



OFFICE OF THE PRINCIPAL
BIRUPA COLLEGE, INDUPUR, KENDRAPARA
TELEPHONE NO.06727-278727

Statutory declaration on the Institution website for Compliance under section 4 (1) (b) of the Right to Information Act, 2005

1. Particulars of the organization.

- (a) Name of the organization-Birupa College, Indupur, Kendrapara,Odisha.
- (b) Address- At/PO-Indupur, PS-Nikirai, Dist- Kendrapara, 754214
- (c) Contact No- 06727-278727
- (d) Website- www.birupacollege.co.in

2. Functions of the organization.

Birupa College, Indupur , Kendrapara was established in the year 1982 to impart education to the students of the locality in both Humanities and Science wing with Honours. The Lecturers of this organization are duly qualified to provide proper knowledge and guidance to the pupil.

3. The Duties of its employees.

- (a) Principal- Being the head of the institution he discharges his duties as chief administrator, DDO, looking after academics and accounts matter.
- (b) Administrative Bursar(s)- Such officers look after administrative issues of the college, thus, helping the principal and also coordinates between different committees of the college.
- (c) Accounts Bursar(s)- Such officers look after the financial transaction of the college and guides the principal as regard to sanction of different bills and vouchers.
- (d) Academic Bursar(s)- Such officers look after the academic curriculum and activities of the college.
- (e) Prof-in-charge of Different committees- Such officers look after the assignments as bestowed upon them viz. Examination, IQAC,UGC, Admission, Scholarships, Campus discipline, Anti-ragging cell, OBC cell, Minority Community cell, SC/ST cell, Grievance Redressal forum, Internal complaint cell, Construction and purchase committee etc.
- (f) Administrative staffs- Such staffs of the college whose nature of work is ministerial employees, maintain and keep all records with them and produce the same before the officers for their approval.

4. The procedure followed in the decision making.

The Principal of the college who is the chief administrator approves the suggestions as submitted before him/her by the concerned bursars and different committees. Sometimes, some decisions are taken by the Governing Body of the college as the apex authority.

5. The particulars of the facility available to the public for obtaining information.

One PIO in the rank of Assistant professor is given the assignment of providing information to the public on request in writing along with the submission of prescribed application fee in favour of the principal of the college.