ranganath Misra	Life Sc.
2	Dr. B.K.Patnaik	Geography

3	Sri M.M.Mishra	Commerce
4	Sri K.Sethi	Chemistry
5	Dr. S.K.Panda	Zoology
6	Sri S.C.Mahapatra	Economics
7	Dr.R.C.Patnaik	Physics
8	Dr.P.Mohan Rao	Commerce
9	Dr.T.C.Kara	Zoology
10	Dr.Umesh Kumar Sahu	Botany

LECTURER (SS)

1	Dr.P.K.Das	Oriya
2	Sri K.Ananda Rao	Economics
3	Smt. Bharati Misra	Physics
4	Dr. N.C.Sahoo	Mathematics
5	Sri S.B.Mishra	English
6	Sri S.N.Mishra	English
7	Dr.K.N.Tripathy	Commerce
8	Sri.B.K.Rath	Physics
9	Sri.B.N.Singh	Pol.Sc.
10	Dr.M.S.R.Krishna	Telugu
11	Dr.Nirupuma Devi	Sanskrit
12	Sri N.Asantulu	Commerce
13	Sri B.K.Behera	Sanskrit
14	Smt.Gayatri Devi	Oriya
15	Sri. I.B.Sahoo	Geography

LECTURER

1	Sri Harihar Panda	Physics
2	Dr.R.K.Pati	English
3	Dr.Bhajaman Behera	History

Jr.LECTURER

1	Dr.K.C.Padhi	Oriya
2	Smt.Urmila Das	Home Science
3	Sri.D.K.Ghosh	Math
4	Dr.Sudarshan Sahoo	Commerce
5	Smt.Sunanda Patnaik	Economics
6	Dr.Jagananda Sahoo	Statistics
7	Dr.S.K.Singh	Hindi
8	Sri Narayana Behera	Logic
9	Dr.A.K.Tripathy	Oriya
10	Sri P.K.Tripathy	Pol.Sc.
11	Dr.J.N.Patnaik	Botany
12	Sri.B.N.Mallick	Chemistry
13	Sri.M.K.Bhoi	English
14	Sri P.K.Behera	English
15	Dr.Ganeswar Nayak	History
16	Sri Debadas Sahoo	Zoology

NON- Gaz Information

Sl No.	Name	Designation
1	Sri N.C. Panda	Demonstrator
2	Sri L.N. Panda	Demonstrator

3	Sri R.P. Sabat	Demonstrator
4	Sri Asif Hussain	Demonstrator
5	Sri L.N. Rath	Demonstrator
6	Dr. D.P. Patnaik	Demonstrator
7	Sri T. Vijay Kumar	Demonstrator
8	Sri P. Behera	Artist-cum-Photographer
9	Sri Arjun Nayak	Artist-cum-Photographer
10	Sri J.P. Dash	Asst. Librarian
11	Sri B.K. Patnaik	Asst. SK
12	Sri B.B.Mohanta	PET
13	Sri Pratap Ku. Patnaik	Head Clerk
14	Smt. K. Rajalaxmi	Demonstrator
15	Sri S. Gouda	Sp. Collector
16	Sri S.S. Pamulu	Sp. Collector
17	Sri S.S. Tarasia	Lab. Attendant
18	Sri P. Ch. Behera	Gasman
19	Sri B. Mandala	Mali
20	Sri A. Mukhalingam	Sp. Collector
21	Sri T. Sahu	Lab. Attendant
22	Sri Govindo Das	Daftry
23	Sri Prasad Behera	Lab. Attendant
24	Sri Hari Tamara	Lab. Attendant
25	Sri Pramod Kumar Patnaik	Lab. Attendant
26	Miss Emanti Toppo	Jr. Librarian
27	Sri Gopinath Bishoyi	Lab. Attendant
28	Sri D. Appato	Glass Blower
29	Sri T. Rautho	Lab. Attendant
30	Sri. Prasanta ku.Panda	Sr.Clerk
31	Sri Bijaya ku. Nahak	Jr.Clerk
32	Sri A. Barado	Lab. Attendant
33	Sri G.Parida.	Lab. Attend
34	Sri B. Tamara	Lab. Attendant
35	Sri J. Bishoyi	Lab. Attendant
36	Sri Gupteswar Patnaik	Sr. Clerk
37	Sri S.S. Soren	Jr. Mechanic
38	Sri R.N. Mishra	Orderly
39	Sri Jotia Gouda	Attendant
40	Sri R.C. Raika	Attendant
41	Smt. S.B. Nanda	Attendant
42	Sri D. Goura	Attendant
43	Sri D. Jena	Attendant
44	Sri D. Behera	Attendant
45	Smt. R. Badaraito	Mali
46	Sri R.C. Behera	Attendant
47	Sri N. Moharana	Attendant
48	Sri T. Sustris	Attendant
49	Sri K. Dharma Rao	Attendant
50	Sri N. Gopal Gotra	Attendant
51	Sri S.N. Bhuyan	Attendant
52	Sri Patra Karjee	Attendant
53	Sri Trinath Patra	Attendant
54	Sri Jayadev Panda	Attendant

55	Sri B.K. Pradhani	Attendant
56	Smt. Saila Behera	Attendant
57	Smt. S. Padalo	Sweeper
58	Sri A. Sabar	Attendant

Chapter –11 (Manual –10)

The monthly salary of the Officer and Employees.

Section-I

Scale of Pay : 12000 -420-18300

SI No.	Name & Designation	Pay
1	Dr.Ranganath Misra, Principal I.C	18300
2	Dr. P.Mohan Rao, Red. In Com.	18300
3	Sri M.M.Misra, Red. In Com.	18300
4	Sri B.K.Patnaik, Red. In Gegrphy	18300
5	Sri Kaibalaya Sethi, Red in Chem.	18300
6	Sri S.C.Mahapatra, Red in Eco.	18300
7	Dr.R.C.Patnaik, Red. In Physics	17880
8	Dr.T.C.Kara, Reader in Zoology	15780
9	Dr.U.K.Sahu, Red in Boatnay	15360
10	Dr. S.K.Panda, Red. In Zoology	12987

Section-II

Scale of pay : 10000-325-15200

SI No.	Name & Designation	Pay
11	Dr.K.N.Tripathy, Lect. (SS) Com.	14225
12	Sri S.N.Misra, Lect (SS) in English	14225
13	Sri N.Asantulu, Lect (SS) Com	14225
14	Sri B.K.Rath, Lect (SS) Physics	14225
15	Dr.P.K.Das, Lect (SS) Oriya	14225
16	Sri Ananda Rao, Lect (SS) Eco.	14225
17	Dr.B.N.Singh, Lect (SS) Pol. Sc.	14225
18	Smt.Gayatri Devi Lect.(SS) Oriya	13575
19	Sri S.B.Misra, Lect (SS) English	13575
20	Sri I.B.Sahu ,Lect (SS) Geog	13575
21	Sri N.C.Sahu, Lect(SS) math	13575
22	Dr.M.S.R.Krishna , Lect(SS) Telugu	13575
23	Sri B.K.Behera, Lect (SS) Sanskrit	13575
24	Sri Nirupama Devi , Lect (SS) Sanskrit	9634

Section-III

Scale of pay : 8000-225-13500

SI No.	Name & Designation	Pay
25	Sri Harihar Panda,Lect.in Physics	11850
26	Sri R.K.Pati, Lect. In English	11850
27	Dr.Bhajamana Behera, Lect.in His.	11025

Section-IV

Scale of pay : 6500-200-10500

SI No.	Name & Designation	Pay
28	Dr.K.C.Padhy, Lect. In oriya	8900
29	Sri D.K.Gosh, Lect in Math	8700
30	Dr.Sudarsan Sahu, Lect in Com.	8700

31	Smt.Sunanda Patnaik, Lect in Eco.	8700
32	Smt.Urmila Das, Lect.in Home Sc.	7300
33	Dr.S.K.Singh, Lect in Hindi	7900
34	Sri Narayana Behera, Lect.in Log.	7900
35	Sri Ganeswar Majhi, Lect in Eco.	7900
36	Dr.A.K.Tripathy, Lect.in Oriya	7900
37	Sri P.K.Tripathy, lect in pol. Sc.	7900
38	Dr.J.N.Patnaik, Lect. In Botany	7700
39	Sri N.K.Bhoi, Lect in English	7500
40	Sri P.K.Behera, Lect in English	7500
41	Dr.Ganeswar Nayak, Lect in His	7500
42	Sri Debadas Sahu, Lect in Zoology	7500
43	Sri B.N.Malik , Lect in Chemistry	7500
44	Dr.J.N.Sahoo, Lect St.	8700

Section-I

Scale of Pay :5300 to 8300

Sl No.	Name & Designation	Pay
1	Sri L.N.Panda	8300
2	Sri L.N.Rath	7100
3	Sri A.Hussen	7100
4	Sri R.P.Sabat	7100
5	Sri D.P.Patnaik	7100
6	Sri.T.V.Kumar	7100
7	Smt.K.Rajalaxmi	7100
Section- II		
Scale of Pay - 5000 to 8000		
10	Sri N.C.Panda	6650
11	Sri P.Behera	7100
12	Sri Arjun Nayak	6800
13	Sri Pratap Ku.Patnaik	6500
14	Sri J.P.Das	6500
Section- III		
Scale of Pay - 4750 to 7500		
15	Sri B.B.Mohanta	6250
Section-IV		
Scale of Pay - 4500 to 7000		
16	Sri B.K.Patnaik	5875
Section-V		
Scale of Pay - 4000 to 6000		
17	Sri G.S.Patnak	4500
18	Sri P.K.Panda	4500
Scale of Pay – 3200 to 4900		
	Sri B.K.Nakh	4220
SectionVI		
Scale of Pay - 3600 to 5600		
19	Miss E.Topo	4200
Section-VII		
Scale of Pay - 3200 to 4900		
20	Sri D.Apato	4135

21	Sri B.K.Nahak	4135
Section-VIII		
Scale of Pay - 3050 to 4590		
22	Sri S.S Soren	3575
Section-IX		
Scale of Pay - 2750 to 4000		
23	Sri B.Tamara	3590
24	Sri S.S Tarasiya	3590
25	Sri A.Barado	3520
26	Sri J.Bisoye	3590
27	Sri Trinath Raout	3590
28	Sri P.K.Patnaik	3590
29	Sri Hari Tamara	3590
30	Sri G.Parida	3590
31	Sri G.N.Bisoye	3590
32	Sri Prasad Behera	3590
33	Sri T.Sahu	3520
Section-XI		
Scale of Pay - 2650 to 4000		
34	Sri A.Mukhalinga	3370
35	Sri B.S.Mandal	3370
36	Sri S.S.Pamulu	3300
37	Sri S.Gouda	3300
38	Sri P.C.H.Behera	3300
39	Sri G.Dash	3300
Section-XI		
Scale of Pay - 2610 to 3540		
40	Sri T.Patro	3215
41	Sri N.G.Gotra	3215
42	Sri J.Panda	3280
43	Sri K.D.Rao	3215
44	Sri T.Sustri	3215
45	Sri R.N.Mishra	3215
46	Sri R.C.Raika	3280
47	Sri D.Gouro	3215
48	Sri D.Jena	3215
49	Sri S.B.Nanda	3215
50	Sri D.Behera	3215
51	Sri Patro Karjee	3215
52	Sri N.Moharana	3215
53	Sri Jatiya Gouda	3215
54	Sri R.C.Bhera	3215
55	Sri R.Badaraita	3030
56	Sri S.N.Bhuyan	3215
SectionXII		
Scale of Pay - 2550 to 3200		
57	Sri B.K.Pradhani	3200
58	Smt.Saila Behera	3200
59	Sri A.Sabar	3200
60	Smt. S.Podalo	800

Chapter –12 (Manual –11)

12.1 The Budget Allocated to each Agency (Particulars of all plans, proposed expenditures and reports on disbursement made)

NIL

Chapter –13 (Manual –12)

The Manner of execution of subsidy programmes

Free Education for +2 to P.G to Ladies Student's

Chapter –14 (Manual –13)

**Particulars of recipients of concessions, permits or authorization granted by it.
Not applicable**

Chapter –15 (Manual –14)

15.1 Norms set by it for discharge of its functions

NIL

Chapter –16 (Manual –15)

16.1 Information available in an electronic Form

NIL

Chapter –17 (Manual –16)

Particulars of the facilities available to citizens for obtaining information

17.1 Through News Paper

Notice Board

Under RTI act only

Chapter –18 (Manual –17)

NIL

For there necessary information pretending to scheme and achievements are mentioned as follows.

- 1. Construction of a Administrative Block**
- 2. Construction on a Seminar Hall**

The construction work is progress.

- 3. Campus selection training**

The college have lunched a training programme under the instruction of Govt. of Orissa, Dept. of Higher Education for imparting training to the student's for appearing the campus selection conducted by Infosys, Satyam, TCS and successfully placed by the companies during the year. The student's about 20numbers have come out successfully in two phases.

- 4. Self financing courses are at to be opened soon after the Govt. permits from the session 2008.**

**P.I.O
S.K.C.G.(Auto)
College , Paralakhemundi**

**PRINCIPAL
S.K.C.G.(Auto)
College,Paralakhemundi**