

Statutory Declaration under section 4 (1) (b) Right to Information (RTI) Act. 2005

- (i) J.K.B.K. Government College/J.K.B.K. Higher Secondary School, Cuttack is a composite college located at OMP Square Cuttack, 753003. The roots of J.K.B.K. Govt. College can be traced back to 22nd August 1972 when the “New Government College” started functioning in the Ravenshaw Collegiate School, Cuttack. It was shifted on 1.1.73 to the premises of the College of Accountancy and Management Studies at Jobra and formally inaugurated on 19.01.73 by the then Education Minister of Orissa Mr Binayak Acharya. On 31.01.73 the college was renamed as “City College”. As a mark of tribute to the great nationalist poet and freedom fighter of Orissa Sri Bira Kishore Das, the college was named after him as Jatiya Kabi Bira Kishore Government College. Finally, the college was renamed as Jatiya Kabi Bira Kishore Government College in the year 1996. The college was shifted to its present campus at OMP square in December 1980. This college is affiliated to Utkal University, Bhubaneswar and comes under the administrative jurisdiction of the Deptt. Of Higher Education, Govt. of Odisha. J.K.B.K. Higher Secondary School is attached to CHSE, Odisha and comes under the administrative jurisdiction of the Deptt. Of School and Mass education, Govt. of Odisha. Both the colleges offer courses in the streams of Arts, Science and Commerce. From the session 2016-17, J.K.B.K. Govt. College is following CBCS pattern of Examination at +3 level. The college was placed in Grade “B+” in 2017 after an assessment by the National Assessment and Accreditation Council (NAAC). The functions and duties of the College are those decided by the Govt. and implemented by the Principal of the College which include teaching, laboratory work, office work, co-curricular and extra-curricular activities among others. The college has different bodies to maintain all types of discipline in the campus. All the cells or committees of the institution are under Statutory Bodies. The applications under the RTI Act along with a postal order/demand draft for Rs 10/- obtained in favour of Public Information Officer (PIO), J.K.B.K. Govt. College, Cuttack. All information about the college is open for the public and it can be obtained by citizens of India.

SL No.	Title	Details
1	Name of the Institution	J.K.B.K. Govt. College (Composite)
2	Postal Address of the Institution	OMP Square Cuttack, 753003
3	Type of Institution	Educational
4	Approval and affiliation	Approved by Department of Higher Education, Odisha and affiliated to Utkal University, Bhubaneswar
5	Management	Government
6	Principal	Prof. (Dr) Anuja Mohapatra
7	Website	jkbkgovtcollege.ac.in
8	Email	theprincipal_jkbkgovtcollege@rediffmail.com
9	Phone Number	0671-2441610
10	Working Hours (Office)	10:00 a.m. to 5:00 p.m.
11	Class time	7:00 a.m. to 2:00 p.m. (+2 and Vocational) 9:00 a.m. to 4:00 p.m. (+3)
12	Holidays	The College follows the holiday list prepared by the Higher Education Department, Government of Odisha.

Under Graduate Programmes

At UG level, the college imparts Honours teaching in a wide range of subjects like-

English

Odia

Sanskrit

Education

History

Economics

Political Science
 Philosophy
 Sociology
 Mathematics
 Commerce
 Physics
 Psychology
 Chemistry
 Botany
 Zoology

(ii) The powers and duties of its officers and employees:

Sl No.	Designation	Details
1	Principal	<ul style="list-style-type: none"> • Focusing on the improvement of the quality of education and research • Promoting team work and spirit • Overall Administration • To hold meetings of the Statutory Bodies.
2	Head of the Departments	<ul style="list-style-type: none"> • Actively assisting the Principal • Monitoring academic profile of the Department • Co-ordinating the teaching and learning of the subjects
3	Examination Cell	<ul style="list-style-type: none"> • Acquire and maintain an up-to-date knowledge of the examination's circulars issued by the University

		<ul style="list-style-type: none"> • Prepare the examination schedule • Smooth conduct of the internal and external examinations and also +2 examinations • Assign duties related to invigilation • To maintain the documents related to functioning of exam • To strictly follow the rules and regulations of the exams
4	Athletic Association	<ul style="list-style-type: none"> • Organize intra and inter college sports events for the students from time to time by the PET. • Procure and make available sports materials and equipment. • Inculcate the values and importance of team spirit.
5	Sexual Harassment Cell	<ul style="list-style-type: none"> • Assures all the complaints of the students, teaching and non-teaching staffs are treated with dignity and respect and the complaints should be maintained confidential.
6	Anti-Ragging Committee	<ul style="list-style-type: none"> • Ensure compliance with the provision of AICTE Regulations and Odisha prohibition of Ragging Act, 1999 and prohibition and Eradication of Ragging Act, 1999.
7	Librarian and Library Staff	<ul style="list-style-type: none"> • To prepare and maintain accession register

		<ul style="list-style-type: none"> • Classification, digital indexing and rejuvenation of books and journals • To make new books ready for students/ staff circulation • Maintain newspaper clipping • Maintain Library Documentation
8	Admission Committee	<ul style="list-style-type: none"> • All program admissions and its administration • All student's original documents and general register record maintenance. • Bonafide, leaving/transfer certificate, fee structure and concession forms • Online student date/ statistical Information • Guidance of form filling/ submission of reserved students for scholarship/fee reimbursement
9	Establishment	<ul style="list-style-type: none"> • Proceedings of the Local Managing Committee, Governing Body and other Statutory Committee and maintenance of records • Maintenance of leave record, service books and staff personal files • Keeping records and maintenance of property • To issue salary certificate to employees as per their requirement

10	Accounts	<ul style="list-style-type: none"> • To draw salary through Pay-roll software and maintain the file of salary • Preparation of P.F. • Calculation of Form 16 TDS and Professional Tax • To file e TDS/GST return quarterly • To assist Principal for optimization budgetary allocation • Maintenance of bank and cash books • Preparation of computational balance sheet and get it audited
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(iii) Decisions at the College levels are taken by the Head of the Institution taking into account the rules and regulations and directions of the Govt. Deptt. Of Higher Education, R.D.E, C.H.S. E., Utkal University, UGC, RUSA and NAAC.

(iv & v) Norms and regulations include Circulars, Guideline, Communications, Memos, Letters, Advisories, Manuals and Service code as per Higher Education Department, Govt. of Odisha.

(vi) The categories of document relate to files, records, cash books, DCR, Vouchers, Acquaintances, registers, Guard Files in the custody of Head Clerk, Accountant, Cashier, Dealing Assistants, Asst. Librarians, storekeepers and various departments etc.

(vii) The College has a Governing Body consisting of 07 members.

(viii) IQAC Alumni Association and Parents Body are open to public if they are eligible for such bodies. The college has also various in- house committees like Developmental Committee, Discipline Committee, Purchase Committee, Library Committee, UGC Planning Board, Examination Committee etc.

(ix) The college has total 56 employees out of which 37 are officers including Principal.
Principal-1

Associate Professor-03

Assistant professor-27

Junior Lecturer-04

Adhoc-02

Guest faculties engaged for the year 2022-23 are 19 (+2) and 13 (+3) respectively.

The list of employees is attached.

(x) The Scale of Pay as per PB 1,2, & 3 of the following members of Staff:

a) Principal	: Rs 37400-67400/- with AGP 10000/-
b) Sr Reader	: Rs 37400-67400/- with AGP 9000/-
c) Reader	: 15600-39100/- with AGP 8000/-
d) Reader (S.S)	: 15600-39100/- with AGP 6600/-
e) Sr Lecturer	: 15600-39100/- with AGP 7000/-
f) Lecturer (CB)	: 15600-39100/- with AGP 6000/-
g) Lecturer (S.S)	: 9300-34800/- with AGP 5400/-
h) Jr. Lecturer	: 9300-34800/- with GP 4600/-
i) Demonstrator	: 9300-34800/- with GP 4200/-
j) Head Clerk	: 9300-34800/- with GP 4200/-
k) Asst. Librarian	: 9300-34800/- with GP 4200/-
l) Artist-cum-Photographer	: 9300-34800/- with GP 4200/-
m) Senor Clerk	: Rs 5200-20200/- with GP 2400/-
n) Junior Clerk	: Rs 5200-20200/- with GP 1900/-
o) Asst. Store Keeper	: Rs 5200-20200/- with GP 2400/-
p) Mechanic	: Rs 5200-20200/- with GP 1800/-
q) Lab Attendant	: Rs 4975-14680/- with GP 1750/-
r) Lib. Attendant	: Rs 4975-14680/- with GP 1750/-

Class-IV

a) Peon	: Rs 4440-14680/-with GP 1700/-
b) Watchman	: Rs 4440-14680/-with GP 1700/-
c) Sweeper-cum- Watchman:	Rs 4440-14680/-with GP 1700/-

Salaries increase subject to release of annual increments.

(xiv) Yes

(xv) Citizens can obtain information provided they apply as per the provisions of RTI Act, 2005 and RTI Rules.

The College Library remains open from 10 a.m. to 5 p.m. on all working days.

Members of the Staff and Students of the College can use the library. Other persons specially permitted by the Principal can also use the Library.

(xvi) The names of the officers with designation and other particulars in charge of the RTI Cell are :

Head of Public Authority	Prof (Dr) Anuja Mohapatra Mobile No. 9937055775
First Appellate Authority	Dr Ananta Kishore Jena Mobile No. 9437495867
Public Information Officer	Dr Jutshina Hota Mobile No. 7008694461
Assistant Public Information Officer	Dr Manjusha Bhoi Mobile No. 9438867525
Dealing Assistant	Mr Deepak Nayak Mobile No. 9040148729

(Subject to revision)

(xviii) **LIST OF GAZETTED STAFF OF J.K.B. GOVT. COLLEGE, CUTTACK**

Principal: Prof (Dr) Anuja Mohapatra

(Not in the order of seniority)

Botany

- | | |
|------------------------------|-----------------|
| 1. Mr Debashish Patra | Asst. Professor |
| 2. Mr Ajit Sethy | Asst. Professor |
| 3. Dr Swosti Swagatika Swain | Asst. Professor |
| 4. Dr Rosnara Begum | Asst. Professor |
| 5. Dr Lopamudra Das | Asst. Professor |

Chemistry

- | | |
|-------------------------|-----------------|
| 1. Dr Rita Das | Professor |
| 2. Dr Pranayini Patnaik | Asst. Professor |
| 3. Mr Debidutta Dash | Asst. Professor |
| 4. Mrs Kabita Behera | Asst. Professor |

Commerce

- | | |
|----------------------|-----------------|
| 1. Sri Parsuram Ojha | Junior Lecturer |
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Economics

- | | |
|-----------------------|-----------------|
| 1. Dr Padmaja Pandit | Asst. Professor |
| 2. Sri Jyotish Muduli | Asst. Professor |
| 3. Dr Manjusha Bhoi | Asst. Professor |

Education

Nil

English

- | | |
|--------------------------|---------------------|
| 1. Dr Madhuchanda Patra | Associate Professor |
| 2. Mrs Sanghamitra Padhi | Junior Lecturer |

History

- | | |
|-----------------------------|-----------------|
| 1. Dr Daitary Sahoo | Asst. Professor |
| 2. Dr Biranchi Narayan Pati | Asst. Professor |

Logic and Philosophy

- | | |
|------------------------|-----------------|
| 1. Dr Debadatta Mishra | Asst. Professor |
|------------------------|-----------------|

Mathematics

- | | |
|------------------------------|-----------------|
| 1. Mr Dhiren Chand Nayak | Asst. Professor |
| 2. Dr Debashish Das | Junior Lecturer |
| 3. Mr Nirakar Niranjan Sethy | Junior Lecturer |

Odia

- | | |
|----------------------------|---------------------|
| 1. Dr Ananta Kishore Jena | Associate Professor |
| 2. Dr Nutan Ranjan Mohanty | Asst. Professor |
| 3. Dr Siba Prasad Dalei | Asst. Professor |

Physics

- | | |
|---------------------------|-----------------|
| 1. Dr Priyadarshini Swain | Asst. Professor |
| 2. Dr Biswajit Pati | Asst. Professor |
| 3. Dr Bijayalaxmi Sahoo | Asst. Professor |

Political Science

- | | |
|--------------------------|-----------------|
| 1. Mr Amit Kumar Mohanty | Asst. Professor |
| 2. Dr Sanjay Das | Asst. Professor |

Psychology

- | | |
|----------------------|-----------------|
| 1. Dr Manaswini Dash | Asst. Professor |
| 2. Miss Meera Prusty | Asst. Professor |

Sanskrit

Nil

Sociology

1. Dr Anuja Mohapatra
2. Dr Jayashree Mallick

Professor
Asst. Professor

Zoology

1. Dr Jyushina Hota
2. Dr Soumya Pragyam Das

Asst. Professor
Asst. Professor

LIST OF NON-TEACHING STAFF

NAME OF POST	NO. OF SANCTIONED POSTS	NO. OF POSTS VACANT	NO. OF POSTS EXISTING	NAME OF EMPLOYEES IN POSITION
Head Clerk	01	01		
Senior Clerk	02	NIL	02	Sri Sudarson Das Sri Manoranjan Jena
Junior Clerk	03	02	01	Sri Deepak Nayak
Demonstrator	05	03	02	Sri Debabrata Prusty Sri Ashok Kumar Senapati
Library Attendant	01	01	Nil	
Assistant Librarian	01	-	01	Sri Pradip Kumar Das
Junior Librarian	01	-	01	Miss Chaitali Dora
Laboratory Attendant	04	03	01	Sri Biranchi Narayan Nayak
Laboratory Assistant cum Store Keeper	05	-	05	Sri Akash Das (Botany) Sri Kishore Chandra Sahoo (Physics) Sri B. Krishnamurthy (Psychology) Mrs Madhusmita Jena (Zoology) Sri Nrusinghcharan Samal (Chemistry)
Storekeeper	04	02	02	Sri Santosh Hota Sri Manas Ranjan Nanda
P.E.T.	01	01	01	Mitali Priyadarshini Swain
Peon	09	06	03	Lokanath Barik Anjana Jena Sunil Kumar Naik
Watchman	01	01	-	
Sweeper cum Watchman	01	01		
TOTAL	39	21	19	