

ITT,Choudwar
Information Required for Preparation of 17 Manuals

1. Particulars of the Organisation, function and duties:

Name & Address of the Institute :

Institute of Textile Technology,
P.O- Choudwar, Cuttack, Orissa. Pin – 754025
Tele Phone – (0671) 2493528,
E-mail – principal_iitchoudwar@ yahoo.com

Function and duties :

This Institute is an autonomous Institute under Industries Department, Govt. of Orissa having registered under Society Registration Act 1860 and conducts Diploma Course in Engineering & Technology being affiliated to **State Council of Technical Education & Vocational Training, Orissa, Bhubaneswar**

2. Powers and duties of Officer and Employees

Sl.No.	Name of Officers & Employees	Power& Duties
1	Sri A.K.Mohapatra Principal I/C	Chief academic and Executive officer of the Institution. DDO of the Institution Responsible for administration, imparting instruction , maintenance of discipline, custodian of all records, funds as Board may commit to his charge.
2	Sr. Lecturer(vacant)	To act as Academic Head and power as to be delegated by the Principal related to administration and teaching Imparting teaching, preparation of time table, allocation of the classes monitoring day to day academic activities and reporting the same to the Principal and any other power & duties as to be delegated by the Principal
3	Lecturers(Vacant)	As to be delegated by the Principal related to administration and teaching Imparting teaching, preparation of learning materials, Laboratory experiments, students advisers etc.
4.	Sk.K.Ali, Instructors	I/C of Textile Testing Laboratory.& Computer Lab. To conduct practical classes, maintenance of equipment of Laboratories, Testing, maintenance of all records related to laboratories, stock & stores.
5.	Sri D.Kundu,Jobber	In charge of Spinning Workshop & Store I/C To assist lectures in conducting practical classes, maintenance of all equement / machineries of the workshop, To maintain all records related to stock & stores of the workshop. .Also custodian of all records of

		General stores, Electrical maintenance.
6.	Sri B.Bhuyan,Jobber	In charge of Weaving Workshop & Store I/C of C.P. Cell. To assist lectures in conducting practical classes, maintenance of all equipment / machineries of the workshop, To maintain all records related to stock & stores of the workshop. Also custodian of all records of stores of Community Polytechnic,
7.	Sri S.Das,Jobber	In charge of Textile Chemistry Laboratories To assist lectures in conducting practical classes, maintenance of all equipment / machineries of the workshop, To maintain all records related to stock & stores of the Laboratory.
8.	Sri D.Ghadei, Operator	To operate the machineries of spinning workshop. Also dealing with all files and records of academic section.
9	Sri U.Rout, Laboratory Assistant(Chemistry) (Contractual)	In charge of Physics & Chemistry Laboratories. To assist lectures in conducting practical classes, maintenance of all equipment of the Laboratory. To maintain all records related to stock & stores of the Laboratory. Also acting as Library In charge. Responsible for issue & receipt of Library books to students and maintenance of Library.
10	Sri D.N.Rath, Head Clerk	Supervision of all office work
11	Sri G.K.Roy,Sr.Clerk	Acting as In-charge of Establishment Section and Accounts section. He deals with all files related to Establishment matter, Accounts, RTI Act.. Responsible for pass for payment, Maintenance of Accounts, preparation of budget, verification of cash book.
12	Sri C.R.Sahoo, Jr. Clerk	Acting as cashier. Responsible for day to day cash/Bank transaction. Daily maintenance of cash book, Ledger, Custodians of all vouchers, cash.
13	Sri D.R.Samal (Jr. Typist) (Contractual)	Assigned with typing, Diary & Despatch work.
14	Sri S. Mohanty, Class IV	Peon
15	Sri P.L. Sahoo, Class IV	Peon
16	Sri S.H.Khan,Class IV	Laboratory Attendant.

3. Procedures followed in the decision making process, including channels of supervision and accountability:

Sl. No	Name of the Job	Procedure followed	Channel of supervision	Accountability
1	Policy formulation, Amendment of rules & regulation, Management	Proposals to be placed in the Board for decision. The decision	Principal, Chairman, Board of	Principal, Board of Governors

	& Administration, Creation of posts, Appointments,	of the Board is then implemented with prior approval of the Administrative Dept. I.e Industries Dept.	Governors, Administrative Department.	
2	Budget, Student fees, receipt of any other funds etc.	To be approved in the Finance Committee, the decision of the Finance Committee is then to be ratified by the Board of Governors and implemented with the concurrence of Finance and Administrative Dept.	Principal, Chairman, Finance Committee, Board of Governors, Administrative Department. Finance Department.	Principal, Finance Committee .
3	Internal Administration & discipline of the Institute	Decision of the Principal is to be implemented through sr. Lecturers & Lecturers.	Lecturers, Sr.Lecturers, Principal	Sr. Lecturer, Lecturers
4.	Admission	Through DET	DET	
5.	Syllabus , Teaching Curricula, Academic Calender	As per the decision of S.C.T & V.T, Orissa	Lecturers, Sr.Lecturers , Principal	Sr. Lecturers, Lecturers
6	Examination	As per the decision of S.C.T & V.T, Orissa	Lecturers, Sr.Lecturers, Principal	Principal
7	Office Administration	Principal, Head Clerk, Sr. Clerk	Principal, Head Clerk, Sr. Clerk	Principal, Head Clerk, Sr. Clerk
8	Purchase	Purchase Committee under the Chairmanship of Principal.	Purchase Committee Principal, Purchase I/C, Purchase Assistant.	Purchase Committee .

4. Rules, Regulation, instruction, manual and records use by the employees of the section or discharging its functions.

Sl. No.	Name of the work	Rules/Regulation/Instruction, Manuals followed
1.	Powers of Board, Principal	As per the Bye-law of the Institute.
2	Duties responsibility of other employees	As to be delegated by the Principal with approval of Board where it is required.
3	Establishment matter	As per the Board resolution following the rules of State Govt.
4.	Financial matter	As per the approval of Finance Committee and Board of Governors following the State Govt. Rules.
5.	Academic & Examinations	As per the rules and regulation of S.C.T.E & V.T, Orissa

5. Statement of Categories of Documents that are held by concerned section.

Sl. No.	Name of the Section	Category of documents by the section
1	Main general Office	All files related to establishment & service matters of the employees, Accounts, Purchase. Custodian concerned Dealing Assistant. .
2	Academic & Examination	All files & records relate to teaching, examination, admission of the students, scholarships/ stipend. issue of marks sheets, certificates, training & placement, study visits, students disciplines.
8.	,Different workshops & Laboratories	Concerned Practical records, manuals, Catalogues of machineries & equipments.
9.	Library	Books, Journal, Periodicals, all files related to library.
10	Stores	Stock Registers, Issue Registers

6. Statement of Boards, Council, Committees, and other bodies consisting of two or more persons constituted as its part or purpose of its advice.

and managed by a Governing Body consisting of the following members.

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| 1. | Director of Technical Education & Training, Orissa
Killamaidan, Cuttack. | Chairman. |
| 2. | Additional / Joint Secretary to Govt.
Industries Department, Govt. of Orissa, | Member |
| 3. | Nominee of Principal Secretary to Government ,
Finance Department, Govt. of Orissa. | Member |
| 4.. | Director of Textile & Handloom Orissa
Satyanagar, Bhubaneswar | Member |
| 5. | Director of Industries, Orissa
Killamaidan, Cuttack | |
| 6. | Registrar, B.P.U.T, Rourkela | Member |
| 7. | Managing Director
SPINFED, Bhubaneswar | Member |
| 8. | Principal, IGIT, Saranga | Member |

9.. Lecturer, ITT, Choudwar
(To be nominated by the Principal)

Member

10. Principal
ITT, Choudwar

Ex-Officio
Member Secretary

The Board of Governors is a part of the management of the Institute. The minutes of the meetings of the Board of Governors are accessible for the public if it is felt necessary for the concerned person with the prior approval of the Board,

7. A directory of its officers and employees and their monthly salary remuneration.

Sl.No.	Name of Officers & Employees	Designation	Monthly Salary/Remuneration
1	A.K.Mohapatra	Principal I/C	Not Drawing any salary from the Institute since he is in addition charge of Principal.
2	Sr. Lecturer(vacant)		
3	Lecturers(Vacant)		
4.	Sk.K.Ali	, Instructors	12750/-
5.	Sri D.Kundu,	Jobber	11055/-
6.	Sri B.Bhuyan,	Jobber	10804/-
7.	Sri S.Das,	Jobber	10804/-
8.	Sri D.Ghadei,	Operator	8127/-
9	Sri U. Rout (Contractual)	Laboratory Assistant (Chemistry	3500/-
10	Hdcl (Vacant)		
11	Sri G.K.Roy,	Sr.Clerk	8442/-
12	Sri C.R.Sahoo,	Jr. Clerk	7975/-
13	Sri D.R.Samal (Contractual)	(Jr. Typist)	3000/-
14	Sri S. Mohanty,	Peon	6311/-
15	Sri P.L. Sahoo,	Peon	5125/-
16	Sri S.H.Khan, (Contractual)	Lab. Attendant	2500/-
19	Sri J.Kanehiya (Contractual)	Watchman	2500/-

8. Budget Allotment & Proposed Expenditures

INSTITUTE OF TEXTILE TECHNOLOGY, CHOUDWAR PROPOSED BUDGET FOR 2007- 08

Scheme: EXPENDITURE		Sl. No.	DIPLOMA Non-Plan Head	INCOME
2	3	4	5	6
	(Rs. In Lakhs)			(Rs. In Lakhs)
Pay	12.6			
D.A.	3.52	1	Tution Fees	1.71
H.R.A.	0.35			
O.A.		2	Internal Revenue Generation	0.50
R.C.M.				
LSC & PC Current	3.00			
Arrear	1.00	3	Grant-in-Aid	37.44
S. Total	20.47			
Pay	1.10			
Security Agency	2.2			
Sweeping	0.3			
S. Total	3.60			3.60
Total Salary				24.07
Non-Salary Component				
Travel Expenses	0.30			
Total	0.30			
Store/Material/Library				
Material & Spare Parts	1.50			
Dyes & Chemicals	0.50			
Journal & Periodical Subscription	1.00			
Library Books	0.50.			
Total	3.60			
Repair & Maintenance				
Machine Maintenance	2.00			
Building Maintenance	2.00			
Electrical Maintenance	0.50			
PHD Maintenance	0.50			
Garden Maintenance	0.10			
Total	5.10			
Office Expenses				
Electricity Duty	3.00			
Water Charges	0.20			
Telephone Charges	0.30			
Motor Vehicle (Fuel+Repairing)	0.50			
S.P. Stamps & Telegram	0.05			
Printing & Stationeries	0.50			

Total **4.55**

	2	3	4	5	6
Other Charges					
Wage		0.50			
Insurance					
PPSS		0.50			
Staff Development					
Hospitality		0.05			
Publication & Advertisement		0.20			
Bank Charges					
Legal Expenses		0.30			
Audit		0.20			
RRT		0.30			
Total		2.05			
Total Non-salary			15.60		
Total Expenditure			39.67	Total Income	39.65