Govt. College for Women, Mahendergarh

Disclosure Under Section 4(1)(b) of Right To Information Act, 2005

4(1) (b)

1. **The particulars of its organization, functions and duties; Organisation**

Government College for Women, Mahendergarh is a Government institution under the Department of Higher Education, Haryana. The college is affiliated with Indira Gandhi University, Meerpur, Rewari. It is situated in Mahendergarh, Haryana-123029. The college has—non- teaching staff members and teaching staff members including technical staff.

**Functions and Duties**

The institute performs following functions:

* 1. It imparts education to U.G. students in all the three streams viz. Arts, Commerce and Science (N.M.) and P.G Students ( English, Commerce, Geography
  2. It organizes various co-curricular activities through its various cells such as Women Cell, N.S.S. Red Cross etc.

1. **the powers and duties of its officers and employees:**

The teaching staff members take lectures as per syllabus and workload norms of the affiliating university/Higher Education department, Haryana.

The non-teaching staff members perform ministerial duties and other functions as per need of the institution.

1. **the procedure followed in the decision making process, including channels of supervision and accountability:**

| **Sr. No.** | **Channel of Supervision** |
| --- | --- |
| 1 | Principal |
| 2 | College Council comprising 05 senior most Assistant/Associate Professors |
| 3 | Teaching staff members |
| 4 | Deputy Superintendent (vacant) |
| 5 | Assistant Superintendent |
| 6 | Clerks, L.A.s |
| 7 | Peon, Chowkidar etc. |

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

The guidelines framed by the Department of Higher education, Haryana on various subjects are kept in view while processing the proposals.

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

Instructions issued by the Department of Higher Education, Haryana on the rules, regulations, instructions, manuals and records, held by it or under its control or used by its employees for discharging its functions are held in records as per rules.

1. **a statement of the categories of documents that are held by it or under its control** Guidelines/instructions issued from time to time and Instructions on academic matters are held by the institute.
2. **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 except as members of Alumni association, Anti-Sexual harassment cell.

1. **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.

**(xi)a directory of its officers and employees ; Teaching Staff:**

| Sr. No. | Name | Designation |
| --- | --- | --- |
| 1 | Sh. Mahender Singh | ASSOCIATE PFOFESSOR |
| 2 | Ms. Kavita Rani | ASSOCIATE PFOFESSOR |
| 3 | Dr. Makhan Singh | ASSOCIATE PFOFESSOR |
| 4 | Dr. Mahesh Singh | ASSOCIATE PFOFESSOR |
| 5 | Sh. Tirth Raj Sharma | ASSISTANT PROFESSOR |
| 6 | Ms. Kiran Yadav | ASSISTANT PROFESSOR |
| 7 | Sh. Arun Yadav | ASSISTANT PROFESSOR |
| 8 | Sh. Bharat Soni | ASSISTANT PROFESSOR |
| 9 | Sh. Naveen Kumar | ASSISTANT PROFESSOR |
| 10 | Sh. Ravinder Singh | ASSISTANT PROFESSOR |
| 11 | Sh. Devender Kumar | ASSISTANT PROFESSOR |
| 12 | Sh. Bijender Kumar | ASSISTANT PROFESSOR |
| 13 | Sh. Ved Prakash | EXTENSION LECTURER |
| 14 | Dr. Jyoti Sharma | EXTENSION LECTURER |
| 15 | Smt. Ritu Kaushik | EXTENSION LECTURER |
| 16 | Dr. Chhote Lal | EXTENSION LECTURER |
| 17 | Dr. Sunita Yadav | EXTENSION LECTURER |
| 18 | Dr. Avinash Kumar | EXTENSION LECTURER |
| 19 | Dr. Sharmila Yadav | EXTENSION LECTURER |
| 20 | Dr. Suman Yadav | EXTENSION LECTURER |
| 21 | Dr. Jyoti Sharma | EXTENSION LECTURER |
| 22 | Sh. Subh Ram | EXTENSION LECTURER |
| 23 | Dr. Poonam Yadav | EXTENSION LECTURER |
| 24 | Smt. Manju Yadav | EXTENSION LECTURER |
| 25 | Smt. Annu Yadav | EXTENSION LECTURER |
| 26 | Dr. Ravindra Yadav | EXTENSION LECTURER |
| 27 | Dr. Ashok Kumar | EXTENSION LECTURER |
| 28 | Sh. Basant Kumar | EXTENSION LECTURER |
| 29 | Sh. Praveen Kumar | EXTENSION LECTURER |
| 30 | Dr. Pawan Veer | EXTENSION LECTURER |
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**Non-Teaching Staff**

| Sr. No. | Name | Designation |
| --- | --- | --- |
| 1 | Dinesh Kumar | Assistant |
| 2 | Om Parkash | Clerk |
| 3 | Ms. Poonam | Clerk |
| 4 | Ms. Tarun Lata | Clerk |
| 5 | Sh. Govind Ram | S.L.A. |
| 6 | Sh. Rahul | L.A |
| 7 | Sh. Subash | L.A |
| 8 | Sh. Birender | J.L.A |
| 9 | Sh. Rupesh | L.A |
| 10 | Sh. Pardeep | Computer Instructor |
| 11 | Sh. Sombir Siwach | Computer Instructor |
| 12 | Sh. Dayanand | Peon |
| 13 | Sh. Dinesh | Peon |
| 14 | Sh. Nitesh | Peon |
| 15 | Sh. Joginder | Peon |
| 16 | Sh. Bijender | Chokidar |
| 17 | Sh. Sombir | Chokidar |
| 18 | Sh. Balwan | Chokidar |
| 19 | Sh. Sunil | Chokidar |
| 20 | Sh. Hari Singh | Mali |
| 21 | Sh. Anil Kumar | Mali |
| 22 | Sh. Rambilash | Sweeper |
| 23 | Ms. Vinod Devi | Sweeper |

1. **The monthly remuneration received by each of its officers and employees, including the system of compensation as provided in its regulations ;**

**The officers/staff are in the following pay scale :**

| Sr. No. | Designation | Pay-scale |
| --- | --- | --- |
| 1 | Principal | 37, 400-69, 100+10, 000 GP |
| 2 | Associate Professor | 37, 400-69, 100+9, 000 GP |
| 3 | Assistant Professor | 15, 600-39, 100+ 6, 000 GP |
| 4 | Extension lecture | 57, 700/- PER MONTH (FIXED) |
| 5 | Deputy Superintendent | 9300-34800+3600GP |
| 6 | Assistant Superintendent | 9300-34800+3600GP |
| 7 | Computer Instructor | 35, 400/- PER MONTH (FIXED) |
| 8 | Computer L.A. | 19, 900/- PER MONTH (FIXED) |
| 9 | Clerk | 5200-20200+1900GP |
| 10 | L.A. | 5200-20200+1900 GP |
| 11 | Peon | 5200-20200+1300GP |
| 12 | sweeper | 5200-20200+1300GP |
| 13 | HKRN Employees | As per rates fixed by HKRN |

1. **the budget allocated to each of its agency, indicating the particulars of all plans, proposed expenditures and reports on disbursements made ;**

**Budget allocation for the year 2022-2023.**

|  | **Budget Head** | **Allocation** |
| --- | --- | --- |

| **Head of Account** | **Obj Code Description** | | **Amount Allocated** | **Cumulative Expenditure** | **Balance Amount** |
| --- | --- | --- | --- | --- | --- |
| 2202-03-001-99-98-12-P-01-R-V | 01 | Salary | 5000000 | 4090676 | 909324 |
| 2202-03-001-99-98-12-P-01-R-V | 03 | Dearness Allowances | 1600000 | 1332078 | 267922 |
| 2202-03-001-99-98-12-P-01-R-V | 04 | Travel Expenses | 20000 | 0 | 20000 |
| 2202-03-001-99-98-12-P-01-R-V | 05 | Office Expenses | 50000 | 31198 | 18802 |
| 2202-03-001-99-98-12-P-01-R-V | 12 | Scholarships and Stipends | 277200 | 274175 | 3025 |
| 2202-03-001-99-98-12-P-01-R-V | 34 | Other Charges | 974100 | 0 | 974100 |
| 2202-03-001-99-98-12-P-01-R-V | 67 | Medical Reimbursement | 50000 | 30064 | 19936 |
| 2202-03-001-99-98-12-P-01-R-V | 69 | Contractual Service | 1214840 | 675197 | 539643 |
| 2202-03-001-99-98-12-P-01-R-V | 70 | Leave Travel Concession | 49140 | 49140 | 0 |
| **Scheme Total:** | | | **9235280** | **6482528** | **2752752** |
| 2202-03-103-98-51-12-P-01-N-V | 02 | Wages | 2204600 | 1559737 | 644863 |
| 2202-03-103-98-51-12-P-01-N-V | 24 | Material and Supply | 350000 | 264287 | 85713 |
| 2202-03-103-98-51-12-P-01-N-V | 69 | Contractual Service | 10500000 | 9674759 | 825241 |
| **Scheme Total:** | | | **13054600** | **11498783** | **1555817** |
| 2202-03-103-99-51-12-P-01-R-V | 01 | Salary | 20000000 | 14143244 | 5856756 |
| 2202-03-103-99-51-12-P-01-R-V | 03 | Dearness Allowances | 7000000 | 4773195 | 2226805 |
| 2202-03-103-99-51-12-P-01-R-V | 04 | Travel Expenses | 80000 | 29790 | 50210 |
| 2202-03-103-99-51-12-P-01-R-V | 67 | Medical Reimbursement | 200000 | 66440 | 133560 |
| 2202-03-103-99-51-12-P-01-R-V | 69 | Contractual Service | 119140 | 85100 | 34040 |
| 2202-03-103-99-51-12-P-01-R-V | 70 | Leave Travel Concession | 813618 | 813618 | 0 |
| **Scheme Total:** | | | **28212758** | **19911387** | **8301371** |
| 2202-03-105-90-51-12-P-01-N-V | 34 | Other Charges | 15000 | 0 | 15000 |
| **Scheme Total:** | | | **15000** | **0** | **15000** |
| 2202-03-105-92-51-12-P-01-N-V | 24 | Material and Supply | 82000 | 0 | 82000 |
| 2202-03-105-92-51-12-P-01-N-V | 87 | Honorarium | 70000 | 0 | 70000 |
| **Scheme Total:** | | | **152000** | **0** | **152000** |
| 2202-03-105-93-51-12-P-01-N-V | 24 | Material and Supply | 11943 | 11943 | 0 |
| **Scheme Total:** | | | **11943** | **11943** | **0** |
| 2202-03-105-99-51-12-P-01-N-V | 34 | Other Charges | 70000 | 1783 | 68217 |
| 2202-03-105-99-51-12-P-01-N-V | 87 | Honorarium | 50000 | 26950 | 23050 |
| **Scheme Total:** | | | **120000** | **28733** | **91267** |

1. **the manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programmes ;**

S.C. Stipend

B.C. Stipend

1. **(particulars of recipients of concessions, permits or authorizations granted by it ;)**

Not applicable

1. **details in respect of the information, available to or held by it, reduced in an electronic form ;**

Not applicable

1. **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 ;**

The college office is open from 9.00 am to 4.00 pm daily.

1. **the names, designations and other particulars of the Public Information Officers ;**

| **Sr. No.** | **Name and Address** | **Designation** |
| --- | --- | --- |
| **1** | **Sh. Mahender Singh, Associate Professor, GCW,Mahendergarh** | **SPIO** |
| **2** | **Sanjay Joshi, Principal, GCW, Mahendergarh** | **First Appellate Authority** |

1. **such other information as may be prescribed; and thereafter update these publications every year ;**

Not available