



TAMRALIPTA MAHAVIDYALAYA

[ESTD – 1948]

NAAC Accredited 'A' Grade College

DST-FIST & DBT Boost Recipient College

Tamluk, Dist. Purba Medinipur, West Bengal, Pin. 721636

ISO 9001:2015 Certified College

RTI Manual

INTRODUCTION

The Right to Information (RTI) Act intends to set out the practical management of Right to Information for citizens to enable them to access the information under the control of public right in order to promote transparency and accountability in the working of such Institutions.

Right to Information Act 2005 mandates timely response to request of the citizens for government/public information. It is an initiative taken by Department of Personnel and Training, Ministry of Personnel, Public Grievances and Pensions to provide a– RTI Portal Gateway to the citizens for quick search of information on the details of first Appellate Authorities, PIOs etc. amongst others, besides access to RTI related information / disclosures published on the web by various Public Authorities under the government of India as well as the State Governments

There are 17 manuals as per guidance of the RTI act for mandatory disclosure of some duties and related periphery.

RTI Manual- 1

Particulars of Organisation, functions and duties

Vision of the College

The vision of the Tamralipta Mahavidyalaya, ever since its foundation in 1948, has been focused on

- achievement of excellence in higher education,
- inculcation of self-confidence and morality through value-based education
- empowerment of both male & female students by providing adequate knowledge & training through innovative techniques and practices,
- building up the character of the students by developing their ethical qualities in alliance with NEP 2020,

Mission of the College

The motto of Tamralipta Mahavidyalaya is always to disseminate and ensure quality education & learning for all who come to her lap, irrespective of their caste, creed, gender, religion, and economic status. The institution caters to the educational, social, cultural, and economic needs of the society. Policies are framed in conformity with the principles of inclusion, responsibility, and social accountability. Our mission is fully activated towards **NEP implementation, sustained institutional growth through short term and long term Institutional Perspective Plan.**

The College imparts instruction and training in the following courses

Human Resources of the College:

Principal: Dr. Abdul Motin

Governing Body:

1. Dr. Soumen Kumar Mahapatra, Hon'ble MLA & President of the G.B.
2. Dr. Abdul Motin, Principal & Secretary of the G.B.
3. Dr. Manisankar Maity, Govt. Nominee
4. Bramhamoy Nanda, Govt. Nominee
5. Dr. Badal Bera, Nominee of the Vidyasagar University
6. Dr. Krishna Saha, Nominee of the Vidyasagar University
7. Dr. Sanjoy Mukherjee, Teachers' Representative
8. Bharat Sasmal, Teachers' Representative
9. Dhrubajyoti Majumdar, Teachers' Representative
10. Sraboni Dey (Parh), Non-teaching Representative
11. Students' Representative (Invitee Member)

IQAC Members:

1. Dr. Abdul Motin, Principal, Chairman
2. Dr. Priti Ranjan Pahari, Co-ordinator
3. Dr. Madhusudan Jana
4. Dr. Nanda Dulal Hazra
5. Dr. Krushna Chandra Patra
6. Madhurima Neogi
7. Dr. Sovan Samanta
8. Mr. Ajay Babu
9. Dr. Debashis Bandyopadhyay
10. Mr. Swapan Paul
11. Dr. Kalipada Bankura, Bursar
12. Kalipada Samanta, Accountant

Academic Council:

| Sl No. | Name of the Teachers | Designation | Department |
|---------------|---------------------------------------|---------------------------|--------------------|
| 1 | Dr. Abdul Motin | Principal and Secretary | |
| 2 | Dr. Tarapada Bera | Associate Professor | Bengali |
| 3 | Dr. Sanjay Mukherjee | Associate Professor | English |
| 4 | Dr. Purnima Jana | Assistant Professor | sanskrit |
| 5 | Sanchita Mukherjee Chakraborty | Associate Professor | History |
| 6 | Susanta Kr. Sadhukhan | Associate Professor | Pol Science |
| 7 | Sangita Jha | Associate Professor | Philosophy |
| 8 | Dr. Krushna Chandra Patra | Assistant Professor | Education |
| 9 | Dr. Amalendu Sahoo | Associate Professor | Geography |
| 10 | Dr. Shyamapada Maity | Associate Professor | Physics |
| 11 | Arunima Gantait/Dr. Tarun Tapan Roy | SACT/Associate Professor | Music |
| 12 | Dr. Satyajit Day | Associate Professor | Chemistry |
| 13 | Dr. Pintu Das | Associate Professor | Mathematics |
| 14 | Pralay Kr. Hazra | Assistant Professor | Zoology |
| 15 | Dr. Tridib Kr. Sahoo | Associate Professor | Botany |
| 16 | Dr. Tapan Pattanayak | Associate Professor | B.Ed |
| 17 | Dr. Swati Sinha Roy | Associate Professor | Physiology |
| 18 | Barun Duari/Dr. Pintu Das | SACT/Assistant Professor | Computer Science |
| 19 | Dr. Gourhari Manna | Associate Professor | Commerce |
| 20 | Arijit Bera | SACT | Physical Education |
| 21 | Mahua Roy | Assistant Professor | Economics |
| 22 | Mousumi Chatterjee/Sanchita Mukherjee | SACT/ Associate Professor | Music |

Departmental Academic Committees

Bengali

1. Dr. Paramesh Acharya
2. Dr. Shrabani Sinha Roy
3. Dr. Shankar Bisai
4. Dr. Tarapada Bera
5. Dr. Alok Bag
6. Sulekha Sardar
7. Branali Ganguly

English

1. Dr. Sanjay Mukherjee
2. Madhurima Neogi
3. Surajit Senapati
4. Purnendu Pattanayak

Sanskrit

1. Lina Samui Ghosh
2. Dr. Purnima Jana
3. Anup Ghorai
4. Sukdev Jana
5. Malay Dey
6. Nandita Mishra
7. Prabir Maity
8. Sayantika Chakraborty
9. Swayambha Das

History

1. Sanchita Mukherjee Chakraborty
2. Dr. Ananta Chakraborty
3. Dr. Anjali Mondal
4. Kanchan Hemram
5. Debjani Banerjee Ghosh
6. Amlan Kr. Panda
7. Deepmay Kundu

B.Ed

Political Science

1. Susanta Kr. Sadhukhan
2. Dr. Jayanta Dav
3. Animesh Pahari
4. Taniya Mondal
5. Biswajay Sinha
6. Debabrata Sabud
7. Pradip Bhounik

Philosophy

1. Sangita Jha
2. Jhuma Bhattacharya Chakraborty
3. Asit Mol
4. Krishna Prasad Pramanik

Education

1. Dr. Krushna Chandra Patra
2. Samapika Sahoo
3. Sk. Rahul Amin
4. Surajit Jana
5. Sk. Sabir Rahaman

Economics

1. Mahua Ray
2. Dr. Tanmoy Samanta
3. Rajib Dolui

Geography

1. Dr. Amalendu Sahoo
2. Chandan Kr. Mandal
3. Dr. Rituparna Dhara

Commerce

1. Dr. Anil Kr.

4. Dr. Soham SinhaGeography
5. Jayadev Soutia
6. Subhendu Bikash Maity

Physics

1. Dr. Shyamapada Maity
2. Kausik Bhattacharyya
3. Dr. Sujit Kr. Bera
4. Dr. Madhusudan Jana
5. Mousam Chakraborty

Chemistry

1. Dr. Tarun Tapan Roy
2. Dr. Pranab Kr. Mondal
3. Dr. Satyajit Day
4. Dhrubajyoti Majumder
5. Dr. Dipankar mishra
6. Dr. Kalipada Bankura
7. Dr. Kalyan Kr. Rana

Mathematics

1. Dr. Sudhansu Khanra
2. Dr. Chandan Bikash Das
3. Dr. Manotosh Mondal
4. Dr. Pintu Das
5. Dr. Sovan Samanta

Zoology

1. Dr. Tapas Sengupta
2. Dr. Pritiranjana Pahari
3. Pralay Kr. Hazra
4. Sougata Ghosh
5. Antara Mahapatra
6. Sandhya Maji
7. Biswajit Rana

Botany

1. Dr. Arati Malakar
2. Dr. Tridib Kr. Sahoo
3. Dr. Debashis Bandyopadhyay
4. Dr. Buddhadeb Guria
5. Arpita Bera
6. Bikram Pal

1. Bharat Kr. Sasmal
2. Dr. Tapan Pattanayak
3. Dr. Piyali Das
4. Ajoy Babu
5. Satikanta Roy
6. Susanta Maity
7. Jhinuk Dhibar
8. Minati Biswas
9. Molla Janatul Fer Dousai Alam

Physiology

1. Dr. Swati Sinha Roy
2. Dr. Rabindranath Majumder
3. Dr. Subhasree Basu
4. Dr. Amit Karmaker
5. Mousumi Sarkar Mallick

Computer

1. Barun Duari
2. Debraj Roy
3. Nibedita Kuity
4. Sanchita Guchhait
5. Silvia Basak

Chakraborty

2. Dr. Gourhari Manna
3. Dr. Kajalbaran Jana
4. Dr. Nanda Dulal Hazra
5. Mrinal Maity

Physical Education

1. Arijit Bera

Music

1. Joyati Samanta Das
2. Mousumi Chatterjee
3. Elina Maity

Nutrition

1. Chaitali Jana
2. Arunima Gantait
3. Suchita Bhoumik

7. Arghya Pal Botany
8. Sandip Kr. Maity

Expectation of the college from the public for enhancing its effectiveness and efficiency

The college expects fulfillment of objective and considers support from citizens of Tamluk and its surrounding area as well as persons directly associated with the affairs of the college and the Vidyasagar University

Mechanism available for monitoring the service delivery and public grievance resolution

Management of the various activities of the college is supervised by the Principal along with IQAC through designated committees. Monitoring of the affairs of the college is supervised through its Governing Body and Academic Council & Executive Council of the Vidyasagar University.

Address of the College

Tamralipta Mahavidyalaya
Tamluk, Dist. Purba Medinipur, West Bengal, Pin. 721636

Working hours of the College

Hours of office are from **10:00a.m.to5:30p.m.(Monday to Friday)**
and **10:00 am to 2:30 pm (Saturday)**

RTI Manual -2
Power and Duties of Officers and Employees

1. Principal is the Chief Executive and Academic Officer of the college. He is responsible for appropriate administration and organization of teaching and extra-curricular activities in the college. The powers and duties of the Governing Body and other authorities as per Statute of the Vidyasagar University.
2. Duties of the Assistant and Associate Professors are mainly focused on the effective teaching learning process. Taking Exams and mentoring the students, looking after holistic development of the students are also the objectives of the dedicated teachers. Their duties are assigned as per rules of UGC and DPI, Govt. of West Bengal. The performances are monitored by the Principal.
3. Librarians are dedicated to maintain the library and looking after new arrivals, lending of books, digitization, overall reading atmosphere with the help of the Library Assistant.
4. Skilled Laboratory attendants are dedicated to assist student during conduction of Practical in Laboratory.
5. Designated officers like Head Clerk, Cashier, Bursar, Accountant and supportive clerks are assigned with some specific duties as required time to time.
6. Some casual helpers, peon, Gr.D staff are there to assist in smooth running the administration and teaching learning process.

RTI Manual 3

Procedure followed to take a decision in various matters

Decisions in matters of organizing admissions, Curriculum planning and delivery, Academic calendar, Central Routine, sports, co-curricular activities, allocation of administrative and co-curricular activities of teachers not involving extra payment of remuneration are taken by the corresponding committees as per direction of the Governing Body.

Guidelines for purchase of Library books and laboratory equipment are taken by the different academic Departmental Committees, finally these are approved subject to the provisions of Purchase and Financial Committee. The decisions regarding institution, suspension or abolition or creation of teaching and nonteaching posts is taken by the Governing Body in approval of Directorate of Public Instructions, Govt. of West Bengal. The college mainly functions under the general supervision and control of the Governing Body as well as IQAC.

RTI Manual -4

Norms set by the college for discharging its functions

Norms and standards for various academic activities of the college are set by the competent authority such as the Academic Council and by Teachers' Council, IQAC, Governing Body of the College and Executive Council of the University as well as UGC.

RTI Manual 5

Rules, regulations and instructions used

1. Major **Rules, regulations and instructions are followed from the** Statutes of the Vidyasagar University.
2. Regulations / instructions for admission and examination regarding all the courses (under-graduate / post-graduate / research) of studies are given by Vidyasagar University
3. Non-teaching Employees (Terms and Conditions of Service) are governed by the rules and regulation of the Govt. of West Bengal.
4. Recruitment Rules (Non-teaching Employees) are Governed by DPI, Govt. of West Bengal
5. Teaching staff are recruited and governed by West Bengal College Service Commissions under the act of UGC and DPI, Govt. of West Bengal respectively
6. Various rules / instructions concerning personnel management for the teaching and non-teaching staff as approved by the University and adopted by the Governing Body time to time.
7. Fundamental Rules and Supplementary Rules of Government of India (specially Reservation policy, Accreditation Policy, AICTE Act) except where the University has its own provisions with regard to teaching and non-teaching staff.

Manual 6

Official documents and their availability

1. The College prospectus is published every year.
2. College Academic Calendar dealing with Curriculum delivery, Holydays , Internal Exam, End Semester Exam, Days of Celebrations, is available in the college website.
3. Most of the Policy Documents are available in website: <http://tmv.ac.in>
4. Central Routine and CO PO are available in website

Manual 7
Mode of public participation

1. The College Governing Body directly supervises the affairs of the college
2. Governing Body and IQAC have eminent personalities of the society Educationist and representatives (Ministers, MP, MLA, Chairman of Municipality Counsellor of Municipality) of the public.
3. Besides, the college holds public interaction programmes through different cultural and extension activities.
4. Registered Alumni Association is another forum to have interaction with public and society.

Manual 8

List of boards, councils, committees and other bodies

The various committees to run the college effectively are given below:

| | | |
|---|--|---|
| IQAC | <ol style="list-style-type: none"> 1. Dr. Abdul Motin, Principal, Chairman 2. Dr. P. R. Pahari, Co-ordinator 3. Dr. Madhusudan Jana 4. Dr. Nanda Dulal Hazra 5. Dr. Krushna Chandra Patra 6. Madhurima Neogi 7. Dr. Sovan Samanta 8. Mr. Ajay Babu 9. Dr. Debasis Bandopadhyaya 10. Mr. Swapan Paul 11. Accountant (Non-teaching Staff) 12. Dr. Sanjay Mukherjee (Management) 13. Bursar, (Administration) 14. Dr. Mani Sankar Maity (Stakeholders) 15. Dr. Sujit Kr. Bera, (Stakeholders) 16. Sri Dipendra Narayan Roy (Municipality) 17. Mr B. Nanda (Locality) 18. Mr. Chanchal Khanra (Locality) | |
| AISHE/ Banglar Uchha Siksha, Service Book and E- Pension | AISHE/ Banglar Uchha Siksha | <ol style="list-style-type: none"> 1. Dr. Madhusudan Jana 2. Dr. Sovan Samanta 3. Computer operator (Mr. Dipta Kanti Das) |
| | Service Book | <ol style="list-style-type: none"> 1. Dr. Sanjay Mukherjee 2. Dr. Tarun Tapan Roy 3. Dr. Shyamapada Maity 4. Mr. Kausik Bhattacharya 5. Bursar 6. Head Clerk |
| | E-Pension Sub- Committee | <ol style="list-style-type: none"> 1. Dr. Abdul Motin, Principal & Approver 2. Mr. Swapan Paul, College Authorized Teacher 3. Head Clerk 4. Ms. Nabanita Mitra, Data Entry Operator |
| ICC | <ol style="list-style-type: none"> 1. Jhuma Bhattacharya, Chairperson 2. Sanchita Mukherjee 3. Dr. Piyali Das, Member 4. Dr. Bharat Sasmal, Member | |

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| Anti-Sexual Harassment Cell | <ol style="list-style-type: none"> 1. SangitaJha (Convener) 2. Secretary of the Teachers, Council 3. Sanchita Mukherjee 4. Dr.GourHari Manna 5. Dr.Dipankar Mishra 6. Dr.Tapan Kumar Pattanayak |
| | |
| Grievance Cell / Anti-Raging Cell | <ol style="list-style-type: none"> 1. Dr. Swati Sinha (Convenor) 2. Dr.Tapan Kumar Pattanayak 3. SangitaJha 4. Kaushik Bhattacharya 5. Dr.AnantaChakraborty 7. Dr.SudhansuKhanra |
| | |
| Equal Opportunity Cell | <ol style="list-style-type: none"> 1. Dr. Abdul Motin, Principal, Chairman 2. Dr.GourHari Manna (Convener) 3. Dr.Dipankar Mishra 4. Mr.DhrubajyotiMajumdar 5. Dr.Mahuya Ray 6. Ms.MinatiBiswas 7. JhinukDhibar 8. Mr.Rajat Ari 9. Mr.BuddhadebGuria |
| | |
| SC/ST/OBC Cell | <ol style="list-style-type: none"> 1. Prof. SurajitSenapati (Convener) 2. Dr.Jayanta Dab 3. Dr Pintu Das 4. Mr.Anup Kr. Ghor 5. Mr.Rajat Ari 6. Mr.MollaJannatulFerdousulAllam 7. Dr.Piyali Das 8. Mr.KanchanHemram 9. Mrs. Tania Mondal |
| | |
| Academic Sub-Committee | <ol style="list-style-type: none"> 1. Dr. Abdul Motin, Principal, Chairman 2. Secretary, TC 3. Dr. P. R. Pahari Coordinator, IQAC 4. PG Coordinators 5. All HoDs 6. Controller of Exam UG 7. Controller of Exam PG 8. Mr.Rajat Ari 9. Mr.Swapan Pal 10. Head Clerk |
| | |

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| UG Admission Sub Committee | <ol style="list-style-type: none"> 1. Dr. Abdul Motin, Principal, Chairman 2. Dr.SovanSamanta (Conv.) 3. Dr.Satyajit De 4. Dr.DebashishBandyopadhyay 5. Mr.RajibDolui 6. Mr.MrinalMaity 7. Accountant 8. Head Clerk 9. Mr.DiptaKanti Das 10. Mr.DilipSamanta 11. Representative of Students' Union (invitee) |
| | |
| PG Admission Sub Committee | <ol style="list-style-type: none"> 1. Dr. Abdul Motin, Principal, Chairman 2. Dr. P. R. Pahari 3. Dr.TarapadaBera 4. Dr. Anjali Mandal 5. Dr.Purnima Jana 6. Bursar 7. DiptaKanti Das |
| | |
| B.Ed. Admission Sub Committee | <ol style="list-style-type: none"> 1. Dr. Abdul Motin, Principal, Chairman 2. All Faculty Members of the Department 3. Bursar 4. AritraSinha 5. Accountant |
| | |
| Finance Committee | <ol style="list-style-type: none"> 1. Dr. Abdul Motin, Principal, Chairman 2. Dr. Mani Shankar Maity 3. Dr.BadalBera 4. Dr. Sanjay Mukherjee 5. Mr.DhrubaJyotiMazumder 6. Srabani De Parh |
| | |
| Purchase Sub Committee | <ol style="list-style-type: none"> 1. Dr. Abdul Motin, Principal, Chairman 2. Dr.ManisankarMaity 3. Dr. Sanjay Mukherjee 4. Bharat Sasmal 5. DhrubaJyotiMajumder 6. Dr.Tapan Kumar Pattanayak 7. Swapan Paul 8. Bursar 9. Accountant, 10. Students' Representative (invitee) |
| | |
| Building Sub Committee | <ol style="list-style-type: none"> 1. Dr. Abdul Motin, Principal, 2. B.E./B.Tech (Asst. Engineer) 3. Dr.AnantaChakraborty 4. Kaushik Bhattacharya 5. Dr.Dipankar Mishra 6. Dr. P. R. Pahari 7. Bursar 8. Accountant |

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| UGC Building Sub Committee | | <ol style="list-style-type: none"> 1. Dr. Abdul Motin, Principal, Chairman 2. Sri Kamalendu Prasad Das, Nominee of the District Engineer, PurbaMedinipurZillaParishad. 3. ShriSajal Das, Senior University Engineer, Vidyasagar University, Midnapore, VU Nominee 4. Dr. Mani Shankar Maity (Administration) 5. Dr. Sanjay Mukherjee (Representative of the teachers) 6. DhrubaJyotiMajumdar (Representative of the teachers) 7. KalipadaSamanta (Accountant) 8. Sri Tulsi P. Adhikary 9. Architect registered with the Council of Architecture (to be engaged by the college) | |
| | | | |
| Career Counselling Cell | | <ol style="list-style-type: none"> 1. Dr.AnantaChakraborty 2. Dr.SudhansuKhanra 3. Dr.AmalenduSahoo 4. Dr.SubhashreeBasu 5. MadhurimaNeogi 6. Dr.ManotoshMondal 7. Dr. Rabin Majumdar 8. Mr. Ajay Babu 9. Dr.MrinalMaity 10. Dr.AmitKarmakar | |
| | | | |
| Teachers' Health Scheme | | <ol style="list-style-type: none"> 1. Dr. Nanda DulalHazra (Nodal) 2. Dr.ChandanBikash Das 3. Mr.Swapan Paul | |
| | | | |
| Students Credit Card | | <ol style="list-style-type: none"> 1. Mr.RajibDolui (Nodal Officer) 2. Mr.MrinalMaity (Help Desk Officer) 3. Mrs.NabanitaMitra 4. Mr.DiptaKanti Das 5. Ms.AritraSinha | |
| | | | |
| SAP Sub-Committees | Cleanliness | <ol style="list-style-type: none"> 1. Dr. Anjali Mandal 2. Dr.BuddhadevGuria | |
| | Water Management | <ol style="list-style-type: none"> 1. Dr.Priti R Pahari 2. Bharat Sasmal | |
| | Management of Power Usage | <ol style="list-style-type: none"> 3. Dr.Krushna C Patra 4. Mr.AnimeshPahari | |
| | Solid Waste Management | <ol style="list-style-type: none"> 5. Dr.SovanSamanta 6. Dr.Kalyan Kumar Rana | |
| | Greenery | <ol style="list-style-type: none"> 7. Mr.Swapan Paul 8. Dr.TridibSahoo | |
| | | | |

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|------------------------|---|
| Library Sub-Committee | <ol style="list-style-type: none"> 1. Mr.Rajat Ari (Convenor) 2. Mr.Swapan Paul 3. Dr. Sanjay Mukherjee 4. Dr.DhrubajyotiMajumdar 5. Dr.TarapadaBera 6. Dr. Anjali Mondal 7. Mr.MrinalMaity 8. Dr.Pintu Das 9. Dr. Rabin Mazumder 10. Mr.AjoyBabu 11. Bursar |
| Routine Sub Committee | <ol style="list-style-type: none"> 1. SusantaSadhukhan (Conv.) 2. Dr.SudhansuKhanra 3. Dr. Nanda DulalHazra 4. Dr.Krushna Chandra Patra 5. Dr.AmitKarmakar |
| Examination Cell | <div>PG</div> <ol style="list-style-type: none"> 1. Dr.Purnima Jana (Controller of Exam) 2. Dr.TarapadaBera (Assistant Controller) <div>UG</div> <ol style="list-style-type: none"> 1. Dr.Dipankar Mishra (Controller of Exam) 2. M.F.J. Alam 3. Dr.BuddhadevGuria (Assistant Controller) |
| Research Sub-Committee | <ol style="list-style-type: none"> 1. Dr. Abdul Motin, Principal, Chairman 2. Mr.DhrubajyotiMajumdar (Conv.) 3. Coordinator, IQAC 4. Dr.SudhansuKhanra (Jt. Conv.) 5. Dr. Anjali Mandal 6. Dr.Alok Bag 7. Dr.KalipadaBankura 8. Dr.Jayanta Dab 9. Dr.AmalenduSahoo 10. Dr.Purnima Jana 11. Dr.SovanSamanta 12. Mr.AjoyBabu 13. Dr.AmitKarmakar |
| Seminar Sub-Committee | <ol style="list-style-type: none"> 1. Dr.Madhusudan Jana (Convenor) 2. Coordinator, IQAC 3. Dr AnantaChakraborty 4. Dr. Tapas Sengupta 5. Mr.Kausik Bhattacharya 6. Dr.SrabaniSingha Roy 7. Dr.KalipadaBankura 8. Dr.KrushnaPatra 9. Dr.SubhashreeBasu 10. MadhurimaNeogi 11. Dr.ManotoshMondal 12. SurajitSenapati 13. Rajat Ari |

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| Cultural Sub-Committee | <ol style="list-style-type: none"> 1. Dr. Tapas Sengupta 2. MadhurimaNeogi 3. Sanchita Mukherjee 4. Coordinator, IQAC 5. Dr.Alok Bag 6. Dr.SrabaniSingha Roy 7. Anup Kr. Ghorai 8. SulekhaSarder 9. Music Department |
| | |
| Games & Sports Sub-Committees | <ol style="list-style-type: none"> 1. Dr. Abdul Motin, Principal, Chairman 2. KausikBhattaryya 3. Dr.TanmoySamanta 4. Dr.ManotoshMondal 5. Dr. Rabin Majumdar 6. Anup Kr. Ghorai 7. MJF Alam 8. Dr. Anjali Mandal 9. SurajitSenapati 10. MinatiBiswas 11. JhinukDhibar |
| | |
| Hostel Sub-Committee | <ol style="list-style-type: none"> 1. Dr. Abdul Motin, Principal, Chairman 2. Mr.Rajat Ari Superintendents of Boys' Hostel 3. Mrs.SangitaJha Superintendents of Girls' Hostel 4. Mr. Bharat Sasmal 5. Mr.KajalBaran Jana 6. Sri DilipSamanta 7. KalipadaSamanta, A/C 8. Representative of Student Union |
| | |
| Election Sub-Committee | <ol style="list-style-type: none"> 1. Dr. Abdul Motin, Principal, Chairman 2. Dr. Sanjay Mukherjee 3. Mr. Bharat Sasmal 4. Dr.DhrubaJyotiMajumdar 5. Accountant |
| | |
| ICT Cell/ Online System | <ol style="list-style-type: none"> 1. Dr.KalipadaBankura (Convener) 2. Dr.Madhusudhan Jana 3. MadhurimaNeogi 4. Dr.SovanSamanta 5. Mr.AjoyBabu 6. Mr.RajibDolai 7. Mr. MJF Alam 8. Mr.Swapan Paul 9. Mr.Debraj Roy |
| | |
| Provident Fund Sub Committee | <ol style="list-style-type: none"> 1. Dr.GourHari Manna 2. Dr.ShyamapadaMaity 3. Dr.Madhusudan Jana 4. Dr. Nanda DulalHazra 5. Accountant |
| | |

| | | |
|---|----|-------------------------------------|
| Campus Beautification / Cleanliness Sub Committee | 1 | Dr. Anjali Mondal |
| | 2 | Dr. Tarun Tapan Ray |
| | 3 | Dr. Pranab K Mandal |
| | 4 | Dr. Pralay Hazra |
| | 5 | Mr. Rajat Ari |
| | 6 | Dr. Piyali Das |
| | 7 | Minati Biswas |
| | 8 | Jhinuk Dhibar |
| | 9 | Dr. Tridib Sahoo |
| | | |
| CL/ DL/ ML/EL/Any Leave Accounting Sub Committee | 1. | Dr. Pranab Mondal |
| | 2. | Dr. Manotosh Mondal |
| | 3. | Dr. Surajit Senapati |
| | | |
| Students' fees Concession Sub Committee | 1. | Dr. Sanjay Mukherjee |
| | 2. | Mr. Bharat Sasmal |
| | 3. | Dhruba Jyoti Majumder |
| | 4. | Students, Representative |
| | | |
| Student Health & Welfare | 1. | Dr. Rabindranath Mazumder, Convenor |
| | 2. | Dr. Swati Sinha |
| | 3. | Dr. Tridib Sahoo |
| | 4. | Dr. Amit Karmakar |
| | 5. | Jugal Kishore Khatua |
| | | |

Manual -9
Directory of officers/employees

The list Teaching Faculty has been given in **Manual 1**. Here the list of non-teaching Employees is given below:

NON-TEACHING STAFF

| Sl. No | Name | Designation |
|--------|------------------------------|---------------------|
| 1 | Soumitra Sardar | Clerk |
| 2 | Surajit Shit | Clerk |
| 3 | Mitushri Samanta | Clerk |
| 4 | Sri Srikanta Guria | Skilled Lab. Worker |
| 5 | Sri Tapan Kr. Chakraborty | Peon |
| 6 | Sm Bharati Ghorai (Bhangari) | Sweeper |
| 7 | Sri Asim Kr. Mondal | Lab. Attdnt. |
| 8 | Sri Sibu Samanta | Lab. Attdnt. |
| 9 | Sri Narayan Panda | Lab. Attdnt. |
| 10 | Sm Srabani Dey (Parh) | Lab. Attdnt. |
| 11 | Miss Nabanita Mitra | Lab. Attdnt. |
| 12 | Mohan Manna | Cook |
| 13 | Somnath Datta | Acct. Head Clerk |
| 14 | Sri Kalipada Samanta | Acct. Accountant |
| 15 | Sasanka Sekhar Das | Acct. Cashier |
| 16 | Sri Asok Kumar Seth | Specimen Collector |
| 17 | Raghunath Mondal | Acct. Group - D |
| 18 | Rabindranath Biswas | Acct. Group - D |
| 19 | Keshab Ch. Dey | Acct. Group - D |
| 20 | Jagannath Pal | Acct. Group - D |
| 21 | Sri Alok Adhikary | Acct. Bearer |
| 22 | Sri Harendranath Kar | Acct. Durwan |
| 23 | Sri Biswanath Das | Acct. Group - D |
| 24 | Eka Bahadur Pradhan | Acct. Durwan |
| 25 | Sm Uma Pahari (Banerjee) | Acct. Lab. Attdnt. |
| 26 | Dipta Kanti Das | Group - C (Casual) |
| 27 | Dilip Samanta | Group - C (Casual) |
| 28 | Aritra Sinha | Group - C (Casual) |
| 29 | Ram Bahadur Pradhan | Group - D (Casual) |
| 30 | Abha Bhowmik | Group - D (Casual) |
| 31 | Lipi Kar | Group - D (Casual) |
| 32 | Sm. Maleya Bibi | Sweeper (Casual) |
| 33 | Sri Raju Das | Sweeper (Casual) |

| | | |
|----|----------------------|-----------------------|
| 34 | Sm. Kabita Giri | Sweeper (Casual) |
| 35 | Sm. Mita Madhai | Sweeper (Casual) |
| 36 | Sm. Rama Mondal | Group - D (Casual) |
| 37 | Sri Bishu Bhangari | Sweeper (Casual) |
| 38 | Jagat Bahadur Magar | Guard (Casual) |
| 39 | Sri Sailen Mistri | Guard (Casual) |
| 40 | Suvas Santra | Group - D (Casual) |
| 41 | Suresh Pal | Group - D (Casual) |
| 42 | Durga Giri | Hostel Cook (Casual) |
| 43 | Krishna Samanta | Hostel Cook (Casual) |
| 44 | Tanushri Maity | Hostel Cook (Casual) |
| 45 | Jharna Maity Khamrai | Hostel Cook (Casual) |
| 46 | Pritam | Lab. Attdnt. (Casual) |

Manual 10
Monthly remuneration received by each employee

The pay scales of various teaching and non-teaching Positions are as prescribed by the University Grants Commission and adopted by the Govt. of West Bengal

| Sl No. | Designation | Pay Scale |
|--------|---------------------|--------------------|
| 1 | Principal | 1,44,200- 2,18,200 |
| 2 | Associate Professor | 1,31,400- 2,17,100 |
| 3 | Assistant Professor | 57,700- 1,82,400 |
| 4 | Librarian | 57,700 1,82,400 |
| 5 | Gr. A: NTS | ***** |
| 6 | Gr. B: NTS | ***** |
| 7 | Gr. C: NTS | 22700-58500 |
| 8 | Gr. D: NTS | 17600-45200 |

Manual 11

Budget allocation to the college

The budget and the financial estimates for the session 2022-2023 is as follows

Budget For the Financial Year 2023- 2024

| Estimated Income | Amount (Rs.) | Estimated Expenditure | Amount (Rs.) |
|------------------------------|--------------|-----------------------------------|--------------|
| Income from U.G. Depts. | 12700000.00 | <u>For Recurring Exp.</u> | |
| | | Exp. For Diff. Labs. (Chemical) | |
| | | Chemistry - | |
| Income from P.G. Depts. | | 200000.00 | |
| Bengali - | | Zoology - | |
| 1450000.00 | | 100000.00 | |
| Sanskrit - | | Botany - | |
| 1100000.00 | | 25000.00 | |
| History - | | Physiology - | |
| 950000.00 | | 50000.00 | |
| Zoology - | | Nutrition - | |
| <u>1150000.00</u> | 4650000.00 | <u>25000.00</u> | 400000.00 |
| Income from B.Ed Dept | 5400000.00 | Printing & Stationery Exp. | 250000.00 |
| Income from Hostel | | Travelling Exp. | 200000.00 |
| Boys - | | | |
| 183000.00 | | Electricity Exp. | 900000.00 |
| Girls - | | | |
| <u>244000.00</u> | 427000.00 | Exp. For Xerox | 50000.00 |
| Income from others | 100000.00 | Exp. For Internet | 200000.00 |
| Interest from Savings A/c in | | Library Contingencies | 150000.00 |
| different bank | 2800000.00 | Contingencies Exp. | 200000.00 |
| Interest from Fixed Deposit | | | |
| (N.B.) | 2000000.00 | Exp. For Seminar & Workshop | 200000.00 |
| Grant from D.P.I. | 3000000.00 | Exp. For participation into diff. | 50000.00 |
| | | Seminar | |
| | | Exp. For diff. observe days. | 50000.00 |
| | | Repairing Charges of Equipments | 200000.00 |
| | | Repairing Charges of furniture | 300000.00 |
| | | Repairing Charges of Computers | 200000.00 |
| | | & Xerox | |
| | | Exp. For AMC for Software, | 300000.00 |
| | | Aquaguard, Xerox machine etc. | |
| | | Exp. For Generator | 100000.00 |
| | | Maintenance Charges for Garden | 100000.00 |
| | | Cleaning Charges for diff. | 100000.00 |
| | | bathrooms from out source | |
| | | <u>Repairs & Renovation</u> | |
| | | For Boys' Hostel - | |

| | | |
|--|---|------------|
| | 200000.00 | |
| | For Boys' Common Room - | |
| | 100000.00 | |
| | For Gymnasium Room - | |
| | 100000.00 | |
| | for Other Buildings - | |
| | <u>500000.00</u> | 900000.00 |
| | <u>Exps. For Students' Union</u> | |
| | For Nobin Baran & | |
| | Social Function - | |
| | 950000.00 | |
| | For 'Biswakarma & | |
| | Saraswati Puja - | |
| | <u>260000.00</u> | 1210000.00 |
| | For Annual Sports | 150000.00 |
| | Sports Exps. For participation in to | 100000.00 |
| | diff. College & University | |
| | For Printing Charges of College | 260000.00 |
| | Magazine 'Ruchira' | |
| | Repairing Charges of water pipe | |
| | line | 132000.00 |
| | Diff. activities of B.Ed. Dept. | 450000.00 |
| | Exp. For P.G. Dept. | 200000.00 |
| | Exp. For Dress of | 300000.00 |
| | Physical Education Dept. | |
| | For Closing Ceremony of 75 years | 1500000.00 |
| | foundation day | |
| | Students Concession | 500000.00 |
| | For ensuing NAAC visit | 2000000.00 |
| | Remuneration of Casual & | 3200000.00 |
| | re-employed staff | |
| | Payment to Govt. (50% tuition | |
| | fees) | 1500000.00 |
| | <u>Regarding Non-recurring/ Capital</u> | |
| | <u>Exp.</u> | |
| | <u>Purchase of Lab. Equipments</u> | |
| | Chemistry Dept. - | |
| | 200000.00 | |
| | Zoology Dept. - | |
| | 200000.00 | |
| | Physics Dept. - | |
| | 150000.00 | |
| | Botany Dept. - | |
| | 150000.00 | |
| | Physiology Dept. - | |
| | 100000.00 | |
| | Geography Dept. - | |
| | 100000.00 | |

| | | | |
|--|-------------|---|-------------|
| | | Mathematics - 100000.00 Nutrition Dept. - 25000.00 Music Dept. - 50000.00 B.Ed. Dept. - <u>150000.00</u> | 1225000.00 |
| | | Purchase of Library Books | 800000.00 |
| | | Purchase of Furniture | 1000000.00 |
| | | Purchase of Computers | 3000000.00 |
| | | Purchase of Teaching aids | 400000.00 |
| | | Exps. For purified water system | 300000.00 |
| | | Exps. for New water pipe line | 300000.00 |
| | | For completion of remaining works in shooting range | 900000.00 |
| | | <u>For Auditorium</u> | |
| | | Chair - 1000000.00 | |
| | | Electrification - <u>600000.00</u> | 1600000.00 |
| | | Construction of class room in Ground | 1500000.00 |
| | | floor of Golden Jubilee Building | |
| | | Beautification into college campus | 700000.00 |
| | | For Sound/Aquastic system in Auditorium | 3000000.00 |
| | 31077000.00 | | 31077000.00 |

Manual -12
Execution of subsidy program

Not applicable for our Institution

Manual -13

Particulars of recipients of concessions, permits

Students Freeship policy

The college provides students freeship in terms of waiver of tuition fees, electricity fees, development fees etc. following a standard procedure. For getting students free-ship students need to apply directly to the Head of the Institution (HOI)/Principal mentioning all relevant details. Then the Principal's Office scrutinizes all the applications and makes a list of eligible students for the free-ship considering the class attendance percentage, results of last examination, economic background etc. Then the list is forwarded by the HOI/Principal to the cashier for necessary actions i.e. to adjust against the concerned student's annual fees. In some cases, on the basis of written application of the Students' Union in relation to fees waiver, HOI/Principal may waive different types of fees for all the students. During the period of COVID-19, considering the socio-economic situation the college authority has waived a portion of the tuition fees for all the students including B.Ed department.

Institutional policies in relation to others scholarship

Policies related to Government or Non-Government scholarship are formulated by the respective scholarship sponsoring agencies. The role of the college in this regard is restricted to implementation of such policies only. To implement the policies related to such scholarship, the college has a separate scholarship cell. The scholarship cell disseminates the information about the scholarship among the students in the induction meeting and by arranging different seminars and awareness camps during the year. All the students are encouraged to apply for the relevant scholarship with the assistance of the Scholarship Cell. The Scholarship cell helps all the students in the process of applying different scholarships.

Details of some scholarship schemes in which our students are encouraged to apply are as follows:

1. Kanyashree Prakalpa

The Kanyashree Prakalpa was initiated by the Hon'ble Chief Minister of West Bengal, on 8th March, 2013. Reason or motto behind its launching was to increase the education rate of all women in West Bengal and to prevent child marriages of girls. The Kanyashree Prakalpa provides all financial facilities to students to carry out their higher studies. The state government offers the scheme in three phases so that all girls in the state can take advantage of the Kanyashree Prakalpa which are k1, k2, and k3.

- The **Kanyashree k1 scholarship** is awarded to girls from 13 to 18 years old. Through this scholarship, 750 rupees are given per month for girls' education.
- The **Kanyashree K2 Scholarship** is awarded to girls between the ages of 18 and 19 who have completed their studies from a madrasa or school. The girls are paid Rs 25,000 per year through this program. So they can complete higher education in any good college or university in the future.
- **K3 Scholarships** are awarded to girls who are pursuing study in postgraduate degrees and wish to continue their studies further. In this case, the government provides financial assistance. The scholarship pays 2,500 rupees per month to all girls studying science and 2,000 rupees per month to arts students.

Details of Kanyashree Prakalpa are as follows-

| | |
|--------------------|---|
| Name of the Scheme | <u>West</u> <u>Bengal</u> <u>Kanyashree</u> |
|--------------------|---|

| | |
|--------------------------------|---|
| | <u>Prakalpa</u> (কন্যাশ্রীপ্রকল্প) |
| Issued By | Government Of West Bengal, WB |
| Department | Department of Women Development & Social Welfare, WB |
| Name of Portal | Kanyashree online Portal |
| Beneficiary | Poor Girls of the State |
| Amounts | Rs.750 for k1 and Rs. 25,000 for k2 And Rs. 12000 for B.A, Rs.18,000 for B.Sc, B.Ed and B.Com, Rs.24000 for M.A and Rs.30000 for M.sc in case of K3 |
| Kanyashree Prakalpa started in | March 8, 2013 |
| K3 Application Started on | 12th July 2023 |
| Helpline Number | 033-23373846 |
| Contact | support.kanyashree@nic.in |
| Website | www.wbkanyashree.gov.in |

2. Swami Vivekananda Merit Cum Means Scholarship Program (SVMCM)

The SVMCM Scholarship, also known as Swami Vivekananda Scholarship, is a government program in West Bengal that provides financial support to deserving students to pursue higher education. It aims to help *Meritorious* students to continue their studies. This **Swami Vivekananda Merit Cum Means Scholarship Program (SVMCM)** is a Great Initiative from Government for Student achieving academic success. Details of SVMCM are as follows-

| | |
|-------------------------|--|
| Scholarship Name | Swami Vivekananda Merit Cum Means Scholarship (SVMCM) |
| Scholarship Funded By | Higher Education Department, BikashBhaban (Government of West Bengal) |
| Official Portal | svmcm.wbhed.gov.in |
| Application Mode | Online Register & Apply via SVMCM Portal |

| | |
|---|--|
| Scholarship Amount | Rs. 12,000 to 96,000 per year |
| Portal Current Version | SVMCM (V4.0) |
| Application Type | Fresh Registration & Renewal Application |
| Marks Percentage Needed for Application | 60% in Board Exam |

3. Aikyashree -West Bengal State Scholarships for Minority Students

Aikyashree -West Bengal State Scholarships for Minority Students is a state government initiative of West Bengal implemented from the financial year 2019-20 onwards.

Details of Aikyashree Scholarship

The Aikyashree program offers five different scholarship schemes, each tailored to specific educational levels and needs:

- **Pre-matriculation scholarship in West Bengal:** Designed for students studying in classes before the 10th grade.
- **West Bengal post-matriculating fellowship:** Targeted at students pursuing higher education after the 10th grade.
- **West Bengal's Swami Vivekananda Merit cum Means Scholarship (SVMCM):** Aimed at providing financial assistance to meritorious students.
- **West Bengal's BigyaniKanyaMedhaBritti Scholarship:** Focused on nurturing talent in the field of science.
- **Hindi Scholarship Programme, West Bengal:** Specifically for students studying Hindi.

Eligibility Criteria:

For Pre-matric Scholarship and Post-matric Scholarship

- Applicant must be a domicile of West Bengal.
- Must be studying in a School/ Institution recognized by an educational Board/ Council/ University of the State/ Central Government.
- Must have secured not less than 50% marks or equivalent grade in the previous final examination.
- The annual family income should not exceed Rs.2 lakh.
- Students studying in institutes outside West Bengal will not be eligible for pre-matric or post-matric scholarship.

For Merit-cum-Means Scholarship

- The applicant must be a domicile of West Bengal.
- Must have got admission in a technical / professional course.
- Must have secured at least 50% marks in the last Higher Secondary/ Graduation examination.
- Annual family income of the student should not be more than Rs.2.5 lakh.
- The students who are residents of West Bengal but pursuing studies in listed institutions located outside West Bengal, as may be notified from time to time by the West Bengal Minorities' Development and Finance Corporation, are also eligible for applying.

Aikyashree Scholarship Providers:

| Scholarship Scheme | Scholarship Providers |
|---|---|
| West Bengal Pre-matric Scholarship | Provided by the Backward Classes Welfare Department, Government of West Bengal. |
| West Bengal Post-matric Scholarship | Administered by the Backward Classes Welfare Department, Government of West Bengal. |
| Swami Vivekananda Merit cum Means Scholarship (SVMCM) | Offered directly by the Government of West Bengal. |
| Hindi Scholarship Scheme, West Bengal | Managed by the Department of Higher Education, Technology, Science, and Biotechnology, Government of West Bengal. |
| BigyaniKanyaMedhaBritti Scholarship, West Bengal | Offered by Jagadis Bose National Science Talent Search (JBNSTS), located in Kolkata. |

Aikyashree Scholarship Amount

| Scholarship Scheme | Scholarship Amount |
|---|---|
| West Bengal Pre-matric Scholarship | Monthly stipend ranging from INR 150 to INR 750. |
| West Bengal Post-matric Scholarship | Monthly support varying from INR 160 to INR 1200. |
| Swami Vivekananda Merit cum Means Scholarship (SVMCM) | Generous INR 8000 per month assistance. |
| Hindi Scholarship Scheme, West Bengal | Monthly aid from INR 300 to INR 1000. |
| BigyaniKanyaMedhaBritti Scholarship, West Bengal | Monthly allowance of INR 3000 along with book assistance of INR 2000. |

Website:<https://wbmdfcscholarship.org/>

4. Online Application for Scholarship in Studies (OASIS)

Oasis scholarship, initiated by the **Department of Tribal Development and the Backward Classes Welfare Department of West Bengal**, enables students from the **SC/ST and OBC categories** to pursue their education. The scholarship is exclusively available to West Bengal domiciles. The candidates can apply for the WB Oasis scholarship online through the official portal.

Oasis Scholarship Eligibility

To qualify for any of the Oasis scholarships, applicants must meet specific eligibility criteria:

Pre-matric scholarship for SC students

- Must be a student in Classes 9th and 10th.
- Belong to the SC category.
- Family/guardian income should not exceed INR 2,00,000 per annum from all sources.

Pre-matric scholarship for ST students

- Must belong to the ST category.
- Should be studying in Classes 9th and 10th.
- Annual family/guardian income should not exceed INR 2,00,000 from all sources.

Post-matric scholarship for SC/ST students

- Must be studying at the post-secondary or post-matriculation level.
- Belong to the SC/ST category.
- Annual income of parents/guardians should not exceed INR 2,50,000 from all sources.

Post-matric scholarship for OBC students

- Must be studying at the post-secondary level.
- Belong to the OBC category.
- Family/guardian income from all sources should not exceed INR 1,00,000.

It's important to note that these scholarships are applicable only to students with domicile in West Bengal.

| | |
|---------------------|--|
| Scholarship Name | <u>Oasis Scholarships</u> |
| Issued by | Govt. Of West Bengal |
| Organized By | Backward Classes Welfare and Tribal Development Department |
| Beneficiary | SC/ST/OBC |
| Scholarship Type | Pre Matric, Post Matric |
| Application Process | Online |
| Oasis Website | Oasis.gov.in |

| Scholarship | Amount For SC/ST/OBC Candidate | Hostellers |
|---------------|--|-------------------------------------|
| Pre-Matric SC | Rs 150 /month 10 months+ Rs 700 additional per annum | Rs 750 /month+ Rs 1000 per annum |
| Pre-Matric ST | Rs 150 /month 10 month+ Rs 700 additional per annum | Rs 750 /month+ Rs 1000 per annum |

| | | |
|---|---|---|
| Pre-Matric OBC | Rs 250 /month for 10 month+ Rs 500 additional per annum | 5 Rs 0 /month for 10 month+ Rs 500 additional per annum |
| Post-Matric SC/ST Medical/Engg/BSC/Mphil/PhD | Rs 550 /month | Rs 1200 /month |
| Post-Matric SC/ST B.Pharm/LLB/PG/Hotel Management | Rs 530 /month | Rs 820 /month |
| Post-Matric OBC and Medical/Engg/BSC/Mphil/PhD | Rs 350 /month | Rs 750 /month |
| Post-Matric OBC B.Pharm/LLB/PG/Hotel Management | Rs 335 /month | Rs 510 /month |
| Merit Scholarship for SC | Rs 400/month (10 months) | Rs 400/month (10 months) |

5. Sitaram Jindal Scholarship

Sitaram Jindal Scholarship is a merit-cum-means based scholarship scheme. Started by the Sitaram Jindal Foundation, a charitable organisation in Bengaluru, the Jindal scholarship aims to provide financial assistance to deserving meritorious candidates who belong to underprivileged families. The candidates need to be studying in class 11 to post-graduation in order to be eligible for Sitaram Jindal Scholarship. The scholarship covers Polytechnic and Diploma courses in technical education as well. The selected students can avail up to INR 3,200 per month scholarship amount under this scholarship scheme.

Eligibility Criteria

Category C

For graduate courses:

- The candidates must be studying graduate courses to be eligible.
- The applicants must have secured at least 55% marks (in case of boys) and 50% marks (in case of girls) in the previous exam.
- However, students of Karnataka must have secured a minimum 65% marks (in case of boys) in the last exam and 60% marks (in case of girls) and West Bengal students must have obtained at least 60% in case of boys and 55% marks in case of girls.
- In case of those in employment, the annual family income must not be more than INR 4 Lakh.
- For other students, the annual family income must not be more than INR 2.5 Lakh.
- The applicants must not have crossed the age of 30 years.

Scholarship Amount:

- **For graduate courses:**
- INR 1,400 (Girls of General category)
- INR 1,100 (Boys of General category)
- INR 1,400 (Physically challenged students)
- INR 1,500 (Widows & unmarried wards of Ex-servicemen)

Manual 14
Information available in electronic forms

All the manuals here under and the other information about the college is available on the college website: <http://tmv.ac.in>

Manual 15

Means, methods and facilities available to citizens for obtaining information

1. Information is available through the College Notice Boards, College Prospectus, University Calendars, and College Website. (www.tmv.ac.in)
2. Further information for General Public disseminated occasionally through press releases, advertisements etc.
3. Any other queries can be made to College reception section at any time. If any secret information is required one can make it available under the Right to Information Act, 2005.

Manual 16
Name & Designation of Public Information Officer

| Sl . No. | Designation of the Officer | Appellate Authority & PIO | Postal Address | Telephone No. and email ID | Demarcation of Area/ Activities if more than one PIO is there |
|----------|----------------------------|---------------------------|--|--|---|
| 1 | Bursar | PIO | Tamralipta Mahavidyalaya, Tamluk, Purba Medinipur - 721636 | 9732987853 klipada2010@gmail.com | |
| 2 | GB Member | Appellate Authority | Tamralipta Mahavidyalaya, Tamluk, Purba Medinipur - 721636 | 9434139309 profsanjaymukherjee@gmail.com | |

Manual 17

Other Information

1. The person seeking information may apply on a plain paper giving particulars of information being sought and his/her correct address for communication. A fee of Rs.10/- is required to be paid for seeking information for the RTI Act, 2005.
2. The fee may be paid in cash or by Bank Demand Draft etc.
3. The Rates for other fee its applicable for Supplying the information by Photostat etc. is as per real cost.