

KEY INFORMATION
OF
SHAHID MATANGINI HAZRA GOVT.
GENERAL DEGREE COLLEGE FOR WOMEN
(Corrected upto 31.03.2024)



(Under the section 4 (I) (b)
Right to Information Act, 2005)

THE PARTICULARS OF ITS ORGANISATION, FUNCTIONS AND DUTIES [SECTION 4(I)(b)(i)]

ORGANISATION: Shahid Matangini Hazra Government General Degree College for Women has been established by the Government of West Bengal (No. 88-Edn(A)/10M-44/33) with the aim of providing quality college education to girl students of Purba Medinipur and surrounding areas. It is ideally located close to the National highway 41 crossing from where different roads lead to Mecheda, Tamluk, Shrirampur, Haldia and Digha. The highest executive of the Institution is the Principal of this college. He is assisted by the teaching and non-teaching staffs of the college.

This college consists of a number of departments of both science and humanities namely 1. Mathematics, 2. Chemistry, 3. Physics, 4. Geology, 5. Geography, 6. Bengali, 7. English, 8. Sanskrit, 9. Philosophy, 10. Political Science and 11. Economics. The college have different committees as well each of them have their own duties.

FUNCTIONS AND DUTIES:

The functions and duties of this Institution are as follows:-

- i) Expansion of access to higher education.
- ii) Equity in educational opportunity.
- iii) Qualitative and cognitive improvement of the students.
- iv) Emphasis on basic Science courses and scientific research.
- v) Emphasis at the same time on arts, culture, languages, physical education and humanistic values.
- vi) Mobilisation of internal resources.
- vii) Accountability at all levels.

THE POWERS AND DUTIES OF ITS OFFICERS AND EMPLOYEES

[SECTION 4(I)(b)(ii)]

LEGAL POWERS: As conferred through notification issued by Govt. of India and Govt. of West Bengal from time to time and subsequent amendments there on.

FINANCIAL POWERS: As delegated by Delegation of Financial Power Rules 1977 (Financial Rules I&II) vide Govt of West Bengal Finance (Audit) Dept notification No. 9757-F dt 17.11.77 and its subsequent amendments, circulars and memoranda from time to time.

ADMINISTRATIVE POWERS : As delegated in West Bengal Service Rules and West Bengal Service (Classification, Control and Appeal) Rules 1971 and subsequent amendments, circulars and memoranda issued from time to time.

DUTIES : As stated in West Bengal Service Rules (Part I&II) and subsequent amendments, circulars and memoranda issued from time to time.

**THE PROCEDURE FOLLOWED IN THE DECISION MAKING
PROCESS, INCLUDING CHANNELS OF SUPERVISION AND
ACCOUNTABILITY**

[SECTION 4(I)(b)(iii)]

In dealing with the official duties the decisions are made as per powers and responsibilities provided in West Bengal Service Rules (Part I&II) and subsequent amendments, circulars and memoranda issued from time to time.

The detailed method of supervision and accountability are as laid down in the West Bengal Service (Duties, Rights and Obligations of the Govt. employees) Rules 1980.

THE NORMS SET BY IT FOR THE DISCHARGE OF ITS FUNCTIONS

[SECTION 4(I)(b)(iv)]

The norms set for discharge of functions of the officers and the employees of this institution, are as laid down in

West Bengal Secretariat Manual

West Bengal Service Rules Part I&II

West Bengal (Classification, Control and Appeal) Rules

West Bengal (Duties, Rights and obligations of Govt. Employees) Rules 1980

Treasury Rules

Audit and Account Code

West Bengal Financial Rules

THE RULES, REGULATIONS, INSTRUCTIONS, MANUALS AND RECORDS, HELD BY THIS INSTITUTION UNDER ITS CONTROL OR USED BY ITS EMPLOYEES FOR DISCHARGING ITS FUNCTIONS

[SECTION 4(D)(b)(v)]

List of rules and regulations are as stated below :-

- i) West Bengal Service Rules Part I&II
- ii) West Bengal (Classification, Control and Appeal) Rules
- iii) West Bengal (Duties, Rights and obligations of Govt. Employees) Rules
- iv) Delegation of Financial Power rules 1977(Financial rules I&II)
- v) West Bengal Secretariat Manual
- vi) Treasury Rules

**A STATEMENT OF THE CATEGORIES OF DOCUMENTS THAT ARE
HELD BY THIS INSTITUTION OR UNDER IT'S CONTROL**

[SECTION 4(I)(b)(vi)]

Following forms, registers etc. are used in the Institution under its control for keeping a control over the different works executed and also dealings in financial matters.

- 1) Stock Register
- 2) Student's Attendance Register
- 3) Staff Attendance Register
- 4) Leave Register
- 5) Admit Card Issue Register
- 6) Registration Certificate Issue Register
- 7) Marksheet Issue Register
- 8) Degree Certificate Issue Register
- 9) Scholarship Register
- 10) Admission Register
- 11) Student Result Register
- 12) Student Fees Collection Register
- 13) TR-7 Register

**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**

[SECTION 4(1)(b)(vii)]

Consultations are held and representations are received from the members of Teachers' Council and different Committee, the Principal of the college and the Governing Body of the College.

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

[SEC 4(1)(b)(viii)]

The following committees have been constituted each year in a meeting of the Teachers' Council, to aid and consult on different issues arising out of the functioning of this institution in the discharge of its various duties. The number and form of different committees are subject to change which is generally decided and resolved in the meeting of Teachers' Council each year.

1. Sports Committee
2. Grievances Redressal Committee
3. University Examination Committee
4. Internal Examination Sub Committee
5. Purchase Sub-Committee
6. Internal Complain Sub-Committee
7. Website Sub-Committee
8. Income Tax Sub-Committee
9. Scholarship Sub-Committee
10. Academic Audit Sub-Committee
11. Admission Sub-Committee
12. IQAC
13. Anti-Ragging Cell
14. Students Welfare Sub-Committee
15. Seminar, Publication and Academic Calendar Sub-Committee
16. Cultural Sub-Committee
17. Service Book, Detention and Leave Sub-Committee
18. Health Scheme Sub-Committee
19. C.B.C.S./CCFUP Sub-Committee
20. Career Counselling and Placement Sub-Committee
21. N.S.S Sub-Committee
22. Routine Sub-Committee
23. Library Sub-Committee
24. Alumni Association Sub-Committee

Meetings of the Teacher's Council and different committees are held at regular intervals and the minutes are recorded after each meeting.

A DIRECTORY OF ITS OFFICERS & EMPLOYEES

[Section 4 (I)(b) (ix)]

Sl. No.	Name of the Employee	Designation	Email ID	Contact Number
1.	Dr. Bijoy Krishna Roy	Principal	matanginicollege@gmail.com	8697470478
2.	Deepankar Das	Assistant Professor	deepankaralg@gmail.com	9475119369
3.	Supratik Guha	Assistant Professor	supratik202guha@gmail.com subratadas0912@gmail.com	8620057166
4.	Subrata Das	Assistant Professor	subratadas0912@gmail.com	9163818509
5.	Madhurima Chowdhury	Assistant Professor	madhurima.chowdhury0602@gmail.com	9830741803
6.	Aparupa Banerjee	Assistant Professor	only.aparupa@gmail.com	9903545979
7.	Lovely Burman	Assistant Professor	lovely12061990@gmail.com	7548968403
8.	Priya Sikdar	Assistant Professor	priyasikdar88@gmail.com	9051082590
9.	Mahadeb Pal	Assistant Professor	pal.phy100@gmail.com	8240732790
10.	Nabendu Sekhar Kar	Assistant Professor	naba1224@gmail.com	9433628004
11.	Sambhu Charan Barman	Assistant Professor	barman.sambhu@gmail.com	9732970313
12.	Souti Basu	Assistant Professor	basusouti@gmail.com	9433433560
13.	Mitali Dewan	Assistant Professor	mitalichem@gmail.com	9007574774
14.	Shyamashree Roy	Assistant Professor	shyamashree.roy4@gmail.com	9903003597
15.	Manoj Kumar Barman	Assistant Professor		9434429369
16.	Yasmin Chaudhuri	Assistant Professor	vista2405@gmail.com	9883313963
17.	Ranjana Ganguly (Mukherjee)	Associate Professor	rganguly171@gmail.com	9163066273
18.	Sayanwita Panja	Assistant Professor	sayanwitapanja@gmail.com	6291264910
19.	Rathin Jana	Assistant Professor	rathinj83@gmail.com	9735388631
20.	Debayan Chaudhuri	Assistant Professor	dchaudhuribangla@gmail.com	8777670394
21.	Piku Das Gupta	Associate Professor	piku.dasgupta2008@gmail.com	9830066435
22.	Ina Dhar Roy Dasgupta	Assistant Professor	inadharroy@gmail.com	8100169644/ 9830529808
23.	Atasi Mahapatra	Assistant Professor	atasimahapatra2011@gmail.com	9733862962
24.	Sayan Bag	Assistant Professor	sayanbag08@gmail.com	9038446639
25.	Soma Rani Karan	Assistant Professor	somaranikaran@gmail.com	9732640299

26.	Debabrata Bera	Assistant Professor	bera.debabrata63@gmail.com	9681505452
27.	Piyasi Biswas	Assistant Professor	piyasibiswas673@gmail.com	9051082590
28.	Parna Roy	Assistant Professor	parna.roy14@gmail.com	8902470794
29.	Basudeb Mandal	Assistant Professor	basudevmandal34@gmail.com	8145949735
30.	Aditi Jana	Assistant Professor	aditi.jana@gmail.com	8373806260
31.	Sachinath Bera	Assistant Professor	sachinathbera@gmail.com	8910586710
32.	Enakshi Das	Assistant Professor	d.enakshi@gmail.com	9432060607
34.	Anupta jana	Librarian	anuptajana@gmail.com	8777597274
35.	Niranjan Patra	Accountant	niranjanpatra1964@gmail.com	8116750286
36.	Mahitosh Bhowmik	L.D.C.	m.bhowmik69@gmail.com	9679618319
37.	Pradip Banerjee	Gr.-D	-	9933075746
38.	Jugal Jana	Gr.-D	-	8017291518
39.	Anupama Paul	Gr.-D	-	7074474130
40.	Prasenjit Naskar	Data Entry Operator	prosuonline@gmail.com	8420580444
41.	Debendranath Bhowmik	Data Entry Operator	debendranath2014@gmail.com	7047888209
42.	Sumita Kar Bhowmik	Data Entry Operator	-	8348823169
43.	Koushik Dutta	Cashier	2kdckt@gmail.com	9614033757
44.	Malay Das	Store-Keeper	malay997@gmail.com	8972522519
45.	Manash Das	L.D.C.	mns05das@gmail.com	8240402523/ 8013534558

**FUNCTIONARIES IN SHAHID MATANGINI HAZRA GOVT.
GENERAL DEGREE COLLEGE FOR WOMEN**

1. Principal-

Dr. Bijoy Krishna Roy

2. Secretary Teachers' Council-

Dr. Rathin Jana (Assistant Professor)

3. HOD

Debayan Chaudhuri (Assistant Professor & HOD, Department of Bengali)

Soma Rani Karan (Assistant Professor & HOD, Department of Economics)

Yasmin Chaudhuri (Assistant Professor & HOD, Department of English)

Souti Basu (Assistant Professor & HOD, Department of Philosophy)

Piku Dasgupta (Associate Professor & HOD, Department of Political Science)

Dr. Ranjana Ganguly (Mukherjee) (Associate Professor & HOD, Department of Sanskrit)

Dr. Rathin Jana (Assistant Professor & HOD, Department of Chemistry)

Mahadeb Pal (Assistant Professor & HOD, Department of Physics)

Dr. Ina Dhar Roy Dasgupta (Assistant Professor & HOD, Department of Geography)

Aparupa Banerjee (Assistant Professor & HOD, Department of Geology)

Deepankar Das (Assistant Professor & HOD, Department of Mathematics)

4. Faculty Members

Supratik Guha (Assistant Professor)

Madhurima Chowdhury (Assistant Professor)

Atasi Mahapatra (Assistant Professor)

Priya Sikdar (Assistant Professor)

Lovely Burman (Assistant Professor)

Enakshi Das (Assistant Professor)

Nabendu Sekhar Kar (Assistant Professor)

Sambhu Charan Barman (Assistant Professor)

Mitali Dewan (Assistant Professor)

Sayanwita Panja (Assistant Professor)

Basudeb Mandal (Assistant Professor)

Sachinath Bera (Assistant Professor)

Shyamashree Roy (Assistant Professor)

Manoj Kumar Barman (Assistant Professor)

Debabrata Bera (Assistant Professor)

Subrata Das (Assistant Professor)

Sayan Bag (Assistant Professor)

Piyasi Biswas (Assistant Professor)

Parna Roy (Assistant Professor)

Aditi Jana (Assistant Professor)

5. Librarian

Anupta jana

6. Different committee of the Teachers' Council

Sl. No.	Committee	Convenor of the Committee	Function of the committee
1.	Games & Sports Committee	Smt Sayanwita Panja	To organised college annual sports 2022 of students, teaching & non teaching staff in college campus
2.	Grievances Redressal Committee	Smt Atasi Mahapatra	To prepare flyers with helpline number and distribute all students and staff and class to class campening for students awareness of grievances redressal related matters.
3.	University Examination Committee	Sri Sambhu Charan Barman	<ol style="list-style-type: none">1. To notify students and faculty members.2. To checking and sorting DRs3. Preparation of duty roster.4. Rooms allotment as per examination schedule.5. Conduct meeting with committee members6. Preparation of Google sheets for semester wise paper details7. Rectification of filled in forms8. Monitoring marks uploading Portal9. Marks preservation
4.	Internal Examination Sub Committee	Smt Mitali Dewan	Preparation of schedule and arrangement of internal exam of all semester collection and preservation of internal exam marks
5.	Purchase Sub-Committee	Sri Mahadeb Pal	Monitoring the purchased maid by the academic dept. of the college as per the financial provision.

6.	Internal Complain Sub-Committee	Smt. Ranjana Ganguly (Mukherjee),	To organise gender sensitisation among students and faculty members about sexual harrasment within the institution. The Committee is required to be vigilant to redress any sexual harrasment complaints.
7.	Website Sub-Committee	Sri Sachinath Bera	To keep the website of the institute up to date. Upload required documents when needed.
8.	Income Tax Sub-Committee	Sri Deepankar Das	-To prepare the income-tax format of the current financial year.
9.	Scholarship Sub-Committee	Sri Supratik Guha,	Monitoring Different type of Govt. Scholarships, Uploading required documents etc.
10.	Academic Audit Sub-Committee	Smt Aparupa Banerjee	To prepare the lesson plan for even and odd semester of the current academic year.
11.	Admission Sub-Committee	Sri Deepankar Das	To administer the whole process of admission in under graduate courses offered by the college (under Vidyasagar University
12.	IQAC	Smt Piku Das Gupta	To develop a system for conscious, consistent and catalytic improvement in the overall performance of the institution, both academic and administrative. To guide and ensure CAS of all incumbents.
13.	Anti-Ragging Cell	Smt Madhurima Chowdhury	To organize seminars/ webinars and arrangement for posters, flex on anti ragging issues . To publish any write up on anti ragging issues at college magazine
14.	Students Welfare Sub-Committee	Sri Debabrata Bera	To acts as an interface between the Institute's administration and the students to sort out matters concerning student welfare.
15.	Seminar, Publication and Academic Calendar Sub-Committee	Sri Nabendu Sekhar Kar,	-To bring out the annual College Magazine, Srijani. -To maintain the official College YouTube Channel. -To conduct college seminars/ webinars. -To bring about college publications. -To maintain Academic calendar
16.	Cultural Sub-Committee	Smt. Sayanwita Panja	Organization of different cultural programs of the college throughout the year and other related activities.
17.	Service Book, Detention and Leave Sub-Committee	Smt. Lovely Burman	Updation of Service Book, Collection of names of teachers detained in vacations and providing help to teachers & office about Leave.
18.	Health Scheme Sub-Committee	Sri Deepankar Das	-To verifying all the details related to West Bengal health scheme in the health scheme portal after enrolment the incumbent.
19.	C.B.C.S./CCFUP Sub-Committee	Smt Lovely Burman	-To create general awareness about CBCS syllabus, course codes, examination rules, subject combinations etc among faculty members and to resolve various queries on CBCS pattern

			<p>-To decide subject combination during admission of students in the current academic year</p> <p>-To fix dates for internal examinations in the current semesters</p> <p>-To guide in creation of master routine</p> <p>-To guide during form fill-up of intermediate and final semester examination</p>
20.	Career Counselling and Placement Sub-Committee	Smt Ina Dhar Roy Dasgupta	Arrangement of different career counselling workshops and help students to get information regarding various courses and institutions.
21.	N.S.S Sub-Committee	Sri Debabrata Bera	Planning and Arranging different NSS activities. Already arranged International women's day celebration in college.
22.	Routine Sub-Committee	Sri Supratik Guha	<ol style="list-style-type: none"> 1. Meeting arrangements with committee members 2. Duty distribution among commiitte members 3. Create master routine 4. Room allotment as per master routine 5. Monitoring the departmental routine preparation
23.	Library Sub-committee	Sri Anupta Jana	To maintain library & assist students according their needs.
24	Alumni Association Sub-Committee:	Smt Mitali Dewan,	Planning and Arranging different activities & programmes of alumni association of college

7. Accountant

Niranjan Patra

8. Head Clark

Mahitosh Bhowmik

**THE MONTHLY REMUNERATION RECEIVED BY EACH OF ITS
OFFICERS AND EMPLOYEES, INCLUDING THE SYSTEM OF
COMPENSATION AS PROVIDED IN ITS REGULATIONS.**

[Sec. 4 (I) (b) (x)]

Sl. No.	Designation	Scale of Pay
1.	Principal	Level-15
2.	Associate Professor	Level-13A
3.	Assistant Professor	Level-10 Level-11 Level-12
4.	Librarian	Level-10
5.	Head Clark	Level-7
6.	Accountant	Level-9
7.	Gr-D	Level-1 Level-3 Level-4

**THE BUDGET ALLOCATED TO EACH OF ITS AGENCY,
INDICATING THE PARTICULARS OF ALL PLANS, PROPOSED
EXPENDITURES AND REPORTS ON DISBURSEMENTS MADE**

[Sec. 4 (I) (b) (xi)]

**THE MANNER OF EXECUTION OF SUBSIDY PROGRAMMES,
INCLUDING THE AMOUNTS ALLOCATED AND THE DETAILS OF
BENEFICIARIES OF SUCH PROGRAMMES**

[Sec. 4 (I) (b) (xii)] Non

-None-

**PARTICULARS OF RECIPIENTS OF CONCESSIONS, PERMITS OR
AUTHORISATIONS GRANTED BY H.E. DEPT.**

[Sec. 4 (I) (b) (xiii)]

-None-

**DETAILS IN RESPECT OF INFORMATION AVAILABLE TO OR
HELD BY H.E.DEPT. REDUCED IN AN ELECTRONIC FORM**

[Sec. 4 (I) (b) (xiv)]

1. Educational Statistics —

An educational application software has been developed For taking the online classes , uploading learning materials and for taking online examinations

2. Personnel Information System —

An Soft copy (spreadsheet) has been developed to keep the information on personnel information of the teachers of the college.

**THE PARTICULARS OF FACILITIES AVAILABLE TO
CITIZENS FOR OBTAINING INFORMATION,
..... FOR PUBLIC USE.**

[SECTION 4(I)(b)(xv)]

Facilities available to citizens for obtaining information are :-

- 1) Notice Board
- 2) Department's Website
- 3) Advertisement in daily newspaper.

**THE NAMES, DESIGNATIONS AND OTHER
PARTICULARS OF THE PUBLIC INFORMATION
OFFICERS
[SEC 4(1)(b)(xvi)]**

Sl. No.	Department/Directorate	Name of the officer	Designation
1.	State Public Information Officer (SPIO)	Aparupa Banarjee	Assistant Professor
2.	Appellate Authority	Deepankar Das	Assistant Professor

**SUCH OTHER INFORMATION AS MAY BE PRESCRIBED
[SEC 4(I)(b)(xvii)]**

-None-