

Statutory Declaration under Section 4 (1) (b) of Right to Information (RTI) Act –2005

(I) PARTICULARS OF THE ORGANIZATION, FUNCTION AND DUTIES:-

Name of the Institution: Sagar Mahavidyalaya
Type of Institution: UG (Under Graduate)
College Address: P.O.-Harinbari, South 24 Parganas, West Bengal, Pin-743373
Year of Establishment: 1998
Affiliating University: Calcutta University
UGC Recognition: 2(f) and 12(B) of the UGC Act, 1956 vide letter No.F.No.8-3/2007(CPP-1) at 20.08.2007

Head of the Institution:

Principal/Teacher-in-Charge: Mr. Prabir Kumar Khatua
Contact Number: (Mobile) 9733625565, Landline: 03210242882
Email: sagar.mahavidyalaya@gmail.com
Website: www.sagarmv.ac.in

Working Hours:

College Office Time: From 10:00 A.M. to 5:00 P.M.

Class Time: From 10:30 A.M. to 4:30 P.M.

Library Hours: It remains open on all working days from 11:00 A.M. to 5:00 P.M.

Holidays: The College remains closed on all Govt. Holidays.

Courses Offered:

1. B.A. English (Honours)
2. B.A. History (Honours)
3. B.A. Geography (Honours)
4. B.A. Political Science (Honours)
5. B.A. Bengali (Honours)
6. B.A. Education (Honours)
7. B.A. Sanskrit (Honours)
8. B. Sc. General (Physics, Chemistry, Mathematics, Zoology, Botany)
9. B.A. General (Bengali, English, Education, History, Political Science, Sanskrit, Geography, Physical Education)

FUNCTIONS AND DUTIES:

The institution strives to impart quality education that empowers the students through a holistic and liberative process. It seeks to be an agent of transformation, empowerment and development at various levels of social and public life. It also aims to provide easy access of higher education to a community of less privileged youths in the isolated islands and its neighboring areas for whom the prospect of higher education seems more or less impossible. The institution develops in the students' social consciousness for the transformation of society and prepares them to be a worthy member of the society.

(ii) The powers and duties of its officers and employees:-

- **Principal/Teacher-in-Charge:** The principal/Teacher-in-Charge is the administrative head of the institution who is responsible for the overall functioning of the college. He is the final authority on all matters of policy and administration and is authorized to draw money for salaries of the various employees in the institution in his capacity as the DDO (Drawing and Disbursing Officer). Writing the ACR of the staffs and contract faculties also constitute one of his major duties.
- **Faculty:** Teaching, mentoring, and counseling form the major duties of the faculty members. Apart from these, the faculty members also assist the students in their various co-curricular activities and thus help nurture the all-round development of the students.

They also form an intricate part of the examination system by fulfilling their duties as examiners, invigilators and question setters both in the internal and end-semester examinations. The fact that they influence the characters and subsequently shape the future of the students is in itself an innate power inherent of being a teacher.

- **Staff:** All the non-academic/official matters of the institution are entrusted to the staffs thereby ensuring the smooth functioning of the institution.

(iii) The Procedure followed in the Decision Making Process, including channels of supervision and accountability:-

The institution follows a transparent and participative system of governance where most decisions are made or finalized in the **Governing Body Meeting** chaired by the President and each faculty and staff is accountable to the Principal/Teacher-in-Charge as well as to the decisions thus taken.

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

The institution adheres to the norms and regulations of both the UGC and the state government in the course of carrying out its various duties and realizing its vision and mission.

(v) The rules, regulations, instructions, manuals and records held by it or under its control or used by its Employees for discharging its functions:

Rules and Regulations:

1. Students are responsible for their conduct to the Principal/Teacher-in-Charge and are prohibited from doing anything either inside or outside the college that will amount to a breach of discipline or interference in the discipline and normal working of the college. A student shall be liable to disciplinary action for violation of any of the rules of discipline. Disciplinary action may involve warning and/or suspension from classes, from the examination, from use of the College Library or even from the College as such or any such action.
2. Students shall conduct themselves in a polite manner, both towards the members of the staff (teaching and administrative) and towards their fellow students. Insubordination, unbecoming language or ungentlemanly conduct including teasing etc., shall be severely dealt with. Students should wear proper and decent dresses in College.
3. Students shall maintain perfect silence in classrooms and desist from demonstration of disorderly behavior. They must not loiter in the corridors or in front of class rooms or office rooms and must keep as quiet as possible at all times. During their free periods, student should work quietly in the Library or Reading Room, or spend the time without causing any disturbance. Smoking in the College hall, classrooms, laboratories, library, reading room and College Campus is prohibited.
4. Students shall take proper care of the College property, furniture and premises and they must not spoil or cause any damage to or tamper with College property, furniture and fittings. They shall not spoil the lawns.
5. Students shall leave their scooters or motorcycles in the shed provided for this purpose. No scooters or motorcycles shall be parked in any other part of the College premises.
6. No society can be formed in the College without the permission of the Principal/Teacher-in-Charge nor shall any person be invited to address a meeting in the College without the prior permission of the Principal/Teacher-in-Charge.

OTHER INFORMATION

In order to be eligible to appear at the University Examination every student has to attend a minimum of two third of the total number of lectures delivered at the college in all subjects as also in tutorials, as the case may be, taken separately in each academic year. The University Ordinance states that the College shall have power to strike off the name of the student who is irregular in attendance or when the absence of the student is for such a long period that he/she cannot put in the requisite percentage of attendance which is above 60% of the teaching days. These rules are strictly followed. Parents/Guardians are advised to periodically meet teachers of their wards to know the progress of their ward in studies and punctuality in attending classes.

NOTE: Late admission, if granted, is entirely at the risk of the students concerned and no concession in regard to attendance is allowed. Attendance will be calculated from the date of the College re-opens after the summer recess.

When student is required to represent the College in competitive events – sports, cultural activities and debates sponsored by the College – he/she must apply for permission advance, in writing to the Principal/Teacher-in-Charge. Exemption from attendance for other reasons may be granted only if permitted by the Principal/Teacher-in-Charge in writing. Such permission must be obtained well in advance and not at the time of examination.

Application for leave of absence due to sickness/hospitalization must be supported by a medical leave and fitness certificate from a recognized medical practitioner, and should reach the Principal/Teacher-in-Charge within a week of the student re-joining college on the expiry of leave.

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

Staff of the institution hold different categories of documents relating to work allocated to them.

Sl no	Category of the Documents	Name of the Documents and its introduction	Procedure to obtain the document	Held by/ under the control of.
1.	Administration	Organisation and Employees	Available at the institution.	Head Assistant
2.	Students Related	Students Registration	Available at the institution.	Head Assistant

		Record, Exam related records (marks, results, etc		
4.	Financial Related	Budget, Expenditure, Salary and Contingencies.	Available at the institution	LDC
5.	Others		Available at the institution and website	Webmaster

(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;

Members of the public are not involved in 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 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;

Not Applicable

(ix) a directory of its officers and employees;

Sl No	Name	Designation	Department	Contact No/Email Id
	Principal Office			03210242882
1.	Mr. Prabir Kumar Khatua	Teacher-in-Charge	History	9733625565
TEACHING STAFF				
2.	Pabitra Biswas	Assistant Professor	Bengali	pabitra9909@gmail.com
3.	Dr. Shyamsundar Pradhan	Assistant Professor	Bengali	shyampradhan73@gmail.com
4.	Tapan Kumar Giri	SACT	Bengali	tkgbengali@gmail.com
5.	Srila Roy	SACT	Bengali	srilaroy866@gmail.com
6.	Avishek Mistry	Assistant Professor	English	avishek.mstr@gmail.com
7.	Asrin Khatun	Assistant Professor	English	lettertoasrin@gmail.com

8.	Indranil Das	SACT	English	indranildas451@gmail.com
9.	Dibyendu Maiti	SACT	English	dibyendumaiti45@gmail.com
10.	Asma Khatun	SACT	English	asmakhatun1102@gmail.com
11.	Priyanka Karjee	Assistant Professor	Education	priyankakarjee91@gmail.com
12.	Susmita Dey	Assistant Professor	Education	sushmitadev199407@gmail.com
13.	Dr. Pradip Kumar Das	SACT	Education	p.k.das.online@gmail.com
14.	Dipak Jana	SACT	Education	dipakkriana81@gmail.com
15.	Bikash Rana	SACT	Education	ranabikashonline@gmail.com
16.	Sibsankar Das	SACT	Education	sibsankardas576@gmail.com
17.	Hafijul Haque	Assistant Professor	History	hafijulhaque2015@gmail.com
18.	Uttam Pradhan	SACT	History	uttampradhan561@gmail.com
19.	Debananda Kala	SACT	History	debanandakala@gmail.com
20.	Bibhas Chandra Bera	SACT	History	berab1136@gmail.com
21.	Indranil Mandal	SACT	History	indra.nilakash@yahoo.in
22.	Dr. Shivdayal Chaudhari	Assistant Professor	Political Science	shivam.inu11@gmail.com
23.	Tapas Kumar Bera	SACT	Political Science	beratapas999@gamil.com
24.	Nandan Nayak	SACT	Political Science	nayaknandan1991@gmail.com
25.	Biswajit Jana	SACT	Political Science	biswajitrkmv@gmail.com
26.	Aminul Haque Mistry	Assistant Professor	Geography	aminulhaquemistry15@gmail.com
27.	Tuli Sen	Assistant Professor	Geography	tulisensarkar@gmail.com
28.	Manas Kumar Thander	SACT	Geography	manasthander79@gmail.com
29.	Biplob Hazra	SACT	Geography	bhazra80@gmail.com
30.	Sova Rani Giri	SACT	Geography	shoaranigiri@gmail.com
31.	Alokes Dey	SACT	Geography	alokeshdey11@gmail.com
32.	Subham Majhi	SACT	Geography	mynetwork.subham@gmail.com
33.	Moumita Mishra Bhattacharya	SACT	Sanskrit	mouskdp@gmail.com

34.	Lipika Debnath	SACT	Sanskrit	lipikadebnathmahendraganj@gmail.com
35.	Piklu Bera	SACT	Sanskrit	piklubera2013@gmail.com
36.	Anima Maiti	SACT	Sanskrit	anima22121992@gmail.com
37.	Biswajit Dalapati	SACT	Physical Education	dalapati2016@gmail.com
38.	Niladri Sekhar Tripathi	SACT	Botany	tniladriSekhar@gmail.com
39.	Partha Sarathi Das	SACT	Chemistry	parthasarati.das1990@gmail.com
40.	Debaprasad Khanra	SACT	Zoology	khanradebaprasad23@gmail.com
41.	Dipesh Sahoo	SACT	Mathematics	dipeshsahoo1988@gmail.com
42.	Bhishmadev Bera	SACT	Physics	bhishmabera91@gmail.com
43.	Khuku Halder	SACT	Physics	khukhalder92@gmail.com
44.	Pradip Bhattacharyya	Librarian	MLIS	bpradip41982@gmail.com
NON-TEACHING STAFF				
1	Aparna Jana Bhunia	Cashier	Office	9733232362
2.	Nilima Sardar Pramanik	Clerk	Office	9732589514
3.	Sukanta Bera	Library Peon	Library	9735465464
4.	Satyajit Rana	Peon	Office	
5.	Mrinal Kanti Das	Laboratory Attendant	Geography	7602024260
6.	Abharani Patra (Maity)	Lady Attendant	Office	-
7.	Kumor Mandi	Guard	Office	7602490047
Casual Non-Teaching Staff				
1.	Swarup Kumar Giri	Data Entry Operator	Office	7679992911
2.	Debaprasad Pramanik	Accountant	Office	8167835759
3.	Goutam Patra	Library Clerk	Library	9775148772
4.	Basanti Mondal	Sweeper	Office	-

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

The monthly remuneration is readily available at the institution upon request either through the RTI nodal officers or directly to the Cashier.

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

Budget: To be given

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

Not applicable

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

Not applicable

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

Not applicable

(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 ;

No such facility is available.

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

RTI Nodal Officer	Mr. Avishek Mistry, Assistant Professor in English, Mobile No: 9635093438
Appellate Authority	Mr. Prabir Kumar Khatua, Teacher-in-Charge

(xvii) such other information as may be prescribed; and thereafter update these publications every year;

Not available