

OSME, Keonjhar

01.	Particulars of the section function and duties	Orissa School of Mining Engg Keonjhar .Imparting Diploma Course in Mining /Drilling /Electrical /Mechanical/ Metallurgy Engg.
02.	Powers and duties of the Officers and employees	Attached in Annexure-I
03.	Procedure followed in the decision making process, including channels of supervision and accountability	Different Sub-Committees have been formed under the Chairmanship of Principal to co-ordinate smooth continuance of academic and students activities in the Institution. The Sectional works are supervised by the HODs and they are accountable to Principal
04.	The norms set by the discharging and functions	As per Govt. rules/SCTE&VT Examination rules
05.	The Rules , regulations, instructions, manuals and records use by the employees of the section of discharging its functions.	Service Code, Treasury Code, Educational manual, OGFR., AICTE guidelines, SCTE&VT rules and other Govt. manuals as applicable.
06.	Statement of the category of documents that are held by concerned section	All classified documents.
07.	The particulars of any arrangement that exists for consultation with or representation by, the members of the public in relation to the formulation of its policy or implementation thereof.	Managing Committee OSME.,Keonjhar is formed involving the Representation of Local MLA under the Chairmanship of Collector, Keonjhar as per G.O.No.15510 dated 21.8.1999 of Industries Deptt. & CCOMMUNICATY POLYTECHNIC
08.	Statement of the boards, council, comities and other bodies consisting of two or more persons constituted as its part of for the purpose of the advice.	Managing Committee (Eleven Members)-Term of function has since been expired. Collector, Keonjhar, Director, NITTR, Kolkata, DTE&T., (Orissa), Local MLA, P.D., DRDA, LMD BOI, Keonjhar, GM, DIC, Keronjhar, MD. OSIL, Palaspanga, Keonjhar, Project Officer, CP, OSME, Keonjhar
09.	A directory of its officers and employees, at the head quarters and in the files.	Details as per Annexure-II
10.	The monthly remuneration received by each officers and employees, including the system of compensation as provided in its regulations.	Details specified in Annexure-II
11.	The budget allocated to each indicating the particulars of all plants proposed expenditures and reports on disbursements made.	Non Plan – 16,09,000/- (First four months) Re-Plan - 11,59,000/- Strengthening – 3,29,,000/- CSP 2,10,000/-
12.	The manner of execution of subsidy programmers, including the amounts allocated and the details of beneficiaries of such programmers.	Not applicable

13.	Particulars of recipients of concessions permits or authorizations granted by it.	Not applicable
14.	The details in respect of the information, available to or held by it, reduced in an electronic form.	Records are available in files. No Electronic mode has been adopted.
15.	The particulars of facilities available to citizens for obtaining information,. Including the working hours of library or reading room , if maintained for public use.	Nothing maintained. Information can be made available during working hours only from office. The existing library is for use of staff and students only.
16.	The names, designation and other particulars of the public information Officers.	Sri Sadashiva Mishra, Principal, OSME., Keonjhar & PIO Sri Chinmay Mohapatra, Sr.Lect.(Mett.) & APIO E.Mail kjr_osme@sancharnet.in
17.	Such other information as may be prescribed and thereafter update these publication every year.	Not prescribed for Engineering Schools Polytechnics

ANNEXURE-I (as per Point No.2)

DUTIES AND RESPONSIBILITIES OF TEACHING AND SUPPORTING STAFF OF POLYTECHNICS.

Name of the post	Duties and Responsibilities
Principal	Academic and administrative management/ Promotion of Industries Institution collaboration and Industry oriented research and development/ Evaluation of academic activities/Campus discipline/Public relation/Participating in Policy and system planning at State, Regional and National levels for development of Technician Education/Coordinating continuing education activities. Take 4 classes in a week.
Sr.Lecturer	Teaching Diploma/(Lecturers & Tutorials)/Design and development laboratory instructions/ Students assessment and evaluations/Continuing education activities/Department administration/Student counseling/ Assisting in the administration of the Institution.. Take 10 classes in week.
Trg.Supdt.	To monitor proper utilization of BOPT seats attached to the Institution/Liaising with the industry to arrange the training seats/ To monitor the training programme of the students at different industries/organize and implement Industry Institute Interaction/To invite Industry for campus interview/To assist the authority in administration.
Lecturer	Teaching Diploma courses including Lectures and tutorials and conducting laboratory practical/ Student assessment and evaluation/Developing resource materials/Students counseling/Co-curricular and extra curricular activities/Assisting the head of the Institute for general administration. Take 16 classes in a week.

Workshop Supdt.	Teaching Diploma courses including lecturers and tutorials / Coordinating and monitoring workshop training/ Total management of the workshop/Managing special assignments/tasks as entrusted by the Principal. Take 10 classes in a week.
Workshop Lecturer	Plan, deliver and evaluate theoretical and workshop instructions/Maintenance of the workshop equipments/Assisting in procurement of raw-materials/
Workshop Instructor	Procurement and storage and accounting of raw-materials/Issue of materials and tools to the students/ Plan and evaluate shop instructions / Fabrication of models/ Operation and maintenance of tools and equipments/ Any other assignments in the interest of the Institute.
Workshop Attendant	Assist the workshop lecturers and workshop instructors in Performance e of the machines and work benches/ Cleaning and rearranging all equipments and furniture in the assigned shops.
Laboratory Assistants & Technicians	Arrange materials and samples/Demonstrate equipments, tools and instruments required for the laboratory/Receive and issue materials, samples, specimens and instruments and tools for the Lab./ Prepare sample and specimen, circuits for testing/Maintaining instruments tools and equipments/To assist students and faculty members in their projects.
Laboratory Attendant.	Cleaning and arranging apparatus and tools equipments etc./Assisting laboratory technicians.
Librarian	General administration in the library, budgeting, book selection and acquisition/ Planning and developing library/Cataloging and classification of books.
Library Attendants	Checking at the entrance/control at the property counter/maintaining and up-keeping of library/Repair of books.
Head clerk	Overall Supervision / administration/ academic/Cash-Incharge
Sr.Clerk	Deal with establishment correspondences/ maintenance of service books/administration correspondences/Development works meeting etc.
Accountant	Maintenance of accounts/preparation of bills/collection of fees and deal with all financial correspondences .
Storekeeper	Stock and store in-charge/Deal with all purchase files/Custodian of Institution quarters property.
Sr.Stenographer	Deal all Confidential works/ Students discipline/ Maintenance of CCRs of all staffs.
Daftary	Prepare registers, acquittances etc. for official works/Daily diary and dispatch of office letters.
Peon	Distribution of daily daks , attend treasury duties and other office bearer works.
Watchman	Watch and ward of Govt. property.

Sweeper	Cleaning of Institution building, campus etc.
Dresser	First-aid treatment to the students.
Mali	Maintenance of Institution garden works.

Directory of Staff of OSME.,Keonjhar
ANNEXURE-II(as per Point No. 9 & 10)

Sl.No	Name of the employee	Designation	Scale of Pay	Gross pay	Net pay
	<u>PRINCIPAL & OFFICE</u>				
1	Sri Sadashiva Mishra	Principal	10000-325-15200/-	22942	15776
2	Sri Saroj Kumar Rana	Headclerk	5000-150-8000	11542	8041
3	Sri Kapilendra Rout	Senior Clerk	4000-100-6000/-	10643	7543
4	Sri Jaladhar Sethy	Junior Accountant	4000-100-6000/-	9482	5007
5	Sri Bhaskar Chandra Dash	Asst.Storekeeper	4000-100-6000/-	8200	6136
6	Sri Saroj Kumar Pati	Sr.Stenographer	4750-125-7500/-	11409	7357
7	Sri Prasanta Kumar Dash	Daftary	2610-60-3150-65-3540/-	6349	3464
8	Sri Arun Kumar Mohanta	Peon	2550-55-2660-60-3200/-	5983	4539
9	Sri Ashok Kumar Behera	Workshop Attendant	2550-55-2660-60-3200/-	6103	4330
10	Sri Hemanta Kumar Jena	Mali	2610-60-3150-65-3540/-	6103	4694
11	Sri Sambhunath Dhal	Watchman	2550-55-2660-60-3200/-	5954	3331
12	Sri Binod Kumar Mohanta	Watchman	2550-55-2660-60-3200/-	5731	2836
13	Sri Mangalu Mukhi	Sweeper	2550-55-2660-60-3200/-	5983	3221

Department of Electrical Engg

14	Sri Ramesh Chandra Panda	Senior Lecturer	9350-325-14550/-	21623	13351
15	Sri Rajat Kumar Dutta	Resource Person(ET)	6000/- (Consolidated)	6000	5770
16	Sri Aswini Kumar Sahoo	Resource Person	6000/- (Consolidated)	6000	5770
17	Sri Subrata Parida	Resource Person(Co)	6000/- (Consolidated)	6000	5970
18	Sri Parameswar Das	Lab.Instructor	4750-125-7500/-	12519	8254
19	Smt.Muktirani Samanta	Sr.Instructor	4750-125-7500/-	11532	6161
20	SriRranjit Kumar Das	Demonstrator	4750-125-7500/-	11160	5372
21	Sri Mangulu Charan Mohanta	Laboratory Attendant	2650-65-3300-70-4000/-	6398	1858
22	Sri Mangulu Charan Naik	Workshop Attendant	2550-55-2660-60-3200/-	6224	3053

Department of Metallurgy Engg

23	Sri Chinmoy Mohapatra	Senior Lecturer	9350-325-14550/-	18600	12618
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24	Miss Silani saho	Resource Person	6000/- (Consolidated)	6000	5970
25	Sri Pranabandhu Mohapatra	LabInstructor	4750-125-7500/-	11393	6017
26	Sri Ranjan Kumar Parida	Sr.Instructor	4750-125-7500/-	10928	6297
27	Sri Kirtan Naik	Lab.Attendant	2650-65-3300-70-4000/-	6677	4947

Department of Mathematics & Science

28	Sri Mahendranath Dash	Sr.Lecturer	9350-325-14550/-	18461	11599
29	Miss Rsalina Nath	Resource Person(Human)	6000/- (Consolidated)	6000	5680
30	Miss Banali Panda	Resource Person	6000/- (Consolidated)	6000	5970
31	Sri Kapilendra Nayak	Lab.Assistant	4000-100-6000/-	9300	5344
32.	Sri Janardan Naik	Lab.Attendant	2650-65-3300-70-4000/-	6677	5947
33	Sri Jagannath Mohanta	Peon	2550-55-2660-60-3200/-	5999	4886
34	Sri Gurba Beshra	Peon	2550-55-2660-60-3200/-	6224	2321
35	Sri Upendra Kumar Pal	Peon	2550-55-2660-60-3200/-	6074	4489

Department of Geology

36	Sri Manoranjan Mohapatra	Lecturer	6500-200-10500/-	18461	5743
37	Dr.Somanath Khaosh	Resource Person(Geo)	6000/- (Consolidated)	6000	5680
38	Smt.Dipti Mohanta	Demonstrator	4750-125-7500/-	11160	5295
39	Smt.Taramani Sahoo	Peon	2550-55-2660-60-3200/-	5846	2997

Department of Workshop

40	Sri Gopabandhu hadei	Workshop Supdt.	9350-325-14550/-	19285	12801
41	Sri Manoj Kumar Moharan	Resource Person(W/S)	6000/- (Consolidated)	6000	5970
42	Sri Balaram Sahoo	Workshop Instructor	4750-125-7500/-	12369	8069
43	Sri Narayan Moharana	Workshop Instructor	4750-125-7500/-	12369	8031
44	Sri Mohan Murari Hota	Sr.Instructor	4750-125-7500/-	10135	6421
45	Sri Dhruva Charan Naik	Workshop Attendant	2550-55-2660-60-3200/-	6007	2856
46	Sri Gourhari Jena	Workshop Attendant	2550-55-2660-60-3200/-	6194	2986
47	Sri Gourhari Mohanta	Workshop Attendant	2550-55-2660-60-3200/-	5983	3670
48	Sri Dibesh Kumar Acharya	Dresser	2550-55-2660-60-3200/-	6499	4449
49	Sri Pradip Kumar Pattnaik	Driver	3050-75-3950-80-4590/-	7849	6147
50	Sri Jaladhar Das	Cleaner	2550-55-2660-60-3200/-	5954	4441

Department of Drilling Engg

51	Sri Baidhar Jena	Sr.Lecturer	9350-325-14550/-	21866	12936
52	Sri Pravakar Parida	Lab.Attendant	2650-65-3300-70-4000/-	6101	4701

Department of Mechanical Engg

53	Sri Ghanshyam sarangi	Sr.Lecturer	9350-325-14550/-	20414	11071
54	Sri Duryadahn Das	Resource Person	6000 (Consolidated)	6000	5680
55	Smt.Monalisa Sahoo	Resource Person	6000 (Consolidated)	6000	5970
56	Sri Balaram Sethy	Sr.Instructor	4750-125-7500/-	10928	5591

Department of Mining Engg.

57	Sri Kalpatary Tirthabasi Pa	Sr.Lecturer	9350-325-14550/-	19809	13036
58	Sri Radhakrushna Pramani	Sr.Lecturer	4750-125-7500/-	19275	6421

59	Sri Dushmanta Kumar Sah	Workshop Attendant	2550-55-2660-60-3200/-	5983	4362
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Department of Mine-Surveying

60	Sri Sarat Chandra biswal	Sr.Lecturer	9350-325-14550/-	17391	9182
61	Sri Parthasarathi Dash	Resource Person	6000 (Consolidated)	6000	5970
62	Sri Kanhu Charan Das	Lecturer(Civil)	6500-200-10500/-	15810	9293
63.	Sri Sachidananda Behera	Lab.Assistant	4000-100-6000/-	11369	7156
64	Sri Akhil Chandra Barik	Lab.Attendant	2650-65-3300-70-4000/-	6677	3849

Training Section

65	Sri Laxmikanta Biswal	Lab.Instructor	4750-125-7500/-	11532	7958
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Library

66	Smt.Gitrani Acharya	Jr.Librarian	3200-85-4900/-	10062	7607
67	Sri Basanta Kumar Pradha	Lib-Cum-SA	2650-65-3300-70-4000/-	6946	3523

Principal,
Orissa School of Mining Engineering,
Keonjhar.