

**POWERS AND DUTIES OF ITS OFFICERS/EMPLOYEES AS PER CLAUSE 4
(b) (2) OF THE RIGHT TO INFORMATION ACT 2005
Sl. No DESIGNATION POWERS AND DUTIES OF OFFICERS/EMPLOYEES**

Sl. No	DESIGNATION	POWERS AND DUTIES OF OFFICERS/EMPLOYEES
1	Principal	<ol style="list-style-type: none"> 1. The Principal of a college shall be in overall charge of the administration of a college. Policy matters are to be decided upon by the Governing Body. But details of implementation and day to day administration are to be done by the Principal. The Principal shall be accountable to the Governing Body for his/her performance. 2. The Principal, as the Secretary of the Governing Body, will call meetings of the Governing Body and place before the Governing Body all the facts and information for taking an appropriate decision. 3. The Principal shall be regular in his/her attendance in the college and shall be present, as far as possible, in the college during working hours. He/she will sign the attendance register to record the time of arrival and departure. 4. It is the duty of the Principal to be in overall charge of University examinations and admissions held in the college. The members of the Examination/Admission Committee will help the Principal in such matters. Under unavoidable circumstances, the Principal may depute a teacher in his/her place to carry on such duties. 5. The Principal shall check or cause to be checked the attendance of the teaching as well as non-teaching staff of the college. He must also ensure that the attendance registers of the students are properly maintained. A student who does not meet the percentage requirement for being treated as a regular student cannot be allowed to sit for the University examination. 6. Departmental meeting shall be regularly arranged by the Principal to review the progress of course coverage by the teachers concerned. 7. The Principal shall ensure that at least six meetings of the Teachers' Council are held in an academic year. 8. The Principal, with the help of the bursar, must see that accounts of the college are regularly maintained and audited. Financial irregularities, if any, must be brought to the notice of the Finance Committee for taking proper action. At least four meetings of the Finance Committee shall be held during a year. 9. The Principal must submit each year the list of the teachers in the college (subject-wise) along with their residential addresses to the Controller of Examinations for appointment of examiners in order to facilitate the publication of results of University examinations. 10. The principal shall see that the vacant posts are filled up without delay and due financial assistance is obtained and utilized. Papers related to promotion, fixation of pay, claim for retirement benefits etc., of the members of the staff are to be sent by the Principal to the appropriate authorities in time. 11. The principal shall ordinarily take not less than four periods of

		<p>class work in a week in his subject.</p> <p>12. Any other duty which may be assigned to the Principal by the Governing Body.</p>
2	Bursar	<p>The Bursar who shall work under the overall supervision of Principal shall perform all or of the following duties and such other duties as may be assigned to him by the Principal:</p> <ol style="list-style-type: none"> 1. to look after the financial administration of the college 2. to check day to day accounts of the college including collection, disbursement and posting, etc. 3. to assist the Principal in the preparation of the Budget of the college in time 4. to keep the papers ready for timely audit 5. to scrutinize expenses as per the prescribed schedule and utilization of grants 6. help in the preparation of statistics for the U. G. C., Government and the Director of Public Instruction 7. to help in the preparation of papers for fixation of pay including allowances of teaching and non-teaching employees of the college 8. to help in the preparation of pension papers of the teaching and non-teaching staff of the college 9. to check Provident Fund Account, Income Tax payment account and Life Insurance premia, scholarship, stipends and loan accounts, etc. 10. to check accounts of libraries and laboratories 11. to check miscellaneous accounts viz., realization of fines, refund of deposits, etc.
3	Teachers	<p>A teacher shall perform the following duties, namely-</p> <ol style="list-style-type: none"> 1. to take allotted classes 2. to complete the syllabus prescribed by the concerned University well in time. 3. to perform invigilation work in any examination for any course of study taught in the college 4. to draw routines 5. to maintain the attendance of the students of the respective classes 6. to carry out assignment for such field work as may be necessary for the courses taught in the college 7. to conduct the practical classes as prescribed by the affiliating University and attend valuation work of the examination, as applicable 8. to assist the Principal with regard to admission of students 9. to participate in N. C. C., N. S. S. and Sports and Games for the well-being of the students 10. to assist the Principal, in the management of the hostel and messes attached to the college or recognized by it 11. to undertake the internal assessment of students and 12. to evaluate answer scripts of students for any examination conducted by the Colleges and the University.
4	Librarian	<p>The Job responsibilities of the Librarian includes:</p> <ol style="list-style-type: none"> 1. to issue books to the teaching, non-teaching staff and students and collect it back 2. to maintain necessary records/registers, Cataloguing (Data entry), barcode labeling etc in the library. 3. to monitor Library Membership 4. to arrange for annual stock verification of the library book and

		<p>to send annual stock verification report to the concerned officers, etc.</p> <ol style="list-style-type: none"> 5. to monitor overall Library Management and General administration of Library 6. to help in allocation of library staff 7. to coordinate with the Library Committee 8. to help in reference services 9. to help in technology applications/Software in the Library 10. to plan new services for the Library 11. to make rules for the Library 12. to maintain discipline and cleanliness in Library 13. to prepare reports to auditors, IQAC, Principal 14. to provide Library Clearance 15. to help in correspondence – print & dispatch 16. to monitor indrafting, putting up notices on the Library Notice board 17. to monitor in displaying of new arrivals of books 18. to monitor for binding of books & journals from local agencies
5	Library Clerk	<p>The Job responsibilities of the Library Clerk includes:</p> <ol style="list-style-type: none"> 1. to issue and collect books, journals to the students and staff 2. to help indrafting, putting up notices on the library notice board 3. to help in preparing and displaying of new arrival list of books/journals 4. to help for binding of books & journals from local agencies 5. to purchase & distribution of Stationery items 6. to assist Librarian in acquisition work 7. to help in shelving of Books & dusting 8. to help in shelving of Journals 9. Any other work assigned by the librarian from time to time
6	Library peon	<p>The Job responsibilities of the Library peon includes:</p> <ol style="list-style-type: none"> 1. shelving of Books, journals & dusting 2. to assist Library clerk 3. label pasting (barcode) 4. display of notice, new arrival list 5. all feasible works of library clerk in the absence of library clerk 6. Any other work assigned by the Librarian and library clerk from time to time
7	Accountant	<p>The Job responsibilities of the Accountant includes:</p> <ol style="list-style-type: none"> 1. He/she will inform periodically on the financial position of the College to the Principal of the College and examine and ensure that the code and financial norms are followed. He/she shall help the bursar to prepare the budget estimates and prepare income and expenditure statements, maintain all accounts and get them audited. 2. He/she shall help in preparing salary bill and work 3. He/she shall attend to all the Government scrutiny, inspections and audit. 4. He/she shall be responsible for the proper implementation of the financial transactions as per rules, Accounts Code, Statutes, Ordinances, Rules and Regulations made in that behalf and monitor the finances of the College as per directions of the Principal/Bursar and place before the College Finance Committee the financial position of the College such as its receipts, payments, Government grants and balance from time to time. 5. He/she shall scrutinize all bills of expenditure before recommending payment, and maintain the cash-book, ledger, bank pass-books (or bank statements). He/she shall

		<p>watch over the progress of the expenditure and receipt of fees and Government grants in time.</p> <p>6. The Accountant shall carry out any other work entrusted to him/her by the Principal or Bursar from time to time.</p>
8	Headclerk	<p>Head Clerk shall perform the duties as may be assigned to him from time to time, by the Principal. The Job responsibilities of the Headclerk includes:</p> <ol style="list-style-type: none"> 1. He/she shall be in charge of the college office and shall be responsible for its normal and smooth working. 2. He/she shall assist the Principal in the disposal of his duties and shall look after the day to day work in the college office as per the instructions received from the Principal from time to time. 3. He/she shall ensure and maintain proper co-ordination and follow up with the other office staff of the College. 4. He/she shall be responsible for the smooth, efficient and effective working of the office and timely disposal of cases, letters, bills, reports etc. and decide and maintain proper filing procedure. He shall also ensure that the cases or letters requiring immediate and urgent disposal are dealt with immediately. 5. He/she shall guide the members of his/her office. 6. He/she shall dispose of important cases where relevant regulations are clearly applicable. If the regulations are not clearly applicable, he/she would forward the case to the Principal for help. 7. He/she shall exercise constant attention on expenditure, quantitative disposal of work, safety of the records, furniture, fittings of the College, regular and orderly behaviour of the staff under him/her. 8. He/she shall inspect the racks and tables of assistants working under him and satisfy himself/herself that no paper or files have been overlooked and that there are no old receipts or bills lying un-disposed of. 9. He/she shall recover grants due from the Government etc. and shall prepare the requirement of furniture, other equipment, stationery etc. with the consultation of the College Authority. 10. He/she shall attend to any other work assigned to him from time to time by the College Authority.
9	Clerk	<p>The duties and job responsibilities of the Clerk includes:</p> <ol style="list-style-type: none"> 1. To assist the Head Clerk for clerical works as and when needed 2. To maintain the various registers related to college office 3. To verify the documents of the students 4. To distribute different documents like mark sheets, Identity Cards, registration certificate and examination admit card etc. to the students 5. To receive all kind of forms from stakeholders and papers for attestation 6. He/she shall attend to any other work assigned to him from time to time by the College Authority. 7. To provide information related to scholarship, stipend, admission, re-admission, examination programme and review process etc.
10	Cashier	<p>The duties and job responsibilities of the Clerk are</p> <ol style="list-style-type: none"> 1. to handle all types of cash transaction 2. to enter all types of monetary transaction in the cash book 3. to entry associated data to computer 4. to deposit all cash collection to the bank in time

11	Typist	The duties and job responsibilities of the Typist includes: 1. To type on computer accurately all letters/documents marked to him/her 2. Drafts shall be typed giving wide margin for effecting necessary corrections. 3. Preparation of Examination related typing 4. Any other work assigned to him/her from time to time by the College Authority/Head Clerk.
12	Peon	The duties of the Peon are as follows: 1. Carrying a file from one place to another 2. Stitching the files/Exam bundles. 3. Carrying and distribution of stationary and making envelopes whenever necessary. 4. Arranging of furniture. 5. Keeping the office files, furniture, etc. clean.
13	Guard	The duties of the Guard are as follows 1. He/shewilllook after and ensure that articles belonging to the Department are safe and not tampered with or taken out without proper authority. 2. He/shewill ensure that no outsiders enter into the campus without prior permission of the Principal. 3. He/she will ensure that all students entered into the campus must have proper Identity card of the Institute.
14	Sweeper	The duties and job responsibilities of the Sweeper includes: 1. He/she shall sweep or wipe the rooms, verandas, steps, etc., allotted to him/her. 2. He/she shall carry the waste/rubbish for disposal outside the department appropriately. 3. He/she shall handover the collected waste/rubbish to the proper vendor with the supervision of the Head Clerk.

Format-4

Sl. No	Designation	Norms set by it for the discharge of its functions
1.	Principal	As Per The Government & Management Norms
2.	Bursar	As Per The Government & Management Norms
3.	Teachers	As Per The Government & Management Norms
4.	Librarian	As Per The Government & Management Norms
5.	Library Clerk	As Per The Government & Management Norms
6.	Library peon	As Per The Government & Management Norms
7.	Accountant	As Per The Government & Management Norms
8.	Headclerk	As Per The Government & Management Norms
9.	Clerk	As Per The Government & Management Norms
10.	Cashier	As Per The Government & Management Norms

11.	Typist	As Per The Government & Management Norms
12.	Peon	As Per The Government & Management Norms
13.	Guard	As Per The Government & Management Norms
14.	Sweeper	As Per The Government & Management Norms

The Following files are kept for the permanent record

Sl. No.	CATEGORIES OF DOCUMENTS
1.	Attendance Registers
2.	Leave Registers
3.	Letters Inward Registers
4.	Peon Book
5.	Letters Outward Registers
6.	Service Book of all Permanent staff
7.	Cash Books
8.	Grant Registers
9.	Salary Disbursement Registers
10.	Advance Sanction Registers
11.	Stock Registers
12.	Acquaintance Register
13.	Dead Stock Register
14.	Asset Register
15.	Complaint Register
16.	Book Accession Register
17.	Return Book Register
18.	Daily Reference Book Register
19.	Prof. Issue-Return Book Register

Directory of permanent teachers & Staff

Sl No	Name of the full time teacher	Designation	Name of the department
1.	Dr. Gautam Chatterjee	Principal	Commerce
2.	Dr. Debranjana Ghosh	Associate	Chemistry
3.	Hena Paul	Assistant	Chemistry
4.	Dr Lalon Chandra Mondal	Assistant	Chemistry
5.	Dr. Shyamal Kumar Jash	Assistant	Chemistry
6.	Dr. Parnabananda Mandal	Associate	Physics
7.	Dipak Kumar Das	Associate	Physics
8.	Dr Dipika Saha	Associate	Physics
9.	Manoj Kumar Saha	Assistant Professor	Physics
10.	Paramananda Dutta	Graduate Lab	Physics
11.	Rini Labar	Assistant	Physics
12.	Anup Roy	Associate	Mathematics
13.	Dr Pallav Jyoti Pal	Assistant	Mathematics
14.	Syamsundar Dhara	Assistant	Mathematics

15.	Dr. JaideepMazumder	Assistant	Botany
16.	DrJoyita Mukherjee	Assistant	Zoology
17.	Dr. TirthankarMondal	Assistant	Economics
18.	Dr. Surajit Let	Assistant	Geography
19.	Debasis Das	Associate	Bengali
20.	AshimChattaraj	Associate	Bengali
21.	Dr. TapanGoswami	Associate	Bengali
22.	Dr. Asis Kumar Chakrabarti	Associate	Bengali
23.	Sudhindra Roy	Assistant	Education
24.	Arindam Ghosh	Assistant	English
25.	Mahananda Barman	Assistant	English
26.	Swastika Bhattacharyya	Associate	Philosophy
27.	Krishna Chowdhury	Associate	Philosophy
28.	ShabanaSalahuddin	Assistant	Political Science
29.	Dr. Rintu Kumar Biswas	Assistant	Political Science
30.	Amartya Ghosh	Assistant	History
31.	Dr. Mahua Roy Karmakar	Assistant	Political Science
32.	Kartick Chandra Barman	Assistant	History
33.	Irin Mustafa Mondal	Assistant	History
34.	ArpitaPramanik	Assistant	Sanskrit
35.	Birendra Das	Assistant	Sanskrit

Sl No	Name of Govt Approved PTT	Designation	Department
1.	Rashbihari Garain	Govt Approved Part Time teacher	Geography
2.	Gatisundar Mukherjee	do	Geography
3.	Subrata Dewasi	do	Geography
4.	Tanay Mondal	do	Chemistry
5.	Ariful Haque	do	Chemistry
6.	Saikat Rooj	do	Chemistry
7.	Sanjay Chakraborty	do	Zoology
8.	Akshay Acharya	do	Zoology
9.	Mrinal Das	do	Botany
10.	Pranabesh Mitra	do	Botany
11.	Nayeem Aktar	do	English
12.	Dolon Chatterjee	do	Philosophy
13.	Nihar Kanti Majumdar	do	Sanskrit
14.	Sudipa Pramanik	do	Sanskrit
15.	Arpita Dutta	do	Sanskrit
16.	Md Samsuzzaman	do	Education
17.	Subarna Choudhury	do	Education
18.	Amlan Chakrabarty	do	Education

Sl No	Name of permanent Non-Teaching Staff	Designation
1.	Jaydev Chatterjee	Accountant
2.	Sreekanta Das	Clerk

3.	Meghnad Roy	Typist
4.	Sarat Kumar Paul	Skilled Lab. Attendant
5.	Sukhen Bouri	Skilled Lab. Attendant
6.	Chanchal Sutradhar	Guard
7.	Kapildeo Ahir	Guard
8.	Ujjwal Bhandari	Peon
9.	Sujit Hazra	Peon
10.	Bimal Kr. Rooj	Guard
11.	Ramayan Ahir	Lab. Attendant
12.	Tarun Kr. Garain	Skilled Lab. Attendant
13.	Netai Dome	Sweeper
14.	Pranay Sen	Electrician Cum Caretaker
15.	Kailash Birbanshi	Lab. Attendant
16.	Prasenjit Das	Lab. Attendant
17.	Ashoke Hazra	Lib. Peon

Monthly Remuneration received by each of each of its officers and employees including the system of compensation as provided in its regulations

TEACHING STAFF

Sl No	DESIGNATION	Pay Band	Grade Pay
1.	Principal	37400-67000	10000
2.	Associate Professor	37400-67000	9000
3.	Assistant Professor	15600-39100	8000
		15600-39100	7000
		15600-39100	6000
4.	Govt Approved Part Time teacher	Consolidated:	

NON-TEACHING STAFF

Sl No	DESIGNATION	Pay Band	Grade Pay
1.	Librarian	15600-39100	6000/7000/8000
2.	Library Clerk		
3.	Library peon		
4.	Accountant		
5.	Headclerk		
6.	Clerk		
7.	Cashier		
8.	Typist		
9.	Peon		
10	Guard		
11	Sweeper		

MANNER OF EXECUTION OF SUBSIDY PROGRAMMES, INCLUDING THE AMOUNTS ALLOCATED AND THE DETAILS OF BENEFICIARIES OF SUCH PROGRAMMES AS PER CLAUSE 4 (B) (12) OF THE RIGHT TO INFORMATION ACT 2005.

N/A

FORMAT-13

PARTICULARS OF RECIPIENTS OF CONCESSIONS, PERMITS OR AUTHORIZATIONS GRANTED BY IT AS PER CLAUSE 4 (B) (13) OF THE RIGHT TO INFORMATION ACT 2005.

N/A

FORMAT -14

DETAILS IN RESPECT OF THE INFORMATION, AVAILABLE TO OR HELD BY IT, REDUCED IN AN ELECTRONIC FORM AS PER CLAUSE 4 (B) (14) OF THE RIGHT TO INFORMATION ACT 2005.

1. Attendance
2. Marks
3. Staff List
4. Students information

FORMAT -15

PARTICULARS OF FACILITIES AVAILABLE TO CITIZENS FOR OBTAINING INFORMATION INCLUDING THE WORKING HOURS OF A LIBRARY OR READING ROOM IF MAINTAINED FOR PUBLIC USE AS PER CLAUSE 4 B (15) OF THE RIGHT TO INFORMATION ACT 2005.

1. Notice Board
2. Placement Office
3. Library – Students
4. Information on the T.V Monitor

FORMAT -16

NAMES, DESIGNATIONS AND OTHER PARTICULARS OF THE PUBLIC INFORMATION OFFICERS AS PER CLAUSE 4 (B) (16) OF THE RIGHT TO INFORMATION ACT 2005.

Sl. No	Name of the Public authority	Name and designation of the public information officer	Name and designation of the Assistant information Officer	Appellate Authority
1	Principal	Dr. Daniel Fernandes, SJ	Mr. G S Jaganath Senior of staff	Commissionerate of Collegiate Education

FORMAT -17

SUCH OTHER INFORMATION AS MADE BE PRESCRIBED AS PER CLAUSE 4 (B) (17) OF THE RIGHT TO INFORMATION ACT 2005.

Certificate Courses
Student's Welfare Programme
Outreach Programme

Principal