

MANUAL OF TAGORE GOVERNMENT
COLLEGE OF EDUCATION
PORT BLAIR

UNDER SECTION 4(1)(B) OF THE RIGHT
TO INFORMATION ACT 2005.

TAGORE GOVERNMENT
COLLEGE OF EDUCATION
PORT BLAIR
PHONE NO:232695

POINT WISE REPLY OF SECTION 4(1) (b) OF RIGHT TO INFORMATION ACT, 2005.

The Manual of Tagore Govt. College of Education, Port Blair under section 4 (1) (b) of Right of information Act 2005 is as follows:

I. The Particulars of the organization, functions and duties:

The TGCE, Port Blair is the only Teacher Training College functioning in Port Blair and providing Secondary Level Teachers Training. The college is situated in the heart of Port Blair City. The college was established in the year 1981 as named Govt. Teachers Training College. Now the college has been renamed as TGCE, Port Blair. The college is affiliated with the Pondicherry University and gets results in degree courses offered under semester and Non semester pattern as per the details given below:

S. No.	Course offered	Duration	Intake.
1.	B.Ed.(Non semester)	One Year	100
2.	<u>UGEd.</u>	Integrated	
	BA.BEd. in English.	Four Year	10 students per year.
	B.Sc.B.Ed.in Computer science	Four Year	10 students per year.
	B.Sc.B.Ed. in Mathematics	Four Year	10 students per year.

The College has an excellent campus and it is situated in the heart of the Port Blair City. It is functioning in a pleasant peaceful place mostly suitable for study. The infrastructure facilities of the College are as follows:-

1. The College Library and course specific Labs. The Library has been enriched by Books, Magazines, Zonals, News Papers and other useful books of Competitive Examinations. The Computer Lab is equipped with the Computers to strengthen the facility of Computer Education to the students. The Computers are also being made available to the Library, Admission and Examination Wing and to the Office.
2. The College has one indoor game room which provides indoor games and gym facilities to the College students.
3. The College has got a Seminar Gallery and Auditorium Building and having capacity of about 200 audiences to carry out the Cultural, Social, Co-curricular and extra-curricular activities in the Auditorium and Seminary Gallery.
4. The College has two separate hostels, one for girls having 34 bedded and another hostel for boys. Some class rooms are being used as Boys Hostel to accommodate 20-25 boys students. The students staying in the hostels are getting an amount of ₹.1000/- per head as monthly stipend.
5. The College has also one Conference Hall and one AV Hall for the students and staff of the College.

The details of Group `A', Group `C' & Group `D' Temporary Plan Posts of the College are furnished below:-

Sl. No.	Name of the Post	Scale of Pay	No. of Posts
1.	Principal	37400 -67000/- GP 10000/-	01 No.
2.	Asst. Professor	15600-39100 GP 6000/-	09 No.
3.	Librarian	9300 – 34800 GP 4600/-	01 No.
4.	Computer Instructor	9300 – 34800 GP 4600/-	01 No.
5.	Craft Instructor	9300 – 34800 GP 4200/-	01 No.
6.	Office Superintendent	9300 – 34800 GP 4200/-	01 No.
7.	Head Clerk	9300 – 34800 GP 4200/-	01 No.
8.	Higher Grade Clerk	5200 – 20200 GP 2400/-	01 No.
9.	Lower Grade Clerk	5200 – 20200 GP 1900/-	01 No.
10.	Stenographer	5200 – 20200 GP 2400/-	01 No.
11.	Technician	5200 – 20200 GP 2800/-	01 No.
12.	Lab Assistant	5200 – 20200 GP 2400/-	01 No.
13.	Carpenter	5200 – 20200 GP 1900/-	01 No.
14.	Driver	5200 – 20200 GP 1900/-	01 No.
15.	Watchman	5200 – 20200 GP 1800/-	01 No.
16.	Attendant	5200 – 20200 GP 1800/-	01 No.
17.	PCC	4400 – 7440 GP 1800/-	02 No.
18.	Sweeper-cum-Mali	4400 – 7440 GP 1800/-	01 No.
Consolidated			
1.	Sweeper	Consolidated pay Rs.8500/- PM	01 No.
2.	Watchman	Consolidated pay Rs.8500/- PM	02 No.
3.	Hostel Attendant	Consolidated pay Rs.8500/- PM	02 No.
4.	Cook	Consolidated pay Rs.8500/- PM	02 No.

College Administration:

The Tagore Govt. College is headed by Dr. J.D. Singh, Principal. The other officers of the College Administration are as under :-

1.	Drawing & Disbursing Officer	Dr. S.J. Mathew, Asst. Professor (SS)
2.	In-char Adm. & Exam Wing	Dr. S.J. Mathew, Asst. Professor (SS)
3.	Warden Boys Hostel	Dr. R.K. Tiwari, Asst. Professor (SS)
4.	Warden Girls Hostel	Smti. Manjulatha Rao, Asst. Professor (ES)
5.	In-charge Language Lab	Dr. S.S. Rao, Asst. Professor (SS)
6.	In-charge Computer Lab	Dr. S.J. Mathew, Asst. Professor (SS)
7.	In-charge Co-curricular Activities	Dr.(Mrs.)N.Rath, Asst. Professor (SS)
8.	In-charge Library	Smti. Manjulatha Rao, Asst. Professor (ES)
9.	In-charge Vehicle	Shri M.Kunjai, Technician.
10.	Nodal Officer (Official Language)	Dr. R.K. Tiwari, Asst. Professor (SS)
11.	Nodal Officer (Court Case)	Dr. S.J. Mathew, Asst. Professor (SS)
12.	Incharge- Psychology lab	Dr.(Mrs.)N.Rath, Asst. Professor (SS)
13.	Office Superintendent	Smti. Narayan Kumari

All these officers are assisting the Principal in College Administration.

II. The Power and Duties of its Officers and Employees:

The Administrative Power to be exercised by the Principal, other officer Employee of Tagore Govt. College, Port Blair in accordance with orders/instructions issued from time to time by the Andaman & Nicobar Administration.

Read with Ministry of Home Affairs letter No.11011/38/80-Finance-II date 06/09/1980, the Lt. Governor, A&N Islands has re-delegated the Financial power the Head of the department and heads of Office vide order No.253 dated 04/12/2012.

Duties of the Principal:-

- i) To provide Academic and Administrative Leadership to the Department/College.
- ii) To co-ordinate with the different bodies related to the college activities viz. A & N Administration, affiliating/recognizing agencies like UGC, NCTE, UPSC, Pondicherry University, GOI, NAAC, different educational Institutions for betterment of the department/college.
- iii) To prepare plan scheme related to the Department/College.
- iv) To train quality teacher for providing better educational service to the society.
- v) To protect the welfare of the college, students and staff working with the Principal.
- vi) To extend co-operation to the superiors for strengthening and smooth functioning of the Department/College.
- vii) To conduct research activities, educational surveys, seminars, workshops, orientation programme for trainees and teachers.
- viii) To try to work hard for developing a Model Department/College of A&N Administration/GOI.
- ix) To introduce innovative educational programmes for responding the challenges of Education/Society.
- x) Convening various meetings and to take part in every meeting of the A&N Administration and Pondicherry University.
- xi) Ensuring the progress and development of the College.
- xii) Other duties assigned by the Andaman and Nicobar Administration.

III. The procedure following in the decision making process including channels of supervision and accountability:

The procedures including channel of supervision and accountability is in accordance with the provisions rules and regulations of Andaman and Nicobar Administration, Govt. of India and guidelines of the Pondicherry University, NCTE and UGC.

IV. The Norms set by it for the discharge of its functions:

All the functions are discharged in accordance with the rules and regulation of the Andaman and Nicobar Administration, Govt. of India UGC, NCTE and the Pondicherry University.

V. The rules, regulation, instruction, manuals and records, held by it or under its control or used by the employees for discharging its functions:

As per procedure.

VI. A statement of the categories of document that are held by it or under its control:

All documents pertaining to admission, examination, budget estimates accounts, university matters, administrative matters, departmental matters, establishment, confidential issues and other general matter of the college are dealt with the concerned incharges as well as official documents are with concerned dealing assistants and office Superintendent.

VII. The particulars of any arrangement that exists for consultation with or representation by, the members of the public in relation to formulation of its policy implementation there of:

The Principal of the College hears the grievances of the students, staff, parents, public and their representatives and takes into account for planning and better management of the college.

VIII. A statement of the boards, councils, committees and other bodies consisting or two or more person 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:

The following councils and committees are constituted and functioning for the purpose to give advice suggestions to the Head of the institutions for better management and overall development of the college.

a) Advisory Committee :

The information of Advisory Committee is under process.

b) Admission Committee :

The committee is constituted to carry out the Admission of the students at the beginning of the academic year in different year in various courses. This committee consists of one convener with other faculty members.

c) Purchase Committee :

This committee is constituted to deal with all the matters concerned with the purchase of furniture, stationery and other items for the college consisting of various members under the chairmanship of the Principal.

d) Canteen Committee:

This committee is constituted to streamline the functioning of the college canteen.

e) Discipline Committee:

This committee is constituted to maintain the discipline among the students in the college campus. This committee is look after the discipline and suggests for the betterment and welfare of the students. This committee is also ensures that no ragging take place in the college campus.

f) Organizing Committee to Advice Principal :

This Committee is constituted to advise the Principal from time to time to organize any programme and welfare of the college development.

g) Hostel Mess Committee:

This committee is constituted to look after the hostel mess management in both boys and girls hostel. This committee functions under the supervision of the wardens and suggests the Principal for improvement in the quality of food supplied to the hostellers.

h) Anti-ragging Committee:

The Anti-ragging committee is constituted to prevent ragging activities in the college campus and the boys and girls hostels. It consists various faculty members, including the Principal.

i) Anti-Ragging Squad:

The Anti-Raging Squad is constituted to watch and see the raging activities in the college campus and both the boys and girls hostel. It consists various faculty members under the Chairmanship of Principal.

j) Co-curricular Activities Committee:

This Committee is to carry out co-curricular activities of the college time to time.

k) College Students Council:

In order to channelize the potentials and all-round development, personality of students, the following committees are also constitution of the College students council members. They are:-

1. Cultural Committee
2. Sports Committee
3. Discipline Committee
4. Extra Curricular activities Committee and
5. Canteen Committee

The College student and the different Committees of the Council members works together with the Head of the institution and In-charge of the different units of the college for its better development. The meetings of this councils and committees are not open to the public.

IX. A directory of its officers and employees:

Sl. No.	Name of the Officer	Designation	Phone No.	
			Office	Res.
1.	Dr. J.D. Singh	Principal	239688 232695 Extn.222	233567
2.	Dr. S.J. Mathew	Asst. Professor (SS) DDO	232695 Extn.220	
3.	Dr. S.S. Rao	Asst. Professor (SS)	Extn.211	
4.	Dr. (Mrs.) N. Rath	Asst. Professor (SS)	Extn.209	
5.	Dr. R.K. Tiwari	Asst. Professor (SS)	Extn.207	
6.	Smti. Manjulatha Rao	Asst. Professor (ES)	Extn.205	
7.	Smti. Narayan Kumari	Office Superintendent	Extn.206	

X. The monthly remuneration received by each of its officers and employees, including the system of compensation as provided in its regulations:

The monthly remuneration of the officers and employees are in accordance with their scale of pay and other allowances/benefits allowed as per the Rules of Govt. of India.

XI. The budget allocated to each of its agency, indicating the particulars of all plan proposed expenditures and report on disbursement made:

The agreed plan/budget allocation for the year 2012-13 is as follows:-

Sl. No.	Expenditure Head	Rupees (in thousands)
1.	Salaries	14234
2.	Office Expenses (OE)	1715
3.	Domestic Travel Expenses (DTE)	0
4.	Overtime Allowances (OT)	0
5.	Other Charges (S&M)	3214
6.	Medical Treatment (MT)	66
7.	Stipend	453
	Total Budget Allocation	19682

XII. The manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programmes:

- NIL -

XIII. Particulars of recipients - Concessions, permits or authorizations granted by it:

-NIL -

XIV. Details in respect of the information available to or held by it, reduced in an electronic form:

-NIL -

XV. The particulars of facilities available to citizens for obtaining information, including the working hours of the library or reading room, if maintained for public use:

-NIL -

XVI. The names, designations and other particulars of the Public Information Officers:

Sl. No.	Designation		Phone No.	
			Office	Res.
1.	Appellate Authority	Principal	232695 239688 03192- 244045 (Fax)	233567
2.	Public Information Officer	Sr. Most Asst. Professor (SS)	-do -	
3.	Asst. PIO	Asst. Professor (SS), DDO	-do -	

XVII. Such other information as may be prescribed and thereafter update these publication every year:

1. The college gives top priority to discipline in the campus and hostels.
2. Educational/study tours to inter islands and the places of educational interest are arranged from time to time to provide greater exposures and practical knowledge to students.
3. In accordance with the policies of the Govt. of India and the Order of the Administration seats in both the courses offered by the college are reserved for candidates belonging to different categories as included for the professional course in A&N Islands.
4. The Tagore Govt. College is continuously progressing to achieve the excellence in education, character building in the trainees with strong commitment for the national integrity and plays a vital role to impart higher education to the trainees of this college.

PRINCIPAL.
TGCE, PORT BLAIR.