

**SARBATI DEVI WOMEN'S COLLEGE,  
RAJGANGPUR, DIST SUNDARGARH (ODISHA) 770017**

## **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 book?**

As per RTI Act-2005 and Odisha RTI Rules,2005.

### **Organisation of the information 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

### **Particulars of Organization, Functions & Duties**

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

Sarbati Devi Women's College was established in the year 1981 by the founding Mother (Late Sarbati Devi) in a semi-urban industrial town of Rajgangpur in the densely tribal populated district of Sundargarh in the state of Odisha. The initial purpose was to provide opportunities for higher education for the poor and aspiring tribal girls with a vision to empower women in this underdeveloped region. The College is striving to fulfill its mission in the past 42 years. The College now offers undergraduate degree courses in both Arts (Pass & Hons since 1984-85) & Science Hons (from the session 2017-18). The College is affiliated to Sambalpur University which prescribes the curriculum and from the session 2016-17 it has implemented CBCS (Choice Based Credit System) as a part of the National Education Policy. Now all the pass subjects have been converted into Honours. The College offers Hons teaching in Bachelor of Arts of 256 strength in subjects like Economics-16, Education-64, Political Science-48, Odia-64, History-32, Home Science-32, and Bachelor of Science of 64 strength in subject like Physics-16, Chemistry-16, Mathematics-08, Botany-16 & Zoology-08. The College is permanently recognized by the Government of Odisha, permanently affiliated to Sambalpur University for +3 Degree Courses and included in 2(f) & 12(B) of UGC Act 1956. The college is being managed by the Govt. approved Governing

Body of its own with guidance from the Director, Higher Education, Odisha. The college has 30 Teaching Staff and 11 Non-Teaching Staff.

#### **COLLEGE REOPENING:**

The college reopens after summer vacation/Raja celebration. The +3 First year classes will start as per Govt. Notification every year.

#### **HOW TO APPLY FOR ADMISSION:**

From year 2012 our college comes under e-Admission procedure under SAMS method by Deptt. of Higher Education, Odisha. One has to apply in internet on site of "[www.dheodisha.gov.in](http://www.dheodisha.gov.in)" on +3 CAF (Common Application Form) and to choose us as first option, then on prescribed dates (available in above said Govt. website) the admission process shall be accomplished in our SAMS Resource Centre of college with coordination of applicants. The intimation for admission shall be communicated by SAMS/ College authority through SMS/phones. The required documents will be communicated to the applicants at that time.

NB: The admission process is subject to changes as per prevailing Govt. order

#### **POST-ADMISSION INFO:**

The subject change and other formalities will be made in our college after e-Admission on strictly basis of merit, Govt. order & availability of opportunities.

#### **COMMUNICATION:**

All correspondence shall be made to the Principal by designation and not by name.

Guardians/Parents may meet the Principal or Academic Bursar and enquire about the progress and position of their wards. All feedbacks by guardians should directly be made to the Principal through e- mail of college or by person.

#### **FACILITIES:**

##### **College Library:**

The college library contains a good number of books, journals, periodicals; references books arranged subject- wise. There are also valuable and famous novels, Literatures and other books in library. A reading room is also there for both students and teachers and they can use such facility with valid college library I-Card and permission. The issue and re-issue of book to students by the Asst. Librarian shall be made only on the basis of prescribed Library Rules and availability of books demanded.

##### **College Canteen**

A modernized College Cafeteria functions to cater all eatables, soft & hot drinks, other utilities like internet, printout, & downloads for the students.

##### **Other Facilities**

Our Campus is full Wi-fi Campus. A well designed gymnasium centre is there for athletics. Other indoor games facilities are also there for students. Safe cool drinking water, Ladies Hostel facility, internet facility (official), well furnished class rooms, halls, modernized science labs, conference, extra-curricular activities, study tours, seminar meetings, personality development programmes, Youth Red Cross Unit, NSS Bureau, NCC (under process) in campus are some of few features of the college.

## **COURSES**

The college offers +3 under graduate courses (3 year degree) in Arts with 256 seats, in Science with 64 seats

Subject Details of +3 Arts, & Science is being notified in Sambalpur University Website as per CBCS (Choice Based Credit System).

Honours : Arts:- , Economics-16, Education-64, Political Science-48, Odia-64, History-32, Home Science-32

Science:- Physics-16, Chemistry-16, Mathematics-08, Botany-16 & Zoology-08

## **EXAMINATION**

The Examination Pattern shall be under CBCS Method i.e. Semester wise, Six Semesters including six Internal Exam, in 3 years course.

## **COLLEGE UNIFORM :**

Girls' Kameez :- Green colour

Girls' Salwar/Dupatta:- black Colour

## **MANUAL-2**

### **Power & Duties of Officers & Employees:**

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

- 1. The Principal is the chief academic and executive officer of the college. He is responsible for administration, organization, instructions and management affairs of the college, as stipulated in Sambalpur University Calendar / Ordinance & DHE, Govt. of Odisha.*
- 2. Powers and duties of other authorities including Teaching & Non-Teaching faculty members, library and laboratory staffs are also in accordance to as laid down in rules and regulations of the Sambalpur University Act. / UGC Act. / DHE Govt. of Odisha.*

### **Designation Powers and Duties:**

- Principal: - The Principal of College is the ex-officio Chairman of all the committees / bodies constituted to manage the affairs of college. He /*

*She shall preside over the meetings of all the Committees / Bodies including the Staff Council & Proctorial Board.*

- *The Principal and the Bursars (Administrative/ Accounts/ Academic) acting jointly shall be authorized to sign all contracts / Purchase Order on behalf of the College.*
- *The Bursars (Administrative/ Accounts/ Academic) shall be custodian of the funds and securities of the College. Subject to the direction and control of different committees constituted by the college as for the directives of higher authorities, the Bursars shall have power to buy, sell, endorse and otherwise, negotiate or transfer all Government or other securities, stocks, shares and other instruments of a similar character on behalf of the college and to realize interest, dividend, bonus and profit due thereon.*
- *All suits and proceedings by or against the college affecting property, investment and other financial matter shall be filed and defended in the name of the Bursars.*
- *The Bursars shall exercise such further powers and perform such other duties as may be prescribed by the University /Academic Council / College Development Committee / Principal.*
- *The Principal being the Head of the College under the Act is the Chief Executive Officer of the College. The Principal shall realize and receive all*

grants or other money due to the college from the Central and State Government, UGC and the University and other persons, bodies and authorities.

- The Principal shall be responsible for the organization of teaching and co-curricular activities of the college in consultation of the concerned committee.
- The Principal shall sanction leave of all types, within the rules prescribed, to all Teaching & Non-Teaching staff and officiating arrangements, wherever necessary, will also be made by him in accordance with the rules.
- The Principal shall sanction all types of leave expecting study leave, leave without pay and privilege leave to the teaching staff in accordance with the rules except that in case the grant of leave involves appointment of a substitute, the same will be done by him with the approval of the DHE Govt. of Odisha.
- The Principal may suspend / issue show cause notice to any non-teaching employee after recording in writing the reason for the same and proceed to take disciplinary action, but no final decision regarding punishment etc. will be taken by him with the prior approval of the DHE Govt. of Odisha.

- Subject to control by the Staff Council the Principal shall in addition to his other powers and functions (i) operate the Students Fund (ii) have powers to appoint Class IV Staff on Contract Basis and suspend such staff and report the same to the DHE Govt. of Odisha.
- The Principal will decide the policies regarding Examination (College), and admission to the college after consultation with the Examination Committee, Staff Council and Controller of the Examination from time to time.
- The Principal, in order to keep the members of the Staff Council informed of the progress of expenditure of the College shall submit a half yearly statement of income and expenditure of the College through the Bursar, to the Staff Council for information according to the Budget heads.
- The Accounts Bursar shall be a member of the teaching staff and he shall, subject to the directions of the guidelines of DHE, Odisha through the Principal, manage the domestic and internal finances of the College. Accountant Bursar Handles affairs of the Accounts, Sr. Assistant Accounts Maintain ledgers, Cash books, fee collection.
- The Administrative Bursar, Handles day to day Administrative work of the College with consultation of Principal.
- Store keeper maintains the records of acquisition and release of

equipment's procured in College.

- *Librarian Job Description:- In Colleges the College Librarian is overall administrative/ professional in charge of the Library and responsible for performing, supervision, controlling of all jobs/activities and coordinating at all levels within College Central Library. One Teaching Staff is vested with power of Library-In-Charge & He / She is convener of Library Advisory committee. He monitors and supervise the Library services i.e. acquisition of new books, journals & ICT facilities in Library.*
  
- *Librarian of the College assists students and staff in obtaining the Membership and Circulation work of different categories, Issuing the No Dues/ Clearance Certificates. passing the bills for payments; display of loose issues; tendering work for binding of books and periodicals; placing the orders for binding of sets of periodicals, technical Processing Work: Classification, cataloging and preparing the data sheets; subject indexing; metadata preparation and content development; editing of cataloging and classification.*
  
- *Peon / Attendant / Mali / Sanitation Workers / Library Staff Handles the diary & dispatch work, attends the day to day college work & delivery of mails, Look after the Gardening Work, Cleaning of the college building entries. Any other jobs assigned from time to time by the competent authority.*

<b>DESIGNATION</b>	<b>POWERS AND DUTIES</b>
Bursar	<p>The Bursar, who is a member of the Teaching Staff, shall, subject to the directions of the Executive Committee Body through the Principal, manage the domestic and internal finances of the College, and shall help the Principal in the maintenance of the accounts and in the day-to-day financial, Administrative &amp; Academic affairs of the College.</p>
Administrative Bursar	<p>The Administrative Bursar, being head of the Administration, is responsible to supervise and coordinate the working of Administrative section and to do the work assigned by the Principal from time to time.</p>
Accounts Bursar	<p>The Accounts Bursar is the Head of the Accounts Section of the College and responsible for all day to day Financial activities being done in the College. He / She with the advice of the Principle takes all the financial decisions.</p>
Academic Bursar	<p>The Academic Bursar is the officer entrusted with responsibilities of maintaining all the Academic activities of the College. It includes both curricular and extra-curricular activities of a session.</p>
Head Clerk	<p>To supervise and do the work of administrative office and to do the work assigned by the Principal from time to time.</p>
Office Assistance (Accounts)	<p>To supervise and to do the work of Accounts Section and to do the work assigned by the Principal and Accounts Bursar from time to time.</p>
Sr. Office Assistant	<p>Maintenance of Service Books, Stores and Assets Registers. Deal with statistics, fixation of pay of Teaching and Non-Teaching Staff, and any other work assigned by the Adm. Bursar &amp; Establishment Officer</p>
Jr. Office. Assistants	<p>Day to day students dealing work, updating the students and staff data base, to deal with day to day accounts work as well as work related to superannuation and leave record of the staff, and any Other work assigned by the Administrative Bursar and Establishment Officer.</p>



Daftries	To maintain the office records and to deal with diary and dispatch work and any other work assigned by the Administrative Bursar /S.O.(Admn.) /Academic Bursar & Accounts Bursar.
Electrician	To deal with all repair and maintenance of electrical work of the college and any other work assigned by the Administrative Bursar from time to time.
Office Attendants	Attending to day to day college work related to delivery of mail, catering water whenever required and dusting and cleaning work and any other work assigned by the Administrative Bursar /Establishment Officers.
Sanitation Workers	Cleaning of the college building premises and offices and any other work assigned by the Administrative Bursar Establishment Officers.
Security Guard	To guard the college property and premises
Librarian	Overall supervision and control of the college library work including purchase of books in coordination with the Library Committee and any other work assigned by the Principal from time to time.
Semi Professional Assistants	Distribution and classification of books and any other work assigned by the Librarian from time to time.
Library Attendants	Maintenance and cleanliness of library, issue of books to the students and staff including tooling and other allied work and any other work assigned by the Librarian from time to time.
Development Committee	Development Committee is highest body consisting of senior members of the college. It takes all the important decision of the college administration with consultation of the Principle.
Planning & Evaluation Committee	Planning and Evaluation Committee graphs/approves all the future plan of the college and takes all the important decision in matter of development
Discipline Committee	Discipline committee chaired by the Principal is empowered to take all the decision in relation to maintenance of discipline in any fields. It also takes discipline in any fields against the offenders.

Purchase Committee	All types of purchase of the college are done through the purchase committee. All the decision regarding this matter are done through this august body.
Library Committee	Library committee takes decision on maintenance of day to day activities of the Library and new value addition to the college Library.
Students Welfare Committee	All the matters of the students regarding students welfare is function through the Student Welfare Committee.
Student's Grievance, Appeal & Anti-Ragging Cell	Anti-ragging cell functions as per UGC & DHE Govt. of Odisha, guidance to stop any form of ragging in the college campus.
Equal Opportunity Cell	Equal Opportunity Cell functions to provide opportunities to those particularly girls students, SC, ST & Minorities students if they are deprived from any opportunities
Examination In charge	Examination Controller with consultation of the principal takes all the important decision regarding conducting of Examinations.
Co-ordinator NSS & YRC	NSS & YRC Co-ordinator are assigned to imitate different extension and outreach programme with the student volunteers

## **MANUAL-3**

### **Procedure Followed in Decision Making Process**

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

## **MANUAL-4**

### **Norms for Discharge of Functions**

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

# **CODE OF CONDUCT - A POLICY DOCUMENT**

## **S.D. WOMEN'S COLLEGE, RAJGANGPUR**

### **INTRODUCTION**

**SARBATI DEVI WOMEN'S COLLEGE** was established in the year 1981 in this small but cosmopolitan town of RAJGANGPUR with the patronage of renowned philanthropist late Sri. Panalal Agrawal with a view to providing education to local girls in the name of his wife Sarbati Devi. But, now the College has grown into an important centre of learning for women catering to the needs of all categories of students of Sundargarh District as well as other parts of the state.

The College was inaugurated by Sj. Gangadhar Mohapatra, the then Minister, Education and Youth services, Govt. of Odisha on 18.10.1981 with Sj. Kishore Chandra Patel, the then Minister of State, Industries as guest of honour. Sj. Harmohan Pattnaik, I.A.S., Collector and District Magistrate, Sundargarh was the first President and Sj. Nandkishore Agrawal, Industrialist, was the first General Secretary of the Managing Committee.

The College was started to serve the local student community who were otherwise by and large deprived of higher education. The College is recognized by UGC under Sections 2(f) and 12B of UGC Act and completed second cycle of NAAC accreditation.

The College is known for its strict discipline and regularity in holding lectures and has been maintaining excellent academic result. It also promotes sports and cultural activities aiming overall personality development of students. The College gives importance in inculcating the soft skills in its students to enhance their employment potential. It regularly organizes seminars and workshops and also organizes inter collegiate competitions in sports and cultural events every year. It also hosts many University Zonal level sports competitions in our spacious campus.

### **INSTITUTIONAL CODE OF PROFESSIONAL CONDUCT**

#### **For administration:**

1. The administrator should provide the effective academic and administrative leadership to the institution.
2. The principle of decentralization and participative management should be followed in the institutional practices.

3. The administrators should look after the effective implementation of e-governance in the different areas of administration.
4. The administrator should give proper representation considering social inclusiveness.
5. The college administrators shall fulfill their lawful duties and obligations to the government and institution with integrity and loyalty.
6. The administrator should ensure welfare of staff and students.
7. The administrator should strictly follow the strategy of mobilization and optimal utilization of funds.
8. The college administrators should respect the rights of the colleagues and the students while performing his duties.
9. The college administrators shall take responsible action to protect students and staff from conditions harmful to health and safety.
10. The college administrators should perform his duties in non-discriminatory manner.
11. The college administrators should maintain financial transparency and delivery.
12. The college administrators should make the utmost efforts to develop the institution in versatile manner.
13. The college administrators shall take responsible action to maintain educational ambience.
14. The college administrators should keep the interest of institute above the personal.

**For teachers:**

1. A teacher should teach such a manner that respects the dignity and rights of all persons without prejudice of cast, creed, gender and religion.
2. A teacher is responsible for analyzing needs, prescribing and carrying out educational programs with updated knowledge and high quality, and evaluating progress of students.
3. A teacher may not delegate his or her responsibilities to any person who is not a teacher
4. A teacher should act with honesty and integrity of their work.
5. A teacher should avoid conflicts between professional and private interests, which could affect the professional ethics.
6. A teacher should respect the privacy of others and confidential information confessed by the colleagues and students.
7. A teacher should not engage in activities, which adversely affects the qualities of professional ethics.
8. A teacher should integrate his teaching, learning with his or her research.
9. A teacher must build a personal relationship with students by acting as a mentor for the child taking care for her both academic and personal circumstances.

## **CAMPUS CODE OF CONDUCT**

1. Students are expected to maintain the highest standard of discipline and to conduct themselves in dignified manner of behavior inside as well as outside the College campus. They shall abide by the rules and regulations of the College and should act in a way that highlights the discipline and esteem of the College.

2. A six day working schedule from Monday to Saturday is followed. Classes are scheduled from 9.00 a.m. to 4.10 p.m.

3. All the students are expected to be present in the class well -within time and late comers are expected to provide the cause. Late coming will also result in loss of attendance for the corresponding hour.

4. Students shall rise from their seats when the teacher enters the class room and remain standing till the teacher takes her/his seat or they are allowed by the teacher to sit. Silence shall be observed during class hours.

5. Teachers shall be greeted appropriately with "Good Morning Sir/Madam" or "Good Afternoon Sir/Madam" and a " Thank you Sir/Madam" when the teacher leaves the class room.

6. No student shall enter or leave the class room when the session is on without the permission of the teacher concerned.

7. Students having lab sessions in the FN or AN, have to report to the lab directly in time and they are not expected to go to the class room.

8. In the events of Student seminars/project presentations etc., it is compulsory that all the students of the concerned class be present for the entire session.

9. Students can leave the campus during class hours only after getting a gate pass from the Principal, HoD, or the tutor and after making entry in the Gate Register maintained by the gate keeper.

10. All students shall leave the classes immediately after 4.15 p.m. No students shall wander or gather in verandah, corridor, and staircase etc. Do not spend much time in canteen, coffee shops etc.

11. All leave applications (Regular & Medical) shall be submitted in time, for sanction by HoD and concerned teachers. Application for medical leave shall be accompanied by valid medical certificates.

12. Students shall come to the college in approved uniforms with formal salwar suit. Besides those who are in laboratories shall wear their respective lab-coat.

13. Students shall not make any alterations to the Uniform issued from the college without the permission of the concerned HoD and any violation of this will attract a fine of Rs300 and repetition of this could result in suspension from the college.

14. All the students are expected to attend all college functions in college uniform unless otherwise specified.

15. All the students shall wear their identity cards, well displayed. Identity badge is a public document and any teaching staff and non teaching staff shall have the right to peruse it. Denial of that alone invites disciplinary action.

16. All kinds of tattooing, body piercing, hair styling etc. that goes against the existing social norms and which could go against the spirit of VJEC academic values will be referred to the discipline committee.

17. Any dress code violation noticed within the campus will attract a fine of Rs.300 and could initiate further disciplinary actions.
18. As per the Govt. order, students shall not bring powered vehicles inside the campus.
19. Students are expected to maintain silence in the academic buildings to maintain the decorum and, any deviant behavior such as hooting, whistling, loitering etc. will be treated as an instance of indiscipline.
20. For independent study, students are expected to use the class rooms, library or the demarcated areas of the academic building and shall not resort to sitting in staircases or circulation areas where they could interfere with the free movement.
21. Students are encouraged to make use of the library, common computing facilities and to involve in professional body activities or any program authorized by the college beyond class hours. However under normal circumstances students shall retreat to their hostels or residences by 6.00PM.
22. Access to academic buildings beyond the above timing and on holidays without written permission from the concerned HoD will be treated as a case of indiscipline.
23. All the students are advised to follow the SDWC Mobile phone policy and bring to the notice of the authorities violations if any.
24. Accessing Social Networking Sites such as Face book, Twitter etc. is prohibited within the college campus however access to these sites are permitted in hostel building during time slots specified by the hostel wardens.
25. Keep the campus neat and clean. Do not put any waste anywhere in the campus except in the waste baskets kept. Any violation of this shall invite a minimum fine of Rs. 100/-.
26. Consumption of intoxicants / psychotropic substances in any form or smoking or using chewing gum, pan masala etc. are strictly prohibited.
27. It is strongly advised to refrain from activities such as scribbling or noting on walls, door or furniture which could deface the college and destroy the academic ambiance.
28. Carefully handle the furniture, equipments, fixtures and appliances of the college and lab. Careless handling/misuse of the above could result personal injuries or damage to property Follow safety precautions near moving machines and electrical installations. In the event of damage of property, the responsible students will have to bear the cost of replacement/repair with fine.
29. Students are not permitted to arrange any unauthorized celebrations and decorations of any magnitude in the campus.
30. Students are not permitted to distribute or display (both physically and electronically) material such as notices, banners, X' mass stars etc. in the campus without the permission of the competent authority.
31. Students are expected to make use of academic, co-curricular and extracurricular facilities available to the optimum levels. This will certainly make them physically fit, academically competent, mentally alert and socially sensitive.

32. Students who intend to represent the college in intercollegiate events shall take prior permission from the concerned head of the department and the selection will be based on parameters such as academic performance, attendance, character, existing academic pressure and competence of the student in the proposed event for participation.

33. On duty leave applications will not be entertained beyond 10 working days from the actual date of leave under any circumstance. The maximum number of on duty leave admissible is restricted to 10 days per semester.

34. During internal examinations of 2 Hr period, students are not allowed to leave the hall within one hour from the beginning of the exam, and students have to occupy the seat 15 minutes before the commencement of the examination.

35. Political activity in any form is not permitted in the College campus. Unauthorized meetings, propaganda work, processions or fund collections are forbidden within the College, hostels, and outside the college.

36. Harassing juniors, ill treatment to other fellow students or any such form of ragging is objectionable and liable to be treated as criminal offence by the law enforcing agencies as per the directives of Hon'ble Supreme Court of India.

37. Misbehavior towards girl students, use of threat or violence against members of the staff or fellow students will be considered as very serious cases of misconduct.

38. Pay fees, mess bills etc. in advance or in time, which will avoid fines.

39. Any violation of the above rules will invite penalty in the form of warning, fine, bringing of parents or any course of corrective measure as found suitable by any staff member or higher authority of the College.

40. Expulsion from the College is enough for expulsion from the hostel.

### **Mobile Phone Policy:**

Introduction: The purpose of this policy is to establish clear cut guidelines regarding the usage of mobile phones inside the campus. This policy is applicable to all those who enter the campus.

Realizing the importance of communication and the possible impact of mobile phone usage inside the campus, the following guidelines are arrived at.

- Students are not permitted to use mobile phones within the campus.
- Students who are staying in college hostels should not bring the mobile phones to the college.
- Day scholars carrying mobile phones to the college shall deposit the same in the designated place before 8.55 AM and can collect the same after 4.10 PM.
- The mobile phones shall be kept in silent mode while depositing in the designated place.
- All the staff members are empowered to confiscate mobile phones found with students violating the above rules.

- Students violating the above rules will be fined an amount of Rs 1000/- and the confiscated mobile phones will be returned to the students only after the completion of their course.

- Staff members are allowed to use mobile phones in their respective cabins.

## MANUAL-5

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

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

Being a Government 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 and Utkal University/ UGC 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 Biodata of the students admitted	General/ Academic Section	At/Po.- Rajgangpur Sundargarh Ph. No.: 0674- <b>220352</b>	As prescribed By Non-Govt./ College/ University



## COLLEGE RULES

- 1 The students must have attendance of minimum 75% of total classes in a semester, otherwise students will not be allowed to be promoted to the next semester and to fill up the forms for University Semester Exam. Such cases may be allowed with financial punishment decided by the authority of college.
- 2 The students not appearing at the internal exam will not be promoted for form fill up in University Exam. However the authority reserves the right to sent up those students penalizing them financially, on medical ground, the amount to be decided time to time and as per merit of cases.
- 3 Breach of college rules and discipline by a student shall warrant expulsion or such other exemplary punitive measures as the authority may deem fit.
- 4 Use of mobile phones, I-pod and other similar gadgets by students are strictly NOT allowed in class rooms and Exam. Hall. The fine of Rs. 200/- will be imposed on offenders in every case.
- 5 Parents and authorized guardians of students can enter the college premises for official work during working hours.
- 6 All genuine students must carry their own college I-Card always in campus and produce for verification of identity when asked so.

## MANUAL-6

### Categories of Documents Under Control

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

Sl.	Category of documents	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 Informations	Administrative related matter etc.	Through R.T.I.	Under control of Public Authority
2	Informations on students matter (Examination)	Examination related document	-do-	-do-
3	Informations on students matter (Academic)	Academic matters like admission etc.	-do-	-do-
4	Informations 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. Subject/ Topic Is it Mandatory to Ensure Public Participation (Yes/ No) Arrangement for Seeking Public Participation

1 2 3 4

1 Student's affairs regarding academic progress No by the Principal  
For maintaining of internal discipline of the college

## MANUAL-8

### Boards, Councils, Committees & Other Bodies Constituted

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

Sl.	Name	Type of Affiliated Body	Brief Introduction	Head of the Body	Address
1	2	3	4	5	6

**1 Executive committee**

**2 Staff Council**

**3 Academic council**

**4 Admission Committee**

**5 Anti Ragging  
Committee**

**6 Anti- Sexual  
Harassment cell**

**7 Disciplinary  
Committee**

**8 Grievance Redressal  
committee**

**MANUAL-9**  
**Directory of officers and Employees**  
**[Section-4 (1) (b) (ix)]**

<b>Directory of Officers and Employees</b>				
<b>SL. NO</b>	<b>Name of the staff</b>	<b>Designation</b>	<b>Mobile No.</b>	<b>email-ID:</b>
1	SRI BIPIN CHOUDHURY ,PRINCIPAL	LECT IN EDUCATION	9861889137	<a href="mailto:bipinsrb@gmail.com">bipinsrb@gmail.com</a>
2	MRS. SANDHYA RANI KOLEY,	LECT. IN EDUCATION	9937106618	<a href="mailto:sandhyaranikoley.928@gmail.com">sandhyaranikoley.928@gmail.com</a>
3	MR SAPAN KUMAR PANDA,	LECT. IN ECONOMICS	9238582320 7978570569	<a href="mailto:sapan.panda72@gmail.com">sapan.panda72@gmail.com</a>
4	MRS KUSUM BURH,	LECT. IN CHEMISTRY	9437111436 7008003268	<a href="mailto:kusumburh2016@gmail.com">kusumburh2016@gmail.com</a>
5	MRS. SAROJINI EKKA,	LECT. IN ZOOLOGY	9437901895 9437288985	<a href="mailto:sarojinieka231@gmail.com">sarojinieka231@gmail.com</a>
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30	MRS SUSHMITA TOPPO	JR. LIBRARIAN	9078329886 9178038060	<a href="mailto:sushmita_toppo@rediffmail.com">sushmita_toppo@rediffmail.com</a>
31	MS. RESHMA DUNG DUNG	JR. LIBRARIAN	7854082612	<a href="mailto:dungdungreshma0555@gmail.com">dungdungreshma0555@gmail.com</a>
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34	MR PANU CHARAN PAIKRAY,	JR. CLERK	9437245221 9337973251	<a href="mailto:panucharanpaikray@gmail.com">panucharanpaikray@gmail.com</a>
35	MRS P.SANTHA,	JR CLERK-CUM-COMP.ASST.	9437305123	<a href="mailto:psantha.20@rediffmail.com">psantha.20@rediffmail.com</a>
36	MS. KABITA SINGH,	DEO, DEGREE	7735447925 9090867913	<a href="mailto:kabitasingh99099@gmail.com">kabitasingh99099@gmail.com</a>
37	MRS. SHIBANI PANDA	DEO (+2)	7205735393 7008034625	<a href="mailto:shibani_khaoash@yahoo.co.in">shibani_khaoash@yahoo.co.in</a>
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44	MR GAJENDRA TANTY,	PEON	9777076371	<a href="mailto:gajendratanty767@gmail.com">gajendratanty767@gmail.com</a>
45	MR RAJENDRA XESS,	GARDENER	6370926309	
46	RAJU PRADHAN,	WATCHMAN	9178508523 9853014227	<a href="mailto:raju85pradhan@gmail.com">raju85pradhan@gmail.com</a>
47	MRS. DEEPIKA TOPPO,	LADY ATTND.	8594893813	<a href="mailto:deepikatoppo9999@gmail.com">deepikatoppo9999@gmail.com</a>
48	MR. MUKESH KISAN	PEON	6372776400	<a href="mailto:kisanmukesh338@gmail.com">kisanmukesh338@gmail.com</a>
49	MS. RANJITA BADA	LIB. ATTND.	9861879084	<a href="mailto:ranjitabada@gmail.com">ranjitabada@gmail.com</a>

## MANUAL-10

### Monthly Compensation and remuneration to Officers and Employees

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

### Monthly Remuneration & Compensation of Officers & Employees

Sl no	Name	Designation	Scale of Pay in Rs.	Grade Pay (in Rs.)
1	Mr. Bipin Choudhury	Principal I/C-cum-Reader in Education	Rs. 15600.00 - Rs.39100.00	-
2	Mrs. Sandhya Rani Koley	Lecturer in Education	Rs. 9300.00 - Rs.34800.00	-
3	Sri. Sapan Kumar Panda	Lecturer in Economics	Rs. 9300.00 - Rs.34800.00	-
4	Mrs. Kusum Burh	Lecturer in Chemistry	Rs. 9300.00 - Rs.34800.00	-
5	Mrs. Sarojini Ekka	Lecturer in Zoology	Rs. 9300.00 - Rs.34800.00	-
6	Sri. Ranjan Kumar Mahapatra	Lecturer in Mathematics	Rs. 9300.00 - Rs.34800.00	-
7	Mrs. Reshan Ara Begum	Lecturer in Botany	Rs. 20540.00 (Consolidated)	-
8	Dr. (Mrs.) Sasmita Lenka	Lecturer in Education	Rs. 9300.00 - Rs.34800.00	-
9	Dr. (Mrs.) Sarita Kindo	Lecturer in Odia	Rs. 9300.00 - Rs.34800.00	-
10	Sri. Sukant Kumar Xalxo	Lecturer in Economics	Rs. 9300.00 - Rs.34800.00	-
11	Ms. Bikashlota Soreng	Lecturer in Political Science	Rs. 9300.00 - Rs.34800.00	-
12	Dr. (Mrs.) Smrutirekha Nayak	Lecturer in Hindi	Rs. 9300.00 - Rs.34800.00	-
13	Ms. Rajani Oram	Lecturer in Odia	Rs. 9300.00 - Rs.34800.00	-
14	Ms. Akanksha Lakra	Lecturer in English	Rs. 9300.00 - Rs.34800.00	-
15	Ms. Surekha Lakra	Lecturer in History	Rs.12550.00 (Consolidated)	-
16	Ms. Namita Sah	Lecturer in Chemistry	Rs.12550.00 (Consolidated)	-
17	Mrs. Neha Singh	Lecturer in Commerce	Rs.12550.00 (Consolidated)	-
18	Dr. Bhusana Puala	Lecturer in Hindi	Rs. 9300.00 - Rs.34800.00	-
19	Ms. Geeti Rekha	Lecturer in English	Rs. 9300.00 - Rs.34800.00	-
20	Mr. Pratap Bagh	Lecturer in Education	Rs. 9300.00 - Rs.34800.00	-
21	Ms. Rashmita Mallik	Lecturer in Home Science	Rs. 9300.00 - Rs.34800.00	-
22	Ms. SoumyaSefolika Rout	Lecturer in Botany	Rs. 9600.00 (Consolidated)	-
23	Ms. MuskanSahoo	Lecturer in Zoology	Rs. 9600.00 (Consolidated)	-
24	Mr. Anil Kumar Satpathy	Lecturer in Commerce	Rs. 11700.00 (Consolidated)	-
25	Mr. SachimMinj	Lecturer in History	Rs. 9300.00 - Rs.34800.00	-
26	Dr. Sushil Nag	Lecturer in Odia	Rs. 9300.00 - Rs.34800.00	-
27	Ms. Lipi Biswal	Lecturer in Home Science	Rs. 10000.00 (Contractual)	-
28	Mr. Bisweswara Pradhan	Lecturer in Physics	Rs. 10000.00(Contractual)	-
29	Ms. RashmitaSahoo	Lecturer in Economics	Rs. 10000.00(Contractual)	-

30	Ms. SonaliMurmu	Lecturer in Political Science	Rs. 10000.00(Contractual)	-
31	Ms. Anila Toppo	Lecturer in Political Science	Rs. 10000.00(Contractual)	-
32	Ms. Manjusa Pradhan	Lecturer in Mathematics	Rs. 10000.00(Contractual)	-
33	Ms. Anamika Mahapatra	Demonstrator in Physics	Rs. 8700.00 (Consolidated)	-
34	Ms. Sarita Biswal	Demonstrator in Zoology	Rs. 8700.00 (Consolidated)	-
35	Ms. KalyaniSahoo	Demonstrator in Botany	Rs. 7000.00 (Consolidated)	-
36	Ms. Lipsa Ghosh	Demonstrator in Chemistry	Rs. 7000.00 (Contractual)	-
37	Smt. Pushpalata Sarangi	PET	Rs. 9300.00 - Rs.34800.00	-
38	Smt. Sushmita Toppo	Jr. Librarian & NCC	Rs. 9590.00 (Consolidated)	-
39	Ms. Reshma Dungdung	Jr. Librarian	Rs. 5400.00 (Consolidated)	-
40	Smt. Jacinta Toppo	Jr. Clerk	Rs. 5200.00 - Rs.20200.00	-
41	Sri Panu Charan Paikra	Jr. Clerk	Rs. 5200.00 - Rs.20200.00	-
42	Smt. P. Santha	Jr. Clerk-cum-Computer Asst.	Rs. 12860.00 (Consolidated)	-
43	Mrs. Kabita Singh	DEO (+3)	Rs. 9810.00 (Consolidated)	-
44	Mrs. Shibani Panda	DEO (+2)	Rs. 9590.00 (Consolidated)	-
45	Ms. SunitaMaharana	Computer Asst-cum- Jr. Clerk	Rs. 5720.00 (Consolidated)	-
46	Sri Sankarshan Rana	Lab. Attendant (HSc.)	Rs. 4750.00 - Rs.14680.00	-
47	Sri. Mangala Majhi	Peon	Rs. 4750.00 - Rs.14680.00	-
48	Smt. Champu Dei	Peon	Rs. 4750.00 - Rs.14680.00	-
49	Sri. Jasobanta Panigrahi	Peon	Rs. 4750.00 - Rs.14680.00	-
50	Sri Rabiratna Kishan	Peon	Rs. 4750.00 - Rs.14680.00	-
51	Sri Gajendra Tanty	Peon	Rs. 4750.00 - Rs.14680.00	-
52	Sri Rajendra Xess	Gardener	Rs. 10365.00 (Consolidated)	-
53	Mr. Raju Pradhan	Night Watchman	Rs. 6600.00 (Consolidated)	-
54	Mrs. Deepika Toppo	Lady Attendant	Rs. 6400.00 (Consolidated)	-
55	Mr. Mukesh Kishan	Peon	Rs. 5270.00 (Consolidated)	-
56	Ms. RanjitaBada	Library Attendant	Rs. 4850.00 (Consolidated)	-
57	Mrs. AratiSagar	Sweepress	Rs. 4750.00 (Contractual)	-
58	Ulapi Biswal	Lady Security Guard	Rs. 7000.00 (Consolidated)	-

**MANUAL-11**

**Budget Allocated to each Agency**

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

**MANUAL-12**

**Manner of Execution of subsidy programmes**

**[Section-4 (1) (b) (xii)]**

**MANUAL-13**

**Particulars of Receipt of Concession, Permits or Authorizations Granted**

**[Section-4 (1) (b) (xii)]**

**MANUAL-14**

**Information Available in an Electronic Form**

**[Section-4 (1) (b) (xiv)]**

**MANUAL-15**

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

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

## MANUAL-16

### Name, Designation and other particulars of Public Information Officer [Section-4 (1) (b) (xvi)]

#### First Appellate Authority (FAA):

Sl.	Name	Designation	Office Ph. No.	Mobile No.	Fax	E-mail	Address
1	2	3	4	5	6	7	8
1	Sj. Bipin Choudhury	PRINCIPAL-CUM-HOD IN EDN	06624-220359	7008635162	-	<a href="mailto:sdwcrgp@gmail.com">sdwcrgp@gmail.com</a>	S.D. Women's College At/Po – Rajgangpur Dist. Sundargarh (Odisha) - 770017

#### Public Information Officer (PIO):

Sl.	Name	Designation	Office Ph. No.	Mobile No.	Fax	E-mail	Address
1	2	3	4	5	6	7	8
1	Sapan Ku. Panda	Lect. In Eco	-	7978570569	-	<a href="mailto:sdwcrgp@gmail.com">sdwcrgp@gmail.com</a>	S.D. Women's College At/Po –Rajgangpur Dist. Sundargarh (Odisha) - 770017

## MANUAL-16

### OTHER USEFUL INFORMATION

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

**1 Seeking information from the Office:** Any citizen can seek information from the Office as per the provisions of RTI Act, 2005 and Odisha RTI Rules.

**2 Other information on the functioning and services of public authority** are also available with the office.