

Statutory Declaration under Section 4(1)(b) of the RTI Act 2005

1. Right to information and organizations of public authorities

“Right to information” means, right to information accessible under this Act(2005) which is held by or the right to:

- i. Inspection of work, documents records
- ii. Taking notes, extracts or certified copies of documents or records
- iii. Taking certified samples or materials
- iv. Obtaining information in any form
- v. To correlate institution with the state information commission

Since the institution is approved by the UGC and affiliated to two universities (formerly the University of Calcutta and presently Vidyasagar University), it has some obligations to furnish information to all concerned as and when required. It shall;

- a. Maintain and prevent all its records duly catalogued, indexed and computerized in a manner
- b. Publish within one hundred and twenty days from the enactment of this Act (particulars of organization, duties and responsibilities of employees and officers)
- c. The rules and regulations framed by the institution
- d. Publish all relevant fact while formulating important policies.
- e. Provide reasons for its administrative and quasi-judicial decisions to affected person
- f. All materials and information should be disseminated through most effective method of communication in local and official language.

2. College Profile:

1.	Name of the Organization	MAHISHADAL GIRLS' COLLEGE
2.	Postal address of the Organization	RANGIBASAN, MAHISHADAL, PIN-721628 DIST.: PURBA MEDINIPUR, WEST BENGAL, INDIA
3.	Website	www.mahishadalgirlscollegewb.in
4.	E-Mail	mgc_104@yahoo.co.in
5.	Phone Number	03224 240 520
	Fax Number	NA
6.	Approved & Affiliated	Formerly Calcutta University and present Vidyasagar University
7.	The Founder Secretary	SARBHADHINAYAK SATIS CHANDRA SAMANTA
8.	The Principal & Secretary	DR. UTPAL KUMAR UTTHASANI

3. Particulars of Organization (follow Prospectus):

a. Foundation:

Mahishadal Girls' College is the only Grant-in-Aid Women College in the District Purba Medinipur, established on 1st August, 1969 by some local affluent viz. Late Dr. Satyendranath Bhunia, M.B., Late Rabindranath Singha, Late Dr. Haridas Sarkar, Late Gopal Chandra Mondal and many other eminent personalities of the locality with a view to impart Higher Education among the Girls' students of the locality as well as other parts of this district and neighbouring districts.

b. Vision

To Make Mahishadal Girls' College a Centre of Quality Learning

c. Mission

- To impart higher education among the women folk of the locality.
- To provide traditional, modern and vocational education for the women masses.
- To make our students self-sufficient and self-reliant.
- To enhance women status and stature.
- To create smart, sincere and responsible women citizen.
- To emancipate women from all social evils and injustice.
- To serve the locality by inculcating general awareness.

d. Aims & Objectives

The main aim of this institution is women welfare through imparting Higher Education among the girl students (mainly poor, backward & middle class) of our locality as well as other section of our society. The objectives of our institution are as follows;

- To develop integrated and elegant personality with sound mind and healthy body.
- To create sweet habit, sense of discipline and punctuality among our students.
- To provide both material and moral training which very essential to create an ideal and responsible citizen.
- To shape them into tolerant, sincere and responsible person.
- To enhance the status and stature of our students and to ensure the gender equality of the woman masses.
- To emancipate women folk from all kinds of social evils and injustices.

e. Subjects Taught

The present roll strength of the college is 2100. Following subjects are being taught at both honours and general(pass) level:

Honours for B.A.: Bengali, Education, English, History, Music, Philosophy, Political Science, Sanskrit and Sociology.

Honours for B. Sc.: Anthropology, Chemistry, Computer Science, Geography, Mathematics and Nutrition.

Besides these Honours Subjects, Physical Education, Botany, Physics, Physiology, NSS, Defence Studies and Zoology are being taught as General Subjects.

UGC and Vidyasagar University Affiliated

B. Voc. Course (3 Years):

1. Theatre & Stage Craft
2. Software Development

UGC Affiliated Add-On Courses:

One can earn dual degree taking one regular Honours and one Add-on-Course simultaneously.

1. Clinical Nutrition & Dietetics (Three Years Certificate, Diploma and Advanced Diploma)
2. Food Processing (Two Years Certificate & Diploma)
3. Performing Arts (One Year Certificate)p
4. Travel and Tourism Management (One Year Certificate)
5. Communicative English (One Year Certificate)
6. Career & Counselling (Short Term Courses)

f. Teaching Staff

DEPARTMENT OF BENGALI

1. Prof. Prathama Sinha, M.A., M. Phil, Associate Professor & Head
2. Prof. Paritosh Mahata, M.A., Assistant Professor
3. Dr. Aniruddha Biswas, M.A., Ph. D., Assistant Professor(Lien)
4. Prof. Goutam Sanbighrahi, M. A., B. Ed., M. Phil, Assistant Professor
5. Dr. Nilotpal Jana, M. A., Ph. D., Part Time Teacher
6. Prof. Sipra Mandal, M.A., M.S.W., B. Ed., Part Time Teacher

DEPARTMENT OF ENGLISH

1. Prof. Manjistha Basu, M.A., M. Phil, Assistant Professor & Head
2. Prof. Jayashree Mukherjee, M.A., Assistant Professor
3. Prof. Kesab Chandra Giri, M.A., M. Phil, Part Time Teacher
4. Prof. Sandip Pandey, M.A., B. Ed., Guest Teacher

DEPARTMENT OF POLITICAL SCIENCE

1. Prof. Krishna Saha, M.A., Associate Professor & Head
2. Dr. Debasis Mahapatra, M.A., M. Phil, Ph. D., Assistant Professor
3. Prof. Sankar Prasad Guria, M.A.(Double), B. Ed., Part Time Teacher
4. Prof. Sumit Sinha, M.A., Part Time Teacher

DEPARTMENT OF HISTORY

1. Dr. Subrata Pahari, M.A., M. Phil, Ph. D., Assistant Professor & Head
2. Prof. Srijit Kr. Mandal, M.A., B. Ed., Assistant Professor
3. Prof. Aparna Debnath, M.A., Assistant Professor
4. Prof. Ranjit Maiti, M.A., B. Ed., Part Time Teacher
5. Prof. Sukla Chowdhuri, M.A., B. Ed., M. Lib., Part Time Teacher
6. Prof. Sonali Maity, M.A.,B. Ed., Part Time Teacher
7. Prof. Mithu Rani Dikshit, M.A., B. Ed., Part Time Teacher

DEPARTMENT OF SANSKRIT

1. Prof. Basudev Panda, M.A., Assistant Professor
2. Vacant , Assistant Professor
3. Prof. Sulekha Maity, M.A., Part Time Teacher
4. Prof. Debasri Das (Maitl), M.A., M. Phil, Part Time Teacher
5. Prof. Uday Sasmal, M.A., Guest Teacher
6. Prof. Sanchita Bera, M.A., Guest Teacher

DEPARTMENT OF GEOGRAPHY

1. Dr. Angshumita Chakraborty, M. A., B. Ed., Ph. D., Assistant Professor & Head

2. Dr. Samares Dey, M. Sc., B. Ed., Ph. D., Assistant Professor
3. Prof. Amal Maity, M. Sc., M. Phil, B. Ed., P.G. Diploma in Remote Sensing and GIS (Geo informatics), Part Time Teacher
4. Prof. Suparna Das (Pradhan), M.A., Part Time Teacher
5. Prof. Kamal Sing, M.A., B.Ed., Guest Teacher

DEPARTMENT OF SOCIOLOGY

1. Prof. Rakhi Sarkar, M. A., B. Ed., Assistant Professor & Head
2. Prof. Niyati Rekha Sharma, M.A. Assistant Professor
3. Prof. Debasis Patra, M. A., Part Time Teacher
4. Prof. Shaonli Maiti(Nayak), M.A., B. Ed., Part Time Teacher
5. Prof. Nasera Yeasmin, M.A., Part Time Teacher
6. Prof. Amrita Das, M.A., B. Ed., Part Time Teacher

DEPARTMENT OF EDUCATION

1. Prof. Lalkrishna Khanra, M. A., B. Ed., M. Phil, Assistant Professor & Head
2. Vacant, Assistant Professor
3. Prof. Tusar Kanti Samanta, M. A., Part Time Teacher
4. Prof. Atanu Samanta, M. A., Part Time Teacher
5. Prof. Amit Patra, M.A., Guest Teacher
6. Prof. Sayantani Dey, M.A., Guest Teacher

DEPARTMENT OF PHILOSOPHY

1. Prof. Bharat Malakar, M.A., M. Phil, Assistant Professor & Head
2. Prof. Avijit Bachher, M.A. Assistant Professor
3. Prof. Netai Tudu, M.A., M. Ed. Assistant Professor
4. Prof. Anindita Bhakta, M.A., Part Time Teacher
5. Prof. Gayatri Maiti, M.A., Part Time Teacher

DEPARTMENT OF MUSIC

1. Dr. Deboshree Roy, M. Mus., M. Phil, Ph. D., Assistant Professor
2. Prof. Amit Kumar Patra, M.A., M. Ed., Assistant Professor
3. Prof. Debasis Mukherjee, M.A., B. Ed., Part Time Teacher
4. Dr. Santanu Tewari, M.A., Ph. D., Part Time Teacher
5. Prof. Deb Kumar Ghosh, M.A., Part Time Teacher
6. Prof. Saswati Pradhan, M.A., Part Time Teacher

DEPARTMENT OF NUTRITION

1. Prof. Soumi Pal Choudhury, M. Sc., Assistant Professor
2. Prof. Trisha Sarkar, M. Sc., Assistant Professor
3. Prof. Nilotpall Mandal, M. Sc., (Ph. D. submitted), Part Time Teacher
4. Prof. Sohini Chakraborty, M. Sc., Part Time Teacher
5. Prof. Nabanita Basu, M. Sc., B. Ed., Part Time Teacher
6. Prof. Sudip Kr Das, M.Sc., Part Time Teacher

DEPARTMENT OF ANTHROPOLOGY

1. Prof. Suman Kalyan Samanta, M. Sc., M. Phil., PGDRD, Assistant Professor & Head
2. Prof. Kundan Ghosh, M. Sc., Assistant Professor
3. Dr. Srikrishna Mondal, M. Sc., Ph. D., B. Ed., Contractual Whole Time Teacher(NET Qualified)
4. Dr. Arup Bera, M. Sc., B. Ed., Ph. D., Part Time Teacher

DEPARTMENT OF CHEMISTRY

1. Dr. Arnab Kanti Ojha, M. Sc., B. Ed., Ph. D., Assistant Professor & Head
2. Prof. Debjani Das, M. Sc., Part Time Teacher
3. Prof. Ritwik Maity, M.Sc., B. Ed., Guest Teacher
4. Dr. Amit Kumar Pahari, M.Sc., Ph. D., Guest Teacher
5. Prof. Tapan Kumar Sahoo, M.Sc., Guest Teacher

DEPARTMENT OF MATHEMATICS

1. Dr. Madhab Mondal, M. Sc., Ph. D., Assistant Professor & Head
2. Prof. Debasis Manna, M.Sc., Guest Teacher
3. Prof. Susovan Laya, M.Sc., Guest Teacher
4. Prof. Subrata Dey, M.Sc., Guest Teacher

DEPARTMENT OF COMPUTER SCIENCE

1. Prof. Sayan Sen Sarma, M. Tech., Assistant Professor & Head
2. Prof. Surajit Maity, M. Sc., M. P. Ed., Part Time Teacher
3. Prof. Anustup Bera, M.Sc., Guest Teacher

DEPARTMENT OF PHYSICAL EDUCATION

1. Dr. Deba Prasad Sahu, M. P. E., Dip. in Coaching Football (N.I.S.), P.G.D.S.M., Ph. D., M.A. (Education), Head
2. Prof. Madhumita Batul, M. P. Ed. , NIS in Swimming and Yoga, Part Time Teacher

DEPARTMENT OF PHYSIOLOGY

1. Prof. Nilotpal Mandal, M. Sc., (Ph. D. submitted), Part Time Teacher
2. Prof. Subhabrata Bag, M. Sc., M. Phil, Guest Teacher
3. Prof. Anirban Pattanayak, M.Sc., Guest Teacher

DEPARTMENT OF PHYSICS

1. Prof. Md. Javed Mustafa, M.Sc., Guest Teacher
2. Prof. Suchandra Das, M. Sc., Guest Teacher

DEPARTMENT OF ZOOLOGY

1. Prof. Ruma Panda, M.Sc., B. Ed., Guest Teacher
2. Prof. Samarendra Das Adhikary, M.Sc., Guest Teacher

DEPARTMENT OF BOTANY

1. Prof. Soumendra Nath Das, M.Sc., Guest Teacher

POST GRADUATE DEPARTMENT OF SOCIAL WORK(Regular Co-educational Course MSW, affiliated to V.U.)

1. Prof. Suman Kalyan Samanta, Co-ordinator
2. Prof. Monojit Garai, MSW, Full Time Faculty(Contractual)
3. Vacant, Full Time Faculty(Contractual)

GUEST FACULTY FOR MSW:

1. Dr. Debasis Mahapatra, Assistant Professor of Pol. Science, Mahishadal Girls' College
2. Prof. Rakhi Sarkar, Assistant Professor of Sociology, Mahishadal Girls' College
3. Prof. Kundan Ghosh, Assistant Professor of Anthropology, Mahishadal Girls' College
4. Prof. Sayan Sen Sarma, Assistant Professor of Computer Science, Mahishadal Girls' College
5. Dr. Samares Dey, Assistant Professor of Geography, Mahishadal Girls' College
6. Prof. Debasis Patra, PTT in Sociology, Mahishadal Girls' College
7. Dr. Srikrishna Mondal, CWTT in Anthropology, Mahishadal Girls' College
8. Dr. Arup Bera, PTT in Anthropology, Mahishadal Girls' College
9. Prof. Nilotpal Mandal, PTT in Nutrition, Mahishadal Girls' College
10. Prof. Naser Yeasmin, PTT in Sociology, Mahishadal Girls' College
11. Prof. Anustup Bera, Guest Teacher in Computer Science, Mahishadal Girls' College
12. Smt. Suravi Dutta Roy, Ex-Faculty in MSW, Mahishadal Girls' College
13. Dr. Salil Kr Dutta, Dept. of Anthropology, Haldia Govt. College
14. Dr. Soumitra Kundu, Dept. of Economics, Vivekananda Sardha Satabarshiki Mahavidalaya
15. Smt. Pinkee Ojha, Guest Faculty & Psychological Counselor

LIBRARY

1. Smt. Dipa Sahu, MLISc, Librarian

g. Committees and Sub –Committees different cells

Board of Discipline, Finance Committee, P.F. & Leave Committee, Admission Committee, Cultural Committee, Publication Committee, Library Committee
N.S.S. advisory Body, NAAC Steering Committee, Reception Committee
Internal Quality Assurance Cell (IQAC), Career Counselling Cell, Building Committee
Academic Committee, Examination Sub Committee, Seminar Sub Committee
Students' Welfare Committee, Sports Committee, Grievance Redressal Cell
Alumnae Association, N.C.C. Advisory Body, Research Counseling Cell
Career Counseling Cell, Feedback Review Cell, Self Appraisal Committee
Parent-Teacher Committee

h. Duties and responsibilities of teaching and non-teaching staff:

Duties and responsibilities of the Principal & Secretary and Teacher-in-Charge

a. Principal as an administrative and academic head shall responsible for;

- i. Academic growth of the college (teaching learning, research and co-curricular activities)
- ii. Planning and implementing all programmes undertaken
- iii. Assessing all reports
- iv. Students admission
- v. Maintaining all rules and regulation framed by the UGC /University/State Govt./ Governing Body
- vi. To redress grievances of all concerns
- vii. To frame committees and sub committees to run the institution smooth and successfully

b. Head Clerk:

It is the duty of Head Clerk to exercise day to day office work properly to ensure prompt dispatch of letters, filling all papers properly, to issue necessary documents of students, making auditing and maintain academic calendar.

c. Librarian and other Library Staff:

The Librarian is assigned the duty of making necessary arrangement of purchasing books, study materials and study tools to access the collection, preserving, displaying and lending books, develop library policies and upgrade the library keeping pace with the time.

d. Hostel Superintendent:

The office of the superintendent shall be responsible for taking care of boarders, fulfill their needs, look after the safety and security of boarders, keeping necessary records and paper and to recommend alleged boarders for disciplinary action.

e. Laboratory Attendant:

To assist students and teachers in conducting practical and experiments to purchase and maintain stock register to undertake physical stock verification and recommend head of the department for the up-gradation of the library.

- f. Peon:** To open college in right time. Keeping college campus and class rooms clean, carry message and information from place to place, serving drinking water to employees and visitors as and when required.

g. Faculty / Department:

The faculty /head of the department of any shall be responsible for development teaching materials, planning of lessons, setting up, library, conducting test/assessment, implement of projects and making evaluators of test papers.

h. Statutory Committees / Sub Committees/ Cells:

1. Anti Ragging Committee:

The In-Charge of Anti Ragging Committee will be responsible for form duty-chart of the committee members, checking such untoward incidents to carry out surprise visit, sending report to the appropriate authority and advising victims of necessary move.

2. Students Grievance Cell:

To make aware of students of their legal right, to provide safe guards for the students to redress their grievances, to ensure their interest, more importantly to create plat form of listening complains and redressed their grievances.

3. Personal Counseling Cell:

The cell is entitled to listen the problems of the students what they are facing in the personal lives to give necessary advice so that the victim can overcome the situation.

4. Alumnae Association:

The duty of alumni association of maintaining and updating alumni database, organizing the alumnae meet, continuous liasoning with alumnae for curriculum enrichment, providing new comers for necessary suggestions and also providing recommendation to the college authority.

i. IQAC Co-ordinator:

To hold the office of Internal Quality Assurance Cell. He is entitled to preserve all records regarding the functioning of the institution and to assess the strength and weakness of the institution. These apart he/she is responsible for taking all necessary works in order to face the NAAC Peer Team by preparing and sending IQAR, IIQA and SSR.

N.B.: for details, please see our prospectus