

Statutory Declaration under Section 4 (1) (B) Of Right to Information (RTI) Act –2005

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(D) PARTICULARS OF THE ORGANIZATION, FUNCTION AND DUTIES

Name of the Institution: Govt. Shivnath Science College
Type of Institution: UG (Under Graduate)
College Address: Gaurav Path, Rajnandgaon, Chhattisgarh Pin 491441
Year of Establishment: 1986
Affiliating University: Hemchand Yadav University, Durg, Chhattisgarh
UGC Recognition: 2(f) and 12(B) of the UGC Act, 1956 vide letter No.F.No.8-115/89 (CPP-1) at 24.11.1992.

Head of the Institution:
Principal: Dr. Suman Singh Baghel

Contact Number: (Mobile) 9436376254, Landline: 07744-359721

Email: shivnathcollege@gmail.com

Website: govtshivnathcollege.in

Working Hours:

College Office Time: From 10:00 A.M. to 5:30 P.M.

Class Time: From 10:40 A.M. to 05:00 P.M.

Library Hours: It remains open on all working days from 10:30 A.M. to 5:00 P.M.

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

Courses Offered:

1. B.A. Economics
2. B.A. History
3. B.A. Hindi Literature

4. B.A. Political Science
5. B.A. Sociology
6. B. Sc. Mathematics
7. B. Sc. Chemistry
8. B. Sc. Physics
9. B. Sc. Zoology
10. B.Sc. Botany
11. B.Sc. Computer Science
12. B. Com.
13. M.Sc. Chemistry
14. M.Sc. Mathematics
15. **PG Diploma Courses: PGDCA**

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 neighboring area for whom the prospect of higher education seem 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:** The principal 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 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 **General Staff Meeting** chaired by the Principal and each faculty and staff is accountable to him 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.

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

1. Students are responsible for their conduct to the Principal 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 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 and reading room 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 temper 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 nor shall any person be invited to address a meeting in the College without the prior permission of the Principal.

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 75% 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 vacation.

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. Exemption from attendance for other reasons may be granted only if permitted by the Principal 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 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:

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

S.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 Clerk
2	Students Related	Students Registration Record, Exam related records (marks, results, etc.)	Available at the institution	Faculty Incharge
3	Financial Related	Budget, Expenditure, Salary and Contingencies.	Available at the institution	Asstt. Grade 2
4	Others		Available at the institution and website.	Head Clerk and website Coordinator.

(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;

2021-22			
S.No.	Name of Teacher	Name of Department	Posting Status
1	Dr. Nirmala Umare	Economics	Regular
2	Dr. S.R. Kannoje	Zoology	Regular
3	Dr. N. Ganvir	Political Science	Regular
4	Dr. A.N. Makhija	Commerce	Regular
5	Dr. Fulso Rajesh Patel	History	Regular
6	Dr. E. Bhagat	Sociology	Regular
7	Mr. Anil Chandrawanshi	Commerce	Regular
8	Dr. Swati Tiwari	Botany	Regular
9	Dr. A.K. Jha	Chemistry	Regular
10	Mr. Parmeshwar Verma	Mathematics	Regular
11	Mr. Gunvanta Das	Hindi	Regular
12	Mr. Shivendra Kumar	Physics	Regular
13	Ku. Punyaprada Singh	English	Regular
14	Dr. Sangeeta Gupta	Chemistry	Guest Lecture
15	Ku. Monika Mahobia	Mathematics	Guest Lecture
16	Mr. Kpil Suryvanshi	Hindi	Guest Lecture
17	Ku. Priyanka Sahu	Computer Science	Janbhagidari
18	Mr. Anshul Shrivastava	Computer Science	Janbhagidari



(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 manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programmes;
Not applicable

(xii) (particulars of recipients of concessions, permits or authorizations granted by it)
Not applicable

(xiii) details in respect of the information, available to or held by it, reduced in an electronic form;
Not applicable

(xiv) 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.

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

RTI Nodal Officers	(i) Dr. Suman Singh Baghel, Principal Ph. No: 9926903552 (ii) Mr. Anil Chandrawanshi, Asst. Professor Ph. No: 9893180473
First Appellate Authority	Dr. H.P. Khairwar Additional Director Ph. No. 9406322763

(xvii) such other information as may be prescribed; and thereafter update these publications every year;
Not available

