

GOVT. DEGREE COLLEGE KARGIL

Chapter 1 Introduction

1.1 Please throw light on the background of this handbook (Right to Information Act –2005)

Transparency and cleanliness in working are the essential elements to strengthen a Democratic system. In this perspective Govt of Jammu & Kashmir enacted the Right to Information Act, 2009. Govt.degree College Kargil has also been obliged for effective implementation of J&K RTI Act, 2009. This handbook may prove helpful in getting information about the degree college Kargil and its functioning.

1.2 Objective/purpose of this handbook

Objective: The main objective of this handbook is to provide basic information to the citizens about the functions of Govt. degree college Kargil.

1.3 Who are the intended users of this handbook?

- Members of Parliament and State legislature, Concerned.
- Ministry, Departments of Central Governments State Governments and various NGOs.
- Officers working in various departments either directly or indirectly concerned with the programme.
- **Public at large.**

1.4 Organization of the information in this handbook.

The information in the handbook is organized in the following sequence. Manual – 1, Manual – 2, Manual –3....., Manual - 17.

1.5 Definitions (Please provide definitions of various terms used in the handbook)

RTI Act:	Right to information Act
NSS	NATIONAL SERVICE SCHEME
RRC:	Red Ribbon club
UGC:	university grand commission.
DST:	department of science and technology
LAHDC:	Ladakh Autonomous Hill Development Council
UG:	under graduate.
PG:	Posts graduate.
Bed:	Bachelor of education
Med:	Master of education.
IGNOU:	Indira Gandhi National Open University.
MANUU:	Molana Azad National Urdu University.
FIP:	faculty improvement programme

1.6 Contact Person:

Office NO: 01985-233374

Dr.AMINA BANOO QARI I/C Principal: (9419176427)

Dr.JAFFAR ALI KHAN ASSISTANT PROFESSOR SOCIOLOGY, PIO: (9419852190)

1.7 Procedure and Fee Structure for getting information

A request for obtaining information shall be accompanied by an application fee of Rupees fifty by way of cash against proper receipt or by Indian Postal Order or demand draft or bankers cheque payable to the Accounts Officer of the Public Authority.

A request for obtaining information shall be deemed to be made duly accompanied by prescribed application fee if it is written on a non-judicial stamp paper of Rupees fifty.

Chapter-2 (Manual –1)

PARTICULAR OF ORGANIZATION, FUNCTIONS AND DUTIES

2.1 Objective/purpose of the public authority.

Degree College Kargil is the only highest seat of learning in the district, catering to the educational needs of the students (both male and female) of this tribal, hilly and border district of Ladakh, from under graduate to post graduate courses including Bed and Med courses through regular as well as distance mode.

The college is offering UG-courses in Arts, Science and commerce through regular mode, Bed/Med courses as distance mode through directorate of distance education university of Kashmir and certificate/diploma /UG/PG courses through IGNOU and MANNU.

2.2 Mission/vision statement of the public authority

Vision:

Empowerment through knowledge

Mission:

- ***To develop the institution in to a center of excellence in the field of higher education.***
- ***To provide healthy and conducive learning environment to knowledge seekers.***
- ***To offer better laboratory, library and sports facilities to the students.***
- ***To render educational, personal and career counseling service.***
- ***To impart value-oriented education to the youth of the district.***
- ***To develop the qualities of leadership among the students.***
- ***To develop the spirit of dedication, devotion and volunteerism among the students for the service of nation.***

2.3 Brief history

The college was established in the year 1995, starting with a modest enrolment of a very few students in 1995, the college today is catering to the educational needs of near about 1200 students (both male and female) in Arts, Science and Commerce. Besides regular UG courses, the college also offering Bed/Med courses as distance mode through directorate of distance education university of Kashmir, and certificate/diploma/UG/PG courses through IGNOU and MANUU.

The college is located on the westward edge of khurbathang plateau, at the height of 8,200 ft above the sea level. It is only the highest seat of learning in the district, marked the dawn of new era in the educational development of a tribal, hilly and border district Kargil, which remains cutoff from rest of the country for at least six month during winter.

The college has been granted permanent affiliation by the University of Kashmir and recognized by the UGC under 2(f) and 12(B) on 17th of march 2005. on the basis of this affiliation a number of proposals is submitted from time to time to the UGC for college development and the college has established a network resource center under UGC 11th Five year plan in the year 2012. the UGC network resource center is aimed at implementing the UGC programs and policies for the general development of the college. The UGC network resource center frame proposal from time to time for the development of infrastructure/machinery/personal development/facility improvement and financial assistance to the poor and deserving students of the college. The college has utilized UGC funds amounting to Rs.18 lakh as per the UGC 11th Five year plans.

2.4 Duties of the public authority

The duties of the Institute involve functioning as:

- To impart education to the UG students in Arts, Science and commerce streams as per the syllabus framed by the University of Kashmir.
- To conduct practical works and examination as per the notification issued by the university of Kashmir.

2.5 Main activities/ functions of the public authority

- Imparting education (theory as well as practical) for UG course in Arts, Science and commerce and conduct examination.
- Organize subject tours for the students of the college.
- Organize sports activities.
- Organize seminars and observe world's important day/week like world environment week, AIDS day, blood donation day etc by NSS and RRC of the college.

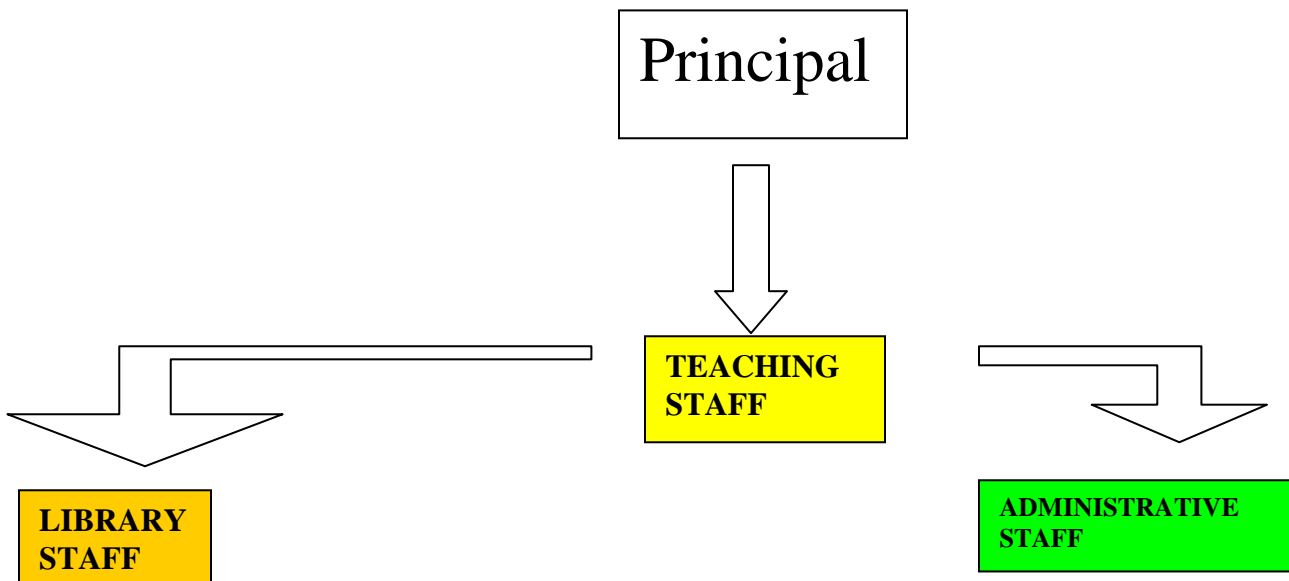
2.6 List of services being provided by the public authority with brief write ups on them.

Central Government Scheme.

UGC.

The college has been granted permanent affiliation by the University of Kashmir and recognized by the UGC under 2(f) and 12(B) on 17th of march 2005.on the basis of this affiliation a number of proposals is submitted from time to time to the UGC for college development and the college has established a network resource center under UGC 11th Five year plan in the year 2012.the UGC network resource center is aimed at implementing the UGC programs and policies for the general development of the college, the UGC network resource center frame proposal from time to time for the development of infrastructure/machinery/personal development/facility improvement and financial assistance to the poor and deserving students of the college. The college has utilized UGC funds amounting to Rs.18 lakh as per the UGC 11th Five year plans.

7 ORGANISATIONAL CHART OF DEGREE COLLEGE KARGIL



2.8 Expectation of the public authority from the public for Enhancing its effectiveness and efficiency:

To the general public is expected to send their feedback about the programmes run by the Institute.

2.9 Arrangements and methods made for seeking public /contribution.

Visitors can complaint at the degree college Kargil for any mismanagement or misappropriation.

2.10 Mechanism **available for monitoring the service delivery and public grievance resolution.**

Any specific information/grievance related to works and beneficiaries and other Areas of Concern of the department are addressed immediately to the degree college Kargil in the form of Letter, Fax, Telephone, E-mail etc.

2.11 **Addresses of the main office and other offices at different levels.**

Main Office: Office of the Principal Govt. degree college Kargil near district institute of education and training Kargil, Ladakh.

2.12 Morning hours of the office: 10:00 am and Closing hours of the office: 04.00pm
(Six days a week)

Chapter-3 (Manual-2)

Powers and Duties of Officers and Employees

3.1 Please provide details of the powers and duties of officers and employees of the organization.

PRINCIPAL

Administrative Power:-

He/she is the Head of office in charge of establishment and administration of Govt.degree College Kargil

Financial Powers:-

Financial Power to draw salaries and other funds.

Duties:-

1. He/she is also overall in-charge of all schemes implemented by the State and the Centers
2. Monitoring, Inspection and Supervision of the performance of the academics and examinations and UGC plan and submission of reports to the commissioner secretary higher education, Kashmir university and UGC.

ASSOCIATE PROFESSOR AND ASSISTANT PROFESSOR

Duties

In charge of the wings, supervise the activities, conduct of academics (theory as well as practical) classes and examination of UG course.

Ministerial staff

Section officer

Duties

Head of ministerial staff, all the transaction of expenditures, official paper takes place through his supervision.

Senior Assistants

Duties

Maintenance of records

Account Assistant:

Duties: maintenance of accounts records and expenditures.

Manual –3)

Rules, Regulations, Instructions, Manual and Records, for Discharging Functions

Please provide list of rules, regulations, instructions, manual and records, held by public authority or under its control or used by its employees for discharging functions as per the following format. This format has to be filled for each type of document.

S No	Name of the Act/rules etc	Brief Gist	Reference no if any	Priced
1.	Admission	Regular and distance mode	Kashmir university guidelines	Circulated by Kashmir university
2.	Examination	Regular and distance mode	Kashmir university guidelines	Circulated by Kashmir university
3.	Refresher/orientation/FIP	Teaching and non teaching staff	UGC	UGC
Rest of the Government rules and document same as any other department and can be obtained from the Government Press Jammu/Srinagar.				

Chapter – 5 (Manual – 4)

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.

Formulation of Policy:

Being a department of the Govt of Jammu & Kashmir, it is not empowered to formulate policies for the public. However, in respect of its own activities public can respond through letters, emails, Complaint box, guest book in the office etc.

Implementation of Policy:

Whether there are any provisions to seek consultation/Participation of public or its representatives for implementations of policies? If there is please provide details of the provisions in the following format.

S No	Subject/Topic	Is it mandatory to ensure public Participation	Arrangement for seeking public participation
1.	For formulation of all plans	Yes	Students of the college

Chapter – 6 (Manual – 5)

A statement of the categories of documents that are held by it or under its control

6.1. Use the format given below to give the information about the official Documents. Also mention the place where the documents are available for e.g. at secretariat level, directorate level, others (Please mention the level in place of writing others).

S No	Category of the document	Name of the document and its introduction in one line	Procedure to obtain the document	Held by /under control of
1.	Norms/ Guidelines	All schemes implemented by the Department	By an application and the price for Photo copy	GDC-K
2.	List of the beneficiaries teachers & students	Action plan of the various schemes	By an application and the price for Photo copy	GDC-K

Chapter- 8 (Manual – 7)

The names, designation and other particulars of the Public Information Officers

Assistant Public Information Officer

S. No	Name	Designation	S.T.D Code	Ph. No.		Fax	E. mail	Address
				Office	Home			
1	Mohd Hussain	Section Officer	01985	233374	97976 47310	01985- 233374	---	GDC-K

Public Information Officers:

S. No	Name	Designation	S.T.D Code	Ph. No.		Fax	E. mail	Address
				Office	Home			
1	Dr.Jaffar Ali Khan	Assistant Professor	01985	233374	9419852 190	01985- 233374	----	GDC-K

District Appellate Authority:

S. No	Name	Designation	S.T.D Code	Ph. No.		Fax	E. mail	Address
				Office	Home			
1	Dr.Amina Qari	I/c Principal	01985	233374	9419 6570 41	01985- 233374		GDC-K

Chapter – 9 (Manual – 8)

Procedure followed in Decision Making

Process

9.1 What is the procedure followed to take a decision for various matters? (A reference to Secretariat Manual and Rule of Business Manual, and other rules/regulations etc can be made)

As per the Manual on Office Procedure

9.2 What are the documented procedures/laid down procedures/Defined Criteria/Rules to arrive at a particular decision for important matters? What are different levels through which a decision process moves?

Same as any other Government Department

9.3 What are the arrangements made to communicate the decision to the public?

Through the Information Department and also through public notices, radio broadcasts

9.4 Who are the officers at various levels whose opinions are sought for the process of decision-making?

Commissioner Secretary higher education, j & k Govt.
Vice chancellor Kashmir university.

9.5 Who is the final authority that vets the decision?

Principal degree college, Kargil

Chapter – 10 (Manual – 9)
Directory of Officers and Employee

S. No	Name	Designation	STD Code	Phone No		E-Mail	Address
				Office	Home		
1.	Dr. Amina Qari	I/C Principal	01985	233374	9419657041	Principal_gdck@rediffmail.com	GDC-K
2.	Prof.Deskunga Nymgyl	Associate professor	01985	233374	9419183237	-----	GDC-K
3.	Dr.Jaffar Ali Khan	Assistant professor	01985	233374	9419852190	-----	GDC-K
4.	Prof.Salim Ahmad	Assistant professor	01985	233374	9469633924	-----	GDC-K
5.	Prof.M.N.M Shabani	Assistant professor	01985	233374	9419174266	nasirshabanikgl@gmail.com	GDC-K
6.	Dr.Amjad Ali	Assistant professor	do	233374	9469615666	-----	GDC-K
7	Prof.koncho k chorol	Assistant professor	do	233374	9419115383	-----	GDC-K
8	Prof.Mohd. Ishaq	Assistant professor	do	233374	9419536962	isac_chm497@yahoo.co.in	GDC-K
9.	Prof.Mohd. Hussain	Assistant professor	do	233374	9469270531	Akmha168@gmail.com	GDC-K
10	Prof.Ahsan-ul-Rehman	Assistant professor	-do-	233374	9596635125	-----	Gdc-k
11.	Amir Amannullah	Librarian	do	233374	9419997422	----	GDC-K
12.	Mohd Hussain	SO	do	233374	9797647310	-----	GDC-K
13.	Fida Ali	Sr.Assistant	do	233374	9469566786	-----	GDC-K
14.	Mohd Hussain	Account Assistant	do	233374	9469276069	-----	GDC-K
15.	Mohd Ibrahim	Ordly	do	233374	9469229369	-----	GDC-K
16.	Mohd. Iqbal	-do-	do	233374	9469270549	-----	GDC-K
17.	Amina Banoo	Safai-wala	do	233374	469686643	-----	GDC-K
18	Zaheer	-do-	do	233374	9419313878	-----	GDC-K

	Abass						
19.	Mohd.Hassan	chowkidar	do	233374	9419843146	-----	GDC-K

Chapter – 11 (Manual – 10)

The Monthly Remuneration Received By Each of its Officers and Employees Including the System of Compensation as Provided in Regulations

S. No	Name of the Officer/Official	Designation	Pay Band	Pay as on 01-01-2015	Grade Pay	Total Pay + Grade Pay
1	2	3	4	5	6	7
1.	Dr.Amina Banoo Qari	I/C Principal	PB-IV 37400-67000	37400	9000	46400
2.	Deskung Namgyal	Associate professor	-do-	43250	9000	52250
3.	Dr.Jaffar Ali Khan	Assistant professor	PB-III 15600-39100	22970	6000	28970
4.	Kunchok chorol	Assistant Professor	-do-	19780	6000	25780
5.	M.N.M shabani	Assistant Professor	-Do-	20590	6000	26590
6.	Mohd. Ishaq	Assistant Professor	-do-	18320	6000	24320
7.	Mohd. Hussain	Assistant Professor	-do-	18320	6000	24320
8.	Amjad Ali	Assistant Professor	-do-	22150	6000	28150
9.	Amir Amannullah	Librarian	-do-	17610	6000	23610
10.	Ahsan-ul-Rehman	Assistant Professor	-Do-	20570	6000	26570
11.	Salim Ahmad	Assistant Professor	-do-	20590	6000	26590

12.	Mohd Hussain	S.O.	PB-II 9300-34800	16830	4200	21030
13.	Fida Ali	Sr.Assistant	PB-I 5200-20200	13690	2800	16490
14	Mohd. Hussain	Account Assistant	PB-I 5200-20200	8710	2800	11510
15	Mohd Ibrahim	Orderly	-IS 4440-7440	4620	1300	5920
16.	Mohd. Iqbal	-do-	-do-	4620	1300	5920
17.	Zaheer Abass	Safai-Wala	-do-	4620	1300	5920
18.	Amina Banoo	-do-	-do-	4620	1300	5920
19.	Mohd. Hassan	Chokidar	-do-	4620	1300	5920

Chapter –12 (Manual – 11)

The Budget Allocated to each Agency (Particulars of all plans, proposed Expenditures and

Name of the Plan Scheme	Activities to be undertaken	Date of Commencement	Expected Date of completion	Amount sanctioned	Amount disbursement
Nil	Nil	Nil	Nil	Nil	nil

reports on disbursement made)

Major Head	Activities to be performed	Sanctioned Budget 2014-15	Budget estimate 2015-16	Revised Estimate 2014-15	Expenditure for the last year
Non Plan	Salaries Contingent	116.50-lakh	224.33 Lakh	156.50 Lakh	122.25lakh

Chapter – 13 (Manual – 12)

The Manner of Execution of Subsidy Programmes

Not Applicable

Chapter – 14 (Manual – 13)

Particulars of Recipients of Concessions, permits or authorization granted by it.

Not Applicable

Chapter – 15 (Manual –14) Norms set by it for the discharge of its functions.

15.1 Please provide the details of the Norms / Standards set by the department for the execution of various activities / programmes.

Activities and programmes are executed through action plan duly approved by the appropriate authorities

Chapter – 16 (Manual – 15)

Information available in an electronic form

16.1 Please provide the details of the information related to the various schemes which are available in the electronic format.

The website shall be launched and all related information will be uploaded subsequently.

Chapter – 17 (Manual – 16)

Particulars of the facilities available to citizens for obtaining information

17.1 Means, methods or facilitation available to the public which are adopted by the department for dissemination of information.

Office Library: There is an office library. Drama & Shows: No such program

Through News paper: The department places notices and other information through newspapers, notice board and social media

Exhibition: No such program me.

Notice Board: The information about the various schemes is pinned on the department notice wall.

Inspection of records in the offices: No such system in the main office however information about the schemes is available at degree college Kargil Complex

System of issuing copies of documents: The documents can be copied from the market.

Printed Manual Available: Not available but the manuals can be got copied.

Website of the Public Authority: Not hosted as yet

Chapter – 18 (Manual – 17)

Other Useful Information

18.1 Frequently Asked Questions and their Answers by Public Authority.

What are the key functions of the Department:

The key functions of the degree college Kargil are:

- (i) To impart academic classes (theory/practical) to the UG courses
- (ii) To conduct examination of the UG courses.