

SUO MOTO DISCLOSURES OF RTI ACT 2005 SECTION 4(1)(B) OF THE RTI ACT 2005

- i) The particulars of its organisation ,function and duties
 - Organisational function (ANNEXURE-I)
- ii) The powers and duties of its officers and employees
 - powers and duties (ANNEXURE-II)
- iii) The procedure followed in the decision making process, including channels of supervision and accountability
 - The decision is taken by the HOD's at their level and further by the Principal and further and decision is taken by the competent authority Secretary Higher Education.
- iv) The norms set by it for the discharge of its functions
 - Information are disclose as per the RTI
- v) The rules, regulations, instructions, manuals and record, held by it or under its control or used by its employees for discharging its functions.
 - As per the RTI act 2005
- vi) A statement of the categories of documents that are held by it or under its control
 - The public Authority, Principal is the custodian at all the documents and under his control.
- 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
 - Not applicable
- viii) A statement of the board's councils, committee and other bodies consisting of two or more persons constituted as its parts of for the purpose of its advice, and as to whether meeting of those boards, councils, committee and other bodies are open to the public or the minutes of such meetings are accessible for public.
 - List of committee (ANNEXURE-III)
- ix) Directory of its officers and employees.
 - List of employees (ANNEXURE-IV)
- x) The monthly remuneration received by each of its officers and employees, including the system of compensation as provided in its regulations.

- list of Employee Received Remuneration (ANNEXURE-V)

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

- Budget Expenditure (ANNEXURE-VI)

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

- There are 81 boys and 183 girls hostel inmates, each of the are them are provided Rs 1,500/- stipend every month

xiii) Particulars of recipients of concessions, permits or authorizations granted by it.

- Hostel inmates gets Rs. 1500 stipend per month subject to 75% attendance in class.

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

- Not applicable

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

Facilities available to citizens for obtaining information
9:00 AM to 4:00 PM (All working days except Sunday and Public Holidays)

xvi) The names, designations and other particulars of the Public Information Officers.

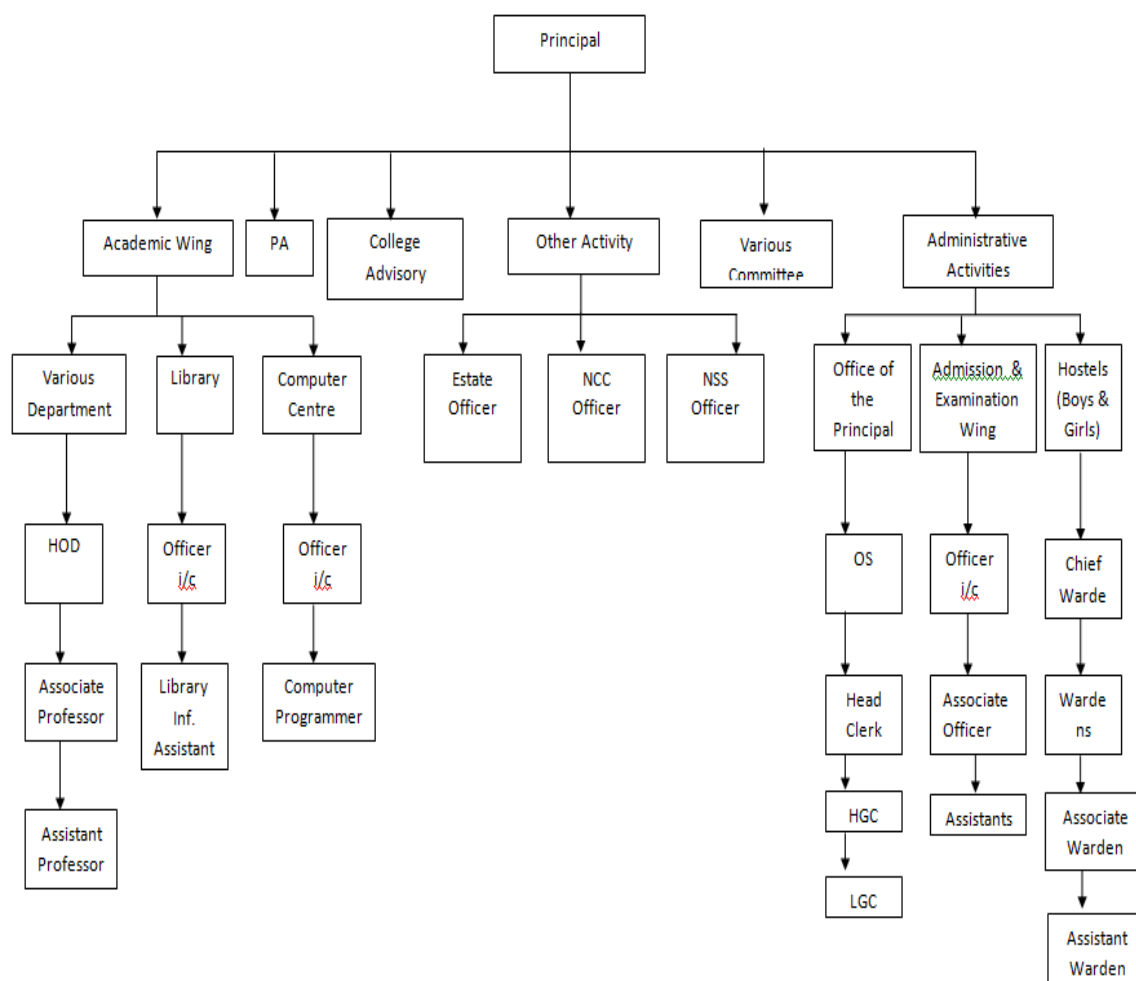
PUBLIC INFORMATION OFFICER (PIO)	
Name	Dr. Manik Mali, Associate Professor
Address	M. G. Govt. College, Mayabunder, N&M Andaman, A&N Islands Pin -744204
Email	manikmali02071965(at)gmail(dot)com
Mobile No.	09474209803
Office Tel. No.	03192-276423

YEAR 2024-25		
Total RTI Application Received (in Nos.)	Total RTI Disposed Off (in Nos.)	Total RTI Pending Cases (in Nos.)
23	23	0

ANNEXURE-I

About M.G.Govt. College Organisation

The organization is institution of Higher Education located at Mayabunder. The higher institution of Higher Education is known as Mahatma Gandhi Government College. It caters higher education in under graduate the faculty of B.A. Political Science, B.A. Historical Studies, B. Commerce, B. Coop. Mgt., B. Sc. Geography, B. A. Economics. It is the only institutions of Higher Education in the North and Middle Andaman.



ANNEXURE-II

POWER AND DUTIES

Principal

Principal shall hold the overall academic and administrative responsibility in manning the college he shall liaison between Pondicherry University, A&N Administration in performing the administrative and other works for improvement of teaching learning process. He shall specially have the roll of preparation of budget, exercising the financial power in purchase and expenses, facilitating and supervision the teaching learning process, sending reports and statements to competent authority, requesting the administration for getting human and non-human facilities etc.

College Advisory Committee

The committee consists of nine members including the principal as chairman and two university representatives. The committee shall advice the principal in various administrative and academic activities.

Heads of Departments

The college has six main subject departments having direct relationship with students viz. History, Economics, Political Science, Geography, Commerce and Cooperative Management and five supportive departments viz. Tamil, Hindi, Bengali, English and Physical Education. The main as well as supportive department shall distribute the subjects to their respectively faculty members, perform various academic administration activities.

Hostel Wardens

The college has two hostels namely Boys Hostel and Girls Assistant Wardens. The administration of both the hostels are coordinated by the Chief Warden. The duties of Chief Warden Wardens and other wardens include supervising the discipline of students, supervising the work of supportive staff and mess activities. Besides that a full time hostel superintendent is appointed who shall assist the wardens to maintain disciplines and he shall independently hold the stocks and assets of the hostels.

Admission and Examination wing

The Admission and Examination wing is headed by the Academic in-charge assisted by two associate academic in-charges along with secretarial assistants. The academic in-charge is also the nodal officer for online registration of admission and examination with the Pondicherry University. The main works of the wing are admission and examination

Estate Office

Estate Office is headed by the Estate Officer. The Estate Office is responsible for allotment for residential accommodation, repairing and maintenance of residential as well as college buildings through APWD.

Officer In-charge Library

One of the faculty members is the Officer in-charge of the library who shall supervise and advice the work of library staff such as Library Information Assistant, Library Clerk and Library Attendant.

NCC Wing

The NCC wing is headed by the cadet officer

NSS Officer

There are two NSS Programme officers of which the senior Programme officer will coordinate the NSS Activities.

The Office of the Principal

The Office of the Principal having two wings namely establishment and finance is headed by the Office Superintendent assisted by Head Clerks, Higher Grade Clerks, Lower Grade Clerks and other technical staff.

Various Committees

The College has various committees either for the whole academic / financial year or as and when required. Most of the committees are headed by senior most faculty member or Principal. They are Anti Ragging Committee, Anti Ragging, Anti Ragging Squad, Purchase Committee, Library Committee, Canteen Committee, Student Discipline Committee, Cultural Committee, Sports Committee, etc

Grievance Redressal Cell

The College has three redressal cells faculty members such as Public Grievance Redressal cell, Staff Grievance Redressal cell, Student Redressal cell

FACILITIES

-  ADMINISTRATIVE BUILDING
-  AUDITORIUM
-  SPORTS CENTRE
-  CONFERENCE ROOM
-  CANTEEN
-  BOYS' HOSTEL
-  GIRLS' HOSTEL
-  GEOGRAPHY LABORATORY
-  COMPUTER LAB
-  COLLEGE LIBRARY
-  COLLEGE BUS
-  STAFF QUARTERS
-  GUEST HOUSE

We have three well equipped computer labs: Two exclusively for examination and third one is e-library for imparting free computer literacy to all students and staffs. We have also made available free internet access to all the students and staff in the computer labs. The campus witness LAN facility for speedy use of internet & browsing facility to all the staff. We have acoustic & well furnished AUDITORIUM having capacity of more than 500 which caters to the need of the students for cultural functions and also for interdepartmental debate & discussions. Adjacent to the auditorium there is a well equipped SPORTS CENTRE with all modern equipments. The indoor games centre which is popularly known as gym centre is well maintained with all types of indoor games such as carom, TT, badminton, chess, Multi-Gym and so on. The college is growing every year and the growth rate has been accelerated this year to a greater extent.

The college is also having a well furnished CANTEEN which has been given on contract basis. One of the achievements of this college is having sufficient staff quarters which caters the needs of all employees who want to stay in the campus. Amenities like water, electricity, cleanness are always maintained which creates a congenial working atmosphere for the staff as they develop affinity by staying together. The college is also having two well furnished

hostels for boys and girls with mess facility. Presently approximately 90 boys and 185 girls are staying in their respective hostels.



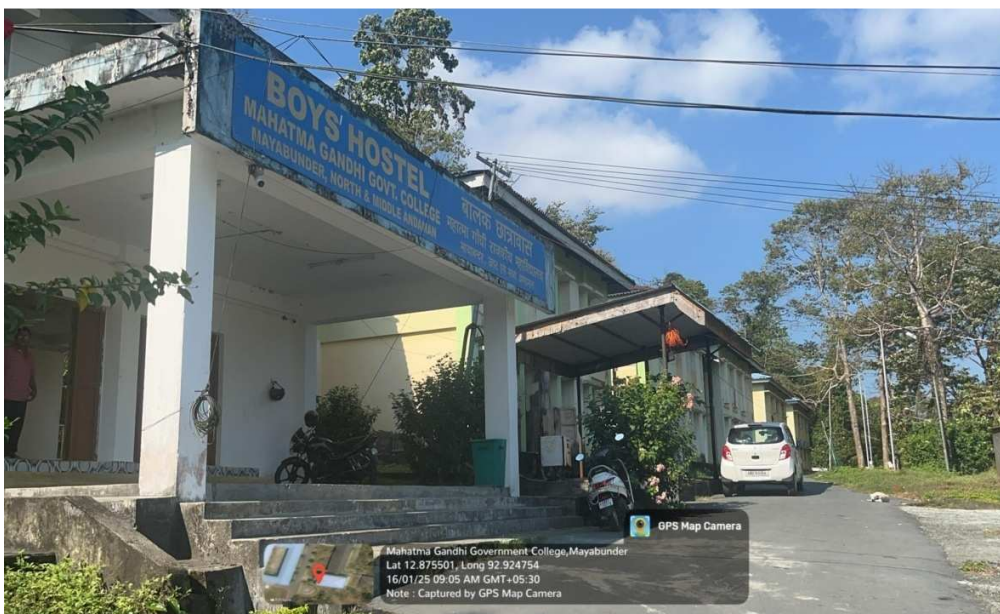
College Main Entrance



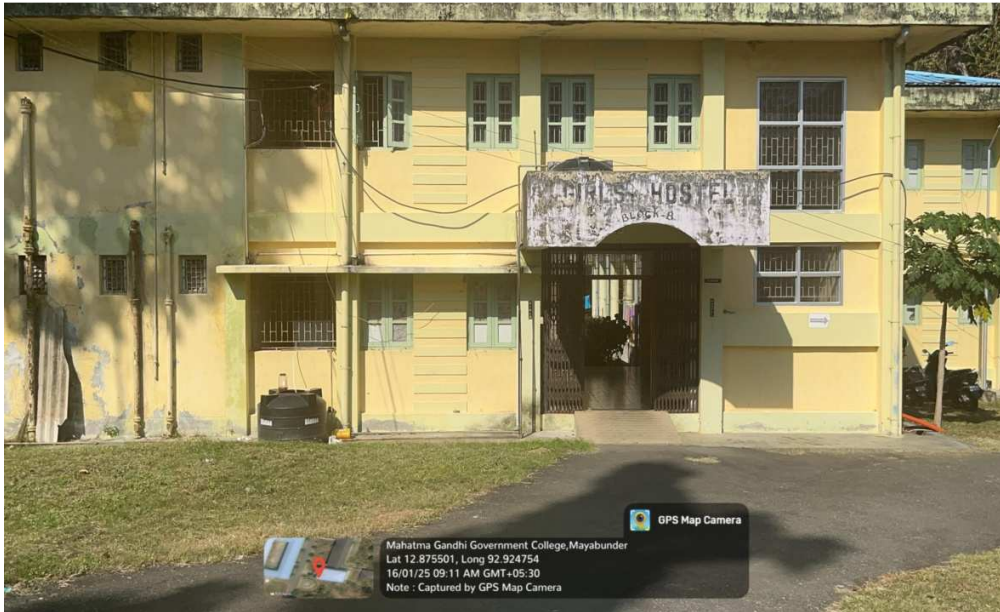
College Entrance Street View



College Entrance Street View



Boys Hostel



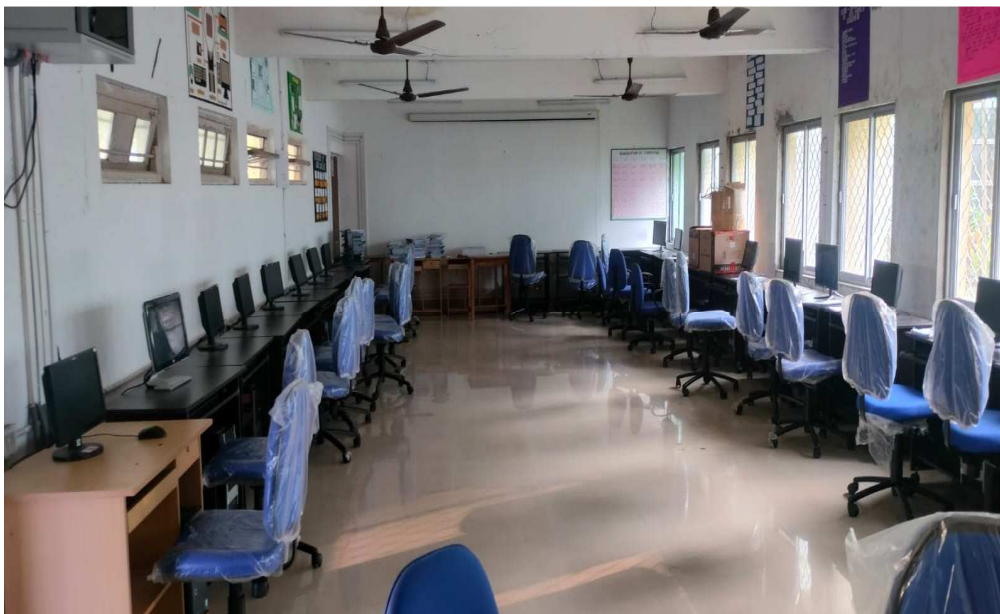
Girls Hostel



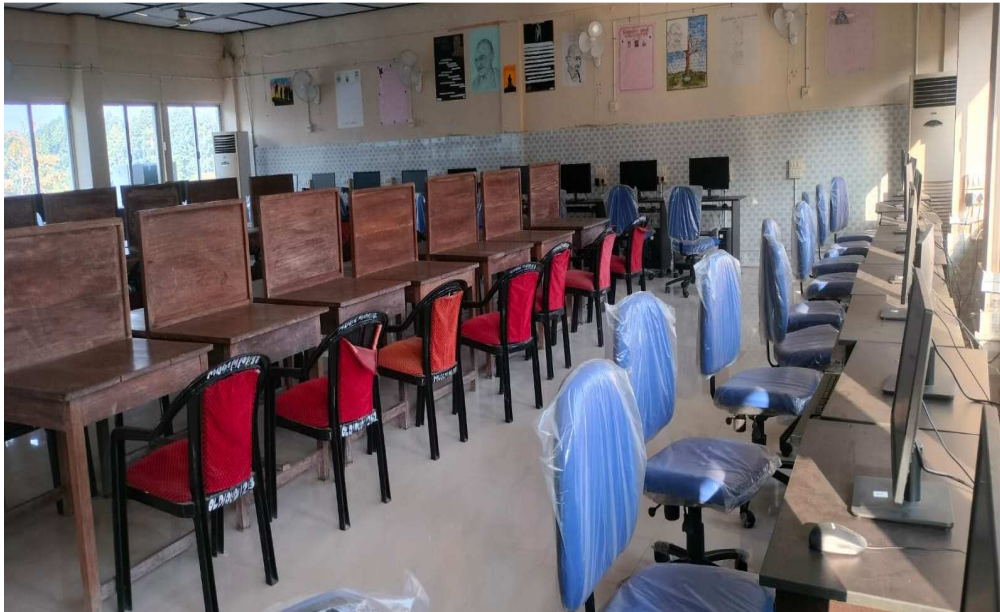
College Canteen



Computer Lab-1



Computer-2



E-Library Lab



College Auditorium



Statue of Mahatma Gandhi



College Bus











Targets which are taken to boost the morals of the students and staff were



Cleanliness of the entire campus.



Eco-friendly hut and Sentry post at the entrance of the college.

-  100% safe water drinking for employees, students and staff by installing aqua's in all the units.
-  Procurement of computers and accessories to students and staff.
-  Installation of LAN services for the entire college.
-  Procurement of enough library books to cater the needs of students and staff.
-  Procurement of furniture's for hostels and class rooms.
-  Provision for Television and other accessories in boys and girls hotel for entertainment.
-  Provision for electrical gadgets for college and other units.
-  Conduct of more than a dozen of seminars and symposia in the college campus by Govt., NGO and private agencies.
-  Creating confidence in the part of the students to perform better in the forthcoming examination.
-  BSNL tower in the college campus is being installed with power backup.

Hostel Facility

For the students coming from distant islands, there are residential facilities in the Boys and Girls Hostel. At present accommodation is available for about 236 Boys and 240 Girls in the hostels. The hostellers are provided stipend Rs. 1500/- per month to meet their mess expenses.

CHIEF WARDEN: Dr. Swapan Kumar Biswas
Hostel Superintendent Shri. V.R. Vipin

Boys Hostel:

Warden : Shri. B.B. Mondal, Assistant Professor
Assistant Warden: Shir. Arun Kumar Yadav, Resource Person
Assistant Warden: Shri. Siripuram Rusikesh, Resource Person

Girls Hostel:

Warden : Ms. Raji Mathai
Assistant Warden: Ms. Padmavathi, HGC

NCC/NSS

The College has N.C.C- Senior Division Boys (Naval wing Unit) with an intake of 50 cadets. The College also has National Service Scheme (NSS) with one unit for Girls and another for Boys, having total intake of 200 NSS Volunteers. Admission is given to those undergraduate students who can continue in the Scheme for two years.

ADVISORY COMMITTEE

Dr. B. Prabhuram, Principal, MGGC	Chairperson
Dr. Swapan Kumar Biswas, Associate Professor	Member
Dr. K. Rajmohan, Associate Professor	Member
Divisional Forest Officer, Forest Officer, Mayabunder	Member
Executive Engineer, NACD, APWD, Mayabunder	Member
UNIVERSITY TEACHERS	
Dr. A. Subramanyam Raju, Professor, Pondicherry University	Member
Dr. N. Chandramouli, Professor, Dept. of History, Pondicherry University	Member
LIBRARY ADVISORY COMMITTEE	
Dr. Swapan Kumar Biswas, Associate Professor	Convenor
Dr. Manik Mali, Associate Professor	Member
Dr. Rajmohan, Associate Professor	Member
Dr. Shashi Kumar Singh, Assistant Professor	Member
Shri. Bani Brata Dass	Member
ANTI - RAGGING COMMITTEE	
Dr. B. Prabhuram, Principal	Chairman
Dr. Swapan Kumar Biswas, Associate Professor	Member
Ms. Raji Mathai , Assistant Professor	Member
Dr. Shashi Kumar Singh, Assistant Professor in Hindi	Member
Smtil. Padmavathi, HGC	Member
Shri. Tapan Biswas, Assistant Director (Fisheries), Mayabunder	Member
Shri. B. Devaraj, Voice of Compassion to India, Rangat	Member
Kumari N. Dhiveneshwaran, B.Com (Gen), Final Year	Member
Kumari Riya Das, B.Sc. Geopgraphy, Final Year	Member
WOMEN CELL	
Ms. Raji Mathai, Assistant Professor, Department of Political Science	Convenor

Dr. N. Lakshmi, Assistant Professor, Department of Hindi	Organizing Member
Ms. Devika, Resorce Person	Organizing Member
Dr. Parbati Bepari, Resorce Person	Organizing Member
Ms. Kumari Bhavya, Personal Assistant	Organizing Member
Ms. A. Ganga, MTS	Organizing Member
COLLEGE DISCIPLINE COMMITTEE	
Dr. Swapan Kumar Biswas, Associate Professor in Political Science	Chairman
Dr. K Rajmohan, Associate Professor in Commerce	Member
Dr. Manik Mali (HOD English) , Associate Professor	Member
Ms. Raji Mathai, Assistant Professor in Political Science	Member
Shri. V.R. Vipin, Hostel Superintendent	Member
Shri. Mohsin, Resource Person	Member
Shri. Siripuram Rusikesh , Resource Person	Member
PURCHASE COMMITTEE	
Dr. Manik Mali , Associate Professor	Convener
Ms. Raji Mathai, Assistant Professor	Member
Shri. B.B. Mandal, Assistant Professor	Member
SEXUAL HARASSMENT PREVENTION COMMITTEE (Internal Complaint Committee)	
Ms. Raji Mathai, Asst. Professor in Political Science	Presiding Officer
Dr. N. Lakshmi, Assistant Professor in Hindi	Member
Smti. Valsala Krishna, Jr. Engineer, APWD, Mayabunder	Member
Shri. B. Devaraj, Voice of Compassion to India, NGO, Rangat, Middle Andaman	Member
Shri. Vipin V.R., Hostel Superintendent	Member
Smti. Kumari Bhavya, PA to Principal	Member
Smti. U. Devika, Resource Person	Member










Smti. A. Ganga, Gestetner Operator	Member
Ms. Anisha Halder, B.A. (Political Science), Final Year	Member
Ms. Ankita Das, B.Com (commerce), Final Year	Member
Shri. Joy Kumar Mazumder, B.Com (Coop. Mgt.), Final Year	Member
STUDENT GRIEVANCES REDRESSAL COMMITTEE	
Shri. Bidhu Bhushan Mondal, Assistant Professor	Chairman
Ms. Raji Mathai, Assistant Professor	Member
Dr. Shashi Kumar Singh, Assistant Professor	Member
Shri. Srinu, B.Sc. Geography, Final Year	Member
Miss Sandhya Kerketta, BCM, Final Year	Member
PM-USHA ACTION PLAN COMMITTEE	
Dr. Swapan Kumar Biswas, Associate Professor	Convenor
Dr. K. Rajmohan, Associate Professor	Member
Dr. Manik Mali, Associate Professor	Member
Shri. V.R. Vipin, Hostel Superintendent	Member
NSS	
Dr. N. Lakshmi, Assistant Professor	Incharge Unit-1
Dr. Manik Mali, Associate Professor	Incharge - Unit-2
NCC	
Dr. Shashi Kumar Singh, Assistant Professor	SD- Naval Unit (Care taker)
STAFF GRIEVANCE REDRESSAL COMMITTEE	
Dr. Manik Mali, Associate Professor	Chairman
Dr. Shashi Kumar Singh, Assistant Professor	Member
Smti. Padmavathi, HGC	Member
Shri. Prabhat Minj, MTS	Member

CANTEEN COMMITTEE	
Dr. Shashi Kumar Singh, Assistant Professor	Convenor
Shri. Sanjib Mondal, Computer Programmer	Member
Shri. Saurav Das, LGC	Member
Shri. G. Ganesh, Economics III year	Member
Ms. Sangita Biswas, Geography III year	Member
IGNOU STUDY CENTRE - 0208	
Dr. B. Prabhuram, Principal	Coordinator
Shri. R. Jeevanathan	Assistant
Shri. Rehbar Azeem	Assistant
Smti. M. Jossi	Attendent
Shri. Swapan Kr Howlader	Attendent
Smti. B. Geeta	Attendent

ANNEXURE-IV

EMPLOYEES









Faculty

 Name of the Staff	Designation
 <u>Dr. B.Prabhuram</u>	<u>Principal</u>
 <u>Dr. Swapan Kumar Biswas</u>	<u>Associate Professor in Political Science</u>
 <u>Dr. K. Rajmohan</u>	<u>Associate Professor in Commerce</u>
 <u>Dr. Manik Mali</u>	<u>Associate Professor in English</u>
 <u>Sri. B.B.Mondal</u>	<u>Assistant Professor in English</u>
 <u>Ms. Raji Mathai</u>	<u>Assistant Professor in Political Science</u>
 <u>Dr. N. Lakshmi</u>	<u>Assistant Professor in Hindi</u>
 <u>Dr. Shashi Kumar Singh</u>	<u>Assistant Professor in Hindi</u>

List of Resource Person


THE TOTAL RESOURCE PERSON = 35 NOS

Administrative Staff




 Name of the Staff	Designation
 Vacant Post	Office Superintendent
 Smti. Kumari Bhavya	PA to Principal (On Diverted Capacity)
 Smti. Asmina Bibi	Head Clerk
 Smti. Shyni George	Higher Grade Clerk
 Smti. Padmavathi	Higher Grade Clerk
 Shri Rehbar Azeem	Lower Grade Clerk
 Shri. Saurav Das	Lower Grade Clerk
 Vacant Post	MTS
 Vacant Post	MTS
 Smti. Ganga .A	Gestetner Operator
 Shri. Balasubramani	MTS
 Smti. M. Jossi	MTS
 Shri. Stephen	MTS
 Shri. R. Jeevanathan	Staff Car Driver
 Shri. Prabhat Minj	MTS
 Smti. Suganiya	MTS

 Shri. Shashikant Prasad MTS










Computer Staff

	Name of the Staff	Designation
	Shri. Sanjib Mondal	Computer Programmer / In-charge Computer Labs

Library Staff

	Name of the Staff	Designation
	Shri. Bani Brata Dass	Library Information Assistant
	Shri. Sasadhar Halder	Library Clerk
	Vacant Post	Junior Library Attendant

Hostel Staff

	Name of the Staff	Designation
	Shri. Vipin V. R.	Hostel Superintendent
	Vacant Post	MTS
	Shri. Simon Job	MTS
	Shri. Sailen Dhali	Cook
	Shri. Safaniah	MTS
	Vacant Post	MTS
	Vacant Post	MTS
	Shri. C.H. Papa Rao	Cook
	Smti. Kannaye	Cook
	Smti. Rebbeca Joshwa	Cook
	Vacant Post	Cook

PUBLIC GRIEVANCE OFFICER

Dr. Manik Mali, Associate Professor, Department of English

ACADEMIC INCHARGE & STUDENT GRIEVANCE OFFICER

Shri. Bidhu Bhushan Mondal, Assistant Professor, Department of English

NODAL OFFICER FOR PM-USHA

Dr. Swapan Kumar Biswas, Associate Professor, Department of Political Science

NODAL OFFICER FOR RECRUITMENT

Shri. Bidhu Bhushan Mondal, Assistant Professor, Department of English

NODAL OFFICER FOR INFORMATION TECHNOLOGY (IT)

Shri. Sanjib Mondal, Computer Programmer

INFORMATION OFFICER (RTI)

1). Public Information Officer - Dr. Manik Mali, Associate Professor, Department of English

2). Appellate Authority - Principal, MGGC

NODAL OFFICER FOR IGOT-KARMAYOGI

Shri. Bidhu Bhushan Mondal, Assistant Professor, Department of English

NODAL OFFICER FOR CPGRAMS

Shri. V.R. Vipin, Hostel Superintendent

NODAL OFFICER FOR VIDYA VISTAR SCHEME

Shri. Bidhu Bhushan Mondal, Assistant Professor, Department of English

NCC OFFICER

Dr. Shashi Kumar Singh, Assistant Professor, Department of Hindi

LIBRARY OFFICER IN-CHARGE

Dr. Swapan Kumar Biswas, Associate Professor, Department of Political Science

HOSTEL SUPERINTENDENT

Shri. Vipin V.R.

DRAWING AND DISBURSING OFFICER (DDO)

Dr. Rajmohan, Department of Commerce

HOSTEL MANAGEMENT

1) Dr. Swapan Kumar Biswas, Chief Warden

2) Shri. Bidhu Bhushan Mondal -- Boys Hostel Warden

3) Ms. Raji Mathai -- Girls Hostel Warden

4) Shri. Vipin V.R. -- Hostel Superintendent

CASHIER

Shri Rehbar Azeem, LGC

DISASTER MANAGEMENT

Shri. Manik Mali , Associate Professor, Department of English

ESTATE OFFICER

Shri. Vipin V.R., Hostel Superintendent

VEHICLE IN-CHARGE

Dr. Manik Mali, Associate Professor, Department of English

Shri. R. Jeevanathan, Driver

SWACHH BHARAT MISSION (NODAL OFFICER)

Shri. B. B. Mondal, Assistant Professor, Department of English

ANNEXURE-V**List of Employee Received Remuneration**

LIST OF EMPLOYEES (Updated as on 27.02.2025)				
SLNO	Name of Employees	Designation	Pay Level	Email ID & Contact No.
1	Dr. B. Prabburam	Principal	13A	bprabburam(at)gmail(dot)com
2	Dr. Swapan Kumar Biswas	Associate Professor	13A	
3	Dr. K. Rajmohan	Associate Professor	13A	
4	Dr. Manik Mali	Associate Professor	13A	manikmali02071965gamil(dot)com
5	Ms. Raji Mathai	Assistant Professor	11	manikmali02071965gamil(dot)com
6	Shri. Bidhu Bhushan Mondal	Assistant Professor	11	mondalbidhubhushan(at)gmail(dot)com
7	Dr. N. Lakshmi	Assistant Professor	11	--
8	Dr. Shashi Kumar Singh	Assistant Professor	10	sks_hindi(at)rediffmail(dot)com
9	Shri. Sanjib Mondal	Computer Programmer	6	sanjibmondal28(at)gmail(dot)com
10	Shri. Vipin V.R.	Hostel Superintendent	6	---
11	Smti. Kumari Bhavya	Personal Assistant	4	
12	Smti. Asmina Bibi	Head Clerk	7	--
13	Smti. Shyni George	HGC	5	--
14	Smti. Padmavathi	HGC	4	
15	Shri. Rehbar Azeem	LGC	2	
16	Shri. Saurav Das	LGC	2	
17	Shri. Bani Brata Dass	Library Information Assistant	6	--
18	Shri. Sasadhar Halder	Library Clerk	4	--
19	Shri. Stephen	MTS	4	--
20	Smti. Ganga	MTS	3	--
21	Shri. Balasubramani	MTS	3	--
22	Smti. Jossi	MTS	3	--
23	Shri. Simon Job	MTS	3	--
24	Shri. Safaniah	MTS	3	--
25	Shri. Prabhat Minj	MTS	1	ptminj(at)gmail(dot)com
26	Smti. Suganiya	Lab Attendent	1	
27	Shri. Shashikant Prasad	MTS	1	
28	Smti. Kannayee	Cook	3	--
29	Shri. Sailen Kr. Dhali	Cook	3	--
30	Shri. C H Papa Rao	Cook	3	--

31	Smti. Rebacca Joshua	Cook	2	--
32	Shri. R. Jeevanathan	Driver	4	--

ANNEXURE-VI

STATEMENT SHOWING THE WEEKLY EXPENDITURE INCURRED FROM 22.02.2025 TO 28.02.2025
NAME OF DEPARTMENT MAHATMA GANDHI GOVERNMENT COLLEGE, MAYABUNDER

Major head	Budget Estimates 2024-2025	Expenditure upto 21.02.2025	Expenditure from 22.02.2025 to 28.02.2025	Progressive Total upto 28.02.2025	Balance
PLAN					
2202031030401 01 Salaries	58000000	31176604	2094400	33271004	24728996
2202031030401 02 Wages	4500000	3430194	0	3430194	1069806
2202031030401 05 Rewards	160000	145068	0	145068	14932
2202031030401 06 MT	400000	50802	0	50802	349198
2202031030401 07 Allowances	18500000	17650303	1796219	19446522	-946522
2202031030401 08 LTC	500000	378266	0	378266	121734
2202031030401 11 DTE	500000	138608	0	138608	361392
2202031030401 13 OE	2700000	2695587	0	2695587	4413
2202031030401 34 Scholarship	4200000	1616611	0	1616611	2583389
2202031030401 49 Other Revenue Expenditure	3500000	3102136	0	3102136	397864
2202031030496 13 OE (SAP)	2000000	1947202	0	1947202	52798
2202031030496 16 Printing & Publication	200000	56659	0	56659	143341
2202031030496 21 Supplies and Materials	3000000	1448520	48053	1496573	1503427
2202031030496 26 Advertisement and Publicity	700000	7481	0	7481	692519
2202031030496 27 Minor Civil and Electrical Works	50000	0	0	0	50000
2202031030499 49 Other Revenue Expenditure (IT)	4500000	268085	700	268785	4231215
Total Salaries	58000000	31176604	2094400	33271004	24728996
Total Non Salaries	45410000	32935522	1844972	34780494	10629506
Total	103410000	64112126	3939372	68051498	35358502