

MANUAL-1
Particulars of Organization, Functions & Duties
[Section-4 (1) (b) (i)]

1) Brief History of the Public Authority:

The College started as Ispat College from 6th Sept 1978. It came under the Grant in Aid fold with effect from 1984. With its vertical academic growth the College was conferred with Autonomous Status in 2009. In 2006 the College was accredited by NAAC with Grade "B".

2) Main objective of the Public Authority:

The main objectives of this Institution are:

- To promote quality learning and creativity among students and teachers.
- To inculcate love for learning among the students.
- To make the learners grow mentally, morally and physically fit human beings.
- Training the students to be creative and competitive to face the challenges of the new millennium.
- Enabling them to find access into their spheres of interest enjoying equal opportunities.

3) Address of the office:

**Ispat Autonomous College, Sector-16, Rourkela-3
Dist-Sundergarh, Odisha**

4) Working Hours: From 10.00 A.M. to 5.00 P.M.

MANUAL-2
Powers & Duties of Officers & Employees
[Section-4 (1) (b) (ii)]

Sl. No.			
1	Designation	Principal	
	Power	Administrative	Public Authority
			Authority of all administrative affairs/Secretary of the Governing Body
	Financial		D.D.O.
Others	Matters including all Development Affairs./Head of all committees.		
Duties			
2	Designation	Administrative Bursar	
	Power	Administrative	
			All Administrative matters are routed through him.
Duties	To aid, advise & assist the Principal in the college Administration.		
3	Designation	Accounts Busar	
	Power	Financial	Supervision of College Accounts.
	Duties	To Assist the D.D.O-cum-Principal in Account Matters.	
4	Designation	Academic Busar	
	Power	Others	Co-ordinating the preparation of Syllabus, Time Table, Attendance, Issue of CLC, Conduct Certificate and other Certificate.
	Duties	To assist the Principal smooth function of Academic Matters.	
5	Designation	Controller of Examination	
	Powers	Others	Conduct of Examination and publication of results with all related matters of Examinations of the Autonomous Cell.
	Duties	To Assist the Principal in examination matters.	
6	Designation	Sr. Clerk	
	Powers	As delegated by the Principal	
	Duties	Supervision of all official transaction & as desired by the Principal from time to time.	
7	Designation	Junior Clerk	
	Powers	As delegated by the Principal	
	Duties	Maintains all files documents Budget, Expenditure and Audit etc. of the College & as desired by the Principal from time to time. (Presently the Post is lying Vacant).	
8	Designation	Librarian	
	Duties	To maintain the library of the College, issue books & ensure return of such books.	
9	Designation	Head Clerk	
	Duties	To supervision of Office matters & Assist the Principal in Administration.	

10	Designation	Accountant
	Duties	To maintain the Accounts, Records related to financial transactions, maintenance of cash books, book of drawal , aquitance roll, DCR etc
11	Designation	Jr. Clerk (Examination)
	Duties	Act as per the instruction of CHSE/University & Controller of Examination in connection with various Examination matters.

MANUAL-5
Rules, Regulations, Instructions, Manuals & Records for Discharging Functions
[Section-4 (1) (b) (v)]

Sl. No.	Name/ Title of the Documents	Type of Documents	Brief write up of the Documents	From where one can get a Copy of Rule, Regulations, Instructions, Manual and Records	Address, Telephone No., Fax, E- Mail & Others	Fee Charged by the Department for Copy of Rules, Regulations, Instructions, Manual and Records (if Any)
1	2	3	4	5	6	7
1	Admission Register	Permanent	Contains the complete Bio-Data of the Students Admitted	General/ Academic Section	Ispat Auto.College Sector-16 Rourkela Odisha-769003 0661-2646060 Fax-0661-2646060 E-mail: ispatcoll@rediffmail.com Website-www. Ispatcollge.com	As Prescribed by Governing Body of Ispat Auto. College

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

Sl. No.	Category of Documents	Name of the Documents & its Introduction in one line	Procedure to obtain the Documents	Held by/ Under control of
1	2	3	4	5
1	General Information	Administrative related matter etc.	Through R.T.I.	Under control of Public Authority
2	Information on students matter (Examination)	Examination related document	Through R.T.I.	Under control of Public Authority
3	Information on Students matter (Academic)	Academic matters like Admission etc.	Through R.T.I.	Under control of Public Authority
4	Information on Accounts matter (Accounts section)	Bill. Budget Return Salary etc.	Through R.T.I.	Under control of Public Authority

MANUAL-8
Boards, Councils, Committees & Other Bodies Constituted
[Section-4 (1) (b) (viii)]

Sl. No.	Name	Type of Affiliated Body	Brief Introduction	Role	Structure and Member Composition	Head of the Body	Address
1	2	3	4	5	6	7	8
1	Executive Committee	-	-	-	-	Principal	Ispat Autonomous College, Rourkela
2	Staff Council	-	-	-	All Teachers	Principal	-do-
3	Academic Council	-	-	-	-	Principal	-do-
4	Admission Committee	-	-	-	-	Principal	-do-
5	Anti-Ragging Cell	-	To check Ragging	-	Some selected members of the staff headed by a senior member.	Mr. M.R. Majhi R/Com Senior most officer Incharge.	-do-
6	Disciplinary Committee	-	To maintain discipline in the campus	-	Two groups are formed for forenoon & afternoon session.		-do-
7	Student's Grievance Committee etc.	-	To redress student's grievance counseling & suggestion given to overcome	-	-	Dr.(Mrs.) B.Rath Officer in charge	-do-
8	Board of Studies	-	To prepare the syllabus of the +3 Pass & Hons To contact question setter, to contact examiners for evaluation.	-	-	All HODs & Nominated Members	-do-

MANUAL-9
Directory of Officers & Employees
[Section-4 (1) (b) (ix)]

Sl. No.	Name	Designation	Office Ph. No.	Mobile No.	Fax	E-mail	Address
1	2	3	4	5	6	7	8
1	Dr. Umesh Chandra Samal	Principal	0661-2646060				Ispat Auto. College, Rourkela-3
2	Mr. M.R. Majhi	Reader in Commerce					-do-
3	Dr. B.Rath	Reader in Hindi					-do-
4	Mr. R.Mohapatra	Reader in Philosophy					-do-
5	Mr. S.P.Tripathy	Reader in Commerce					-do-
6	Mr. B.N.Mohanty	Reader in Commerce					-do-
7	Mr. A.K.Jena	Reader in Commerce					-do-
8	Dr. A.K. Behera	Reader in Zoology					-do-
9	Mr. P.K. Kuanr	Reader in Commerce					-do-
10	Dr. S.K. Srivastav	Reader in Hindi					-do-
11	Dr. P.Rout	Reader in Odia					-do-
12	Mr. D.K.Mishra	Reader in English					-do-
13	Mr. U.K.Das	Reader in Chemistry					-do-
14	Dr. P.K.Mallick	Reader in History					-do-
15	Dr. B.S.Chandel	Reader in Pol.Science					-do-
16	Mr B.P.Das	Reader in Physics					-do-
17	Mrs. A.Hota	Reader in Zoology					-do-
18	Mr. H.K Choudhary	Reader in English					-do-
19	Mr. S.N. Sharma	Reader in Commerce					-do-
20	Mr. N.N.Roy	Reader in Economics					-do-
21	Mrs T.Jena	Senior Lect. in English					-do-
22	Dr.A.K.Mishra	Senior Lect. in English					-do-
23	Mrs. K.B.Tripathy	Lect. In History					-do-
24	Dr.(Mrs) S.K.Dash	Sr.Lecturer in Economics					-do-
25	Mr.S.K.Jena	Lecturer in Commerce					-do-
26	Mr.P.K.Bhoi	Lecturer in Physics					-do-
27	Mr. P.Pradhan	Lecturer in Physics					-do-
28	Dr.H.K.Mishra	Lecturer in Physics					-do-

29	Mrs D.Mohapatra	Lecturer in Chemistry						-do-
30	Dr.S.Mishra	Lecturer in Chemistry						-do-
31	Dr. P.K.Acharya	Lecturer in Mathematics						-do-
32	Mr A.K.Panda	Reader in Pol.Science						-do-
33	Mr. B.P. Mohanty	Lecturer in Pol.Science						-do-
34	Dr. B.Pradhan	Lecturer in History						-do-
35	Mr. A.K.Nayak	Lecturer in Chemistry						-do-
36	Mr. Debasis Das	Lecturer in Physics						-do-
37	Mr. J. Panigrahi	Lecturer in Commerce						-do-
38	Capt. D.Routray	Lecturer in Statistics						-do-
39	Sri K.N.Basa	Head Clerk cumAccountant						-do-
40	Sri A.Palai	Junior Clerk						-do-
41	Sri H.Panda	Junior Clerk						-do-
42	Sri M.Mohanty	Junior Clerk						-do-
43	Sri U.Jena	Junior Clerk						-do-
44	Smt. K.Jena	Junior Clerk						-do-
45	Sri P.K.Dash	Lab-Attendant(Antho)						-do-
46	Sri J.Mohananda	Lab-Attendant (Chem)						-do-
47	Sri K.C.Muduli	Lab-Attendant(Bot)						-do-
48	Sri A.N.Rout	Attendant(Lib)						-do-
49	Smt.R.L.Behera	Demonstrator (Chem)						-do-
50	Sri.G.R.Mishra	Demonstrator (Phy)						-do-
51	Sri B.K.Sahoo	Demonstrator (Zoo)						-do-
52	Sri S.k.Tripathy	Demonstrator (Phy)						-do-
53	Smt.P.Mansingh	Demonstrator (Antho)						-do-
54	Sri K.C.Muduli	Peon						-do-
55	Sri P.Nayak	Peon						-do-
56	Sri B.Behera	Peon						-do-
57	Sri B.B.Moharana	Peon						-do-
58	Sri A.Tete	Peon						-do-
59	Sri A.Hati	Peon						-do-

MANUAL -10

MONTHLY REMUNERATION AND COMPENSATION OF OFFICERS AND EMPLOYEES

(Section -4(l) (b) (x)

SI NO.	Name of the employe.	POST	BP	GP	TOTAL	DA(51%)	GROSS
1	2	3	4	5	6	7	8
1	Dr. Umesh Ch. Samal	PRINCIPAL	44820	9000	53820	27448	81268
2	M.R .Majhi	R/Com	47780	9000	56780	28958	85738
3	Dr.B.Rath	R/Hindi	47780	9000	56780	28958	85738
4	R. Mohapatra	R/Phil.	44820	9000	53820	27448	81268
5	S.P.Tripathy	R/Com.	43250	9000	52250	26648	78898
6	P.K.Sahu	R/Math.	41720	9000	50720	25867	76587
7	B.N.Mohanty	R/Com.	43250	9000	52250	26648	78898
8	A. K.Jena	R/Com.	43250	9000	52250	26648	78898
9	Dr. A .K.Behera	R/Zool	44820	9000	53820	27448	81268
10	P .K. Kuanr	R/Com.	41720	9000	50720	25867	76587
11	Amiya Ku. Panda	R/Pol. SC	40240	9000	49240	25112	74352
12	B.Samal	Dem.(Chem)	15280	4200	19480	9935	29415
13	A.K. Palai	Jr. Clerk	9180	1900	11080	5651	16731
14	S.K. Mohapatra	Gr.Librarian	14170	4200	18370	9369	27739
15	M.R Mohanty	Jr. Clerk(T)	9180	1900	11080	5651	16731
16	N.K. Mohanty	Peon	7020	1300	8320	4243	12563
17	Dr.S.K.Srivastav	R/Hindi.	44820	9000	53820	27448	81268
18	Dr. A. K.Mishra	SL/Eng.	29700	7000	36700	18717	55417
19	Dr.P.Rout	R/Oriya.	44820	9000	53820	27448	81268
20	Dr(Mrs).P.Mishra	R/Math.	44820	9000	53820	27448	81268
21	D.K.Mishra	R/Eng.	41720	9000	50720	25867	76587
22	Sri U.K.Dash	R/Chem.	38800	9000	47800	24378	72178
23	Dr. P.K. Mallick	R/Hist.	40240	9000	49240	25112	74352
24	SRI B.P. DAS	R/PHY	41720	9000	50720	25867	76587
25	(Mrs) A .Hota	R/Zool.	40240	9000	49240	25112	74352
26	Sri H.K. Choudhury	R/Eng.	40240	9000	49240	25112	74352
27	Mrs.T.Jena	SL/Eng.	25500	7000	32500	16575	49075
28	Dr .(Mrs)S.K.Dash	SL/Eco	25770	7000	32770	16713	49483
29	S.N.Sharma	R/Com	40240	9000	49240	25112	74352
30	Sri N.N. Roy	R/Eco	38800	9000	47800	24378	72178
31	Dr. B.S. Chandel.	R/Pol.Sc	44820	9000	53820	27448	81268
32	Smt.Kananbala Tripathy	L/History	26290	6000	32290	16468	48758
33	S.K.Jena	L/Com.	20700	4600	25300	12903	38203
34	P.K.Bhoi	L/Phy.	19070	4600	23670	12072	35742
35	P. Pradhan	L/Phy.	19070	4600	23670	12072	35742
36	Dr.H.K. Mishra	L/Phy.	19070	4600	23670	12072	35742
37	Smt. D. Mohapatra	L/Chem.	19070	4600	23670	12072	35742
38	Dr. P.K. Achraya	L/Math.	20270	4600	24870	12684	37554
39	B.P.Mohanty	L/Pol.Sc.	19810	4600	24410	12449	36859
40	Dr. Sarbeswar Mishra	L/Chem.	20700	4600	25300	12903	38203
41	R.L.Behera	Dem(Chem)	14710	4200	18910	9644	28554
42	G.Mishra	Dem(Phy)	14710	4200	18910	9644	28554
43	B.K.Sahoo	Dem(Zool)	14710	4200	18910	9644	28554
44	P.Mansingh	Dem(Anth)	14710	4200	18910	9644	28554
45	S.K.Tripathy	Dem(Phy)	14710	4200	18910	9644	28554
46	K.C.Swain	PET	12870	2800	15670	7992	23662
47	K.N.Basa	LDC	9010	1900	10910	5564	16474
48	U.Jena	LDC	9010	1900	10910	5564	16474
49	K.Jena	LDC	9010	1900	10910	5564	16474
50	H.H.Panda	LDC(T)	8520	1900	10420	5314	15734
51	P.K.Dash	LA(Anth)	7410	1650	9060	4621	13681
52	J.Mahananda	LA(Chem)	7410	1650	9060	4621	13681
53	A N.Rout	Attd(Lib)	7410	1650	9060	4621	13681
54	K.ishore Ch.Muduli	LA(Bot)	7410	1650	9060	4621	13681
55	K.C. Muduli	Peon	7020	1300	8320	4243	12563
56	P. Nayak	Peon	7020	1300	8320	4243	12563
57	Brundaban Behera	Peon	7020	1300	8320	4243	12563
58	B.B. Moharana	Peon	7020	1300	8320	4243	12563
59	Amatus Tete	Peon	7020	1300	8320	4243	12563
60	A.K. Hati	Peon	7020	1300	8320	4243	12563

MANUAL-16

Names, Designations & Other Particulars of the Public Information Officers
[Section-4 (1) (b) (xvi)]

Public Information Officer (PIO):

Sl. No.	Name	Designation	Office Ph. No.	Mobile No.	Fax	E-mail	Address
1	2	3	4	5	6	7	8
1	Mr. D.K.Mishra	Reader in English	0661-2646060	9937105574	0661-2646060	ispatcoll@rediffmail.com	Ispat Auto. College Sector-16 Rourkela Sundergarh, Odisha Pin-769003

First Appellate Authority (FAA):

Sl. No.	Name	Designation	Office Ph. No.	Mobile No.	Fax	E-mail	Address
1	2	3	4	5	6	7	8
1	Mr. S.P.Tripathy	Reader /Commerce	0661-2646060	9437221072	0661-2646060	ispatcoll@rediffmail.com	Ispat Auto. College Sector-16 Rourkela Sundergarh, Odisha Pin-769003