



DHRUBA CHAND HALDER COLLEGE

(FORMERLY DAKSHIN BARASAT COLLEGE)

ESTD. – 1965

A NAAC Accredited Degree College Affiliated to University of Calcutta

P. O. Dakshin Barasat • Dist. South 24-Parganas • West Bengal • Pin 743372

E-mail : dchcollege@yahoo.com, Website : www.dchcollege.org.

Phone : (03218)-222550 (Prin.) / 223-668 (Off.)

Ref. No.

Date20

DHRUBA CHAND HALDER COLLEGE, Dakshin Barasat, South 24 Parganas, has a well defined system of complying with the Right to Information Act, 2005, with regard to the following :


1. The particulars of the Organization, its functions and duties.

Name of the Organization	Dhruba Chand Halder College
Establishment	Established in the year 1965 and included under Section 2(f) & 12(b)
Address	P.O. Dakshin Barasat, Dist. South 24 Parganas, West Bengal, PIN-743372
Contact	Phone: +91-03218-222668
Website	www.dchcollege.org
E-mail	dchcollege@yahoo.com

The College endeavours to educate young men in its charge according to the best traditions of the country while instructing them in modern arts, sciences and commerce. The college is affiliated to the University of Calcutta and offers graduate degree in Humanities, Science and Commerce under University of Calcutta through regular teaching-learning methods. The college also offers Post graduate degrees under Rabindra Bharati Universities and Netaji Subhas Open University by distance learning method through its two study centres.

2. The powers and Duties of the employees

The teachers, librarian and non-teaching staff are employed under The West Bengal Universities and Colleges (Administration and Regulation) Act, 2017 and Rules prescribed there under. They enjoy their powers and discharge their official duties in accordance with the directions and instructions given by the Department of Higher Education, Govt. of West Bengal from time to time.


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

The Governing Body of the college shall be responsible for the proper management of the affairs of the college and exercise its power in the decision making process , including supervision and accountability.

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

The teaching and Non-teaching staff are discharging their functions and duties in accordance with the provisions contained in The West Bengal Universities and Colleges (Administration and Regulation) Act, 2017 and Rules prescribed there under and relevant rules and regulations in the statute of Calcutta University.

5. The rules, regulations, infrastructure used for the employees.

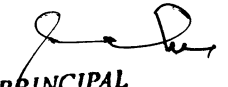
The rules, regulations, infrastructure used for the employees are formulated in the meeting of the Governing Body in accordance with the provisions contained in The West Bengal Universities and Colleges (Administration and Regulation) Act, 2017 and Rules prescribed there under and relevant rules and regulations in the statute of Calcutta University.

6. The particulars of the arrangements for consultation with, and the representation by the Members of the public in relation to the formulation of any new policy.

To obtain the particulars of the arrangements for consultation with, and the representation by the Members of the public in relation to the formulation of any new policy under the Right to Information Act, 2005, a person may make a request in writing or through electronic mails dchcollege@yahoo.com.

7. A directory of its officers and employees.

This is available in the Prospectus of the college published in every academic year and also in the college website: www.dchcollege.org


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8. Particulars of recipients of concessions, scholarships granted by the institution and other government bodies.

To obtain the particulars of recipients of concessions, scholarships granted by the institution and other government bodies under the Right to Information Act, 2005, a person may make a request in writing or through electronic mails dchcollege@yahoo.com.

9. Details of information available to it, reduced in an electronic form.

All the relevant details including the notice are made available on the website. Further, other details like employment related issues, procurement/tenders etc are also made available on the College website: www.dchcollege.org

10. The particulars of facilities available to citizens for obtaining information, including the working hours of the library or reading room, maintained for students' use.

Dhruba Chand Halder College has maintained a library restricted only to its employees and students. The library is open from 10 A.M. to 5 P.M. The library is not open for general public expect with the due permission of the Competent Authority. To obtain information under the Right to Information Act, 2005, a person may make a request in writing or through electronic mails dchcollege@yahoo.com.

11. The names, designations and other particulars of the State Public Information Officers

- a) Prof. Susanta Saha, Mobile: 8617730556, E-mail: saha_sk1959@yahoo.co.in – SPIO
- b) Dr. Mossior Rahaman, Mobile: 9231655123, E-mail: mossior.rahaman@gmail.com – Appellate Authority



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12. The monthly remuneration received by each of its employees.

The monthly remuneration received by each of its employees is available subject to the approval of the Governing Body. To obtain the particulars under the Right to Information Act, 2005, a person may make a request in writing to the Principal.

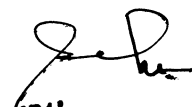
13. The budget allocation indicating the particulars of all plans, proposed expenditures and reports on disbursements made

The budget allocation indicating the particulars of all plans, proposed expenditures and reports on disbursements made is available subject to the approval of the Governing Body. To obtain the particulars under the Right to Information Act, 2005, a person may make a request in writing to the Principal.

14. Such other information as may be prescribed

Teaching Staff & Librarian

S.N.	Designation	Pay Band & Grade Pay	Sanctioned posts	Officers In position	Vacancies
1.	Principal	14(144200-218200)	01	01	-
2.	Associate Professor	13A(131400-217100)	47	44	03
3.	Assistant Professor(Stage-III)	11(68900-205500)			
3.	Assistant Professor(Stage-II)				
4.	Assistant Professor(Stage-I)	10(57700-182400)			
5.	Librarian	10(57700-182400)	01	01	
6.	SACT-I		11	11	
7.	SACT-II		22	22	
TOTAL			82	79	03


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Non-teaching STAFF

Ref. No.

Date20

S.NO.	Designation	Pay Scale	Sanctioned Posts	Officers in Position	Vacancies
1.	Accountant	9(28900-74500)	01	01	-
2.	Head Clerk	9(28900-74500)	01	01	-
3.	Cashier	9(28900-74500)	01	01	-
4.	Data Manager	9(28900-74500)	00	00	
5.	Clerk	6(22700-58500)	04	02	02
6.	Library Clerk	6(22700-58500)	01	01	
7.	Steno-typist	6(22700-58500)	01	01	
8.	Typist	6(22700-58500)	01	01	
9.	Lab Attendant	1(17000-43600)	11	09	02
10.	Lady Attendant	1(17000-43600)	01	01	
11.	Generator/Pump/Gas Plant/Operator cum Mechanic	1(17000-43600)	01	01	
12.	Peon	1(17000-43600)	04	02	02
13.	Library Peon	1(17000-43600)	01	01	
14.	Cook	1(17000-43600)	04	02	02
15.	Hostel Helper	1(17000-43600)	01	01	
16.	Sweeper(Part-Time)	2000	01	01	
TOTAL			34	26	


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