



**BAMANPUKUR HUMAYUN KABIR MAHAVIDYALAYA**  
*[Affiliated to the West Bengal State University and Recognised under section 2(f) and 12B  
of the UGC Act]*

ESTD. – 2007

**BAMANPUKUR • NORTH 24 PARGANAS • PIN – 743425 • WEST BENGAL  
(NAAC ACCREDITED)**



**RTI - INFORMATION HANDBOOK UNDER RIGHT TO INFORMATION ACT-2005**

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# **RTI - INFORMATION HANDBOOK UNDER RIGHT TO**

## **INFORMATION ACT-2005**

Preamble: The Right to Information Act, 2005, intends to set out the practical regime of Right to Information of citizens to enable them to access the information under the control of the public authority to promote transparency and accountability in the working of such authority. Section 2(h) of the Act defines "public authority" as 1.any authority or body or institution of self-governance established or constituted by or under the Constitution; 2. by any other law made by the Parliament; 3. by any other law made by State Legislature; 4. by notification issued or order made by the appropriate Government and includes anybody owned, controlled or substantially financed; non-government organization substantially financed, directly or indirectly by funds provided by the appropriate Government.

Following the provisions contained in section 2(j) of the Act, "Right to Information" means the right to information accessible under this Act which is held by or under the control of any public authority and include the right to 1. inspection of work, documents, records; 2. taking notes, extracts or certified copies of documents or records; 3. taking certified samples of material; obtaining information in the form of diskettes, floppies, tapes, video cassettes or in any other electronic mode or through print outs where such information is stored in a computer or in any other device. BHK Mahavidyalaya Information Handbook will enable the citizens to obtain information as to the provisions contained in various rules and regulations governing the college; and related information. This RTI Information Handbook deals with units of information as delineated under section 4(1) For ease of reference, this is given below.

Every public authority shall a. Maintain all its records duly catalogued and indexed in a manner which facilitates the right to information under this Act and ensure that all records that are appropriate to be computerized are, within a reasonable time and subject to availability of resources, computerized and connected through a network all over the country on different systems so that access to such records is facilitated; b. Publish within one hundred and twenty days from the enactment of this Act, i. The particulars of its organization, functions and duties; ii. The powers and duties of its officers and employees; iii. The procedure followed in the decision-making process, including channels of supervision and accountability; iv. The norms set by the college for the discharge of its functions; v. The rules, regulations, instructions, manuals and records, held by it or under its control or used by its employees for discharging

its functions; vi. A statement of the categories of documents that are held by it or under its control; vii. The particulars of any arrangement that exist for consultation with, or representation by, the members of the public in relation to 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 its advise, and as to whether meetings of those boards, councils, committees of such meetings are accessible for public; ix. A directory of its officers and employees; . The monthly remuneration received by each of its officers and employees, including the system of compensation as provided in its regulations; xi. The budget allocated to each of its agencies, indicating the particulars of all plans, proposed expenditures and reports on disbursements made; xii. The manner of execution of subsidy programmes including the amounts allocated and the detail of beneficiaries of such programmes; xiii. Particulars of recipients of concessions, permits or authorizations granted by it; xiv. Details in respect of the information, available to or held by it, reduced in an electronic form; 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; xvi. The names, designations and other particulars of the Public Information Officers; xvii. Such other information as may be prescribed; Section 4 b (xii) provides information on the manner of execution of subsidy programmes. This programme per se is not applicable to BHK Mahavidyalaya.

Section 4(1)(b)(i) The particulars of the Organization, Functions and Duties-Name of the Organization BHK Mahavidyalaya Establishment-2007 Working hours of the College- Office: 10.00 a.m. to 05.00 p.m. (Monday to Saturday) Teaching-10.00 a.m. to 05.00 p.m. (Monday to Saturday) BHK Mahavidyalaya Contact Phone: 9830362656 Website <http://bhkm.org> . BHK Mahavidyalaya is an affiliated college maintained by the West Bengal State University . It is a co-educational Institute.

Brief History of College : Bamanpukur Humayun Kabir Mahavidyalaya has been a long awaited and cherished dream of the locality. Though initiated in 1973, the college could not proceed for a couple of years for certain manifest and latent reasons until the local panchayat, panchayat samity , M.L.A. and M.P came forward with their Local Area Development schemes with certain specific assistance from the Government of West Bengal and Sunderban Development Board.The college deeply acknowledges the generous monetary contributions of the inhabitants of Minakhan Block, specifically the people of Bamanpukur. Local school management committees, teachers, non-teaching staffs and students of

Bamanpukur Sannyasi High School, Minakhan Jatindranath Balika Vidyalaya, Karanchatala Subhasini Bidyapith, Chaital Pallimangal Bidyalaya, Bachra High School, Dhudhurda School and others.

Vision of the College – The College envisions an atmosphere of education which is free from fear, fulfilled with potentialities, thirsty for knowledge and courageous to learn.

Mission of the College- Bamanpukur Humayun Kabir Mahavidyalaya is committed to the cause of empowerment of the young students through unending access to higher education, and enabling them to develop as intellectually vibrant, socially responsible citizens with a strong desire for continuous personal, social, moral and professional development.

Goals of the College- The goals of the College include the achievement of excellence in several disciplines of higher education, extension of facilities to those who are in the backward areas, creation of opportunities for those who are the first generation learners, especially, from the minority communities, scheduled castes and tribes, empowerment of young students so that they can set ideals for those who will step them in future.

Objectives of the College- The objective of the college is to nurture accommodative relationship between the students and the teaching and non-teaching staffs, to extend the scopes for classes including the remedial classes for the backward students, to conduct timely examinations and evaluations, and to attach students with different co-curricular and extra-curricular activities.

Bamanpukur Humayun Kabir Mahavidyalaya offers undergraduate education in humanities, social sciences in accordance with the WB State University curriculum. • It aims for the holistic development of students, and their capacity building through carefully designed academic programs and extramural activities. • Providing opportunities for the holistic development of students. • Providing opportunities for academic upgradation of faculty members • Providing efficient management for students, teaching and non-teaching staff Main activities/functions of the College include: • Conducting teaching for students enrolled in various degree programmes approved by the University. • Providing co-curricular activities, namely, sports, NSS, cultural activities. • Providing opportunities for extra-curricular activities such as dramatics, debating, music, dance, quiz, fine arts etc. • Providing opportunities to faculty for professional development, • Providing and maintaining adequate infrastructure including building, library, laboratories, equipment, canteen, sports and recreational facilities.

Organization and Administrative Machinery 1. A Governing Body, constituted as per Government of West Bengal norms are at work as the highest administrative body of the College. 2. A Teachers' Council is there for the Teaching Staff. Each department has a Teacher-in-Charge, appointed by seniority,3.. The college has a staff council that operates in accordance with ordinance • Norms and standards for various activities of the college are set by the competent authority such as the Governing Body and Staff Council. • The Academic Council is the academic body of the college.. • The Internal Quality Assurance Cell (IQAC) of the college is responsible for initiating activities and programs for the enhancement of standards of higher education in college.

Apart from these there are a number of Statutory Committees which are responsible for their activities as stipulated in their activity list and uploaded in the college website. These committees/cells include 1.Committee for SC/ST/OBC and Student Welfare 2.Grievance Redressal Committee 3.Internal Compliant Committee 4.Anti-ragging Committee 5.Equal Opportunity Cell 6.Womens'Cell 7.Counselling and Progression Cell.

The college website (<http://www.bhkm.org> ), the WBSU website ([www.wbsu.ac.in](http://www.wbsu.ac.in) ) are the repository of information. The person seeking the information may apply on a plain paper giving particulars of information being sought and his/her correct postal address, mobile no. and email 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/-), (cash / DD payable to Principal, BHK Mahavidyalaya/Postal Order). 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 State Public Information Officer (SPIO) of the College. For the time being the rates are as follows:- 1. Rs. 2/- per page of A-4 or A-5 size. 2. Actual cost for sizes bigger than A-4 or A-5. 3. In case of printed material, the printed copies could be had from the college counter. 4. In case of photo copies, the rate would be Rs. 5/- per page. 5. 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. 6. Admissible records may be allowed to be inspected on payment of Rs.150/- per hour or part thereof, before the date and time of inspection of the same.