

IN COMPLIANCE TO CHAPTER II SECTION 4(1) OF RTI ACT 2005

1. The particulars of its organisation, functions and duties.

Katwa College is one of the pioneer institutes of higher learning in Purba Barddhaman district of West Bengal and renders services to cater to the educational needs of the students. In the present global scenario, in the era of acute competition, diversification, specialization, the College offers its students quality education to equip them properly so that they can prove their worthiness in different productive and other occupations in the society.

Foundation: Katwa College was established on 16 August, 1948 as an intermediate College originally under the jurisdiction of the University of Calcutta. Now, the College is affiliated to the University of Burdwan offering B.A., B.Sc., B.Com as well as B.Ed. courses and there are 17 departments in total. Continuous attempts are being made to incorporate the latest methods in the teaching-learning process.

Location:

The College is located on Dakbanglow Road, Katwa, very near the Katwa Municipality office and SDO Bungalow, Katwa.

Organisational Structure

The Governing Body is the highest authority in the College and the President, Governing Body, presides over its meetings. The Principal of the College is the principal authority for day-to-day administration of the College and is also the Secretary of the Governing Body. Another important academic body of the College is the Internal Quality Assurance Cell which looks after quality maintenance in all spheres and also the Teachers Council which aids and advises the Principal in academic matters. The Finance Committee is responsible for financial administration of the College.

Functions and Duties

As an affiliated College under the University of Burdwan and also enjoying UGC recognition under 12(B) and 2(f), the College functions as an institute of higher education encouraging and providing for Instruction, teaching and training in various branches of learning and courses of study, promoting



Asst. Principal
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advancement and dissemination of knowledge and learning, and extending higher education to meet the growing needs of society.

2. The powers and duties of its officers and employees.

The Governing Body the highest authority in the College whereas the Principal is the principal authority for day to day administration of the College. The President of the Governing Body presides over all the meetings of the GB. The Principal is the Principal Executive and academic Officer of the College and is the ex-officio Secretary of the Governing Body and also the President of the Teachers Council and Students Council. The Coordinator of the Internal Quality Assurance Cell looks after the academic improvement and quality maintenance of the College. The Secretary of the Teachers Council maintains coordination between the College authorities and the teaching employees.

3. The procedure followed in the decision making process, including channels of supervision and accountability.

The decisions are made under the provision of the West Bengal Universities and Colleges (Administration and Regulation) Act, 2017, relevant government orders issued by the Department of Public Instruction, West Bengal and the Statutes, the Ordinances the Regulations and the Rules of the affiliating University, as are in force and to be amended from time to time.

The Governing Body is the highest authority in the College and exercise the power to establish College Departments subject to approval from relevant authorities.

The Principal is the principal authority for day to day administration of the College and exercise the power to initiate proposals for the establishment of College Departments, to establish, maintain and manage Hostels of the College.

The Teachers Council of the College exercise the power to recommend to the Administration regarding academic matters, admission and internal examinations.

The Finance Committee has been entrusted with the responsibility of supervising the financial affairs of the College. It has the power to recommend the approval of all expenditure of the College.

All the policy matters relating to the respective spheres of the above authorities are deliberated and their recommendations/decisions are implemented with the approval of the Governing Body. The implementation of the decision is made by the hierarchical structure as indicated below:



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I. Non-Academic Positions

1. Principal /Teacher-in-Charge
2. Head Clerk
3. Cashier/Accountant
4. Office Assistant/Clerks
5. Peon/Laboratory attendant/Bearer/Durwan/Night watchmen/Sweeper

II. Academic Positions

1. Principal
2. Associate Professor/College Librarian (Selection Grade)
3. Assistant Professor/College Librarian/College Librarian (Sr. Scale)/College Librarian (Selection Grade)
4. State Aided College Teacher, Category I
5. State Aided College Teacher, Category II

4. The norms set by it for the discharge of its functions.

The functions are regulated by the West Bengal Universities and Colleges (Administration and Regulation) Act, 2017, Burdwan University Act, the Statutes, Ordinances, Regulations and Rules of the affiliating University as are in force and to be amended from time to time. Also the relevant government orders and memos as issued from time to time by the Department of Public Instruction, West Bengal and other relevant authorities.

5. The rules, regulations, instructions and records held by it or under its control or used by its employees for discharging its functions.

The following are the rules/regulations etc. For discharge of College functions:

- i. Regulations of the affiliating university
- ii. Financial rules of Government of West Bengal
- iii. Leave rules as notified by the Department of Public Instruction, West Bengal and the University of Burdwan
- iv. Orders, notifications and instructions issued by the affiliating university from time to time
- v. Resolutions of meetings of the Governing Body

6. A statement of the categories of documents that are held by it or under its control.

- i. Statutes, Regulations and Rules



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- ii. Annual Statement of Accounts
- iii. Resolutions of meetings of the Governing Body, Teachers Council, IQAC and other sub-committees
- iv. College website: <http://katwacollege.ac.in>
- v. All records relating to the operations of the College

7. 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 of implementation thereof.

The Governing Body which is the highest authority of the College has nominees from the Government of West Bengal, West Bengal State Council of Higher Education, Department of Public Instruction, University of Burdwan, donor representative and also representatives of teachers, non-academic employees and students. The Internal Quality Assurance Cell which looks after maintenance of academic standards of the College has representation from eminent local persons from various fields and also student bodies representatives who help in the formulation and implementation of the policies and programmes.

8. A statement of the councils, committees and other bodies consisting of two or more persons constituted as its part of for the purpose of its advice, and as to whether meetings of those councils, committees and other bodies are open to the public, or the minutes of such meetings are accessible for public.

The details of the various bodies of the College have been briefly described above. The meetings of the bodies are open to members and special invitees only. The Minutes of those Councils and Committees are circulated among all the members and also the relevant portions are made available for reference to the relevant sections.

9. Names/contact numbers of teachers and employees:

Names and contact numbers/email addresses of the Principal, the College office, teachers and employees are available at the Katwa College website <http://katwacollege.ac.in>.

10. The monthly remuneration received by each of its employees , including the system of compensation as provided in its regulations.

11. A directory of its officers and employees:

Names of faculty members and employees of the College and their phone numbers along with the office phone numbers are available at Katwa College website <http://www.katwacollege.ac.in>.



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A. ACADEMIC

1.	Principal	Academic Level 14 with rationalized entry pay of Rs. 1,44,200/-
2.	Associate Professor/Graduate Laboratory Instructor/College Librarian (Selection Grade)	Academic Level 13A with rationalized entry pay of Rs. 1,31,400/-
3.	Assistant Professor/Graduate Laboratory Instructor/College Librarian (Selection Grade)	Academic Level 12 with rationalized entry pay of Rs. 79,800/-
4.	Assistant Professor/Graduate Laboratory Instructor/College Librarian (Sr. Scale)	Academic Level 11 with rationalized entry pay of Rs. 68,900/-
5.	Assistant Professor/Graduate Laboratory Instructor/College Librarian	Academic Level 10 with rationalized entry pay of Rs. 57,700/-
6.	State Aided College Teacher Category-I	Rs. 31,000/- and Rs. 35,000/-
7.	State Aided College Teacher Category-II	Rs. 20,000/- and Rs. 25,000/-

B. NON-ACADEMIC

1.	Head Clerk	Level 11 with pay scale of Rs. 33,400/- 86,100/-
2.	Upper Division Clerk	Level 9 with pay scale of Rs. 28,900/- 74,500/-
3.	Lower Division Clerk	Level 8 with pay scale of 27,000/- 69,800/-
4.	Group D employees	Level 3 with pay scale of Rs. 18,800/- 48,700/-

12. The budget allocated to each of its agency, indicating the particulars of all plans, proposed expenditures and reports on disbursements made.

The Annual Budget and Annual Accounts are finalized by the Finance Committee with the approval of the Governing Body. The disbursements are made by the Finance Committee as well as the Governing Body which are finally recorded in the Annual Statement of Accounts.

13. The manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programmes

Not applicable for the College.

14. Particulars of recipients of concessions, permits or authorizations granted by it.

Katwa College does not provide any permit or authorizations. However, needy students are provided concessions in their tuition fees. Apart from the concessions provided by the College, students also avail scholarships and other monetary assistance from various schemes of the central/state governments, as well as non-government agencies. Also, there are memorial trust funds in the names of donors from which students are given awards based on criteria attached to the particular fund.



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15. Details in respect of the information, available to or held by it, reduced in an electronic form. The information is stored in the related files and documents. Relevant information about departments, functions and activities being performed is available in electronic form on the Katwa College website at <http://katwacollege.ac.in>.
16. 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. Citizens have the facility to obtain information from the State Public Information Officer (SPIO) and Assistant State Public Information Officer (ASPIO) through application in the proper format along with the required documents and charges/fees payable under the RTI Act 2005. The SPIO/ASPIO will pass on the requests for information to the relevant departments for necessary action. The Katwa College Central Library is open six days a week except holidays from 10.00 am to 05.00 pm for the use of students and employees. Departmental seminar library facilities are also available for the use of students.
17. The names, designations and other particulars of the Public Information Officers. In terms of Section 5(1) of the Right to Information Act, 2005, the following employees of the College have been designated as:

Sl No	Name of the Public Authority (u/s 2h of the RTI Act) under the Department with complete address	Nature of Public Authority	Details of SPIO u/s 5(2)	Details of ASPIO u/s 5(2)
			Name & Designation	Name & Designation
1	Katwa College, Katwa, Purba Barddhaman, Pin 713130, W.B., India (Under the Higher Education Department, Government of W.B.)	State Govt Aided	Rabi Ranjan Sen, Associate Professor in History	Subhajit Sanyal, College Librarian (Selection Grade)

Details of Appellate Authority u/s 19(1):



N. Sanyal
Principal
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Name and Designation: Dr. Nirmalendu Sarkar, Principal

18. Such other information as may be prescribed; and thereafter update these publications every year.

Information relating to students including admission procedures, academic programmes, examination schedules, results etc., is as according to the University of Burdwan to which the College is affiliated. Details of the academic programmes and courses offered are available in the College Prospectus uploaded in electronic format at the College website <http://katwacollege.ac.in>. Important notices regarding students like Internal Examination schedules etc. are also displayed on the College website.

Rules relating to registration/restoration/migration as also rules relating to issuance and verification of different certificates are as per norms of the University of Burdwan.

For any information under RTI Act, 2005, the SPIO and ASPIO at Katwa College, Katwa, Purba Bardhaman at 03453-255050 may be contacted. The official email id of the College is katcoll2009@gmail.com.

Rates of fees payable are as under:

1. An application containing a request in writing to the State Public Information Officer made under Sub-Section (1) of Section (6) of RTI Act, 2005 for obtaining information shall be accompanied with a court fee of Rupees Ten (10/-). No other type of fee shall be accepted.
2. Fee for providing the information:
3. A) Rupees Three (3/-) for each page (in A4 or A3 size paper) created or copied;
OR
B) Actual charge or cost price, for a copy in large size paper;
OR
C) Actual cost price, for sample or model;
OR
D) Rupees Five (5/-) for each fifteen minutes or fraction thereof, for inspection of records;
OR
E) Rupees Fifty (50/-) per disk for information in disk.
OR
F) Actual charge fixed for publication or Rupees Three (3/-) per page of photocopy for extracts therefrom, for information provided in printed form.



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