

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, Gohana is a Government institution under the Department of Higher Education, Haryana. The college is affiliated with Bhagat Phool Singh Mahila Vishwavidyalaya, Khanpur Kalan, Sonipat. Haryana-131301. The college has 29 non-teaching staff members and 59 teaching staff members.

Functions and Duties

The institute performs following functions:

1. It imparts education to U.G. students in all the streams viz. Arts, Commerce, Management, Science and Computer Science and to P.G. Students in Commerce and Geography.
2. It organizes various co-curricular activities through its various cells such as Women Cell, N.S.S., N.C.C. 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
5	Assistant Superintendent
6	Clerks, L.A.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	Pawan Lathwal	Associate Professor
2	Satish Kumar	Associate Professor
3	Sandeep Khasa	Associate Professor
4	Ambrish Attri	Associate Professor
5	Sarita Lakra	Associate Professor
6	Chand Mor	Associate Professor
7	Shamsher Singh	Associate Professor
8	Mukesh Kumar	Associate Professor
9	Jyoti Chahal	Assistant Professor
10	Anil Kaushik	Assistant Professor
11	Sandeep Kumar	Assistant Professor
12	Anju Kaushik	Assistant Professor
13	Namita	Assistant Professor
14	Priyanka	Assistant Professor
15	Renu Jangra	Assistant Professor
16	Lalita Rani	Assistant Professor
17	Rakhi Kadian	Assistant Professor
18	Seema Devi	Assistant Professor
19	Laxman	Assistant Professor
20	Neeraj Dahiya	Assistant Professor
21	Vikas Malik	Assistant Professor
22	Rajesh Kumar	Assistant Professor
23	Ravit Kumar	Assistant Professor
24	Devender Singh	Assistant Professor
25	Rekha Devi	Assistant Professor
23	Pearl	Assistant Professor
27	Arun Kumar	Assistant Professor
28	Virender	Assistant Professor
29	Parveen Devi	Assistant Professor
30	Pinki Rani	Assistant Professor
31	Naveen	Assistant Professor
32	Kiran	Assistant Professor
33	Reetu	Assistant Professor
34	Vikram Singh	Assistant Professor
35	Amit Kumar	Assistant Professor
36	Manmohan Chahal	Extension Lecturer
37	Mandeep Singh	Extension Lecturer

38	Ashok kumar	Extension Lecturer
39	Rashmi	Extension Lecturer
40	Monika Malik	Extension Lecturer
41	Archana	Extension Lecturer
42	Sunita	Extension Lecturer
43	Ekta	Extension Lecturer
44	Naresh Kumar	Extension Lecturer
45	Sunil kumar	Extension Lecturer
46	Sandeep	Extension Lecturer
47	Anita	Extension Lecturer
48	Ekata	Extension Lecturer
49	Suman	Extension Lecturer
50	Upasna	Extension Lecturer
51	Seema Kundu	Extension Lecturer
52	Anil Kumar	Extension Lecturer
53	Dinesh	Extension Lecturer
54	Kavita Saini	Extension Lecturer
55	Ombir Singh	Extension Lecturer
56	Parshant	Extension Lecturer
57	Kapil Dev	Extension Lecturer
58	Sandeep Kumar	Extension Lecturer
59	Nidhi Mann	Extension Lecturer

Non-Teaching Staff List (Regular)

Sr. No.	Name	Designation
1	Sh. Ramkumar	Dy. Supdt.
2	Sh. Rajesh Kumar	JLA
3	Sh. Vikas	Clerk
4	Sh. Amit Kumar	LA
5	Sh. Sanjeet Kumar	LA
6	Sh. Mohan Lal	Peon
7	Sh. Surender Kumar	Peon
8	Sh. Rinku Kumar	Peon
9	Sh. Naresh	Mali
10	Smt. Neelam	Sweeper
11	Sh. Satbir	Chowkidar

Contractual Staff

Sr. No.	Name	Designation
1	Sh. Naresh Kumar	Comp. Ins.
2	Sh. Rahul Saini	Comp. Ins
3	Sh. Pardeep	Clerk
4	Ms. Anisha	Clerk
5	Sh. Rajbir	Lab. Att.
6	Sh. Anank Prakash	Lab. Att.
7	Sh. Sunil Kumar	Lab. Att.
8	Sh. Bijender	Lab. Att.
9	Sh. Rajesh Kumar	Lab. Att.
10	Sh. Pawan Kumar	Lab. Att.
11	Ms. Kavita	Restorer
12	Ms. Sunil Devi	Restorer
13	Sh. Vinod Kumar	Lib. Att.

14	Sh. Amit Kumar	Lib. Att.
15	Sh. Krishan Kumar	Mali
16	Ms. Kiran Devi	Sweeper
17	Sh. Sandeep	Chowkidar
18	Sh. Rahul	Chowkidar

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	Computer L.A.	19, 900/- PER MONTH (FIXED)
9	Clerk	5200-20200+1900GP
10	L.A.	5200-20200+1900 GP
11	Peon	5200-20200+1300GP
12	HKRN Employees	As per rates fixed by HKRN

(x) 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 2023-24.

Head of Account	Obj Code Description		Amount Allocated	Cumulative Expenditure	Balance Amount
2202-03-001-99-98-12-P-01-R-V	01	Salary	6000000	5008055	991945
2202-03-001-99-98-12-P-01-R-V	02	Wages	704299	394379	309920
2202-03-001-99-98-12-P-01-R-V	03	Dearness Allowances	2060000	1931067	128933
2202-03-001-99-98-12-P-01-R-V	04	Travel Expenses	25000	4010	20990
2202-03-001-99-98-12-P-01-R-V	05	Office Expenses	80000	70919	9081
2202-03-001-99-98-12-P-01-R-V	12	Scholarships and Stipends	350000	243883	106117
2202-03-001-99-98-12-P-01-R-V	67	Medical Reimbursement	728344	452633	275711
2202-03-001-99-98-12-P-01-R-V	69	Contractual Service	2277000	1998818	278182
2202-03-001-99-98-12-P-01-R-V	70	Leave Travel Concession	257872	257872	0
2202-03-001-99-98-12-P-01-R-V	79	Ex-Gratia	0	0	0
2202-03-001-99-98-12-P-01-R-V	92	Energy Charges	950000	763216	186784
Scheme Total:			13432515	11124852	2307663
2202-03-103-98-51-12-P-01-N-V	02	Wages	766400	708000	58400
2202-03-103-98-51-12-P-01-N-V	04	Travel Expenses	0	0	0
2202-03-103-98-51-12-P-01-N-V	24	Material and Supply	300000	0	300000
2202-03-103-98-51-12-P-01-N-V	69	Contractual Service	15000000	13673369	1326631
Scheme Total:			16066400	14381369	1685031
2202-03-103-99-51-12-P-01-R-V	01	Salary	50000000	42421916	7578084
2202-03-103-99-51-12-P-01-R-V	03	Dearness Allowances	18615000	17077467	1537533
2202-03-103-99-51-12-P-01-R-V	04	Travel Expenses	150000	129818	20182
2202-03-103-99-51-12-P-01-R-V	67	Medical Reimbursement	4215371	4165395	49976
2202-03-103-99-51-12-P-01-R-V	69	Contractual Service	2119400	1901388	218012
2202-03-103-99-51-12-P-01-R-V	70	Leave Travel Concession	137456	137456	0
Scheme Total:			75237227	65833440	9403787
2202-03-105-90-51-12-P-01-N-V	34	Other Charges	50000	0	50000
Scheme Total:			50000	0	50000
2202-03-105-92-51-12-P-01-N-V	24	Material and Supply	21000	0	21000
2202-03-105-92-51-12-P-01-N-V	86	Training	30000	0	30000
2202-03-105-92-51-12-P-01-N-V	87	Honorarium	70000	0	70000
Scheme Total:			121000	0	121000
2202-03-105-93-51-12-P-01-N-V	24	Material and Supply	10000	0	10000
2202-03-105-93-51-12-P-01-N-V	87	Honorarium	16000	0	16000
Scheme Total:			26000	0	26000
2202-03-105-99-51-12-P-01-N-V	34	Other Charges	50000	0	50000
2202-03-105-99-51-12-P-01-N-V	87	Honorarium	30000	29000	1000
Scheme Total:			80000	29000	51000

(xi) 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

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

Not applicable

(xiii) details in respect of the information, available to or held by it, reduced in an electronic form ;

Not applicable

(xiv) 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.

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

Sr. No.	Name and Address	Designation
1	Dr. Chand Mor, Associate Professor, GCW, Gohana	SPIO
2	Mr. Satish Kumar, Principal, GCW, Gohana	First Appellate Authority

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

Not available