



ESTD: 2007

ASANNAGAR MADAN MOHAN TARKALANKAR COLLEGE

56 Majhdia Road, P.O.- Asannagar, Nadia, Pin - 741161

NAAC ACCREDITED 1st Cycle Grade - B

(Affiliated to the University of Kalyani & Approved by the UGC under section 2(f) & 12B)

Declaration under Section 4(1)b of the RTI Act, 2005

(i) the particulars of its organisation, functions and duties

Asannagar Madan Mohan Tarkalankar College, a government-aided institution affiliated to the University of Kalyani, Nadia, West Bengal, approved by the UGC under section 2(f) and 12 B and accredited by NAAC (1st Cycle, Grade B) was established in 2007 and is located in 56 Majhdia Road, P.O. Asannagar, Nadia, West Bengal, Pin- 741161. The college has the following departments: Bengali, English, Sanskrit, History, Philosophy, Physical Education, Political Science, Education, Environmental Studies, Geography, Defence Studies. The college at present runs the following undergraduate courses (Major): Bengali, History, English, Sanskrit, Education, Philosophy, Political Science, Physical Education. The college has its NSS units to conduct outreach activities and a newly introduced NCC unit. The college seeks to offer academic opportunities to pupils coming from rural communities many of whom are socially underprivileged. The college is also committed to ensure a decentralized mode of operation and to introduce quality-related measures in the overall functioning through IQAC. The governance of the college is managed as per the rules and the guidelines of the UGC, Higher Education Department, Government of West Bengal and the affiliating university.

(ii) the powers and duties of its officers and employees

- (a) Principal: Principal plays a key role in college governance system in monitoring the process of ongoing academic and research activities, adopting effective administrative measures, and placing the recommendations coming from the subcommittees in the Governing Body meetings as the Secretary of the Governing Body for framing policies
- (b) Bursar: Bursar is responsible for framing financial policies, setting policies for budget allocation and the utilisation of fund, verifying and authenticating the bills, streamlining the activities of the accounts section, keeping the cash book and office ledger in an appropriate shape, locating opportunities for fund generation.
- (c) Coordinator, IQAC: Monitoring the institutional functioning towards quality enhancement, coordinating various activities aimed at ensuring quality culture, establishing a mechanism for documenting quality-related activities
- (d) Librarian: Lending books to the students and teachers following internal guidelines, taking care of the books, journals and reference materials kept in the library, displaying the newspapers and magazines, maintaining a record of the purchase of books and journals, offering assistance to students interested in using INFLIBNET.
- (e) Teachers: Conducting teaching-learning activities, setting questions for written examination forming a segment of internal assessment, setting questions for term-end university examination, if and whenever asked, performing invigilation duties, checking answer scripts of the internal examination and the answer scripts of term-end university examination, if and whenever required.


Principal

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- (f) Non-teaching Staff: Conducting daily office activities related to academics and administration as instructed by the authority

All the powers and duties of the employees are finally determined by the directives coming from the UGC, the Government and the affiliating university.

(iii) the procedure followed in the decision-making process, including channels of supervision and accountability

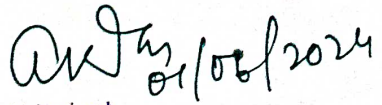
As far as the decision-making process is concerned, the administrative segment possessing highest form of control in a government aided college like ours is the governing body which includes the Principal of the college as Secretary, the President of the governing body nominated by the government, two government nominees, one state council nominee, two nominees from the affiliating university, three teacher representatives and one non-teaching representative. The decision-making process, however is decentralized. The various internally formed subcommittees and cells (academic subcommittee, routine subcommittee, library subcommittee, admission subcommittee and examination subcommittee related to different phases of teaching-learning, games and sports subcommittee[accommodating a student representative], cell against sexual harassment, anti-ragging subcommittee[accommodating a student representative], internal complaints committee[accommodating a student representative], students' grievance cell[accommodating a student representative], canteen subcommittee[accommodating a student representative], magazine subcommittee[accommodating a student representative], cultural subcommittee[accommodating a student representative], placement cell, women's cell[accommodating a student representative] related to the welfare of students, building subcommittee for taking care of the existing infrastructure and mapping its further extension, the service cell, leave subcommittee, GPF subcommittee related to the welfare of the employees, website maintenance subcommittee and RTI cell for disseminating information, purchase subcommittee and e-tender subcommittee in connection with the purchase of necessary items), The Teachers Council and IQAC(accommodating a student representative), hold meetings at regular intervals to offer necessary recommendations which are placed in the governing body meetings for further scrutiny and approval. There is also a provision for the functioning of an autonomous students' union. The economic affairs and management of the institution are planned by the statutory finance subcommittee and monitored by the Bursar, while the final approval, as usual, comes from the governing body. The IQAC sets guideline for and monitors all the activities aimed at bringing in quality measures in the institution. The non-teaching staff council and the staff council are also supposed to play roles in the participatory mode of managing the affairs in the institution.

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

Internal norms are set by the Governing Body in consideration of recommendations coming from IQAC, Teachers' Council, Non-teaching Staff Council and the various subcommittees. While framing the internal norms for the appropriate discharge of its functions, the college authority takes into account the spirit of the Standard Operating Procedures (SOPs) prepared by IQAC, the statute of the affiliating university, the guidelines and instructions coming from UGC, the affiliating university and the Directorate of Higher Education, Govt. of West Bengal.

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

The employees consult and use the following in discharging the already allotted respective functions:


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- (a) The UGC guidelines
- (b) Government orders/notices/instructions coming from Directorate of Higher Education, West Bengal
- © Orders from the Finance Department, Government of West Bengal
- (d) Statute of the affiliating university
- (e) Orders/notices/instructions from the affiliating university
- (f) NEP 2020 guidelines
- (g) Recommendation report given by NAAC on the occasion of the 1st cycle accreditation
- (h) The resolutions/observations of the Governing Body of the college

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

- (a) Document testifying to the college's affiliation to the University of Kalyani
- (b) Document testifying to the college being recognized by UGC
- (c) Document testifying to the NAAC accreditation of the college (first cycle)
- (d) Report of the external audit done by the government
- (e) Report of the internal audit
- (f) Academic and administrative audit done by the college
- (g) Documents related to the students' feedback, stakeholders' feedback and students' satisfaction survey conducted by the college
- (h) Documents testifying MOU signed between the college and other institutions
- (i) Meeting resolutions/observations of the Governing Body, IQAC, Teachers' Council, Finance Subcommittee and other cells and subcommittees
- (j) Stock register
- (k) Cashbook, ledger, vouchers and bills related to resource generation and expenditure
- (l) The recommendation letter from the West Bengal College Service Commission, the appointment letters, the details of past service, if any, and the orders relating to the pay scale, fixation of pay etc. of the faculties along with their updated service book
- (m) The statute of the affiliating university, the academic calendar and the holiday list issued by the affiliating university
- (n) Short term and long-term perspective plan of the institution
- (o) SOPs prepared by the institution as policy documents
- (p) Government orders, recommendations and notices sent by the Directorate of Higher Education, West Bengal, UGC and the affiliating university

(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

- (a) Role of the government nominee, state council nominee and nominee from the affiliating university in framing policies and chalking out the road map for the development of the college as the Governing Body members of the college

AKJ
Principal 01/05/2024

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- (b) The role of nominees from local society, students, alumni, industrialists in ensuring the internalization of the quality culture and the improvement of institutional functioning as members of IQAC
- (c) The properly documented parent-teachers meeting organised by the college
- (d) The students members of NSS getting the chance to talk to the community people and to serve them during the days scheduled for outreach activities

(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

Governing Body

1. President: Sri Bimalendu Sinha Roy(Government Nominee)
2. Secretary: Dr. Asok Kumar Das(Principal)
3. Dr. Dipanjan Ghosh(Government Nominee)
4. Sri Samarendra Nath Biswas(Government Nominee)
5. Dr.Somnath Bandyopadhyay (State Council Nominee)
6. Dr. Suchismita Sanyal(K.U. Nominee)
7. Sri Asit Sarkar(K.U. Nominee)
8. Sri Nilendu Biswas(Teacher Representative)
9. Sri Partha Banerjee(Teacher Representative)
10. Dr. Prokash Biswas(Teacher Representative)
11. Mr. Krishna Saha(Non-Teaching Representative)

The following subcommittees and cells consisting of two or more persons have been mostly in operation since 01/08/2023, with a few changes made afterwards.

| IQAC (1) | Building Committee (2) | Finance Committee (3) | Purchase Subcommittee (4) | Admission Subcommittee (5) | E-tender Committee (6) |
|--|---|--|--|---|--|
| (1) Dr. Asok Kr. Das, Principal(Chairperson) (2) Teacher Members: (a) Sri Partha Pratim Bandyopadhyay (b) Dr. Chirantan Sarkar (c) Dr. Biswajit Podder(Secretary, Teachers' Council) (d) Sri Nilendu Biswas | (1) Sri Bimalendu Sinha Roy, President, Governing Body (2) Dr. Asok Kr. Das, Principal (3) Sri Samarendra Nath Biswas, Government Nomin | (1) Sri Bimalendu Sinha Roy, President, Governing Body (2) Dr. Asok Kr. Das, Principal (3) Dr. Dipanjan Ghosh, Government Nominee (4) Sri Nilendu Biswas(Convener) (5) Dr. Chanchal Mandal, Bursar (6) Sri Partha | (1) Dr. Asok Kr. Das, Principal (Chairperson) (2) Sri Samarendra Nath Biswas, Government Nominee (3) Sri Asit Sarkar, K.U. Nominee (4) Sri Partha Banerjee(Convener) (5) Dr.Mahaprasad | (1)Dr. Asok Kr. Das, Principal (Chairperson) (2)Dr. Suchismita Sanyal, K.U. Nominee (3) Dr.Mahaprasad Ghosh(Convener) (4) Dr. Chirantan Sarkar (5)HOD, Sanskrit (6) HOD, History (7) HOD, Bengali (8) HOD, English (9) HOD, Philosophy (10) HOD, | (1)Dr. Asok Kr. Das, Principal(Nodal Officer) (2)Sri Nilendu Biswas (3)Sri Sisir Biswas(NTS) |

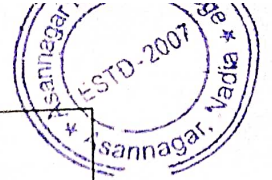
Dr. J. M. 01/06/2024

Principal

Asannagar Madan Mohan Tarkatankar College

| | | | | |
|--|--|--|---|--|
| (e) Dr. Aniruddha Saha | (4) Dr. Somnath Bandyopadhyay, State Council Nomin | Banerjee (7) Dr. Prokash Biswas (8) Smt. Krishna Saha(NTS) | Ghosh (6)Dr. Prokash Biswas (7) Sri Nilendu Biswas (8) Dr. Amrita Sishi (9) Sri Partha Pratim Bandyopadhyay (8)Dr. Aniruddha Saha (9)Smt. Tanima Banik (10)Sri Soumen Pal (11)Sri Dipak Nandi (12)Sri Sisir Biswas(NTS) (13) Sri Mahadev Mallick(NTS) | Political Science (11) HOD, Education (12) Sri Partha Pratim Bandyopadhyay (13) Sri Bipul Gain(NTS) (14) Sri Sisir Biswas(NTS) |
| (f) Sri Sujan Debnath | | | | |
| (g) Dr. Chanchal Mandal(Bursar) | | | | |
| (h) Dr. Prokash Biswas | (5) Sri Asit Sarkar, K.U. Nomin | | | |
| (3) Member from Management: Sri Bimalendu Sinha Roy, President, Governing Body | (6) Sri Sujan Debnath(Convenor) | | | |
| (4) Senior Administrative Officer: Sri Atanu Sikdar, Accountant | (7) Sri Nilendu Biswas | | | |
| (5) Nominee from Local Society:Sri Asit Sarkar | (8) Sri Partha Banerjee | | | |
| (6) Nominee from Students: Sri Nayan Pal | (9) Dr. Chanchal Mandal | | | |
| (7) Nominee from Alumnus: Sri Pinaki Pal | (10) Dr.Mahaprasad Ghosh | | | |
| (8) Nominee from Industrialists: Sri Pijush Sikdar | (11) Smt. Tanima Banik | | | |
| (9) Coordinator: Dr. Rezwan Ahmed | (12) Sri Sisir Biswas(NTS) | | | |
| | (13) Smt. Krishna Saha(NTS) | | | |
| | (14) Sri Narattam Biswas(SACT) | | | |
| | (15) Sri Mahadev Mallick (NTS) | | | |
| | (16) Sri Madan Das(Diploma, Civil Engineer) | | | |

A.K. Jha 01/06/2024



| Service Cell(7) | Leave Subcommittee(8) | Academic Subcommittee(9) | Library Subcommittee(10) | Examination Subcommittee(11) | Routine Subcommittee(12) |
|---|--|---|---|---|---|
| (1)Dr. Asok Kr. Das, Principal(Chairperson) (2)Sri Dinesh Das (3)Dr. Biswajit Podder(Convener) (4)Dr. Rezwan Ahmed (5)Sri Subrata Adhikary (6)Sri Atanu Sikdar | (1)Dr. Asok Kr. Das, Principal(Chairperson) (2) Dr. Biswajit Podder (3)Sri Partha Banerjee (4)Dr. Chanchal Mandal (5)Dr. Rezwan Ahmed(Convener) (6)Sri Sujan Debnath (7)Sri Atanu Sikder (8)Sri Narattam Biswas | (1)Dr.Asok Kr. Das, Principal(Chairperson) (2)Dr. Prokash Biswas(Convener) (3)Sri Partha Pratim Bandyopadhyay (4)HOD, Sanskrit (5)HOD, History (6)HOD, Bengali (7)HOD, Physical Education (8)HOD, Philosophy (9)HOD, Political Science (10)HOD, Education (11)HOD, English (12)Sri Shyam Sundar Mukherjee (13)Smt. Mili Paul (14) Sri Raja Ghosh (15)Sri Bipul Gain | (1)Dr. Asok Kr. Das, Principal(Chairperson) (2)Dr. Chirantan Sarkar(Convener) (3)Sri Partha Banerjee (4)Dr. Prokash Biswas (5)Dr. Amrita Sibi (6)Dr. Chanchal Mandal (7)Dr.Mahaprasad Ghosh (8)Sri Soumen Pal (9)Smt. Tanima Banik (10)Dr. Aniruddha Saha (11)Baidyanath Sarkar(NTS) (12)Smt. Silpi Sarkar (13)Sri Avijit Samaddar(subsequently placed in a different workplace) (14)Smt. Arpita Nath(Librarian) | (1)Dr. Asok Kr. Das, Principal(Chairperson) (2) Sri Soumen Pal(Convener) (3)Sri Partha Banerjee (4)Dr. Biswajit Podder (5)Dr. Chanchal Mandal(Joint Convener) (6)Dr.Mahaprasad Ghosh (7)Sri Sujan Debnath(Joint Convener) (8)Sri Dinesh Das (9)Smt. Riya Mitra (10)Sri Partha Roy Chowdhury (11)Sri Sisir Biswas(NTS) (12)Smt. Krishna Saha(NTS) | (1)Dr. Asok Kr. Das, Principal(Chairperson) (2)Sri Nilendu Biswas(Convener) (3)Dr. Prokash Biswas (4)Dr. Aniruddha Saha (5)Sri Partha Pratim Bandyopadhyay (6) Smt. Tanima Banik (7)Sri Suman Mazumder (8)Sri Bipul Gain |

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Principal



| CANTEEN SUBCOMMITTEE(13) | MAGAZINE SUBCOMMITTEE E(14) | CULTURAL SUBCOMMITTEE E(15) | WEBSITE MONITORING SUBCOMMITTEE(16) | PLACEMENT CELL(17) | INTERNAL COMPLAINT COMMITTEE(18) |
|---|--|---|--|--|--|
| (1)Dr. Asok Kr. Das, Principal(Chairperson) (2)Sri Palash Biswas(Convener) (3)Dr.Mahaprasad Ghosh (4)Sri Soumen Pal (5)Smt. Tanima Banik (6)Dr. Aniruddha Saha (7)Dr. Sudipta Chakraborty (8)Dr. Suman Mazumder (9)Sri Dipak Nandi (10)Smt. Nilanjana Chakraborty (11)Sri Raja Ghosh (12)Sri Samarendra Nath Biswas(NTS) (13)Sri Mahadev Mallick(NTS) (14)Sri Sunit Biswas(Student) | (1)Dr. Asok Kr. Das, Principal(Chairperson) (2)Dr. Chirantan Sarkar(Convener) (3)Dr. Chanchal Mondal (4)Dr. Biswajit Podder(Joint Convener) (5)Dr. Prokash Biswas (6)Sri Partha Pratim Bandyopadhyay (7)Dr.Mahaprasad Ghosh (8)Smt. Tanima Banik (9)Dr. Aniruddha Saha (10)Sri Sujan Debnath (11)Sri Dinesh Das (12)Sri Atanu Sikder(NTS) (13)Sri Raja Ghosh (14)Smt. Riya Mitra (15)Yasmin Mondal(student) | (1)Dr. Asok Kr. Das, Principal(Chairperson) (2)Dr. Prokash Biswas(Convener) (3)Dr. Biswajit Podder (4)Sri Partha Banerjee (5)Sri Nilendu Biswas (6)Dr. Chirantan Sarkar (7)Dr. Amrita Sihi (8)Sri Partha Pratim Bandyopadhyay (9)Dr.Mahaprasad Ghosh (10)Smt. Tanima Banik (11)Dr. Chanchal Mandal (12)Sri Soumen Pal (13)Smt. Mili Pal (14)Smt. Riya Mitra (15)Smt. Nilanjana Chakraborty (16)Sri Dipak Nandi (17)Sri Baidyanath Sarkar (18)Sri Uttam Kr. Barman (19)Smt. Krishna Saha(NTS) (20)Sri Mahadev Mallick(NTS) (21)Dr. Sudipta Chakraborty (22)Sri Bikram Karmakar(student) | (1)Dr. Asok Kr. Das, Principal(Chairperson) (2)Dr.Mahaprasad Ghosh (3)Biswajit Podder (4)Dr. Prokash Biswas (5)Sri Partha Pratim Bandyopadhyay (6)Dr. Aniruddha Saha(Convener) (7)Smt. Tanima Banik (8)Sri Sisir Biswas(NTS) (9)Sri Baidyanath Sarkar | (1)Dr. Asok Kr. Das, Principal(Chairperson) (2)Sri Soumen Pal(Convener) (3)Dr. Chirantan Sarkar (4)Sri Partha Pratim Bandyopadhyay (5)Sri Subrata Adhikary (6)Sri Uttam Kumar Barman (7)Sri Sisir Biswas (NTS) | (1)Dr. Asok Kr. Das, Principal(Chairperson) (2)Sri Partha Pratim Bandyopadhyay(Convener) (3)Dr. Biswajit Podder (4)Dr. Amrita Sihi (5)Sri Dinesh Das (6)Sri Nilendu Biswas (7)Smt. Konica Chanda (8)Sri Bipul Gain(NTS) (9)Sri Atanu Sikder(NTS) (10)Sri Partha Roy Chowdhury (11)Sri MafujaKhatun(Student) |

Principal 01/06/2024

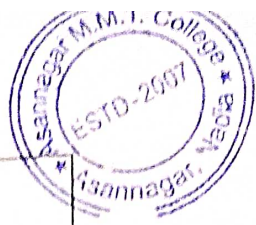


| Women's Cell(19) | Anti-Ragging Cell(20) | Anti-Ragging Squad(21) | Cell against Sexual Harassment(22) | GPF Subcommittee(23) | Games and Sports Committee(24) |
|--|--|---|---|--|--|
| (1) Dr. Asok Kr. Das, Principal(Chairperson) (2)Smt. Tanima Banik (3)Dr. Amrita Sihi (4)Dr. Sudipta Chakraborty (5)Smt. Ria Mitra (6)Smt. Nilanjana Chakraborty (7)Smt. Konica Chanda (8)Smt. Soma Biswas (9)Smt. Mili Pal (10)Smt. Krishna Saha(NTS) (11)Smt. Anjali Bag(Karmabandhu) (12)Arpana Biswas(Student) | (1)Dr. Asok Kr. Das, Principal(Chairperson) (2)Dr. Amrita Sihi(Convener) (3)Smt. Tanima Banik (4)Dr. Sudipta Chakraborty (5)Sri Partha Banerjee (6)Sri Partha Pratim Bandyopadhyay (7)Dr. Chanchal Mandal (8)Sri Dipak Nandi (9)Sri Anay Biswas(Student) | (1)Dr. Asok Kr. Das, Principal(Chairperson) (2)Dr. Mahaprasad Ghosh (3)Dr. Aniruddha Saha (4) Smt. Tanima Banik (5)Sri Mahadev Mallick(NTS) | (1)Dr. Asok Kr. Das, Principal(Chairperson) (2)Smt. Tanima Banik (3)Sri Sujan Debnath (4)Dr. Sudipta Chakraborty(Convener) (5)Smt. Mili Pal (6)Sri Narattam Biswas (7)Smt. Krishna Saha (NTS) | (1)Dr. Asok Kr. Das, Principal(Chairperson) (2)Dr. Rezwan Ahmed(Convener) (3)Dr. Chanchal Mandal, Bursar (4)Sri Sujan Debnath (5)Sri Bipul Gain(NTS) (6)Sri Atanu Sikdar(NTS) | (1)Dr. Asok Kr. Das, Principal(Chairperson) (2)Dr. Mahaprasad Ghosh(Convener) (3)Dr. Biswajit Podder (4)Dr. Chirantan Sarkar (5)Dr. Chanchal Mandal(Joint Convener) (6)Sri Sujan Debnath (7)Dr. Aniruddha Saha (8)Sri Dipak Nandi (9)Sri Raja Ghosh (10)Sri Uttam Kr. Barman (11)Smt. Silpi Sarkar (12)Sri Abhijit Samaddar(subsequently placed in a different workplace) (13)Smt. Ria Mitra (14)Sri Bipul Gain(NTS) (15)Sri Mahadev Mallick(NTS) (16)Sri Shyam Sundar Mukherjee (17)Sahajahan Biswas(Student) |

Arjun 01/06/24.

Principal

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| Academic Audit Committee(25) | SC/ST Cell(26) | Research & Publication Committee(27) | Students' Grievance Cell(28) | | |
|--|---|--|---|--|--|
| (1)Dr. Asok Kr. Das, Principal (Chairperson) (2)Dr.Niranjana Guha(Principal, ChapraBangaljiMahavidyalaya, Nadia, W. Bengal) (3)Sri Partha Pratim Bandyopadhyay (4)Dr. Basant Pradhan(Principal, Plassey College, Nadia, W.Bengal) (5)Dr. Prokash Biswas | (1)Dr. Asok Kr. Das, Principal(Chairperson) (2)Sri Dinesh Das(Convener) (3)Dr. Aniruddha Saha (4)Dr. Chanchal Mandal (5)Sri Sisir Biswas (6)Smt. Soma Biswas | (1)Dr. Asok Kr. Das, Principal(Chairperson) (2)Dr. Chirantan Sarkar(Convener) (3)Dr. Prokash Biswas (4)Dr. Aniruddha Saha (5)Dr.Mahaprasad Ghosh (6)Dr. Chanchal Mandal (7)Dr. Biswajit Podder (8)Dr. Rezwana Ahmed (9)Dr. Sudipta Chakraborty (10)Dr. Suman Mazumder | (1)Dr. Asok Kr. Das, Principal(Chairperson) (2)Sri Partha Pratim Bandyopadhyay (3)Sri Nilendu Biswas(Convener) (4)Dr. Biswajit Podder (5)Dr. Amrita Sihi (6)Sri Dinesh Das (7)Smt. Konika Chanda (8) Sri Bipul Gain (9)Sri Atanu Sikdar (10) Sri Jit Biswas(Student) | | |

The minutes of the meetings of the above-mentioned subcommittees, whenever required, have been made available while preparing AQARs and are being uploaded in the process of submitting SSR for 2ND cycle accreditation. This apart, the meeting resolutions of the Governing Body and the other subcommittees, whenever asked, are submitted to the Directorate of Higher Education, West Bengal. The minutes of the meetings of the IQAC, however, are available on the college website.

(ix) a directory of its officers and employees

The college published a directory of its officers and employees in 2016, apart from offering the details of the faculties and the non-teaching staff in the annually prepared college prospectus and the website. The current details, as in May, 2024, is as follows.

Principal

1. Dr. Asok Kr. Das, Ph. 7908268857

Full-time Teachers on substantive basis

2. Dr.Amrita Sihi, Assistant Professor, Sanskrit, Ph. 8509193002
3. Dr. Aniruddha Saha, Coordinator, Study Centre for Directorate of Open and Distance Learning, University of Kalyani, Assistant Professor, Education, Ph. 8348282198
4. Dr.Biswajit Podder, Secretary, Teachers' Council, Assistant Professor, Bengali, Ph. 9064330469
5. Dr. Chanchal Mandal, Bursar,Coordinator,Study Centre for Netaji Subhas Open University, Assistant Professor, Bengali, Ph. 6294435915
6. Dr. Chirantan Sarkar, Assistant Professor, English, Ph. 9474677611
7. Sri Dinesh Das, State Public Information Officer, RTI Committee, Assistant Professor, Political Science, Ph. 8515933690

Signature
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8. Dr. Mahaprasad Ghosh, Programme Officer, NSS, Assistant Professor, Physical Education, Ph. 8918741206
9. Sri Nilendu Biswas, Member, Governing Body, Assistant Professor, History, Ph. 9732737837
10. Sri Partha Banerjee, Member, Governing Body, Assistant Professor, History, Ph. 9874816065
11. Sri Partha Pratim Bandyopadhyay, Associate Professor, English, Ph. 9083231477
12. Dr. Prokash Biswas, Member, Governing Body, Assistant Professor, Bengali, Ph. 7365916696
13. Dr. Rezwan Ahmed, Coordinator, IQAC, First Appellate Authority, RTI Committee, Assistant Professor, English, Ph. 9800573912
14. Sri Soumen Pal, Assistant Professor, Philosophy, Ph. 7980601891
15. Sri Sujan Debnath, Associate NCC Officer, Assistant Professor, History, Ph. 9064345535
16. Smt. Tanima Banik, Assistant Professor, Political Science, Ph. 8337074600

SACT/Visiting Faculty/Guest Instructor

17. Sri Baidyanath Sarkar, SACT (State Aided College Teacher), Geography, Ph. 7602904451
18. Sri Dipak Nandi, SACT, Sanskrit, Ph. 9434165225
19. Sri Dipu Halder, Visiting Faculty, Defence Studies, Ph. 9647093041
20. Smt. Konica Chanda, SACT, English, Ph. 9800456535
21. Smt. Mili Paul, SACT, History, Ph. 9614993529
22. Sri Narattam Biswas, SACT, History, Ph. 8670833693
23. Miss Nilanjana Chakraborty, SACT, English, Ph. 7718552656
24. Sri Palash Biswas, SACT, ENVS, Ph. 9851946800
25. Sri Partha Roy Chowdhury, SACT, History, Ph. 8116571587
26. Sri Raja Ghosh, SACT, Education, Ph. 6294214331
27. Smt. Ria Mitra, SACT, Philosophy, Ph. 6294601540
28. Smt. Soma Biswas, SACT, Bengali, Ph. 9775563683
29. Sri Shyam Sundar Mukherjee, SACT, Bengali, Ph. 8972311535
30. Sri Subrata Adhikary, SACT, Political Science, Ph. 8967121673
31. Dr. Sudipta Chakraborty, SACT, Bengali, Ph. 9475236223
32. Dr. Suman Mazumder, SACT, Sanskrit, Ph. 8436343587
33. Sri Uttam Kumar Barman, SACT, Physical Education, Ph. 8348026585
34. Smt. Shilpi Sarkar, Guest Instructor, Physical Education, Ph. 8509520596

Non-teaching Staff

35. Smt. Anjali Bag, Part Time Karmabandhu, Ph. 7584933891
36. Smt. Arpita Nath, Librarian (Casual), Ph. 9093260687
37. Sri Atanu Sikdar, Accountant, Ph. 9475236380
38. Sri Bipul Gain, Cashier, Ph. 9475236556
39. Sri Gopinath Thapa, Night Guard (Casual), Ph. 9775119806
40. Sri Samarendra Nath Biswas, Peon, Ph. 9735724202
41. Sri Sisir Biswas, Typist, Ph. 9614425902
42. Miss Krishna Saha, Member, Governing Body, Peon, Ph. 7584985022
43. Sri Mahadev Mallick, Guard, Ph. 7872745817

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

The monthly remuneration is received by the Principal, full time faculties, SACTs and non-teaching staff in accordance with the norms set by UGC and the Dept. of Higher Education, Govt. of West Bengal as evident in the following table. Solely appointed by the college itself, the casual staff receive remuneration as determined by the Governing Body of the college. The norms and procedures for compensation for the faculties on substantive basis, the SACTs and the govt.-appointed non-teaching staff are determined by the Government of West Bengal whereas the norms and procedures for compensation for the casual staff solely appointed by the college are determined by the Governing Body of the college.

Statement of scale of pay of college staff

| Sl. No. | Post | Scale of Pay | Basic at initial |
|---------|------------------------------|------------------|------------------|
| 1 | Principal | Rs.144200-218200 | Rs.144200.00 |
| 2 | Assistant Professor Stage 1 | Rs.57700-182400 | Rs.57700.00 |
| 3 | Assistant Professor Stage 2 | Rs.68900-205500 | Rs.68900.00 |
| 4 | Assistant Professor Stage 3 | Rs.79800-211500 | Rs.79800.00 |
| 5 | Associate Professor | Rs.131400-217100 | Rs.131400.00 |
| 6 | Accountant | Rs.28900-75500 | Rs.28900.00 |
| 7 | Cashier | Rs.28900-75500 | Rs.28900.00 |
| 8 | Typist | Rs.22700-58500 | Rs.22700.00 |
| 9 | Peon | Rs.17000-43600 | Rs.17000.00 |
| 10 | Guard | Rs.17000-43600 | Rs.17000.00 |
| 11 | Librarian (Casual) | Nil | Rs.11000.00 |
| 12 | Night Guard (Casual) | Nil | Rs.11000.00 |
| 13 | Clerk (Casual) | Nil | Rs.5500.00 |
| 14 | Part-time, Karmabandhu | Nil | Rs.3000.00 |
| 15 | Physical Instructor (Casual) | Nil | Rs.6500.00 |
| 16 | Guest Faculty (Casual) | Nil | Rs.11000.00 |
| 17 | SACT 1(Under 10 years) | Nil | Rs.31000.00 |
| 18 | SACT 1(Above 10 years) | Nil | Rs.36000.00 |
| 19 | SACT 2(Under 10 years) | Nil | Rs.20000.00 |
| 20 | SACT 2(Above 10 years) | Nil | Rs.25000.00 |

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

Following the concerned Government orders and directive and noting the observations made in the minutes of the meetings of the Finance subcommittee, the Governing Body frames policies and allocates budget to each of the agencies. The bursar plays a key role in the financial planning and its execution. The reports on annual expenditure and disbursement are placed in the meetings of the Finance subcommittee. Apart from the external audit conducted by the state government, annual internal audit is done for authenticating the segments of expenditure and adopting the future policies in this regard. Finance committees are separately formed for planning and managing the financial aspects of seminars and the games and sports events conducted by the college. Whenever the academic departments need funds for introducing and maintaining quality measures, they

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approach the Principal as the Secretary of Governing Body and the matters are mostly placed in the meetings of the Governing Body.

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

In the context of the distressing socioeconomic situation caused by Covid 19, the college waived fees of the students. This apart, subsidy programmes are conducted as per the direction of the Government of West Bengal. The students of the college avail the following schemes, as per the given norms: SC/ST OASIS, OBC-B OASIS, Swami Vivekananda Merit cum Means scholarship, Kanyashree, Aikyashree, Aikyashree(SVMCM), Jindal, Mahindra Education Trust and Scholarship.

Scholarship Table: 2018-2023

| Sl no | Session | Scholarship title | Sem / year | Number of Students Beneficiaries | Amount per Students Beneficiary | Total amount |
|-------|---------|------------------------|----------------------|----------------------------------|---------------------------------|---------------|
| 1 | 2022-23 | SC/ST OASIS | 1 ST SEM | 140 | 5000 | 700,000 |
| 2 | 2022-23 | SC/ST OASIS | 3 RD SEM | 129 | 5000 | 645,000 |
| 3 | 2022-23 | SC/ST OASIS | 5 TH SEM | 149 | 5000 | 745,000 |
| 4 | 2022-23 | OBC-B OASIS | 1 ST SEM | 61 | 5000 | 305,000 |
| 5 | 2022-23 | OBC-B OASIS | 3 RD SEM | 137 | 5000 | 685,000 |
| 6 | 2022-23 | OBC-B OASIS | 5 TH SEM | 86 | 5000 | 430,000 |
| 7 | 2022-23 | OBC-A AIKYASHREE | ONE TIME | 24 | 4800 | 1,15,200 |
| 8 | 2022-23 | OBC-A AIKYASHREE SVMCM | ONE TIME | 30 | 12000 | 3,60,000 |
| 9 | 2022-23 | KANYASHREE K1 | ONE TIME | 2 | 1000 | 2000 |
| 10 | 2022-23 | KANYASHREE K2 | ONE TIME | 21 | 25000 | 525,000 |
| 11 | 2022-23 | SVMCM | ONE TIME | 426 | 12000 | 51,12,000 |
| 1 | 2021-22 | SC/ST OASIS | 1 ST SEM | 207 | Not Available | Not Available |
| 2 | 2021-22 | SC/ST OASIS | 3 RD SEM | 160 | Not Available | Not Available |
| 3 | 2021-22 | SC/ST OASIS | 3 RD YEAR | 114 | Not Available | Not Available |
| 4 | 2021-22 | OBC-B OASIS | 1 ST SEM | 127 | Not Available | Not Available |
| 5 | 2021-22 | OBC-B OASIS | 3 RD SEM | 87 | Not Available | Not Available |
| 6 | 2021-22 | OBC-B OASIS | 3 RD YEAR | 84 | Not Available | Not Available |
| 7 | 2021-22 | OBC-A AIKYASHREE | ONE TIME | 53 | 4800 | 2,54,400 |
| 8 | 2021-22 | OBC-A AIKYASHREE SVMCM | ONE TIME | 5 | 12000 | 60,000 |
| 9 | 2021-22 | KANYASHREE K1 | ONE TIME | 7 | 1000 | 7,000 |
| 10 | 2021-22 | KANYASHREE K2 | ONE TIME | 18 | 25000 | 4,50,000 |
| 11 | 2021-22 | SVMCM | ONE TIME | 192 | 12000 | 23,04,000 |
| 12 | 2021-22 | Jindal Fundation | ONE TIME | 16 | 3000/5500 | 70000 |
| 1 | 2020-21 | SC/ST OASIS | 1 ST SEM | 210 | Not Available | Not Available |
| 2 | 2020-21 | SC/ST OASIS | 2 ND YEAR | 134 | Not Available | Not Available |
| 3 | 2020-21 | SC/ST OASIS | 3 RD YEAR | 105 | Not Available | Not Available |
| 4 | 2020-21 | OBC-B OASIS | 1 ST SEM | 104 | Not Available | Not Available |
| 5 | 2020-21 | OBC-B OASIS | 2 ND YEAR | 85 | Not Available | Not Available |
| 6 | 2020-21 | OBC-B OASIS | 3 RD YEAR | 70 | Not Available | Not Available |
| 7 | 2020-21 | OBC-A AIKYASHREE | ONE TIME | 36 | 4800 | 1,72,800 |

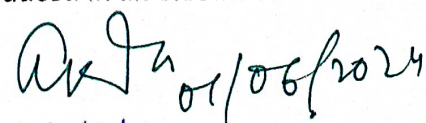
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| | | | | | | |
|----|---------|--|----------------------|-----|---------------|---------------|
| 8 | 2020-21 | OBC-A AIKYASHREE SVMCM | ONE TIME | 00 | Nil | Nil |
| 9 | 2020-21 | KANYASHREE K1 | ONE TIME | 15 | 1000 | 15000 |
| 10 | 2020-21 | KANYASHREE K2 | ONE TIME | 49 | 25000 | 12,25,000 |
| 11 | 2020-21 | SVMCM | ONE TIME | 84 | 12000 | 10,08,000 |
| 12 | 2020-21 | Jindal Fundation | ONE TIME | 18 | 3000 | 54000 |
| 1 | 2019-20 | SC/ST OASIS | 1 ST YEAR | 169 | Not Available | Not Available |
| 2 | 2019-20 | SC/ST OASIS | 2 ND YEAR | 133 | Not Available | Not Available |
| 3 | 2019-20 | SC/ST OASIS | 3 RD YEAR | 104 | Not Available | Not Available |
| 4 | 2019-20 | OBC-B OASIS | 1 ST YEAR | 101 | Not Available | Not Available |
| 5 | 2019-20 | OBC-B OASIS | 2 ND YEAR | 81 | Not Available | Not Available |
| 6 | 2019-20 | OBC-B OASIS | 3 RD YEAR | 84 | Not Available | Not Available |
| 7 | 2019-20 | OBC-A AIKYASHREE | ONE TIME | 25 | 4800 | 1,20,000 |
| 8 | 2019-20 | OBC-A AIKYASHREE SVMCM | ONE TIME | 00 | Nil | Nil |
| 9 | 2019-20 | KANYASHREE K1 | ONE TIME | 26 | 1000 | 26,000 |
| 10 | 2019-20 | KANYASHREE K2 | ONE TIME | 165 | 25000 | 41,25,000 |
| 11 | 2019-20 | SVMCM | ONE TIME | 53 | 12000 | 42,36,000 |
| 12 | 2019-20 | Mahindra Education Trust and Scholarship | ONE TIME | 8 | 10000 | 80000 |
| 13 | 2019-20 | Jindal Fundation | ONE TIME | 18 | 3000 | 54000 |
| 1 | 2018-19 | SC/ST OASIS | 1 ST YEAR | 238 | Not Available | Not Available |
| 2 | 2018-19 | SC/ST OASIS | 2 ND YEAR | 171 | Not Available | Not Available |
| 3 | 2018-19 | SC/ST OASIS | 3 RD YEAR | 184 | Not Available | Not Available |
| 4 | 2018-19 | OBC-B OASIS | 1 ST YEAR | 163 | Not Available | Not Available |
| 5 | 2018-19 | OBC-B OASIS | 2 ND YEAR | 126 | Not Available | Not Available |
| 6 | 2018-19 | OBC-B OASIS | 3 RD YEAR | 113 | Not Available | Not Available |
| 7 | 2018-19 | OBC-A AIKYASHREE | ONE TIME | 32 | 4800 | 1,53,600 |
| 8 | 2018-19 | OBC-A AIKYASHREE SVMCM | ONE TIME | 00 | Nil | Nil |
| 9 | 2018-19 | KANYASHREE K1 | ONE TIME | 23 | 1000 | 23000 |
| 10 | 2018-19 | KANYASHREE K2 | ONE TIME | 181 | 25000 | 45,25,000 |
| 11 | 2018-19 | SVMCM | ONE TIME | 28 | 12000 | 3,36,000 |

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

After submitting duly filled in proforma forwarded by the Principal of the college, the students can avail railway concessions from the railway authority. Students avail a half-price reduction as users of public bus facilities after obtaining recommendation from the college authority. Prayers coming from the physically challenged students and students in financially disadvantageous position are duly considered. The college offers Rs. 1000.00 as Madan Mohan Tarkalankar Scholarship to meritorious students after carefully making a review of their academic performance and class attendance record.

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


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The information, accessed by the college or held by it, are made available/disseminated through the following:

- (a) The events organized by the college are made available on the college's own YouTube channel
 - (b) The academic content in the form of study materials prepared by the faculties, YouTube links and other digital resources are made available for the students in the Google Classroom
 - (c) The necessary facts and documents relating to the functioning of the college are made available on the college website
 - (d) The notices for the students are made available on the concerned subject-specific and semester-specific WhatsApp groups
- (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
- (a) Citizens, apart from the students, may apply to the Principal for using the college library and the reading space in working hours (11 a.m. to 4 p.m)
 - (b) Community representatives in Governing Body or IQAC are often invited in seminars and other programmes taking place in college auditorium
 - (c) The community people get a fair idea of the functioning of the institution during the days when NSS volunteers conduct outreach activities in the neighbourhood
 - (d) The guardians, apart from the prescheduled parent-teacher interface, can visit the college office and meet the faculties and the Principal on any working day with the purpose of seeking information about admission, enrolment, examination or any other administrative issue
 - (e) The representatives of local administration visit the college for organising programmes on voters' awareness and other issues and other government officials visit the college for addressing issues like child trafficking and income tax regulation for audience that sometimes also include government employees of neighbouring institutions
 - (f) There is a RTI cell consisting of Dr. Rezwan Ahmed as First Appellate Authority and Sri Dinesh Das as State Public Information Officer.

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

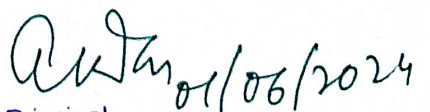
The following persons are entrusted with the responsibility of taking care of the matters relating to RTI Act, 2005.

State Public Information Officer

Sri Dinesh Das, Assistant Professor, Department of Political Science, Asannagar Madan Mohan Tarkalankar College, 56 Majhdia Road, P.O. Asannagar, Dist. Nadia, Pin. 741161, email: collegemmt@gmail.com, Ph. 8515933690

First Appellate Authority

Dr. Rezwan Ahmed, Assistant Professor, Department of English, Asannagar Madan Mohan Tarkalankar College, 56 Majhdia Road, P.O. Asannagar, Dist. Nadia, Pin. 741161, email: collegemmt@gmail.com, Ph. 9800573912


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



Apart from the details related to the functioning of this particular institution, which are made available on the college website, the full text of the Act and their implications in general are available on the website <https://rti.gov.in/> and www.rtionline.gov.in

Asok Kumar Das 01/06/2014

Dr. Asok Kumar Das
Principal

Asannagar MMT College
Ph no-9434199430

Principal
Asannagar Madan Mohan Tarkalankar College
Asannagar, Nadia