

Statutory Declaration Under Section 4 (1) (B) of Right To Information
(RTI) Act –2005

(D) PARTICULARS OF THE ORGANIZATION, FUNCTION AND DUTIES

Name of the Institution: Swatantrata Sangram Senani Vishram Singh Government Post Graduate
College, Chunar, Mirzapur

Type of Institution: PG (Post Graduate)

College Address: Chunar, Mirzapur-231304

Year of Establishment: 1996

Affiliating University: Mahatma Gandhi Kashi Vidyapith

UGC Recognition: 2(f) and 12(B) of the UGC Act

Head of the Institution:

Principal: Dr. Pradip Narayan Dongre

Contact Number: (Mobile) 9450237856

Email: pradipndongre1965@gmail.com

Website: <http://sssvsgpgcchunar.ac.in/>

Working Hours:

College Office Time: From 10:00 A.M. to 4:00 P.M.

Class Time: From 10:00 A.M. to 4:00 P.M.

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

Courses Offered in UG:

1. B.A. Economics
2. B.A. English
3. B.A. Medieval and Modern History
4. B.A. Sociology
5. B.A. Political Science
6. B.A. Hindi
7. B.A. Sanskrit
8. B.A. Physical Education
9. B.Com

10. B. Sc. Mathematics
11. B. Sc. Chemistry
12. B. Sc. Physics
13. B. Sc. Zoology
14. B.Sc. Botany

Courses Offered in PG:

1. M.A. Economics
2. M.A. English
3. M.A. Medieval and Modern History
4. M.A. Political Science
5. M.A. Hindi
6. M.A. Sanskrit
7. M. A. Sociology
8. M. Sc. Mathematics
9. M. Sc. Chemistry
10. M. Sc. Physics
11. M. Sc. Zoology
12. M.Sc. Botany

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 neighbouring area for whom the prospect of higher education seems 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 society.

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

- **Principal:** The principal is Class 1 Gazetted officer of Uttar Pradesh Higher Education Service. He 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 Confidential Report (CR) of the staff and contract faculties also constitutes one of his major duties.
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- **Faculty:** Faculty members are selected through Uttar Pradesh Public Service Commission. They are also Class 1 Gazetted officer of Uttar Pradesh Higher Education Service Cadre. Teaching, mentoring, and counselling 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-around 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 staff 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.

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

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 document	to the Held by/ under the control of.
1	Administration	Organization and Employees	Available at the institution.	Director, Higher Education
2	Students Related	Students Registration Record, Exam-related records (marks, results, etc.)	Available at the institution	Office Superintendent
3	Financial Related	Budget, Expenditure, Salary and Contingencies.	Available at the institution	Office Superintendent
4	Others		Available at the institution and website.	Office superintendent and webmaster.

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

RTI Nodal Officer	Dr. Arunesh Kumar, Assistant Professor, Department of History Ph: +91 9454729509
Appellate Authority	Dr. Pradip Narayan Dongre, Principal Ph: +91 9450237856

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

Not available

<https://rtionline.gov.in/>