

**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, 239688  
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## PROACTIVE DISCLOSURES UNDER SECTION 4 OF RTI ACT 2005

### 4. (1)(a) Being maintained periodically

### 4. (1)(b)(i) The Particulars of the organization, functions and duties:

The TGCE, Port Blair is the only Teacher Training College of these islands providing Secondary Level Teacher Training to the eligible candidates. It is situated in the heart of Port Blair City at M.G. Road, Middle Point, Port Blair. Established in the year 1981 as Govt. Teachers Training College and was affiliated to Punjab University. With the inception of Pondicherry University, it got affiliated to it and on the occasion of India's Golden Jubilee of independence, it was renamed as Tagore Government College of Education, Port Blair. Being a teacher training College, it is recognized by National Council for Teacher Education.

#### ➤ Courses Offered:

S. No.	Course offered	Duration	Intake
1.	B.Ed. (Non Semester)	One Year	100 students per year
2.	B.A.B.Ed. (English)	Four Year	10 students per year
3.	B.Sc.B.Ed. (Computer Science)	Four Year	10 students per year
4.	B.Sc.B.Ed. (Mathematics)	Four Year	10 students per year

The College has an excellent campus functioning in a pleasant peaceful environment suitable for academic work with the following infrastructure follows:-

1. The College has a rich Library with more than 10000 books, 27 Journals of both National and International level, Magazines, Newspapers and Reference Books. Apart from the Library it has well equipped Computer Labs, Digital Lab, Internet Room, Language Lab, ET Lab, Games Room to support and supplement teacher training programme.
2. Seminar Gallery, Auditorium and Conference Hall further boost Cultural, Social, Co-curricular and extra-curricular activities.
3. The College has provided hostel facilities for both men and women trainees. The women hostel consists of 17 rooms located in the Girls School campus. The students staying in the hostels are paid an amount of ₹ 1000/- per head as monthly stipend.

➤ **Details of actual strength of posts as on 31/03/2014:**

S. No.	Name of the Post	Category	Band Pay With Grade Pay	No. of Existing Post	Posts filled
1.	Principal	Group 'A'	PB :4 Rs.37400- 67000+AGP.10,000	01	01
2.	Assistant Professor	Group 'A'	PB : 3 15600 –39100 + GP Rs.6000	09	07
3.	Comp. Instructor	Group 'B'	PB:2 9300-34800+ GP Rs.4600	01	01
4.	Craft Instructor	Group 'B'	PB : 2 Rs.9300-34800+ GP Rs.4200	01	-
5.	Librarian	Group 'B'	PB : 2 Rs.9300-34800 +GP Rs.4600	01	01
6.	Office Superintendent	Group 'B'	PB : 2 Rs.9300-34800 +GP Rs.4600	01	01
7.	Head Clerk	Group 'B'	PB : 2 Rs.9300-34800 +GP Rs.4200	01	01
8.	Higher Grade Clerk	Group 'C'	PB: 1 Rs.5200-20200+ GP Rs.2400	01	01
9.	Stenographer	Group 'C'	PB : 1 Rs.5200-20200+ GP Rs.2400	01	01
10.	Lower Grade Clerk	Group 'C'	PB : 1 Rs.5200-20200+ GP Rs.1900	01	01
11.	Technician	Group 'C'	PB : 1 Rs.5200-20200+ GP Rs.2800	01	01
12.	Lab Assistant	Group 'C'	PB : 1 Rs.5200-20200+ GP Rs.2400	01	01
13.	Driver	Group 'C'	PB : 1Rs.5200-20200+ GP Rs.1900	01	01
14.	Carpenter	Group 'C'	PB : 1 Rs.5200-20200+ GP Rs.1900	01	-
15.	Watchman	Group 'C'	PB : 1 Rs.5200-20200+ GP Rs.1800	01	01
16.	Sweeper cum Mali	Group 'C'	PB : 1 Rs.5200-20200+ GP Rs.1800	01	01
17.	Attendant	Group 'C'	PB : 1 Rs.5200-20200+ GP Rs.1800	01	-
18.	Peon–cum–Chowkidar	Group 'C'	PB : 1 Rs.5200-20200+ GP Rs.1800	02	01
19.	Sweeper	–	Consolidated pay Rs. 12600/-	01	01
20.	Cook	–	Consolidated pay Rs. 12600/-	02	02
21.	Watchman	–	Consolidated pay Rs. 12600/-	02	02
22.	Hostel Astt	–	Consolidated pay Rs. 12600/-	02	02
<b>TOTAL</b>				<b>34</b>	<b>28</b>

➤ **Administrative Set-up:**

The Tagore Govt. College of Education, Port Blair has been declared as a separate department under Andaman & Nicobar Administration under the Administrative Control of Secretary (Education).

1. Head of the Department – Dr. J.D. Singh, Principal
2. Drawing and Disbursing Officer – Dr. S.J. Mathew
3. Public Information Officer – Dr. S. Sudhakar Rao
4. Assistants Public Information Officer - Dr. S.J. Mathew
5. Hostel Warden, Boys Hostel, TGCE Campus – Dr. R.K. Tiwari
6. Hostel Warden, Rani Lakshmi Hostel, Girls School Campus – Ms. Yousuf

(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:**

Manual of office procedure of UT Administration, regulations of NCTE, Pondicherry University and Central Govt. Service Rules and as prescribed by the Administration from time to time.

(vi) **A statement of the categories of document that are held by it or under its control:**

All documents pertaining to establishment, admission, examination, budget estimates accounts, university matters, administrative matters, departmental matters, confidential issues and other general matter of the College.

(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:**

Annual Plan/Five Year Plan proposals are formulated on the advice of District Planning Committee which consists of members of PRIs. All other policies are framed by MHRD, Pondicherry University, NCTE and UGC.

(viii) **A statement of the boards, councils, committees and other bodies consisting of 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) College Governing Council:**

The formation of College Governing Council is under process.

**b) Admission/Examination 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) Book Selection Committee:**

This committee consists of Librarian as its Convener with faculty as its members. It meets once in every month to finalize procurement of books for the Library.

**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:-

- i) Cultural Committee
- ii) Sports Committee
- iii) Discipline Committee
- iv) Extra Curricular activities Committee and
- v) 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, 231957 Extn. 222	233567
2.	Dr. S.J. Mathew	Associate Professor, DDO	232695 Extn. 220	
3.	Dr. S.S. Rao	Associate Professor	232695 Extn. 211	
4.	Dr. (Mrs.) N. Rath	Associate Professor	232695 Extn. 209	
5.	Dr. R.K. Tiwari	Associate Professor	232695 Extn. 207	
6.	Smti. Manjulatha Rao	Asst. Professor	232695 Extn. 205	

(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. There is no system of any other compensation or remuneration.

(xi) **The budget allocated to each of its agency, indicating the particulars of all plan proposed expenditures and report on disbursement made:**

The budget is allocated to TGCE for salaries and other expenses etc. in different heads as per the proposed budget estimate by the UT Administration. This is being maintained in the Account Section of TGCE.

(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 Asstt. Professor	-do -	
3.	Asst. PIO	Sr. Most Asstt. Professor, DDO	-do -	

- (xvii) **Such other information as may be prescribed and thereafter update these publication every year:**

Is done as and when required.

**4. (1)(c) Publish all relevant facts while formulating important policies or announcing the decisions which affect public**

All information related to public whenever formulated are published online in the Administration's website, displayed on the College Notice Board and broadcast through AIR, DD and published through local newspapers such as admission notification, merit list, counseling notice etc.

**4. (1)(d) Provide reasons for its administrative or quasi-judicial decisions to affected persons.**

Is done as and when such situations arise.

**4.(2) To provide as much as information *suo motu* to the public at regular intervals through various means of communications.**

All information related to public are published online in the Administration's website, displayed on the College Notice Board and broadcast through AIR, telecast through DD and published through local newspapers including Daily Telegrams such as procurement notices, tender documents, conduct of examinations, employment notifications and other matters related to public etc.

- 4.(3) For the purposes of sub-section(1), every information shall be disseminated widely and in such form and manner which is easily accessible to the public.**

Every information is published in such a way that it is easily accessible to the public.

- 4.(4) All materials shall be disseminated taking into consideration the cost effectiveness, local language and the most effective method of communication in that local area....**

Most of the information are disseminated, considering the cost effectiveness, and bilingually so that it is helpful to the people of the local area.

**PRINCIPAL**  
TGCE