

# MAHARAJADHIRAJ UDAY CHAND WOMEN'S COLLEGE

B.C. Road, Burdwan- 713 104 Phone- (0342) 2533168 / 2531900

Government Sponsored Degree College Estd-1955

E-mail <mucwcburdwan@gmail.com>

**A Constituent College of the University of Burdwan**

**Reaccredited by NAAC (Grade-B CGPA-2.72)**



## **Necessary Information under RTI Act 4 (I) (b)**

1. Organization, function & duty :  
MUC Women's College, an Educational Institution Promotion for female education and engaged in Teaching & Academic Administration
2. Powers & duties of officers & employees:  
Powers and duties as mentioned in the Statutes of the University and as defined in the Regulations of Regularly Bodies and the orders of the state Govt.
3. Procedures followed in decision making process including channels of supervision accountability :  
Decisions made by the duly constituted Governing Body following rules of the government and the University Decision executed through office and committees. Accountability ensured by integration of various bodies of functionaries.
4. Norms for the discharge of functions  
Following Time table of service, uploaded on the website
5. Rules, regulations, instructions, manuals used for discharging functions
  - BU Statutes and Regulations
  - College Manual
  - Govt. Order
  - UGC Order
  - Instructions of the DPI, WB & WBSCHE
6. Categories of documents held by the Institutions
  - Students Record
  - Students Certificates & Marksheets
  - Admission Data
  - Staff service related documents
  - College property related documents
  - Accounts related document
7. Arrangement for consultation by public in relation to policy formulation and implementation

Website : [www.mucwcburdwan.org](http://www.mucwcburdwan.org)

e-mail : [mucwcburdwan@gmail.com](mailto:mucwcburdwan@gmail.com)

8. Statement of boards, councils, committees
  - GB
  - TC
  - Standing
  - Statutory Sub-Committees
  - Anti – Ragging squad
  - cell for prevention of sexual Harassment
9. Directory of officers & Employees  
List of TS & Non TS (Including Hostel HS)
10. Monthly remuneration :  
Remuneration as fixed by the state govt. and GB (for Temporary Staff on Fixed Pay)
11. Budget allocation  
Budget for 2016 – 2017, 2017 – 2018
12. Manner of execution of subsidy programmes  
No subsidy required
13. Particulars of recipients of concessions  
Student concession – no. for 2017 – 2018
14. Details of information reduced in electronic form
  - Student Admission Data
  - Ledgers of Accounts
15. Facilities for obtaining information
  - Working Hours – 10:00 a.m. to 5:00 p.m.
  - Library Hours. – 8:00 a.m. to 5:00 p.m.
  - e-mail ID – [mucwcburdwan@gmail.com](mailto:mucwcburdwan@gmail.com)
  - Telephone – 0342-2533168
16. Name, designation & other information of  
Public Information officer : Dr Gautam Bhattacharyya  
Designation : Assistant Professor  
Deptt of Chemistry  
Contact No. : 9831168026  
e-mail – [gbmucburdwan@gmail.com](mailto:gbmucburdwan@gmail.com)
17. Other information  
Appellate Officer : Prof Ajoy Kumar Sarkar  
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MUC Women’s College  
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