

# **List of 17 Manuals**

## **INFORMATION**

**Under**

**Right to Information Act 2005**

**Jaywanti Haksar Government Post Graduate  
College, Betul, M.P.**

## **INTRODUCTION**

The purpose of the right to information act is to establish a practical regime of right to information for citizens in order to enable them to access information under the control of public authority in order to promote transparency and accountability in the workings of such authority. Section 2(h) of the act defines public authority as any authority or body or institution of self-governance established or constituted by or under the constitution or by law made by the parliament or any statutory body. It includes any entity owned, controlled, or substantially financed by the government. According to the provision content in section 2(j) of the act, right to information means the right to information accessible under this act that is held by or under the control of a public authority. This information manual will enable citizens to obtain information from Jaywanti Haksar Government Post Graduate College, Betul, M.P. in accordance with the provision content in various rules and regulations in RTI-2005.

**The information contains 17 points,**

**Sect.4(1) b(i): Particulars of organization, functions and duties**

**Objectives.**

1. Development of academic excellence among the students particularly among the students of weaker sections.
2. Generation of employability, particularly among the students of deprived section of society (SC, ST, OBC and rural students).
3. Development of research and extension activities.
4. Creating infrastructural support for the institution
5. Creating institutional support for the proper functioning of college campus, college building and college library.
6. Development of a green campus
7. Developing cultural and literary environment in the campus.
8. Improving the sports related activities

## **VISION AND MISSION STATEMENTS**

Jaywanti Haksar Government Post Graduate College, Betul aims at developing into an institution dedicated to the excellence in teaching and research, and to promote among its students as well as faculty members genuine scholarship.

**VISION:** To develop a society with knowledge and technology and non-communal brotherhood which would create human values in students so that they could become the ideal citizens of our country.

**MISSION:** College has a mission of the total development of the personality students of deprived sections of the society particularly of tribal students, by developing academic excellence and social responsibility particularly responsibility towards their own society. This mission statement can be denoted by 4 Es: Equity, Excellence, Extension and Employment.

### **About college.**

Jaywanti Haksar Government Post Graduate College, Betul, Madhya Pradesh. It was established in 1957 and affiliated to Raja Shankar Shah University Chhindwara with an aim to provide ample of courses to attain the target of generating employment opportunities for new generation and developing their personality according to their profession which is useful in effective productivity for the society as well as for the nation.

### **DUTIES OF THE COLLEGE**

To conduct the academic programmes for the preparation of under and post graduates courses/ examinations in various faculties available in the college, and to undertake activities that are contributory to this object.

### **Main activities/functions of the college include: -**

- To supervise/guide/maintain the functioning of the colleges both govt. and private in its regime/ jurisdiction in accordance with Acts/statutes/directions/rules/orders/ordinances issued by UGC/University/and M.P. Higher Education.
- To take action on every issue related to institution, its maintenance, admissions, examinations, autonomous system, extension of awards, scholarships, prizes, and others, under Acts/statutes, /directions/rules/orders/ordinances issued by UGC/ University/and M.P. Higher Education.
- To undertake various activities so as to supplement the efforts of research and teaching for various degrees and diplomas. This would also include cooperation with other institutions.
- To conduct designated courses and examinations and to facilitate students in the classes.
- To conduct researches in various branches of learning/ subjects available in the college.

### **Services being provided by the college:**

The College offers facilities for pursuing under-graduate courses in arts, science, commerce, under affiliation of Raja Shankar Shah University Chhindwara. The college offers facilities for pursuing post-graduate courses and researches in arts science, commerce, under affiliation of Raja Shankar Shah University Chhindwara. The College may undertake various research-seminars, financed by external agencies/bodies, from centre or state.

### **Organizational and Administrative chart: As indicated in Annexure I and II.**

### **Expectation of the college from the public for enhancing its effectiveness and efficiency:**

The college expects support from citizens of the country as well as persons directly associated with the affairs of the college.

### **Arrangements and methods made for seeking public participation/contribution:**

Public involvement in the affairs of the College is limited, but it is through nomination of people in the Janbhagidari committee and Autonomous body of college, by M.P. Govt.

### **Mechanism available for monitoring the service delivery and public grievance resolution.**

Management of the various activities/functions of the college are supervised by the Principal, through the designated authorities of the committees constituted, with one convenor and 02, 03, 04-or 05 members, for different committees, pl. login in the website of the college, [www.jhgovtbetul.com/about-us/](http://www.jhgovtbetul.com/about-us/) .

**Working hours of the College: Office hours: 10.00 a.m. to 6.00 p.m. (Monday to Friday), leave on every Saturday, for non-teaching staffs (office staffs) only. For academic calendar 22-23 and others pl. visit to college website- [www.jhgovtbetul.com/about-us/](http://www.jhgovtbetul.com/about-us/)**

### **Section 4(1)(b)(ii)**

#### **Powers and duties of the officers and employees:**

The principal of the college is the main academic and executive officer of the institution. He is responsible for appropriate administration, instruction and management of affairs of the college. Other authorities like the, Committees of the college, autonomous (Self finance) departments, Academic Council, the Finance Committee and the departments /Faculties, work in accordance with The Acts/statutes, /directions/rules/orders/ordinances by UGC/University/ and M. P. Higher Education, or in concise, whole staff teaching / non-teaching, work under principal, complying The Acts/statutes, /directions/rules/orders/ordinances by UGC/University/and M.P. Higher Education.

### **Section 4(1)(b)(iii)**

#### **Procedure followed to take a decision on various matters:**

Decisions in various matters/issues are taken by the appropriate authority/committee of the college under supervision of principal, as per the procedures/rules/regulations laid down under various Ordinances, sub rules and sub-regulations issued time to time by UGC, Higher education of M. P. and affiliation giving university, Raja Shankar Shah University Chhindwara.

### **Section 4(1)(b)(iv)**

#### **Norms set by the college for the discharge of its functions:**

Norms and standards for various activities of the College are set according to rules, regulations, directions, notifications, and ordinances issued time to time by a competent authority, like, UGC, M.P. Higher Education, and university concerned.

The administrative and DDO power is vested with Principal of the College, and different committees constituted work under supervision of principal.

some committees work has been highlighted here, just for an example but for details, **you are requested to visit the website of the college.eg. [www.jhgovtbetul.com/about-us/](http://www.jhgovtbetul.com/about-us/)**

Academic Council (AC) is the academic body of the college, works following The Statutes and the Ordinances, issued by UGC, M. P. Higher Education, and affiliation giving university, time to time, it exercises control and general regulation over academic affairs. It is responsible for the maintenance of the standards of instruction, education and examination of the college and other academic matters.

Admission Committee works under guidance of higher education and follows the rules and regulation laid down by it and in case of any doubt/ambiguity committee takes clarifications and guidance from Higher Education Department, Bhopal, M. P.

#### **Section 4(1)(b)(v) Rules, regulations and instructions used:**

College in a whole, means all committees, all cells, in their function follow the Ordinances/rules/regulations/ notifications/ subrules issued time to time by the affiliation giving, Raja Shankar Shah University Chhindwara, M. P. Higher Education, and UGC.

For admission in all the courses (under-graduate/postgraduate/research), etc., regulations/instructions/rules/concessions issued by UGC, M.P. Higher Education Department.

Teaching/ Non-teaching Employees (Terms & Conditions of Service) Rules, 1973 Govt. of M.P.

Fundamental Rules and Supplementary Rules of Government of M.P.

#### **Section 4(1)(b)(vi)**

##### **Official documents and their availability:**

- Staff list, gazetted and non-gazetted, with contact numbers and address,
- Committees constituted in the college under supervision of principal, year wise.
- Stores, where a record of college property is maintained.
- Immovable property record of the staff members year wise.
- Various admission related documents, fees record, etc.
- M.P. Higher Education academic Calendar
- Annual Report of the college, year wise.
- Certified Annual Accounts, Govt, and UGC, year wise.
- Audit reports.
- Results of under/ post graduate classes/ self-financed courses, year wise.
- Different Scholarships/concessions/ award/ schemes given/ sanctioned to students; year wise.
- **For detail, pl. visit college website. [www.jhgovtbetul.com/about-us/](http://www.jhgovtbetul.com/about-us/)**

**\*Note:** Confidential matters pertaining to examinations, paper setting, evaluation of answer note books, and committees decisions are kept confidential and are not likely to be disclosed in public domain.

#### **Section 4(1)(b)(vii)**

#### **Mode of public participation:**

Only Janbhagidari and Autonomous body of the college have public participation and members are nominated by Govt. of M.P.

#### **Section 4(1)(b)(viii)**

#### **Court, Councils, Committees, Faculties, Departments, Boards etc. under the College:**

- Academic Council as provided in the University Statutes
- Finance Committee as provided in the University Statute
- Faculties as provided in the University Statute
- Departments as provided in the University Statute
- Research/ Degree/post degree, courses (Sciences, Arts, and commerce) as provided in Ordinance of the University.
- Examinations as provided in ordinance of university.

#### **Section 4(1)(b)(ix)**

#### **Directory of officers and employees:**

It is available on college website [www.jhgovtbetul.com/about-us/](http://www.jhgovtbetul.com/about-us/)

#### **Section 4(1)(b)(x)**

#### **Monthly remuneration received by each of its employee:**

The pay scales of teaching staff are as prescribed/ notified by the University Grants Commission, and for nonteaching staff as prescribed by State Government of Madhya- Pradesh.

#### **Section 4(1)(b)(xi)**

#### **Budget allocated to each agency:**

The budget allocation to each of agency is by Govt. of Madhya-Pradesh, and UGC, for detail, pl. visit website of the college. [www.jhgovtbetul.com/about-us/](http://www.jhgovtbetul.com/about-us/)

#### **Section 4(1)(b)(xii)**

#### **Manner of execution of subsidy programmes:**

Subsidy programmes are executed in the college as per direction of M.P. Govt. for detail, pl. visit website of the college. [www.jhgovtbetul.com/about-us/](http://www.jhgovtbetul.com/about-us/)

**Section 4(1)(b)(xiii)**

**(a) Concessions granted by the college:**

Various concessions that are available to various categories of students in admission to various courses are given in the directory of the college.

The reservations are given and affected with decision taken by or directions from the State Government of M.P.

Details of such concessions are available in the directory of the college for respective courses in college.

**Section 4(1)(b)(xiv)**

**Information available in electronic form:**

All the relevant information's, which are important to be disclosed/published in public domain, as well as the academic and sports Calendar and relevant rules of the College are available on the College website: [www.jhgovtbetul.com/about-us/](http://www.jhgovtbetul.com/about-us/)

**Section 4(1)(b)(xv)**

**Means, methods and facilities available to citizens for obtaining information:**

Through the notice boards, directory of the college, academic and sports Calendars and various other rules which are available in print as well as on the **Website [www.jhgovtbetul.com/about-us/](http://www.jhgovtbetul.com/about-us/)**. Priced information may be obtained by paying the stipulated amount.

Unpriced information for the general public is disseminated occasionally through press releases, advertisements etc. These are available on the college website –[www.jhgovtbetul.com/about-us/](http://www.jhgovtbetul.com/about-us/)

**Section 4(1)(b)(xvi)**

Public Information Officer –Dr. Rakesh Kumar Tiwari, Cont. No. 9425068409

Assistant Public Information Officer - Prof. Ashok Dabhade, Cont. No. 8989507909

Appellate Authority – Additional Director of Higher Education, Division- Narmadapuram, M.P.

**Other information Section 4(1)(b)(xvii)**

The person seeking information may apply on a plain paper giving particulars of information being sought and his/her correct address for communication. Separate applications for seeking information on different subjects are required. The application has to be accompanied with the prescribed fee (at present a fee of Rs. 10/-). The fee is payable with each application which is

towards the cost of processing the request. The schedule of fees can be obtained from the Public Information Officer of the college. **For the time being the rates are as follows:**

(i) Rs. 2/-per page of A-4 or A-5 size. (ii) Actual cost for sizes bigger than A-4 or A-5, RS.4/-per page (iii) In case of printed material, the printed copies can be had from the College on payment. (iv) In case of photo copies, the rate would be Rs. 2/-per page. (v) If information is needed on a disk or floppy subject to availability of information in soft form, the fee will be Rs. 50/-per disk/floppy. (vi) Admissible records may be allowed to be inspected on payment of Rs. 50/-per hour or part thereof. A major portion of the information will be available from the directory of the college, academic and sports Calendar and other rules as applicable to the College from time to time and printed syllabi for various courses, are available on the website of the college.



**Annexure –I Organization Structure** of Jaywanti Haksar Government Post Graduate College, Betul, Madhya Pradesh:- Principal (Head of Institution), Autonomous Committee, and others Committees, Faculties/ Departments

**Annexure –II Administrative Set-up** of Jaywanti Haksar Government Post Graduate College, Betul, Madhya Pradesh:- Principal, administrative officer,(Principal), Professor, Associate Professor, Assistant Professor, Sport Officer, Librarian, Head clerk, accountant, UDC, LDC, Laboratory Technicians, Lab-Attendant, Peon, Gasman, Library-Attendant, Gardner, Sweeper, Chowkidar.