

# GOVERNMENT POLYTECHNIC, JAGATSINGHPUR

## INTRODUCTION

**Background of the Hand-Book** : - As per RTI Act-2005 & Odisha RTI Rules, 2005  
(Right to Information Act.2005)

**Objective/Purpose of this Hand-Book:** - As per RTI Act-2005 & Odisha RTI Rules, 2005

**Who are the Intended users of the Hand-Book:** - As per RTI Act-2005 & Odisha RTI Rules, 2005

**Organization of the information in the Hand-Book:** - As per RTI Act-2005 & Odisha RTI Rules, 2005

**Definitions of various terms used in the Hand-Book:** - As per RTI Act-2005 & Odisha RTI Rules, 2005

**Contact Person** : - As per RTI Act-2005 & Odisha RTI Rules, 2005

**Procedure & Fee Structure** : - As per RTI Act-2005 & Odisha RTI Rules, 2005

## MANUAL-1

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

#### 1) Function and Duties of the Public Authority:

To impart Diploma Education in various disciplines such as Civil, Chemical & Mechanical Engineering Courses. Imparting instructions on Administration, Academic activities & all financial matters.

#### 2) Address of the Office:

Office of the Principal, Government Polytechnic, Jagatsinghpur

AT/PO –Jamugaon ,

Dist- Jagatsinghpur, Odisha

PIN-754107

Email- principalgpjspur@gmail.com

**3) Working Hours:** Working hours both for office and public: 10 A.M to 1.40 P.M 2.15 P.M to 5 PM (class hours for students) 10 A.M to 2 P.M, 2.15 P.M to 5 P.M for Office on working days. All Saturdays: Half working Day for Academic related staff, Full Working day for Office & Principal, except 2<sup>nd</sup> & 4<sup>th</sup> Saturday Holiday

#### 4) Functions & Duties of all Departments, Workshop, and Library

To conduct theory & practical classes, semester examinations, of 1<sup>st</sup>, 2<sup>nd</sup>, & 3<sup>rd</sup> year Diploma Engineering Students and Online Evaluation of answer books of all semester examinations, conducting seminars. Issuing books to students, book keeping & maintenance, purchase of new books & record.

## MANUAL-2

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

| SL.NO | Designation                | Principal   |
|-------|----------------------------|---|
| 1     | <b>Powers &amp; Duties</b> | Academic and administrative management of the Institution.<br>Providing academic and administrative Leadership on the go.<br>Monitoring Campus discipline, academic, sports & extra-curricular activities.<br>Monitoring Online Evaluation activities.<br>Promoting Industry-Institution training & placement activities. |

Promoting and coordinating education activities with innovative instructions.  
Organizing Seminars, talks about latest technologies.

| <b>SL.NO</b> | <b>Designation</b>         | <b>Sr. Lecturer</b>   |
|--------------|----------------------------|---|
|              |                            | <b>Man in position- One</b>   |
| <b>2</b>     | <b>Powers &amp; Duties</b> | Imparting both Lecture & Tutorials to Diploma Engineering students.<br>Design and Developing of Laboratory Instructions.<br>Student assessment & evaluation.<br>Student counseling and continuing education activities.<br>Departmental administration.<br>Developing resource materials and assisting in curriculum development.<br>Industrial visit of the students.<br>Assisting in the administration of the Institution.<br>Online Evaluation of answer scripts.   |
| <b>3</b>     |                            | <b>Training Superintendent</b><br>Man in position- Vacant   |
| <b>4</b>     |                            | <b>Lecturer</b><br><br>Teaching Diploma courses including lectures & tutorials and conducting laboratory Practicals.<br>Student assessment and evaluation.<br>Online Evaluation of answer scripts.<br>Developing resource material.<br>Planning and Implementation of instruction in Laboratory.<br>Assisting in continuing education activities.<br>Students counseling, Co-curricular & Extra-curricular activities.<br>Assisting the Head of the Institution for general administration and overall development of the Institution.  |
| <b>5</b>     | <b>Designation</b>         | <b>Laboratory Assistant (Workshop)</b><br><br><b>Man in position- Vacant</b>  |
|              | <b>Powers &amp; Duties</b> | Procurement/Storage/Accounting of raw materials, tools and equipments<br>Issue of materials/tools/equipments to students for Workshop practice.<br>Plan, deliver and evaluate workshop instruction.<br>Maintaining safety procedures and safety practices among students.<br>Guide the students during the performance of particular tasks and skill exercises & evaluate their performances.<br>Operation and maintenance of tools and equipments including preventive and Break down maintenance.<br>Assist students and faculty members in the fabrication of their projects.<br>Any assignment/function in the interest of the institute. |

|    |                            |  |
|----|----------------------------|--|
| 6  | <b>Designation</b>         | <b>Laboratory Assistant</b><br><b>Man in position- Three (03 nos.)</b>   |
|    | <b>Powers &amp; Duties</b> | Issue of tools, materials to students, preparation of samples, arranging materials, demonstration of instruments, tools and equipments for laboratory works.<br>Receives stores and issues materials, samples, instruments, tools & equipments Required for laboratories.<br>Maintains the instruments, tools & equipments in working condition.<br>Assist students & faculty members in laboratory works. |
| 7  | <b>Designation</b>         | <b>Librarian</b><br><b>Man in position- Vacant</b>   |
|    | <b>Powers &amp; Duties</b> | Maintaining the stock & store records of Library<br>Planning & Developing the Library, budgeting<br>Indexing & Cataloguing the books, book selection & acquisition<br>Issuing books to students and faculties.   |
| 8  | <b>Designation</b>         | <b>Matron(Outsourcing)</b><br><b>Man in position- Vacant</b>   |
|    | <b>Powers &amp; Duties</b> | She is to assist the Hostel Superintendent for hostel management. She looks after the Girls hostel, hostel properties, takes care of hostel boarders.  |
| 9  | <b>Designation</b>         | <b>Section Officer</b><br><b>Man in position- Vacant</b>   |
|    | <b>Powers &amp; Duties</b> | He supervises the works of different sections of office and discharges the duties as entrusted to him by the Principal. He is in charge of Establishment section only.   |
| 10 | <b>Designation</b>         | <b>Junior Assistant</b>  |
|    | <b>Powers &amp; Duties</b> | He supervises the works of Account section, Stock & Store.   |
| 11 | <b>Designation</b>         | <b>Driver (Outsourcing)</b>  |
|    | <b>Powers &amp; Duties</b> | He is to drive the Institution Vehicle.  |
| 12 | <b>Designation</b>         | <b>Peon/Watchman (Outsourcing)</b>   |
|    | <b>Powers &amp; Duties</b> | He attends day to day works of different sections, and office to which he is attached. The Watchman attends watch & ward duty of the Institution as well as the Hostels.   |
| 13 | <b>Designation</b>         | <b>Data Entry Operator (Outsourcing)</b>   |
|    | <b>Powers &amp; Duties</b> | He daily looks in to the websites of SCTE&VT, DTE&T & SDTE and performs the on-line admission works, HRMS works, IFMS works preparation & submission of on-line salary & other bills and also looks Bio-Metric attendance.   |

### MANUAL-3

#### Procedure followed in Decision Making Process

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

The decisions are taken by the Principal in consultation with Lecturers & Section Officer. To monitor different activities of the Institution, different committees are formed under the chairmanship of Principal with Lecturers as members. The student representative are also involved in the decision making process. All employees are accountable to the Head of the Institution.

### MANUAL-4

#### Norms for Discharge of Functions

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

Norms framed by Govt. of Odisha, SDTE Department, DTE&T, Odisha as well as SCTE&VT, Odisha from time to time are followed for discharge of functions.

### MANUAL-5

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

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

The rules, regulations, instructions, manuals and records held by this Institution are followed by its employees strictly as laid down by Govt. of Odisha, SDTE Department, DTE&T, Odisha and SCTE&VT, Odisha.

### MANUAL-6

#### Categories of Documents under Control

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

| Sl.No | Name of the Records                              | Details of Information available | Procedure to obtain the Documents | Held by/under Control of |
|-------|--|----------------------------------|-----------------------------------|--------------------------|
| 1     | Admission Records                                | Yes                              | As per Govt. Norms                | Mr. P Jagdish Achary     |
| 2     | SCTE&VT Registration Records                     | Yes                              | As per Govt. Norms                | Mr. S Jagannath Mishra   |
| 3     | Examination Records                              | Yes                              | -do-                              | Mr. S Jagannath Mishra   |
| 4     | Training & Placement Records                     | Yes                              | -do-                              | Mr. Priyabrata Panda     |
| 5     | Stock & Store Records                            | Yes                              | -do-                              | Mr. P Jagdish Achary     |
| 6     | Cash Book, Bill Register, Book & Drawal Register | Yes                              | -do-                              | Mr. Manoj Kumar Beura    |

|   |     |      |   |
|---|-----|------|---|
| 7 Service Books & Personal Files  | Yes | -do- | Mr. Achyutananda Biswal                             |
| 8 Diary & Dispatch Register   | Yes | -do- | Mr. Achyutananda Biswal                             |
| 9 Biometric Attendance Register   | Yes | -do- | Mr. Ramesh Ch. Guin                                 |
| 10 Staff Attendance Register  | Yes | -do- | Mr. Achyutananda Biswal                             |
| 11 Confidential Register  | Yes | -do- | Mr. P R Samantaray                                  |
| 12 Bank Passbook  | Yes | -do- | Mr. Manoj Ku. Beura                                 |
| 13 DCR  | Yes | -do- | Mr. Achyutananda Biswal                             |
| 14 Boys & Ladies Hostel Admission Record, Mess & Student Entry Register | Yes | -do- | Mr. S. R. Swain (boys)& miss. Ipsita Behera (Girls) |

#### MANUAL-7

#### Particulars of Arrangement in Formulation of Policy

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

#### MANUAL-8

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

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

| Sl. No | Name | Type of Affiliated Body | Brief Introduction | Role | Structure & Member Composition | Head of the Body | Address | Frequency of Meetings | Can Public participate in the meetings? | Are minutes of the Meetings available to the Public? If Yes , please provide information about the procedure to obtain them. |
|--------|------|-------------------------|--------------------|------|--------------------------------|------------------|---------|-----------------------|---|--|
|--------|------|-------------------------|--------------------|------|--------------------------------|------------------|---------|-----------------------|---|--|

|                                    |  |   |   |                                |   |   |    |    |
|------------------------------------|--|---|---|--------------------------------|---|---|----|----|
| 1. Institution Managing Committee  | The Committee constituted by Govt. of Odisha | - | - | D.M & Collector, Jagatsinghpur | - | - | No | No |
| 2. Quarter Allotment Committee     | Constituted by Head of the Institution       | - | - | Principal                      | - | - | No | No |
| 3. Anti Ragging Committee          | -do-   | - | - | -do-                           | - | - | No | No |
| 4. Disciplinary Committee          | - do-  | - | - | -do-                           | - | - | No | No |
| 5. Internal Quality Assurance Cell | -do-   | - | - | -do-                           | - | - | No | No |
| 6. SC/ST Committee                 | -do-   | - | - | -do-                           | - | - | No | No |
| 7. Grievance Redressal Committee   | -do-   | - | - | -do-                           | - | - | No | No |

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

| Sl. No. | Name                  | Designation        | Mobile No  | E-mail                      |
|---------|-----------------------|--------------------|------------|-----------------------------|
| 1       | Sri P R Samantaray    | Principal I/C      | 9437421888 | principalgpjpspur@gmail.com |
| 2       | Sri R. C. Guin        | Lect. C.A          | 9861511515 | -                           |
| 3       | Sri D C Behera        | Sr. Lect. (Elect.) | 7978957164 | -                           |
| 4       | Sri S. K. Sahoo       | Lect. Civil        | 9437631456 | -                           |
| 5       | Sri Swastik Pradhan   | Lect. Civil        | 7978527813 | -                           |
| 6       | Sri R. R. Mahalik     | Lect. Chemistry    | 8093345915 | -                           |
| 7       | Sri S. J. Mishra      | Lect. Mechanical   | 8249161516 | -                           |
| 8       | Sri P Jagadish Achary | Lect. Mathematics  | 8826848460 | -                           |
| 9       | Sri Prateek Ku. Das   | Lect. Chemical     | 7978295017 | -                           |
| 10      | Dr. S. K. Behera      | Lect. Chemical     | 8389811500 | -                           |
| 11      | Sri S.R. Swain        | Lect. Electrical   | 8984808642 | -                           |
| 12      | Miss Kiran Naik       | Lect. Physics      | 8280253451 | -                           |
| 13      | Miss Ipsita Behera    | Lect. English      | 7064362151 | -                           |
| 14      | Sri M. K. Dalei       | Lect.              | 9437461912 | -                           |

|    |                 |                       |            |   |
|----|-----------------|-----------------------|------------|---|
|    |                 | Mechanical            |            | - |
| 15 | Sri S. P. Sutar | Lect. ETC             | 9439100388 | - |
| 16 | Sri P. Panda    | Lect.<br>Mechanical   | 8917205844 | - |
| 17 | Sri R. C. Sidu  | Lab. Asst.<br>(Mech.) | 9040562251 | - |
| 18 | Sri D K Sethi   | Lab. Asst.<br>(ETC)   | 8917414383 | - |
| 19 | Miss P Das      | Lab. Asst.<br>(Civil) | 7008529617 | - |
| 20 | Sri M K Beura   | Jr. Assistant         | 7504021769 | - |
| 21 | Sri S K Jena    | Jr. Assistant         | 9438654070 | - |
| 22 | Sri A N Biswal  | Jr. Assistant         | 8018748952 | - |

#### MANUAL-10

#### Monthly Remuneration & Compensation of Officers & Employees

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

| Sl. No. | Name                  | Designation        | Pay Scale with Pay Band/<br>Monthly Remuneration (in Rs.) |
|---------|-----------------------|--------------------|---|
| 1       | Sri P R Samantaray    | Principal I/C      | 67700-Level 13  |
| 2       | Sri R. C. Guin        | Lect. C.A          | 47600-Level 11  |
| 3       | Sri D C Behera        | Sr. Lect. (Elect.) | 67700-Level 13  |
| 4       | Sri S. K. Sahoo       | Lect. Civil        | 44900-Level 10  |
| 5       | Sri Swastik Pradhan   | Lect. Civil        | 44900-Level 10  |
| 6       | Sri R. R. Mahalik     | Lect. Chemistry    | 44900-Level 10  |
| 7       | Sri S. J. Mishra      | Lect. Mechanical   | 44900-Level 10  |
| 8       | Sri P Jagadish Achary | Lect. Mathematics  | 44900-Level 10  |
| 9       | Sri Prateek Ku. Das   | Lect. Chemical     | 44900-Level 10  |
| 10      | Dr. S. K. Behera      | Lect. Chemical     | 44900-Level 10  |
| 11      | Sri S.R. Swain        | Lect. Electrical   | 44900-Level 10  |

|    |                    |                    |                      |
|----|--------------------|--------------------|----------------------|
| 12 | Miss Kiran Naik    | Lect. Physics      | 44900-Level 10       |
| 13 | Miss Ipsita Behera | Lect. English      | 44900-Level 10       |
| 14 | Sri M. K. Dalei    | Lect. Mechanical   | 44900-Level 10       |
| 15 | Sri S. P. Sutar    | Lect. ETC          | 44900-Level 10       |
| 16 | Sri P. Panda       | Lect. Mechanical   | 44900-Level 10       |
| 17 | Sri R. C. Sidu     | Lab. Asst. (Mech.) | 11500 (Consolidated) |
| 18 | Sri D K Sethy      | Lab. Asst. (ETC)   | 25500-Level 7        |
| 19 | Miss P Das         | Lab. Asst. (Civil) | 9500(Consolidated)   |
| 20 | Sri M K Beura      | Jr. Assistant      | 10750 (Consolidated) |
| 21 | Sri S K Jena       | Jr. Assistant      | 19900-Level 4        |
| 22 | Sri A N Biswal     | Jr. Assistant      | 8880 (Consolidated)  |

#### MANUAL-11

Budget Allocated to each Agency

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

| Sl. No | Year    | Budgetary Allotment (in Rs.) |          |      | Expenditure incurred (in Rs.) |              |       |
|--------|---------|------------------------------|----------|------|-------------------------------|--------------|-------|
|        |         | Plan                         | Non-Plan | Plan | Non-Plan                      | other source | Total |
| 1.     | 2020-21 | --                           | -----    | --   | -----                         | --           | ----- |

#### MANUAL-12

Manner of Execution of Subsidy Programmes

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

There is no subsidy programme in respect of this Institution.

#### MANUAL-13

Particulars of Recipients of Concessions, Permits or Authorizations Granted

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

There is no concession, permits & authorizations granted by this Institution

#### MANUAL-14

Information available in an Electronic Form

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

No information is kept in Electronics form



## MANUAL-15

### Particulars of Facilities available to citizens for obtaining Information

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

1. Institution Notice Board
2. Institution Library & Reading room
3. Information and Records of the Office are available to the citizens as per provisions of Odisha RTI Act 2005 & Odisha RTI Rules.
4. Website—[www.gpjagatsinghpur.ac.in](http://www.gpjagatsinghpur.ac.in)

## MANUAL-16

### Names, Designations & other particulars of the Public Information Officers

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

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

| Sl. No | Name          | Designation   | Office Phone no | Mobile no  | E-mail                  |
|--------|---------------|---------------|-----------------|------------|-------------------------|
| 1.     | Sri S.K. Jena | Jr. Assistant | -----           | 9438654070 | jenasantosh05@gmail.com |

#### **Public Information Officer (PIO):**

| Sl. No | Name            | Designation        | Office Phone | Mobile no  | E-mail                   |
|--------|-----------------|--------------------|--------------|------------|--------------------------|
| 1.     | Sri M. K. Dalei | Lect. (Mechanical) | -----        | 9437461912 | mukeshsvnit143@gmail.com |

#### **First Appellate Authority (FAA):**

| Sl. No | Name                | Designation   | Office Phone | Mobile no  | E-mail                     |
|--------|---------------------|---------------|--------------|------------|----------------------------|
| 1      | Sri P.R. Samantaray | Principal I/C | -----        | 9437421888 | principalgpjspur@gmail.com |

## MANUAL-17

### Other useful Information

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

- . Seeking information from the office: Any citizen can seek information from the office as per the Provisions of RTI Act 2005 and Odisha RTI Rules.
- . Other information on the functioning and services of public authority are also available with the office.

