

Information disclosed under Section 4(1)(b) of RTI Act, 2005

4(1) (b)

i. **The particulars of its organization, functions and duties;**

a) Name and address of the Organization:

SRIKRISHNA COLLEGE

Government-Sponsored General Degree College

Affiliated to University of Kalyani

College Para, Bagula, Nadia, West Bengal, India.

Pin- 741502

Email: srikrishnacollegebagula@rediffmail.com

Website: www.srikrishnacollegebagula.ac.in

Contact: 03473272205.

b) Head of the Organization

Dr. Sukdeb Ghosh

Principal

c) **General Function and duties:**

Academic Leadership

- ❖ Ensure high academic standards are maintained across departments.
- ❖ Facilitate curriculum development and encourage innovative teaching methods.
- ❖ Promote research activities and professional development among faculty and students.
- ❖ Monitor student performance and introduce strategies for academic improvement.
- ❖ Organize academic audits, workshops, seminars, and conferences.

Administration and Management

- ❖ Supervise day-to-day operations, ensuring the smooth functioning of the institution.
- ❖ Manage the recruitment, appraisal, and development of faculty and staff.
- ❖ Oversee financial planning, budgeting, and proper utilization of resources.
- ❖ Coordinate between various departments and maintain good communication channels.

Student Welfare and Development

- ❖ Ensure a conducive learning environment that fosters student development.
- ❖ Monitor co-curricular and extracurricular activities.
- ❖ Provide support services, such as counselling and career guidance.

- ❖ Ensure anti-ragging measures and student safety initiatives are enforced.

Liaison with Stakeholders

- ❖ Act as the bridge between the college and governing bodies, including universities, boards, and accreditation agencies.
- ❖ Engage with parents, alumni, and industry partners to foster collaborations.
- ❖ Participate in community outreach programs and build positive public relations.

Governance and Compliance

- ❖ Ensure adherence to government regulations, university guidelines, and educational policies.
- ❖ Conduct regular meetings with the governing council, staff, and student bodies.
- ❖ Prepare reports for accreditation and maintain necessary documentation.

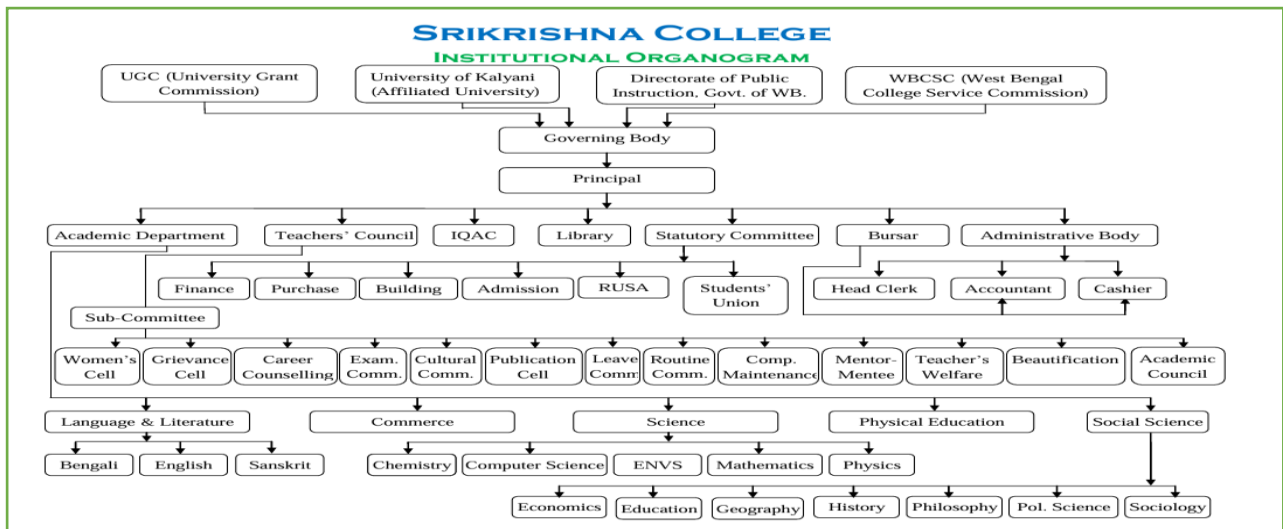
Infrastructure and Resource Management

- ❖ Plan and oversee infrastructure development and maintenance.
- ❖ Ensure the availability of learning resources, such as libraries, labs, and IT services.
- ❖ Promote sustainability practices within the institution.

Crisis Management

- ❖ Address conflicts, grievances, and emergencies effectively.
- ❖ Develop contingency plans for unexpected challenges, such as natural disasters or pandemics.

d) **Organization chart:**



General Duties of the Teaching Staff:

Teaching and Instruction

- Prepare lesson plans and deliver lectures in accordance with the syllabus.
- Use innovative and effective teaching methodologies to engage students.
- Conduct practical sessions, tutorials, and laboratory classes, where applicable.
- Assess student learning through assignments.
- Monitor student progress.

Student Mentorship and Guidance

- Provide academic and career guidance to students.
- Assist students in choosing projects, internships, and research topics.
- Offer counselling to address academic, personal, or social challenges.

Assessment and Evaluation

- Set question papers, evaluate answer sheets, and maintain records of student assessments.
- Provide timely feedback to students on their performance.
- Participate in continuous and internal assessments as per institutional guidelines.

Research and Professional Development

- Attend faculty development programs, workshops, and seminars for professional growth.

Participation in Administrative and Departmental Activities

- Serve on various committees within the college.
- Participate in departmental meetings and contribute to policy-making and planning.

Community and Institutional Engagement

- Participate in community outreach programs and extension activities.
- Collaborate with other institutions for knowledge-sharing and events.

General Duties of the Non-Teaching Staff

Administrative Staff Duties

- **Office Administration:** Handle day-to-day administrative tasks like admissions, enrollment, and student records management.
- **Documentation and Filing:** Maintain records of attendance, results, and official correspondence.
- **Communication:** Manage internal and external communication, including emails and notices.
- **Examination Support:** Assist with examination schedules, invigilation arrangements, and result processing.
- **Fee Management:** Handle student fee collection, receipts, and maintain financial records.

Librarian and Library Staff Duties

- **Cataloging and Organization:** Maintain and update the catalog of books and resources.
- **Issuing Books:** Manage book borrowing and returns for students and staff.
- **Maintenance of Resources:** Ensure the library is well-stocked, organized, and in good condition.
- **Support Services:** Assist students with research and finding academic materials.

Laboratory Technicians and Assistants

- **Lab Setup and Maintenance:** Prepare equipment and materials required for experiments.
- **Inventory Management:** Keep track of lab supplies and ensure equipment is functional.
- **Safety Management:** Ensure that students and staff follow safety protocols in the laboratory.
- **Support to Faculty:** Assist teachers during practical sessions by organizing tools and experiments.

Accounts and Finance Staff

- **Financial Management:** Prepare budgets, manage payroll, and handle institutional funds.
- **Fee Collection:** Manage student fee payments, scholarships, and refunds.
- **Audit Support:** Ensure proper documentation of financial transactions for audits.

Clerical Staff Duties:

- ❖ **Data Entry:** Maintain records of student attendance, grades, and admission details.
- ❖ **Support to Faculty:** Provide clerical assistance for exams, academic reports, and faculty meetings.
- ❖ **File Management:** Organize, update, and store institutional documents systematically.

Support Staff (Peons, Attendants, and Drivers)

- **Classroom and Office Support:** Help with distributing notices, circulating files, and setting up meeting rooms.
- **Transportation Services:** Manage college transportation and ensure timely vehicle maintenance.
- **Hospitality:** Assist with refreshments during meetings and events.
- **Mail Handling:** Deliver official letters, documents, and notices within and outside the college.

Maintenance and Housekeeping Staff

- **Building Maintenance:** Ensure the upkeep of classrooms, offices, and common areas.
- **Electricity and Plumbing:** Monitor utilities and coordinate repairs when necessary.
- **Cleanliness:** Maintain hygiene in washrooms, corridors, and other areas of the campus.
- **Waste Management:** Ensure proper disposal of waste and promote sustainability practices.

Security Personnel

- **Campus Security:** Monitor entry and exit points to maintain safety.
- **Visitor Management:** Register and guide visitors on the premises.
- **Emergency Handling:** Respond to emergencies and coordinate with local authorities if needed.

4(1)b iii) the procedure followed in the decision-making process, including channels of supervision and accountability;

The college is now administered by the principal. He is assisted by the Governing body & various committees which meet at regular intervals and the Internal Quality Assurance Cell (IQAC) monitors academic quality procedures.

The present members of the Governing body:

Name	Capacity
Mr. Anup Kumr Bhadra	President
Dr. Sukdeb Ghosh	Principal & Secretary
Mr. Satya Ranjan Bose	Nominee Of West Bengal State Council Of Higher Education
Prof. (Dr.) Nandini Banerjee	Nominee Of Kalyani University
Mr. Chinmoy Biswas	Nominee Of Kalyani University
Mr. Kalyan Kumar Dhali	Govt. Nominee
Mr. Naba Kumar Biswas	Govt. Nominee

Sri Ujjal Kumar Das	Representative Of Teachers & Librarian
Dr. Bipul Mandal	Representative Of Teachers & Librarian
Dr. Anamika Chakraborty	Representative Of Teachers & Librarian
Mr. Bishnu Ranjan Biswas	Representative Of Non-Teaching Employees

Norms for discharge of functions {Section 4(1)(b)(iv)}

i) Nature of functions/services offered:

This Educational Institute offers **undergraduate programs** in various fields of **arts, science, and commerce**. The college aims to provide a broad-based education with a focus on knowledge acquisition and skill-building.

ii) Norms/Standards for functions/ service delivery:

Norms as prescribed by the Department of Higher Education, Government of West Bengal from time to time.

(iii) Process by which these services can be accessed:

Applications under the Right to Information Act.

iv) Process of redress of grievances:

The institution has a specific grievance redressal mechanism. Efforts are made to redress all grievances of the Stakeholders with utmost care.

Rules, regulations, instructions manual and records for discharging functions {Section 4(1)(b)(v)}

- 1) **The West Bengal Universities and Colleges.** (Administration and Regulation) Act, 2017.
- 2) **Kalyani University Statute**
- 3) **West Bengal Colleges (Transfer of Employees) Rules, 2017** for teaching/ librarian/ non-teaching posts.
- 4) **Other Various orders, Instructions and regulations related to the College affairs by the Higher Education Department, Government of West Bengal from time to time.**

Categories of documents held by the authority under its control
{Section 4(1)(b)(vi)}

- (i) Categories of documents:
Academic and Administration
- ii) Custodian of documents/ categories:
Concerned Staff Member.

Boards councils, Committees and other Bodies constituted as part of the Public Authority
{Section 4(1)(b)(vii)}

Governing Body :

1)The Governing Body of the college shall consist of the following members, namely:

1)the President shall be a person interested in education, and shall be nominated by the State Government from amongst the members of the Governing Body or from outside:

2)Provided that the employees or the students of the concerned college shall not be eligible for nomination as President; the Principal or the Vice-Principal or the Teacher-in-Charge, as the case may be, of the concerned college, who shall act as the ex officio Secretary to the Governing Body;

3)Three whole-time regular teachers including librarians and Graduate Laboratory Instructors, to be elected from amongst them; one non-teaching employee to be elected from amongst them;

4)Two persons are to be nominated by the State Government, and one person is to be nominated by the West Bengal State Council of Higher Education.

5)Two persons to be nominated by the affiliating University from amongst eminent educationists of whom at least one shall be a woman;

6)one student representative, who shall be the General Secretary of the duly constituted Students' Body or Union, as the case may be, of the college.

Weblink: <https://srikrishnacollegebagula.ac.in/Governing-body.aspx>

Besides, various committees have been constituted with faculty members for various affairs during the academic year.

A list of the academic sub-committees is available on the Website.

Weblink: <https://srikrishnacollegebagula.ac.in/Academic-sub-committee.aspx>

The College also has an Internal Quality Assessment Cell (IQAC). This cell has been constituted following the Guidelines for the Creation of the Internal Quality Assurance Cell (IQAC) and Submission of the Annual Quality Assurance Report (AQAR) in Accredited Institutions by UGC. This cell mainly looks after the institution's academic quality.

Weblink: <https://srikrishnacollegebagula.ac.in/Iqac-committee.aspx>

Section 4(1)(b)(viii)

a statement of the boards, councils, committees and other bodies consisting of two or more persons constituted as its part or for the purpose of its advice, and as to whether meetings of those boards, councils, committees and other bodies are open to the public, or the minutes of such meetings are accessible for the public ;

Governing Body:

1)The Governing Body of the college shall consist under the law of the government of West Bengal (The West Bengal Universities and Colleges. (Administration and Regulation) Act, 2017.

Teachers Council:

2) As per Govt. Orders one dynamic Teachers' Council is created every year in this College. All the Substantive teachers and Librarians of this College are members of the council. The principal is the de facto President of the Council and generally, one member is elected/selected as the Secretary to the Council for one year. Under this Council, various committees are formed to look after various academic interests of the College.

Internal Quality Assessment Cell (IQAC):

The College also has an Internal Quality Assessment Cell (IQAC). This cell has been constituted following the Guidelines for the Creation of the Internal Quality Assurance Cell (IQAC) and Submission of the Annual Quality Assurance Report (AQAR) in Accredited Institutions by UGC. This cell mainly looks after the institution's academic quality. Internal Quality Assessment Cell (IQAC) shall constitute for two years.

Minutes of meetings of the Governing Body, Teachers' Council, IQAC and Other committees are not yet accessible to the public. But in case any stakeholders request any information regarding the minutes of the meeting, there is a mechanism to provide that information following the RTI Act,2005.

Directory of officers and employees {Section 4(1)(b)(ix)}

Head of the Office	Address and Phone No.
DR. SUKDEB GHOSH Principal	Bagula, Nadia, West Bengal, India. Pin- 741502 Contact: 03473272205

Teaching Staff:

Weblink: <https://srikrishnacollegebagula.ac.in/Teaching-faculty.aspx>

Non-Teaching Staff:

Weblink: <https://srikrishnacollegebagula.ac.in/Non-teaching-faculty.aspx>

Monthly Remuneration received by officers & employees including system of compensation {Section 4(1)(b)(x)}

Assistant Professor i Graduate Laboratory Instructor (at Academic Level 10 with rationalized entry pay of Rs.57,700i-)
Assistant Professor / Graduate Laboratory Instructor (at Academic Level 11 with rationalized entry pay of Rs.'68,900/-)
Assistant Professor / Graduate Laboratory Instructor (at Academic Level 12 with rationalized entry pay of Rs:79,800i-)
Associate Professor / Graduate Laboratory Instructor (at Academic Level 13A with rationalized entry pay of Rs. 1,31,4001-)
Principal (at Academic Level 14 with rationalized entry pay of Rs. 1,44,2001-)
Librarian of College Librarian (at Academic Level 10 with rationalized entry pay of Rs.57,700/-)
Librarian (Sr. Scale) of College Librarian (Sr. Scale) (at Academic Level 11 with rationalized entry pay of Rs.68.9004)
College Librarian (Selection Grade) (at Academic Level 12 with rationalized entry pay of Rs.79,800/-)

Note: The aforementioned pay structure has been implemented by the Order of Government of West Bengal, Department of Higher Education No. 1306(22) - Edn (0/EH/1U - 77117 Dated. Kolkata. the 30th of December 2019.

State Aided College Teacher, Category-I	<u>Consolidated</u>
State Aided College Teacher, Category-I	a)Rs. 31,000/- (consolidated) per month for those served the college less than 10 years; b)Rs. 35,000/-(consolidated) per month for those served the college more than 10 years;
State Aided College Teacher, Category-II	a)Rs. 20,000/- (consolidated) per month for those served the college less than 10 years; d" b)Rs.25,000/- (consolidated) per month for those served the college more than 10 years;

Note: The aforementioned pay structure has been implemented by the Order of Government of West Bengal, Department of Higher Education No.208I -Edn (CS)/ 10M-83/2019 Date:23/12 12019.

Budget allocated to each agency including all plans, proposed expenditures and reports on disbursements made etc. {Section 4(1)(b)(xi)}

This information will be published soon.

4(1)(b)(xvi) the names, designations and other particulars of the Public Information Officers.

SPIO	Arijit Chowdhury, Assistant professor Department of Political Science Srikrishna College
Appellate Authority	Dr.Sukdeb Ghosh Principal Srikrishna College

Section 4(1)(b)(xii) the manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programmes ;

NA

Section 4(1)(b)(xiii) (particulars of recipients of concessions, permits or authorizations granted by it;

Section 4(1)(b)(xiv) details in respect of the information, available to or held by it, reduced in an electronic form;

Some information is available in electronic form on the College Website.

Weblink: <https://srikrishnacollegebagula.ac.in/Ssr-document.aspx>

<https://srikrishnacollegebagula.ac.in/#>

Section 4(1)(b)(xv) 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:

Mainly, teaching staff, non-teaching staff, and students from all semesters, including DODL students, can access all library facilities. Currently, library access is not available to the public

Working hours:

Monday to Saturday 10.30-4.30

Central Library is closed on Sundays and other holidays.