

## **RIGHT TO INFORMATION ACT (RTI)**

### **INTRODUCTION**

The Right to Information Act aims to set out the practical scheme of Right to Information for citizens to enable them to access the information under the command of public authority to encourage transparency and accountability in the working 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 state legislature or by notification issued by the appropriate government. It includes body owned, controlled or substantially financed by the government.

In accordance with the provisions contained in section 2(j) of the Act, Right to Information means right to information attainable under this Act which is held by or under control of a public authority.

#### **The Preamble to the RTI Act 2005 states:**

“An Act to provide for setting out the practical regime of right to information for citizens to secure access to information under the control of public authorities, in order to promote transparency and accountability in the working of every public authority, the constitution of a Central Information Commission and State Information Commissions and for matters connected therewith or incidental thereto.

Whereas the Constitution of India has established democratic Republic;

And whereas democracy requires an informed citizenry and transparency of information which are vital to its functioning and also to contain corruption and to hold Governments and their instrumentalities accountable to the governed;

And whereas revelation of information in actual practice is likely to conflict with other public interests including efficient operations of the Governments, optimum use of limited fiscal resources and the preservation of confidentiality of sensitive information;

And whereas it is necessary to harmonise these conflicting interests while preserving the paramountcy of the democratic ideal;

Now, therefore, it is expedient to provide for furnishing certain information to citizens who desire to have it.

Be it enacted by Parliament in the Fifty-sixth Year of the Republic of India as follows..."

### **UGC DIRECTIVE**

Implementation of 'The Right to Information Act, 2005' in the Universities / Colleges.

The Right to Information Act, 2005 (22 of 2005) has been enacted by the Parliament and has come into force from 15 June, 2005. This Act provides for right to information for citizens to secure access to information under the control of public authorities in order to promote transparency and accountability in the working of every public authority. All Universities and Colleges established by law made by Parliament or by State Legislature or by notification by the appropriate Government or owned, controlled or substantially financed directly or indirectly by funds provided by the Government shall come within the meaning of a Public Authority under this Act.

Whereas, some provisions of this act have come into effect immediately on its enactment (that is on 15 June 2005), other provisions shall come into effect on 100 / 120 days of its enactment. All universities and colleges are therefore advised to carefully go through this Act and take necessary steps for implementation of various provisions including proactive disclosure of certain kind of information. Such information shall be made available to the public at large through the website by the concerned university/college.

### **DIRECTIVE OF THE GOVERNMENT OF WB**

- a) Memo No. ED-1964/2017 dated, Kolkata, the 22nd September, 2017
- b) Memo No.O No. 209(3)-HE(Estt.)/10M-04/10 Dated Kolkata 12/02/10

### **FIRST APPELLATE AUTHORITY (FAA) AND PUBLIC INFORMATION OFFICER (PIO)**

In adherence to RTI Act 2005, UGC Directive and Directive of Government of West Bengal, the FAA and PIO of Maheshtala College are –

**A) FIRST APPELLATE AUTHORITY**

Dr. Rumpa Das  
Principal, Maheshtala College  
Email: principal@maheshtalacollege.ac.in  
Phone number: 9433824533

**B) PUBLIC INFORMATION OFFICER**

Dr. Indrani Ghosal  
Associate Professor in Bengali, Maheshtala College.  
Email: i.ghosal62@gmail.com  
Phone number: 9051047493

**C) SECTION 4(1) (a) OF THE RTI ACT 2005**

Maheshtala College retains all its records duly catalogued and indexed in a manner and the form which enables the right to information under this Act and ensures that all records that are relevant to be computerized are, 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.

**RTI CELL**

Maheshtala College has RTI Cell to help the PIO and FAA and to expedite the process of adhering to the provisions of Law when RTI Application is received, and to maintain and update records as required by RTI Act 2005 particularly Section 4(1)(b) of the RTI Act 2005

The RTI Cell is under overall administrative supervision of the Principal. The FAA and PIO are members of the RTI Cell. Office peons also act as peons of the RTI Cell.

## **DECLARATION UNDER SECTION 4(1)(b) OF THE RTI ACT 2005**

### **1. The particulars of its organisation, functions and duties;**

Details are mentioned in the website of the institution.

### **2. The powers and duties of its officers and employees;**

The powers and duties of the Governing Body and Secretary, Governing Body (Principal) are as per The West Bengal College Teachers (Security of Service) Act, 1975, The West Bengal Universities and Colleges (Administration and Regulation) Act, 2017, and "The Statutes Relating To The Constitution, Power and Functions of the Governing Bodies of the College other than Government Colleges" of University of Calcutta.

The powers and duties of the Principal are as per The West Bengal College Teachers (Security of Service) Act, 1975, The West Bengal Universities And Colleges (Administration And Regulation) Act, 2017, University of Calcutta's "The Statutes Relating To The Constitution, Power and Functions of the Governing Bodies of the College other than Government Colleges", and University of ' Calcutta's "Statutes Relating To Terms And Conditions Of Service And The Minimum Emoluments Of Principals And Teachers Of All Colleges Affiliated To The University Other Than Government Colleges"

The powers and duties of other Officers are as per Act, Statute and Government Orders issued time to time, and also as per Rules framed by the Governing Body

The powers and duties of the Teachers' Council are as per Regulations of the University of Calcutta, and Act, Statute and Government Orders

The powers and duties of the Students' Union/ Students' Council are as per Regulations of the University of Calcutta and Act, Statute and Government Orders

**3. The procedure followed in the decision-making process, including channels of supervision and accountability;**

The Governing Body is the highest decision-making body of the College. The Principal is the Head of Office and is in overall charge of the administration of the College. Committees/Sub-Committees formed by the Governing Body advises the Principal on Academic, Administrative and Financial matters. The Internal Quality Assurance Cell (IQAC) assures the quality of the College. The Teachers' Council and Sub-Committees formed by Teachers' Council advises the Principal on Academic and Administrative matters. Four Teachers and two Non-Teaching Staffs are Governing Body Members and participate in the decision-making process. The Students' Union and Sub-Committees of the Students' Union advise the Principal on matters relating to Students. The G.S, Students' Union is a Governing Body Member, and participates in the decision-making process.

The Governing Body supervises all affairs of the College. The Principal supervises Academic and Administrative affairs of the College.

Accountability is ensured following relevant Rules and Regulations.

**4. The norms set by it for the discharge of its functions;**

Norms are set by the Governing Body. In some cases, norms are formed by the Teachers' Council and Sub-Committees of Teachers' Council, and in some cases, norms formed by the Teachers' Council and Sub-Committees of Teachers' Council are approved by the Governing Body

**5. The rules, regulations, instructions, manuals and records, held by it or under its control or used by its employees for discharging its functions;**

All rules, regulations, instructions, manuals and records of UGC, University of Calcutta and the Government of West Bengal relating to State-aided Non-Government College as updated and amended time to time are held by the College in both Hard Copy and Soft Copy.

**6. A statement of the categories of documents that are held by it or under its control;**

The files on the subject matters dealt within each section, the rules and procedures published by the Government

**7. 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 there of;**

Parent-Teacher meetings and meeting with Alumni are held centrally and at departmental level for consultation with stakeholders and to formulate policy and implementation there of

**8. 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;**

Governing Body – Details are mentioned in the college website.

IQAC: <https://www.maheshtalacollege.ac.in/iqac>

Statutory Committees – <https://www.maheshtalacollege.ac.in/>

**ANNUAL REPORT U/S 19(8)(a)(vi) OF THE RTI ACT 2005:**

	Opening Balance as on 01/01/2022	Received during the Year (including cases transferred to other Public Authority)	No. of cases transferred to other Public Authorities	Decisions where requests/appeals rejected	Decisions where requests/appeals accepted
Requests	0	0	0	0	0
First Appeals	0	0	0	0	0
No of Cases where disciplinary action taken against any Officer			0		

No. of SPIOs designated	No. of A SPIOs designated	No. of AAs designated
0	0	0

Section 8(1)										Section			
a	b	c	d	e	f	g	h	i	j	9	11	24	Other
-	-	-	-	-	-	-	-	-	-	-	-	-	-

Application fee Amount	Fees for information	Penalties Amount
Nil	Nil	Nil

Last date of Uploading the Pro-active disclosures on the website of PA	
Name of the person who is entering updating data	Dr. Rumpa Das
Designation of the person who is entering/updating data	Principal