



# Bidhan Chandra College

NAAC Accredited, [ Govt. Sponsored], ESTD: 1961  
Recognized by U.G.C (Govt. of India) and affiliated to Kazi Nazrul University  
Asansol – 713304, Dist – Paschim Bardhaman , West Bengal , Ph : 0341-2283020  
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## RTI - INFORMATION HANDBOOK UNDER RIGHT TO INFORMATION ACT-2005

### PUBLIC INFORMATION OFFICER

**Mr. Biswajit Bhattacharya**

(Librarian)

Email: [biswajit.asn@gmail.com](mailto:biswajit.asn@gmail.com)

### APPELLATE AUTHORITY

**Dr. Monoranjan Ghosh**

Associate Professor,

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Email: [monoranjanghosh12@gmail.com](mailto:monoranjanghosh12@gmail.com)

### Preamble

The Right to Information Act 2005, intends to set out the practical regime of Right to Information of citizens to enable them to access the information under the control of the public authority to promote transparency and accountability in the working of such authority.

Section 2(h) of the Act defines "public authority" as any authority or body or institution of self-governance established or constituted -

1. by or under the Constitution;
2. by any other law made by the Parliament;
3. by any other law made by State Legislature;
4. by notification issued or order made by the appropriate Government and includes any
  - o body owned, controlled or substantially financed;
  - o non-government organization substantially financed, directly or indirectly by funds provided by the appropriate Government.



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Following the provisions contained in section 2(j) of the Act, "Right to Information" means the right to information accessible under this Act which is held by or under the control of any public authority and include the right to

1. inspection of work, documents, records;
2. taking notes, extracts or certified copies of documents or records;
3. taking certified samples of material;
4. obtaining information in the form of diskettes, floppies, tapes, video cassettes or in any other electronic mode or through printouts where such information is stored in a computer or in any other device.

Bidhan Chandra College, Asansol, Information Handbook will enable the citizens to obtain information as to the provisions contained in various rules and regulations governing the college; and related information.

This RTI Information Handbook deals with units of information as delineated under section 4(1) For ease of reference, this is given below.

#### 4. (1) Every public authority shall

- a. Maintain all its records duly catalogued and indexed in a manner which facilitates the right to information under this Act and ensure that all records that are appropriate to be computerized are, within a reasonable time and subject to availability of resources, computerized and connected through a network all over the country on different systems so that access to such records is facilitated;
- b. Publish within one hundred and twenty days from the enactment of this Act, i.
  - The particulars of its organization, functions and duties;
  - ii. The powers and duties of its officers and employees;
  - iii. The procedure followed in the decision-making process, including channels of supervision and accountability;
  - iv. The norms set by the college for the discharge of its functions;
  - v. The rules, regulations, instructions, manuals and records, held by it or under its control or used by its employees for discharging its functions;
  - vi. A statement of the categories of documents that are held by it or under its control;
  - vii. The particulars of any arrangement that exist for consultation with, or representation by, the members of the public in relation to the formulation of its policy or implementation thereof;



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- viii. A statement of the boards, councils, committees and other bodies consisting of two or more persons constituted as its part or for its advise, and as to whether meetings of those boards, councils, committees of such meeting s are accessible for public;
- ix. A directory of its officers and employees;
  - x. The monthly remuneration received by each of its officers and employees, including the system of compensation as provided in its regulations;
  - xi. The budget allocated to each of its agencies, indicating the particulars of all plans, proposed expenditures and reports on disbursements made;
  - xii. The manner of execution of subsidy programmes including the amounts allocated and the detail of beneficiaries of such programmes;
  - xiii. Particulars of recipients of concessions, permits or authorizations granted by it;
  - xiv. Details in respect of the information, available to or held by it, reduced in an electronic form;
  - 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;
  - xvi. The names, designations and other particulars of the Public Information Officers;
  - xvii. Such other information as may be prescribed;

Section 4 b (xii) provides information on the manner of execution of subsidy programmes.

## Section 4(1)(b)(i)

### The particulars of the Organization, Functions and Duties

|                              |   |
|------------------------------|---|
| Name of the Organization     | BIDHAN CHANDRA COLLEGE  |
| Address                      | Shibdas Ghatak Sarani, Asansol, Paschim Bardhaman – 713304, West Bengal |
| Establishment                | 1961  |
| Working hours of the College | 8.00 a.m. to 6.30 p.m.  |



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|         |   |
|---------|---|
| Contact | Phone: 0341-2283020<br>E.mail: <a href="mailto:bccollege.office@gmail.com">bccollege.office@gmail.com</a> |
| Website | <a href="http://www.bccollegeasansol.ac.in">www.bccollegeasansol.ac.in</a>                                |

Bidhan Chandra College is a Co-Educational Institution under the affiliation of Kazi Nazrul University, West Bengal.

## Brief History of College

Bidhan Chandra College, Asansol owes its origin to the energetic and sincere efforts of the members of Asansol Educational Development Committee and Relief and Welfare Society the major program of which was to establish a grade one college at Asansol with a view to meet the increasing demand of this vast industrial area for higher education.

Sri Sasthinarayan Gorai made a humble contribution of Rs 1,11,111/- for foundation of the college. The government of West Bengal also realizing the need for such a college at Asansol responded by bringing the college under the sponsored scheme since its inception in 1961, in the name of the illustrious son of West Bengal, Dr. Bidhan Chandra Roy. The foundation stone of the new building of the college was laid by Dr. Sarvapalli Radhakrishnan, the then Vice-President of India in November, 1961.

## VISION:

✓ To promote good physical and mental health, development of pupils' attitude and inculcation of the discipline of a responsible citizen and to create a class of intellectually, morally sound and committed citizens, who will become a human resource of high calibre, to cater to the needs of the society and the country as a whole in accordance with our motto "*sa vidya ya vimukttaye*" means "Knowledge Liberates".

## MISSION:

- Spreading higher education in an area of rural backwardness;
- To accord priority to the education of women, minority section, as well as Scheduled Tribe and Scheduled caste and other vulnerable sections of society.
- To appreciate and respect all faiths , foster self and community development and promote religious harmony leading to national integration;
- To promote value based education.
- To create a teaching - learning environment conducive to the pursuit of higher knowledge, relevant skills and experience;
- To continue efforts to include new developments in education into the curriculum so as to promote academic advancement leading to national development;



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- To promote awareness on ecological and environmental issues;
- To effect changes in the curriculum with information and communication technology;
- To develop skilled personnel through vocational and entrepreneurial education;
- To create research environment which can lead to consultancy and extension;
- To sensitize the students on socio-economic issues with special focus on human rights and gender issues.
- To develop entrepreneurial motivation among students.  
Make avenues for the future generation of the rural area to become a self-competent human being.

## Duties of College

Organizing and implementing teaching and examinations for the award of Bachelor of Arts, Bachelor of Science, Bachelor of Commerce, Master of Arts degrees in accordance with the University curricula.

- Providing opportunities for the holistic development of students.
- Providing opportunities for academic upgradation of faculty members
- Providing efficient management for students, teaching and non-teaching staff

## Main activities/functions of the College include:

- Conducting teaching for students enrolled in various degree programmes approved by the University.
- Providing co-curricular activities, namely, sports, NCC for boys as well as girls and NSS.
- Providing opportunities for extra-curricular activities such as dramatics, debating, music, dance, quiz, fine arts etc.
- Instituting awards, scholarships, fellowship and financial assistance to students.
- Providing opportunities to faculty for professional development, undertaking research projects.
- Providing and maintaining adequate infrastructure including building, library, laboratories, equipment, canteen, sports and recreational facilities.

## Organization and Administrative Machinery

1. A Governing Body is constituted as per Government norms.
  - The Government recommend four persons viz. (i) one President, (ii) two persons as Nominee of State Government and (iii) one person as nominee of West Bengal State Council of Higher Education
  - The Principal of the college acts as Member-Secretary of the Governing Body



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- Two members are recommended by the University. There are also two Teachers' and one non-teaching representative.
- 2. Principal: The Principal is recommended by West Bengal College Service Commission.
- 3. Bursar appointed by College Governing Body.
- 4. Teaching staff and librarian are recommended by West Bengal College Service Commission.
- 5. Non-teaching staff appointed by a duly constituted Selection Committee.
- 6. Each department has a Departmental Head, appointed by seniority.
- 7. The college has a staff council.

## **Expectation of the College from the public for enhancing its effectiveness and efficiency:**

The college expects objective and considered support from citizens of the country as well as persons directly associated with the affairs of the college.

## **Mechanism available for monitoring the service delivery and public grievance resolution**

Management of the various activities of the college are supervised by the Governing Body and through the designated authorities and procedure. Monitoring of the affairs of the college is through the Governing Body and University.

### **Section 4(1)(b)(ii)**

#### ***Powers and duties of the officers and employees:***

- The Principal is the principal academic and executive officer of the college. He/ She is responsible for appropriate administration, organization, instruction and management of affairs of the college.
- The employees are appointed by the college in accordance with rules and regulations. They discharge their official duties in accordance with the directions and instructions given by the Government from time to time.

### **Section 4(1)(b)(iii)**

## **The procedure followed in the decision-making process, including channels of supervision and accountability**



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- ✓ Decisions in various matters are taken by Governing body and Officers of the college as per the procedures laid down under various Ordinances, rules and regulations of the University.

## Section 4(1)(b)(iv)

### Norms set by the college for the discharge of its functions:

- ✓ Norms and standards for various activities of the college are set by the competent authority such as the Governing Body, IQAC and Staff Council.
- ✓ The Staff Council is the academic body of the college. It exercises control and general regulation over academic affairs. It is responsible for the maintenance of the standards of instruction, education and examination of the college and other academic matters.
- ✓ The Internal Quality Assurance Cell (IQAC) of the college is responsible for initiating activities and programs for the enhancement of standards of higher education in college.

## Section 4(1)(b)(v)

### Rules, regulations and instructions used:

- ✓ Regulations/instructions for admission regarding all the courses (undergraduate/postgraduate) in accordance with University and State Government.
- ✓ Various rules/instructions concerning personnel management for the teaching and non-teaching staff working in the college.
- ✓ Fundamental Rules and Supplementary Rules of Government of West Bengal except where the university has its own provisions with regard to teaching and non-teaching staff.

## Section 4(1)(b)(vi)

### Official documents and their availability:

- ✓ Handbook of Information/ College Prospectus
- ✓ RTI - Information Handbook Under Right to Information Act-2005
- ✓ Principal's Annual Report
- ✓ IQAC Documents: IQAC Members, AQARs Reports, Annual Event Calendar, Minutes and Action Taken Reports.





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These are available on the website: [www.bccollegeasansol.ac.in](http://www.bccollegeasansol.ac.in)

- ✓ The College Timetable
- ✓ Course Details, Faculty Details
- ✓ Academic Calendars
- ✓ Examination Schedules
- ✓ Scholarship Notices
- ✓ Administrative Notices
- Study materials for students.
- ✓ Student Satisfaction Survey Link
- Feedback form
- ✓ Alumni Registration Link
- ✓ University Acts, Statutes and Ordinances

## Section 4(1)(b)(vii)

### ***Arrangements and methods made for seeking public participation /contribution:***

- ✓ The Internal Complaint Committee (ICC) has one representative from the public.
- ✓ Public involvement in the administration of the college is through nomination of people from various students, people of public life in IQAC.
- ✓ Feedback from parents of students is collected through Parent-Teacher Association specific to different departments and are analyzed by IQAC for integration in college functioning.

## Section 4(1)(b)(viii)

### ***Councils, Committees, Faculties, Departments, etc. under the College:***

- ✓ The College Governing Body as per Government Norms.
- ✓ Staff Council as per norms.
- ✓ Departmental Committees
- ✓ Internal Complaint Committee (ICC)
- ✓ Anti-Ragging Committee
- Grivenance Cell
- ✓





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## Section 4(1)(b)(ix)

### **Directory of officers and employees:**

- It is available in digital form on College website.

## Section 4(1)(b)(x)

### **Monthly remuneration received by each of its employee**

- The pay scales of various teaching and non-teaching staff are as prescribed by the Government.

## Section 4(1)(b)(xi)

### **Budget allocated to each agency**

- The budget and the financial estimates are as approved by the Governing Body.

## Section 4(1)(b)(xii)

### **Manner of execution of subsidy programs**

- Not applicable to the college.

## Section 4(1)(b)(xiii)

### **Concessions granted by the college:**

- Concessions that are available to various categories of students for admission to various courses.

Reservation of seats for various Quota are maintained as per Government Rules.

The guidelines for admission are notified in the College's Website.

#### **a. Financial assistance to students:**

The college provides financial assistance to needy students in the form of fee concession.



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## Section 4(1)(b)(xiv)

### Information available in electronic form:

- ✓ The college has adopted wide scale computerization of data management in administration, account section of the college.
- ✓ All the information about the college is available on the college website: [www.bccollegeasansol.ac.in](http://www.bccollegeasansol.ac.in)

## Section 4(1)(b)(xv)

### Means, methods and facilities available to citizens for obtaining information:

- ✓ Through the notice boards, relevant brochures, University Calendars and various other rules which are available in print as well as on the website: [www.bccollegeasansol.ac.in](http://www.bccollegeasansol.ac.in)

## Section 4(1)(b)(xvi)

**Public Information Officer:** Mr. Biswajit Bhattacharyya, Librarian, Bidhan Chandra College

**Appellate Authority:** Dr. Monoranjan Ghosh, Associate Professor, Bidhan Chandra College

## Section 4(1)(b)(xvii)

- ✓ The college website (<http://www.bccollegeasansol.ac.in>), and the University website ([www.knu.ac.in](http://www.knu.ac.in)) are the repository of information.



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- ✓ The person seeking the information may apply on a plain paper giving particulars of information being sought and his/her correct postal address, mobile no. and email address for communication. Separate applications for seeking information on different subjects are required. The application has to be accompanied with the prescribed fee (at present a fee of Rs. 10/-), (cash / DD payable to Principal, Bidhan Chandra College/Postal Order). The fee is payable with each application which is towards the cost of processing the request.

The schedule of fees can be obtained from the Public Information Officer of the College. For the time being the rates are as follows:-

1. Rs. 2/- per page of A-4 or A-5 size.
2. Actual cost for sizes bigger than A-4 or A-5.
3. In case of printed material, the printed copies could be had from the college counter.
4. In case of photo copies, the rate would be Rs. 2/- per page.
5. If information is needed on a disk or floppy subject to availability of information in soft form, the fee will be Rs. 50/- per disk/floppy.
6. Admissible records may be allowed to be inspected on payment of Rs.150/- per hour or part thereof, before the date and time of inspection of the same.

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