

## Introduction

NAAC Accredited-B



*Office of the Principal*

# Choudwar College, Choudwar

At/P.O.- Kapaleswar, Choudwar, Cuttack, email:choudwarcollege@yahoo.com

Ph.: 0671-2494380/2495493

MANUAL-1

## Particulars of Organization, Functions & Duties

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

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

#### A BRIEF HISTORY OF CHOUDWAR COLLEGE

Choudwar College is located in the industrial town of Choudwar, 08 kms away to the north of Cuttack City. To its south, river Birupa flows down and the National High way 55 runs close by.

Choudwar has a mythological and historical background. Legend says that the heap of earth, near the Central Jail, presents the ruins of the palace of King Birat of the Mahabharat period but the scholars feel it to be a Buddhist relic. History reports that in the 10<sup>th</sup> century A.D. King Jajati Keshari established his capital temporarily at Choudwar-Katak. The famous British historian Sterling reveals in his findings from the 'Madalapanji', that the royal palace of king Jajati with its four gigantic gates is called Choudwar. Choudwar also has found a place in the poems of Radhanath Roy. The present township emerged in the early nineteen forties.

Choudwar College was established in the premises of the Kalinga Vidyapith in 1968 to cater to the needs of higher education of the locality. It collapsed as a baby in 1971. Then with a renewed vigour and determination the present Choudwar College had a phoenix rise in the year 1978 under the leadership of **Sri Rajkishore Ram, M.L.A.**. Braving the initial hazard, the College started its Arts classes with 07 lecturers who joined on 08.07.1978 & 83 students got admitted on 16.08.1978 in the guest house building of Kalinga Savenska Company. On 20.07.1978 out of seven lecturer Mr. Manamohan Samantaray was placed as Principal, later on the Governing Body was pleased to treat the first admission day of the students i.e., **16th August as the Foundation Day**. The Science faculty of Choudwar College has been shifted to the main building during the session, 1998-99.

The College received its first aid of rupees fifty thousand from the Government of Odisha in 1980. In the same year the foundation stone of the present College building was laid down by Mr. Biju Pattnaik on a plot of 10.00 Acres. The extension of the present building was completed by 4<sup>th</sup> September, 1989 with the patronage of Mrs. Jayanti Pattnaik. Mr. Kanhu Charana Lenka laid the foundation stone of a permanent library building on 25<sup>th</sup> March 1995 under the U.G.C. assistance programme.

The present Choudwar College is a full-fledged Non-Govt. Degree College with facility of all Honours teaching. It has also come under the fold of the direct payment scheme of the Govt. of Odisha since 1984 and the Govt. has been appointing Principals since June 1990. The College has started receiving assistance from the University Grants Commission since September 1994. On the basis of fair conduct of examination Utkal University is pleased to make this college as a University Valuation Zone, +2 EMH Centre, Centre for different examinations i.e., Railway, Postal, ARC, OJEE, Diploma Entrance Test and many other.

The College aims at the all-round development of the students by providing opportunities to achieve excellence through sports & games. It also intends to foster a sense of social and civic responsibility through NSS, YRC, NCC and Rovers.

The college has achieved the unique distinction of being one of the foremost colleges of Odisha by maintaining commendable position in respect of teaching, learning and discipline. To add to its glory this college has been re-accredited with B by **NAAC**.

For the overall development of the college the prodigious contribution of the enterprising Principal, members of the Staff, the President/Special officer and members of the Governing Body need much acclaim.

## MANUAL-2

### Powers & Duties of Officers & Employees

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

Sl. No.				
1	<b>Name</b>	Sub-Collector, Cuttack		
	<b>Designation</b>	Special Officer, Choudwar College, Choduwar		
	<b>Powers</b>	<b>Administrative</b>	Public authority.	
			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>	SJ. TUSHAR KANT PATTANAIK		
	<b>Designation</b>	<b>Principal</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	
4	<b>Name</b>	<b>Mr. Susil Kumar Pradhan</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		
5	<b>Name</b>	<b>Sri Shiva Narayan Rana</b>	
	<b>Designation</b>	<b>Accounts Bursar</b>	
	<b>Powers</b>	<b>Financial</b>	<b>Powers</b>
	<b>Duties</b>	All Accounts matter	
6	<b>Name</b>	Smt Gayatri Mishra	
	<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	
7	<b>Name</b>	Dr. Charubala Mohanty	
	<b>Designation</b>	<b>Prof in Charge Admission</b>	
	<b>Powers</b>	<b>Others</b>	Coordinating the +2 & +3 Admission under SAMS system.
	<b>Duties</b>	For smooth conduct of all admission matters	
8	<b>Name</b>	Sri Abhaya Kumar Naik (+2 & +3)	
	<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	
9	<b>Name</b>	Dr.C.Lakhami, Mr.S.K.Sahoo Asso I/C	
	<b>Designation</b>	<b>Prof in Charge UGC</b>	
	<b>Powers</b>	<b>Others</b>	Receive & Utiliasation of UGC Fund
	<b>Duties</b>	For smooth Utilisation UGC Fund	
10	<b>Name</b>	<b>Rabindra Prusty</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	<b>Name</b>	<b>Smt Sandyarani Rath &amp; Sri Maendra Kumar Sahoo</b>
	<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.
12	<b>Name</b>	<b>Smt Narmada Swain &amp; Sri Sarbeswar Pahadsingh</b>
	<b>Designation</b>	Junior Clerk -1 & 2
	<b>Powers</b>	Smooth conduct of Admission & Examination
	<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.

### 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: Kapaleswar Choudwar , Ph-0671 22494380	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: Kapaleswar Choudwar , Ph-0671 22494380	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: Kapaleswar Choudwar , Ph-0671 22494380	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: Kapaleswar Choudwar , Ph-0671 22494380	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: Kapaleswar Choudwar , Ph-0671 22494380	As prescribed By Non-Govt./ College/ University Govt. as reflected in the college calendar

**MANUAL-6****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			

MANUAL-8

## 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	Sub-Collector, Cuttack	Sub-Collector, Cuttack
2	Staff Council	Constituted by the Principal	Principal	Secretary	Choudwar College, Choudwar
3	Academic Council	Constituted by the Principal	Principal	Academic Bursar	Choudwar College, Choudwar
4	Anti Ragging Cell	Constituted by the Principal	Principal	Convener	Choudwar College, Choudwar
5	Anti- Sexual . & Women Harassment cell	Constituted by the Principal	Principal	Convener	Choudwar College, Choudwar
6	Budget Committee	Constituted by the Principal	Principal	Convener	Choudwar College, Choudwar
7	College Development Committee	Constituted by the Principal	Principal	Convener	Choudwar College, Choudwar
8	Construction Committee	Constituted by the Principal	Principal	Convener	Choudwar College, Choudwar
9	Disciplinary Committee	Constituted by the Principal	Principal	Convener	Choudwar College, Choudwar
10	Equal Opportunity Cell	Constituted by the Principal	Principal	Convener	Choudwar College, Choudwar
11	Grievance Redressal committee	Constituted by the Principal	Principal	Convener	Choudwar College, Choudwar
12	Purchase Committee	Constituted by the Principal	Principal	Convener	Choudwar College, Choudwar
13	Research Committee	Constituted by the Principal	Principal	Convener	Choudwar College, Choudwar
14	UGC Committee	Constituted by the Principal	Principal	Convener	Choudwar College, Choudwar
15	Auction Committee	Constituted by the Principal	Principal	Convener	Choudwar College, Choudwar
16	Anti Tobacco Squad	Constituted by the Principal	Principal	Convener	Choudwar College, Choudwar
17	Library Committee	Constituted by the Principal	Principal	Convener	Choudwar College, Choudwar
18	Time Table Committee	Constituted by the Principal	Principal	Convener	Choudwar College, Choudwar

MANUAL-9

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	Tusharkanta Pattnaik	Principal (I/C)	0671 2494380	9437354002	0671 2495493	<a href="mailto:choudwarcollege@yahoo.com">choudwarcollege@yahoo.com</a>	Choudwar College, Choudwar
2	Dr. C. Lakshmi,	Reader in Economics	0671 2494380		0671 2495493	choudwarcollege@yahoo.com	Choudwar College, Choudwar
3	Smt Sabita Kar,	Reader in Economics	0671 2494380		0671 2495493	choudwarcollege@yahoo.com	Choudwar College, Choudwar
4	Sri Shiva Narayan Rana,	Reader in Economics (SS)	0671 2494380		0671 2495493	choudwarcollege@yahoo.com	Choudwar College, Choudwar
5	Mrs Nurjahan Begum,	Reader in Economics(SS)	0671 2494380		0671 2495493	choudwarcollege@yahoo.com	Choudwar College, Choudwar
6	Dr. Harapriya Mohapatra,	Lect-in-Education(Gr.-A),	0671 2494380		0671 2495493	choudwarcollege@yahoo.com	Choudwar College, Choudwar
7	Smt Smruti Pattnaik,	Reader-in-English	0671 2494380		0671 2495493	choudwarcollege@yahoo.com	Choudwar College, Choudwar
8	Sri Susil Kumar Pradhan,	Reader-in-English	0671 2494380		0671 2495493	choudwarcollege@yahoo.com	Choudwar College, Choudwar
9	Sri Sukanta Chandra Rout,	Reader-in-English	0671 2494380		0671 2495493	choudwarcollege@yahoo.com	Choudwar College, Choudwar
10	Sri Debendranath Das,	Lectuer-in-English(G-A)	0671 2494380		0671 2495493	choudwarcollege@yahoo.com	Choudwar College, Choudwar
11	Smt Gayatri Mishra	Reader in History(SS)	0671 2494380		0671 2495493	choudwarcollege@yahoo.com	Choudwar College, Choudwar
12	Smt Khirbdi Choudhury,	Reader in History(SS)	0671 2494380		0671 2495493	choudwarcollege@yahoo.com	Choudwar College, Choudwar
13	Maj.(Dr.) Subhranshu Ranjan Das,	Reader in History(SS)	0671 2494380		0671 2495493	choudwarcollege@yahoo.com	Choudwar College, Choudwar
14	Dr. Jayantibala Mohanty,	Reader in Odia(SS)	0671 2494380		0671 2495493	choudwarcollege@yahoo.com	Choudwar College, Choudwar
15	Dr. Charubala Mohanty,	Reader in Philosophy	0671 2494380		0671 2495493	choudwarcollege@yahoo.com	Choudwar College, Choudwar
16	Dr.Sabita Mohanty, Cuttack	Lecturer in Philosophy	0671 2494380		0671 2495493	choudwarcollege@yahoo.com	Choudwar College, Choudwar
17	Dr.Prgan Paramita Das,	Reader in Sanskrit (SS)	0671 2494380		0671 2495493	choudwarcollege@yahoo.com	Choudwar College, Choudwar
18	Smt Geetanjali Pattanaik ,	Lecturer in Sanskrit (G-A)	0671 2494380		0671 2495493	choudwarcollege@yahoo.com	Choudwar College, Choudwar
19	Smt Manasi Pattnaik,	Reader in Botany (SS)	0671 2494380		0671 2495493	choudwarcollege@yahoo.com	Choudwar College, Choudwar
20	Dr.Sasmita Bhuyan,	Lecturer in Botany (G-A)	0671 2494380		0671 2495493	choudwarcollege@yahoo.com	Choudwar College, Choudwar
21	Sri Mohit Kar,	Reader in Chemistry (SS)	0671 2494380		0671 2495493	choudwarcollege@yahoo.com	Choudwar College, Choudwar
22	Sri Chittranjan Das,	Lecturer in Chemistry (G-A)	0671 2494380		0671 2495493	choudwarcollege@yahoo.com	Choudwar College, Choudwar
23	Sri Bikash Chandra Dash,	Lecturer in Mathematics (G-A)	0671 2494380		0671 2495493	choudwarcollege@yahoo.com	Choudwar College, Choudwar
24	Dr. Binaya Bhusan Sahoo,	Lecturer in Mathematics (G-A)	0671 2494380		0671 2495493	choudwarcollege@yahoo.com	Choudwar College, Choudwar
25	Sri Umesh Chandra Barik,	Reader in Physics (SS)	0671 2494380		0671 2495493	choudwarcollege@yahoo.com	Choudwar College, Choudwar



26	Sri Deepak Ku Mohanty,	Lecturer in Physics (G-A)	0671 2494380		0671 2495493	choudwarcollege@yahoo.com	Choudwar College, Choudwar
27	Sri Sanjay Kumar Dhal,	Lecturer in Zoology (G-A)	0671 2494380		0671 2495493	choudwarcollege@yahoo.com	Choudwar College, Choudwar
28	Smt. Rasmi Routray,	Lecturer in Zoology (G-A)	0671 2494380		0671 2495493	choudwarcollege@yahoo.com	Choudwar College, Choudwar
29	Sri Abhaya Kumar Naik,	Reader in Commerce	0671 2494380		0671 2495493	choudwarcollege@yahoo.com	Choudwar College, Choudwar
30	Sri Ramesh Ch. Nathsharma,	Sr.Lecturer in Commerce	0671 2494380		0671 2495493	choudwarcollege@yahoo.com	Choudwar College, Choudwar
31	Sri Prafulla Kumar Rout,	Reader in Commerce (SS)	0671 2494380		0671 2495493	choudwarcollege@yahoo.com	Choudwar College, Choudwar
32	Sri Pravakar Mishra,	Lecturer in Commerce (G-A)	0671 2494380		0671 2495493	choudwarcollege@yahoo.com	Choudwar College, Choudwar
33	Sri Pramod Kumar Rout,	Lecturer in Commerce (G-A)	0671 2494380		0671 2495493	choudwarcollege@yahoo.com	Choudwar College, Choudwar
34	Sri Prafulla Ku Sahoo	Lecturer in-Odia	0671 2494380		0671 2495493	choudwarcollege@yahoo.com	Choudwar College, Choudwar
35	Sri Basanta Kumar Biswal	Lecturer in-History	0671 2494380		0671 2495493	choudwarcollege@yahoo.com	Choudwar College, Choudwar
36	Sri Chandra Sekhar Panda	Lecturer in-History	0671 2494380		0671 2495493	choudwarcollege@yahoo.com	Choudwar College, Choudwar
37	Dr. Mamata Sahoo	Lecturer in-Chemistry	0671 2494380		0671 2495493	choudwarcollege@yahoo.com	Choudwar College, Choudwar
38	Sri Jukteswar Das	Lecturer in-Political Science	0671 2494380		0671 2495493	choudwarcollege@yahoo.com	Choudwar College, Choudwar
39	Sri Sumanta Kumar Sahoo	Lecturer in-Political Science	0671 2494380		0671 2495493	choudwarcollege@yahoo.com	Choudwar College, Choudwar
40	Sri Ratikanta Swain	Lecturer-in-IT	0671 2494380		0671 2495493	choudwarcollege@yahoo.com	Choudwar College, Choudwar
41	Rachita Behera	Lecturer in Education	0671 2494380		0671 2495493	choudwarcollege@yahoo.com	Choudwar College, Choudwar
42	Anupama Tripathy	Lecturer in Philosophy	0671 2494380		0671 2495493	choudwarcollege@yahoo.com	Choudwar College, Choudwar
43	Rajalaxmi Sahoo	Lecturer in Botany	0671 2494380		0671 2495493	choudwarcollege@yahoo.com	Choudwar College, Choudwar
44	Shardhanjali Prusty	Lecturer in Zoology	0671 2494380		0671 2495493	choudwarcollege@yahoo.com	Choudwar College, Choudwar
45	Pratap Kumar Ghadei	Lecturer in Zoology	0671 2494380		0671 2495493	choudwarcollege@yahoo.com	Choudwar College, Choudwar
46	Suchismita Mohanty	Lecturer-in-IT	0671 2494380		0671 2495493	choudwarcollege@yahoo.com	Choudwar College, Choudwar
47	Lusna Moharana	Lecturer in Chemistry	0671 2494380		0671 2495493	choudwarcollege@yahoo.com	Choudwar College, Choudwar
48	Hemanginee Panda	Lecturer in Physics	0671 2494380		0671 2495493	choudwarcollege@yahoo.com	Choudwar College, Choudwar
49	Tanmyee Mohanty	Lecturer in Botany	0671 2494380		0671 2495493	choudwarcollege@yahoo.com	Choudwar College, Choudwar
50	Aranyak Routray	Lecturer in Commerce	0671 2494380		0671 2495493	choudwarcollege@yahoo.com	Choudwar College, Choudwar
51	Sri Baidyanatha Nayak	PET	0671 2494380		0671 2495493	choudwarcollege@yahoo.com	Choudwar College, Choudwar
52	Sri Mohan Cand Nayak	Demonstrator in 51Physics	0671 2494380		0671 2495493	choudwarcollege@yahoo.com	Choudwar College, Choudwar
53	Sri Laxmidhar Mohanty	Demonstrator in Physics	0671 2494380		0671 2495493	choudwarcollege@yahoo.com	Choudwar College, Choudwar
54	Sri Akhaya Ku. Pradhan	Demonstrator in Chemistry	0671 2494380		0671 2495493	choudwarcollege@yahoo.com	Choudwar College, Choudwar

55	Sri Dillip Ku. Samal	Demonstrator in Chemistry	0671 2494380		0671 2495493	choudwarcollege@yahoo.com	Choudwar College, Choudwar
56	Sri Chittaranjan Das	Demonstrator in Botany	0671 2494380		0671 2495493	choudwarcollege@yahoo.com	Choudwar College, Choudwar
57	Sri Akhaya Kumar Mohanty	Demonstrator in Zoology	0671 2494380		0671 2495493	choudwarcollege@yahoo.com	Choudwar College, Choudwar
58	Sri Rabindra Prusty	Jr. Clerk/Head Clerk I/C	0671 2494380		0671 2495493	choudwarcollege@yahoo.com	Choudwar College, Choudwar
59	Smt. Sandhyarani Rath	Jr. Clerk/Accountant I/C	0671 2494380		0671 2495493	choudwarcollege@yahoo.com	Choudwar College, Choudwar
60	Sri Mahendra Ku Sahoo	Jr. Clerk/ Cashier I/C	0671 2494380		0671 2495493	choudwarcollege@yahoo.com	Choudwar College, Choudwar
61	Sri Sarat Ch. Mallick,	Laboratory Attendant in Zoology ,	0671 2494380		0671 2495493	choudwarcollege@yahoo.com	Choudwar College, Choudwar
62	Sri Ramakanta Behera,	Laboratory Attendant in Physics	0671 2494380		0671 2495493	choudwarcollege@yahoo.com	Choudwar College, Choudwar
63	Sri Bijay Kumar Sethy	Laboratory Attendant in Botany	0671 2494380		0671 2495493	choudwarcollege@yahoo.com	Choudwar College, Choudwar
64	Sk Kasim	Laboratory Attendant in Chemistry ,	0671 2494380		0671 2495493	choudwarcollege@yahoo.com	Choudwar College, Choudwar
65	Sri Surendra Ku. Sahoo	Library Watchman-cum-Bearer	0671 2494380		0671 2495493	choudwarcollege@yahoo.com	Choudwar College, Choudwar
66	Basanti Dei,	Sweeper	0671 2494380		0671 2495493	choudwarcollege@yahoo.com	Choudwar College, Choudwar
67	Sri Kendranath Rout,	Watchman	0671 2494380		0671 2495493	choudwarcollege@yahoo.com	Choudwar College, Choudwar
68	Sri Harekrushana Sahoo	Peon,	0671 2494380		0671 2495493	choudwarcollege@yahoo.com	Choudwar College, Choudwar
69	Sri Ramesh Ch. Sahoo	Peon,	0671 2494380		0671 2495493	choudwarcollege@yahoo.com	Choudwar College, Choudwar
70	Narmada Swain	Junior Clerk	0671 2494380		0671 2495493	choudwarcollege@yahoo.com	Choudwar College, Choudwar
71	Sarbeswar Pahadsingh	Junior Clerk	0671 2494380		0671 2495493	choudwarcollege@yahoo.com	Choudwar College, Choudwar
72	Prasanta Kumar Sahoo	Lab.Attendant in Physics	0671 2494380		0671 2495493	choudwarcollege@yahoo.com	Choudwar College, Choudwar
73	Bharat Ch. Bai	Lab.Attendant in Chemistry	0671 2494380		0671 2495493	choudwarcollege@yahoo.com	Choudwar College, Choudwar
74	Keshab Ch. Rout	Library Attendant	0671 2494380		0671 2495493	choudwarcollege@yahoo.com	Choudwar College, Choudwar
75	Rebati Moharana	Lady Attendant	0671 2494380		0671 2495493	choudwarcollege@yahoo.com	Choudwar College, Choudwar
76	Nityananda Mohanty	Peon	0671 2494380		0671 2495493	choudwarcollege@yahoo.com	Choudwar College, Choudwar
77	Bijay Kumar Das	Peon	0671 2494380		0671 2495493	choudwarcollege@yahoo.com	Choudwar College, Choudwar
78	Miss Karishma Swain	Demonstrator in Botany	0671 2494380		0671 2495493	choudwarcollege@yahoo.com	Choudwar College, Choudwar
79	Smt Jhunurani Das	Demonstrator in Zoology	0671 2494380		0671 2495493	choudwarcollege@yahoo.com	Choudwar College, Choudwar
80	Nibedita Swain	Clerk	0671 2494380		0671 2495493	choudwarcollege@yahoo.com	Choudwar College, Choudwar
81	Sri Dillip Kumar Raj	Date Entry Operator (+3)	0671 2494380		0671 2495493	choudwarcollege@yahoo.com	Choudwar College, Choudwar
82	Smt Lipi Mohanty	Date Entry Operator(+2)	0671 2494380		0671 2495493	choudwarcollege@yahoo.com	Choudwar College, Choudwar
83	Sri Paresh Kumar Beura	Laboratory Attendant in Zoology ,	0671 2494380		0671 2495493	choudwarcollege@yahoo.com	Choudwar College, Choudwar

84	Smt Loheri Lopamudra Routraoy	Laboratory Attendant in Botany	0671 2494380		0671 2495493	choudwarcollege@yahoo.com	Choudwar College, Choudwar
85	Nagenranath Parida	Lr.Librarian	0671 2494380		0671 2495493	choudwarcollege@yahoo.com	Choudwar College, Choudwar
86	Surya Kanta Sahoo	Peon	0671 2494380		0671 2495493	choudwarcollege@yahoo.com	Choudwar College, Choudwar
87	Ashok Kumar Das	Peon	0671 2494380		0671 2495493	choudwarcollege@yahoo.com	Choudwar College, Choudwar
88	Sasmita Acharaya	Peon	0671 2494380		0671 2495493	choudwarcollege@yahoo.com	Choudwar College, Choudwar
89	Laxmidhar Beura	Gardener	0671 2494380		0671 2495493	choudwarcollege@yahoo.com	Choudwar College, Choudwar
90	Kanhu Charan Behera	Cycle Stand Watchman	0671 2494380		0671 2495493	choudwarcollege@yahoo.com	Choudwar College, Choudwar
91	Rashmi Ranjan Mangaraj	Day Watchman-cum-Peon	0671 2494380		0671 2495493	choudwarcollege@yahoo.com	Choudwar College, Choudwar
92	Pravasini Jena	Peon	0671 2494380		0671 2495493	choudwarcollege@yahoo.com	Choudwar College, Choudwar
93	Tukuna Sahoo	Electrician	0671 2494380		0671 2495493	choudwarcollege@yahoo.com	Choudwar College, Choudwar
94	Binoda Naik	Sweeper	0671 2494380		0671 2495493	choudwarcollege@yahoo.com	Choudwar College, Choudwar

## MANUAL-10

### Monthly Remuneration & Compensation of Officers & Employees

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

Sl. No.	Name	Designation	Mode of Payment (in Rs.)	Pay	G.P	D.A
1	2	3	4	5		6
1	Tusharkanta Pattnaik	Principal (I/C)	D.P.(UGC)	53420/-	9000/-	D.A as Admissible
2	Dr. C. Lakshmi,	Reader in Economics	D.P.(UGC)	58830/-	9000/-	D.A as Admissible
3	Smt Sabita Kar,	Reader in Economics	D.P.(UGC)	48110/-	9000/-	D.A as Admissible
4	Sri Shiva Narayan Rana,	Reader in Economics (SS)	D.P.(State)	27580/-	6600/-	D.A as Admissible
5	Mrs Nurjahan Begum,	Reader in Economics(SS)	D.P.(State)	25780/-	5400/-	D.A as Admissible
6	Dr. Debi Prasanna Barik,	Lecturer-in-Education(G-A)	D.P.(State)	25170/-	5400/-	D.A as Admissible
7	Dr. Harapriya Mohapatra,	Lecturer-in-Education(G-A)	D.P.(State)	24580/-	5400/-	D.A as Admissible
8	Smt Smruti Pattnaik,	Reader-in-English	D.P.(State)	53420 /-	9000/-	D.A as Admissible
9	Sri Susil Kumar Pradhan,	Reader-in-English	D.P.(State)	26990 /-	6600/-	D.A as Admissible
10	Sri Sukanta Chandra Rout,	Reader-in-English	D.P.(State)	25780/-	5400/-	D.A as Admissible
11	Sri Debendranath Das,	Lectuer-in-English(G-	D.P.(State)	24690/-	5400/-	D.A as Admissible

		A)				
12	Smt Gayatri Mishra	Reader in History(SS)	D.P.(State)	27830/-	6600/-	D.A as Admissible
13	Smt Khirbdi Choudhury,	Reader in History(SS)	D.P.(State)	26820/-	6600/-	D.A as Admissible
14	Maj.(Dr.) Subhranshu Ranjan Das,	Reader in History(SS)	D.P.(State)	25780/-	5400/-	D.A as Admissible
15	Dr. Jayantibala Mohanty,	Reader in Odia(SS)	D.P.(State)	34180/-	6600/-	D.A as Admissible
16	Dr. Charubala Mohanty,	Reader in Philosophy	D.P.(UGC)	48110/-	9000/-	D.A as Admissible
17	Dr.Sabita Mohanty, Cuttack	Lecturer in Philosophy	D.P.(State)		4600/-	D.A as Admissible
18	Dr.Prgan Paramita Das,	Reader in Sanskrit (SS)	D.P.(State)	26990/-	6600/-	D.A as Admissible
19	Smt Geetanjali Pattanaik ,	Lecturer in Sanskrit (G-A)	D.P.(State)	25700/-	5400/-	D.A as Admissible
20	Smt Manasi Pattnaik,	Reader in Botany (SS)	D.P.(State)	26010/-	6600/-	D.A as Admissible
21	Dr.Sasmita Bhuyan,	Lecturer in Botany (G-A)	D.P.(State)	25600/-	5400/-	D.A as Admissible
22	Sri Mohit Kar,	Reader in Chemistry (SS)	D.P.(State)	25450/-	6600/-	D.A as Admissible
28	Sri Chittranjan Das,	Lecturer in Chemistry (G-A)	D.P.(State)	25490/-	5400/-	D.A as Admissible
29	Sri Bikash Chandra Dash,	Lecturer in Mathematics (G-A)	D.P.(State)	25710/-	5400/-	D.A as Admissible
30	Dr. Binaya Bhusan Sahoo,	Lecturer in Mathematics (G-A)	D.P.(State)	26090/-	5400/-	D.A as Admissible
31	Sri Umesh Chandra Barik,	Reader in Physics (SS)	D.P.(State)	26010/-	6600/-	D.A as Admissible
32	Sri Deepak Ku Mohanty,	Lecturer in Physics (G-A)	D.P.(State)	25710/-	5400/-	D.A as Admissible
33	Sri Sanjay Kumar Dhal,	Lecturer in Zoology (G-A)	D.P.(State)	25460/-	5400/-	D.A as Admissible
34	Smt. Rasmi Routray,	Lecturer in Zoology (G-A)	D.P.(State)	25170/-	5400/-	D.A as Admissible
35	Sri Abhaya Kumar Naik,	Reader in Commerce (SS)	D.P.(UGC)	48110/-	9000/-	D.A as Admissible
36	Sri Ramesh Ch. Nathsharma,	Sr.Lecturer in Commerce	D.P.(UGC)	38170/-	7000/-	D.A as Admissible
37	Sri Prafulla Kumar Rout,	Reader in Commerce (SS)	D.P.(State)	26010/-	6600/-	D.A as Admissible
38	Sri Pravakar Mishra,	Lecturer in Commerce (G-A)	D.P.(State)	25460 /-	5400/-	D.A as Admissible
39	Sri Pramod Kumar Rout,	Lecturer in Commerce (G-A)	D.P.(State)	24910/-	5400/-	D.A as Admissible
40	Sri Prafulla Ku Sahoo	Lecturer in-Odia	GIA Block Grant	21545/-	4600/-	No D.A
41	Sri Basanta Kumar Biswal	Lecturer in-History	GIA Block Grant	21545/-	4600/-	No D.A
42	Sri Chandra Sekhar Panda	Lecturer in-History	GIA Block Grant	21545/-	4600/-	No D.A

43	Dr. Mamata Sahoo	Lecturer in-Chemistry	GIA Block Grant	21545/-	4600/-	No D.A
44	Sri Juktswar Das	Lecturer in-Political Science	GIA Block Grant	21545/-	4600/-	No D.A
45	Sri Sumanta Kumar Sahoo	Lecturer in-Political Science	GIA Block Grant	21545/-	4600/-	No D.A
46	Sri Ratikanta Swain	Lecturer-in-IT	Management	9000/-	-	Consolidated pay as per management rule
47	Rachita Behera	Lecturer in Education	Management	8000/-	-	Consolidated pay as per management rule
48	Anupama Tripathy	Lecturer in Philosophy	Management	8000/-	-	Consolidated pay as per management rule
49	Rajalaxmi Sahoo	Lecturer in Botany	Management	8000/-	-	Consolidated pay as per management rule
50	Shardhanjali Prusty	Lecturer in Botany	Management	9000/-	-	Consolidated pay as per management rule
51	Pratap Kumar Ghadei	Lecturer in Zoology	Management	8000/-	-	Consolidated pay as per management rule
52	Suchismita Mohanty	Lecturer-in-IT	Management	8000/-	-	Consolidated pay as per management rule
53	Lusna Moharana	Lecturer in Chemistry	Management	8000/-	-	Consolidated pay as per management rule
54	Hemanginee Panda	Lecturer in Physics	Management	7000/-	-	Consolidated pay as per management rule
55	Tanmyee Mohanty	Lecturer in Botany	Management	7000/-	-	Consolidated pay as per management rule
56	Aranyak Routray	Lecturer in Commerce	Management	9000/-	-	Consolidated pay as per management rule

### PET & Laboratory Staff

Sl. No.	Name	Designation	Mode of Payment (in Rs.)	Monthly Remuneration		
				Pay	G.P	D.A
<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>		
1	Sri Baidyanatha Nayak	PET	DP(State)	18580/-	4200/-	D.A as Admissible
2	Sri Mohan Cand Nayak	Demonstrator in 51Physics	DP(State)	19070/-	4200/-	D.A as Admissible
3	Sri Laxmidhar Mohanty	Demonstrator in Physics	DP(State)	19380/-	4200/-	D.A as Admissible
4	Sri Akhaya Ku. Pradhan	Demonstrator in Chemistry	DP(State)	19070/-	4200/-	D.A as Admissible
5	Sri Dillip Ku. Samal	Demonstrator in Chemistry	DP(State)	17910/-	4200/-	D.A as Admissible
6	Sri Chittaranjan Das	Demonstrator in Botany	DP(State)	18600/-	4200/-	D.A as Admissible
7	Sri Akhaya Kumar Mohanty	Demonstrator in Zoology	DP(State)	19070/-	4200/-	D.A as Admissible
8	Miss Karishma Swain	Demonstrator in Botany	Management	5000/-	-	Consolidated pay as per management rule
9	Smt Jhunurani Das	Demonstrator in Zoology	Management	5000/-	-	Consolidated pay as per management rule
10	Sri Sarat Ch. Mallick,	Laboratory Attendant in Zoology ,	DP(State)	9850/-	1750/-	D.A as Admissible
11	Sri Ramakanta Behera,	Laboratory Attendant in Physics	DP(State)	9850/-	1750/-	D.A as Admissible
12	Sri Bijay Kumar Sethy	Laboratory Attendant in Botany	DP(State)	9850/-	1750/-	D.A as Admissible
13	Sk Kasim	Laboratory Attendant in	DP(State)	9850/-	1750/-	D.A as Admissible

		Chemistry ,				
14	Prasanta Kumar Sahoo	Lab.Attendant in Physics	GIA Block Grant	10360 /-	1750/-	No D.A
15	Bharat Ch. Bai	Lab.Attendant in Chemistry	GIA Block Grant	10360/-	.1750/-	No D.A
16	Sri Paresk Kumar Beura	Laboratory Attendant in Zoology ,	Management	4000/-	-	Consolidated pay as per management rule
17	Smt Loheri Lopamudra Rourtraoy	Laboratory Attendant in Botany	Management	4000/-	-	Consolidated pay as per management rule

Sl. No.	Name	Designation	Mode of Payment (in Rs.)	Monthly Remuneration		
				Pay	G.P	D.A
1	2	3	4	5	6	7
<b>Non Teaching Staff(Administrative Staff)</b>						D.A as Admissible
1	Sri Rabindra Prusty	Head Clerk (I/c)	DP(State)	10970/-	1900/-	D.A as Admissible
2	Smt. Sandhyarani Rath	Accountant I/C	DP(State)	10970/-	1900/-	D.A as Admissible
3	Sri Mahendra Ku Sahoo	Cashier	DP(State)	10970/-	1900/-	D.A as Admissible
4	Narmada Swain	Junior Clerk	GIA Block Grant	11005/-	1900/-	No D.A
5	Sarbeswar Pahadsingh	Junior Clerk	GIA Block Grant	11005/-	1900/-	No D.A
6	Sri Ramesh Ch. Sahoo	Peon	DP(State)	9300/-	1500/-	D.A as Admissible
7	Sri Harekrushana Sahoo	Peon	DP(State)	9300/-	1500/-	D.A as Admissible
8	Sri Kedranath Rout,	Watchman	DP(State)	9300/-	1500/-	D.A as Admissible
9	Basanti Dei,	Sweeper	DP(State)	9300/-	1500/-	D.A as Admissible
10	Rebati Moharana	Lady Attendant	GIA Block Grant	9693/-	1500/-	No D.A
11	Nityananda Mohanty	Peon	GIA Block Grant	9693/-	1500/-	No D.A
12	Bijay Kumar Das	Peon	GIA Block Grant	9693/-	1500/-	No D.A
13	Nibedita Swain	Jr. Clerk	Management	4500/-	-	Consolidated pay as per management rule
14	Sri Dillip Kumar Raj	Data Entry Operator(+3)	Management	7000/-	-	Consolidated pay as per management rule
15	Smt Lipi Mohanty	Data Entry Operator(+2)	Management	7000/-	-	Consolidated pay as per management rule
16	Surya Kanta Sahoo	Peon	Management	5000/-	-	Consolidated pay as per management rule
17	Ashok Kumar Das	Peon	Management	5000/-	-	Consolidated pay as per management rule
18	Sasmita Acharaya	Peon	Management	5000/-	-	Consolidated pay as per management rule
19	Laxmidhar Beura	Gardener	Management	5000/-	-	Consolidated pay as per management rule
20	Kanhu Charan Behera	Cycle Stand Watchman	Management	5000/-	-	Consolidated pay as per management rule
21	Rashmi Ranjan Mangaraj	Day Watchman-cum-Peon	Management	4500/-	-	Consolidated pay as per management rule

22	Pravasini Jena	Peon	Management	4500/-	-	Consolidated pay as per management rule
23	Tukuna Sahoo	Electrician	Management	1500/-	-	Part time pay as per management rule
24	Binoda Naik	Sweeper	Management	5000/-	-	Consolidated pay as per management rule

Sl. No.	Name	Designation	Mode of Payment (in Rs.)	Monthly Remuneration (in Rs.)		
1	2	3	4	5		
<b>Library Staff</b>						
24	Nagenranath Parida	Jr. Librarian	Management	7000/-	-	Consolidated pay as per management rule
26	Keshab Ch. Rout	Library Attendant	GIA Block Grant	10360 /-	1750/-	No D.A
27	Sri Surendra Ku. Sahoo	Lib- Bearer-cum-Watchman	DP(State )	9300/-	1500/-	D.A as Admissible

### MANUAL-11

## Budget Allocated to each Agency

Sl. No.	Name of the Agency	Name of the Work	Amount allocated	Remarks
1	The Executive Officer Choudwar Municipality	Completion of Women's Hostel & warden quarter	Rs.50,00,000/-	

[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.choudwarcollege.org

## MANUAL-15

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

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

All information available in website-www.choudwarcollege.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.	Fax	E-mail	Address
1	2	3	4	5	6	7	8
1	Sri Sanjay Kumar Dhal	Lecturer in Zoology(G-A)	0671 2494380				Choudwar College, Choudwar da

#### 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	Smt Smruti Pattnaik	Reader in English	0671 2494380				Choudwar College, Choudwar

## MANUAL-17

### Other Useful Information

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

Content for this page yet to be published Content for this page yet to be published