

Principal, Remuna Degree College, Balasore

Introduction

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Particulars of Organization, Functions & Duties

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

Objectives/ Purpose of the Public Authority:

Remuna Degree College has been catering higher education to the young mass not only of the locality but also outside of it since its inception in 1996. It extends teaching facilities in humanities, physical sciences, commerce and the latest field of interest like computer science.

The College has a vision – **To bring social change through quality education and prepare better human resources**

The College has a mission –**To empower students through learning and gain practical knowledge.**

The College has a motto ---- **LET US DARE**

Brief History

Remuna Degree College initially named after the place of its origin Remuna as “Remuna College” took birth in Remuna High School with the sheer joint effort of S.J. Jayanta Ghosh the then renowned journalist of PTI, educationists of the area Sri Raghunath Behera, Sri Akhyay Kumar Mishra, Sri Banchhanidhi Das, Raghunath Panda and equable mission of some businessmen of the locality. The +3 Wing got permission in 1996 being named as “Remuna Degree College” to impart higher education in Arts Stream and then gradually in Science and Commerce streams. The College is all the time in search of curricular, co-curricular and extra-curricular excellence and its effort was awarded when it got accreditation B++ by NAAC in 2016.

The wide biodiversity and rich cultural heritage of the locality give a new dimension to the college.

The journey till date has been novel and has brought orientation to our experience and it is didactic as well.

a) The location of the college: The college is situated in the heart of Remuna Block. The college is at a distance of 05 km from the Railway station and 04 kms from the bus stand. The famous Khirachora Gopinath Temple is around 02 kms from the college.

b) Timing of the College: 10 A.M. to 5P.M.

c) Sanctioned Strength: UG Science: 256, Arts:256, Commerce: 48

d) Staff Members: Principal & 33 Nos. different faculty members along with 11 nos. of office & library staff.

e) Library Contains: Total approximately 9795 books and 15 Journals.

f) Hostel: 01 Girls' Hostel

g) Utilities: In the College Campus following facilities are available:

One Multi-Gymnasium is about to function in the college campus.

h) Other activities: There are NCC, NSS, Youth Red Cross, Rovers Rangers, Yoga and Self Defence facilities are available for students.

Powers & Duties of Officers & Employees

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

Name	Mrs. Jayanti Nayak	
Designation	Principal I/C cum Secretary, Remuna Degree College, Remuna, Balasore	
Powers	Administrative	1. She is the administrative head
		2. She is the Public authority
		3. She is final authority of all administrative matters.
Financial Others	Financial Others	1. She is Drawing and Disbursing officer.
		2. She draws all cheques & BDs. etc from other sources as the D.D.O.
		1. She is the Chief Warden of the Hostel.

Duties	1. Inspects classes of the teachers.	
	2. Verifies the attendance and Lesson Plans Register of all teachers.	
	3. Monitors the monthly progress reports submitted by the teachers.	
	4. Acts as the reporting authority of Personal Appraisal Reports (PAR) of faculty members and PAR accepting authority of all other employees of the institution	
	5. Looks after the campus discipline and academic ambiance.	
	6. She is the decision-making authority.	
Name	Dr. Trilochan Sahu, Lect. in Odia	
Designation	Administrative Bursar	
Powers & Duties	Administrative	All files of administrative relevance get routed through him to the Principal.
Name	Mr. Debendra Das, Lect. in Political Science	
Designation	Accounts Bursar	
Powers & Duties	Financial	All files pertaining to financial matters get routed through him to the Principal.
Name	Mr. Rajendra Panda	
Designation	Sr. Clerk	
Powers & Duties		As the Office Head, he coordinates with various sections of the Office.
Name	Mr. Rabindra Nath Parida, Lect. in English	
Designation	P.I.O	
Powers & Duties		Functions as the interface between information-seeking public and the public authority and acts as per the provisions of RTI Act, 2005
Name	Sri Jayanta Kumar Pradhan, Lect. in History	
Designation	Academic Bursar	
Powers & Duties		Supervises matters like engagement of classes, maintenance of students' long roll, academic lesson plan and progress, etc

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Procedure Followed in Decision Making Process

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

Principal Remuna Degree College, Balasore takes the final decision in consultation with senior faculty members constituting Purchase Committee, Admission Committee, Development Committee, etc. He is the final authority in the interpretation of government rules and regulations, etc.

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Norms for Discharge of Functions

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

As per record manual prepared by the Government, any circular / letter / notification received from any source (Govt./ Quasi Govt/ Private) is first received at the Diary section and put -up before the Head clerk. The Head clerk marks the letter to appropriate addressee for information and necessary action. Any letter going from the college to any source (Govt./ Quasi Govt/ Private) 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.

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

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

1. This college is a Grant in Aid college and therefore it is governed by the Rules and Regulations of the Government of Odisha, Dept. of Higher Education, Finance Dept, as per instructions and academic calendar printed by DHE(O) for various works.
2. The procedures are adopted as per record manual for movement of the file for approval of the authority (Principal).
3. In this office, there are Academic section/ ESST Sec/ Accounts Section/ Collection Section/ Examination section/ Issue Section & Library. One Clerk is supervising all the section as per instruction of the Principal as per rules.

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	2	3	4	5	6	7	8
1	Academic Section Students concerned, Adm./ TC/ Subject Register, etc.	Permanent	Contains the Students Biodata, subject, Roll no, TC, Adm. wise, Faculty wise, etc.	General or Academic Section	Remuna Degree College, AT/PO: Remuna, PIN: 756019, Phone:06782-224399 www.remunadegreecollege.org	As prescribed Rate subscribed for the Govt. DHE (O), etc.	
2	ESST Section all information regarding biodata of the officer/ non-teaching staff/ Library including the General information	Permanent	Contains the register in details of teaching staff, non-teaching staff of the office and general administration information	General Administrative related section	Through RTI	-do-	
3	Accounts Section Cash Book, Bill register, all cheque books, all monetary transaction, etc. Vouchers	Permanent	Registers containing cash book, Bills register, all cheques, salary, all monetary transaction accounts and payments	General Accounts letters, etc	-do-	-do-	
4	Collection Section all type of monetary receipt cash book demand & Collection register, Payment register	Permanent	Cash Book Collection Register, all Collection & disbursement	-Do-	-Do-	-Do-	
5	Exam Section all exam concerned tabulation register,	Permanent	Exam related documents	-Do-	-Do-	-Do-	

	mark foil & register promotion files, college exam files etc.						
6	Library book Purchase Stock & Store General Library expenditure	Permanent	Library related files	-Do-	-Do-	-Do-	

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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 Public Authority	
2	Information on Students Matter	Student concerned in academic aspect. Exam related work document	-do-	-do-	
3	Accounts Matters	Salary, Bill, Budget return etc. any other financial transactions	-do-	-do-	
4	Others if any	Except above if anything required regarding College & related matter	-do-	-do-	

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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	Remarks
1	2	3	4	5
1	Students affairs regarding Progress (Academic)	No	By the Public Authority	-
2	Function/ Seminar, etc.	No	Principal, Remuna, Degree College, Balasore	-

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Boards, Councils, Committees & Other Bodies Constituted

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

A statement of the Boards, Councils, Committees and other bodies consisting of two or more persons constituted as its part or for its advice and as to whether meetings of those boards, councils, Committees and other bodies are open to the public, or the minutes of such meeting are accessible for public.

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Sl. No.	Name	Designation	Date of Birth	Date of Joining	Date of Superannuation	Permanent Address	College Tel. No.	Mobile No. of the employee
1	Mrs. Jayanti Nayak	Principal I/C	31-07-1974	01-11-1996	31-07-2034	Padhuanpada,Balasore	06782-224399	9861779074
2	Dr. Trilochan Sahu	Lecturer in Odia	20.05.1967	01.05.1994	31.05.2027	Rudrapur,Remuna	NA	9861086959
3	Mr. Jayanta Kumar Pradhan	Lecturer in History	28.04.1973	02.04.1996	29.04.2033	AT/PO-Gududapatana, Balasore		9861201447
4	Mr. Debendra Das	Lecturer in Political Science	18.10.1972	01.06.1999	30.06.2032	Bahabalpur, Remuna Balasore	NA	8984374237
5	Mrs. Malati Samal	Lecturer in History	01.07.1978	01.05.2000	02.07.2038	Manasinghbazar, Motiganj, Balasore	NA	8895907291
6	Mr. Sanjay Kumar Behera	Lecturer in Botany	15.02.1975	01.06.2000	28.02.2035	Madhipur, Remuna, Balasore		9937878770
7	Mrs. Kamalparna Kar	Lecturer in Political Science	02.06.2079	01.12.2004	02.06.2039	At- Kasimbad, P.O.: Kameswar Nagar, Motiganj, Balasore		9937256916
8	Dr. Manasi Mishra	Lecturer in Odia	16.06.1968	01.05.1995	31.06.2028	At/P.O: Sahadevkhunta, Balasore		8895931707
9	Dr. Beba Bijay Mishra	Lect. in Commerce	21.01.1973	01.06.2009	NA	At- Bagada, Binayakpur, P.O. Kiapada, Via- Bhadrak, Bhadrak		9437801902
10	Miss Rashmirekha Mallick	Lect. in Commerce	06.01.1994	02.07.2020	NA	At-Kalyan Nagar, Angargadia, Balasore		9777297991
11	Mr. Rabindra Nath Parida	Lecturer in English	12.04.1973	01.05.1996	31.05.2033	At-Fakirmohannagar P.O: Balasore		9778933859
12	Mrs. Monalisa Jena	Lecturer in Home	06.03.1983	25.05.2010	06.03.2045	At/ Po.: Gopalgaon, Balasore		9938253915

		Science					
13	Miss. Subhalina Behera	Lecturer in Home Science	02.05.1994	01.07.2020	NA	Raghunathpur, Gududapatana, Balasore	8093718973
14	Mr. Ashis Kumar Choudhury	Lecturer in Economics	10.12.1986	01.06.2009	31.02.2049	At; Padabadagan P.O: Haldipada, Balasore	9338453580
15	Miss. Sabita Pusty	Lecturer in Economics	20.06.1991	20.06.2019	20.06.2051	At: Durgapur P.o: Nimpal, Balasore	9556574029
16	Mrs. Puspita Sahu	Lecturer in Education	09.05.1989	20.06.2019	NA	At: Sahajipatana P.O: Remuna, Balasore	9438087992
17	Mrs. Amruta Jyoti Mohanty	Lect. in Education	07.07.1992	19.10.2020	NA	At- Barapada, Khantapada, Balasore	7873024757
18	Snatagnitasri Dhirsamant	Lect. in Philosophy	06.01.1985	19.10.2020	NA	At- ModhupuraGada, Garh Madhupur	7894410832
19	Mrs. Rajalaxmi Kar	Lecturer in Sanskrit	02.06.1986	01.07.2020	NA	At: Sanapurussottampur P.O: januganj, Remuna, Balasore	9853763494
20	Mr. Kamal Lochan Mohapatra	Lecturer in Chemistry	14.05.1993	20.06.19	NA	At-Kuanpur, P.O.: Mitrapur	8327735626
21	Miss. Snehasani Devgoswami	Contractual Lecturer in Chemistry	15.04.1995	01.07.2020		Chandipur, Mitrapur Balasore	7873994470
22	Jnardan Hati	Lect in Chemistry	17-11-1988	01.07.2020	NA	At/P.O.: Katisahi, Amarda, Balasore	8249984701
23	Miss Archna Acharya	Lecturer in Computer Science	25.05.1990	20.06.2020	NA	At- Malikashpur, P.O. Motiganj, Balasore	9938241555
24	Chiranjeev Das	Lect in Computer Sc.	25.06.1993	01.07.2020	NA	At- Kalan Nagar, P.O.: Angargadia	8457880143
25	Miss Runu Sahu	Contractual Lecturer in Zoology	23.08.1993	01.07.2020	NA	Begampur Naraharipur Remuna Balasore	8895524886
26	Mr. Gopal Chandra Das	Contractual Lecturer in	17.05.1995	01.07.2020	NA	Sadanandapur Amardaroad, Balasore	6370454615

		Zoology					
27	Mr. Bikram Kumar Jena	Contractual Lecturer in Physics	14.02.1996	01.07.2020		Brundabanpur Irda Basta Balasore	7978781156
28	Dr. Shakti Shankar Acharya	Contractual Lect. in Physics	14.09.1981	17.10.20		New Govt colony Balia Balasore	
29	Archana Rout	Lect. in Physics	04.05.1996	19.10.2020	NA	At-Raisuan, Basta, Dist-Balasore	7008841624
30	Mrs. Sasmita Ray	Contractual Lecturer in Mathematics	11.05.1992	01.07.2020		Singiri, Mitrapur Balasore	9658153707
31	Mr. Gopinath Das	Lecturer in Mathematics	10.04.1996	01.07.2020	NA	Nargoda, IRDA, Basta Balasore	7789932070
32	Anjana Das	Lect in Botany	13.05.1992	01.07.2020	NA	At- Mahatipur, P.O.: Remuna	9078689440
33	Rasmita Bhuyan	Lect. in Botany	19.05.1993	01.07.2020	NA	At- Achyutpur, Po: Naraharipur, Via- Remuna	9658017490
34	Miss Kamalini Gidi	Demonstrator in Home Science	26.03.1982	09.05.2005	NA	At- Januganj, Via- Remuna, Dist- Balasore	9040357563
35	Naresh Chandra Acharya	Asst. Librarian	18.05.1978	20.06.2019		At- Amara, P.O.- Odangi, Balasore	9853169970
36	Mrs. Pratima Nayak	Asst. Librarian	02.01.1990	20.06.2019		At- Bimburia, P.O.: Dhubasila, Balasore	8908279655
37	Rajendra Panda	Sr. Clerk	26.03.1971	08.11.1993	NA	At- Patanaraipur, P.O.: Khirachora, Balasore	9438532777
38	Amit Ku. Mohapatra	Clerk	04.01.1995	19.10.2020	NA	At- Kannupura, P.O.: Tentuligam, Mayurbhanj	9337170911
39	Ashok Ku Dash	DEO	17.06.1984	19.10.20	NA	At- Dumda, P.O. Sahupada, Balasore	6372845800
40	Wahida Sultana	Jr. Clerk	18.07.1999	01.11.2010	NA	At- Remuna P.O.: Remuna	8093179916

41	Ganeswar Parida	Peon	06.03.1967	01.08.1989	NA	At- Nuagaon, P.O.: Udambar	9556565312
42	Parsuram Pradhan	Peon	14.08.1964	01.03.1993	NA	At- Nuagaon, P.O. Udambar	9337009841
43	Mr, Nirmalya Kumar Das	Peon	19.01.1986	20.06.2019		At-Kalyani, P.O.- Begunia, Via- Mitrapur,	7735028981
44	Lalita Barik	Peon	13.05.1999	20.06.2019	Na	At- Sasanbad, Po.: Januganj, Balasore	8658268170

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Monthly Remuneration & Compensation of Officers & Employees

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

Sl. No.	Name	Designation	Pay Scale	Gross Salary
1	Mrs. Jayanti Nayak	Principal	15,660	41,342
2	Dr. Trilochan Sahu	Lecturer in Odia	15,660	41,342
3	Mr. Jayanta Ku. Pradhan	Lecturer in History	15,660	41,342
4	Mr. Debendra Das	Lecturer in Pol. Sc.	15,660	41,342
5	Mrs. Malati Samal	Lecturer in History	15,660	26,280
6	Mr. Sanjay Kumar Behera	Lecturer in Botany	15,660	26,280
7	Mrs. Kamal Parna kar	Lecturer in Pol. Sc.	15,660	26,280
8	Dr. Debabijaya Mishra	Lecturer in Commerce	11,000	11,000
9	Mr. Rabindranath Parida	Lecturer in English	11,000	11,000
10	Mrs. Monalisa Jena	Lecturer in Home Sc.	11,000	11,000
11	Mr. Ashish Kumar Choudhury	Lecturer in Economics	11,000	11,000
12	Dr. Manasi Mishra	Lecturer in Odia	11,000	11,000
13	Mr. Rajendra Panda	Clerk	8,010	21,146
14	Miss. Sabita Pusty	Lecturer in Economics	7,500	7,500
15	Miss. Archana Acharya	Lecturer in Computer Sc.	8,500	8,500
16	Mr. Kamal Lochan Mohapatra	Lecturer in Chemistry	7,500	7,500
17	Mrs. Puspita Sahu	Lecturer in Education	7,500	7,500

18	Miss. Suvalina Behera	Lecturer in Home Sc.	7,000	7,000
19	Mrs. Anajana Das	Lecturer in Botany	7,500	7,500
20	Miss Runu Sahu	Lecturer in Zoology	7,500	7,500
21	Mr. Gopal Chandra Das	Lecturer in Zoology	7,000	7,000
22	Mrs. Sasmita Ray	Lecturer in Mathematics	8,500	8,500
23	Mrs. Rashmita Bhuyan	Lecturer in Botany	7000	7000
24	Mr. Chiranjiv Das	Lecturer in Computer Sc.	7,300	7,300
25	Mr. Bikram Kumar Jena	Lecturer in Physics	7,000	7,000
26	Dr. Shakti Shankar Acharya	Lecturer in Physics	7,000	7,000
27	Mr. Gopinath Das	Lecturer in Mathematics	7,300	7,300
28	Mr. Janardan Hati	Lecturer in Chemistry	7,000	7,000
29	Miss Rashmirekha Mallick	Lecturer in Commerce	7,000	7,000
30	Mriss Snehasani Devgoswami	Lecturer in Chemistry	7,000	7,000
31	Mrs. Rajlaxmi Kar	Lecturer in Sanskrit	7,500	7,500
32	Amruta Jyoti Mohanty	Lecturer in Education	7,000	7,000
33	Archana Rout	Lecturer in Physics	7,000	7,000
34	Snatagnitasri Dhirsamant	Lecturer in Philosophy	7,000	7,000
35	Miss Kamalini Gidi	Demonstrator	7,500	7,500
36	Mr. Naresh Chandra Acharya	Assistant Librarian	7,500	7,500
37	Mrs. Pratima Nayak	Assistant Librarian	7,000	7,000
38	Miss Wahida Sultana	Clerk	6,500	6,500
39	Mr. Nirmalya Das	Peon	6,000	6,000
40	Mr. Amit Kumar Mohapatra	Clerk	5000	5000
41	Ashok Kumar Das	DEO	5,000	5,000
42	Ganeswar Parida	Peon	4750	18,612
43	Parsuram Pradhan	Peon	4750	18,612
44	Miss Lalita Barik	Peon	4,200	4,200