

**Government General Degree College, Kalna-I**  
**Affiliated to The University of Burdwan**  
**Registered under section 2f and 12B of UGC Act, 1956**



**Govt. of W.B.**

**Mandatory Disclosure under RTI Act- 2005**  
**GOVERNMENT GENERAL DEGREE COLLEGE, KALNA-I**  
**Muragacha, Medgachi, Purba Bardhaman. Pin-713405**

<b>Organization, Functions &amp; Duties</b>	State Govt. Educational Institution/ College controlled by the Dept. of Higher Education, Govt. of WB and affiliated to the West Bengal State University; engaged in teaching, learning, research and overall student support & development
<b>Powers and duties of officers and employees of the institution</b>	As guided by the extent rules and regulations framed by the Dept. of Higher Education, Govt. of WB and Principal, Govt. General Degree College, Kalna-I
<b>The procedure followed in the decision making process, including channels of supervision and accountability</b>	Collective decision supervised by the respective Heads of the Departments, the TC and the Principal of the College, student representatives as well of the nonteaching staff members in order to ensure maximum transparency subject to maintaining protocol.
<b>The norms set by institution for the discharge of its functions</b>	Rules, Norms and regulations as per the orders of the Govt. of WB
<b>The rules, regulations, instructions, manuals and records, held by institution or under its control or used by its employees for discharging its functions</b>	WBSR, WBFR, various Govt. orders, instruction by affiliating University-The University of Burdwan, UGC- India and other recognized bodies of Govt. of India.
<b>Statement of the categories of documents that are held by institution or under its control</b>	Academic, Scholarship and Student Progression and Placement records of the students and other stakeholders.

<b>The particulars of any arrangement that exists for consultation with, or representation by, the members of the public in relation to the formulation of institutions policy or implementation thereof</b>	As guided by the Dept. of Higher Education, Govt. of WB. The dialogues with local Govt. organizations and their chairpersons, members etc. are always open particularly regarding the future development of the institution. Specific information may be provided under a system of due process of law and protocol.	
<b>Boards, councils, committees and other bodies of the institution</b>	# Governing Body # IQAC # NAAC # Academic Committees ICC # Anti-ragging cell # Prevention of Sexual harassment cell # Equal Opportunity Cell	
Directory of Officers and Employees of the institution	List of Faculty List of Office Staff	(follow College Website)
The remuneration received by officers and employees as provided in institution's regulations	As per existing Pay Scales and Rules of the Govt. of WB	
The budget allocated	List of Grant /Allocation received	(follow College Website)
Execution of Subsidy Programmes	As per existing Norm and Guidelines of the Funding Agency	(follow College Website)
Particulars of recipients of concessions, permits or authorizations granted	Particulars of concession is available with the Student Support & Scholarship Cell of the College with the help and coordination of State and Central Govt.	
Details in respect of the information, available to or held, reduced in an electronic form	College Website	
The particulars of facilities available to citizens for obtaining information, including the working hours of a library or reading room	Special permission for the use of Library is accorded as and when required. Respective personality or public personnel may approach the head of the institution and seek his permission regarding availability of information and other facilities as and when required. The library as a storehouse of knowledge and information may be used under specific order issued by the head of the institution.	

Public Information Officers

**Public Information Officers**

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**Apellate Authority**

Dr. KRISHNENDU DUTTA

PRINCIPAL

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