

# Principal, F.M. Autonomous College, Balasore

## Introduction

### MANUAL-1

## Particulars of Organization, Functions & Duties

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

#### **Objectives/ Purpose of the Public Authority:**

Fakir Mohan Autonomous College is a premier academic institution of Odisha imparting general education in Arts/ Science/ Commerce at the graduate and postgraduate level. The college was established in the year 1944 and has been named after the great Odia Litterateur, Fakir Mohan Senapati. The College got autonomous status in 1999 and is poised for the third cycle of accreditation of NAAC in 2019. The College is the principal hub of Higher Education not only for the district of Balasore but also for other districts as well.

With ever increasing demand and social needs, the College has been gradually introducing various Self Financing and other vocational courses.

The College has a vision – **PURSUIT OF PERFECTION**

The College has a mission --**To educate the students in such a manner that they become instruments of change.**

The College has a motto ---- **STRIVE WE SHALL, ACHIEVE WE WILL**

#### **Brief History**

The college was established in 1944 in a very modest way. It started functioning from within the Balasore Zilla School. As the only college from the northern part of Odisha in the pre-independent era, the role of the college in the field of Higher Education of the state cannot be overemphasized in the field of Higher Education.

The vast sea-coast, wide biodiversity and rich cultural heritage give a new dimension to the college.

The journey has never been smooth, yet the contribution of the college to the cultural milieu can be nothing less than phenomenal.

**a) The location of the college:** The college is situated in the heart of the town, Balasore. The college is at a distance of 1.2 Km from the Railway station and 02 Km from the bus stand. The famous Chandipur beach is around 10 Kms from the college.

**b) Timing of the College:** 9.15 A.M. to 4.45 P.M.

**c) Sanctioned Strength:** UG Science: 208, Arts:384 , BBA: 60, B.Ed.: 100, Commerce: 256, PG Science:80, PG Arts: 128, PG Commerce: 72, B. Voc: 50 and DTHM :50 (Under Community College UGC sponsored Scheme)

**d) Staff Members:** Principal & 42 Nos. different faculty members along with eighteen nos. of office & library staff.

**e) Library Contains:** Total approximately 92183 books and 05 International and 33 National Journals.

**f) Hostel:** (i) 03 nos. of Boys' Hostel (ii) 02 Girls' Hostel. (iii) 01 Boys' Hostel and 01 Girls' Hostel under construction.

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

- One Branch of State Bank of India is functioning within the college campus

- One full time Sub-Post Office / Post Payment Bank is also functioning inside the college campus.

**h) Other activities:** There are NCC, N.C.C. Naval, NSS, Youth Red Cross, Rovers Rangers, Yoga, Multi-Gym, and Self Defence facilities are available for students.

**i) Vocational College:** Under skill Development program of UGC 02 courses are running such as (i) Bachelor of Vocational Education (ii) Diploma in Tourism & Hospitality Management under Community College.

## Powers & Duties of Officers & Employees

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

<b>Name</b>	<b>Dr. Srimoy Das Adhikary</b>	
<b>Designation</b>	<b>Principal, Fakir Mohan Autonomous College, Balasore</b>	
<b>Powers</b>	<b>Administrative</b>	1. He is the administrative head
		2. He is the Public authority
		3. He is final authority of all administrative matters.
	<b>Financial</b>	1.He is Drawing and Disbursing officer.
		2. He draws all cheques & B.Ds. etc from other sources as the D.D.O.
	<b>Others</b>	1. He is the Chief warden of all Hostels.
		2. He is the Head of the institution of Community College, B.Voc. as well as outreach programmes of IGNOU and OSOU.
<b>Duties</b>	1. Inspects classes of the teachers.	
	2.Verifies the attendance and Lesson Plans Register of all teachers.	
	3. Monitors the monthly progress reports submitted by the teachers.	
	4. Acts as the reporting authority of Personal Appraisal Reports (PAR) of faculty members and PAR accepting authority of all other employees of the institution	
	5. Looks after the campus discipline and academic ambiance.	
	6. He is the decision-making authority.	
<b>Name</b>	<b>Dr. Geetashree Roy</b>	
<b>Designation</b>	<b>Administrative Bursar</b>	
<b>Powers</b>	<b>Administrative</b>	All files of administrative relevance get routed through her to the Principal.
<b>Duties</b>		
<b>Name</b>	<b>Mr.Firoz Kumar Padhi</b>	
<b>Designation</b>	<b>Accounts Bursar</b>	
<b>Powers</b>	<b>Financial</b>	All files pertaining to financial matters get routed through him to the Principal.
<b>Duties</b>		
<b>Name</b>	Mr.Pravat Kumar Tarai	
<b>Designation</b>	<b>Head Clerk</b>	
<b>Powers &amp; Duties</b>	As the Office Head, he coordinates with various sections of the Office.	
<b>Name</b>	<b>Mr. Anirudha Behera</b>	
<b>Designation</b>	<b>P.I.O</b>	
<b>Powers &amp; Duties</b>	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>	<b>Dr. Biraja Shankar Rath</b>
<b>Designation</b>	<b>Academic Bursar</b>
<b>Powers &amp; Duties</b>	Supervise matters like engagement of classes, maintenance of students' long roll, academic lesson plan and progress, issue of TC etc

### MANUAL-3

## Procedure Followed in Decision Making Process

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

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

### MANUAL-4

## Norms for Discharge of Functions

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

As per record manual prepared by the Government, any circular / letter / notification received from any source (Govt./ Quasi Govt/ Private) is first received at the Diary section and put -up before the Head clerk. The Head clerk marks the letter to appropriate addressee for information and necessary action. Any letter going from the college to any source (Govt./ Quasi Govt/ Private) is entered appropriately in the Diary section before onward transmission. The DEO receives all Government letters from e-Despatch on daily basis which are subsequently submitted to the office.

### MANUAL-5

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

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

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

Sl. No.	Name & Title of the Documents	Type of Document	Brief Write up of the Documents	From where one can get a copy of Rules Regulations, Instruction Manuals & Records	Address, Telephone Number/ Fax / Mail Address & Others	Fee charges by the Department for a Copy of Rules, Regulations/ Instructions Manual & Record if any	Remarks
1	2	3	4	5	6	7	8
1	Academic Section Students concerned, Adm./ TC/ Subject Register, etc.	Permanent	Contains the Students Biodata, subject, Roll no, TC, Adm. wise, Faculty wise, etc.	General or Academic Section	Fakir Mohan Autonomous College, AT/PO: Balasore PIN: 756003 Phone: www.fmautocollege.nic.in	As prescribed Rate subscribed for the Govt. DHE (O), etc.	
2	ESST Section all information regarding	Permanent	Contains the register in details	General Administrative related section	Through RTI	-Do-	

	biodata of the officer/ non-teaching staff/ Library including the General information		of teaching staff, non-teaching staff of the office and general administration information		-Do-		
3	Accounts Section Cash Book, Bill register, all cheque books, all monetary transaction, etc. Vouchers	Permanent	Registers containing cash book, Bills register, all cheques, salary, all monetary transaction accounts and payments	General Accounts letters, etc	-Do-		-Do-
4	Collection Section all type of monetary receipt cash book demand & Collection register, Payment register	Permanent	Cash Book Collection Register, all Collection & disbursement	-Do-	-Do-		-Do-
5	Exam Section all exam concerned tabulation register, 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-6**

**Categories of Documents under Control**

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

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

4	Others if any	Except above if anything required regarding College & related matter	-do-	-do-	
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#### MANUAL-7

### Particulars of Arrangement in Formulation of Policy

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

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

#### MANUAL-8

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

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

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

#### MANUAL-9

### Directory of Officers & Employees

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

Sl. No.	Name	Designation	Date of Birth	Date of Joining	Date of Superannuation	Permanent Address	College Tel. No.	Mobile No. of the employee
1	Dr. Srimoy Das Adhikary	Principal	01-06-1961	10-12-1983	31-05-2021	Raj-Nilgiri, Balasore	06782-262018	09437261864
2	Vice-Principal	Vacant	NA	NA	NA	NA	NA	NA
3	Miss Ruchi Mohapatra	Asst. Professor of Anthropology	27-03-1994	01-12-2018	31-03-2054	AT/PO-SORO	06782-262018	
4	Dr. Sasmita Mishra	Guest Faculty in Anthropology	NA	NA	NA	NA	06782-262018	
5	Sri Rajesh Rout	Assistant Professor of Botany	31-03-1970	11-11-1999	31-03-2030	AT-GUDIANALI, PO-	06782-262018	8895907291

						DHENKANAL		
6	Dr. Umabati Sahu	Assistant Professor of Botany	23-06-1972	18-11-1999	30-06-2032	AT – RAMNAGAR, KAMAPALLI, BERHAMPUR	06782-262018	9437738464
7	Syed Arif Raja	Assistant Professor of Botany	09-03-1971	19-02-2001	31-03-2031	F M COLLEGE ROAD, PO- MOTIGONJ, BALASORE	06782-262018	9861038955
8	Smt. Shanti Prava Behera	Assistant Professor of Botany	05-05-1989	24-01-2018	31-05-2049		06782-262018	9078768614
9	Miss. Monalisha Pandab	Guest Faculty in Botany	NA	NA	NA	NA	06782-262018	
10	Sri Rabindra Mohanty	Coordinator of BBA	NA	NA	NA	NA		
11	Mrs Nibedita Ash	Guest Faculty in BBA	NA	NA	NA	NA		
12	Mrs Raisa Parween	Guest Faculty in BBA	NA	NA	NA	NA		
13	Miss Rozalin Pradhan	Guest Faculty in BBA	NA	NA	NA	NA		
14	Sri Sandhya Darshan Das	Guest Faculty in BBA	NA	NA	NA	NA		
15	Dr. Bhagabat Panigrahi	Coordinator of Integrated B.Ed.	NA	NA	NA	NA		
16	Miss S. Sadhan Mandal	Contractual Faculty in Integrated B.Ed.	NA	NA	NA	NA		
17	Miss Puspallata Sahu	Guest Faculty in Integrated B.Ed.	NA	NA	NA	NA		
18	Sri B.B. Baral	Guest Faculty in Integrated B.Ed.	NA	NA	NA	NA		
19	Sri Abhijit Das	Assistant Professor of Commerce	14-03-1970	16-07-1999	31-03-2030	AT-OSTOPAL, VIA-BT PUR, BALASORE		9437787879
20	Miss Naupada Sunita	Assistant Professor of Commerce	15-07-1989	16-10-2017	31-07-2049	PLOT NO-194, P.SHASTRINAGR, UNIT-4, BHUBANESWAR		9439009560
21	Sri Asish Kumar Panda	Assistant Professor of Commerce	15-06-1991	16-10-2017	30-06-2051	AT-BELPAL, (KALYANPUR),PO- MASHRA, PS- BINJHARPUR, JAIPUR		7873994470
22	Sri Shiv Shankar Tarai	Assistant Professor of Commerce	08-03-1986	16-10-2017	31-3-2046	INFRONT OF BIDANASI HIGH SCHOOL, AT/PO- BIDANSI, CUTTACK		8093547032
23	Smt. Lucy Pahal	Lecturer in Commerce (Adhoc)	NA	NA	NA	NA		9438047944
24	Dr. Durga Madhab Mahapatra	Lecturer in Commerce (Adhoc)	01-07-1978	NA	NA	NA		9668126629
25	Dr. Sangita Sahu	Associate Professor of Chemistry	25-12-1961	30-01-1990	31-12-2021	AT–SRIKANTHAPUR, BALASORE		8895933293
26	Sri Bibhudutta Behera	Assistant Professor of Chemistry	30-11-1981	24-01-2018	31-11-2041	AT/PO-TANDIKUL, VIA- TIRAN, JAGATSINGPUR		9438509974

27	Sri Sushanta Bagh	Assistant Professor of Chemistry	09-07-1993	01-12-2018	31-07-2053	AT-JASHIPUR(GADTALSAHI), PO-JASHIPUR, MAYURBHANJ		8908755353
28	Miss Ankita Panda	Guest Faculty in Chemistry	NA	NA	NA	NA		
29	Sri Bhakta Hari Nayak	Guest Faculty in Chemistry	NA	NA	NA	NA		
30	Sri Manas Kumar Mishra	Assistant Professor of Comp. Sc.	16-04-1980	16-10-2017	30-04-2040	AT-TAJIPUR, PO- GOPINATHPUR, BHADRAK		7077300696
31	Sri Jyotiprakash Mohanta	Assistant Professor of Comp. Sc.	11-07-1987	16-10-2017	31-07-2047	AT-BALABHADRAPUR, PO-KUNDABAI, MAYURBHANJ		9439883031
32	Sri Aurobinda Panda	Guest Faculty in Computer Science	NA	NA	NA	NA		
33	Dr. Geetashree Roy	Associate Professor of English	11-05-1960	01-09-1987	31-05-2020	AT-BAJRAKABATI, PO- CUTTACK		9437266232
34	Miss Barnini Panda	Assistant Professor of English	10-07-1993	01-12-2018	31-07-2053	AT-MAHABIRPADA, PO- DHANUPALI, SAMBALPUR		9776476516
35	Dr. Bidyut Prava Das	Assistant Professor of Education	12-07-1969	16-07-1999	31-07-2029	AT-RAIBIDHAR, PO- BHANDARIKUDA, PURI		9438458233
36	Sri Ajay Kumar Rout	Guest Faculty in Education	NA	NA	NA	NA		
37	Miss Payalsoni Prusty	Guest Faculty in Education	NA	NA	NA	NA		
38	Sri Anirudha Behera	Assistant Professor of Economics	20-05-1967	20-12-1991	31-05-2026	AT-RADHANATHPUR, PO- MANDARI, BASUDEVPUR		9438146078
39	Dr. Subrat Kumar Rana	Assistant Professor of Economics	25-06-1974	15-07-1999	30-06-2034	AT/PO- PAIKASAH, I, JALESWAR		9437169198
40	Dr. Sangram Charan Panigrahi	Assistant Professor of Economics	01-05-1980	16-10-2017	30-04-2040	MOHANBHAWAN, BIG STREET, AT/PO-SIKIRI, GANJAM		8338083224
41	Sri Debananda Behera	Guest Faculty in Economics	NA	NA	NA	NA		
42	Miss. Sudhesna Khatua	Guest Faculty in Env. Studies	NA	NA	NA	NA		
43	Miss Sarita Jena	Guest Faculty in Geography	NA	NA	NA	NA		
44	Sri Socrates Mohapatra	Guest Faculty in Geography	NA	NA	NA	NA		
45	Miss Bhagyashree Sahu	Guest Faculty in Geology	NA	NA	NA	NA		
46	Miss Subhashree Mallik	Guest Faculty in Geology	NA	NA	NA	NA		

47	Dr. Ganeswar Nayak	Assistant Professor of History	04-01-1963	27-02-2001	31-01-2023	AT – AJODHYA, BALASORE		8895583042
48	Miss Madhusmita Dey	Guest Faculty in History	NA	NA	NA	NA		
49	Miss Goutami Das	Guest Faculty in History	NA	NA	NA	NA		
50	Dr. Kabita Patra	Associate Professor of Hindi	20-03-1959	30-10-1981	31-03-2019	AT-NAHANJARA, PO- JALESWAR		9437376420
51	Dr. Manish Kumar Dwibedi	Guest Faculty in Hindi	NA	NA	NA	NA		
52	Sri Dillip Kumar Ghose	Assistant Professor of Math.	10-02-1968	03-09-1992	28-02-2028	AT-PRAHARAJPUR, PO- MUNTUNIA, BALASORE		9861418590
53	Sri Ranjan Kumar Ray	Assistant Professor of Math.	14-01-1968	08-09-1992	31-01-2028	AT – CHUDAMANI, BHADRAK		9437137927
54	Sri Pankaj Kumar Das	Guest Faculty in Mathematics	NA	NA	NA	NA		
55	Sri Bhikari Charan Mallik	Guest Faculty in Mathematics	NA	NA	NA	NA		
56	Dr. Trilochan Behera	Assistant Professor of Odia	02-09-1959	07-09-1992	30-09-2019	AT/PO-CHHENAPADI, VIA-BASANTIA, KEONJHAR		9438008745
57	Dr. Jayasmita Nayak	Assistant Professor of Odia	06-11-1959	02-08-1999	30-11-2019	AT – GOPALGAN, BALASORE		9238866714
58	Dr. Madhusmita Gharai	Assistant Professor of Odia	24-12-1981	16-10-2017	31-12-2041	CO-DR RC GHARAI, AT- BHASKRGANJ, PO- BALAOSRE, BALASORE		8280099361
59	Miss Smrutirekha Tudu	Assistant Professor of Odia	15-11-1991	01-12-2018	30-11-2051	AT-BEGUNIADIHA, PO- SANKHALADI, VIA- UDALA, MAYURBHANJ		8763164271
60	Miss Banasmita Nayak	Guest Faculty in Odia	NA	NA	NA	NA		
61	Miss Sangita Patra	Guest Faculty in Odia	NA	NA	NA	NA		
62	Sri Dayanidhi Sethi	Associate Professor of Philosophy	28-05-1959	24-08-1987	31-05-2019	AT/PO-BUDHIKHAMARI, MAYURBHANJ		9437321894
63	Smt. Khitishree Padhi	Guest Faculty in Philosophy	NA	NA	NA	NA		
64	Sri Debabrata Ash	Associate Professor of Physics	23-05-1960	30-12-1983	31-05-2020	NEAR TARINI PETROL PUMP, AT-NALAMGANJ, BALASORE		9776002042
65	Sri Suresh Ch. Nayak	Associate Professor of Physics	20-01-1961	29-12-1983	31-01-2021	AT-JAGANTHPUR, PO- BHADRAK		9437183206
66	Smt. Mousumi Das Pattanayak	Assistant Professor of Physics	08-03-1971	14-05-1999	31-03-2031	AT-BAKHARABAD, PO- CUTTACK		9338312130



67	Sri Sameer Kumar Behera	Assistant Professor of Physics	30-05-1987	24-01-2018	31-05-2047	AT-BEDPUR, PO-BANKI, CUTTACK		8249001623
68	Dr. Deepak Kumar Mohanty	Lecturer in Physics (Adhoc)	NA	NA	NA	NA		9437781450
69	Dr. Sunita Mohanty	Lecturer in Physics (Adhoc)	NA	NA	NA	NA		9777089319
70	Miss Anindita Tiadi	Guest Faculty in Physics	NA	NA	NA	NA		
71	Dr. Jayashree Mishra	Assistant Professor of Psychology	23-05-1972	23-04-1999	31-05-2032	N-1/79 IRC VILLAGE, BHUBANESWAR		9861083990
72	Smt. Dipika Mohanty	Guest Faculty in Psychology	NA	NA	NA	NA		
73	Miss Sabina Mandal	Guest Faculty in Psychology	NA	NA	NA	NA		
74	Dr. Biraja Shankar Rath	Associate Professor of Pol. Sc.	04-06-1960	10-08-1987	30-06-2020	AT – GOPALGAN, BALASORE		9040140870
75	Sri Niranjana Nayak	Assistant Professor of Pol. Sc. (on Deployment)	28-06-1968	21-07-1999	30-06-2028	NA		9861872649
76	Sri Amit Kumar Mohanty	Assistant Professor of Pol. Sc.	07-07-1984	16-10-2017	31-07-2044	AT-ENDER, PO–HALADIA, KENDRAPARA		9953721202
77	Dr. Sanjay Kumar Das	Lecturer in Pol. Sc. (Adhoc)	07-05-1977	NA	NA	NA		9868043048
78	Sri Sanjeeb Kumar Mohanty	Guest Faculty in Pol. Sc.	NA	NA	NA	NA		
79	Dr. Anita Panda	Associate Professor of Sociology	10-07-1961	10-08-1987	31-07-2021	AT/PO–SUBARNAPUR, BALASORE		9437411792
80	Smt. Soumya Surati Behera	Guest Faculty in Sociology	NA	NA	NA	NA		
81	Miss Priyanka Mohapatra	Guest Faculty in Statistics	NA	NA	NA	NA		
82	Dr. Sanjukta Sahu	Lecturer in Sanskrit (Adhoc)	NA	NA	NA	NA		
83	Dr. Upendra Prasad Lenka	Guest Faculty in Sanskrit	NA	NA	NA	NA		
84	Miss Sagufta Bano	Guest Faculty in Urdu	NA	NA	NA	NA		
85	Dr. Lambodar Dey	Associate Professor of Zoology	12-06-1959	03-07-1990	30-06-2019	AT-BAGUDI, VIA-SORA		7978574302
86	Sri Firoj Kumar Parhi	Assistant Professor of Zoology	08-03-2068	03-09-1992	31-03-2028	AT/PO- -ACHHUTIPUR, VIA– UDIGODIA, BALASORE		9437174011
87	Dr. Priyanka Kar	Assistant Professor of Zoology	28-05-1978	15-01-2018	31-05-2038	C/O-VIJAY KUMAR KAR, SATABDI VIHAR, ABHINAV BIDANASI, CUTTACK, 753014		9437007816
88	Dr. Dillip Kumar Bej	Assistant Professor of Zoology	28-04-1980	15-01-2018	30-04-2040	AT-HUGULI, PO/VIA-CHANDANESWAR, BALASORE		8895301368

89	Sri. Jyoti Ranjan Mohapatra	Assistant Professor of Hospitality	NA	NA	NA	NA		
90	Irsad Alam	Guest Faculty in Tourism	NA	NA	NA	NA		
91	Sri. Abhay Pratap Singh	Guest Faculty in Tourism	NA	NA	NA	NA		
92	Miss. G. Sandhya Rani	Guest Faculty in Hospitality	NA	NA	NA	NA		

MANUAL -10

Monthly Remuneration & Compensation of Officers & Employees

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

Sl. No.	Name	Designation	Pay Scale	Gross Salary
1	Dr.Srimoy Das Adhikary	Principal	<b>57230 +9000</b>	<b>170873</b>
2	Miss Ruchi Mohapatra	Assistant Professor	<b>16250+6000</b>	<b>32930</b>
3	Dr. Sasmita Mishra	Guest Faculty	<b>20000</b>	<b>20000</b>
4	Sri Rajesh Rout	Assistant Professor	<b>25380+6000</b>	<b>46442</b>
5	Dr. Umabati Sahu	Assistant Professor	<b>26250+6000</b>	<b>47730</b>
6	Syed Arif Raja	Assistant Professor	<b>24140+6000</b>	<b>44607</b>
7	Smt. Shanti Prava Behera	Assistant Professor	<b>16250+6000</b>	<b>32930</b>
8	Monalisha Pandab	Assistant Professor	<b>20000</b>	<b>20000</b>
9	Sri Rabindra Mohanty	Coordinator	<b>20000</b>	<b>20000</b>
10	Mrs Nibedita Ash	Guest Faculty	<b>20000</b>	<b>20000</b>
11	Mrs Raisa Parween	Guest Faculty	<b>20000</b>	<b>20000</b>
12	Miss Rozalin Pradhan	Guest Faculty	<b>20000</b>	<b>20000</b>

13	Sri Sandhya Darshan Das	Guest Faculty	20000	20000
14	Dr. Bhagabat Panigrahi	Coordinator	20000	20000
15	S. Sadhan Mandal	Guest Faculty	20000	20000
16	Miss Puspalata Sahu	Guest Faculty	20000	20000
17	Sri B.B. Baral	Guest Faculty	20000	20000
18	Sri Abhijit Das	Assistant Professor	26210+6000	83102
19	Miss Naupada Sunita	Assistant Professor	16250+6000	57405
20	Sri Asish Kumar Panda	Assistant Professor	16920+6000	59134
21	Sri Shiv Shankar Tarai	Assistant Professor	16250+6000	57405
22	Mrs Lucy Pahal	Assistant Professor	48600	48600
23	Dr. Durga Madhab Mahapatra	Assistant Professor	48600	48600
24	Dr. Sangita Sahu	Associate Professor	53420+9000	161044
25	Sri Bibhudutta Behera	Assistant Professor	16250+6000	57405
26	Sri Sushanta Bag	Assistant Professor	15600+6000	54432
27	Miss Ankita Panda	Guest Faculty	20000	20000
28	Sri Bhakta Hari Nayak	Guest Faculty	20000	20000
29	Sri Manas Kumar Mishra	Assistant Professor	16250+6000	57405
30	Sri Jyotiprakash Mohanta	Assistant Professor	16250+6000	57405
31	Sri Aurobinda Panda	Guest Faculty	20000	20000
32	Dr. Geetashri Roy	Associate Professor	53420+9000	161044
33	Miss Barnini Panda	Assistant Professor	15600+6000	54432
34	Sri Auro Prasad Parida	Guest Faculty	20000	20000
35	Dr. Bidyut Prava Das	Assistant Professor	25330+6000	80831
36	Sri Ajay Kumar Rout	Guest Faculty	20000	20000

37	Miss Payalsoni Prusty	Guest Faculty	<b>20000</b>	<b>20000</b>
38	Sri Anirudha Behera	Assistant Professor	<b>29180+6000</b>	<b>90964</b>
39	Dr. Subrat Kumar Rana	Assistant Professor	<b>25530+6000</b>	<b>80831</b>
40	Sri Sangram Charan Panigrahi	Assistant Professor	<b>16250+6000</b>	<b>60759</b>
41	Sri Debananda Behera	Guest Faculty	<b>20000</b>	<b>20000</b>
42	Sudhesna Khatua	Guest Faculty	<b>20000</b>	<b>20000</b>
43	Miss Sarita Jena	Guest Faculty	<b>20000</b>	<b>20000</b>
44	Sri Socrates Mohapatra	Guest Faculty	<b>20000</b>	<b>20000</b>
45	Miss Bhagyashree Sahu	Guest Faculty	<b>20000</b>	<b>20000</b>
46	Miss Subhashree Mallik	Guest Faculty	<b>20000</b>	<b>20000</b>
47	Dr. Ganeswar Nayak	Associate Professor	<b>26710+6000</b>	<b>84392</b>
48	Miss Madhusmita Dey	Guest Faculty	<b>20000</b>	<b>20000</b>
49	Miss Goutami Das	Guest Faculty	<b>20000</b>	<b>20000</b>
50	Dr. Kabita Patra	Associate Professor	<b>58830+9000</b>	<b>175001</b>
51	Dr. Manish Kumar Dwibedi	Guest Faculty	<b>20000</b>	<b>20000</b>
52	Sri Dillip Kumar Ghose	Assistant Professor	<b>28530+6000</b>	<b>89287</b>
53	Sri Ranjan Kumar Ray	Assistant Professor	<b>28530+6000</b>	<b>90517</b>
54	Sri Pankaj Kumar Das	Guest Faculty	<b>20000</b>	<b>20000</b>
55	Sri Bhikari Charan Mallik	Guest Faculty	<b>20000</b>	<b>20000</b>
56	Dr. Trilochan Behera	Assistant Professor	<b>33800+6000</b>	<b>102684</b>
57	Smt. Jayasmita Nayak	Assistant Professor	<b>26210+6000</b>	<b>83102</b>
58	Dr. Madhusmita Gharai	Assistant Professor	<b>18260+6000</b>	<b>62591</b>
59	Miss Smrutirekha Tudu	Assistant Professor	<b>15600+6000</b>	<b>54432</b>

60	Miss Banasmita Nayak	Guest Faculty	20000	20000
61	Miss Sangita Patra	Guest Faculty	20000	20000
62	Sri Dayanidhi Sethi	Associate Professor	55300+9000	166219
63	Miss Khitishree Padhi	Guest Faculty	20000	20000
64	Sri Debabrata Ash	Associate Professor	58830+9000	175001
65	Sri Suresh Ch. Nayak	Associate Professor	49830+9000	154741
66	Smt. M. DasPattanayk	Assistant Professor	25330+6000	77698
67	Sri Sameer Kumar Behera	Assistant Professor	15600+6000	55728
68	Dr. D.K. Mohanty	Assistant Professor (Adhoc)	48600	48600
69	Dr. S. Mohanty	Assistant Professor(Adhoc)	48600	48600
70	Miss Anindita Tiadi	Guest Faculty	20000	20000
71	Dr. Jayshree Mishra	Assistant Professor	26210+6000	83102
72	Miss Dipika Mohanty	Guest Faculty	20000	20000
73	Miss Sabina Mandal	Guest Faculty	20000	20000
74	Dr. B.S. Rath	Associate Professor	55300+9000	165894
75	Sri Niranjana Nayak	Assistant Professor	On deployment	On deployment
76	Dr. Sanjay Kumar Das	Assistant Professor	48600	48600
77	Sri Sanjeeb Kumar Mohanty	Guest Faculty	20000	20000
78	Dr. Anita Panda	Associate Professor	57230+9000	171198
79	Mrs. Soumya Surati Behera	Guest Faculty	20000	20000

80	Miss Priyanka Mohapatra	Guest Faculty	20000	20000
81	Dr. Sanjukta Sahu	Associate Professor	48600	48600
82	Dr. U.P. Lenka	Guest Faculty	20000	20000
83	Miss Sagufta Bano	Guest Faculty	20000	20000
84	Dr. Lambodar Dey	Associate Professor	53420+9000	161044
85	Sri Firoj Kumar Parhi	Assistant Professor	28530+6000	89087
86	Dr. Priyanka Kar	Assistant Professor	15600+6000	55728
87	Dr. D.K. Bej	Assistant Professor	17550+6000	60759

### **Non-Gazetted Staff**

1	Smt.Supriya Das	Demonstrator	66000	66000
2	Sri Birakishore Mishra	Demonstrator	68000	68000
3	Sri Bishnupada Murmu	Assistant Librarian	64100	64100
4	Sri Padeep Kumar Behera	Assistant Librarian	64100	64100
5	Miss Basanti Mani Parida	Assistant Librarian	53600	53600
6	Sri Bhubananada Mohalik	Gas Man	32000	32000
7	Sri Bijay Kumar Parida	Glass Blower	42200	42200
8	Sri P.K. Tarai	Head Clerrk	52000	52000
9	Sri Rabindra Ku. Mohanty	Sr. Clerk	48900	48900
10	Sri P.C. Padhi	Jr. Clerk	43900	43900
11	Sri Monaj Kumar Sahu	Jr. Clerk	36100	36100
12	Sri Pravat Kumar Moharana	Jr. Clerk	43000	43000
13	Smt. Ranjita Nayak	Jr. Clerk	23800	23800
14	Sk. Liyakat Ali	Jr. Clerk	22400	22400
15	Smt. Krushnapriya Das	Lab. Asst.	69000	69000

<b>16</b>	Sri Sudhir Ku. Das	Lab. Attendant	<b>32000</b>	<b>32000</b>
<b>17</b>	Sri Meheraban Singh	Lab. Attendant	<b>32000</b>	<b>32000</b>
<b>18</b>	Sk Salim Mohammed	Lab. Attendant	<b>31500</b>	<b>31500</b>
<b>19</b>	Sk Kausar	Lab. Attendant	<b>30200</b>	<b>30200</b>
<b>20</b>	Sri Repa Majhi	Lab. Attendant	<b>30600</b>	<b>30600</b>
<b>21</b>	Sri Damodar Singh	Lab. Attendant	<b>32000</b>	<b>32000</b>
<b>22</b>	Sri Debendra Poi	Lab. Attendant	<b>15100</b>	<b>15100</b>
<b>23</b>	Sri Prasanta Ku. Jena	Lab. Attendant	<b>30600</b>	<b>30600</b>
<b>24</b>	Sri Purna Ch. Biswal	Lab. Attendant	<b>NA</b>	<b>NA</b>
<b>25</b>	Sri Barendra Majhi	Lab. Attendant	<b>NA</b>	<b>NA</b>
<b>26</b>	Sri Harish Ch. Khilar	Lab. Attendant	<b>30200</b>	<b>30200</b>
<b>27</b>	Sri Kalicharan Beshra	Lab. Attendant	<b>32000</b>	<b>32000</b>
<b>28</b>	Sri Ajit Ku. Sahu	Lab. Attendant	<b>32000</b>	<b>32000</b>
<b>29</b>	Sri Gopobandhu Das	Lab. Attendant	<b>31500</b>	<b>31500</b>
<b>30</b>	Sri Sukura Sing	Lab. Attendant	<b>31500</b>	<b>31500</b>
<b>31</b>	Sri Monaj Ku. Swain	Lab. Attendant	<b>31500</b>	<b>31500</b>
<b>32</b>	Sri Ranjan Ku. Behera	Lab. Attendant	<b>31500</b>	<b>31500</b>
<b>33</b>	Sri Prasanna Ku. Rout	Lab. Attendant	<b>33000</b>	<b>33000</b>
<b>34</b>	Sri Pradeep Ku. Panda	Lab. Attendant	<b>33000</b>	<b>33000</b>
<b>35</b>	Sri Jagadish Behera	Lib. Asst.	<b>41000</b>	<b>41000</b>
<b>36</b>	Sri Jogendra Mohalik	Mali	<b>32000</b>	<b>32000</b>
<b>37</b>	Sri Girija Sankar Kar	Peon	<b>30600</b>	<b>30600</b>
<b>38</b>	Sri Santosh Ku. Behera	Peon	<b>30600</b>	<b>30600</b>
<b>39</b>	Sri Jagannath Das	Peon	<b>30200</b>	<b>30200</b>
<b>40</b>	Sri Durlav Parida	Peon	<b>4350</b>	<b>4350</b>
<b>41</b>	Smt. Shantilata Pusty	Peon	<b>19800</b>	<b>19800</b>

42	Smt. Rasamani behera	Peon	31500	31500
43	Sri Sukanta Ku. Muduli	Peon	30600	30600
44	Sri Bijay Kumar Patra	Peon	30600	30600
45	Sri Narayan Ch. Barik	Peon	30600	30600
46	Sri Prabodh Ku. Patra	Peon	30600	30600
47	Smt. Hemalata Singh	Peon	21600	21600
48	Sri Sanjib Ku. Taldi	P.E.T	66000	66000
49	Miss Sanjogita Das	Programmer	29300	29300
50	Sri Rajendra Prasad bhoi	Store Keeper	52000	52000
51	Sri Gouranga Gochhayat	Sweeper	29300	29300
52	Sri Agasti Patra	Watchman	29700	29700
53	Sri Niranjan Rout	Tempo	9360	9360
54	Sri Karuna Kar Das	Tempo	4680	4680

MANUAL-11

Budget Allocated to each Agency

FY-2018-2019

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

Sl. No.	Head	Proposed Budget	Amount Released/ Disbursed & no. of Instalments (11 Instalments in Total)	Total Expenditure
1	PAY-136		43344373	31572533
2	OA		138000	22465474
3	DA-156		31247074	1963025
4	HRA-403		3671231	111249

MANUAL-12

Manner of Execution of Subsidy Programmes



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

**Not Applicable**

MANUAL-13

## Particulars of Recipients of Concessions, Permits or Authorizations Granted

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

**Not Applicable**

MANUAL-14

## Information Available in an Electronic Form

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

**Not Applicable**

MANUAL-15

## Particulars of Facilities Available to Citizens for Obtaining Information

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

Citizens seeking information with regard to the College can procure it by applying through RTI. As such all relevant information about the college and the functions thereof is available on the college website. ([www.fmcollege.nic.in](http://www.fmcollege.nic.in)).

MANUAL-16

## Names, Designations & Other Particulars of the Public Information Officers

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

### Public Information Officers (PIOs):

Sl. No.	Name	Designation	Period of Working upto	STD Code	Phone No. Office/ Home	Mobile	Fax/ E-Mail	Address
1	2	3	4	5	6	7	8	9
1	Sri Dayanidhi Sethi	PIO	10AM-4PM	06782	262018	9437321894	fmcollegebalaosre@yahoo.com	Principal, FM autonomous college, Balasore

**Assistant Public Information Officer (APIO):**

Sl. No.	Name	Designation	Period of Working upto	STD Code	Phone No. Office/ Home	Mobile	Fax/E-Mail	Address
1	2	3	4	5	6	7	8	9
1	Sri Durga Madhab Mohapatra	Asst. PIO	10AM-4PM	06782	262018	9668126629	durgagreaternoida@gamil.com	Principal, F.M.Autonomous College,Balasore College

**First Appellate Authority (FAA):**

Sl. No.	Name	Designation	Period of Working upto	STD Code	Phone No. Office/ Home	Mobile	Fax/E-Mail	Address
1	2	3	4	5	6	7	8	9
1	Dr.Srimoy Das Adhikary	1 <sup>st</sup> Appellate Authority	10AM-5PM	06782	262018	9437261864	fmcollegebalaosre@yahoo.com	Principal,F.M.Autonomous College,Balasore