RTI PROACTIVE DISCLOSURE

Maharaja Sriram Chandra Bhanja Deo University

Sriram Chandra Vihar, Takatpur, Baripada-757003, Mayurbhanj, Odisha (Erstwhile North Orissa University)

MANUAL-1

Particulars of Organization, Functions & Duties

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

1. **Name and address of the organization:**

Maharaja Sriram Chandra Bhanja Deo University, Sriram Chandra Vihar, Takatpur, Baripada-757003 Mayurbhanj, Odisha
(Erstwhile North Orissa University), Year of Establishment: 13-07-1998

2. Number of campuses: One , Baripada.

3. **Nature of the University**:

State University, Affiliating University, Co-education, recognized under section 2(f) and (12b) of UGC act. The university focuses on following aspects

a. Academic
b. Examination
c. Research, extension and Collaboration

4. **Objective/ Purpose of the PublicAuthority:**

a. to impart quality education and research at UG,PG and Ph.D. levels
b. to conduct research on development from a broad interdisciplinary perspective.
c. To serve as a center for promoting collaborative research work and intellectual exchange programmes between researchers and institutions in India and abroad.

5. **Mission/ Vision Statement of the Public Authority:**

Mission:

- Assuring a safe and functional space conducive to learning, working and conducting research by virtue of professionalism, excellence, teamwork, and environmental stewardship.
- Providing a clean, efficient and transparent system of governance, admission of students, conducting examinations, evaluation and publication of results, utilizing Governmentfunds effectively for infrastructure development and student facilities, equipment repair & maintenance, automation of accounts etc.
- Enabling the University to exemplify the highest ideals of social equity, gender justice and compassion for the weak and disadvantaged.
- Promoting career progression of University/College teachers by continued updating of knowledge in cutting-edge areas of inter-disciplinary research, current trends in curricular shifts, policy paradigms and associated contemporary issues & challenges.
- Establishing a HRD centre whose activity will be focused on training programmes aimed at capacity

building and motivation of University/Colleges teachers for accepting challenges arising from exponential growth of new knowledge, international competitiveness and changing requirements of next generation learners.

- Developing adequate civil infrastructure (Academic blocks, Library, Hostels for boys & girls, administrative block, Guest House, etc.) at baripada.
- Fostering academic linkage with national /international organizations/ Universities/ research institutes through MOUs for collaborative research, consultancy and extension services.
- Creating opportunity for students and teachers for higher academic exposure through organizing research scholars" conclave, hand-on experimental programmes, workshops, National/ International Seminars/ Conference etc.
- Creating conditions for industry-University collaboration aiming at translating research into socially useful products.
- Promoting harmony among students, faculty, officers and the ministerial staff constituting an effective quadrangle to remain ceaselessly engaged in all-round constructive activities towards securing a superior NAAC accreditation Grade and a competitive NIRF-ranking for the University.
- Strengthening activities towards rendering community services in under-privileged tribal dominated villages through the NSS Bureau of the University

Vision

Maharaja Sriram Chandra Bhanja Deo University, Baripada is dedicated to provide a high quality teaching-learning ambience in higher education in order to groom the students to be intellectually responsive, socially responsible, ethically sensitive and professionally competent, enabled to pursue basic and applied research in frontier areas of language & literature, science & technology, law and management. It is envisioned that the University emerges as a powerful agent of disseminating and advancing knowledge, fostering excellence, equity and expansion and establishing community linkage activities thereby contributing towards an enlightened and sustainable society. As nation building depends crucially upon human capital, Maharaja Sriram Chandra Bhanja Deo University aims at acting as a beacon to this region so as to pull up the underprivileged of the tribal dominated Mayurbhanj districts youth to the national mainstream of arts, culture, science and technology.

6. **Brief history of the public authority and context of its formation:**

The Maharaja Sriram Chandra Bhanja Deo University , earlier North Orissa University has been established in the year 1998 vide Govt of Odisha notification no.32930/HE-dated 13th July 1998. The University is included in the UGC's list of Indian Universities under 2(f) and 12(b) with effect from 15.02.2000 and 21.06.2006 respectively. The name "Maharaja Sriram Chandra Bhanja Deo University"

w.e.f 23. 12. 2020, vide Odisha Gazette notification Extraordinary (No 1600, December 23, 2020) S.R.O.No.278/2020.The university is accredited with Grade 'A' by NAAC in 2017. At present there are 57 colleges of Mayurbhanj districts affiliated to the University.

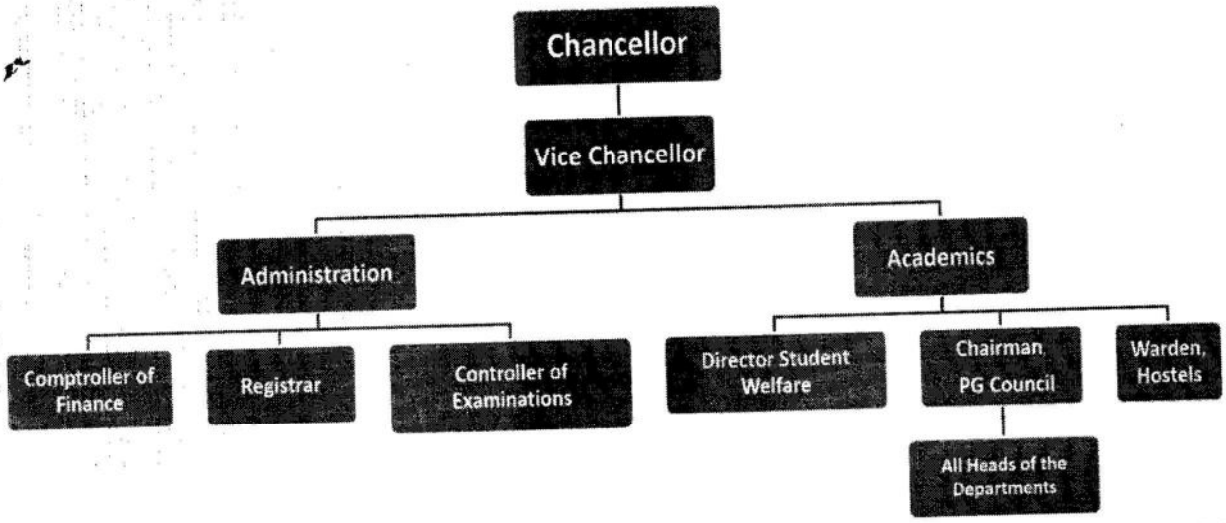
7. **Main Activities/ Functions/duties of the Public Authority:**

a. Academic
b. Examination
c. Research and Collaboration

Teaching and Research programs of the university:

P. G. Programs	Ph.D. programs	CDOE Programs
Anthropology And Tribal Studies(Ats)	Anthropology and Tribal Studies	English
Biotechnology	Biotechnology	Education
Botany	Botany	Odia
Computer Application	Chemistry	Economics
Chemistry	Commerce and Management	MSW
Computer Science	Computer Science and IT	Sanskrit
Economics	Economics	Yoga & Naturopathy
Odia	Education	Political Science
Physics	English	Santali
Santali	Geology	Commerce
Wildlife And Biodiversity Conservation	History	Anthropology
Zoology	Law	Hisotry
Master Of Business Administration	Life Science	M.LIB/B.LIB
Commerce	Mathematics	
Education	Odia	
English	Philosophy	
Geology	Political Science	
History	Physics	
Master In Library And Information Science(MLIS)	Sanskrit	
Mathematics	Santali	
Political Science	Wildlife and Biodiversity Conservation	
M.Sc. In Remote Sensing And Geographic Information System	Zoology	
Sanskrit		
Master In Social Work(Msw)		
Yoga And Naturopathy		
Integrated B.Ed-M.Ed		

8. **Organizational Structure Diagram at various levels namely State, directorate, region district, block etc (which ever is applicable).**



Hon'ble Governor, His Excellency Dr.Hari Babu Kambhampati the Chancellor ;Prof. Santosh Kumar Tripathy the Vice Chancellor of the University. Registrar is the head of office of the University. The Chairman, P. G. Council is the head of the academics of the University. The Comptroller of Finance is the finance officer and DDO of the University. The Controller of Examinations is the nodal officer in examination matters. There are different sections dealing with multifarious activities of the university, supported by section officers, senior assistants, junior assistants, stenographers, peons etc.

9. **Expectation of the public authority from the public forenhancingits effectiveness and efficiency.**

The expectations of public are linked to quality teaching, conduct and publication of results in time and support tc community.

10. Arran**gements and methods made for seeking public participation/contribution:**

No scope for public participation mechanism available for monitoring the service delivery and public grievance resolution. Through application, meeting the authorities concerned.

11. **Working Hours Both for Office &Public:**
Morning hours of the office: 10 A.M Closing hours of the office: 5.30P.M with lunch hour 1/2hr from 1.30PM 2PM.

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The Power & Duties of its Officers and Employees:
[SECTION 4(1)(b)(ii)]

The power and duties of its officers and employees are mentioned in the Odisha University Statute 1990. The important duties of its officers are as follows

Vice-Chancellor
The Vice-Chancellor, is the academic and administrative head of the university. He exercises his power and duties as - (a) Give effect to the direction and orders of the Chancellor including the appointment dismissal and suspension of the officers appointed by the Chancellor and exercise general control over the affairs of the University. (b) Be responsible for the discipline of the University and shall have power to take all steps required for maintaining discipline in the University. (c) Convene the meetings of the Syndicate and the academic council and shall when present preside over them. (d) Fix the salary and other emoluments of the officers, teachers and other employee in consultation with the Comptroller of Finance. (e) Dispense with subject to the provisions of the act, strict compliance with provisions of this statute and regulations in respect of the time, place and manner of examination hours of transaction of business in the office of the Registrar, the dates of payment of examination fees, and dates for submission of applications for examinations, attendance certificate, recognition of examinations and examination form the production of attendance certificates. (2) The Vice- Chancellor shall review the performance of the teachers and officers of the University and submit a report thereon to the

Chancellor under sub-section (16) of section 6 in the following manner namely:- (i) He shall see that the confidential character roles (or the annual confidential role or by whatever name it may be called) of all officers and teachers are written by the respective reporting officers in the form specified in the schedule by the end of April in each year in respect of the officers and by the end of June in every year in respect of the Teachers. Thereafter, they shall be put up to him by the first week of July. (ii) Ordinarily in the second week of July every year, he shall review the performance of all officers and teachers of the concerned University on the basis of the aforesaid Character Rolls and other documents or information as he may consider necessary and prepare a report with regard to the performance of each of them and furnish the same to the Chancellor.

Registrar

The Registrar shall exercise and perform the following powers and duties, namely :- (a) To be the custodian of the records the common seal and such other property of the University as the Syndicate and the vice-Chancellor shall commit to his charge; (b) To conduct the official correspondence of the Syndicate the Senate and the Academic Council; (c) To issue all notice convening the meetings of the Senate the Syndicate, the Academic Council and Committees, if any appointed by them; (d) To appoint Class IV employees of the University on the recommendation of a Selection Committee constituted by the Vice-Chancellor for the purpose; and (e) To exercise such other powers and perform such other duties as may from time to time, be coffered and imposed on him by the Senate, the Syndicate, the Academic Council and the Vice- Chancellor. (f) The registrar may with the approval of the Syndicate delegate such of his powers and duties, as may be necessary from time to time, to other officers' subordinate to him.

Comptroller of Finance

The Comptroller of Finance shall Act as the Secretary to the Finance Committee of the University constituted under Odisha University Statutes. Besides he is empowered to:- (a) receive all contributions, grants, gifts and endowments made in favour of, or for the purpose of the University; (b) Collect income and fees received by the University and account for students loan and scholarship funds and make payment; (c) Be responsible for day to day financial transactions of the University and for proper accounting thereof and of incidental matters including correspondence relating thereto; (d) Establish and administer such petty cash funds as are needed; (e) Shall be the treasure of all funds contributed for students organizations, if any of the University; (f) Scrutinize all bills except those specified in clause (h) and if they are in order and within the budgetary provisions of the university and are not in violation of the rules of the University, make prompt payment; (g) Prepare utilization certificate for funds, received from the Government, University Grants Commission and other funding agencies and cause them to be sent in time to the appropriate authority through the Registrar; (h) Prepare pay and allowance bills of the officers, teachers and other employees of the University and draw and disburse the amounts thereof; (i) Maintain accounts of the University in pursuance of the provision of the Odisha University Accounts Manual, 1987; (j) Develop and operate an internal audit system so that the records of all officers of the University and employees responsible for the custody of the property and funds may be verified by the audit; (k) Place statement of accounts at such intervals as may be decided by the Syndicate and report the financial position of the University to Finance Committee and Vice-Chancellor from time to time; (l) Render such assistance to the Registrar as may be necessary in regard to the management of the properties and investments of the funds of the University and the scrutiny of the contracts to be signed by the Registrar; (m) Bring any serious irregularity in financial transactions of the University to the notice of the Syndicate through the Vice-Chancellor and the Finance Committee; and (n) Exercise such other power and perform such other functions as may from time to time be conferred and imposed on him by the Syndicate and the Vice-Chancellor

Controller of Examination

The Controller of Examinations shall devote his whole time to the duties of his office and shall exercise such power and perform such duties as may from time to time be assigned to him by the Syndicate and the Vice Chancellor. In particular, the Controller of Examinations shall perform the following duties, namely :- (a) Prepare a calendar of all examinations to be conducted by the University during a year well in advance preferably at the beginning of the Academic Year and cause it to be circulated to all concerned after the same has been approved by the Vice-Chancellor; (b) Call for applications from candidates for various examinations of the University and scrutinize all such applications with reference to the relevant Regulations, if any; (c) Prepare in time detailed programmes of various examinations and cause their circulation to all concerned well in advance, after the same has been approved by the Vice-Chancellor; (d) Send programmes, admit cards, question papers, centre advances and other examination materials to various examination centers in time; (e) Act as the Secretary of Examination Committee where he shall have the right to speak and place all connected papers and otherwise take part in the proceedings of the said Committee and in all such case, his advice shall be recorded in the proceedings of the said Committee, but he shall not be entitled to vote; (f) Take all steps for appointment of examiners, tabulation and publication of results in accordance with Statutes and Regulations; (g) Pay or cause to be paid remuneration and other allowance to examiners and examiner expenses, as admissible, to all centers of examinations; (h) Be the custodian of all tabulation and other Registrars and Examination records; (i) Ensure that Diplomas and Certificates of all examinations are prepared and distributed to successful candidates after their results published; (j) Be responsible to the Vice-Chancellor

for conduct of examinations and publication of results and distribution of Diplomas and certificates to candidates; and (k) Render such assistants to the Registrar and Vice-Chancellor as may be necessary in the performs of their duties;

Director, College Development Council

The Director College Development Council is primarily to monitor and regulate all the activities of the affiliated colleges including affiliation process, conducting meetings, monitoring, curbing anti ragging activities in the colleges, attending to any complaints received against affiliated colleges and plan for developmental programmes and any other activity related to the affiliated colleges under MSCB University.

Deputy Controller and Assistant Controller of Examinations

The Deputy Controller of Examinations and the Assistant Controller of Examinations shall devote their whole time to the duties of their office and shall perform such duties and exercise such powers as may from time to time be assigned to them by the Syndicate and the Vice-Chancellor and render such assistance to the Controller of Examinations and the Registrar as may be necessary in the performance of the duties. (3) In the event of a temporary vacancy caused in the office of the Controller of Examinations, the Deputy Controller of Examinations and the Assistant Controller of Examinations, the Registrar may, subject to the approval of the Vice-Chancellor, make such arrangements to fill the temporary vacancy as may be necessary on such terms and conditions approved by the Vice-Chancellor.

Deputy Registrar

The deputy Registrar shall devote his whole time to the duties of his office and shall exercise such powers and perform such duties as may from to time be assigned be to him by the Syndicate, the Vice-Chancellor and the Registrar.

Assistant Registrar

The Assistant Registrar shall devote his whole time to the duties of his office and shall perform such duties and exercise such powers as may from time to time be assigned to him by the Syndicate, the Vice-Chancellor and the Registrar.

P.S. to Vice-Chancellor

The Secretary to Vice-Chancellor is the custodian of the records of the Vice-Chancellors office. He will exercise to the duties of his office and shall exercise such powers and perform such duties as may from to time be assigned be to him by the Vice-Chancellor.

P.A. to Registrar

The Secretary to Registrar will exercise to the duties of his office and shall exercise such powers and perform such duties as may from to time be assigned be to him by the Registrar.

Development Officer

a. Development Officer shall devote his whole time to the duties of his office and shall be responsible to the Vice-Chancellor for formulation of the development planes of the University and in taking steps for their effective implementation. (b) He shall liaise with University Grant Commission and other funding agencies in relation to all development and research schemes of the University and shall ensure that the founds from such agencies and received are utilized in time. (c) He shall be responsible to the Registrar for sending the Utilization certificates prepared by the Comptroller of Finance in time to the funding agencies. (d) He shall exercise such power and perform such duties as may be assigned to him from time to time by the Vice-Chancellor and the Registrar.

MANUAL-3

Procedure Followed in Decision Making Process

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

1. **What is the procedure followed to take a decision for various matters? (A reference to Secretariat Manual and rule of Business Manual, and other rules/ regulations etc. can be made)** Dealing Asst., Section Officer, Comptroller of Finance, Registrar, Vice-Chancellor.

2. **What are the documented procedures /laid down procedures /Defined Criteria/ Rules to arrive at the particular decision for important matters? What are different levels through which a decision process moves?** Dealing Asst., Section Officer, Controller of Examination, Registrar, Vice-Chancellor.(Examination matter).

3. **What are the arrangements to communicate the decision to the public?**

Dealing Asst., Section Officer, Comptroller of Finance, Registrar, Vice-Chancellor.(Administrative matter)

4. **Who are the officers at various levels whose opinions are sought for the process of decision making?**
Dealing Asst., Section Officer, O.I.C. Store, Comptroller of Finance, Registrar, Vice-Chancellor

5. **Who is the final authority that waits the decision?**
Vice-Chancellor

6. **For important matter**
Dealing Asst., Section Officer, Comptroller of Finance, Registrar, Vice-Chancellor, Syndicate.

Arrangement to communicate the decision to the public;- Through Notice Board/ University Website/ NewsPaper Advertisement. Who are the officers at various level whose opinion are sought for process of decision making?

For Finance matter-COF
For Examination matter - COE
For Academic matter - Chairman
PGC For Store & Purchase - OIC
Store
For Development work - Development Office

MANUAL-4

Norms for Discharge of Functions

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

Sl. No	Activity	Time Frame/ Norms	Remarks
1	2	3	4
1	Normal	As soon as possible	Specific Time frame has not been fixed
2	Important policy	Till the meeting of Syndicate or Approval of the Govt./ Chancellor	

MANUAL-5

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

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

- ✓ The Orissa Universities Act, 1989
- ✓ The Orissa Universities First Statute, 1990
- ✓ Orissa Universities Accounts Manual,1987
- ✓ Orissa Service Code
- ✓ O.C.S.(CCA) Rules,1962

- ✓ Orissa T.A. Rules
- ✓ O.G.F.R. Vol-I & II
- ✓ UGC Regulation
- ✓ OLR-1966

MANUAL-6

Categories of Documents under Control

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

SIN	Category of the Document	Name of the Document and its Introduction in one line	Procedure to obtain the Documents	Held by/ Control
1	Personnel	Matter relating to personnel	Application	Registra
2	Budget/Bills	Matter relating to finance	Application	COF
3	Examination	Matter relating to Academic matter	Application	Chairma PGC/CC
4	Admission	Academic	Application	Chairma PGC
5	Affiliation	Affiliation information of different colleges under MSCBD University	Application	Registra
6	Store & Purchase	Information relating to Store & Purchase	Application	Registra
7	Construction of Building	Information relating to Building/ Construction		Establis Section/ Registra
8	Recruitment	Information about regular recruitment		Registra
9	College Development	Information about College Development	Application	Director
10	CDOE	Matter related to admission of students in distance mode	Application	Director CDOE/C

MANUAL-7

Particulars of Arrangement in Formulation of Policy

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

The elected/selected/nominated representatives from different fields being members of Syndicate as per the Statute participate in various decision making process of the university.

MANUAL-8

Boards, Councils, Committees & Other Bodies Constituted

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

SL. No	Name and address of the body	Type of affiliated body	Structure and member composition	Head of the body	Frequency of the meeting	Can Public participate in the Meetings?	Are Minutes of the Meetings prepared?	Are Minutes of the Meetings available to the Public? If yes please provide Information about the procedure to obtain them
1	Syndicate	As per rules of Odisha Universities act 1989and Odisha Universities First Statues 1990	The Vice-Chancellor and others	MSCB University, Baripada	As and when require	No	Yes	Yes, Under RTI
2	Senate	As per rules of odisha universities act 1989 and odisha universities First Statues 1990	The Vice-Chancellor and others	MSCB University, Baripada	Minimum one in an academic year	No	Yes	Yes,Under RTI
2	Academic Council	As per rules of Odisha Universities act 1989and Odisha Universities FirstStatues 1990	Committee		At least one in an academic year	No	Yes	Yes, under RTI
3	Finance Committee	As per rules of Odisha Universities act 1989and Odisha Universities First Statues 1990	Committee	MSCB University, Baripada	At th Time of preparatio of University Accounts	No	Yes	Yes, under RTI
4	Purchase Committee	As per rules of Odisha Universities Accounts manual1987	The member nominated by the Syndicate	MSCB University, Baripada		No	Yes	Yes, Under RTI
5	Tender Committee	As per Odisha finance rule	The member nominated by the Vice-Chancellor	MSCB University, Baripada	As and when required	No	Yes	Yes, Under RTI
6	Board of studies	As per rules of Odisha Universities act 1989and Odisha Universities	The member nominated by the Vice-Chancellor	MSCB University, Baripada	At least once a year	No	Yes	Yes, Under RTI

MANUAL-9

Directory of Officers and employees

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

OFFICERS OF THE UNIVERSITY

Sl. No.	Name of the officers	Designation
1.	Prof. Mahendra Kumar Mohanty	Vice-Chancellor
3.	Ms. Sumita Singh,OAS(SAG)	Registrar
4.	Dr. Subrat Kumar Rana,OES-1(C.B)	Controller of Examinations
5.	Bharat Chandra Dehury,OFS(SG)	Comptroller of Finance

TEACHING STAFF (Regular) OF THE UNIVERSITY

Sl. No.	Name of the Department	Name of the faculty members	Designation
1	Anthropology and Tribal Studies	Dr. Basanta Kumar Mohanta	Asso. Professor
2		Dr. Monali Goswami	Asso. Professor
3		Dr. Priyanka Das	Asst. Professor
4		Mr. Bhubaneswar Sabar	Asst. Professor
5	Biotechnology	Dr. B. Rath	Professor
6		Dr. S.K. Nayak	Professor
7		Dr. S. K. Sahu	Asso. Professor
8		Dr. G. Dhangada majhi	Asso.Professor
9			
10	Botany	Dr. K.L. Barik	Professor
11		Dr. S.C. Sahu	Assistant Professor
12		Dr. B.P. Hansdah	Assistant Professor
13	Chemistry	Prof. P.K. Satapathy	Professor
14		Dr. R.K. Singh	Professor
15		Dr. L. Behera	Associate Professor
16		Dr. A.K. Dora	Assistant Professor
17		Dr. A.K. Jena	Assistant Professor
18	Computer Application	Prof. M. Himabindu	Professor
19		Dr. P.K. Swain	Assistant Professor
20		Mr. S. Bissoyi	Assistant Professor
21	Computer Science	Dr. Janmenjoy Nayak	Assistant Professor

22		Dr. Sharmila Subudhi	Assistant Professor
23	Economics	Dr. K.K. Sahu	Professor
24			
25			
26			
27	Odia	Dr Sisira Behera	Assistant professor
28			
29	Physics		
30		Dr. I. Naik	Professor
31		Dr. P. Mallick	Professor
32		Dr. Priyadarsini Sahoo	Professor
33		Dr. J.R. Sahu	Associate Professor
34	Sanskrit	Dr Hiralal Dash	Professor
35	Santali	Dr Jatindra Nath Besra	Assistant Professor
36	WLBC	Dr Subhani Rath	Assistant Professor
37		Dr Debasis Nayak	Assistant Professor
38		Dr Ashok Kumar Mallik	Assistant Professor
39	Zoology	Dr Hemanta Kumar Sahu	Professor
40		Dr Puspanjali Parida	Professor
41		Dr Priya Ranjan Debata	Assistant Professor
42		Dr Cuckoo Mohapatra	Assistant Professor
43		Dr Gargee Mohanty	Assistant Professor

TEACHING STAFF (Contractual/Guest faculty) OF THE UNIVERSITY

Sl. No.	Name of the Department	Name of the faculty members	Designation(Contractual/ Guest faculty)
1	Integrated B.Ed-M.Ed	Itismita Behera	Guest Faculty
2		Prakash Chandra Adi	Guest Faculty
3		Dr.Raj Kumar Nayak	Principal Contractual
4		Lopamudra Mohanty	Guest Faculty
5		Smaraki Panda	Guest Faculty
6	Business	Dr. Sitaram Das	Contractual Faculty

7	Administration	Debashish Paikray	Guest Faculty
8			
9		Vivek Das	Guest Faculty
10	Social Work	Mr. Suvendu Kumar Satapathy	Contractual Faculty
11		Payel Pradhan	Guest Faculty
12	Rs & GIS	Dr. Debabrata Nandi	Guest Faculty
13		Mr.Laxmikanta Nanda	Guest Faculty
14	WLBC	Dr. Rabindra Kumar Mishra	Contractual Faculty
15			
16	Mathematics	Jashodarani Das	Guest Faculty
17		Dr. Sanjukta Mohnaty	Contractual Faculty
18		Mr. Lambodar Mohanta	Contractual Faculty
19	Library	Mrs. Sashmita Nayak	Guest Faculty
20	& Information Science	Dr. Nabin kumar Sahu	Guest Faculty
21	English	Guest faculty	
22			
23			
24	Odia	Dr. Bichitranath Sahoo	Contractual Faculty
25		Dr. Rajkumar Patra	Guest Faculty
26			
27	Compute	Dr. Partha Sarathi Mishra	Contractual Faculty
28	r Science	Mr. Santi Swarup Basa	Contractual Faculty
29	Yoga & Naturopathy	Dr Sujata Jena	Contractual
30	Biotechnology	Guruprasad Dora	Guest Faculty
31			
32	Botany	Dr.Namita Mandal	Contractual
33		Sudhir Kumar Behera	Contractual
34	Commerce	Abhaya Kumar Muduli	Contractual
35	Education	Rojina Behera	Guest faculty
36			
37	Geology	Dr.Sapneswar Sahoo	Guest Faculty
38		Dr.Sushree Sagarika Behera	Guest Faculty
39	History	Dr.Truptirekha Sahoo	Contractual
40		Ms.Sushree Saswatika	Guest Faculty
41			Guest Faculty
42	Sanskrit	Dr.Pratyush Kumar Behera	Guest Faculty
43	Potlitical Science	Anupama Panigrahi	Guest Faculty
44			
45			
46	Economics	Malaya Ranjan Mohapatra	Guest Faculty

LIST OF CDOE FACULTIES ON PURELY TEMPORARY BASIS, MSCB UNIVERSITY, BARIPADA

SL NO.	NAME OF THE TEMPORARY FACULTY	SUBJECT
1	MS. ABHIPSA PATTANAYAK	ENGLISH
2	MS. ANISHA MISHRA	SANSKRIT
3	MS. ANJANA MOHANTY	HISTORY
4	DR. BINDHESWARI KALIA	ODIA
5	MR. BISWAJIT DAS	COMMERCE
6	MR. DEBABRATA PANDA	SANSKRIT
7	DR. DHANANJAY NAYAK	POLITICAL SCIENCE
8	MISS DIKSHA KUMARI SHAW	COMMERCE
9	DR. HIMANSU PARIDA	YOGA & NATUROPATHY
10	MR. HRUSHIKESHA MOHANTA	ODIA
11	MRS. LAXMIPRIYA MOHANTY	EDUCATION
12	DR. NABIN KUMAR SAHU	M.LIB/ B.LIB
13	MS. NANGI MARANDI	SANTALI
14	MR. PRANABKANTI DUTTA	EDUCATION
15	MS. PRITILOGNA S. MAHAKUD	ENGLISH
16	MRS. SANTANA MAITY	ANTHROPOLOGY
17	MRS. SASHMITA NAYAK	M.LIB/ B.LIB
18	MR. SATYANARAYAN MANDAL	POLITICAL SCIENCE
19	MR. SNEHASIS MOHANTY	EDUCATION
20	MS. SUJATA MOHAKUD	ECONOMICS
21	DR. SUJATA PANDA	YOGA & NATUROPATHY
22	MR. SUJOY KUNDU	MSW

NON-TEACHING STAFF OF THE UNIVERSITY

Sl. No.	Name of the Employee	Designation	Name of the section/work assigned
1	Sri Ramakanta Mohanta	Deputy COE	Examination
2	Sri Nalini Ranjan Das	P.S.	PGC
3	Sri Debendra Kumar Pati	Budget-cum-Accounts Officer	Account Section
4	Sri Sanjib Kumar Tanti	Assistant Registrar	Establishment
5	Sri Upendra Tudu	P.A.	V.C office
6	Sri Hiranya Kumar Mohanta	Asst.COE	Affiliation
			Syndicate and Academic Council
			CDC
			RTI
			Senate
			CDOE
7	Sri Dipak Kumar Panigrahi	Section Officer	Examination
8	Sri Pradipta Ranjan Dash	PET	Sports Section
9	Smt. Sujata Chakra	Asst. Librarian	Central Library
10	Smt. Bhagabati Panda	Matron	Ladies Hostel
11	Sri Pradeep Baral	PA	Account Section
12	Sri Satyanarayan Mohanty	Section Officer	Store
			Examination
13	Sri Joygobinda Pani	Section Officer	Examination
14	Sri Pradeep Kumar Dwibedi	Section Officer	Central Library
			Development and Repair & Maintenance
15	Miss Abhilasha Ram	Section Officer	SFC
			Sports
16	Sri Tapan Kumar Patra	Section Officer	Account Section &Establishment
17	Smt. Sunita Tudu	Section Officer	IQAC, NAAC, & AISHE,Research and Developement
18	Smt. Susmita Patra	Section Officer	Scholarship Section
			NSS
19	Smt. Mousumi Ghosh	Section Officer	Affiliation
			Senate,Syndicate and Academic Council
			CDOE
			CDC
			IDP
			PGC
			Warden Office
20	Sri Ajay Kumar Bal	Sr. Asst.	NSS
			Account Section
			Scholarship Section
21	Sri Harish Chandra Pati	Sr. Asst.	Examination
22	Sri Manas Kumar Acharya	Sr. Asst.	PM-USHA
			Examination
23	Sri Ujit Kumar Das	Sr. Steno	Registrar Office
24	Sri Rama Chandra Baske	Jr. Steno	Examination
25	Smt. Sandipta Rout	Jr. Asst.	Account Section
			RTI & FAA
26	Sri Subrat Lima	Jr. Asst.	Account Section
			Guest House
27	Sri Silhu Marnadi	Jr. Asst.	Store Section
			PM-USHA
			PGC
29	Sri Soumyajit Mishra	Jr. Asst.	Establishment
30	Sri Sukadev Soren	Jr. Asst.	Sports Section
31	Miss Dukuri Marndi	Jr. Asst.	Sports Section
32	Sri Jnana Ranjan Parichha	Jr. Asst.	Warden Office
			PGC

33	Sri Upendra Samal	Jr. Asst.	Examination
34	Sri Bhabani Sankar Mohanta	Lab. Tech.	Chemistry Dept.
35	Smt. Jyoti Pragyan Majhi	Lab. Tech.	Zoology
36	Sri Srikrushna Mohanta	Lab. Tech.	Physics
37	Smt. Nilima Tripathy	Comp. Asst.	Chemistry Dept.
38	Sri Purna Chandra Behera	Driver	V.C. Sec.
39	Sri Shiba Prasad Mohanta	Diarist	Diary & Dispatch
40	Sri Sadananda Behera	Peon	Examination
41	Mrs. Kabita Panda	Peon	Central Library
42	Mrs. Arati Jena	Peon	SFC
43	Miss Susama Bag	Peon	Central Library
44	Sri Pitambar Nayak	Peon	Physics
45	Smt. Kalparekha Singh	Peon	Examination
46	Sri Ranjit singh	Peon	Account Section
47	Mrs. Rajani Majhi	Peon	Establishment
48	Sri Bishwajit Dalei	Peon	Diary & Dispatch
49	Sri Kishore Chandra Mukhi	Watchman	Registrar Office
50	Sri Rama Chandra Mukhi	Watchman-cum-Sweeper	CTS & Administrative
51	Sri Pradeep Kumar Behera	Watchman-cum-Sweeper	Int. B.Ed & M.Ed.
52	Sri Himansu Sekhar Mohanta	Watchman-cum-Sweeper	V.C. Office
53	Sri Ruhya Marandi	Watchman-cum-Sweeper	Botany

MANUAL-10

Monthly Remuneration & Compensation of Officers & Employees

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

Designation	**Scale of Pay(in Rs)**
Vice Chancellor	Rs. 2,10,000(fixed) + 11,250/-(Special Allowance)
Registrar	Rs.1,27,100/-to2,27,100/- Level-16
COF	Rs.67,700/-to Rs.2,08,700/- Level-13
COE	Rs.79,800/-to Rs.2,11,500/-, Level-12
Deputy COE	Rs.67,700/-to Rs.2,08,700/- Level-13
Asst Registrar	Rs.56,100/- to Rs. 1,77,500/- Level-12
Asst COE	Rs.56,100/-to Rs.1,77,500/- Level-12
Budget cum Accounts Officer	Rs.56,100/-to Rs. 1,77,500/- Level-12
PSto Vice-Chancellor	Rs.56,100/- to Rs. 1,77,500/- Level-12
Professor	Rs1,44,200/-to Rs.2,18,200/-,Level-14
Associate Professor	Rs.1,31,400/-to Rs.2,17,100/-,Level-13A
Asst.Professor Stage-III	Rs.79,800/-to Rs.2,11,500/-,Level-12
Asst.Professor Stage-II	Rs.68,900/- to Rs.2,05,500/-,Level-11
Asst.Professor Stage-I	Rs.57,700/-to Rs.1,82,400/-,Level-10
Section Officer	Rs.44,900/- to Rs.1,42,400/-,Level-10
PA to Registrar	Rs.44,900/-to Rs.1,42,400/-,Level-10
PA to Vice-Chancellor	Rs.44,900/- to Rs.1,42,400/-,Level-10
Laboratory Assistant Cum Store Keeper	Rs.35,400/-toRs.1,12,400/-,Level-9
Sr. Assistant	Rs.35,400/-toRs.1,12,400/-,Level-9
PET	Rs.35,400/-toRs.1,12,400/-,Level-9
Senior Stenographer	Rs.35,400/-toRs.1,12,400/-,Level-9
Asst. Librarian	Rs.35,400/-toRs.1,12,400/-,Level-9

Junior Stenographer	Rs.25,500/-toRs.81,100/-,Level-7
Compounding Assistant	Rs.21,700/-to Rs.69,100/-Level-5
Junior Assistant	Rs.19,900/-to Rs.63,200,Level-4
Typist	Rs.19,900/-toRs.63,200,Level-4
Driver	Rs.19,900/-to Rs.63,200,Level-4
Diarist	Rs.19,900/-to Rs.63,200,Level-4
Peon	Rs.16,600/-to Rs.52,400/-, Level-1
Library Attendant	Rs.16,600/-to Rs.52,400/-, Level-1
Matron	Rs.35,400/-to Rs.1,12,400/-, Level-9
Watchman	Rs.16,600/-to Rs.52,400/-, Level-1
Watchman-cum-Sweeper	Rs.16,600/-to Rs.52,400/-, Level-1

MANUAL-11
The Budget Allocated to each Agency
[Section-4(1) (b) (xi)]

BUDGET AT A GLANCE

REVISED BUDGET 2024-25 & ESTIMATE BUDGET 2026-27

Sl. No.	Source	RECEIPT				EXPENDITURE				Page No.
		Actual 2024-25	Proposed 2025-26	Revised 2025-26	Budget Estimated 2026-27	Actual 2024-25	Proposed 2025-26	Revised 2025-26	Budget Estimated 2026-27	
1	[illegible] STATE COUNCIL [illegible]	4,263.00	3,50,000.00	3,50,000.00	3,00,000.00	0.00	3,50,000.00	3,50,000.00	3,00,000.00	1
2	[illegible] DEVELOPMENT [illegible] FUND	2,68,251.00	3,50,000.00	3,50,000.00	2,50,000.00	14,100.00	3,50,000.00	3,50,000.00	2,50,000.00	2
3	[illegible] FUND	54,04,027.30	44,00,000.00	44,00,000.00	50,00,000.00	6,072.00	44,00,000.00	44,00,000.00	50,00,000.00	3
4	[illegible] FUND	23,20,503.00	5,00,000.00	5,00,000.00	5,00,000.00	0.00	15,00,000.00	15,00,000.00	15,00,000.00	4
5	[illegible] FUND	1,12,25,347.00	12,34,78,400.00	12,10,77,000.00	12,20,35,000.00	1,95,53,639.62	12,34,78,400.00	12,10,77,000.00	12,20,35,000.00	5-6
6.	[illegible] EDUCATION FUND	11,19,00,000.30	18,93,26,308.00	18,63,22,534.00	150097534.00	10,60,98,405.00	18,93,26,308.00	18,63,22,534.00	15,00,97,534.00	7-8
7	[illegible] ABHIJAN FUND 2ND [illegible] ARIES	1,359.13	0.00	0.00	0.00	1,67,417.43	0.00	0.00	0.00	9
8	[illegible] FUND	34,90,009.00	4,25,000.00	14,25,000.00	14,25,000.00	0.00	14,25,000.00	14,25,000.00	14,25,000.00	10
9	[illegible] DEVELOPMENT [illegible]	15,60,661.00	46,50,000.00	40,00,000.00	40,00,000.00	0.00	46,50,000.00	40,00,000.00	40,00,000.00	11
10	[illegible] FUND	39,63,09,800.96	460679168.00	46,68,04,168.00	484825670.00	22,09,87,727.00	47,71,79,168.00	47,18,04,168.00	48,71,75,670.00	12-17
11	[illegible] PROVIDENT FUND	56,61,096.00	3,00,10,000.00	3,00,10,000.00	3,00,10,000.00	26,45,000.00	3,00,10,000.00	3,00,10,000.00	3,00,10,000.00	18
12	[illegible] MEDICAL FUND	1,43,252.00	4,00,000.00	4,00,000.00	4,00,000.00	60,000.00	4,00,000.00	4,00,000.00	4,00,000.00	19
13	[illegible] FUND	11,720.00	7,00,000.00	7,00,000.00	7,00,000.00	5,69,348.00	7,00,000.00	7,00,000.00	7,00,000.00	20
14	[illegible] FUND	12,47,262.00	0.00	0.00	0.00	4,63,44,897.42	0.00	0.00	0.00	21
15.	[illegible] INFRASTRUCTURE [illegible] DEVELOPMENT FUND	2,67,85,916.47	36,76,52,555.00	32,49,80,800.00	1,05,09,06,438.00	3,12,38,769.32	36,76,52,555.00	32,49,80,800.00	1,05,09,06,438.00	22-23
16.	[illegible] INTERNATIONAL CELL FUND	863.00	12,00,000.00	12,00,000.00	12,00,000.00	0.00	12,00,000.00	12,00,000.00	12,00,000.00	24
17	[illegible] COLLEGE ANBHAN FUND	51,040.00	0.00	0.00	20000.00	0.00	0.00	0.00	20000.00	25
18	[illegible] FUND	2,50,86,897.00	1,75,00,000.00	1,75,00,000.00	3,00,00,000.00	2,49,49,110.00	1,75,00,000.00	1,75,00,000.00	3,00,00,000.00	26
19	[illegible] COLLEGE ACCTD	43,32,436.00	40,34,400.00	47,74,114.00	40,29,400.00	44,74,386.00	40,34,400.00	47,74,114.00	40,29,400.00	27
20	[illegible] SOCIAL SERVICT FEE	5,73,306.00	1,54,000.00	13,00,000.00	13,00,000.00	2,12,923.00	1,54,000.00	13,00,000.00	13,00,000.00	28
21	[illegible] SPECIAL FUND	9,50,583.00	25,00,000.00	29,00,000.00	25,00,000.00	19,15,972.00	25,00,000.00	29,00,000.00	25,00,000.00	29
22	[illegible] FUND	1,74,24,469.00	4,20,05,000.00	4,50,05,000.00	4,25,05,000.00	1,80,47,443.00	4,50,05,000.00	4,50,05,000.00	4,25,05,000.00	30
23	[illegible] FUND	2,79,14,159.00	1,73,00,000.00	1,73,00,000.00	1,84,00,000.00	1,74,92,330.67	1,73,00,000.00	1,73,00,000.00	1,84,00,000.00	31
24	[illegible] SHA	0.00	1,00,00,00,000.00	1,00,00,00,000.00	1,00,00,00,000.00	0.00	1,00,00,00,000.00	1,00,00,00,000.00	1,00,00,00,000.00	35(a), 35(
25	[illegible] ACHHOBOLIRESEARCH [illegible] FUND	1,45,26,218.00	5,30,60,000.00	5,30,60,000.00	5,29,60,000.00	1,95,10,060.00	5,30,60,000.00	5,30,60,000.00	5,29,60,000.00	36
26	[illegible] FUND	11,62,642.00	11,62,642.00	0.00	0.00	11,62,642.00	0.00	0.00	0.00	37
27	[illegible] FUND	2,38,09,255.00	5,43,88,400.00	5,43,88,400.00	4,94,94,400.00	4,15,03,656.26	5,43,88,400.00	5,43,88,400.00	4,94,94,400.00	38 40
28	[illegible] COUNCIL FUND	53,69,951.00	46,85,000.00	46,85,000.00	43,85,000.00	1,52,64,531.00	46,85,000.00	46,85,000.00	43,85,000.00	41
29	[illegible] FUND	4,78,966.00	17,40,000.00	17,40,000.00	17,40,000.00	1,10,000.00	17,40,000.00	17,40,000.00	17,40,000.00	42
	Grand Total :	**68,80,14,253.16**	**2,38,26,50,873.00**	**2,34,51,72,016.00**	**3,05,89,83,442.00**	**57,23,28,519.72**	**2,40,29,88,231.00**	**2,35,11,72,016.00**	**3,06,23,33,442.00**	

Comptroller of Finance
MSCB University

MANUAL-12

Manner of Execution of Subsidy Programmes

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

The University does not have any subsidy Programme.

MANUAL-13

Particulars of Recipients of Concessions, Permits or Authorizations Granted

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

Concession to students in respect of fees etc. is given as per the instructions by the Government from time to time.

MANUAL-14

Information Available in an Electronic Form

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

The necessary information about the university is available in the university website http://www.nou.nic.in/

MANUAL-15

Particulars of Facilities Available to Citizens for Obtaining Information

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

Information can be obtained by the citizens through various means which includes

- ✓ Website of the University–http://www.nou.nic.in/
- ✓ Notice boards at the Departments, Faculties, various Offices of the University
- ✓ Prospectus/Brochures of various courses run by the respective Departments/Faculties o the University.
- ✓ Office of the Registrar
- ✓ Office of the PIO
- ✓ Office of the Comptroller of Finance
- ✓ Office of the Chairman, PG Council, Office of the Warden of hostels
- ✓ Office of the Controller of Examinations

MANUAL-16

Names, Designations & Other Particulars of Public Information Officers

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

Public Information Officers (PIOs):

Sl.	Name	Designation	Contact details
1	Bharat Chandra Dehury	PIO-Cum COF	Mobile: 9438360924 Email: cofnoubpd@gmail.com MSCB University, Takatpur, Baripada-757003
2	Ms. Sumita Singh	First Appellate Authority-cum-Registrar	Mobile: 9658846646 Email: registrarnou123@gmail.com MSCB University, Takatpur, Baripada-757003

MANUAL-17
Other Useful Information [Section-4(1) (b) (xvii)]

The information dissemination system of MSCB University is governed by RTI Act 2005. The procedure for seeking information is as follows.

(A) Filing of Application

A person seeking information may file an application in Form-A giving particulars of the information being sought. The application should be submitted along with the requisite fees in favour of "PIO MSCB

University"

Fees/ Amount to be charged for providing information

PART – I

(A)	Application fee	Rate to be charged	Mode of deposit
(i)	Application fee seeking information	Rupees ten per Application	IPO/Cash
(ii)	Application fee for 1st Appeal	Rupees twenty	Court fee stamp
(iii)	Application fee for 2nd Appeal	Rupees twenty-five	Court fee stamp

PART – II

(B)	Amount to be charged for Providing information		
(i)	A4 or A3 size paper created or copied	Rupees two per each folio	By cash
(ii)	Paper size larger than A4 or A3	Actual charge or cost price	By cash
(iii)	Inspection of records	No fee for the first hour & Rs.5.00 for each 15 minutes (or fraction thereof) thereafter.	By cash
(iv)	CD with cover	Rupees 50/- per CD	By cash
(v)	Floppy Diskette (1.44MB)	Rupees 50/- per Floppy	By cash
(vi)	Maps & Plans	Reasonable cost to be fixed by P.I.O. depending upon the cost of labour and material and equipment and other ancillary expenses	By cash
(vii)	Video Cassette/Microfilm/Microfiche	Reasonable cost to be fixed by P.I.O. depending upon the cost of labour and material and equipment and other ancillary expenses	By cash
(viii)	Certified sample or models of material	Actual cost or price for sample or models	By cash
(ix)	Information in printed form	Price fixed for such publication	By cash

NB:

1. Postal charges extra to be deposited by the applicant depending upon the weight of the documents.
2. Proper and authenticated money receipt to be issued for all cash payment. The office is to state the cash receipt No. & date on the application form.
3. No fee will be charged for people living below the poverty line (BPL). Supporting certificate to this effect must be produced.
4. No fee if the Public Authority fails to comply within the time limits.

(B) **Disposal of Request**

1. The University will provide the information within 30 days on payment of requisite fees.
2. The applicant will be informed about the fee. The intervening period will not be included in the 30 day's time specified for the reply.

3. The time limit for supply of information if information is concerning life and liberty of a person is 48 hours.

4. In case the information pertains to third party, the time limit for supply of information is 40 days.

5. If no reply or information is received as above, it is deemed to have been rejected. The applicant will be intimated the reasons for rejection.