

PATHAR PRATIMA MAHAVIDYALAYA
Pathar Pratima South 24 PGS



RIGHT TO INFORMATION ACT, 2005
MANUAL u/s 4(1) (B) OF ACT

PATHAR PRATIMA MAHAVIDYALAYA,
PO : M. Durgagobindapur, South 24 PGS.
Pin: 743371

Tel.: 03210214233
Email: patharpratimacollege@gmail.com
Website:
www.patharpratimamahavidyalaya.in

INDEX

Topic No.	Information given on topics	Page nos.
I	The particular of Pathar Pratima Mahavidyalaya, functions & duties	3
II	The powers and duties of officers and employees	4-12
III	The procedure followed in decision-making process including Channels of Supervision and accountability	13
IV	The norms set for the discharge of functions	13
V	The rules, regulations manuals and records held or used by employees for discharging their functions	13
VI	A statement of categories and documents that are held or under control	14
VII	The particulars of any arrangement that exists for consultations with or representation by the members of the public in relation to formulation of policy or implementation there of:	14
VIII	A statement of committees and bodies consisting of two or more persons constituted as its part for the purpose of its advice.	14
IX	Directory of Pathar Pratima Mahavidyalaya	15-19
X	The monthly remuneration received by each of the officers and employees including the system of compensation as provided in the regulations.	20
XI	The manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programmes	21
XII	Particulars of recipient of concessions, permits of authorization	22
XIII	Details in respect of the information available to or held or reduced in an electronic form.	23
XIV	The particulars of facilities available to citizens for obtaining information, including the working hours of a library or reading room if maintained for public use.	24
XV	The names, designation and other particulars of the Public Information Officers	25
XVI	Such other information as may be prescribed.	26
XVII	College Admission Process	27-28

Pathar Pratima Mahavidyalaya
UNDER THE RIGHT TO INFORMATION ACT

I. Particulars of Pathar Pratima Mahavidyalaya Functions and Duties:

- | | |
|-------------------------|--|
| 1) Name of the Office | Pathar Pratima Mahavidyalaya |
| 2) Address | P.O- M, Durgagobindapur, Pathar Pratima |
| 3) Head of the Office | The Principal, Pathar Pratima Mahavidyalaya, is empowered to work as head of the office and of the institution |
| 4) Government Dept. | The Higher and Technical Education Department, Government of West Bengal |
| s) Administrative Dept: | The Joint Director of Higher Education, Government of West Bengal |
| 6) Area | Salt lake , Kolkata |
| 7) Functions | As laid down below |

Organisation, Functions and Duties:

The Principal of the College is the Administrative and Academic Head of Pathar Pratima Mahavidyalaya and he exercises control and supervision over all aspects of admission, teaching and conduct of internal and University examinations, with the assistance of the teaching, clerical or administrative and other staff under his control. There are:

1. Assistant Professors
2. SACT
3. Clerk
4. Typist
5. Laboratory Attendant
6. Library Clerk (Contractual)
7. Library Attendant (Contractual)
8. Night Guard (Contractual)
9. Lady attendant(Contractual)

II. The Powers & Duties of Officers & Employees

1. POWERS OF PRINCIPAL

Subject to the supervision and general control of the University of Calcutta and the Government of West Bengal, the Principal as an administrative and academic Head of the College shall be responsible for:

- a) The Academic growth of the College.
- b) The teaching, research and extension programmes of the College.
- c) The assisting in planning and implementation of academic programmes such as seminars etc. for enhancing the academic competence of the Faculty Members.
- d) The admission of the students and maintenance of discipline of the College.
- e) The management of the College library, computer rooms etc.
- f) The observance of the provision of the Accounts Code.
- g) The correspondence relating to the administration of the College.
- h) The administration and supervision of curricular, co-curricular/extra-curricular activities.
- i) The observance of the Calcutta University Acts and the Statutes, Ordinances, Regulations, Rules and other orders issued by the University of Mumbai from time to time, especially as under the Statutes for Autonomy.
- j) The Supervision of College and University examinations, assessment and moderation of answer papers and such other work pertaining to the examinations as assigned.
- k) The Assessing of reports of teachers and maintenance of service books and of other records of the College.
- l) Any other work relating to the College as may be assigned to him by the competent Authority from time to time.

2. TEACHERS AND THEIR RESPONSIBILITIES - Teachers are expected to:

- a. . Adhere to a responsible pattern of conduct and demeanor expected of them by the community.
- b. Manage their private affairs in a manner consistent with the dignity of the profession.
- c. Make professional growth continuous through study and research.
- d. Express free and frank opinion by participation at professional meetings, seminars, conferences etc. towards the contribution of knowledge.
- e. Maintain active membership of professional organizations and strive to improve education and their profession through them.
- f. Perform their duties in the form of teaching, tutorial, practical, seminar and research work conscientiously and with dedication.
- g. Co-operate and assist in carrying out functions relating to the educational responsibilities of the college and the University such as: assisting in appraising applications for admission, advising and counseling students as well as assisting the conduct of University and college examinations, including supervision, invigilation and evaluation; and
- h. Participate in extension, co-curricular and extra-curricular activities including community service.

3. TEACHERS AND THE STUDENTS – Teachers are expected to:

- a. . Respect the right and dignity of the student in expressing his / her opinion
- b. Deal justly and impartially with students regardless of their religion, caste, political, economic, social and physical characteristics
- c. Recognize the difference in aptitude and capabilities among students and strive to meet their individual needs
- d. Encourage students to improve their attainments, develop their personalities and at the same time contribute to community welfare
- e. Inculcate among students a scientific outlook and respect for physical labour and the ideals of democracy, patriotism and peace
- f. Be affectionate to the students and not behave in a vindictive manner towards any of them for any reason
- g. Pay attention to only the attainments of the student in the assessment of merit
- h. Make themselves available to the students even beyond their class hours and help and guide students without any remuneration or reward.
- i. Aid students to develop an understanding of our national heritage and national goals and refrain from inciting students against other students, colleagues or administration.

4. TEACHERS AND COLLEAGUES - Teachers are expected to:

- a. Treat other members of the profession in the same manner as they themselves wish to be treated.
- b. Speak respectfully of other teachers and render assistance for professional betterment.

- c. Refrain from lodging unsubstantiated and mala fide allegations against colleagues to higher authorities; and
- d. Refrain from allowing considerations of caste, creed, religion, race or gender in their professional endeavor.

5. TEACHERS AND AUTHORITIES - Teachers are expected to:

- a. Discharge their professional responsibilities according to the existing rules and adhere to procedures and methods consistent with their **profession in initiating steps through their own institutional bodies and / or** professional organizations for change of any such rule detrimental to the professional interest. Refrain from undertaking any other employment and commitment including private tuitions and coaching classes which are likely to interfere with their professional responsibilities.\
- b. Co-operate in the formulation of policies of the institution by accepting various offices and discharge responsibilities which such offices may demand.
- c. Co-operate in the formulation of policies of the institution and accept offices.
- d. Co-operate with the authorities for the betterment of the institution keeping in view the interest and in conformity with dignity of the profession.
- e. Perform to the best of their ability in accordance with generally accepted professional standards of the teaching profession, to ensure there is no breach of their contract.
- f. Give and expect due notice before a change of position is made
- g. Refrain from availing themselves of leave except on unavoidable grounds and as far as practicable, with prior intimation, keeping in view their particular responsibility for completion of the academic schedule.

6. TEACHERS AND NON-TEACHING STAFF:

- a. Teachers should treat the non-teaching staff as colleagues and equal partners in a co-operative undertaking within the institution.

7. TEACHERS AND GUARDIANS:

- a. Try to maintain contact with the guardians of their students, send reports of their performance to the guardians whenever necessary and meet the guardians in meetings convened for the purpose for mutual exchange of ideas and for the benefit of the institution.

8. TEACHERS AND SOCIETY

- a. Recognize that education is a public service and strive to keep the public informed of the educational programmes which are being provided.
- b. Work to improve education in the community and strengthen the community's moral and intellectual life.
- c. Be aware of social problems and take part in such activities as are

conducive to the progress of society and by extension, the country as a whole.

- d. Refrain from taking part in or subscribing to or assisting in any way activities which tend to promote feeling of hatred or enmity among different communities, religions or linguistic groups but actively work for National Integration.

III. The Procedure followed in decision-making process including channels of supervision and accountability

All academic and administrative decisions are taken by the Principal in consultation with different committee and governing Body of the college. The Principal is accountable to the University ,The State Government and the Governing Body of the College.

IV. The norms set for the discharge of functions

All the norms are displayed on the website of the College and in its hand book as far as they pertain to the students and general public.

V. The rules, regulations, instructions manuals and records held or used by employers for discharging their functions:

The Principal and staff working in the College under him are bound by the rules, regulations, orders and circulars issued from time to time by the UGC Department of Higher Education, Government of West Bengal , West Bengal Civil Service Rules and directions issued by the University of Calcutta.

The Following files are kept for the permanent record as per Government of West Bengal Civil Services Rules.

Sr. No.	Particulars
1.	Salary Register
2.	Dead Stock Register
3.	General Register
4.	Consolidated Annual Results
5.	Admission Forms
6.	College Handbooks
7.	Student Term Books
8.	Cash Book
9.	Book Accession Register
10.	Return Book Register
11.	Daily Reference Book Register
12.	Prof. Issue-Return Book Register
13.	Periodical / Journal Register
14.	Donated Books Accession Register

VI. A Statement of Categories and documents that are held or under control :

Sr. No.	Particulars	Period of preservation
1.	Salary Register	10 years
2.	Dead Stock Register	10 years
3.	General Register	10 years
4.	Consolidated Annual Results	10 years
5.	Admission Forms	10 years
6.	College Handbooks	10 years
7.	Student Term Books	10 years
8.	Cash Book	10 years
9.	Book Accession Register	10 years

VII. The Particulars of any arrangement that exists for consultation with or Representation by the members of the public in relation to the formulation of policy or implementation thereof:

1. . A detailed website which includes information of the various courses and programmes conducted by the College are available on the College website www.patharpratimamahavidyalaya.in There is also an email I.D. of the College patharpratimacollege@gmail.com where clarifications on various College educational programmes are responded to.
2. The members of the public can meet the Principal with grievances. The Principal either can act himself or instruct subordinates to solve problems.

VIII. A Statement of the Committees and bodies consisting of two or more persons constituted as its part for the purpose of its advice, and as to whether meetings of those Committees and other bodies are open to the public, or the minutes of such meetings are accessible for public:

For administrative and academic work of College following Boards/Committees are formed as per the Statutes of the University of Calcutta.

1. The Governing Body
2. Academic Sub Committee
3. Finance Sub Committee
4. Exam Sub Committee
5. IQAC
6. Anti Ragging committee
7. Student Placement Cell
8. Rivence Redressal cell
9. Planing and Development Committee

The minutes of meetings of the Statutory Committees wherever applicable are
maintained by the College.

IX. The manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programmes:

There are no subsidies received by the College. Government Scholarships to Backward Group students are processed through the college and disbursed directly to the students.

X. Particulars of recipients of concessions, permits of authorization :

As per the Central Government norms our students are eligible for travel concessions by local trains and hence Railway Travel Concession forms are issued to students on a monthly/quarterly basis. Concessions for travel to their hometowns by rail are processed by the College.

XI. Details in respect of the information available to or held or reduced in an electronic form.

Pathar Pratima Mahavidyalaya has an official website on internet. For further information log on to www.patharpratimamahavidyalaya.in

Information about the College, various courses, admissions, fee structure, hostel accommodation etc. is available on the College website.

XII. The particulars of facilities available to citizens for obtaining information , including the working hours of a Library or reading room if maintained for public use:

- | | | |
|----|---------------------------------|--|
| 1. | Visiting time for the Principal | 10.30 a.m. to 12.30 p.m. |
| 2. | Website | www.patharpratimamahavidyalaya.in |
| 3. | Telephone no | 03210214233 |
| 4. | Library Time | 10.00 a.m to 2.00 p.m |

XIII. The names, designation and other particulars of the Public Information Officers.

Sr. No.	Public Information Officers	Names & Designation	Address
1.	Public Information Officer	Debadyuti Ghosgh ,Assistant Prof.	Pathar Pratima Mahavidyalaya
2.	Assistant Public Information Officer	Sudip Manna, SACT	P.O.- M,Durgagobindapur, Pathar Pratima,South 24 pgs. West Bengal
3.	^{f1} Appellate Authority	Dr. Kuntal Chakrabartty Principal	

XIV. Such other information as may be prescribed.

Information prescribed by Government would be furnished from time to time.

