
RTI PROACTIVE DISCLOSURE
OF
SWARNACHUD COLLEGE,
MITRAPUR, BALASORE

The information in pursuance of section 4(1)(b)
of the Right to Information Act, 2005

www.swarnachudc@gmail.com

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The information in pursuance of section 4(1)(b) of the Right to Information Act, 2005 is as follows.

[SECTION 4(1)(b)(i)]

THE PARTICULARS OF SWARNACHUD COLLEGE, MITRAPUR:

AIMS & OBJECTIVES OF THE ORGANISATION :-

Swarnachud College, Mitrapur came into existence on 3rd August, 1978 as a co-educational Institution in the district of Balasore in odisha. This Institution is located in the Integrated Tribal Development Agency Block of Nilgiri where most of the people are Wage earners and live in a world of six pence. Situated in an area of 5.8 acres of land by the foothill of Swarnachud mountain, the College is 10 kms away from the NH -16 and is well connected by Nilgiri-Balasore-Mayurbhanj Road, The place enjoys the proud privilege of having an Institution of Higher Education in its midst.

The College started functioning with provision for teaching of Intermediate in the year 1978-79 & it was affiliated to Utkal University. Degree education was introduced in the year 1982. With the establishment of Fakir Mohan University in 1999, the College came under the control of the new University. Meanwhile, the College has completed its glorious 42 years of successful journey. It was accorded 2(F) & 12(B) status of the UGC in the year 1992 and accredited with C⁺⁺ grade by NAAC in the year 2006. At present the Institution continues to function as a full fledged affiliated College of Fakir Mohan University imparting UG Honours Programme in 12 Subjects.

The Intellectual capability of Swarnachud College, Mitrapur is its dedicated Faculty members. There are 35 nos of sanctioned Teaching Posts and 23 no of non-teaching Posts in the College. 11 no of Faculties have completed their PhDs and some rest are pursuing their research career. The total student strength in the College is 768. The college has a magnificent eco-friendly campus. Green reserve Forest of Kuldiha Wild Life Sanctuary surrounds the area.

Library with a good and up-to-date stock of Books & Journals; a lush green playground adjacent to the college for sports and outdoor activities; suitable and hygienic canteen & hostel facilities; peaceful and serene ambience conducive to Teaching- Learning; Wi-Fi Campus and the Presence of highly qualified and committed teachers attract students to pursue their higher education in the Institution. Both in Academic and Extension activities the college has left behind indelible mark. With a motive to make the Institution a model one the **World Bank** has provided financial assistance under **Odisha Higher Education Programme for Excellence and Equity(OHEPEE)** which has helped a lot in materializing its vision and mission.

VISION :

Achieve Perfection through realistic Education for bringing in Excellence & Equity.

MISSION:

The Mission of the Institution was incepted on its very foundation in 1978. The dream of the Elites of the locality for

- Establishment of a Higher Educational Unit with Institutional responsibility;
- Making it a Centre of Learning;
- Taking the lead in Sanskritisation process of the locality;
- Promoting Socio-Economic-Educational & Political progress through Extension Activities;
- Establish mutual beneficial partnership with Industry, Alumni, Local State & Central Governments in collaborative efforts for the development of the Stakeholders and the locality.
- Preparing economically under-privileged young masses to face future challenges
- Inculcating a spirit of self sufficiency in the Youth
- Encouraging the Students to explore their hidden potentialities in co-curricular and extra-curricular activities.
- Invigorating a sense of Courage & Dignity among the Girls through the Art of Self-defence.
- Acting as an alma mater to cradle growth, opportunities & development of the locality & finally
- Shaping the Institution as a Model for others to emulate.

were ventilated through the above objectives.

POSTAL ADDRESS OF THE OFFICE:

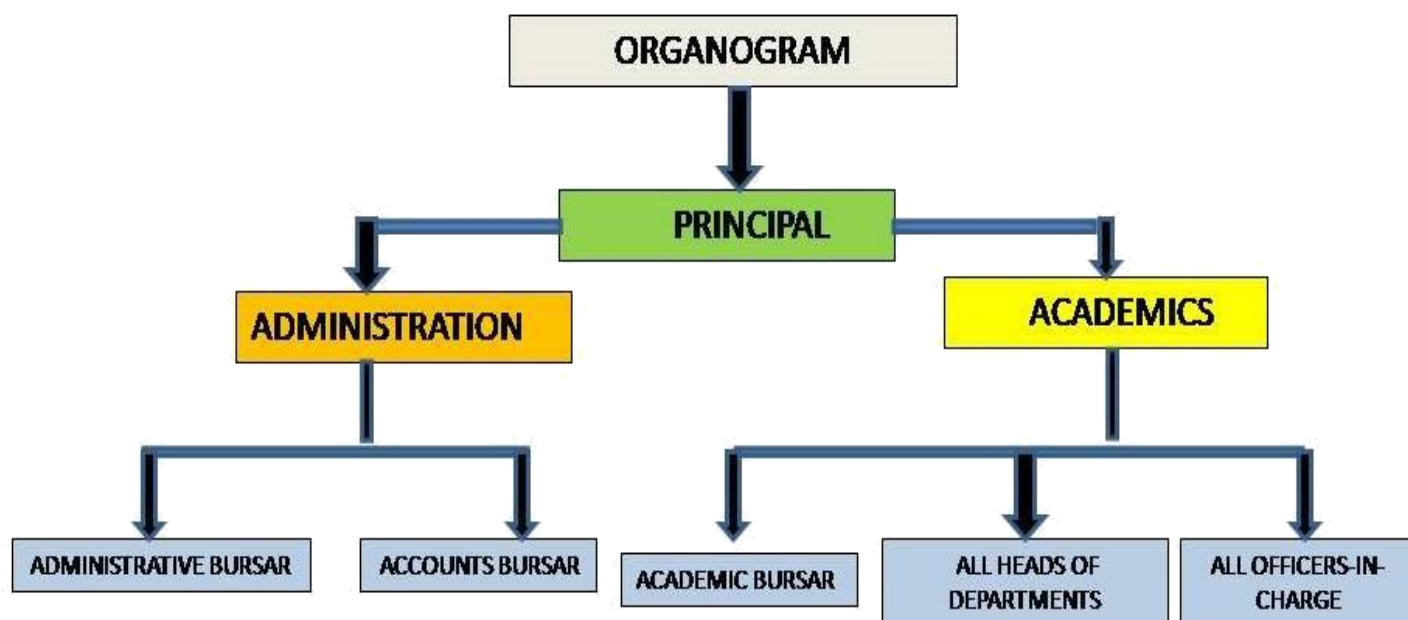
Principal,

Swarnachud College, Mitrapur, Balasore

Pin : 756020

OFFICE TIME:

10 am to 5 pm on all Working days



SUCCESSION LIST OF PRINCIPAL

SL.NO	NAME	TENURE
01	Sri Prafulla Kumar Rath	02.08.78 – 08.03.92
02	Sri Taraprasad Mohapatra	09.03.92 – 07.01.93
03	Sri Santosh Kumar Singha	08.01.93 – 21.01.93
04	Sri Bijay Kumar Mohapatra	22.01.93 – 31.05.95
05	Sri Santosh Kumar Singha	01.06.95 – 25.06.95
06	Dr. Ganapati Jena	26.06.95 – 30.06.99
07	Sri Prafulla Kumar Rath	01.07.99 – 22.07.99
08	Sri Sarat Chandra Jena	23.07.99 – 30.04.02
09	Sri Purusottam Behera	01.05.02 – 04.07.02
10	Sri Srinibas Upadhyaya	05.07.02 – 31.03.05
11	Dr. Ramachandra Das	01.04.05 – 03.11.05
12	Sri Purusottam Behera	04.11.05 – 16.11.05
13	Sri Madan Mohon Pati	17.11.05 – 15.07.06
14	Sri Krushna Chandra Singha	16.07.06 – 31.10.06
15	Sri Madan Mohon Pati	01.11.06 – 08.07.09
16	Dr. Abinash Chandra Dey	09.07.09 – 30.04.11

17	Sri Narayan Panigrahi	01.05.11 – 27.04.12
18	Sri Narayan Prasad Paul	28.04.12 – 28.02.14
19	Dr. Arabinda Giri	01.03.14 – 31.10.14
20	Dr. Satish kumar Panigrahi	01.11.14 – 31.01.17
21	Dr. Gajendra Prasad Parida	01.02.17 – 29.02.20
22	Dr. Sashanka Sekhar Mohanty	01.03.20 – 31.03.20
23	Dr. Manoj Kumar Rath	01.04.20 – 29.05.20
24	Dr. Girish Kinkar Mallick	30.05.20 – 08.09.20
25	Dr. Sarata Chandra Panigrahi	09.09.20 till date

[SECTION 4(1)(b)(ii)]

THE POWERS AND DUTIES OF ITS OFFICERS AND EMPLOYEES

Sl. No	NAME	DESIGNATION	POWERS
01.	Dr. Sarata Chandra Panigrahi	Principal-cum-Secretary	<u>Administrative Power</u> <ul style="list-style-type: none"> • Head of the Institution & Head of the Office • Principal-cum-Secretary of the Governing Body • Controlling Authority and Reporting Officer of PAR in respect of all Teachers.
			<u>Financial Power</u> <ul style="list-style-type: none"> • Drawing & Disbursing Officer • Utilization of all Government and other Grants meant for the College
			<u>Others</u> <ul style="list-style-type: none"> • Utilization of all Government and other Grants meant for the College

			<ul style="list-style-type: none"> • President of all Committees/ Union/ Societies in the College. • Ex-Officio Chairperson of Alumni Association.
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SL. No	NAME	DESIGNATION	POWERS
02	Dr. Sitakanta Senapati, Reader in Political Science	Administrative Bursar	<u>Administrative Power</u> <ul style="list-style-type: none"> • Looks after the correspondence, service matters other than financial. • All files relating to administrative matters are routed through him
03	Dr Santosh Kumar Panda, Reader in Physics	Accounts Bursar	<u>Financial Powers</u> <ul style="list-style-type: none"> • Looks after the financial transactions. • All Bills, files relating to financial claims are checked by him. • Over see the Cash Books, Collection, DCR, Remittance etc.
04	Mr. Ranjan Kumar Mishra, Lecturer in Mathematics	Academic Bursar	<ul style="list-style-type: none"> • To look after the Academic aspects such as Time Table, Lesson Plan, Progress Registers etc.
05	Dr. Manoranjan Dash, Reader in History	Officer-in-charge, Examinations	<ul style="list-style-type: none"> • Conducts all types of Examinations, to arrange evaluation of answer scripts of College Exams, declaration of results of College Examination

[SECTION 4(1)(b)(iii)]

THE PROCEDURE FOLLOWED IN THE DECISION MAKING PROCESS, INCLUDING CHANNELS OF SUPERVISION AND ACCOUNTABILITY:

The Principal, Swarnachud College, Mitrapur takes the final decision in consultation with Senior Faculty Members consisting of Administrative Bursar, Academic Bursar, Accounts Bursar, Co-ordinator IQAC, Purchase & Construction Committees etc. He is the final authority in the interpretation Government Rules & Regulations.

[SECTION 4(1)(b)(vi)]

THE NORMS FOR DISCHARGE OF FUNCTIONS:

As per record Manual prepared by the Government, any Circular/Letter/Notification received from any source (Government/Quasi-government/Private) is first received at the Diary Section and put up by the Head Clerk. The Head Clerk marks the letter to the concerned person for information and necessary action. Any letter going from the College to any source 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.

[SECTION 4(1)(b)(v)]

RULES, REGULATIONS, INSTRUCTIONS, MANUALS AND RECORDS FOR DISCHARGING FUNCTIONS:

Sl. No.	Name & Title of the Documents	Type of Document	Brief Write up of the Documents	From where one can get a copy of Rules Regulations, Instruction Manuals & Records	Address, Telephone Number/ Fax / Mail Address & Others	Fee charges by the Department for a Copy of Rules, Regulations / Instructions Manual & Record if any	Remarks
1	Academic Section Students concerned, Adm./ TC/ Subject Register, etc.	Permanent	Contains the Students Biodata, subject, Roll no, TC, Adm. wise, Faculty	General or Academic Section	Swarnachud College, Mitrapur, Balasore AT/PO: Mitrapur PIN: 756020 Email:-	As prescribed Rate subscribed for the Govt. DHE (O), etc	

			wise, etc.		swarnachudc@gmail.com		
2	Establishment Section all information regarding	Permanent	Contains the register in details	General Administrative related section	Through RTI	-Do-	

The Institution is governed by the Rules and Regulations of the Government of Odisha, DHE, Finance Department, as per instructions and academic calendar printed by DHE for various works. The procedures are adopted as per Record Manual for movement of the file for approval of the Authority(Principal).

[SECTION 4(1)(b)(vi)]

.1	2	3	4	5	6
SL.NO	Category of the Documents	Name of the Document & its Introduction in one Line	Procedure to Obtain the Documents	Held by/ Under Control of	Remarks
2	General Instruction	Administrative related matter etc	Through the RTI	Principal	
3	Information on Students Matter	Student concerned in academic and exam aspect	-do-	-do-	
4	Accounts Matters	Financial transactions	-do-	-do-	
5	Others if any	Except above if anything required regarding College & related matter	-do-	-do-	

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

CATEGORY OF DOCUMENTS UNDER CONTROL

Sl. No.	Category of the Documents	Name of the Document & its Introduction in one Line	Procedure to Obtain the Documents	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 AIO	
2	Information on Students Matter	Student concerned in academic and exam aspect.	-do-	-do-	
3	Accounts Matters	financial transactions	-do-	-do-	
4	Others if any	Except above if anything required regarding College & related matter	-do-	-do-	

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Directory of Officers & Employees

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

SL. N O.	Name	Designation	Office Phone No.	Mobile No.	Fax	E-Mail	Address
1	Dr. Sarata Chandra Panigrahi	Principal cum Secretary	06782-275760	9861343301	06782-275760	swarnachudc@gmail.com	Principal, Swarnachud College, Mitrapur
Botany							
2	Mrs. Sanjukta Sahu	Reader	- Do-	7381930870	- Do-	sanjuktaapr@gmail.com	H.O.D., Botany
3	Mr. Abhaya Kumar Sahu	Lecturer	- Do-	9861833325	- Do-	abhaya.bioscience@gmail.com	Dept. of Botany
Chemistry							
4	Mr. Shakti Prasanna Chand	Reader	- Do-	9437128979	- Do-	swarnachudc@gmail.com	H.O.D. Chemistry
5	Mr. Prasanna	Lecturer	- Do-	9778257722	- Do-	swarnachudc@gmail.com	Dept. of Chemistry

	Kumar Mohapatra						
6	Mr. Satyajit Nanda	Lecturer	- Do-	8327743918	- Do-	swarnachudc@gmail.com	- Do-
Economics							
7	Dr. Sarata Chandra Panigrahi	Principal cum Secretary	06782-275760	9861343301	06782-275760	swarnachudc@gmail.com	H.O.D. Economics
8	Dr. Ramesh Chandra Panda	Reader	- Do-	8328838927	- Do-	swarnachudc@gmail.com	Dept. of Economics
9	Mr. Bikram Kumar Mallick	Lecturer	- Do-	8455942865	- Do-	swarnachudc@gmail.com	Dept. of Economics
English							
10	Dr. Bikram Keshari Mohanty	Sr-Lecturer	- Do-	9439979753	- Do-	- Do-	H.O.D. English
11	Mr. Amit Sahoo	Sr-Lecturer	- Do-	9692429623	- Do-	- Do-	Dept. of English
12	Mrs. Utkarsha Das	Lecturer	- Do-	8599868121	- Do-	- Do-	- Do-
13	Miss Mausumi Pattanayak	Lecturer	- Do-	8917634123	- Do-	- Do-	- Do-
History							
14	Dr. Girish Kinkar Mallick	Reader	- Do-	9437532869	- Do-	girishmallick08@gmail.com	H.O.D. History
15	Dr. Manoranjan Dash	Reader	- Do-	7978210287	- Do-	swarnachudc@gmail.com	Dept. of History
16	Miss. Sashmita Rout	Lecturer	- Do-	7682887687	- Do-	- Do-	- Do-
Mathematics							
17	Mr. Ranjan Kumar Mishra	Lecturer	- Do-	9437296832	- Do-	- Do-	H.O.D. Mathematics
18	Miss. Priyanka	Lecturer	- Do-	9692061016	- Do-	- Do-	Dept. of Mathematics

	Jena						
Odia							
19	Miss. Madhuchhanda Nayak	Lecturer	- Do-	9040677945	- Do-	- Do-	Dept. of Odia
20	Mr. Ganeswar Mohanty	Lecturer	- Do-	7381964531	- Do-	- Do-	- Do-
Philosophy							
21	Miss. Bhagyabati Dash	Reader	- Do-	8895462362	- Do-	- Do-	H.O.D, Philosophy
22	Dr. Nabanita Dash	Reader	- Do-	9437263858	- Do-	- Do-	Dept. of Philosophy
Physics							
23	Dr. Santosh Kumar Panda	Reader	- Do-	9437266646	- Do-	- Do-	H.O.D. Physics
24	Mr. Chandan Kumar Nayak	Lecturer	- Do-	9437147713	- Do-	- Do-	Dept. of Physics
Political science							
25	Dr. Sitakanta Senapati	Reader	- Do-	9861541004	- Do-	- Do-	H.O.D., Political Science
26	Miss. Tapaswini Pallei	Lecturer	- Do-	9556242109	- Do-	- Do-	Dept. of Political Science
Sanskrit							
27	Dr. Manoj Kumar Rath	Reader	- Do-	9437371880	- Do-	- Do-	H.O.D. ,Sanskrit
28	Mr. Asish Patra	Lecturer	- Do-	7327830899	- Do-	- Do-	Dept. of Sanskrit
Zoology							
29	Mr. Shatabdi Sourav Das	Lecturer	- Do-	8457073769	- Do-	- Do-	Dept. of Zoology
30	Miss. Sujata Priyadarshini Nayak	Lecturer	- Do-	7978095679	- Do-	- Do-	Dept. of Zoology

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Monthly Remuneration & Compensation of Officers & Employees

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

SL.NO.	Designation	Scale of Pay	Grade Pay
1	Principal	37,400-67,000/-	9000
2	Reader-SS	15,600-39,100/-	6600
3	Lect. Group-A	9,200-34,800/-	5400
4	Lecturer	-do-	4600
5	Librarian/Demonstrator/Head Clerk	-do-	4200
6	Senior Clerk/	5,200-20,200/-	2800
7	Junior Clerk		1900
8	Library /Laboratory Attendant	4,230-14,680/-	1775
9	PET	5,500-9,000/-	2800

Principal

Swarnachud College, Mitrapur