

APPENDIX II
Government OF ORISSA PRESCRIBED FORMATS FOR
PREPARATION OF MANUALS UNDER SECTION 4(1)(B) OF RIGHT
TO INFORMATION ACT, 2005

MANUAL 1

Particulars of organisation, functions and duties

(Section 4(1)(b)(i))

1. Aims and Objectives of the organisation

Sambalpur University situated in a valley down the Hirakud Dam and spread around a green hillock in an area of six hundred and seventy one acres of land, was established on 1st of January 1967 (under Orissa Act 22 of 1966 now Orissa Act 5 of 1989) is offering quality education to the students of Western Orissa, although a large part of students came from other parts of Orissa, and India including some students from abroad. Its objectives include dissemination of knowledge to the nook and corner of its jurisdiction through nineteen post-graduate departments, one department under COSSIST programme, five departments having DRS status conferred by the U.G.C., and four under FIST programme of the department of Science and Technology, New Delhi. The University is running a semester and course credit system. Its 18 affiliated colleges, one Constituent college are developing under the guidance of this University. The University is producing knowledge

in Science and Technology, as well as from Social Sciences and Humanities.

2. Mission/Vision

The University besides imparting education in Arts, Science, Commerce, Engineering, Pharmacy, Medicine, Law, Physical Education, Management, Computer Sciences, Yoga Courses etc. has a mission and vision as per the concept of an University given by late Prime Minister Jawaharlal Nehru. The University has a national perspective and has instituted the “Gangadhar National Award” for poetry and has honoured poets from different parts of the country.

Introducing innovative courses in areas like Environmental Sciences, Biotechnology, Remote Sensing, Disaster Management are novelties of the University. The teachers of the University show their excellence by creating patents.

Another mission of the University is to prepare Alumni in national and International platforms, helping them qualify U.G.C., C.S.I.R., N.E.T. examinations and other Civil Service examinations in good number.

Publication of Articles in leading journals in India and abroad has been another successful mission. The academic leadership of

the University is expressed through various distinctions in national and international academic bodies.

The dissemination of knowledge, a vital aspect of the University, comes from national and International Seminars, Conferences, Symposia, Workshops, through research projects and collaboration with International and national bodies. The Academic Staff College established in 2000, affiliated colleges and colleges of potential excellence further add to the dissemination of knowledge.

The extension programme of the University through Directorate and Continuing Education, a Cell for Private examinations. Sports and other activities like translating works of writers and poets and giving honours to social personalities link the University with the society.

3. Brief history and background for its establishment

The Sambalpur University was established on 1st January 1967 with late Dr. Padmashree Parsuram Mishra as a first Vice-Chancellor. It was given a shape and structure by late Engineer Prof. Bhubaneswar Behera, ex Vice-Chancellor and U.P.S.C. Member. The University P.G. Departments imparted education in disciplines like History, Political Science, Economics and natural sciences. Subsequently new areas and professional courses have been introduced,

besides introduction of Santali language in its curriculum. Now some post graduate departments have been established under various programmes of the U.G.C. Some college now enjoying autonomous status now have been recognised for their potential for excellence.

The University added in and Academic Staff College and now has Directorate of Distance Education, Private Examination Cell, Computer Unit and nodal Computer Centre. The University also established a Health Centre and several new hostels in its physical extension programme to cater to the needs of an expanding University. Its 671 acres of land the highest among the Universities of the state give scope for development of the University is to new areas within a futuristic perspective.

4. Organisation Charts

Sl. No.	Designation of Officers	Next higher Officer in Hierarchy
1	Registrar	Vice-Chancellor
2	Comptroller of Finance	Registrar/Vice-Chancellor
3	Controller of Examinations	Registrar/Vice-Chancellor
4	Chairman, P.G. Council	Registrar/Vice-Chancellor
5	Director, C.D.C.	Registrar/Vice-Chancellor
6	Deputy Registrar	Registrar
7	Deputy Registrar (Special Cell)	Registrar

8	Librarian	Registrar
9	Asst. Registrar (Admn.)	Registrar
10	Asst. Registrar (Exams.)	Controller of Examinations
11	Accounts Officer	Comptroller of Finance
12	Budget-cum-Accounts Officer	Comptroller of Finance
13	Asst. Controller of Exams.(General)	Controller of Examinations
14	Asst. Controller of Exams.(Prof.)	Controller of Examinations
15	Administrative Officer	Chairman, P.G. Council
16	Assistant Engineer	Convenor, USIC
17	Programme Co-ordinator, N.S.S.	Registrar
18	Secretary to Vice-Chancellor	Vice-Chancellor/Registrar
19	Secretary, Sports Council	Registrar/ Vice-Chancellor
20	Convenor, USIC	Registrar/ Vice-Chancellor
21	Co-Ordinator, Private Exam. Cell	Registrar/ Vice-Chancellor
22	Director, Distance Education Cell	Registrar/ Vice-Chancellor
23	Director, Academic Staff College	Registrar/ Vice-Chancellor
24	Office on Spl. Duty, Infrastructure Development Cell	Registrar/ Vice-Chancellor
25	Public Information Officer	Appellate Authority/ Vice-Chancellor
26	Director, Nodal Computer Centre, e-governance	Vice-Chancellor

5. Allocation of business

Sl.	Designation of Officers	Allocation of Business
-----	-------------------------	------------------------

No.		
1	Registrar	Steno Unit with all administrative matters
2	Comptroller of Finance	Over all charge of Accounts wing.
3	Controller of Examinations	Code, EC-I-VI, Acd-I over all charge of Examination Confidential and General Sections
4	Chairman, P.G. Council	Post-Graduate Departments and Central Office
5	Director, C.D.C.	Development-I and II, ASW
6	Deputy Registrar	SC/ST Cell, Estate, Stores & Purchase, Civil Maintenance and P.I.O. and monitoring security arrangement
7	Deputy Registrar (Special Cell)	
8	Librarian	Prof. B. Behera Central Library
9	Asst. Registrar (Admn.)	Estt-I, II, III, Syndicate
10	Asst. Registrar (Exams.)	EG-I, II, III, V, Acd-II
11	Accounts Officer	Accounts-I, II, Cash-I, II, Record Room, Audit Cell
12	Budget-cum-Accounts Officer	Bill, ABC, Funds, Pension and OIC, Vehicles
13	Asst. Controller of Exams.(General)	EC-I, II, III
14	Asst. Controller of Exams.(Prof.)	EC-IV, V, EG-IV, EG-VI
15	Administrative Officer	Central Office (Under Chairman, P.G. Council)
16	Assistant Engineer	Maint. Section (Under

		Convenor, USIC)
17	Programme Co-ordinator, N.S.S.	NSS Unit
18	Secretary to Vice-Chancellor	A.P.I.O. (Under PIO), Diary Unit, Type and Despatch Pool
19	Secretary, Sports Council	Sports Council
20	Convenor, USIC	IDC (Construction)
21	Co-Ordinator, Private Exam. Cell	Private Examination Cell
22	Director, Distance Education Cell	Distance Education
23	Director, Academic Staff College	Academic Staff College
24	Office on Spl. Duty, Infrastructure Development Cell	I.D.C. (E-Governance)
25	Public Information Officer	PIO Cell
26	Director, Nodal Computer Centre, e-governance	Computer Centre

6. Duties to be performed to achieve the mission

- (a) making provision for giving instruction in such branches of learning as it deems fit;
- (b) promoting original research;
- (c) examining students and conferring degree;
- (d) admitting educational institutions to its privileges;
- (e) inspecting the Colleges and supervising all matters of education and discipline therein; and

- (f) controlling the residence and discipline of the students of the University and promoting their physical, mental and moral welfare.

7. Detail of services rendered

8. Citizens interaction

As per Orissa University Act 1989, interaction with the citizens is ensured through registration of graduates, besides college teachers vide Section B.

9. Postal address of the main office, attached/ subordinate office/field units, etc.

Postal address: Sambalpur University,

Jyoti Vihar, Burla-768019, Dist. Sambalpur, Orissa

Phone- +91-663-2430157 (Registrar)

Fax: +91-663-2430158

Website – www.sambalpuruniversitypgc.in

10. Map of office location

11. Working hours both for office and public

Working hour: from 11.00 A.M. to 5 P.M.

From 7.00 A.M. to 1.00 P.M. (during morning office)

(during 10th April to 15th July)

12. Public Interaction, if any

Matter concerning public interest are noticed in the Orissa Gazette and leading dailies and in electronic media for general information.

13. Grievance redress mechanism

For redressal of grievances time from 4 P.M. to 5 P.M. on every Wednesday has been fixed up by the Vice-Chancellor.