

RIGHT TO INFORMATION (RTI)

Bringing Information to the Citizens

Right to Information Act 2005 mandates timely response to citizen requests for Government information. It is an initiative taken by Department of Personnel and Training, Ministry of Personnel, Public Grievances and Pensions to provide a - RTI Portal Gateway to the citizens for quick search of information on the details of first Appellate Authorities, PIOs etc. amongst others, besides access to RTI related information/disclosures published on the web by various Public Authorities under the government of India as well as the State Governments.



Objective of the Right to Information Act

The basic object of the Right to Information Act is to empower the citizens, promote transparency and accountability in the working of the Government, contain corruption, and make our democracy work for the people in real sense. It goes without saying that an informed citizen is better equipped to keep necessary vigil on the instruments of governance and make the government more accountable to the governed. The Act is a big step towards making the citizens informed about the activities of the Government.

RTI Application Form

Name:

Gender:

Language of Request:

Address:

State:

Country:

Phone No.

Mobile No.

E-Mail:

Status (Rural/Urban):

Education Status:

Is the Applicant is Below Poverty Line (BPL)?

Citizenship Status:

Amount Paid:

Mode of Payment: DD / RTGS (Tick any)

In case of DD, please mention the DD No. _____ dated _____.

In case of RTGS (i.e. online), please mention the UTR (Unique Transaction Reference) Number _____ and date of payment _____.

[Online, payment are to be made in favour of "SATYAPRIYA ROY COLLEGE OF EDUCATION" at Bank of Baroda, Salt Lake Branch, Kolkata.

Account No. 71750200000056

IFS Code: BARB0DBSALT

MICR Code: 700012191

Question(s):

Signature of the Applicant



For RTI related queries write to:

The Public Information Officer
Satyapriya Roy College of Education,
AA-287, Sector-I Salt Lake City, Kolkata-700064
West Bengal, India

A directory of its officers and employees under section 4.(1).b(ix) of the RTI ACT, 2005 (Updated 30th April, 2022)

Sl. No.	Name of the Employee	Designation	Contact No.
1.	Dr. Subir Nag	Principal	+91 9830886630
2.	Dr. Nandini Samaddar (Chakraborty)	Associate Professor	+91 7980466843
3.	Dr. Kausik Chatterjee	Associate Professor	+91 9830477052
4.	Dr. Dipak Kumar Kundu	Selection Grade Librarian (Stage-IV)	+91 7980534439
5.	Dr. Mousumi Boral	Associate Professor	+91 9433763778
6.	Dr. Subrata Kumar Sahoo	Assistant Professor	+91 9432852362
7.	Dr. Naba Kumar Saha	Assistant Professor	+91 9836506197
8.	Dr. Piku Chowdhury	Assistant Professor	+91 9830220346
9.	Smt. Ripa Mazumder	Assistant Professor	+91 8373867840
10.	Smt. Chumki Das	Assistant Professor	+91 8017473114
11.	Smt. Alina Goperma	Assistant Professor	+91 7384759117
12.	Smt. Mitali Basak	SACT - II	+91 9830987051
13.	Sri Tapas Kumar Bag	Head Clerk	+91 9903013248

14.	Sri Kallol Chakraborti	Accountant	+91 9903935964
15.	Sri Kamal Kumar Podder	Cashier	+91 7003213718
16.	Sri Pradip Kumar Nath	Clerk	+91 8013765912
17.	Smt. Rita Mukherjee	Library Peon	+91 9547578177

The powers and duties of its officers and employees under section 4.(1).b(ii) of the RTI ACT, 2005 (Updated April, 2021)

Sl. No.	Name of the Post	Power & Duties
1.	Principal	<p>a. Principal is the Head of all Academic and Administrative activities of the institution.</p> <p>b. She/he has powers necessary for the exercise of general supervision and control of the work of the institution and for power and efficient management of the institution.</p> <p>c. All employees of the Institute and other employees working at the Institute including those employed on minor research project or schemes financed by other agencies, whether receiving salaries from the Institute or direct from such agencies, shall be under the general directions and control of the Principal.</p> <p>d. The Principal reports to the DPI, Department of Higher Education.</p>
2.	Associate Professor	<p>a. Teaching, minor research project and extension works including conduct of workshops, seminars and other academic programmes.</p> <p>b. Planning and implementation of future development of the department.</p> <p>c. Any other duties that may be assigned by the authorities from time to time.</p>
3.	Assistant Professor	<p>a. Teaching, minor research project and extension works including conduct of workshops, seminars and other academic programmes.</p> <p>b. Any other duties that may be assigned by the authorities from time to time.</p>
4.	Administrative Officer	<p>a. Looks after the overall administrative functions and activities of the institution. He/she is assisted by the other staff.</p> <p>b. Any other duties that may be assigned by the authorities from time to time.</p>
5.	Co-ordinator	<p>a. He/she is the in-charge of the Academic section which involves duties pertaining to the NAAC, RUSA, NCTE and also students affairs.</p> <p>b. He/she is assisted by the other staff.</p> <p>c. Any other duties that may be assigned by the authorities from time to time.</p>
6.	Librarian	<p>a. He/she is a professional employee of the Institution. He/she is entrusted with the responsibility of overall management of the library of the Institution.</p> <p>b. Any other duties that may be assigned by the authorities from time to time.</p>
7.	Semi-Professional	<p>a. He/she provides necessary support and assistance to the librarian to look after the works in the Library.</p>

	Assistant	b. Any other duties that may be assigned by the authorities from time to time.
8.	Upper Division Clerk	a. He/she assists in executing the works in different sections of the Institute including notice, Accounts, Audit, Cash drafting and computer related works. b. Any other duties that may be assigned by the authorities from time to time.
9.	Lower Division Clerk	a. Lower Division Clerk assists in executing the works in different sections of the Institute including notice, Web-site Data Entry drafting and computer typing works. b. Any other duties that may be assigned by the authorities from time to time.
10.	Multi-tasking Staff	a. Multi-tasking Staff are attached to the different sections to performing multi-purpose works as assigned by the authorities as per requirements from time to time.