

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: Two, Main campus (Baripada) and 2nd campus (Keonjhar).

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 Public Authority:

- a. to impart quality education and research at UG,PG, M.Phil and Ph.D. levels
- b. to conduct research on development from a broad interdisciplinary perspective.
- c. to serve as a centre 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 RUSA funds 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 the 2nd campus at Suleikhamar in Keonjhar district.
- 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 and Keonjhar 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 accreditedwith Grade 'B+' by NAAC in 2017. At present there are 65colleges of Mayurbhanj and 38 colleges Keonjhar districts affiliated to theUniversity.

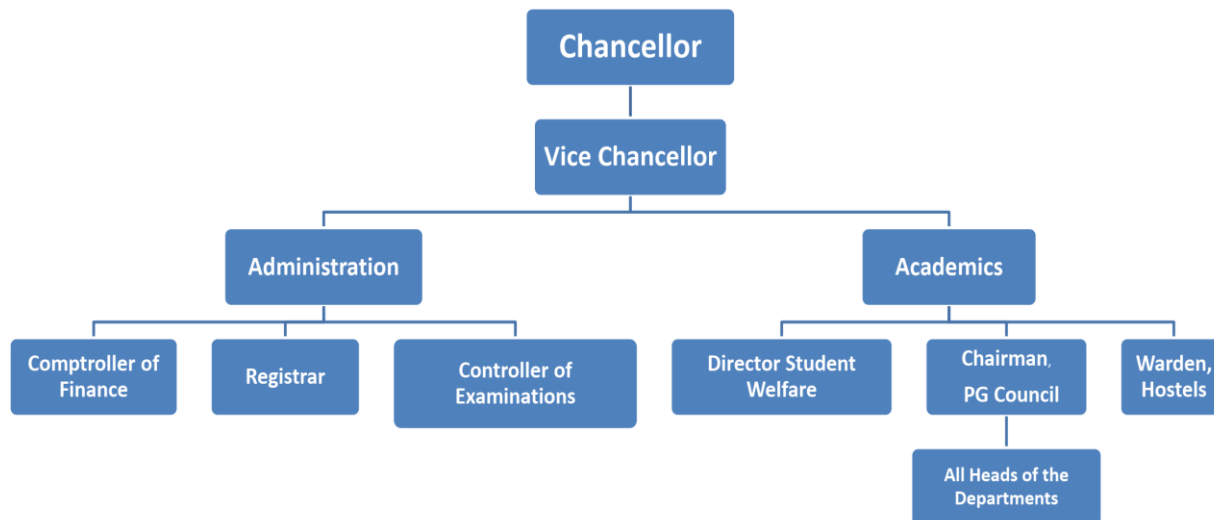
7. Main Activities/ Functions/duties of the PublicAuthority:

- a. Academic
- b. Examination
- c. Research andCollaboration

Teaching and Research programs of the university:

Programs main campus (Baripada)		
P. G. Programs	M. Phil. Programs	Ph.D. programs
M.Sc.in Biotechnology	Biotechnology	Biotechnology
M.Sc.in Botany	Botany	Botany
M.Sc.in Chemistry	Chemistry	Chemistry
MasterofComputerApplication(MCA)	Computer application	Computer Science and Engineering
M.A.inEconomics	Economics	Economics
M.Sc.in Physics	Physics	Physics
M.Sc.in Zoology	Zoology	Zoology
M.A.inSantali		
M.A./M.Sc.inAnthropologyandTribal Studies		
MasterofBusinessAdministration(MBA)		
M.Sc.inComputer Science		
M.A.inEducation		
M.A./M.Sc.in Mathematics		
M.A.inOdia		
MasterinSocialWork(MSW)		
M.Sc.inWildlifeandBiodiversity Conservation (WLBC)		
M.A.inEnglish		
M.A.inSanskrit		
M.A.inHindi		
MasterinLibrary& InformationScience		
M.Sc.inRemoteSensing & GIS		
M.A./M.Sc.inYogaand Naturopathy		
IntegratedB.Ed.-M.Ed.		
Programs run in 2nd campus Keonjhar		
P.G. Programs	M.Phil. programs	Ph.D. programs
M.A.inEnglish	English	
M.A.inOdia	Odia	Odia
M.A.inSanskrit	Sanskrit	Sanskrit
M.Sc.inGeology		
M.Sc.inMaterialScience		

8. OrganizationalStructureDiagramatvariouslevelsnamelyState,directorate,regiondistrict,blocketc(whicheverisapplicable).



Hon'ble Governor, His Excellency Prof. Ganeshi Lal is the Chancellor; Prof. Kishor Kumar Basai is 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 for enhancing its effectiveness and efficiency.

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

10. Arrangements 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: 5.30 P.M with lunch hour 1/2hr from 1.30 P.M to 2 P.M.

MANUAL-2

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 senate, 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 conferred 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 are 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 MSCBD 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 Assistant6 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

Secretary 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

Secretary 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 founding 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 decisionmaking?

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/
News Paper Advertisement. Who are the officers at various level
whose opinion are sought for process of decisionmaking?

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

MANUAL-6
Categories of Documents under Control
 [Section-4 (1) (b) (vi)]

S 1 N	Category of the Document	Name of the Document and its Introduction in one line	Procedure to obtain the Documents	Held by/ Under Control of
1	Personnel	Matter relating to personnel	Application	Registrar
2	Budget/Bills	Matter relating to finance	Application	COF
3	Examination	Matter relating to Academic matter	Application	Chairman, PGC/COE
4	Admission	Academic	Application	Chairman, PGC
5	Affiliation	Affiliation information of different colleges under MSCBD University	Application	Registrar
6	Store & Purchase	Information relating to Store & Purchase	Application	Registrar
7	Construction of Building	Information relating to Building/Construction		Establishment Section/Registrar
8	Recruitment	Information about regular recruitment		Registrar
9	College Development	Information about College Development	Application	Director CD C

MANUAL-7
Particulars of Arrangement in Formulation of Policy
 [Section-4 (1) (b) (vii)]

The elected representatives from different fields being members of Senate & Syndicate as per the Statute & Act, 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 1989 and Odisha Universities First Statues 1990	The Vice-Chancellor and others	MSCBD 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	MSCBD University, Baripada	Minimum one in an academic year	No	Yes	Yes, Under RTI
3	Academic Council	As per rules of Odisha Universities act 1989 and Odisha Universities First Statues 1990	Committee	MSCBD University, Baripada	At least one in an academic year	No	Yes	Yes, under RTI
4	Finance Committee	As per rules of Odisha Universities act 1989 and Odisha Universities First Statues 1990	Committee	MSCBD University, Baripada	At the time of preparation of University Accounts	No	Yes	Yes, under RTI
5	Purchase Committee	As per rules of Odisha Universities Accounts manual 1987	The member nominated by the Syndicate	MSCBD University, Baripada		No	Yes	Yes, Under RTI
6	Tender Committee	As per Odisha finance rule	The member nominated by the Vice-Chancellor	MSCBD University, Baripada	As and when required	No	Yes	Yes, Under RTI
7	Board of studies	As per rules of Odisha Universities act 1989 and Odisha Universities	The member nominated by the Vice-Chancellor	MSCBD University, Baripada	At least once a year	No	Yes	Yes, Under RTI

		FirstStatus 1990						
--	--	---------------------	--	--	--	--	--	--

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. Kishor Kumar Basa	Vice-Chancellor
3.	Sri Sahadev Samadhia	Registrar
4.	Dr Laxidhar Giri OES-I	Controller of Examinations
5.	Sri Sukdev Tarei, OFS (JB)	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 Priyanka Das	Assistant Professor
2		Dr Laxman Kumar Sahoo	Assistant Professor
3		Dr Bhubaneswar Sabar	Assistant Professor
4	Biotechnology	Prof. H.N. Thatoi	Professor
5		Dr. B. Rath	Associate Professor
6		Dr. S.K. Nayak	Associate Professor
7		Dr. S. K. Sahu	Assistant Professor
8		Dr. G. Dhangadamajhi	Assistant Professor
9	Botany	Dr. K.L. Barik	Associate Professor
10		Dr. S.C. Sahu	Assistant Professor
11		Dr. B.P. Hansdah	Assistant Professor
12	Chemistry	Prof. P.K. Satapathy	Professor
13		Dr. R.K. Singh	Reader
14		Dr. L. Behera	Assistant Professor
15		Dr. A.K. Dora	Assistant Professor
16		Dr. A.K. Jena	Assistant Professor
17	Computer Application	Prof. M. Himabindu	Professor
18		Dr. J.K. Mantri	Associate Professor
19		Dr. Sujata Dash	Reader
20		Dr. P.K. Swain	Assistant Professor
21		Mr. S. Bissoyi	Assistant Professor
22	Computer Science	Dr. Janmenjoy Nayak	Assistant Professor

23		Dr. Sharmila Subudhi	Assistant Professor
24	Economics	Dr. A.K. Patra	Associate Professor
25		Dr. M. Mallick	Associate Professor
26		Dr. K.K. Sahu	Associate Professor
27		Dr. P.K. Jena	Assistant Professor
28		English	Mr Shaswat Panda
29	Geology	Dr Prabhu Prasad Das	Associate Professor
30		Dr Biraja Prasad Das	Assistant Professor
31	Material Science	Yashabanta Narayan Singhbabu	Assistant professor
32	Odia	Dr Babrubahan Mohapatra	Professor
33		Dr Sisira Behera	Assistant professor
34	Physics	Prof. Susmita Kar	Professor
35		Dr. P.S. Sahoo	Associate Professor
36		Dr. I. Naik	Associate Professor
37		Dr. P. Mallick	Associate Professor
38		Dr. J.R. Sahu	Assistant Professor
39	Sanskrit	Dr Hiralal Dash	Professor
40		Dr Nibedita Pati	Assistant Professor
41	Santali	Dr Jatindra Nath Besra	Assistant Professor
42	WLBC	Dr Subhani Rath	Assistant Professor
43		Dr Debasis Nayak	Assistant Professor
44		Dr Ashok Kumar Mallik	Assistant Professor
45	Zoology	Dr Hemanta Kumar Sahu	Professor
46		Dr Puspanjali Parida	Reader
47		Dr Priya Ranjan Debata	Assistant Professor
48		Dr Cuckoo Mohapatra	Assistant Professor
49		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	Education and Integrated B.Ed-M.Ed	Dr. Samir Kumar Lenka	Contractual Faculty
2		Dr. Ramesh Kumar Parua	Contractual Faculty
3		Mr. Subhasish Mohanta	Guest Faculty
4		Mrs. Subhadarshini Behera	Guest Faculty
5		Ms. Puja Barick	Guest Faculty
6	Business	Dr. Sitaram Das	Contractual Faculty

7	Administration	Dr. Kalpana Panigrahi	Contractual Faculty
8		Mr Pravat Kumar Barik	Guest Faculty
9	Social Work	Mr. Suwendu Kumar Satapathy	Contractual Faculty
10	Rs & GIS	Dr. Debabrata Nandi	Guest Faculty
11	WLBC	Dr. Srustidhar Rout	Contractual Faculty
12		Dr. Rabindra Kumar Mishra	Contractual Faculty
13	Mathematics	Mrs Smrutilekha Das	Guest Faculty
14		Dr. Sanjukta Mohnaty	Contractual Faculty
15		Mr. Lambodar Mohanta	Contractual Faculty
16	Library & Information Science	Mrs. Sashmita Nayak	Guest Faculty
17		Dr. Nabin kumar Sahu	Guest Faculty
18	English	Dr. Shakti Shankar Dandapat	Guest Faculty
19		Ms. Subhashree Pattnaik	Guest Faculty
20	Odia	Dr. Bichitranath Sahoo	Contractual Faculty
21		Dr. Ranjita Patra	Guest Faculty
22	Hindi	Mrs. Sasmita Pani	Guest Faculty
23	Computer Science	Dr. Partha Sarathi Mishra	Contractual Faculty
24		Mr. Santi Swarup Basa	Contractual Faculty
25	Yoga & Naturopathy	Dr. Monali Madhusmita	Guest Faculty
26	Material Science	Dr. Muktikanta Panigharhi	Guest Faculty
27	Sanskrit	Dr. Bholanath Dash	Guest Faculty
28		Dr. Pankaj Kumar Mahana	Guest Faculty

NON-TEACHING STAFF OF THE UNIVERSITY

Sl. No.	Name of the staff	Designation	Name of the section/Work Assigned
1	Sri Inanendra Kumar Sethi	Deputy Registrar	
2	Sri Ramakanta Mohanta	Deputy Controller	VC's Secretariate
3	Sri NaliniRanjan Das	PS	Registrar Office
4	Sri UpendraTudu	PA	Controller Office
5	Sri Debendra Ku. Pati	SO	Account section
6	Sri Subash Chandra Gagrai	SO	MSCBU Extension Campus, Keonjhar
7	Sri Hiranya Ku. Mahanta	SO	Store
8	Sri Sanjib Kumar Tanti	SO	Examination Section
9	Sri Dipak Ku. Panigrahi	SO	DDCE, Sports Council, RTI, NAAC, IQAC
10	Sujata Chakra	Asst. Librarian	Library
11	Sri Pradeep Baral	Sr. Steno	Examination Section
12	Sri Ujit Kumar Das	Jr. Steno	PG Council Office, Sport Council

13	Sri Rama Chandra Baske	Jr. Steno	Attached to COF/ Accounts-1
14	Sri Satyanarayan Mohanty	Sr. Asst.	Examination Section
15	Sri Joygobinda Pani	Sr. Asst.	Examination Section
16	Sri Tapan Kumar Patra	Sr. Asst.	Establishment Section
17	Smt. Sunita Tudu	Sr. Asst.	Establishment Section
18	Smt. Sasmita Patra	Sr. Asst.	DDCE
19	Ms Abhilasa Ram	Sr. Asst.	SFC Office
20	Sri Ajay Kumar Bal	Sr. Asst.	Accounts-I
21	Ms Mousumi Ghosh	Sr. Asst.	Accounts-I
22	Pradip Kumar Dwibedi	Sr. Asst.	Library
23	Sri Harish Chandra Pati	Jr. Asst	Examination Section
24	Sri Bhabani Sh. Mohanta	Lab. Tech.	Dept. of Chemistry
25	Sri Srikrushna Mohanta	Lab. Tech.	Dept. of Physics
26	Ms JyotiPragyan Majhi	Lab. Tech.	Dept. of Zoology
27	Ms NilimaTripathy	Compounding Asst.	Dept. of Chemistry
28	Smt. Bhagabati Panda	Matron	Ladies Hostels
29	Sri PradiptaRanjan Dash	PET	PG Athletic
30	Sri Manas Kumar Acharya	Typist	Development/ Repair & Maintenance
31	Sri Purna Chandra Behera	Driver	V.C. Secretariat
32	Sri Sadananda Behera	Peon	Examination Section
33	Sri JnanaRanjan Parichha	Peon	Office of the P.G.C.
34	Sri Shibaprasad Mohanta	Diarist	Issue Despatch section
35	Sri Upendra Samal	Peon	Accounts
36	Sri Kishore Chandra Mukhi	Watchman	Office of the Registrar
37	Smt. Kabita Panda	Peon	Library
38	Smt. Arati Jena	Peon	SFC Office
39	Ms Susama Bag	Peon	Library
40	Sri Pitambar Nayak	Peon	VC's Residence
41	Smt. Kalparekha Sing	Peon	Examination Section
42	Sri Ranjit Sing	Peon	Accounts-1
43	Ms Rajani Majhi	Peon	Establishment
44	Sri Rama Chandra Mukhi	Watchman-cum-Sweeper	Administrative Block (1 st Floor)
45	Sri Pradip Kumar Behera	Watchman-cum-Sweeper	Guest House
46	Sri Himansu Shekhar Mohanta	Watchman-cum-Sweeper	V.C.'s Secretariat
47	Sri Ruhya Marndi	Peon	Dept. of 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. 78800/- to 2,09,200/- Level-14
COF	Rs. 56,100/- to Rs. 1,77,500/- Level-12
COE	Rs.1,31,400/- to Rs. 2,17,100/-, Level-13A
Deputy Registrar	Rs. 67,700/- to Rs. 2,08,700/- Level-12
Deputy COE	Rs. 67,700/- to Rs. 2,08,700/- Level-12
Development Officer	Rs. 56,100/- to Rs. 1,77,500/- Level-12
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
PS to Vice-Chancellor	Rs. 56,100/- to Rs. 1,77,500/- Level-12
Medical Officer	Rs. 56,100/- to Rs. 1,77,500/- Level-12
Professor	Rs 1,44,200/- 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
Section Officer	Rs.44,900/- to Rs.1,42,400/-, Level-10
Security Officer	Rs.44,900/- to Rs.1,42,400/-, Level-10
Junior Engineer	Rs.35,400/- to Rs.112,400/-, Level-9
Laboratory Assistant Cum Store Keeper	Rs.35,400/- to Rs.112,400/-, Level-9
Sr. Assistant	Rs.35,400/- to Rs.112,400/-, Level-9

PET	Rs.35,400/- to Rs.112,400/-, Level-9
Senior Stenographer	Rs.35,400/- to Rs.112,400/-, Level-9
Manager Guest House	Rs.35,400/- to Rs.112,400/-, Level-9
Asst. Librarian	Rs.35,400/- to Rs.112,400/-, Level-9
Curator	Rs.35,400/- to Rs.112,400/-, Level-9
Auditor	Rs.35,400/- to Rs.112,400/-, Level-9
Junior Stenographer	Rs.25,500/- to Rs.81,100/-, Level-7
Pharmacist	Rs.25,500/- to Rs.81,100/-, Level-7
Nurse	Rs.29,200/- to Rs.92,300/-, Level-8
Compounding Assistant	Rs.21,700/- to Rs.69,100/-
Junior Assistant	Rs.19,900/- to Rs.63,200, Level-4
Typist	Rs.19,900/- to Rs.63,200, Level-4
Driver	Rs.19,900/- to Rs.63,200, Level-4
Diarist	Rs.19,900/- to Rs.63,200, Level-4
Laboratory Attendant	Rs.17,200/- to Rs.54,600/-, Level-2
Dresser	Rs.17,200/- to Rs.54,600/-, Level-2
Peon	Rs.16,600/- to Rs.52,400/-, Level-1
Library Attendant	Rs.16,600/- to Rs.52,400/-, Level-1
Matron	Rs.16,600/- to Rs.52,400/-, Level-1
Caretaker	Rs.16,600/- to Rs.52,400/-, Level-1
Cook	4,930-14,680 +1,770(GP)/

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

BUDGET AT A GLANCE 2020-21 & 2021-2022

01 of 52

Sl. No.	Source	RECEIPT				EXPENDITURE				Annexure No.
		Actuals 2019-20	Proposed 2020-21	Revised 2020-21	Budget Estimated 2021-22	Actuals 2019-20	Proposed 2020-21	Revised 2020-21	Budget Estimated 2021-22	
General Fund - I										
1	(i) Govt. Grant Salary	183676390	292796536	181992360	138258223	133470938	292796536	181992360	138258223	** Annex-1 to 1B
	(ii) Pension to Retired employees	32545768	24386924	24386924	27375368	22625597	24386924	24386924	27375368	Annex-1 C
	(iii) Govt. Grant office expenditure	23684644	207426171	118802296	118827296	11187914	207426171	118802296	118827296	Annex-2 to 2E
	(iv) Post Metric Scholarship /Scholarship to Meritorious Students	180680	500000	500000	500000	180680	500000	500000	500000	Annexure-3
	(v) Collge Development Council (CDC)	253504	350000	350000	350000	31920	350000	350000	350000	Annexure-4
	(vi) New Work & Development works (State Grant/UGC/Govt. & Own source)	60400000	1366750480	411982000	816712080	68367402	1366750480	411982000	816712080	Annexure-5 & 6
General Fund- II (Out Side Sources)										
2	(i) RUSA	21111365	200000000	20000000	27000000	19329495	200000000	20000000	27000000	Annex-7
	(ii) Development Work (15th F. C.)	0	629000000	629000000	630000000		629000000	629000000	630000000	Annexure-8
	(iii) University Grants Commission (UGC)	898182	69900000	20100000	70400000	161474	69900000	20100000	70400000	Annexure-9,9(A)
	(iv) IDP Cell	16500000	100000000	10000000	20000000	0	100000000	10000000	20000000	Annex-10
	(v) ASC (Refresher Course/Faculty improvement Programme)	5279	1000000	1000000	1000000	0	1000000	1000000	1000000	Annexure-11
	(vi) Project Work	9035804	216508436	53007806	208547613	7656950	216508436	53007806	208547613	Annex-12, 12(A)
	(vii) Different Fellowship, DST FIST, etc.	2028795	89940000	90640000	91140000	7932485	89940000	90640000	91140000	Annexure-13
	(viii) Seeds Money for R. P. as own source	0	500000	500000	1000000	0	500000	500000	1000000	Annexure-14
	(ix) National Seminar for Department of MSCBU	0	1150000	1150000	1150000	0	1150000	1150000	1150000	Annexure-15
	(x) National Seminar & Inter National Seminar for Students & Teaching Staff of MSCBU	0	0	0	2000000	0	0	0	2000000	Annexure-15(B)
	(xi) International Cell	919	3000000	3000000	3000000	0	3000000	3000000	3000000	Annexure-16
General Fund- III (Own Sources)										
3	(i) Examination	68284458	56200000	62080000	64450000	31472556	56200000	62080000	64450000	Annexure-17
	(ii) Post Graduate Council	12654250	12000000	12340000	12460000	2700815	12000000	12340000	12460000	Annexure-18
	(iii) Sports Council	2512117	4000000	2475000	2500000	548200	4000000	2475000	2500000	Annexure-19
	(iv) Convocation	4530166	3290000	3280000	3330000	859018	3290000	3280000	3330000	Annexure-20
	(v) Self Financing Courses	29330568	27715000	28560000	28960000	18094664	27715000	28560000	28960000	Annexure-21
	(vi) Distance Education	51390550	18751000	40146000	40791000	32041973	18751000	40146000	40791000	Annexure-22
	(vii) Misc. Cultural Activities & Memorial Sriram Chandra Bhanja Sanmaan	0	700000	700000	700000	0	700000	700000	700000	Annexure-23
Foundation Fund										
4	(i) Gold Medal	182965	400000	400000	400000	138383	400000	400000	400000	Annexure-24
	(ii) Dev. Fund Processing & Accademic Fees	930602	400000	400000	400000	0	400000	400000	400000	Annexure-25
	(iii) Corpus Fund	1428237	0	0	0	0	0	0	0	
	(iv) Foundation Fund	720192	0	0	0	0	0	0	0	
Grand Total :		522285435	3326664547	1716792386	2311251580	356800464	3326664547	1716792386	2311251580	

Note:- SFC - Due to Typcal mistake, in the Budget Estimated for 2020-21, as total amount of Rs 2,77,15,000/- instead of Rs.2,75,15,000/- and taken into Proposed for 2020-21 as amonuting to Rs. 2,77,15,000/-. Therefore the total amount of Proposed for 2020-21 Rs 3,32,66,64,547/- in stead of Rs. 3,22,48,14,547/-.

* The Post of Assistant Professor have been advertised by OPSC. Consequent upon the joining of said Assistant Professor the demand for budgetary provision of their salary will be made accordingly.

Comptroller of Finance
MSCBD 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 of 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	Dr. Sukadev Tarai	PIO-CumCOF	Mobile: 7008055924 Email: cofnoubpd@gmail.com MSCB University, Takatpur, Baripada-757003
2	Shri Sahadev Samadhia	FirstAppellate Authority-cum-Registrar	Mobile: 8456864993 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 1 st Appeal	Rupees twenty	Court fee stamp
(iii)	Application fee for 2 nd 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.