



# GOVERNMENT WOMEN PG COLLEGE KANDHLA (SHAMLI) 247775

Email: gwpgckandhla@gmail.com

Website: <http://www.gwpgckandhla.in>

## INFORMATION HANDBOOK UNDER RIGHT TO INFORMATION ACT-2005

### PUBLIC INFORMATION OFFICER

Dr. Brijbhushan, Associate Professor, Department of Sociology

### APPELLATE AUTHORITY

Prof. (Smt) Pramod Kumari, Principal

### 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
  - body owned, controlled or substantially financed;
  - non-government organization substantially financed, directly or indirectly by funds provided by the appropriate Government.

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;

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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.

Government Women PG College, Kandhla (Shamli) 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;

viii. A statement of the boards, councils, committees and other bodies consisting of two or more persons constituted as its part or for its advice, and as to whether meetings of those boards, councils, committees of such meetings 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;

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- 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. This programme per se is not applicable Government Women PG College, Kandhla.

**Section 4(1)(b)(i)**

Name of the Organization	Government Women PG college
Address	Railway Road, Kandhla (Shamli) Pin- 247775
Establishment	1979
Working hours of the College	Office: 10.00 a.m. to 5.00 p.m. Teaching: 10.00 a.m. to 4.00 p.m.
Contact	8279801869
Website	<a href="http://www.gwpgckandhla.in">http://www.gwpgckandhla.in</a>

Government Women PG College is an affiliated of Maa Shakumbhari University, Saharanpur and previously affiliated to Ch. Charan Singh University, Meerut.

**Brief History of College:** Govt. Women (P.G.) College, Kandhla (Shamli) affiliated with Maa Shakumbhari University, Saharanpur was established in 1979 to cater the need of arts education in the region of Kandhla and its suburbs. Graduate level courses in arts were started in July, 1980 with English, Hindi, Sanskrit, Economics, Home Science, Political Science and Sociology. Postgraduate level courses in Home Science and Economics were introduced in 1995.

  
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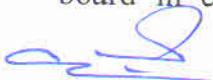
The Science Faculty was added in 2005 with Physics, Chemistry, Mathematics, Botany, Zoology, Geology and Computer Science at graduate level. College gets the affiliation for Commerce at graduation level from July 2021. The College made a mark in science and arts teaching as the faculty members involve in teaching, learning and evaluation with great zeal and enthusiasm. The college have proper infrastructure for teaching learning, cultural and sports related activities. Spacious classroom, smart class, well equipped laboratories, computer lab, seminar hall, conference room, library and e-library, sport field, gymnasium and shooting range are some of the physical facilities available in the college and utilized as per the requirement. Various cctv cameras are installed in classrooms and at various location of campus.

**Vision and Mission:** The vision and mission of the institute is visible on college website and in college campus at various locations.

- ❖ To educate and empower rural girls, so that they can develop moral, social, economic, political, academic and cultural values.
- ❖ To achieve special recognition for our institution at district, national and international levels.
- ❖ To motivate students for self-employment and for employment in public and private sectors so that they can contribute in social and economic development of the nation.
- ❖ To inculcate scientific temper, humanism, curiosity amongst youth and broaden the horizons of their intellect through, quiz competitions, seminars, extension activities like, NSS, Ranger's and sports.

**Main activities/functions of the College include:** Main activities and function of the college includes: -

- Teaching and Learning- Time Table is prepared at the start of the session and strictly followed. Departmental councils are formed in which students hold the position of president, Vice President, Secretary and executive members. The council assist the teaching faculty in organizing various activities such as group discussions, speech, Quiz, Viva-Voce etc. Through these activities and competitions, the students are encouraged to participate and develop their communicative skill and mental ability. ICT equipped classroom enhances the quality of teaching and learning.
- Examination and Evaluation – As per university guideline examination are conducted under the vigil of cctv cameras. Before the commencement of university exam detailed examination scheme was released on university's website, which is displayed on various notice board in college campus and also shared in WhatsApp group of

  
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students. College faculty remain involved in evaluation of answer sheet of theory and practical exam.

- Cultural Activity - Various cultural activity regarding women empowerment, gender issues, environment awareness, road safety, cyber-crime, youth festival, national days is organized as per the academic calender and instructions issued by affiliating university and UP higher education department. For the smooth coordination and conduction of various cultural activity a cultural activity committee, Azadi ka Amrit Mahotsav committee and ek Bharat Shrestha Bharat committee is constituted.
- Sports – Various sports events are organized in the campus. Students regularly participate and won medals in various national and international championship. Due to continuous motivation students of the college obtain gold medal in inter-collegiate, inter-university, Khelo India and other national and international championship organized in India and abroad. To keep the students physically and mentally fit programs on Yoga and physical fitness are regularly organized.


**Organization and Administrative Machinery:** The institute is an affiliated Government college, hence the Department of Higher Education, Uttar Pradesh is the apex governing body. The college firmly follows the rules, regulations and directives of the state government. The guidelines framed by the government and the university are strictly followed by the institution. For the smooth functioning of the institute various committee comprising faculty members and administrative staff is constituted which under the patronage of principal involved in the planning and implementation of academic, cultural, sports and other related activities. The institution is a state government college hence appointment, service rules, procedures and promotional rules for class I, III IV, are in accordance to the norms of Department of Higher Education, Government of Uttar Pradesh and UGC.


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

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

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

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

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

- Decisions in various matters are taken by principal in consultation with various committees of the college as per the procedures laid down under various Ordinances, rules and regulations of the department of higher education.

**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 principal and various committees.

- Various committees related to academic, statutory, infrastructure, extension/ co-curricular activities etc. are constituted by the principal. It is responsible for the maintenance of the standards of admission, examination, cultural, developmental and other related works.
- 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:**

Government Women PG College, Kandhla (Shamli) is an affiliated college of Maa Shakumbhari University, Saharanpur and follow--

- Regulations/instructions for admission and examination regarding all the courses (undergraduate/postgraduate) in accordance with Maa Shakumbhari University, Saharanpur notification.
- Service and promotion related Rules of teaching and non-teaching staff of the college by higher education department, Government of Uttar Pradesh and University Grant Commission.

**Section 4(1)(b)(vi)**

**Official documents and their availability:**

**Documents available in office of the college are --**

- Handbook of Information/ College Prospectus
- RTI - Information Handbook Under Right to Information Act-2005
- Students/ faculty related records

**Documents available on the website: <http://dsc.du.ac.in>**

- The College Timetable and Academic Calendars
- Course and Faculty Details
- Scholarship Notices
- Administrative Notices



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- Internal Evaluation notices
- Syllabus via university link
- Admission link

**Section 4(1)(b)(vii)**

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

The College has following representative from the public.

- Two persons nominated in IQAC by the principal of the College from the various fields of public.
- Feedback from parents of students is collected through Parent-Teacher meeting and are analysed by IQAC for integration in college functioning.
- Alumni meets organized regularly.

**Section 4(1)(b)(viii)**

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

- Admission Committees.
- Examination Committees
- Scholarship Committee
- Anti-Ragging Committee
- RTI Cell
- Women cell
- Development Committee
- Anti-Ragging Committee
- Cultural Committee
- Library Committee
- Departmental Councils (Physics, Chemistry, Botany, Zoology, Mathematics, Sociology, Hindi, English, Sanskrit, Political Science, Home Science, Economics, Physical Education and Commerce)

**Section 4(1)(b)(ix)**

**Directory of officers and employees**

- Details of teaching and non-teaching staff are available on the college website and various other records are maintained in the office.

**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 department of higher education and the University Grants Commission.



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**Section 4(1)(b)(xi)**

**Budget allocated to each agency**

- The budget for infrastructure and academic purposes are allocated by Department of higher education UP, RUSA and UGC.

**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 are given in the Bulletin of Information.

- 23% of the total number of seats for candidates belonging to Scheduled Caste/Scheduled Tribes.
- 27% seats are reserved for applicants belonging to Other Backward Classes
- 10 % seats are for EWS category
- 5% seats are reserved for candidates having minimum 40% (benchmark) disabilities (PwBD).
- The guidelines for admission to Sports seat are as per the University norms.
- Reservation of seats for wards Quota.

**a. Concessions availed by the college:**

Not Applicable

**b. Financial assistance to students:**

The college provides financial assistance to needy students in the form of fee concession and application of students for scholarship and fee reimbursement are forwarded to district welfare officer.

**Section 4(1)(b)(xiv)**

Information available in electronic form:

- The college has adopted computerized data management in admission, examination, scholarship etc., most of the information's are computer generated.
- All the information about the college is available on the college website – <http://www.gwpgckandhla.in>

**Section 4(1)(b)(xv)**

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

- Through the notice boards, relevant brochures, academic calendars and various

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- other rules which are available in print as well as on the website:
- information for the general public is disseminated occasionally through press releases.
  - College magazine which is published annually also contain various information.
  - College related information can also be obtained through e-magazine (Rhitambhara).

**Section 4(1)(b)(xvi)**

**Public Information Officer:**

Dr. Brijbhushan, Associate Professor, Department of Sociology, Government Women PG College, Kandhla.

**Appellate Authority:**


Prof. (Smt) Pramod Kumari, Principal, Government Women PG College, Kandhla.


**Section 4(1)(b)(xvii)**

The college website <http://www.gwpgckandhla.in>, the Maa Shakumbhari university website <https://msuniversity.ac.in/> and website of Directorate higher education UP <https://uphed.gov.in/HigherEduDirectorate/DefaultDir.aspx> are the repository of information. 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, Government Women PG College, Kandhla. /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 can be obtained from the college sales 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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