

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

4(1) (b)

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

**Organization**

Government College for Women, Gurawara 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 village Gurawara, District Rewari, Haryana-123035. 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.)
2. It organises various co-curricular activities through its various cells such as Women Cell, N.S.S. etc.

**ii. 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.

**iii. 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 (vacant)
6	Clerks, LA's
7	Peon, Chowkidar etc.

**(iv) 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.

**(v) 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.

**(vi) 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.

**(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;**

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.

**(viii) 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	Dr.AJAY KUMAR	ASSISTANT PFOFESSOR (DDO)
2	Dr.SUSHIL DUTT	ASSISTANT PFOFESSOR
4	Smt. BHARTI YADAV	ASSISTANT PROFESSOR
6	Sh.AMIT BHORIA	ASSISTANT PROFESSOR
7	Dr.KAVITA YADAV	ASSISTANT PROFESSOR
8	Dr.VIKASH	ASSISTANT PROFESSOR
9	Mr. DEEPAK KUMAR	ASSISTANT PROFESSOR
10	Ms. MANISHA	ASSISTANT PROFESSOR
11	Dr. JYOTI	ASSISTANT PROFESSOR
12	Dr. RAVI	ASSISTANT PROFESSOR
13	Smt. VINTI PARMAR	ASSISTANT PROFESSOR
14	Sh. KRISHAN SHARMA	ASSISTANT PROFESSOR
15	Dr. SAVITA RANI	ASSISTANT PROFESSOR
16	Sh.SUMIT	ASSISTANT PROFESSOR
17	Ms.SUSHMA	EXTENSION LECTURER
18	Mr.GEETA	EXTENSION LECTURER
19	Dr.JYOTI SHARMA	EXTENSION LECTURER
20	Ms.JYOTI	EXTENSION LECTURER

**Non-Teaching Staff**

Sr. No.	Name	Designation
1	Sh. Anil Kumar	Clerk
2	Sh. Pardeep Kumar	Peon
3	Sh.Naresh Kumar	Computer Instructor
4	Sh. Nandbir Singh	Clerk
5	Sh.Naresh Kumar	Mali
6	Sh.Parmanand	Mali
7	Sh. Rahul	Chowkidar
8	Sh. Satbir	Chowkidar
9	Sh.Yogesh	Library attendant

(x) 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	Clerk	5200-20200+1900GP
9	L.A.	5200-20200+1900 GP
10	Peon	5200-20200+1300GP
11	HKRN Employees	As per rates fixed by HKRN

(xi) 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 2023-2024.

Budget Head		Allocation		
Sr. No	Head of Account		Object Code Description	Amount Allocated
1.	2202-03-001-99-98-12-P-01-R-V	01	Salary	2948061
2.	2202-03-001-99-98-12-P-01-R-V	03	Dearness Allowances	1204575
3.	2202-03-001-99-98-12-P-01-R-V	04	Travel Expenses	0
4.	2202-03-001-99-98-12-P-01-R-V	05	Office Expenses	40000
5.	2202-03-001-99-98-12-P-01-R-V	67	Medical Reimbursement	0
6.	2202-03-001-99-98-12-P-01-R-V	69	Contractual Service	1040995
7.	2202-03-001-99-98-12-P-01-R-V	70	Leave Travel Concession	347626
8.	2202-03-001-99-98-12-P-01-R-V	92	Energy Charges	96385
9.	2202-03-001-99-99-12-P-01-R-V	88	Computerization (IT)	843848
10.	2202-03-103-98-51-12-P-01-N-V	01	Salary	17012487
11.	2202-03-103-98-51-12-P-01-N-V	02	Wages	424800
12.	2202-03-103-98-51-12-P-01-N-V	03	Dearness Allowances	7004668
13.	2202-03-103-98-51-12-P-01-N-V	04	Travel Expenses	119325
14.	2202-03-103-98-51-12-P-01-N-V	24	Material and Supply	200000
15.	2202-03-103-98-51-12-P-01-N-V	67	Medical Reimbursement	200000
16.	2202-03-103-98-51-12-P-01-N-V	69	Contractual Service	2900000
17.	2202-03-105-90-51-12-P-01-N-V	34	Other Charges	30000
18.	2202-03-105-92-51-12-P-01-N-V	24	Material and Supply	47898
19.	2202-03-105-92-51-12-P-01-N-V	86	Training	30000
20.	2202-03-105-92-51-12-P-01-N-V	87	Honorarium	40000
21.	2202-03-105-99-51-12-P-01-N-V	34	Other Charges	20000
22.	2202-03-105-99-51-12-P-01-N-V	87	Honorarium	10000
23.	2202-03-105-93-51-12-P-01-N-V	24	Material and Supply	10000
24.	2202-03-105-93-51-12-P-01-N-V	87	Honorarium	16000

(xii) 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

(xiii) particulars of recipients of concessions, permits or authorizations granted by it

Not applicable

(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;

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

(xvi) the names, designations and other particulars of the Public Information Officers ;

r. No.	Name and Address	Designation
1	Dr. Sushil Dutt, Assistant Professor, GCW, Gurawara	SPIO
2	Dr. Ajay Kumar, Principal, GCW, Gurawara	First Appellate Authority

(xvii) such other information as may be prescribed; and thereafter update these publications every year ;

Not available

*nmh*

SPIO

GCW Gurawara  
Rewari

*[Signature]*  
Principal  
Govt. College for Women  
Gurawara ( Rewari )