



# KHAIRA COLLEGE, KHAIRA

**DIST- BALASORE (ODISHA), PIN-756048**

**NAAC ACCREDITED -'B+'**

.. Ph-06788-233242, website –www.khairacollegekhaira.com, E. Mail : khairacollege@gmail.com.

Manual – I

## [ Section – 4 (1) (b) (1)], Particulars of Organisation, Function and Duties]

### Introduction

<b>OBJECTIVES/ PURPOSE OF THE PUBLIC AUTHORITY:-</b>	Khaira College, Khaira, Balasore has been catering Higher Education to the Students not only of the locality but also outside since its inception. It extends teaching facilities in Humanities, Science and Commerce.
<b>MOTTO OF THE COLLEGE:-</b>	<p>Sha Vidya Bimuktaya</p> <p><i>The Crest displays the ideals and motto of the college for which the college stands. The open book and the lekhami symbolise the inquisitiveness for study and acquisition of knowledge.</i></p> <p><i>The Scientific equipment highlights the advancement of Science and Technology and search for scientific truth.</i></p> <p><i>The shield with the sword stands for the Valour and Chivalry of our sovereign nation.</i></p> <p><i>The lotus is the symbol of light that dispels darkness and enlightens mind and heart.</i></p> <p><i>Vina, the musical instrument of Goddess Saraswati, stands for the ideals of the greatness of higher learning, fine art and music.</i></p> <p><i>The Sailing ship represents the maritime glory of our ancient Utkal.</i></p> <p><i>The Sanskrit version “SHRADABAN LAVATE JNANAM” at the bottom of the crest conveys the immortal words of the holy scripture ‘The Gita-’ “A loving soul attains knowledge.”</i></p>
<b>MISSION OF THE COLLEGE:-</b>	<ul style="list-style-type: none"><li>• Enlightenment of rural youths through higher education.</li><li>• Flourishing them as intellectual icons.</li><li>• Making them ever growing responsible citizens.</li><li>• Imbibing in them social, moral, spiritual, ethical values.</li><li>• Providing professional and vocational skills to earn their livelihood</li></ul>

<b>VISION OF THE COLLEGE:-</b>	<ul style="list-style-type: none"> <li>• To provide qualitative higher education.</li> <li>• To provide literary, scientific, technical, professional and industrial education.</li> <li>• To provide plans and programmes for the development of Khairā Block and its adjacent areas.</li> </ul>
<b>BRIEF HISTORY:-</b>	<p>Khairā College, Khairā owes its inception to the endeavor of the people in and around Khairā for the fulfillment of their dream of having a temple of higher learning. The baby institution has bloomed into a vibrant youth and has celebrated its Silver Jubilee in the year 2006-07.</p> <p>Since inception, it had to function at the Durgā Mandap located in the heart of the town. When it had to shift to its own structure on the sprawling campus of thirteen acres of acquired land in the name of the college through generous donation and sale deeds.</p> <p>Starting only with 99 students the college has now about 3000 students and 39 members of teaching staff. It is now a full-fledged degree college and is one of the lead colleges of Balasore District. It is affiliated to the Council of Higher Secondary, Education Odisha, Bhubaneswar and to the Fakir Mohan University, Vyasa Vihar, Balasore. It has affiliation in almost all major disciplines in the faculties of Arts, Science and Commerce both in +2 and +3 levels. It provides Honours teaching in English, Odia, Economics, Political Science, History, Sanskrit, Education, Physics, Chemistry, Mathematics, Botany, Zoology, Accounting, Finance, Marketing &amp; Management</p>
<b>(a) LOCATION OF THE COLLEGE:</b>	The College is situated in Khairā Block of Balasore district, Odisha.
<b>(b) TIMINGS OF THE COLLEGE:</b>	10:00 A.M. to 05:00 P.M.
<b>(c) SANCTIONED STRENGTH:</b>	UG: Arts – 256, Science – 128, Commerce – 128
<b>(d) STAFF MEMBERS:</b>	39 Nos. Faculty Members including Principal along with 27 Nos. Non-Teaching Staff
<b>(e) COLLEGE LIBRARY:</b>	Total approximately 30279 books, 5199 Reference Books and Journals.
<b>(f) HOSTEL:</b>	01 – Women's Hostel
<b>(g) FACILITIES:</b>	The college provides the following facilities:

<b>(g) FACILITIES:</b>	The college provides the following facilities:
	<ul style="list-style-type: none"> <li>(1) Boys' Common Room</li> <li>(2) Girls' Common Room</li> <li>(3) E- Library &amp; Reading Room</li> <li>(4) College Play Ground</li> <li>(5) Safe Drinking Water</li> <li>(6) One Gymnasium</li> <li>(7) Women's Hostel</li> <li>(8) Cycle Stand</li> <li>(9) Conference Hall</li> <li>(10) Smart Classroom</li> <li>(11) Language Lab</li> <li>(12) Commerce Lab</li> <li>(13) Museum</li> <li>(14) Health Point</li> <li>(15) Day Care centre</li> <li>(16) Skill Development Centre</li> <li>(17) Lavatories</li> <li>(18) Ramp</li> <li>(19) Solar Energy</li> <li>(20) Wi-Fi Campus</li> <li>(21) Seminar Hall</li> <li>(22) CCTV Surveillance</li> <li>(23) Auditorium</li> <li>(24) Computer Lab</li> <li>(25) Science Laboratories</li> </ul>
<b>(h) EXTENSION ACTIVITIES:</b>	NCC (Army & Naval wing) , NSS, Youth Red Cross, Indoor Stadium, Yoga Centre, Self Defense, ICT Lab etc.

## [ Section - 1 (1) (b) (II). Powers &amp; Duties of Officers &amp; Employees]

<b>Name</b>	ARUN KUMAR PARHI	
<b>Designation</b>	Principal, Khaira College, Khaira, Balasore	
<b>Powers</b>	Administrative	<ol style="list-style-type: none"> <li>1. He is the administrative Head.</li> <li>2. He is the Public Authority</li> <li>3. He is the final authority of all administrative matters.</li> </ol>
	Financial & Others	<ol style="list-style-type: none"> <li>1. He is the Drawing and Disbursing officer.</li> <li>2. He draws all Cheques &amp; BDs. etc. from other sources as the DDO</li> </ol>
<b>Duties</b>		<ol style="list-style-type: none"> <li>1. Inspects Classes of the Teachers.</li> <li>2. Verifies the attendance and Lesson Plan Register of all teachers.</li> <li>3. Monitors the monthly progress reports submitted by the teachers.</li> <li>4. Acts as the reporting authority of Personal Appraisal Reports (PAR) of faculty members and PAR accepting authority of all other employees of the institution</li> <li>5. Looks after the campus discipline and academic ambiance.</li> <li>6. He is the decision-making authority.</li> </ol>
<b>Name</b>	Dr. Laxmidhar Nayak, Reader in Political Science	
<b>Designation, Powers, Duties</b>	Administrative Bursar Administrative	All Files of Administrative Relevance passed through him to the Principal..
<b>Name</b>	Umesh Chandra Barik, Lecturer in Commerce	
<b>Designation, Powers, Duties</b>	Accounts Bursar Associate Accounts Bursar	All Files of Pertaining to Financial Matters passed through him to the Principal.

<b>Name</b>	<a href="#">Mr. Somanath Sahu, Reader in Chemistry</a> <a href="#">Mr. Sudarshan Das, Reader in Zoology</a>	
<b>Designation, Powers &amp; Duties</b>	Academic Bursar & Associate Academic Bursar	Supervises matters like engagement of Classes, maintenance of Students' Attendance, Academic Lesson Plan and Progress Report etc.
<b>Name</b>	<a href="#">Mr. Banamali Barik, Lecturer in English</a>	
<b>Designation, Powers, Duties</b>	PIO	Functions as the Interface between Information seeking Public and the Public Authority and acts as per the Provisions of RTI Act.-2005.
<b>Name</b>	<a href="#">Mr. Akshyanshu Sekhar Dalei</a>	
<b>Designation, Powers, Duties</b>	Sr. Clerk-cum-HC I/c	As the Office Head, He Co-ordinates with various sections of the Office.



**Manual – III**

**[ Section – 4 (1) (b) (III)]. Procedure Followed in Decision Making Process]**

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Principal, Khaira College, Khaira, Balasore takes the final decision in consultation with Sr. Faculty members constituting Purchase Committee, Admission Committee, Development Committee and Construction Committee etc.. He is the final authority in the interpretation of Govt. rules and regulations etc..

**Manual – IV**

**[ Section – 4 (1) (b) (IV)]. Norms for Discharge of Functions]**

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As per record manual prepared by the Govt. any Circular / Letter / Notification received from any source (Govt./ Quasi Govt/ Private) is first received at the Diary section and put -up before the Head of institution. The Head Clerk I/c marks the Letter to appropriate addressee for information and necessary action. Any Letter going from the College to any source (Govt./ Quasi Govt/ Private) is entered appropriately in the Diary Section before onward transmission. The DEO receives all Government Letters from e- Despatch on daily basis which are subsequently submitted to the Office.

**Manual – V**

**[ Section – 4 (1) (b) (V)]. Rules, Regulations, Instructions, Mannuals & Records for Discharging Functions]**

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This college is a Grant-in-Aid college. It is governed by the Rules and Regulations of the Govt. of Odisha, Dept. of Higher Education, Finance Dept. as per the Instructions and Academic Calendar printed by DHE (Odisha) for various works.

1. The procedures are adopted as per record manual for movement of the file for approval of the authority (Principal).
2. In this office, there are Academic Section/ Esst. Section/ Accounts Section/ Collection Section/ Examination Section/ Issue Section and Library. Two Clerks are supervising all the section as per instruction of the Principal as per rules.

Sl. No.	Name & Title of Documents	Type of Document	Brief Write up of Documents	From where one can get a copy of Rules Regulations, Instructions Manuals & Records	Address, Telephone No./ Fax Mail Address & Others	Fees/ Charges by the Dept. for a Copy of Rules, Regulation Instructions Manual & Record If Any	Remark
1	2	3	4	5	6	7	8
1.	Academic Section Students concerned, Adm./ TC/ Subject Register, etc.	Permanent	Contains the Students Biodata, Subject, Roll No., TC, Adm. wise, Faculty wise etc.	General or Academic Section	Khaira College, Khaira, Bls. A/Po: Khaira, Del. Baksora, Pin: 756048, Phone: 06788-233242 <a href="http://www.khairacollegekhaira.com">www.khairacollegekhaira.com</a>	As Prescribed Ratesubscribed for the Govt. DHE (O), etc.	
2.	ESST Section all information regarding biodata of the officer/ non-teaching staff/ Library including the General information	Permanent	Contains the register in details of teaching staff, non-teaching staff of the office and general administration information	General Administrative related section	Through RTI	-do-	
3.	Accounts Section Cash Book, Bill register, all cheque books, all monetary transaction etc. Vouchers	Permanent	Registers containing cash book, Bills register, all cheques, salary, all monetary transaction accounts and payments	Accounts, Letters etc.	-do-	-do-	
4.	Collection Section all type of monetary receipt cash book demand & Collection register, Payment register	Permanent	Cash Book Collection Register, all Collection & disbursement	-do-	-do-	-do-	
5.	Exam. Section all Exam. concerned tabulation register, mark foil & register, promotion files, college exam files etc.	Permanent	Exam related documents	-do-	-do-	-do-	
6.	Library book Purchase Stock, Store, General Library Expenditure	Permanent	Library related files	-do-	-do-	-do-	

**Manual-VI**

Sl. No.	Category of Documents	Name of Document & its Introduction in one Line	Procedure of Obtain	Held by/ Under Control of	Remarks
1	2	3	4	5	6
1.	General Instruction	Administrative related matter etc.	Through the RTI	Under control of Public Authority	
2.	Information on Students Matter	Student concerned in academic aspect. Exam related work document	-do-	-do-	
3.	Accounts Matters	Salary, Bill, Budget return etc. any other financial transactions	-do-	-do-	
4.	Others if any	Except above if anything required regarding College & related matter	-do-	-do-	



**Manual-VII****[Section-1(1) (b) (VII)], Particulars of Arrangement in Formulation of Policy]**

Sl. No.	Subject/ Topic	Is it Mandatory to Ensure Public Participation (Yes/ No)	Arrangements for Seeking Public Participation	Remarks
1	2	3	4	5
1.	Affairs regarding Progress(Academic)	No	By the Public Authority	-
2.	Function/ Seminar, etc.	No	Principal, Khaira College, Khaira, Balasore	-

**Manual-VIII****[Section-1 (1) (b) (VIII)], Boards, Councils, Committees & Other Bodies Constituted]**

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

Principal:- **MR. ARUN KUMAR PARHI**

Teaching Staff :-

Sl. No.	Name	Designation	Sl. No.	Name	Designation
1	Arun Kumar Parhi	Principal, Reader in Commerce	24	Mrutyunjaya Samal	Lect. in math
2	Rita Devi.	Reader in English	25	Sashikanta Panda.	Reader in Physics
3	Banamali Barik.	Lect. in English	26	Krushna Ch. Mohapatra	Lect. in Physics
4	Jayanta Swain	Lect. in English	27	Udakinee Nayak	Lect. in Physics
5	Sunil Kumar Mahala	Lect. in English	28	Somanath Sahoo.	Reader in Chemistry
6	Dr. Basanta Kumar Sahoo	Lect. in Odia	29	Harihar Panda.	Reader in Chemistry
7	Dr. Harapriya Mohanty	Lect. in Odia	30	Zin Saiman Samal	Lect. in Chem.
8	Puspalata Nayak	Lect. in Odia	31	Pradeep Kumar Pani	Lect. in Computer Science
9	Dr. Gopabandhu Mohapatra.	Reader in Economics	32	Sudarsan Das.	Reader in Zoology
10	Ratnakar Mohapatra.	Lect. in Economics	33	Sushree Sangita Rout	Lect. in Bot
11	Suresh Prasad Rout.	Lect. in History	34	Sameekshya Prusty	Lect. in Zoology
12	Dr. Uday Ranjan Das	Lect. in History	35	Anita Behera	Lect. in Pol.Sc.
13	Dr. Sujit Kumar Chattia	Lect. in History	36	Alisha Mohanty	Lect. in Commerce
14	Debabrati Dash	Lect. in Sociology			
15	Dr. Laxmidhar Nayak.	Reader in Pol.Science		<b>GUEST FACULTY</b>	
16	Artabandhu Nayak.	Lect. in Pol.Science.			
17	Dr. Kamala Kanta Pati.	Reader in Education	1	Truptimayee Giri	Lect. in Eco
18	Nirajan Panda.	Reader in Sanskrit	2	Jayashree Mohanty	Lect. in Edn.
19	Chittaranjan Jani	Lect. in Logic & Phil.	3	Chinmayee Panda	Lect. in Sans.
20	Iswar Prasad Roul	Lect. in Commerce	4	Saswati Moharaj	Lect. in Bot.
21	Jugal Kishore Gahan.	Reader in Commerce	5	Sarbeswar Samal	Lect. in Math
22	Umesh Ch. Barik.	Lect. in Commerce	6	Dinabandhu Dey	Lect. in Eng.
23	Jyotsnarani Panda.	Reader in Mathematics			

**Non-Teaching Staff :-**

Sl. No.	Name	Designation	Sl. No.	Name	Designation
1	Banchhanidhi Mishra.	Demonstrator in Physics	26	Shiva Bahadur	Attendant H. Sci.
2	Ushakinee Nayak	Demonstrator in Physics	27	Rabindra Nath Dash.	Peon
3	Prafulla Kumar Sahu.	Demonstrator in Chem.	28	Sudam Charan Sahoo.	Peon
4	Anadi Charan Jena	Demonstrator in Chem.	29	Ghanashyam Sahoo.	Peon
5	Ramakanta Nath.	Demonstrator in Botany	30	Sukanti Panda	Peon
6	Dillip Kumar Lenka	Demonstrator in Zoology	31	Rina Mukhi	Sweeper
7	Amarendra Nath Bai	Demonstrator in Botany	32	Ajay Mukhi	Sweeper
8	Akshanshu Sekhar Dalai	Sr. Clerk	33	Ramakanta Mohanty	Watchman
9	Kishore Ku. Parhi.	Jr. Clerk	34	Sabita Mohapatra	Lady Attendant
10	Maheswar Sahoo.	Jr. Clerk			
11	Gouranga ch. Pani.	Jr. Clerk			
12	Bhagirathi Sahoo.	Jr. Clerk			
13	Amiya Ranjan Sahoo	Jr. Clerk			
14	Manasmita Padhi	Jr. Clerk			
15	Birendra ku. Rout.	Jr. Librarian			
16	Sushanta Kumar Biswal	Lib. Attendant			
17	Sashi Bhusan Mohapatra	Store Keeper			
18	Nirmal ku. Behera.	Gardener			
19	Jayakrushna Jena.	Attendant Physics			
20	Ashok Kumar Behera	Attendant Physics			
21	Prasanta ku. Patra.	Attendant Chemistry			
22	Prasanta Kumar Jena	Attendant Chemistry			
23	Biman ku. Barik.	Attendant Bio.			
24	Binesh Kumar Jena	Attendant Botany			
25	Prahallad Ghadei.	Attendant Edu.			



**[Section-1(1) (b) (XII)]**

**Particulars of Recipients of confessions, permits or Authorisations Granted by it**

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

**[Section-1(1) (b) (XVI)]**

**The Names, Designations and Other Particulars of the PUBLIC INFORMATION OFFICERS**

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SL. NO.	NAME	DESIGNATION
1	Mr. Arun Kumar Parhi	Principal – cum – First Appellate Authority
2	Mr. Banamali Barik	Public Information Officer

**[Section-1(1) (b) (XVII)]**

**SUCH OTHER INFORMATION AS MAY BE PRESCRIBED; AND THEREAFTER UPDATE THESE PUBLICATIONS EVERY YEAR**

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Any person can seek information as per the rules, regulations and guidelines of RTI Act 2005.

  
P.O 22-9-23  
Khaira College, Khaira  
Balasore

  
22-9-23  
Principal  
Khaira College, Khaira  
Balasore