

SBR Govt. Women's College, Berhampur, Ganjam, 760001

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-

books? As per RTI Act-

2005 and Odisha RTI Rules, 2005. **Organisation of the info**

rmation 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

ParticularsofOrganization,Functions&Duties

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

1. NameoftheOffice:Principal,SBR Govt. Women's College,Berhampur, Ganjam.

2. AddressoftheOffice:Principal,SBR Govt. Women's College,Berhampur, Ganjam , Pin-760001, Odisha

WorkingHours:10:00A.M.to5:30P.M.

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Powers&DutiesofOfficers&Employees

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

Sl.No.	Designation	Administrative	Power Financial	Statutory	Others	Duties
1	2	3	4	5	6	7
1	Principal	HeisthePublicAuthority.	DrawingandDisbursingOfficer.			ClassRoomvisits.
		HeisthesoleAuthorityofalladministrativeaffairs.				ToseeattendanceofTeachersandEmployeesSubmissionofPersonalAppraisalReports.
						Heisthedecisionmakingauthorityetc.
2	Administrative Bursar	InchargeofCollege Administrative				ToassistthePrincipalinalladministrativework
3	AccountsBursar		InchargeofCollege Accounts		ToCheckandverifytheCollege Accounts.	
4	AcademicBursar	Toenforceacademicexcellence.				
5	Sr.Clerk	SuperviseandCo-ordinateallofficework				
6	Accountant		To look after all the matters relating accounts			Maintenance of all types of financial records
7	P.I.O.	As per Govt. Order one PIO and one Appellate authority are assigned the duty among senior officers				

MANUAL-3

ProcedureFollowedinDecisionMakingProcess

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

1. WhatistheProcedurefollowedtotakeadecisionforvariousmatters?(AreferencetoSecretariatManualandRuleofBusinessManual,andotherRules/Regulationsetc.canbemade).

This is a Govt. College and the Principal of the college takes decisions in various matters having discussions with different committees like Admission Committee, examinationcommittee, purchase committee, Academic Committee, Disciplinary committee, Election committee, UGC Committee. Library committee, Financial aid committee, Grievance cell etc as per theGovernmentrules/CHSE(o)rules/universityrules/UGCguidelinesandsubsequentfinancialapproval(ifneeded)fromthepresidentG.B.

MANUAL-4

NormsforDischargeofFunctions

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

Asperrecordmanual,anyletterisfirstreceivedbytheJr.ClerkandputupbeforePrincipalforspecificmarking.Afterreturnitisreferredtoel evantsectionforscrutinyandreplythroughtherelatedfile.

Anyfileisroutedthroughproperchannel,i.etoJr.Clerk,toOfficer-in-ChargeofthesectionwitharemarktothePrincipalforapprovalorsanctionafterwhichthesameisdispatchedbeingenteredinissueregisterwithn umber&date.

MANUAL-5

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

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

Sl Name/Title of the Document Type of Documents Brief writeup of the Documents				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	Academic & Exam. Section	Permanent	Contains Student's Bio-data, Subjects, Roll Nos., T C, Adm. & Exam. Related materials	General, Exam. Section	SBR Govt. Women's College, Berhampur Ganjam, Pin-760001, Ph. No. 0680	As rates prescribed by the Govt.
2	ESTB. Section: Orders related to Appointment Transfer/Posting Promotion Increment Incumbency Training Service Books Relief G.I.S. Court cases In-service Matters Minutes of all meetings	Permanent	Contains the register in detail of teaching/non-teaching staff & gen. information	General Adm. Related section	Through RTI	-do-
3	Account Section	Permanent	Register containing Cash book, Bill Register, All monetary transactions	General, Accounts, Letters, etc.	-do-	-do-

MANUAL-6

Categories of Documents Under Control

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

Sl.	Category of Documents	Name of the Document	Details of Information Available	Procedure to Obtain the Documents	Held by/Under Control of
1	2	3	4	5	6
1	General Instructions	Administration related Information	-	Through RTI	Under control of Public Authority
2	Student's Information	Academic & Examination related Documents	-	-do-	-do-
3	Accounts Matters	Salary Bill, Budget, Return, etc.	-	-do-	-do-
4	Others	Expect above if anything required regarding college matters	-	-do-	-do-

MANUAL-7

ParticularsofArrangementinFormulationofPolicy

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

Sl.	Subject/Topic	IsitMandatorytoEnsurePublic Participation(Yes/No)	ArrangementsforSeekingPublicParticipation
1	2	3	4
1	Student'saffairsregardingprogress(Academic)	No	ByPublicAuthority
2	Function/Seminar	No	-do-

MANUAL-8

Boards,Councils,Committees&OtherBodiesConstituted

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

Sl.	Name&Addressof theBody	MainFunctionsoftheBody	ConstitutionoftheBody	DateofConstitution	Date upto which valid	WhetherMeet ingsopentoPublic	WhetherMinutesaccessibletoPublic	FrequencyofMeetings	Remarks
1	2	3	4	5	6	7	8	9	10
1	Staffcouncil	An Advisory body to maintain smooth functioning and discipline of the college.	Secretary & Assistant Secretary	16.12.2023	15.06.2024	Yes	Yes	As and when required & Min 3 per Year	
2	Admissioncommittee	To offer counseling on the contents of programme and give priority on merit and follow the reservation as directed by Govt.	It consists of admission coordinators with 3 teaching members.	16.12.2023	15.06.2024	Yes	Yes	As per the situational need	
3	Infrastructure Committee	To coordinate with the administrative and project team in reviewing and improving the existing facilities and assessing the	Executive engineer, PWD, GED, GPHD & 4 teaching members	16.12.2023	15.06.2024	Yes	Yes	As per the need of infra devt. Work.	

		development of college work.						
4	DisciplineCommittee	To maintain the rules and regulations as per the disciplinary requirement.	4 teaching members	16.12.2023	15.06.2024	Yes	Yes	As per the situational need
5	GrievanceRedressalCell	To hear, investigate and resolve a student complain or conflict and take necessary steps immediately.	4 teaching members	16.12.2023	15.06.2024	Yes	Yes	As per the situational need
6	AntiRagging	To prevent, prohibit and redress any forms and instances of raging in the college.	4 teaching members	16.12.2023	15.06.2024	Yes	Yes	As per the situational need

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Directory of Officers & Employees

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

Officers

Sl.	Name	Designation	MobileNo.	E-mail
1	2	3	4	5
1	DR. C. R .SATAPATHY	Principal	8895310443	crsatapathy7@gmail.com
2	DR.BHARATARSHAV DAS	Asst.Prof.in Phy.	9437165658	bharatarshavdas@gmail.com
3	Sri Ranjan Kumar Pradhan	Jr.Lect.in Bot.	9437245510	rkpradhanbotany@gmail.com
4	Dr.K.Narayana Rao	Asst.Prof.in Tel.	9437076964	
5	DR. NAMITA KU.MAHAPATRA	Asst.Prof.in H.Sc.	8763458946	nmahapatra1@gmail.com
6	DR.DEBARAJ SWAIN	Asst.Prof.in Hist.	8280879248	debarajswain451@gmail.com
7	Dr.Biraja Sankar Pattanayak	Asst.Prof.in Zool.	9439142596	
8	SRI NARAYAN BEHERA	Asst.Prof.in Phil.	9439645247	nbehera197428@gmail.com
9	DR.MANISHA MISRA	Asst.Prof.in SKT.	8763901319	dr.manishamisra@gmail.com
10	DR.PRIYADARSHINI PANDA	Asst.Prof.in Pol.Sc.	8895711013	misspriyadarshini@gmail.com
11	Dr.Snehanjali Mahanty	Asst.Prof.in Zool.	9853975522	snehanjalimahanty8@gmail.com
12	Dr.Jyotirmaya Mathan	Asst.Prof.in Bot.y	9871794099	
13	SMT. NEETA DUBEY	Asst.Prof.in Eng.	9937157569	neetathegreatest@gmail.com
14	SRI BISWAJIT JENA	Jr.Lect.in Phy.	9337695536	12jbiswajit@gmail.com
15	Dr.Lichita Patra	Asst.Prof.in Bot.	9438554751	
16	SMT. SUCHISMITA SAHOO	Jr.lect.in SKT	9437829219	suchismitadki@gmail.com
17	Dr. PRAMILA BECK	Asst.Prof.in H.Sc.	7894837607	pomi pramila@yahoo.co.in
18	Smt.Padmabati Nayak	Jr.Lect.in Zool.	7978325938	

Employees

Sl.	Name	Designation	MobileNo.	E-mail
1	2	3	4	5
19	Sri Santanu Suna		9853766087	santanusuna79@gmail.com
20	SMT.SUREKHA CHHATRIA		8270591579	surekha@gmail .com
21	Dr. PABITRA KUMAR SAHU		8847818603	pksahuchem@gmail.com
22	Dr. MADHUSMITA MISHRA		8763901319	madhu.mishra18@gmail.com
23	Dr.Suman Bindu		9489245532	sumanbindu43@gmail.com
24	25Sri Basanta Ku. Behera		9337306288	basantatutu23@gmail.com
25	Dr.Jaganath Behera		8917301448	Jaganathbehera1988@gmail.com
26	Sri Jeten Ku.Deuri		9078597637	Jitenkumar149@gmail.com
27	Dr.Priti Sriranjana		9583372940	
28	Sri Debabrat Sahu		9937888188	debabrat28@ gmail.com
29	Dr.Dipti Parida		8984026335	paridadipti99@gmail.com
30	Dr.Suraj Kum Panigrahi		9937150786	skpanigrahi1991@gmail.com
31	Dr.Ranjan Ku. Padhy		8917598069	rkpadhi2001@gmail.com
32	Rohit Parabhoi		8249470048	rohitparbhoi@gmail.com
33	Miss Swagatika Mahankuda		9437955428	swagatikakcp@gmail.com
34	Dr.Chandana Adhikari		9438793640	adhikarichandana@gamil.com
35	Dr.Sudarsan Behera		9971029866	behera.apsy@gmail.com
36	Dr. Amrita Halder		9776786114	amritahaldar3@gmail.com
37	DR. SARITA AGRAWAL		7855091790	Saritamath44@gmail.com
38	Dr.Deepmala Satapathy		7827508161	deep.envt.pa@gmail.com
39	Miss Lipsa Rani Sahu		9692115365	
40	Dr.Arati Panda		9438555050	

Sl.	Name	Designation	MobileNo.	E-mail
1	2	3	4	
1	APPANNA BEHERA	Sr. Assistant	8249675865	
2	P.PRAKASH RAO	Sr. Assistant	9938759922	
3	SUBASH DAS	Lab. Att.	9937798617	
4	CH.SRINIVAS RAO	Lab. Att.	9438187865	
5	SAIBA PATRA	Sp. Collector	9040788553	
6	IPSITA SAHU	Lab. Att.	9861868240	
7	P.SANKAR PATRA	Peon	9861374120	
8	N.RAMAKRISHNA	Peon	9668047559	
9	SANTOSH KUMAR PATRA	Watchman	9040167606	
10	JETENDRA KUMAR BEHERA	Attendant	8249889676	
11	RANJIT KUMAR NAYAK	Darwan	9040139796	
12	Amir Kumar Bishoyi	Lab.A-cum-SK	8249694925	
13	Usharani Das	Lab.A-cum-SK	7008150089	
14	Dhirendra Kumar Patra	Jr.Librarian	7377548906	
15	Smt.Anita Kumari Patra	Lab.A-cum-SK	9337159912	
16	Monalisa Jani	Lab.A-cum-SK	7656048368	
17	Susajita Sahu	Lab.A-cum-SK	7504181143	
18	Sambit kumar Dwibedy	Lab.A-cum-SK	9438379842	
19	Akshaya Kumar Behera	Lab.A-cum-SK	9348899561	

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Monthly Remuneration & Compensation of Officers & Employees

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

Sl.	Name	Designation	Monthly Remuneration (Gross in Rs.)
1	2	3	4
1	CHITTARANJAN SATAPATHY	PRINCIPAL	184449
2	BHARATARSHAV DAS	ASSOCIATE PROFESSOR IN PHYSICS	184448
3	NAMITA KUMARI MAHAPATRA	ASSOCIATE PROFESSOR IN HOME SCIENCE	173911
4	DEBARAJ SWAIN	ASSISTANT PROFESSOR IN HISTORY	159283
5	KOLLURU NARAYAN RAO	ASSISTANT PROFESSOR IN TELUGU	147450
6	NARAYAN BEHERA	ASSISTANT PROFESSOR IN PHILOSOPHY	179048
7	CHANDANA ADHIKARI	ASSISTANT PROFESSOR IN CHEMISTRY	88710
8	NEETA DUBEY	ASSISTANT PROFESSOR IN ENGLISH	100200
9	RANJAN KUMAR PRADHAN	JUNIOR LECTURER IN BOTANY	82800
10	DIPTI PARIDA	ASSISTANT PROFESSOR IN PSYCHOLOGY	88710
11	SUDARSAN BEHERA	ASSISTANT PROFESSOR IN PSYCHOLOGY	88710
12	SURAJ KUMAR PANIGRAHI	ASSISTANT PROFESSOR IN CHEMISTRY	96660
13	DEBABRAT SAHU	ASSISTANT PROFESSOR IN ECONOMICS	91260
14	MANISHA MISRA	LECTURER IN SANSKRIT	115025
15	JITEN KUMAR DEURI	ASSISTANT PROFESSOR IN PHYSICS	88710
16	PRAMILA BECK	JUNIOR LECTURER IN HOME SCIENCE	85350
17	SUMAN BINDU	ASSISTANT PROFESSOR IN COMMERCE	100200
18	PADMABATI NAYAK	JUNIOR LECTURER IN ZOOLOGY	88976
19	ROHIT PARABHOI	ASSISTANT PROFESSOR IN ENGLISH	91260
20	JAGANATH BEHERA	ASSISTANT PROFESSOR IN ECONOMICS	96660
21	SUCHISMITA SAHOO	JUNIOR LECTURER IN SANSKRIT	85350
22	SARITA AGRAWAL	ASSISTANT PROFESSOR IN MATHEMATICS	96660
23	SWAGATIKA MAHANKUDA	ASSISTANT PROFESSOR IN MATHEMATICS	88710

24	SUREKHA CHHATRIA	JUNIOR LECTURER IN ODIYA	80400
25	SNEHANJALI MOHANTY	LECTURER IN ZOOLOGY	91260
26	BISWAJIT JENA	JUNIOR LECTURER IN PHYSICS	85350
27	DEEPMALA SATPATHY	LECTURER IN ENVIORNMENTAL SCIENCE	94500
28	RANJAN KUMAR PADHY	ASSISTANT PROFESSOR IN CHEMISTRY	88710
29	SANTANU SUNA	LECTURER IN ORIYA	82800
30	BASANTA KUMAR BEHERA	LECTURER IN COMMERCE	100200
31	BIRAJA SANKAR PATTANAYAK	ASSISTANT PROFESSOR IN ZOOLOGY	88710
32	JYOTIRMAYA MATHAN	ASSISTANT PROFESSOR IN BOTANY	96660
33	LICHITA PATRO	ASSISTANT PROFESSOR	115025
34	AMRITA HALDAR	ASSISTANT PROFESSOR	91250
35	PRIYADARSHINI PANDA	ASSISTANT PROFESSOR IN POLITICAL SCIENCE	115025
36	LIPSA RANI SAHU	ASSISTANT PROFESSOR IN ODIA	88710
37	ARATI KUMARI PANDA	JUNIOR LECTURER IN HISTORY	100264
38	PABITRA KUMAR SAHU	JUNIOR LECTURER IN CHEMISTRY	31275
39	MRS MADHUSMITA MISHRA	JUNIOR LECTURER IN ECONOMICS	31275
40	CH. SRINIVAS RAO	LABORATORY ATTENDANT	57450
41	IPSITA SAHU	LABORATORY ATTENDANT	55444
42	P SANKARA PATRO	PEON	54750
43	SANTOSH KUMAR PATRO	NIGHT WATCHER	46650
44	SAIBA PATRA	SPECIMEN COLLECTOR	61752
45	P PRAKASH RAO	SENIOR CLERK	75600
46	APPANNA BEHERA	SENIOR CLERK	89972
47	SUBAS DAS	LABORATORY ATTENDANT	67396
48	NAKA RAMKISHNA	PEON	50796
49	SAMBIT KUMAR DWIBEDY	LABORATORY ASSISTANT-CUM-STORE KEEPER	60590
50	AKSHAYA KUMAR BEHERA	LABORATORY ASSISTANT-CUM-STORE KEEPER	60590
51	DHIRENDRA KUMAR PATRA	JUNIOR LIBRARIAN	54750
52	USHARANI DAS	LABORATORY ASSISTANT-CUM-STORE KEEPER	60590
53	ANITA KUMARI PATRA	LABORATORY ASSISTANT-CUM-STORE KEEPER	60590
54	MONALISA JANI	LABORATORY ASSISTANT-CUM-STORE KEEPER	54750
55	SUSAJITA SAHU	LABORATORY ASSISTANT-CUM-STORE KEEPER	54750
56	AMIR KUMAR BISHOYI	LABORATORY ASSISTANT-CUM-STORE KEEPER	60590
57	JITENDRA KUMAR BEHERA	PEON	44488
58	RANJEET KUMAR NAYAK	DARWAN	40670
59	SONALI NAYAK	Guest Lect.	25000

60	DINABANDHU PATRA	BOT	25000
61	T SAI KRISHNA SHROFF	COM.	25000
62	GUPTA SAGAR SAHU	ENG	25000
63	SHIKA CHOUDHURY	ENG	25000
64	NAYANIKA MAHAPATRA	ENG	25000
65	HOMIMITRA PADHY	ENG	25000
66	DR IPSITA PRIYADHARSHINI PATTNAIK	ECO.	25000
67	DR.SUNIL KU DALAI	ECO.	25000
68	BIJAYALAXMI PATRA	EDU	25000
69	ANITA JENA	EDU	25000
70	GARIMA PRIYADARSHANI RATH	EDU	25000
71	DR.MANASWINI PADHI	EDU	25000
72	BANITA BISOYI	HIST	25000
73	SILPA MAHARRANA	HIST	25000
74	BINDIA BEHERA	HIST	25000
75	JYOTIRMAYI RATH	H.SC	25000
76	NARMADA PADHY	H.SC	25000
77	PANADA MOUSUMI	H.SC	25000
78	SANDHYARANI JENA	H.SC	25000
79	SATYAJIT SAHU	LOGIC	25000
80	GAYATRI KUMAIR PADHI	LOGIC	25000
81	BISWAJIT PANIGRAHI	MATH	25000
82	NIBEDITA PADHY	ODIA	25000
83	CHITRASEN JENA	ODIA	25000
84	SAHTOSH KUMAR SAHU	ODIA	25000
85	SONALIN HOTA	PSY	25000
86	BARSARANI PATTANAIK	POL.SC	25000
87	PRIYANKA SATAPATHY	POL.SC	25000
88	SONALI KUMARI PANDA	POL.SC	25000
89	RITESH KU PRADHAN	POL.SC	25000
90	SUNIL KU PANIGRAHI	SAN	25000
91	DAYASAGAR PANDA	SAN	25000
92	SIBA SANKAR PANIGRAHI	SAN	25000
93	LIPSA MOHANTY	ZOOL	25000
94	MADHUSMITA PADHEE	ZOOL	25000
95	Y RAGHASWETA	ZOOL	25000

MANUAL-11

BudgetAllocatedtoeachAgency

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

OFFICEOF THEPRINCIPAL,SBR GOVT. WOMEN'S COLLEGE,BERHAMPUR.**BUDGET FOR THEFINANCIALYEAR2023-2024****FOR+3(UG)& PG STREAM****(TENTATIVESTUDENTSTRENGTH=2259)**

SL.NO	STUDENTSHEADINCOME	AMOUNT			
		4092942	NO	EXPENDITURE	(RS.)
1	OpeningBalanceason01.04.2023:				
2	CASHINHAND	0	SL.	STUDENTSHEAD	AMOUNT
3	TutionFee	00	1	TutionFee	00
4	AdmissionFee	26301	2	AdmissionFee	26,301
5	AnnualAlth.meet	59775	3	AnnualAlth.meet	00
6	AnnualDayCelebration/UnionFees	50211	4	Annual DayCelebration/Union Fees	00
7	ArmyFlagDayFee	23910	5	ArmyFlagDayFee	00
8	BharatScout&GuideFee	28692	6	BharatScout&GuideF ee	00
9	CollegeCalender	59775	7	CollegeCalender	00

10	Dramatic Fees	59775	8	DramaticFees	00
11	CollegeFurniture Maintainance	23910	9	College Furniture Maintainance	00
12	Cyclestand	71730	10	Cyclestand	30000
13	DayScholarsAssociation(Puja)	23910	11	DayScholars Association(Puja)	17000
14	ElectionFee	71730	12	ElectionFee	00
15	IdentityCardFees	95640	13	IdentityCardFees	95640
16	InternalAssessmentFees	239100	14	InternalAssessmentF ees	239100
17	LaboratorydevelopmentFee	23700	15	Laboratorydevelopm entFee	00
18	LibraryDevelopmentFee	23910	16	LibraryDevelopment Fee	00
19	SyllabusFee	23910	17	Syllabus Fee	00
18	MagazineFees	95640	18	MagazineFees	00
21	Commemoration Fee	11955	19	Commemoration fee N.S.S.(University12+	00
22	N.S.S.(University12+College08)	47820	20	College08)	00
23	NCC	23910	21	NCC	00
24	ProctorialFee	21519	22	ProctorialFee	00
25	ReadingRoom	14346	23	ReadingRoom	00
26	S.S.G(SocialServiceGuide)	4782	24	S.S.G(SocialService Guide)	00
27	S.S.I.S(StudentsSafetyInsuranceScheme)	4782	25	S.S.I.S(Students SafetyInsurance Scheme)	00
28	Seminar	14346	26	Seminar	00
29	StaffWelfareFund	2391	27	StaffWelfareFund	00
30	StudentsAidFund	23910	28	StudentsAidFund	00

31	StudentsCommonRoom	23910	29	StudentsCommonRo om	00
32	Timetable&LessonPlan	28692	30	Timetable&LessonP lan	28692
33	UniversityCultural	95640	31	UniversityCultural	95640
34	UniversityFoundationDay	119550	32	UniversityFoundation Day	1,19550
35	UniversityReg.Fees/Rec.Fee	108300/109383	33	UniversityReg.Fe es/Rec.Fee	108300/ 109383
36	UniversitySports.Fees/Athl.Fee	358650	34	UniversitySports.Fees /Athl.Fee	358650
37	WiFiCharges	00	35	WiFiCharges	00
38	YouthRedCross	47820	36	YouthRedCross	00
39	Miscellaneous(Bank Challan Fee/ SBR Memorial Lecture fee)	9564/119550	37	Miscellaneous	00
	Total			Total-	1228256
	DEVELOPMENTHEADINCOME	6285381		DEVELOPMENT HEADEXPENDI TURE	
1	Developmentfeesoftheyear2023-24transferredfromstudentsHead	2192439	1	SalaryofManagementS taff	1,20,000
2	BuildingMaintenance	00	2	EPFEmployersShare	00
3	DevelopmentFees	1195500	3	Phone&Net Connection	18,000
4	AmounttobedivertedfromStudent'sHead	1,348256	4	MaintenanceofEle ctricity	450000
5	MiscellaneousFees	00	5	WagesforCampusCl eaning	00
			6	AdvertisementExpen ces	17000
			7	ConstructionofNewB uildings,Matchinggra ntsforRUSA&Govt.I nfrs.Grant	2.25 Cr Under 5T
	DEVELOPMENTHEADTOTAL	6132625	8	Printing&Stationery	-----

		10	IQAC	0
		11	PlacementCell	0
		12	FixedDeposit	0
		13	Parent TeacherMe eting	0
		14	NAACExpences	29500
		15	InstallationofFire Extinguisher	0
			DEVELOPMENT HEADEXP.TOTAL	23134500
				(634500+2.25cr)
OPENINGBALANCE			EXPENDITURE	
		4092942		1228256
			STUDENTSHEAD	
STUDENTSHEAD		2192439	EXPENDITURE DEVELOPMENT HEAD	184500
DEVELOPMENTHEAD			EXP. GRANDTOTAL	
		1195500		1412756
GRANDTOTAL		7480881	BALANCE	6068125

Sl.No.	Particulars	Amount(inRs.)
1	2	3
19	MagazinePublications	0
20	EPFRegularization	0
21	MedicalAidFee	0
22	NCCFeeDeposit	0

23	FencingofCollegeBoundarywithPlantation	0
24	PlayGround	0

25	PowerBill&ElectricAppliance	450000
26	RegistrationFee(+2)	0
27	RegistrationFee(+3)	108300
28	DiggningandFillingWork(Earth)	0
29	Rovers&RangersFee	00
30	Sanitation&WaterSupply	300000
31	Sports&LiteraryFee(+2)	0
32	Sports&LiteraryFee(+3)	0
33	StaffWelfare	0
34	Student'sAid	0
35	Student'sCommonRoom	0
36	Students'InsuranceFeeDeposit	0
37	cycle stand	30,000
38	TimeTablePreparation&Printing	28692
39	FeesandFinesDeposit	00
40		00
	RedCrossFeeDeposit/OrganizingHealthCamps/AwarenessPr ogrammers	
41	Misc.Expenses	00
GrandTotal		916992

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)]

General notices and other relevant information are available through college website www.gopalpurcollege.ac.in, the departmental email ID, Whatsapp Group created by all the mentors of the Departments and for mass information via google meet platform.

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Particulars of Facilities Available to Citizens for Obtaining Information

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

Sl.	Facility Available	Nature of Information Available	Working Hours
1	2	3	4
1	News Papers	-	-
2	Notice Board	-	-
3	Inspection of Records in the Office		
4	System of Issuing copies of Documents		

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Names,Designations&OtherParticularsofthePublicInformationOfficers

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

PublicInformationOfficer(PIO):

Sl.	Name	Designation	OfficePh.No.	MobileNo.	Fax	E-mail	Address
1	2	3	4	5	6	7	8
1	Dr. Debaraj Swain	Assistant Professor in History	0680-2220556	8280879248		debarajswain451@gmail.com	SBR Govt. Womens college, Berhampur, 760001
2	Dr. Pramila Beck	Lecture in Home Science	0680-2220556	7894837607		pomi pramila@yahoo.co.in	Do

FirstAppellateAuthority(FAA):

Sl.	Name	Designation	OfficePh.No.	MobileNo.	Fax	E-mail	Address
1	2	3	4	5	6	7	8
1	Dr. Chittaranjan Satapathy	Reader in History-	0680-2220556	8895310443	-	crstapathy7@gmail.com	SBR Govt. Womens college, Berhampur, 760001
	Principal	Ganjam.					

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OtherUsefulInformation

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

No.ofStreams-3(Arts,Science&Commerce)both+2&+3:EnrollmentofStudentsfortheSession2023-24:

Sl.	Stream	Class	No.ofStudents Admitted
1	2	3	4
1	Arts	+3 1 st Year Arts	302
		+3 2nd Year Arts	292
		+3 3 rd Year Arts	290
2	Science	+3 1 st Year Science	181
		+3 2nd Year Science	153
		+3 3 rd Year Science	150
3	Commerce	+3 1st YearCommerce	128
		+32nd YearCommerce	127
		+3 3rd YearCommerce	126
		Total=	1749
		PG 1 st Year	278
		PG 2 nd Year	143
		Total=	421
		BBA 1st year	42
		BBA 2nd year	15
		BCA 1st year	93
		BCA 2nd year	12
		B.SC. Microbiology 1st year	38
		M.SC. Microbiology 1st year	21
		Total	221

TOTALSTUDENTSTRENGTH(BOTH UG & PG)=2391

WorkloadStatementwithVacancyPosition(Subjectwise):

Sl.No.	Nameof theSubject	No.ofLecturersrequired	No.ofLecturersExisting	Vacancy Position
1	2	3	4	5
1	English	5	2	3
2	Telugu	3	1	2
3	Odia	3	3	Nil
4	Zoology	4	3	1
5	Botany	4	4	Nil
6	Physics	5	3	2
7	Chemistry	5	4	1
8	Mathematics	3	2	1
9	Economics	3	3	Nil
10	Hindi	1	Nil	1
11	Sanskrit	3	2	1
12	Psychology	5	3	2
13	Computer Science	1	nil	1
14	Env. Science	1	1	Nil

15	Home Science	4	2	2
16	History	4	3	1
17	Pol.Sc.	3	1	2
18	Logic & Philosophy	3	2	1
19	Education	2	nil	2
20	Commerce	4	2	2

DetailsofClassRoomBuilding&OtherBuildings:

Sl.No.	RoomwithNo.	SizeinSq.ft.	PurposeofUse
1	2	3	4
1	RoomNo.01	781	ClassRoom1
2	RoomNo.02	383	ClassRoom2

3	RoomNo.03	383	ClassRoom3
4	RoomNo.04	459	ClassRoom4
5	RoomNo.05	383	ClassRoom5
6	RoomNo.06	1686	ClassRoom6
7	RoomNo.07	1686	LanguageLab
8	RoomNo.08	954	ClassRoom8
9	RoomNo.09	954	ClassRoom9
10	RoomNo.10	1686	ClassRoom10
11	RoomNo.11	1686	ClassRoom.11
12	RoomNo.12	784	ClassRoom12
13	RoomNo.13	784	ClassRoom.13
14	RoomNo.14	697	OfficeRoom
15	RoomNo.15	294	PrincipalOffice
16	RoomNo.16	294	SAMSLab

17	RoomNo.17	901	Library
18	RoomNo.18	860	StaffCommonRoom
19	RoomNo.19	358	ChemistryLab1
20	RoomNo.20	387	ChemistryLab2
21	RoomNo.21	489	PhysicsLab-1
22	RoomNo.22	372	PhysicsLab-1(DrakRoom)
23	RoomNo.23	429	BotanyLab
24	RoomNo.24	489	ZoologyLab
25	RoomNo.25	314	ExaminationSection
26	RoomNo.26	110	StoreRoom
27	RoomNo.27	343	BoysCommonRoom
28	RoomNo.28	366	GirlCommonRoom
29	RoomNo.29	110	SportsStoreRoom

30	RoomNo.30	110	YRC,Scout&GuideStoreRoom
31	RoomNo.31	110	NSSStoreRoom
32	RoomNo.32	323	StudentUnionRoom
33	RoomNo33	204	Canteen
34	RoomNo.34	150	RestRoom

Sl.No.	RoomwithNo.	SizeinSq.ft.	PurposeofUse
1	2	3	4
19	RoomNo.19	489	PhysicsLab1
20	RoomNo.20	372	PhysicsLab2(Darkroom)
21	RoomNo.21	901	Library
22	RoomNo.22	366	GirlsCommonRoom
23	RoomNo.23	860	StaffcommonRoom
24	RoomNo.24	314	ExaminationSection
25	RoomNo.25	110	SportsRoom
26	RoomNo.26	10*15	RestRoom
27	RoomNo.27	110	StoreRoom
28	RoomNo.28	110	ChemistryLabStoreRoom

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