



CHAKDAHA COLLEGE

P.O.- Chakdaha, Dist.- Nadia, Pin.- 741222

Re-accredited B+ by NAAC :: Affiliated to University of Kalyani

Website: www.chakdahacollege.ac.in :: E-mail: chakdahacollege1972@gmail.com

Ref.

Date:

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

The particulars of the organization

Sl. No.	Title	Details
1.	Name of the Organization	CHAKDAHA COLLEGE
2.	Postal address of the organization	Rabindranagar, P.O. & P.S. Chakdaha, Dist. Nadia, PIN-741222
3.	Website	www.chakdahacollege.ac.in
4.	E-mail	chakdahacollege1972@gmail.com
5.	Phone Number	8967300985
6.	Affiliation	Affiliated to University of Kalyani
7.	Recognition	Recognized by UGC 2(f) and 12(B)
8.	The founder	Sri Haridas Mitra
9.	Principal & Secretary to G.B.	Dr. Swagata DasMohanta
10.	President	Sri Dipak Chakraborty

About the College:

The November of 2021 marked the Golden Jubilee of Chakdaha College. With fifty years trailing behind it, the college today stands resolute and sturdy. Bearing the torch of education, it continues to work for the social and moral upliftment of its students. In its moment of inception in 1972, the college was born humbly and out of meagre means, conducting classes in a borrowed space and with a strength of only 76 students enrolled in merely 2 courses. The college has come a long way since then. Today it offers two sections via morning and day and a total of 17 courses which include 14 Honours and 3 General subjects. It is home to an overwhelming strength of nearly 8000 students. With 51% of the total strength being female, the college bears the marker of social progress in suburban Bengal. Further, the collection of nearly 28,000 books that the college library retains adds to its progressive spirit and motif.

Founded by the then-deputy speaker of West Bengal, Sri Haridas Mitra, the college is today governed by abled hands. At present under the able leadership of Dr. Swagata DasMohanta, Hon'ble Principal, the College is trying to reach the peak of development in every aspect. The two pivotal bodies, the teaching staff with 104 members and the non-teaching staff with 32 members, contribute their own share relentlessly to the smooth functioning of the college.



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While the college continues to dispense its responsibilities in the field of education with discipline, regularity and sincerity, it has never stood aloof from dispensing its responsibility in the larger field of life. Amidst the carnage of the pandemic, Chakdaha College donated an Oxygen Concentrator to Chakdaha State General Hospital, funded by the college staff and also managed to administer free oxygen service to the local people with the help of the non-teaching staffs. Aware of the debilitating impact the pandemic had on the marginalized section, the college was swift in adopting the Lodha village with around 350 members scattered across 81 families. From distributing food and other necessary amenities to arranging a free Health Check-Up for the Lodha women during the Golden Jubilee celebrations, the college has constantly stood by the community. The students were also allowed a considerable concession in their fees during the pandemic. It is this holism that the seven-day-long Golden Jubilee celebrations reflected last year. The unveiling of the bust of Ishwar Chandra Vidyasagar, the inauguration of the exhibition room, the arrangement of a blood donation camp, the academic seminars, the cultural programme by the students and the alumni, and the felicitation of Honorable guests – all are but figments commemorating its fiftieth year. The legacy of adding feathers to the cap is however old and ongoing. The students are at the forefront of this legacy. The latest being the Governor Medal won by Supriya Talukder in 2022, who as an NSS member had the opportune to attend the Republic Day Camp as well. As the stories of pride and glory swell, the college journeys on.

Vision:

- ✓ To impart quality higher education to students through proper channelization of their capacities, proper modes of evaluation, promotion, modernization and sustenance, paving the way for a self-dependent and benevolent society purged of all superstitions.

Mission:

- ✓ To make the college a leading higher education institute.
- ✓ To impart education in all the contemporary basic fields with subject-wise specialization.
- ✓ To sustain as well as to enhance the quality of education.
- ✓ To help the neighboring society in all feasible ways.
- ✓ To impart value-based education to make the students responsible citizens in future.
- ✓ To maintain transparencies in all college activities.



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Objectives:

1. To provide a comprehensive and quality education to our students that enables them to realize their potential and self- worth in all spheres of national and global life.
2. To emphasize all round physical, mental and spiritual development of our students.
3. To orient our students to develop their social responsibilities, mutual trust & faith, and motivation of team work through their participation in N.C.C., N.S.S. programmes, field visits, college games & sports, cultural functions etc.
4. To promote and practice an inclusive development in higher education through the creation and maintaining institutional values and ethos in a multi-cultural society without any religious, social, cultural and communal superstitions.
5. To equip our students with modern technologies through the use of ICT in higher education so that they evolve as leaders and transforming agents in the present Knowledge Based Society.
6. To motivate and encourage our students to participate in research and higher education.
7. To create vistas of career and placements for the students in their future lives.

Governance:

The practice of good governance of Chakdaha College is reflected through its Vision, Mission and Objectives. The participation of both the teaching and non-teaching staff in different decision-making bodies make it possible for successful implementation of the resolutions taken time to time for the benefit of the institution. The governance of the institution is carried out chiefly with the support of following bodies constituted as per rules of the UGC, Higher Education Department, Govt. of West Bengal and University of Kalyani.

- * Governing Body (G.B.)
- * IQAC
- * Finance Sub-Committee
- * Academic Sub-Committee
- * ICC
- * Grievance Redressal Cell, etc.

Working Hours:

Morning Section: 6.45 a.m. to 10.45 a.m.

Day Section: 11.00 a.m. to 5.00 p.m.

Library: Morning Section: (8.30 a.m. to 10.30 a.m.) Monday to Saturday except Tuesday
Day Section: (11.00 a.m. to 5.00 p.m.) Monday to Friday and
(11.00 a.m. to 2.00 p.m.) on Saturday



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Section 4(1) (b) of RTI Act, 2005 is as follows:

Right to information-Subject to the provisions of this Act, all citizens shall have the right to information.

4. Obligations of public authorities.--(1) Every public authority shall-- (b) publish within one hundred and twenty days from the enactment of this Act,--

(i) **The particulars of its organization, functions and duties:**

Chakdah College is one of the best Academic Institution in Nadia District affiliated under University of Kalyani and it offers UG (Hons. and Programme) courses in different subjects. Our College is also recognized as study centre of NSOU and DODL, K.U. to offer many P.G. programmes through distance mode. The details about our Institution is available in the College website and statute in the University of Kalyani.

(ii) **The powers and duties of its officers and employees**

- Principal: Take care of the overall concern of academic, administrative and financial matters
- Bursar: In-charge of the accounts section of the College, check and sign all the bills prepared by the accounts section, looking after the maintenance of office ledger, cash book etc.
- Teachers: Involved in teaching-learning process, research work and publishing of research articles, examination related duties, organizing seminars, conferences etc., to assist the College authority in different academic and administrative purposes.
- Librarians: Overall charge of the Central Library
- Non-teaching staff: Involved in day-to-day College office activities, to assist the College authority in different academic and administrative purposes



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

The various sub-committees under Teachers' Council and Non-teaching staff of the college take decisions on various agenda after a thorough discussion among themselves and in consultation with the IQAC and then the decisions are forwarded to the Hon'ble Principal. All the decision are discussed in the G.B. for further approval.

The Governing Body (G.B.) of the College is the apex body which takes all academic, administrative and financial decisions which are implemented through proper channel. The Hon'ble Principal, being the ex-officio Secretary of the G.B., supervises the overall process.

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

See point (ii)

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

All the employees follow the rules and regulations of UGC, Department of Higher Education, Govt. of West Bengal and its affiliating university, University of Kalyani and discharge their duties accordingly.

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

- Statute of University of Kalyani
- Notifications served by the Department of Higher Education, Govt. of West Bengal
- UGC/ROPA rules for fixation of pay
- College Service Commission requisitions
- Academic calendar served by the University of Kalyani, etc.

(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:

As per Govt. rules, there is a provision for representation from different stakeholders from the society as the honorable members of the in the IQAC and Governing Body. The members take part in the different meetings and give their valuable suggestions on different policy making issues and other relevant matters.



C H A K D A H A C O L L E G E

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(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

- (a) IQAC
- (b) Finance Sub-committee
- (c) Admission
- (d) Academic and Internal Examination Monitoring Cell
- (e) Cultural Cell
- (f) Career Counselling and Placement Cell
- (g) ICC
- (h) Anti-Ragging
- (i) Grievance Redressal
- (j) Covid-19
- (k) UGC sub-committee
- (l) SC/ST/OBC and Minority Cell
- (m) Discipline and Vigilance Sub-committee and many other sub-committees, etc.

All the sub-committees/ cells do their meeting regularly, discuss on important agenda and takes vital decision and take necessary measure to implement theme accordingly.

The objectives of the sub-committees are available in the College website. The minutes of the IQAC are also available in the College website and are open to the public.

(ix) A directory of its officers and employees:

List of all the Teaching and Non-Teaching staff with affiliation is available at the website.

(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 received by the Principal and each staff are as per the rules laid down by the Department of Higher Education, Govt. of West Bengal.

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

Please go through the College website for budget allocation.



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

The College has a specific policy to waive fully the fees of the physically challenged students and a part of fees for poor but meritorious students through a well-planned mechanism. For no. of beneficiaries and amount allocated for such programme please go through point no. (xiii).

- (xiii) Particulars of recipients of concessions, permits or authorizations granted by it**

Name of the Scheme	No. of Students Received the Scholarship and Amount					
	2017-2018	2018-2019	2019-2020	2020-2021	2021-2022	2022-23
Kanyashree Prkalpa (K1)	175 (Rs. 87500.00)	137 (Rs. 68500.00)	107 (Rs. 80250.00)	6 (Rs. 4500.00)	3 (Rs. 2250)	-
Kanyashree Prkalpa (K2)	696 (Rs. 17400000.00)	653 (Rs. 16325000.00)	684 (Rs. 17100000.00)	111 (Rs. 2775000.00)	8 (Rs. 200000.00)	-
SVMCM Scholarship	233 (Rs. 3168000.00)	369 (Rs. 4890000.00)	643 (Rs. 8490000.00)	1088 (Rs. 14394000.00)	1873 (Rs. 24726000.00)	3475 (Rs. 44328000.00)
OASIS Scholarship	90 (Rs. 290520.00)	279 (Rs. 947160.00)	58 (Rs. 202320.00)	-	-	481 (Rs. 1666800.00)
Aikyashree Scholarship	NA	NA	150 (Rs. 990000.00)	481 (Rs. 3174600.00)	381 (Rs. 2514600.00)	407 (Rs. 2686200.00)
DST-INSPIRE	NIL	1 (Rs. 60000.00)	NIL	NIL	01 (Rs. 60000.00)	-
Student Aid Fund	28 (Rs. 35310.00)	35 (Rs. 43220.00)	388 (Rs. 333310.00)	31 (Rs. 38313.00)	57 (Rs. 54870.00)	-

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

Major information about the College is available in our College website and notices are also served to the students and staff through College website, College FaceBook page and respective 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**

- There is an information desk for obtaining any information.
- Verification and attestation of documents
- A few of College rooms are used by the Chakdaha Block Office for different election related matters
- Almost all the rooms and the College premises are available to the citizens during general election process, different Govt. examinations and Talent search examinations as and when requisitioned by the Govt.
- Any general citizen can use the library with prior permission from the Hon'ble Principal.

Working Hours: 10.00 a.m. to 5.00 p.m.



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

The Governing Body of the Chakdaha College has appointed the following two Teachers to deal with the appeal under RTI Act, 2005.

State Public Information Officer:

Dr. Iftikar Alam, Assistant Professor
Department of Geography, Chakdaha College
Rabindranagar, P.O. Chakdaha, Dist. Nadia, Pin-741222
Mobile: 9434530829 E-Mail: chakdahacollege1972@gmail.com

Appellate Authority:

Dr. Paritosh Biswas, ASSOCIATE PROFESSOR
Department of Chemistry, Chakdaha College
Rabindranagar, P.O. Chakdaha, Dist. Nadia, Pin-741222
Mobile: 8250452770 E-Mail: chakdahacollege1972@gmail.com

Any application in this respect may be sent to:

Dr. Iftikar Alam, State Public Information Officer & Assistant Professor,
Department of Geography, Chakdaha College
P.O. Chakdaha, Dist. Nadia, Pin-741222. E-Mail: chakdahacollege1972@gmail.com

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

The full text of the Act and frequently asked questions for implementation of the act are available on the website <https://rti.gov.in/> and www.rtionline.gov.in

Almost all other information is given in the College website time to time.


(Dr. SWAGATA DASMOHANTA)
Principal, Chakdaha College
Principal
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