

MANDATORY DISCLOSURE

u/s 4(1)b OF THE RIGHT TO INFORMATION ACT, 2005

Manbhum Mahavidyalaya is coeducational general degree college recognized by the UGC u/s 2(f) and 12(B) and aided by the Government of West Bengal (government-aided college). It was established on 22 July 1986 and presently affiliated to the Sidho-Kanho-Birsha University, Purulia.

The postal address of Manbhum Mahavidyalaya is –

Manbhum Mahavidyalaya
Vir Ganganarayan Road, Vill. Jharbagda,
PO & PS: Manbazar, Block – Manbazar-I,
District – Purulia, State – West Bengal, PIN 723131

The following is the mandatory disclosure made by the Manbhum Mahavidyalaya u/s 4(1)b of The Right to Information Act, 2005.

(i) the particulars of its organization, functions and duties;

Being a government-aided college and affiliated college, the organization, functions and duties of Manbhum Mahavidyalaya are in pursuance of the extant state government rules and the statute of the affiliating university.

(ii) the powers and duties of its officers and employees;

Being a government-aided college and affiliated college, the powers and duties of the officers and employees of Manbhum Mahavidyalaya are in pursuance of the extant state government rules and the statute of the affiliating university.

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

Within the extant rules, regulations, and the university statute, Manbhum Mahavidyalaya is governed by its own Governing Body where the Principal/Teacher-in-Charge is the ex-officio Secretary of Manbhum Mahavidyalaya. For decision-making, participatory democracy is followed under the supervision of the respective Head of the Departments, the Principal/Teacher-in-Charge, and the Governing Body. If not otherwise specified by any extant rule/regulation/statute, the ultimate accountability of the functions of Manbhum Mahavidyalaya lies on the Governing Body.

(iv) the norms set by it for the discharge of its functions;

The norms for the discharge of its functions, Manbhum Mahavidyalaya abide by the extant rules/regulations and the university statute.

(v) the rules, regulations, instructions, manuals and records, held by it or under its control or used by its employees for discharging its functions;

For discharging its functions, the employees use the rules, regulations, instructions, and manuals which are all framed by the Govt. of West Bengal, affiliating university, or any other applicable authority (such as

NSP, NIRF, UGC, etc.); these documents are held by such authorities and are made publicly available and easily accessible online by them and therefore, Manbhum Mahavidyalaya neither preserves any copy of these documents nor it has any control over them. Manbhum Mahavidyalaya preserves the minutes of the meetings of its Governing Body, different committees and sub-committees, and the departmental meetings. The resolutions adopted in these meetings are used by its employees additionally for discharging their functions.

(vi) a statement of the categories of documents that are held by it or under its control;

The following categories of documents are held by Manbhum Mahavidyalaya –

1. Minutes of the meetings
2. Records of all financial transactions made by Manbhum Mahavidyalaya
3. Letters, Notices, Certificates, Orders, and Reports which are specific to Manbhum Mahavidyalaya
4. Register of assets possessed by Manbhum Mahavidyalaya and their ownership records
5. Academic and scholarship Records
6. Records of responses against surveys on stakeholders
7. Photos and/or videos of some of the different activities
8. Attendance registers
9. Library records
10. Photocopies of certain documents of the employees required under different rules/regulations for verification at the time of joining, for fixation of their salaries, and for upgradation of their salaries if required

(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 its policy or implementation thereof;

As per the extant rules and regulations set by the Govt. of West Bengal and the statute of the university; and as per guidance of the Governing Body of Manbhum Mahavidyalaya.

(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 public;

Apart from the Governing Body, Teachers' Council, Academic Council, IQAC, and the Students' Union, there are several other committees and sub-committees in Manbhum Mahavidyalaya consisting of two or more persons, for example – Anti-Ragging Cell and Squad, Internal Complaints Committee, Grievance Redressal Cell, Women's Cell, Admission Committee, Examination Committee, Scholarship Committee, Finance Committee, Purchase Committee, RUSA Project Monitoring Unit, Sports Committee, Library Committee, etc. The meetings of these bodies are meant to be attended by the members of such bodies only; however, the Governing Body, in exercise of its discretionary power, may or may not allow any external person to attend a meeting of any such body. The minutes of the IQAC meetings are accessible by public through the website of Manbhum Mahavidyalaya. The minutes of the meetings of other bodies can be availed of by application through proper channel.

(ix) a directory of its officers and employees;

The directory of the officers and employees are available in the website of the Manbhum Mahavidyalaya.

(x) the monthly remuneration received by each of its officers and employees, including the system of compensation as provided in its regulations;

As per existing Pay Scales and Rules of the Govt. of West Bengal.

(xi) the budget allocated to each of its agency, indicating the particulars of all plans, proposed expenditures and reports on disbursements made;

List of grants received and allocations made thereof.

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

As per existing norm and guidelines of the Funding Agency.

(xiii) particulars of recipients of concessions, permits or authorizations granted by it;

Half-free-ship and Full-free-ship concessions are available to the students. Students apply for different scholarship programs. No permanent permits nor permanent authorizations are granted by Manbhum Mahavidyalaya.

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

College website.

(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;

Any citizen can make an inquiry by sending mail to the official email address of the college, or can call the college office during 10:30 AM to 5:30 PM on any working day. The library and the reading room are open in the same hours; but to avail these facilities, a citizen has to make prior application through proper channel.

(xvi) the names, designations and other particulars of the Public Information Officers;

State Public Information Officer (SPIO)

Dr. Pradip Kumar Mandal
HOD & Associate Professor, Dept. of History
Manbhum Mahavidyalaya
Mobile: 96095 44633
Email: prof.p.k.mandal@gmail.com

First Appellate Authority (FAA)

Prof. Tuhin Kar
HOD & Associate Professor, Dept. of Commerce
Manbhum Mahavidyalaya
Mobile: 96747 53312
Email: tuhin1962@gmail.com

(xvii) such other information as may be prescribed;

All applications under the RTI Act, 2005 are to be sent to the SPIO through the Principal, Manbhum Mahavidyalaya.