

Suo Moto Disclosure under section 4 of RTI Act, 2005 in respect of JNRM, Sri Vijaya Puram.

S.No.	Title	Details
1	The particulars of its organization function & duties	Annexure -A
2.	The Powers and duties of its officers and employees	Annexure -B
3	The proccdures followed in the decision making process, including channels of supervision and accountability	Annexure -C
4	The norms set by it for the discharge of functions	The norms are to be framed by A&N Administration and discharge by the official functionaries.
5	The rules, regulation, instructions manuals and records held by it or under its control or used by its employees for discharging its functions.	The rule and regulation, instruction manual are framed by the A&N administration are being followed and kept under the custody of Assistant Director (Administration), JNRM and personal Assistant of Principal JNRM. All teaching and non teaching functionaries such as establishment, DDO and Admission and Examination wing are discharging their functions.
6	A statement of the categories of documents that are held by it or under its control	<ul style="list-style-type: none"> • Administrative affairs are overseen by the Assistant Director (Admin.) who is responsible for handling office administration, personnel management. The structural allocation of responsibility ensures the smooth operation of the JNRM. Beside that Planning related matter are also seen by the Assistant Director(Admin.) for handling all planning related matter while marinating a clear focus on both students and teaching and non teaching personnel's. • The financial affair of the JNRM is seen the DDO

		who is responsible for all accounts and financial compliance of the JNRM.
7	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.	JNRM is the Premier mother institute of Higher Education which facilitate the students of the A&N Island to pursue their higher education in UG and PG level courses. The JNRM is headed by the Principal and follow the guideline of the A&N Administration for its implementation. For better and smooth functioning of the college various committee has been formed such as Anti ragging, Anti drug etc. in which the member may be opt from other departments or other social fields. The Policy of the JNRM has been governed by A&N Administration.
8.	A statement of boards, council committee and other bodies consisting of two or more persons consisted as its part or for the purpose of its advice, and as to whether meeting of those boards councils, committees and other bodies are open to the public or the minutes of the such meeting are accessible for public	For its smooth functioning of the college 35 to 37 committee broadly which includes welfare of students/ grievances/ infrastructure development/ expenditure / campus safety and security has been formed to assist the Principal, JNRM. The tenure of the each committee is for two years. Time to time chairman of the committee hold the review meeting and discuss the shorting coming and report to the Principal for its final redressal. Annexure - D
9	A directory of its officers and employees	Annexure E
10	The monthly remuneration received by each of its officer and employees including the system of compensation as provided in its regulations	Annexure - F
11	The budget allocated 2023 to 2026	Annexure - G
12	The matter of execution of subsidy programme, including the amount allotted and the details of the beneficiaries of such	NA

	programme.	
13	Particulars of recipient of concession permits or authorization grant by it.	NA
14	Details in respect of the information available to or held by it, reduced in an electronic form	Yes, all classified documents are scanned and preserve it with for ready references.
15	The particulars of facilities available to citizen for obtaining information including the working hours of the library or reading room if maintained for public use.	The required information can be obtained from the Principal, JNRM during the official hours from 8.30 AM to 05.00 PM on all working days. Additionally the information is available in the website https://jnrm.and.nic.in/ of the JNRM, Andaman & Nicobar Administration where relevant updates, notification and documents can be accessed.
16	The name designations and other particulars of the Public Information Officers	Smt Uma Savitri, Assistant Director (Admin) / Public Information officer
17	Such other information as may be prescribed	

The organization and functions

Premier institute of Higher Education in the A&N Islands was established in 1967 was known as Government College, Port Blair. It was affiliated with Panjab University and started with very few faculty like History and Hindi. By the passage of time, this Govt. college was grown up in infrastructurally and faculty wise. It was renamed as Jawaharlal Nehru Rajkriyee Mahavidyalaya in short JNRM. The affiliation was shifted to Pondicherry central university in the year of 1987. During these years of its existence JNRM has emerged as a Potential institute of Higher Education and academic Excellence in these Islands. The college has made tremendous stride by introducing various course to cater the needs of the Islands. At present there 18 UG and 9 PG course with good library collection, well equipped sports room for indoor as well as out door. This college is having modern ICT lab for the students of UG & PG. The college has got the Accredited with A Grade by NAAC. Apart from this college facilitate to conduct National level examination centre for the Islanders. State / National and international seminar also conducted in the auditorium of JNRM. This college is have the branch of NCC and NSS cadre and performed well and time to time participate in the State and National level Parade of Republic Day and Independence Day in New Delhi.

Our vision

To Provide quality value and need based education to the society. To provide students with ample opportunity to exhibit their potential in the field of sport and co-curriculum activity in addition to Academic excellence.

Our mission

The college aims at inculcating higher academic excellence intellectual development and moral standard among in students. The college aims at providing quality education and promote excellence in education spear.

The Power and duties of Officer and staff

SL. No	Designation	Duties
1.	Assistant Director (Admn.)	1. Overall In-Charge of Office of the JNRM, Sri Vijaya Puram (Establishment/Accounts/Store/Statistical Section).
2.	Office Superintendent (OS)	<ol style="list-style-type: none"> 1. Section In-Charge of Accounts Section/Establishment Section. 2. Shall be responsible for overall administrative control of all office staff and Group C erstwhile supporting staffs posted to various sections. 3. Shall be responsible for maintenance of discipline, punctuality and overall management of staff. 4. Shall be supervise office works of Estt, Accounts and pass Instruction/direction to streamline and ensure better coordination to improve the working ability of the section. 5. All files and bills routed through OS shall be properly checked and satisfied by him before it is presented to the AD (Admin)/DDO/Principal 6. Shall be examine correctness of all the files/bills/proposals before it is submitted to the higher authorities 7. Shall be responsible to execute the orders/instructions passed by the superiors related to the function and management of the office. 8. Any works as assigned by the AD (Admin.)/Principal from time to time.
		<u>Establishment Section</u>

1.	Head Clerk	<ol style="list-style-type: none"> 1. To attend all correspondence regarding Guest/Contract Lecture. (Appointment, Experience Certificate, Extension, Leave Sanction and regularization etc.) 2. To deal with the matters related to Selection Grade/Senior Grade. 3. Grant of 3 advance increments for PHD, Refresher Course, experience certificate, forwarding of application for engagement in higher post in other Universities of Group 'A' Officer. 4. Correspondence regarding sanction of Senior Scale with IQAC 5. Correspondence regarding Disciplinary Proceeding of Group "A 'B' & 'C' staff of JNRM. 6. Correspondence regarding DRMs 7. Correspondence regarding Duty-cum-tour of Group "A" officials of INRM 8. Correspondence regarding Compulsory retirement 9. All General Correspondence 10. Correspondence regarding medical advance & medical claim of Group B & C Staff/AC Cadre/Steno/Statistical Staff of JNIM 11. Conducting of DPC for Confirmation and MACP to Group " and C staff of JNRM 12. Any other works entrusted to her by the Office Superintendent/AD (Admn)/Principal from time to time.
2.	HGC	<ol style="list-style-type: none"> 1. Shall be responsible for the maintenance of Service Book/leave accounts, Personal files and other allied records of Group 'A' Officers of INRM viz: Associate Professor and Assistant Professor. 2. All works related to leave sanction and regularization, LTC Advance, GPF advance and withdrawal. Medical Advance, reimbursement of Children Education Allowance of the above official. 3. Maintenance and sanction of Casual Leave of Group "A' staff of JNRM. 4. Preparation of pension, Commutation, Gratuity & GPF final payment of Group 'A' Officer 5. Issue of Annual Periodical Increment Certificate of the above officer 6. Correspondence regarding duty placement of Group 'A' officials during summer vacation.

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| | <ol style="list-style-type: none">7. Correspondence regarding RUS8. Any other works entrusted to her by the Office Superintendent/AD (Admin.)/Principal from time to time.9. He will responsible for the maintenance of Service Book/leave accounts, Personal files and other allied records of MTS, Cook & Library Attendant.10. All works related to Leave sanction and regularization, LTC Advance, GPF advance and withdrawal, reimbursement of Children Education Allowance of the above staff.11. Preparation of Pension, Commutation and Gratuity & GPF final payment of above staff.12. Issue of Annual Periodical Increment Certificate of the above staff.13. Pay fixation of the aforementioned staff.14. Correspondence regarding Court Case of JNRM.15. Correspondence regarding indent for POL, and other items for campus up-keep.16. Correspondence regarding IGOT Karmayogi Portal.17. Record Room In-charge |
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3.	LGC	<ol style="list-style-type: none"> 1. She will responsible for the maintenance of Service Book/leave accounts, Personal files and other allied records AC Cadre staff viz: Assistant Director (Admin.). Office Superintendent, Senior Investigator, Personal Assistant, Head Clerk, HGC & LGC & Group B & 'C' staff of JNRM viz; Librarian, Assistant Librarian, Lab Technician, Lab Assistant, Library Restorer, Library Assistant, Electrician. Gesturer Operator, LVD, Music Assistant, Audio Visual Operator. 2. All works related to leave sanction and regularization, LTC Advance. GPF advance and withdrawal, Children Education Allowance of the above staff. 3. Preparation of pension, Commutation, Gratuity & GPF final payment of above staff. 4. Maintenance and sanction of Casual Leave of Group 'B' & 'C' staff of INRM. 5. Correspondence regarding Administrative matter related to AC Cadre, disposition list, monthly pension report 6. Issue of Annual Periodical Increment Certificate of the above staff. 7. Correspondence regarding to Rajbasha Hindi, Thimahi Report, Hindi Pakhwada. 8. Pay fixation of the aforementioned staff 9. She will responsible for the maintenance of Service Book/leave accounts, Personal files and other allied records of MTS staff 10. All works related to Leave sanction and regularization, LTC Advance, GPF advance and withdrawal, reimbursement of Children Education Allowance of the above staff. 11. Preparation of Pension, Commutation and Gratuity & GPF final payment of above stall 12. Issue of Annual Periodical Increment Certificate of the above staff. 13. Pay fixation of the aforementioned staff. 14. Correspondence regarding Quarter Allotment. 15. She will process the matter of duty placement of Group 'C' officials during summer vacation. 16. Any other works entrusted to her by the Office Superintendent/AD (Admin.)/Principal from time to time.
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4.	MTS	<ol style="list-style-type: none"> 1. Dairy and Dispatch. 2. Maintaining File Movement & Service Book movement register 3. Maintaining telephone, stamp, internal stock register. RTI register and Guest faculty register. 4. Internal/Section Dak distribution and Xerox work. 5. Any other works entrusted to her by the Office Superintendent/AD(Admin.)/Principal from time to time. 6. To assist all dealing assistant of Establishment section for typing and other allied works. 7. Internal/Section Dak distribution and Xerox works. 8. Any other works entrusted to her by the Office Superintendent/AD (Admin.)/Principal from time to time. 9. Distribution of Internal Dak of various department/section of JNRM. 10. Distribution of Outer Dak of JNRM 11. Xerox work of Establishment section 12. Up-keeping of files in the Establishment Section. 13. Filing of Office Copy in all files maintained by the Establishment section. 14. Any other works entrusted to him by the Office Superintendent/AD (Admin.)/Principal from time to time
5.	Gesturer Operator.	<ol style="list-style-type: none"> 1. Maintaining all type of registers and closing files of record room. 2. Maintaining of closing files of Establishment section. 3. Stitching of all closing files of INRM. 4. Searching and movement of closing files as and when required by the dealing assistant. 5. Xerox works of Establishment section 6. Any other works entrusted to him by the Office Superintendent/AD (Admin.)/Principal from time to time.
6.	Senior Investigator	<ol style="list-style-type: none"> 1. Correspondence related to all University matters such as affiliation, new courses and UGC related matters including autonomous status. 2. Correspondence related to reservation to ST/OHC/PH und EWS pertaining to the Institute. 3. Correspondence on parliament questions.

		<ol style="list-style-type: none"> 4. Correspondence related to all Statistical data to be submitted to various Department of Admin. 5. Recruitment Rules 6. Correspondence on filling up Group 'A', 'W' and 'C' post 7. Correspondence related to creation/revival of Group A & 'C' post of JNRM 8. Correspondence related to RTI matter and submission of Quarterly report in respect of JNRM. 9. Correspondence of Public Grievances related to this Institute 10. Recruitment process of Group 'A', ' & 'C' stall of JNUM 11. Preparation and submission of 3 years Action Plan and 7 year strategies of JNIRM to the Administration and Zilla Parishad, South Andaman. 12. Submission of monthly Physical and Financial progress of the Institute to the A&N Admin. 13. Submission of Quarterly report on Ek Bharat, Shrestha Bharat 14. Correspondence on coordination meeting, various awards, Responsive Administration, Correspondence on physical handicapped matters, Correspondence IDA, Correspondence on Higher Education, Correspondence of seats for students. 15. Correspondence on Rastriya Sainik Board, island Vessel Accidental Claim Act, Sexual Harassment Act, National Commission for Minority Education Institutional Ordinance and Women and Children Protection Unit. 16. Any other work entrusted to him by the AD (Admin.)/Principal from time to time.
<u>Accounts Section</u>		
1.	HGC	<ol style="list-style-type: none"> 1. PD Maker for Scrutiny, sanction and preparation of stipend bills of Inmates of Boys hostel, Girls hostel and outsider students of JNRM Port Blair. 2. Preparation of Medical claims/bills in respect of all staff of INRM. 3. Preparation of Tuition Fee reimbursement bills of all staff of JNRM 4. Process for sanction of all civil works including renovation works of JNRM campus, Girls and Boys Hostel (NRM)

		<p>pertaining to E (PBSD), and EE (WSD), APWD Port Blair</p> <ol style="list-style-type: none"> Correspondence related to Plan scheme and monitoring of Capital works. Correspondence regarding Audit Query. Any other work entrusted from time to time the Office Superintendent/AD (Admin.)/DDO/Office of Principal, NEM
2.	HGC	<ol style="list-style-type: none"> Preparation of all FVC bills ie. POL/Adv charges and impress bills, outside GeM (Normal) Preparation of all FVC bill pertaining GeM (through e-bills) Preparation of all sanction order related to FVC bills Maintaining of FVC, BSNL Electricity and Water Register. E-Filling of all the 1/30 DRM in EPF Portal Maintaining of file related to EPF Preparation of GST bill on FVC and maintaining of file related to GST. Filling of GST Returns in time every month. Any other work entrusted to her from time to time by the Office Superintendent/AD (Admin.)/DDO/Office of Principal, INRM
3.	LGC	<ol style="list-style-type: none"> Maintenance of PBR and preparation of pay bills in respect of all Group A (GPF as well as NPS) staff. Group B, C GPF and Group C NPS Staff Preparation of Arrears bills of all concerned staff of Serial No. 1 above. Calculation of TDS on Salary of bills of Serial No. 1 above and maintaining the necessary TDS related registers. Also ensuring the filing of TDS quarterly Returns in time. Preparation of salary bills in r/o Guest faculties. Any Other work entrusted from time to time by the Office Superintendent/AD (Admin.)/DDO/Office of Principal, JNRM
4.	Cashier	<ol style="list-style-type: none"> Maintenance of Expenditure Register. Performing the duties of Cashier. Maintenance of Cash book, Cheque Register. Unpaid Registers and all allied records pertaining to drawing and disbursement of Cash/Cheques Maintenance of appropriation register. Maintenance and security of the payment vouchers and ensure monthly stitching of

The procedures followed in the decision - making process including channels of the supervision and accountability.

1. **Policy decision :** Policy decision are framed by the Ministry of Higher Education, New Delhi.
2. **General work :** Single file system is followed in the institute of JNRM, files dealt by the dealing assistants are referred to the competent authority through Assistant Director(Admin.) to Principal, Director of Education and final administrative approval of Secretary (Education) .
3. **Welfare :** All policy and plan are formulated , implemented and reviewed for the welfare of the students as well as the teaching and non teaching staffs.
4. **Dissemination of information :** Information board for public grievance is displayed in the website of JNRM. Further information boards are erected in the prominent placed of the JNRM. Under the internship the faculties are conducted the awareness programme and also adopted the village for awareness and motivation of general public. The NSS cadets are regularly conducting the outdoor cleanliness programme .



अंडमान तथा निकोबार प्रशासन
Andaman and Nicobar Administration
जवाहरलाल नेहरू राजकीय महाविद्यालय
Jawaharlal Nehru Rajkeeya Mahavidyalaya
Port Blair/ पोर्ट ब्लेयर
NAAC accreditation with "A" Grade

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Dated the 28th December, 2023

ORDER NO. 1135

In Supersession of all previous orders, the following Committees are reconstituted and shall be valid for two academic years 2023-2024 and 2024-2025. The Committee Members are requested to ensure maximum participation to assist the Principal for smooth functioning of the Institute.

The Chairman of all constituted Committees are advised to conduct meetings regularly at least once in a month to assess the activities during the period and submit a composite report. Invariably on the last working day of every month for information and record. In the event of non-availability of Chairman, the next senior member of the committee shall look after the duty as link officer.

The officer in-charges of various section/unit viz. Admission & Examination Wing, Establishment Section, Account Section, Library, Hostel Wardens, Senior Investigator are requested to provide required data as and when needed by these Committees.

1. Anti-Ragging Committee (District Level)			
S.No.	Name of staff	Designated as	Duties assigned
1.	Principal JNRM	Chairman	To prevent and resolve any case of ragging in JNRM campus as well as hostels.
2.	Dr. Vijay Tyagi, Associate Professor	Representative of Faculty	
3.	Dr. Hema Banerjee, Associate Professor	Representative of Lady Faculty	
4.	SHO, Aberdeen Police Station	Representative of Police	
5.	Tehsildar, Port Blair	Representative of Civil Administration	
6.	Chief Editor, The Daily Telegram	Representative of Local Media	
8.	President, Student Council, JNRM	Representative of Students	
9.	A.D (Admn)	Representative of Non-Teaching staff	
10.	Class representatives of all 1 st year class	Representative of Fresher's	
11.	Parent of 1 st year class	Representative of Parent	

2. Anti - Ragging Squad (JNRM)

S.No.	Name of Staff	Designation	Duties Assigned
1	Principal, JNRM	Chairman	To prevent and resolve any case of ragging in JNRM campus as well as hostels.
2	Dr. K C Joshi, Associate Professor	Representative of faculty	
3	Dr. Ramesh Kumar, Associate Professor	Representative of faculty	
4	SHO, Aberdeen Police Station	Representative of Police	
5	Tehsildar, Port Blair	Representative of Civil Administration	
6	Chief Editor, The Daily Telegram	Representative of Local Media	
7	President, Student Council, JNRM	Representative of students	
8	Assistant Director (Admn.)	Representative of Non-Teaching staff	
9	Class representatives of all 1 st year class	Representative of Fresher's	
10	Parent of 1 st year class	Representative of Parent	

3. Anti - Drug Squad

S.No.	Name of Staff	Designation	Duties Assigned
1	Dr. K V R Murthy, Associate Professor	Chairman	To prevent drug abuse in JNRM campus as well as hostels
2	Dr. Hema Banerjee, Associate Professor	Member	
3	Dr. Alitha Narendran, Assistant Professor	Member	
4	Dr. J Goutham, Assistant Professor	Member	
5	Dr. Dipon Sharmah, Assistant Professor	Member	

4. Advisory Committee/Governing Body for affiliation related matters

S.No.	Name of Staff	Designation	Duties Assigned
1	Principal, JNRM	Chairman	All Affiliatic related matters
2	Dr. Dr. Mohanraju, Prof. PU Brookshabad (Nominee of Pondicherry University)	Member	
3	Smti. Pearl Devdas, Associate Professor	Member	
4	Dr. K.C. Joshi, Associate Professor	Member Secretary	
5	Dr. Ratan Mazumdar, Associate Professor	Member	
6	Dr. Dipon Sharmah, Associate Professor	Member	
7	Senior Investigator, JNRM	Member	

5. Department wise Disciplinary Committees

S.No.	Name of Staff	Designation	Duties Assigned
<u>Geography, Hindi, Economics</u>			
1	Dr. S.C.Chaturvedi, Associate Professor	Chairman	To maintain discipline in and around Geography, Hindi and Economics Deptt.
2	Dr. Hema Banerjee, Associate Professor	Member	
3	Dr. P.M.Murali, Associate Professor	Member	
4	Dr.Ratna Kushwah, Assistant Professor	Member	
<u>Chemistry, Zoology, History</u>			
1	Dr. Ratan Mazumder, Associate Professor	Chairman	To maintain discipline in and around Chemistry and Zoology and History Deptt.
1	Dr. J.Goutham, Assistant Professor	Member	
2	Shri Suresh Kumar Arya, Assistant Professor	Member	
<u>Maths, Physics, Computer Science, Botany, Bangla & BBA</u>			
1	Shri Sadab Hassan, Associate Professor	Chairman	To maintain discipline in and around Maths, Physics, Comp. Sci., Botany and Bangla & BBA Deptt.
1	Dr. Sonamuthu, Associate Professor	Member	
2	Dr. Ras Behari Banerjee, Assistant Professor	Member	
3	Dr. Rajeev Kumar Tiwari, Assistant Professor	Member	
4	Shri Seemanta Kr. Deka, Assistant Professor	Member	
<u>Political Science, English, Home Science, Commerce & Tamil (New Building)</u>			
1	Smti. Sheeja Jenson, Associate Professor	Chairman	To maintain discipline in and around Political Science, English, Home Science, Commerce & Tamil (New Building)
2	Dr. R.P.Palanisamy, Associate Professor	Member	
3	Dr. M.Selvam, Assistant Professor	Member	
4	Dr. Ajitha Narendran, Assistant Professor	Member	
5	Smti. Nidhi Shekawat, Assistant Professor	Member	
<u>Area around Principal's Office, Physical Education and Gate</u>			
1	Shri N.Balakrishnan, Associate Professor	Chairman	To maintain discipline in and around in the area around Principal' Office, Physical Education Deptt. and Gate
2	Dr. Kandimuthu, Assistant Professor	Member	
3	Dr. Satyander Pal	Member	

6. Student Placement Committee

S.No.	Name of Staff	Designation	Duties Assigned
1	Dr. N C Vinod, Assistant Professor	Chairman	All placement works including coordination with other colleges/firm/departments/Private Sectors etc.
2	Dr. Hemalatha, Assistant Professor	Member	
3	Dr. Ajitha Narendran, Assistant Professor	Member	
4	Dr. Nidhi Sekhawat, Assistant Professor	Member	

7. Student Welfare Committee			
S.No.	Name of Staff	Designation	Duties Assigned
1	Dr. Vvas Mani Tripathi, Associate Professor	Chairman	The matter related to the welfare of students of JNRM.
2	Dr. Leelamani, Associate Professor	Member	
3	Dr. Kusum Kumari, Assistant Professor	Member	
4	Shri. Seemanta Kr. Deha, Assistant Professor	Member	
5	Dr. Vivek Kumar Sahu, Assistant Professor	Member	
6	Smti. Shibani Raibhushan, Assistant Professor	Member	

8. Implementation of GoI Schemes such as Village adoption, Water harvesting, energy Conservation etc.			
S.No.	Name of Staff	Designation	Duties Assigned
1	Dr. Nidhi Sekhawat, Assistant Professor	Chairperson	Implementation of GoI Schemes in JNRM.
2	Dr. Dipon Sharmah, Assistant Professor	Member	
3	Dr. Vivek Kumar Sahu, Assistant Professor	Member	
4	Dr. Ratna Kushwaha, Assistant Professor	Member	
5	Smti Esther Samuel, Assistant Professor (Contract)	Member	

9. Campus maintenance and beautification committee			
S.No.	Name of Staff	Designation	Duties Assigned
1	Shri. N Balakrishna, Associate Professor	Chairman	Gardening and beautification of JNRM. Campus
2	Shri John Britto, Electrician	Member	
3	Shri K. Chandrayya, MTS	Member	
4	Shri Kamesh Rao, MTS	Member	

10. Sports and Youth Development Committee			
S.No.	Name of Staff	Designation	Duties Assigned
1.	Dr. R G S Bhagel, Associate Professor	Chairman	The matter related to the sports and development of students of JNRM.
4.	Dr. Satyander Pal Singh, Associate Professor	Member	
5.	Dr. Suresh Kr. Arya, Assistant Professor	Member	
6.	Smti. Shibani Raibhushan, Assistant Professor	Member	

11. Academic/ Admission/ Examination Affairs Committee			
S.No.	Name of staff	Designated as	Duties assigned
1.	Dr. K.C. Joshi, Associate Prof	Chairman	Execution of academic activities, Admission process and all preliminary works relating collection of fee, issuance of Hall Tickets etc. for conduct of Pondicherry University Exams.
2.	Shri Shadab Hasan, Associate Prof	Member	
3.	Dr. M.Sambasivam, Assistant Prof	Member	
4.	Shri Sujit Paul, Lab Assistant	Member	
5.	Shri E.A.Johnson, Lab Assistant	Member	

12. Internal Complaint Committee (ICC)			
S.No.	Name of staff	Designated as	Duties assigned
1.	Dr. Manju Nair, Associate Professor	Presiding Officer	Affairs relating disposal of Internal Complaints of students as well as staff
2.	Shri N. Balakrishnan, Associate Prof	Member	
3.	Dr. Satya Prakash, Associate Professor	Member	
4.	Smt. Nidhi Shekhawat, Assistant Prof	Member	
5.	Smt. Rubina Siddique, Ex-Member UT Commission for Protection of Child Right - 9732473786	Member	

13. Students Grievances Redressal Committee (SGRC)			
Sl.No	Name of Staff	Designated as	Remarks
1.	Dr. K. Thilagawathi, Associate Professor	Chairperson	Nominated for a period of two years
2.	Dr. M. Selvam, Assistant Professor	Member	
3.	Dr. Abdul Salam, Assistant Prof.	Member	
4.	Dr. Kandimuthu, Assistant Prof.	Member	
5.	Dr. T.Hemalatha, Assistant Prof.	Member	Nominated for a period of two years as representative of SC/ST/OBC category.
6.	Dr. T. Ganesh Assistant Professor, Department of Ocean Studies and Marine Biology, Brookshabad	Member	Nominated as Special invitee for a period of one year.
7.	Ms. Sabita Kujur, Student B.Sc (Chemistry) 2 nd Year	Member	Students' representative

14. Watch & Ward			
S.No.	Name of staff	Designated as	Duties assigned
1.	Shri Balakrishnan, Assistant Prof	Chairman	Watch & Ward in respect of INRM campus and Boys Hostel
2.	Dr. J.Goutham, Assistant Prof	Member	
3.	Shri John Britto, Campus Supervisor	Member	

15. INRM Website Data Updating Committee			
S.No.	Name of staff	Designated as	Duties assigned
1.	Dr. N.C.Vinod, Assistant Professor	Chairman	Data/ Information collection
2.	Shri Rajeev Kumar, Assistant Professor	Member	
4.	Dr.T.Hemalatha, Assistant Professor	Member	Regular updating of website from time to time
5.	Dr.C.Parthiban, Assistant Prof	Member	

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16 I. T. Infra-structure Committee			
S.No.	Name of staff	Designated as	Duties assign
2.	Shri Shadab Hasan, Associate Prof	Chairman	Planning and executing, Infra-structural develop
3.	Dr. Vinod .N.C, Assistant Prof	Member	
4.	Dr. J. Goutham, Assistant Prof	Member	

17. Library Purchase & Library Digitization Committee			
S.No	Name of staff	Designated as	Duties as:
1.	Dr.Chaturvedi, Associate Prof.	Chairman	Scrutiny for purc books/journal/p ine etc.
2.	Dr. J.R.Choudhury, Assistant Prof.	Member	
3.	Dr. Satyaprakash, Assistant Prof.	Member	
5.	Dr. S.K.Jha, Assistant Professor	Member	

18. Rashtriya Uchathar Shiksha Abhiyan (RUSA) Committee (PM-US			
S.No.	Name of staff	Designated as	Duties:
1.	Shri R.P.Palaniswamy, Associate Prof	Chairman	All matte RUSA an with Adn in this reg
3.	Dr. Vinod .N.C, Assistant Prof	Member	
4.	Dr. J. Goutham, Assistant Prof	Member	
6.	Smti. M.Nisha, HGC	Dealing Assistant	

19. Internal Quality Assurance Cell (IQAC)			
S.No.	Name of staff	Designated as	Duties:
1.	Dr.H.K.Sharma, Principal	Chairman	All matter IQAC and Administ regard
2.	Dr. Mohan Raju, Professor & HOD, DOSMB, Pondhicherry University, Brrokshabad College, Port Blair.		
	Dr. K.C.Joshi, Associate Prof	Member	
3.	Dr.Ratan Mazumdar, Associate Prof	Member	
4.	Dr.Hema Banerjee, Associate Prof	Member	
5.	Dr. R.P.Palanisamy, Associate Professor	Member	
6.	Assistant Director (Admn.)		

20. Purchase Committee (GeM)/ (GePNIC)			
S.No.	Name of staff	Designated as	Duties:
1.	Dr. K.C. Joshi, Assistant Prof.	Chairman	Execute al through C
2.	Dr. P.Abdul Salam, Assistant Prof.	Member	
3.	Dr. Ras Beihari Banerjee, Assistant Prof.	Member	
4.	Clerical Staff Dealing with Purchase	Member	

21. Disaster Preparedness Committee

S.No.	Name of staff	Designated as	Duties assigned
1.	Dr. S.C.Chaturvedi	Chairman	Preparedness to preventive measures to natural disaster viz. Tsunami exit points, monthly siren etc.
2.	Dr. Kandimuth, Assistant Professor	Member	
2.	Dr. Vivek Kr. Sahu, Assistant Professor	Member	
3.	Dr. Kusum Kumari, Assistant Professor	Member	

22. NSS & Swachh Bharat Abhiyan

S.No.	Name of staff	Designated as	Duties assigned
1.	Dr. Satya Prakash, Assistant Professor	Chairman	Maintain NSS unit and execute weekly programme under Swachh Bharat Abhiyan on all Saturdays.
1.	Dr. Kandimuthu, Assistant Prof.	Member	
3.	Dr. S.K. Jha, Assistant Prof.	Member	
4.	Dr. Ratna Kushwah, Assistant Prof.	Member	

23. GLIS Portal on Land and Building Data (JNRM) Management Committee

S.No.	Name of staff	Designated as	Duties assigned
1.	Dr. Ratan Mazumdar, Associate Prof.	Chairman	Upto date management of GLIS Portal in respect of JNRM property
2.	Dr. Satya Prakash, Assistant Prof.	Member	

24. Committee for Maintenance/Monitoring of Civil Works in JNRM

S.No.	Name of staff	Designated as	Duties assigned
1.	Shri N. Balakrishnan, Associate Prof.	Chairman	Maintenance of Asset and Monitoring of ongoing civil works and its proper execution
2.	Shri Sushil Kr. Singhi, HGC, JNRM	Member	
3.	Shri John Britto, Campus Supervisor	Member	

25. Professional / Research Development Committee

S.No.	Name of staff	Designated as	Duties assigned
1.	Dr. Ramesh Kumar, Associate Professor	Chairman	Development and Monitoring of Research/Project of various
2.	Dr. R.V.R. Murthy, Associate Professor	Member	
3.	Dr. P.M. Murali, Associate Professor	Member	
4.	Dr. K. Sonamuthu, Associate Professor	Member	

26. Institutional Development Planning Committee			
S.No.	Name of Staff	Designation	Duties Assigned
1.	Dr. Hema Banerjee, Associate Professor	Chairman	The Committee shall keep an eye on all the developmental activities of the college viz Infrastructure, academic development etc.
2.	Dr. Ratan Mazumder, Associate Professor	Member	
3.	Dr. Santosh Kr. Jha, Assistant Professor	Member	
4.	Dr. P. Abdul Salam, Assistant Professor	Member	
5.	Dr. Ratna Kushwaha, Assistant Professor	Member	

27. Industrial Collaboration/Internship Committee			
S.No.	Name of Staff	Designation	Duties Assigned
1.	Dr. R.P.Palanisamy, Associate Professor	Chairman	The Committee shall examine and scrutinize the given proposals and submit their recommendations/denial on the matter..
2.	Dr. Kandimuthu, Assistant Professor	Member	
3.	Smti. Nidhi Shekhawat, Assistant Professor	Member	
4.	Dr. Vivek Kumar Sahu, Assistant Professor	Member	
5.	Dr. Dipon sharmah, Assistant Professor	Member	

28. Vehicle Committee			
S.No.	Name of Staff	Designation	Duties Assigned
1.	Dr. S.C.Chaturvedi, Associate Professor	Chairman	All vehicle related matters.
2.	Dr. Santosh Kr. Jha, Assistant Professor	Member	
3.	Dr. Kandimuthu, Assistant Professor	Member	
4.	Office supdt., JNRM	Member	
5.	Shri Alok Rai, JE (Transport Department)	Member	
6.	Store Keeper, JNRM	Member	

29. Mental Well Being Committee			
S.No.	Name of Staff	Designation	Duties Assigned
1.	Dr. Dr. J.Goutham, Assistant Professor	Chairman	The Committee shall visit the hostels periodically to resolve the issues of the inmates and conduct various awareness programmes periodically for the hostel inmates in association with the Health Department.
2.	Dr. Kusum Kumari, Assistant Professor	Member	
3.	Dr. Dipon Sharmah, Assistant Professor	Member	
4.	Dr. Santosh Kr. Jha, Assistant Professor	Member	
5.	Dr. Ratna Kushwaha, Assistant Professor	Member	

30. Committee for implementation of National Education Policy (NEP)

S.No.	Name of Staff	Designation	Duties Assigned
1.	Dr. Ratan Mazumder, Associate Professor	Chairman	Monitoring the implementation of National Education Policy (NEP) including adoption of the National Curriculum Framework (NCF)
2.	Dr. Santosh Kumar Jha, Assistant Professor	Member Secretary	
3.	Shri N. Balakrishnan, Associate Professor	Member	
4.	Dr. Hema Banerjee, Associate Professor	Member	
5.	Dr. Satyam Setia, Associate Professor	Member	
6.	Dr. Ras Behari Banerjee, Assistant Prof.	Member	
7.	Dr. N.C.Vinod, Assistant Professor	Member	
8.	Dr. Vivek Kumar Sahu, Assistant Prof.	Member	
9.	Shri Suresh Kumar Arya, Asstt. Prof.	Member	
10.	Dr. Dipon Sharmah, Assistant Prof.	Member	

31. NAAC Committee

S.No.	Name of Staff	Designation	Duties Assigned
1.	Dr. H.K.Sharma, Principal	Chairman	The Committee shall act as governing Body related to NAAC
2.	Dr. M.Selvam, Assistant Professor	Member	
3.	Dr. P.Abdul Salam, Assistant Professor	Member	
4.	Dr. Ras Behari Banerjee, Asstt. Prof.	Member	
5.	Dr. Ajitha Narendran, Asstt. Professor	Member	
6.	Dr. J.Goutham, Assistant Professor	Member	
7.	Dr. Dipon Sharmah, Assistant Professor	Member	

32. National Institutional Ranking Framework Committee (NIRF)

S.No.	Name of Staff	Designation	Duties Assigned
1.	Dr. H.K.Sharma, Principal	Chairman	The Committee shall act as Governing Body related to NIRF.
2.	Dr. Ramesh Kumar, Associate Professor	Member	
3.	Dr. Satyander Pal, Assistant Professor	Member	
4.	Shri Rajeev Kumar Tiwari, Asstt. Prof.	Member	
5.	Shri Seemanta Kumar Deka, Asstt. Prof.	Member	
6.	Dr. Santosh Kr. Jha, Assistant Professor	Member	

33. Scrap Committee

S.No.	Name of Staff	Designation	Duties Assigned
1.	Shri N.Balakrishnan, Associate Professor	Chairman	The Committee shall ensure the disposal of scrapped items following all the codal formalities.
2.	Dr. Satya Prakash, Assistant Professor	Member	
3.	Dr. Satyander Pal, Assistant Professor	Member	
4.	Dr. P.Abdul Salam, Assistant Professor	Member	
5.	Shri Rajeev Kumar Tiwari, Assistant Prof.	Member	
6.	Shri Seemanta Kumar Deka, Assistant Prof.	Member	
7.	Dr. Dipon Sharmah, Assistant Professor	Member	
8.	Assistant Director (Admn.)/OS	Member	
9.	Store IN-Charge, JNRM	Member	
10.	Campus Supervisor	Member	

34. Quarter Allotment Committee

S.No.	Name of Staff	Designation	Duties Assigned
1.	Smti. Pearl Devdas, Associate Professor	Chairman	Correspondence regarding allotment of quarters.
2.	Dr. K.V.R. Murthy, Associate Professor	Member	
3.	Dr. Satya Prakash, Assistant Professor	Member	
4.	Dr. Rajeev Kumar Tiwari, Assistant Professor	Member	

35. Monitoring Committee for South Point Boys' Hostel

S.No.	Name of Staff	Designation	Duties Assigned
1.	Shri N. Balakrishnan, Associate Professor	Chairman	1. Monitoring the construction work of Kitchen and arrangement for LPG, Water Connection, Electric connection etc. 2. Procurement of all Kitchen items including utensils. 3. Procurement of cots, mattresses and other required items for the Hostel.
2.	Dr. P. Abdul Salam	Member	
3.	Dr. Ras Behari Banerjee	Member	
3.	Dr. Kandimuthu, Assistant Professor	Member	
4.	Shri John Britto, Campus Supervisor	Member	
5.	Store In-charge, JNRM	Member	

H/O
 08/12/2023
 PRINCIPAL
 J. J. R. M. / J. N.
 पोस्ट ऑफिस / Post

OFFICE ORDER BOOK

Copy to:

1. E-Notice for circulation.
2. All Committee Members through e-Notice for information and n.a.
3. Chairman, A&E Wing, JNRM for information and n.a.
4. DDO, JNRM for information and n.a.
5. A.D (Admn), JNRM for information.
6. PA to Principal, JNRM.

H/O
 08/12/2023
 PRINCIPAL
 J. J. R. M. / J. N.
 पोस्ट ऑफिस / Post

Telephone Directory of Teaching and non Teaching Staff

SL.	Name of Officer	Designation	Mobile No.
	Group "A"		
1	Dr. HK Sharma	Principal	9531807326
2	Smti Pearl Dev Das	Associate Professor	9434261273
3	Dr. Vijay Tyagi	Associate Professor	9434282479
4	Smti Shecja Jenson	Associate Professor	9434260320
5	Dr.K.C.Joshi	Associate Professor	9434281836
6	Dr.R.G.S.Baghel	Associate Professor	9933272712
7	Dr.SC Chaturvedi	Associate Professor	9434285323
8	Dr. Ramesh Kumar	Associate Professor	9476030843
9	Dr. K.V.R.Murthy	Associate Professor	9434285566
10	Dr. J.R. Chowdhary	Associate Professor	9474265452
11	Dr. Ratan Mazumder	Associate Professor	9434282236
12	Dr Manju Nair	Associate Professor	9933282838
13	Dr. N Balakrishnan	Associate Professor	9474204698
14	Dr. R.V.R.Murthy	Associate Professor	9434260714
15	Dr. Hema Banerjee	Associate Professor	9679539458
16	Dr. P.M.Murali	Associate Professor	9531809337
17	Shri Sadub Hasan	Associate Professor	9933267382
18	Dr. Satyam Setia	Associate Professor	9434281967
19	Dr. Leela Mani	Associate Professor	9474264242
20	Dr. Saimaba Golder	Associate Professor	9434273965
21	Dr. K.Sonamuthu	Associate Professor	9474223678
22	Dr. R.P. Paluniswamy	Associate Professor	9434298810
23	Dr. M Selvam	Assistant Professor	9474221852
24	Dr. Satya Prakash	Assistant Professor	9679588445
25	Dr. Satyender Pal	Assistant Professor	9775273563
26	Dr. M. Sambasivam	Assistant Professor	9564789652
27	Dr. Abdul Salam	Assistant Professor	9434260450
28	Dr. Ras Behari Banerjee	Assistant Professor	9434478839
29	Dr. N.C. Vinod	Assistant Professor	9434263200
30	Shri Rajiv Kumar Tiwari	Assistant Professor	9933291349
31	Dr T. Hemalatha	Assistant Professor	9434299105
32	Dr. Ajitha Narandran	Assistant Professor	9434275986
33	Dr. Kandirnuthu	Assistant Professor	9434279915
34	Smti. Nidhi Shekawat	Assistant Professor	9531879022
35	Dr. J. Goutam	Assistant Professor	9679510970
36	Dr. Kusum Kumari	Assistant Professor	9933262854
37	Dr. Seemanta kr. Deka	Assistant Professor	9679512098
38	Dr. Vivek K. Sahu	Assistant Professor	9531839127
39	Dr. Dipon Sharmah	Assistant Professor	9531838436
40	Dr. Santosh Kr. Jha	Assistant Professor	9679520605
41	Dr C. Parthiban	Assistant Professor	9933274459
42	Dr. Shibani Rajbhushan	Assistant Professor	9531885178
43	Dr. Ratna Kushwaha	Assistant Professor	9933221708

Sl.	Name of the Employee	Designation	Contact
1	Smti Uma Savitri	Assistant Director(Admin)	9474207744
2	Smit. C.Puveneshwari	Office Superintendent	9474233088
3	Shri MP Muthappa	Senior Investigator	9434283723
4	Smti S.Ganga Saraswathi	Personal Assistant	9531918620
5	Shri John A Amalan	Head Clerk	9474258932
6	Smti.Silvia Nathan	Head Clerk	9531808554
8	Smti Chanchala Malakar	Assistant Librarian	7029573707
10	Shri Ajay Kr Chakrawarty	Lab. Technician	9679558150
11	Shri.Sujit Paul	Lab. Technician	9474246024
12	Shri Sushil Kr Singhi	Higher Grade Clerk	9474278996
13	Smti. M. Nisha	Higher Grade Clerk	9476010307
14	Smti R.Devika Rani	Higher Grade Clerk	9474250484
15	Shri Abdul Gafoor	Higher Grade Clerk	9474227420
16	Smti.Rose Cynthia	Higher Grade Clerk	9531864427
17	Miss Reema Vishwakarma	Lower Grade Clerk	9474242492
18	Shri Abdul Kesh	Lower Grade Clerk	9531958957
19	Miss.P.N Anceleta	Lower Grade Clerk	9933213109
21	Shri Alok Kr Singh	Library Assistant	7063911775
23	Shri M.Santhosam	LGC (Restorer Library)	9933285924
24	Shri Ajeet Kumar Singh	Lab. Assistant	9679577533
25	Shri Prochorus	Lab. Assistant	9474235088
26	Shri E.A.Johnson	Lab. Assistant	9434283499
27	Smti.Renuka Nath	Lab. Assistant	9679510480
36	Shri M.Chennaiah	Gestetner Operator	9933241984
37	Shri John Britto	Electrician	7695062080
41	Shri Surjit Kumar	Light Vehicle Driver	9476016871
44	Shri Kishori Lall	Library Attendant	9531923694

Monthly remuneration level wise for the month of April 2025 of JNRM

o.	Name of the post	Category A/B(G)/ B (NG)/C	Pay Level
1	Principal *	A	14 ✓ 13A/10
2	Associate /Assistant Professor	A	11 13A/10
3	Librarian*	A	10
4	Assistant Director (Admin.)	B(G)	7
5	Office Superintendent	B(NG)	7
6	Personal Assistant	B(NG)	6
7	Senior Investigator	B(NG)	8
8	Head Clerk	B(NG)	6
9	Laboratory Technician	B(NG)	8
10	Assistant Librarian	B(NG)	6
11	Music Assistant*	B(NG)	6
12	Laboratory Assistant	C	4
13	Store Keeper *	C	4
14	Audio Visual Operator *	C	2
15	Light Vehicle Driver	C	2
16	Library Assistant	C	2
17	Higher Grade Clerk	C	4
18	Lower Grade Clerk	C	2
19	LGC (Lib. Restorer)	C	2
20	Gestetnor Operator	C	2
21	Electrician	C	2
22	Library Attendant	C	1
23	Cook	C	1
24	MTS	C	1

* Presently these posts are not filled.

मांग संख्या.52 - अंडमान और निकोबार द्वीप समूह
Demand No 52 - Andaman And Nicobar Islands

(Rs. In thousands)

Head of Account		Budget Estimate	Dept
2025-26		2025-26	
	Revenue Section		
220203103030101	Salaries	178909	JNRM
220203103030102	Wages	7658	JNRM
220203103030105	Rewards	600	JNRM
220203103030106	Medical Treatment	2500	JNRM
220203103030107	Allowances	125000	JNRM
220203103030108	Leave Travel Concession	4000	JNRM
220203103030111	Domestic Travel Expenses	2000	JNRM
220203103030113	Office Expenses	15000	JNRM
220203103030124	Fuels and Lubricants	150	JNRM
220203103030129	Repairs & Maintenance	100	JNRM
220203103030134	Scholarship	7500	JNRM
220203103039949	Other Revenue Expenditure	2000	JNRM
420201203020051	Motor Vehicle	34,54	JNRM
420201203020071	ICT Equipments		JNRM
420201203020072	Buildings and Structures		JNRM
420201203020074	Furnitures & Fixtures		JNRM
420201203020551	Motor Vehicle	1000	JNRM
420201203020571	ICT Equipments	500	JNRM
420201203020572	Buildings and Structures	13970	JNRM
420201203020573	Infrastructural Assets	500	JNRM
420201203020574	Furnitures & Fixtures	500	JNRM