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INTRODUCTION

The Right to Information Act, 2005 sets out the practical regime of Right to Information for citizens to enable them to access the information under the control of public authority in order to promote transparency and accountability in the working of such authority.

Section 2(h) of the Act defines "public authority" as any authority or body or institution of self-governance established or constituted by or under the constitution or by law made by the Parliament or any state legislature or by notification issued by the appropriate government:. It includes body owned, controlled or substantially financed by the government.

In accordance with the provisions contained in section 2(j) of the Act, Right to Information means right to information accessible under this Act which is held by or under control of a public authority.

This Information Handbook will enable the citizens to obtain information as to the provisions contained in various rules and regulations governing the Rameswardas Pannalal Mahila College, Patna City and related information.

This Information Handbook is divided into 17 manuals/sections. Each section deals with units of information as delineated under **section 4 (1) (b)**.

Section 4 (1) (b) (xii) / Manual–12 provides for information on the manner of execution of subsidy programmes. This programme per rule is not applicable to the Rameswardas Pannalal Mahila College, Patna City.

**STATUTORY DECLARATION TO OBEY THE RULES
UNDER
SEC- 4(1)(b) OF RTI ACT 2005**

Rameswardas Pannalal Mahila College, Patna City Website (www.rpmcollegepatna.com). It covers all the rules and regulations which are implemented by Govt. of India, Govt. of Bihar, UGC & Patliputra University, Patna.

Rameswardas Pannalal Mahila College, Patna City is a Constituent College of Patliputra University, Patna. It is Mono gender (only for girls) institution imparting education upto Graduation Level in Humanities, Arts & Science. It runs as per rules and regulations made by the State Govt. of Bihar, Patliputra University, Patna & UGC from time to time. The College has different bodies/Committees to maintain all types of activities such as academic, financial, administrative & discipline on the campus.

Being Constituent College of Patliputra University, Patna (A State University) all the cells and committees of the institution are under statutory bodies and come under section 4(1)(b) of RTI Act 2005. The applications under the RTI Act, along with a postal order/demand draft for Rs.10.00 obtained (under register cover) in favour of Principal, Rameswardas Pannalal Mahila College, Patna City are handed over the office. All information about the college under section **4(1)(b) of RTI Act. 2005** hence, are open for the public and any of them can be obtained by a citizen of India. For further information please contact- 0612-2641451 (Office). Mob : 7488682343

Prof. (Dr.) Punam
Principal

Dr. Nagesh Pati Tripathi
**Public Information
Officer**

Compliance under section 4 (1) (b) of the Right to Information Act, 2005

- 1. The particulars of the Organization, Functions and Duties;**
- 2. The powers and Duties of its officers and employees;**
- 3. The procedure followed in the decision making process, including channels of supervision and accountability;**
- 4. The norms set by it for the discharge of its functions;**
- 5. The rules, regulations, instructions, manuals and records, held by it or under its control or used by its employees for discharging its functions;**
- 6. A statement of the categories of documents that are held by it or under its control;**
- 7. 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;**
- 8. 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;**
- 9. A directory of its officers and employees;**
- 10. The monthly remuneration received by each of its officers and employees, including the system of compensation as provided in its regulations;**
- 11. The budget allocated to each of its agency, indicating the particulars of all plans, proposed expenditures and reports on disbursements made;**
- 12. The manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programmes;**
- 13. Particulars of recipients of concessions, permits or authorizations granted by it;**
- 14. Details in respect of the information, available to or held by it, reduced in an electronic form;**
- 15. 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;**
- 16. The names, designations and other particulars of the Public Information Officers;**
- 17. Such other information as may be prescribed;**

Manual – 1 Section 4 (1) (b) (i)

The Particulars of organization, functions and duties;

Rameswardas Pannalal Mahila College popularly known as R P M College was established in 1970 on the eastern region of Patna District i.e. City Patna. It was converted as Constituent unit of Magadh University, Bodh-Gaya in 1980. It imparts education upto graduation level in 16 subjects of Humanities, Social Science & Science. It is located in mid of Patna City, Chowk Sikarpur. It functions from its own building spread in 0.95 Acres of landed area with 1685 Sqm. After establishment of new University Patlipura University, Patna by Bihar State Legislative Council it came under the jurisdiction of Patliputra University, Patna w.e.f. July – 2018. Now its academic, Administrative and Financial Management is Under control of Patliputra University, Patna.

This College has been conceptualized to materialize the ETHOS of nation building and Indian culture. We had a clear Perception about our educational efforts to establish a women's College in the Vicinity – Our College is situated in an area which, no doubt has great historical and religious importance. It is the birthplace of Guru Gobind Singh and religious hub of Hindus - the Holy Ganges flows nearby and the temple of Goddess Patandevi just next door

The Holy shrine of the Muslims is also very close. The Great Padri ki Haveli of Christians is another great place. The Famous Deedarganj Yakshini Image was located from an area not very far. The area is thus populated with multicultural and multireligious people, but we had no Centre for higher education. The boys however, managed by going to Patna for further studies, But the women remained at home after School. We are therefore committed to the cause of women's empowerment through access to education.

Campus Life

The college is situated in Central Patna City. There are two separate big buildings one each for Arts and Science faculties. In the internal premises of the WIFI building central library, common room for girls, laboratories with modern equipments/instruments well equipped seminar hall along with other useful facilities for students have been setup.

Achievements

Every Year the students of this college excel in the Examinations conducted by Magadh University. Several of the students of this college secure very high position in their B.A. Honours examinations and also in Post Graduation examinations. The college follows rules & regulations and the students follow them.

Vision Statement

To empower woman through higher education that combines emerging global trends with value-based environmental influences to enlightened young women in order to make the students a responsible citizen, keeping in mind the idea that ‘education is the manifestation of the perfection already in man’.

MISSION :

- To uplift and empower women of society with everlasting knowledge & wisdom.
- To impart holistic quality education to girl students and empower them with sustainable skill and competence and make them self-reliant, enlightened and socially committed citizens of the country.
- To appreciate and respect all faiths, foster Self and community development and promote religious harmony leading to national integration.
- To provide quality education and spread the benefits of education to women by synchronizing tradition with modernity and blending Professional / Vocational education with traditional courses for women's development.
- To make transaction of knowledge interesting and highly comprehensive with the help of latest ICT gadgets and tools.

OBJECTIVES :

In order to translate our vision and mission into happening the college is committed to :

- Managing college resources effectively and efficiently to meet the needs of the students and staff.
- Foster quality education and high moral standards.
- Provide conducive environment for creativity and research.
- Develop skills of student on par with their counterparts elsewhere.
- Adopt technological advancement and innovations in educational transactions.
- Incorporating individual learning and training programmes formulated to the needs of the students which will lead to the nationally recognized qualification.
- Promote all-round development of the students' abilities and personalities..

Address : Rameswardas Pannalal Mahila College, Patna City, Patna - 800009

Website : www.rpmcollegepatna.ac.in

Tel. No. : 0612-2641451

Note: The details of the Teaching Staff and College Telephone Directory are available on our Website www.rpmcollegepatna.ac.in

Duties to be performed to Achieve the Mission

Ever since the establishment of college in 1970, the college has been playing a significant role in imparting education in Humanities, Social Science & Science in order to achieve its objectives and vision the college has formulated various schemes/activities. Teaching, research and organizing extra-curricular activities, Seminar, Workshop, Conference, Cultural and sports activities on regular basis. NSS chapter of College encourage students to participate in several social outreach activities.

Details of Services Rendered

The details of services rendered are briefly enumerated below:

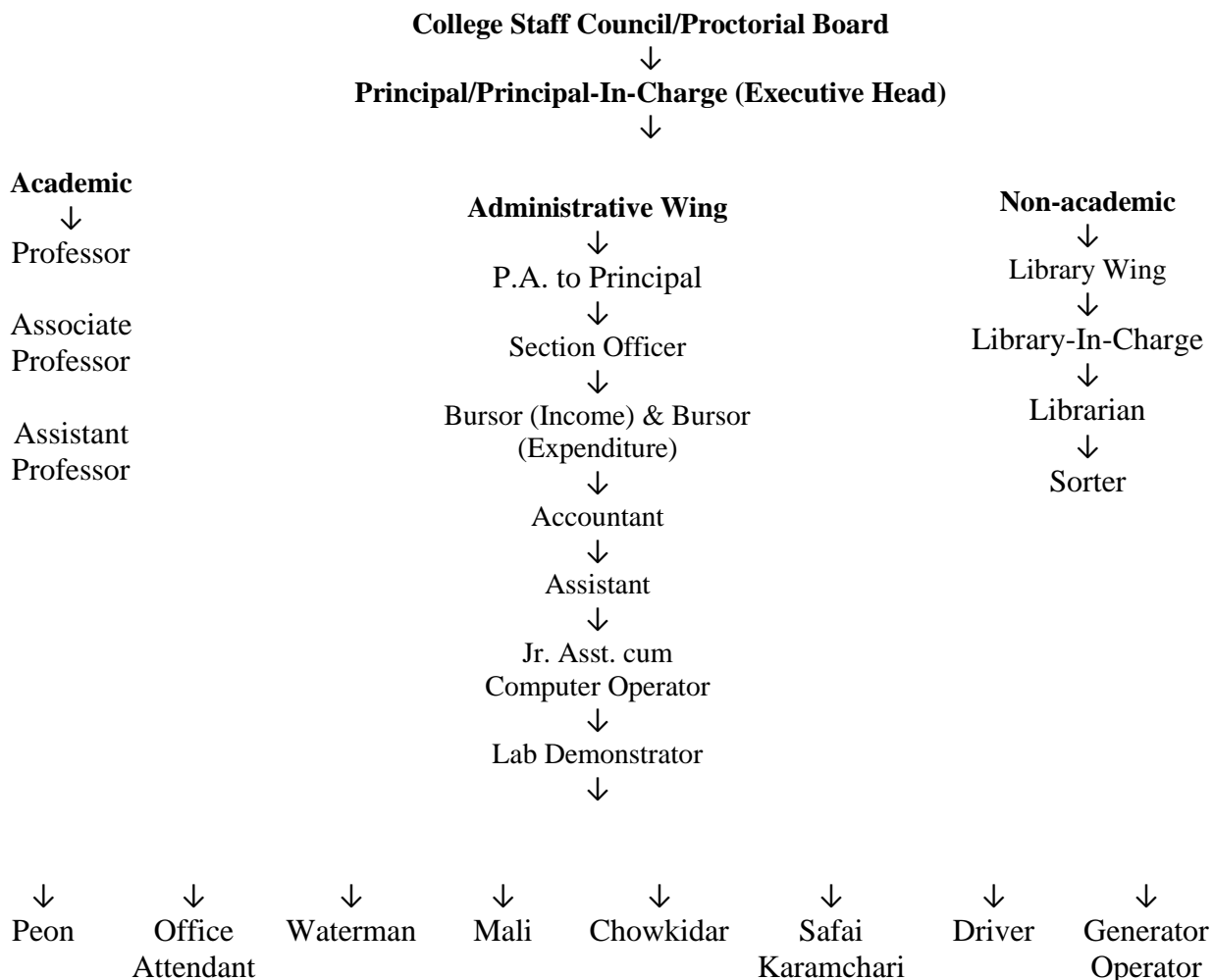
- a) Teaching of courses at the Intermediate and UG level of Humanities, Social Science & Science.
- b) Conduct of in house and university examinations.
- c) Conduct of seminars, meetings, lectures, cultural events etc.
- d) Provision of sports facilities.
- e) First Aid services within the Campus.
- f) Facilities to conduct research in the subjects being taught.
- g) Teachers are allowed to go on study leave in order to promote their career

Organization and Administrative Machinery

1. Since college is constituent unit of Patliputra University, Patna, University administrate, run the College: **R P M College**, University constitutes Proctorial Board and Appoints its representative (UR) to monitor the functioning of College.
2. The Governor -Cum – Chancellor of Universities Bihar appoints a full time principal on the recommendations of the Selection Committee constituted for the purpose, with the approval of the Executive Council (State Govt. Bihar).
3. Bursar appointed by the University to look after the financial deals.
4. The college has a staff council that operates in accordance with University Ordinance/statutes.

Organisation Chart: Organizational set-up of **Rameswardas Pannalal Mahila College, Patna City,**

ORGANIZATION CHART



Mechanism available for monitoring the service delivery and public grievance resolution

Management of the various activities of the college are supervised by the Proctorial Board and Several Committees, Cells, Bodies, constituted by Principal and through University Representative.

Map of Location

A location [map](#) is available on the college website: www.rpmcollegepatna.ac.in

Working Hours

Office: 10:00 a.m. to 5:00 p.m. — Monday to Saturday (except on public holidays).

Teaching: 10:00 a.m. to 3:00 p.m. — Monday to Saturday (according to time table).

Or

05 Hrs. Stay in Campus per working day
40 Hrs. Stay in Campus per Week

[According to Routine]

Public Interaction

Same as Citizen Interaction.

Grievance Redressal

A three level system is followed viz. Grievance Redressal Cell, Departmental and Staff Council, as follows:

GRIEVANCE REDRESSAL CELL:

This cell is constituted to address the genuine grievances of students & staff. Students having grievances regarding time-table, facilities, teaching, examinations, documents, discipline etc. can put their appeal before the cell. Staff having grievances regarding their duty, Payment and facilities can put up their appeal before the cell. After sorting the grievance cases, the cell shall forward the case to the concerned departments for its redressal, if dept. feels unable to redress the grievance, it shall forward the case to Staff council through principal. In case the grievance is out of jurisdiction of college management, it shall be forwarded to university.

DEPARTMENTAL

Matters pertaining to allocation of workload among the teachers and staff, pattern of assignments, in house exam question papers etc. are resolved in Departmental meetings. The decisions of the meetings are maintained by the concerned teacher-in-charge/departmental head. Grievances if any are addressed at these meetings.

STAFF COUNCIL.

1. All the members of the teaching staff, Non-Teaching Staff, the Librarian and the Physical Trainer shall constitute the Staff Council.
2. Subject to the provisions of the Act, the Statutes and the Ordinances of the Patliputra University, Patna, the Principal shall act as Principal-in-Council in respect of matters on which Staff Council is required to take decisions.
3. The Principal shall be ex-officio Chairman of the Staff Council. The Council shall elect its Secretary, who shall hold office for a term of one year. The Secretary may re-elected for a second term but no person shall hold office of Secretary for more than two consecutive terms.
4. Subject to the provisions of the Act, the Statutes and the Ordinance of the University, the Staff Council shall take decisions in respect of the following matters:
 - 4.1. Preparation of College Time-table.
 - 4.2. Allocation of Extra-curricular work of teachers not involving payment of remuneration.
 - 4.3. Organising extra-curricular activities, including cultural activities of students, sports, games, National Service Scheme and other social services schemes and academic societies.
 - 4.4. Organising admission of student.

5. Subject to the provisions of the Bihar University Act/Patna University Act, the Statutes and the Ordinances of the Patliputra University, Patna the Staff Council shall make recommendations ordinances of the University, the Staff Council shall make recommendations in respect of the following matters:
 - 5.1. Formulation of admission policy within the framework of the policy laid down by the University;
 - 5.2. Formulation of guide-lines regarding arrangements for the residence and welfare of students in consultation with appropriate students' organizations;
 - 5.3. Formulation of guide-lines regarding discipline of the students;
 - 5.4. Formulation of policies for recommending names of teachers for participation in seminars and conferences and financial assistance to teachers.
6. Principal can constitute/reconstitute different committee to look after the democratic management of departments & College.
7. The Principal shall have the right to be present and to speak at any meeting of any Committee.
8. Each Committee shall have a Convenor appointed by the Chairperson, who shall convene the meetings of the Committee, and the minutes of the meetings shall be prepared and maintained by him.
9. The decisions of the Committee shall be reported to the subsequent meeting of the Staff Council for ratification, wherever necessary.
10. The Principal shall implement all decisions of the Staff Council. If, in the opinion of the Principal, whoever, an emergency has arisen which requires that immediate action should be taken, the Principal shall take such action as he deems necessary and shall report the same to the next of the Staff Council for confirmation.
11. The roles relating to the conduct of meetings of the Staff Council shall be in accordance with the Regulations laid down in this behalf.

Courses offered by College

Sl. No.	Name of Course	Year Started	Level Intermediate/UG/PG	Yearly/Sem.	Nature Regular Self. Fin.	Annual Fees (in Rs.) Approx.	Selection Past merit National Test State Test University Test college Test
1.	I.A	1970	Intermediate	Yearly	Regular	Merit in eligibility exam
2.	I.Sc. (Maths)	1970	Intermediate	Yearly	Regular	Merit in eligibility exam
3.	I.Sc. (Bio)	1970	Intermediate	Yearly	Regular	Merit in eligibility exam
4.	B.A (Hindi	1970	UG	Yearly	Regular	Merit in eligibility

	Hons.)						exam
5.	B.A (Eng. Hons.)	1970	UG	Yearly	Regular	Merit in eligibility exam
6.	B.A (Sans. Hons.)	1970	UG	Yearly	Regular	Merit in eligibility exam
7.	B.A (Urdu Hons.)	1970	UG	Yearly	Regular	Merit in eligibility exam
8.	B.A (Phil. Hons.)	1970	UG	Yearly	Regular	Merit in eligibility exam
9.	B.A (Eco. Hons.)	1970	UG	Yearly	Regular	Merit in eligibility exam
10.	B.A (Pol. Sci. Hons.)	1970	UG	Yearly	Regular	Merit in eligibility exam
11.	B.A (Psy. Hons.)	1970	UG	Yearly	Regular	Merit in eligibility exam
12.	B.A (Soci. Hons.)	1970	UG	Yearly	Regular	Merit in eligibility exam
13.	B.A (Home Science, Hons.)	1970	UG	Yearly	Regular	Merit in eligibility exam
14.	B.A (AI&AS Hons.)	1970	UG	Yearly	Regular	Merit in eligibility exam
15.	B.Sc. (Phy. Hons.)	1970	UG	Yearly	Regular	Merit in eligibility exam
16.	B.Sc. (Chem. Hons.)	1970	UG	Yearly	Regular	Merit in eligibility exam
17.	B.Sc. (Maths. Hons.)	1970	UG	Yearly	Regular	Merit in eligibility exam
18.	B.Sc. (Bot. Hons.)	1970	UG	Yearly	Regular	Merit in eligibility exam
19.	B.Sc. (Zoo. Hons.)	1970	UG	Yearly	Regular	Merit in eligibility exam

Manual – 2 Section 4 (1) (b) (ii)

The Powers and Duties of Officers and Employees;

1. The Principal is the principal academic and chief executive officer of the college. He is responsible for administration, organization, instruction and management of affairs of the college, as stipulated in Patliputra University, Patna Calendar / Ordinance.
2. Powers and duties of other authorities including faculty / administration, library and laboratory staff are also in accordance to the laid down roles and regulations of the University as stated in the University Calendar/Act.

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

Designation Powers and Duties:

- Principal / Chairman : The Principal of College is ex-officio Chairman of all the committee / bodies constituted to manage the affairs of college. He/She shall preside over the meetings of all the Committees / Bodies including the Staff Council & Proctorial Board. In the absence of the Chairman at any particular meeting, the convener of the committee shall be the Chairman of the meeting. In any emergency, in which, in the opinion of the Chairman, immediate action is required, the Chairman shall after considering the opinions of the Members of the Committee, take such action subject to these “Rules” as he thinks necessary and shall report the action taken by him to the University. Body at its next meeting for approval and confirmation. Bursar (Income & Expenditure) of College shall in accordance with Ordinance, to supervise the receipts and expenditure of the College. The Bursar, SO & Accountant of College shall be responsible for the proper maintenance of its accounts.
- The Bursar shall advice the Staff Council, Proctorial Board and University representative in regard to it financial policy. The Bursar shall, subject to the direction and control of the Staff Council / College Development Committee, manage the property and investments of the college and shall be responsible for the presentation of the Annual Estimates and the Annual Statement of Accounts.
- The Principal / Chairman and the Bursar acting jointly shall be authorized to sign all contracts / Purchase Order on behalf of the College.
- The Bursar shall be custodian of the funds and securities of the College. Subject to the direction and control of the Staff Council, the Bursar shall have power to buy, sell, endorse and otherwise, negotiate or transfer all Government or other securities, stocks, shares and other instruments of a similar character on behalf of the college and to realize interest, dividend, bonus and profit due thereon.
- All suits and proceedings by or against the college affecting properly, investment and other financial matter, shall be filed and defended in the name of the Bursar.

- The Bursar shall exercise such further powers and perform such other duties as may be prescribed by the Academic Council / College Development Committee / Principal.
- The Principal being the Head of the College under the Act is the Chief Executive Officer of the College. The Principal shall realize and receive all grants or other money due to the college from the Central and State Government, UGC and the University and other persons, bodies and authorities.
- The Principal shall not accept the membership of the University representative / Proctorial Board of the College.
- The Principal shall be responsible for the organization of teaching and co-curricular activities of the college in consultation of the concerned committee.
- The Principal shall sanction leave of all types, within the rules prescribed, to all Teaching & Non-Teaching staff and officiating arrangements, wherever necessary, will also be made by him in accordance with the rules.
- The Principal shall sanction all types of leave expecting study leave, leave without pay and privilege leave to the teaching staff in accordance with the rules except that in case the grant of leave involves appointment of a substitute, the same will be done by him with the approval of the University.
- The Principal may suspend / issue show cause notice to any non-teaching employee after recording in writing the reason for the same and proceed to take disciplinary action, but no final decision regarding punishment etc will be taken by him without the prior approval of the Staff Council / University.
- Subject to control by the Staff Council the Principal shall in addition to his other powers and functions (i) operate the Students Fund (ii) have powers to appoint Class IV Staff on Contract Basis and suspend such staff and report the same to the University.
- The Principal will decide the policies regarding Examination (College), and admission to the college after consultation with the Staff Council as constituted.
- The Principal, in order to keep the members of the Staff Council informed of the progress of expenditure of the College shall submit a half yearly statement of income and expenditure of the College through the Bursar, to the Staff Council for information according to the Budget heads.
- The Bursar shall be a member of the teaching staff and he shall, subject to the directions of the Staff Council through the Principal, manage the domestic and internal finances of the College.
- Administrative Staff, Section Officer Handles day to day Administrative work
Accountant Handles affairs of the Accounts, Sr. Assistant Accounts Maintain ledgers, Cash books, fee collection.
- Assistant updating the students & staff database Junior Assistant / Routine Clerk manage time-table, Day to day typing work and to deal with students.
- Store keeper maintains the records of acquisition and release of equipments procured in College.
- Driver Drives the Principal Car / Bus Care Taker Look after the maintenance of the college vehicles.

- Librarian Job Description:- In Colleges the College Librarian is overall administrative/ professional in charge of the Library and responsible for performing, supervision, controlling of all jobs/activities and coordinating at all levels within College Central Library. One Teaching Staff is vested with power of Library-In-Charge & He/She is convener of Library Advisory committee. He monitors and supervise the Library services i.e. acquisition of new books, journals & ICT facilities in Library.
- Librarian of the College assists students and staff in obtaining the Membership and Circulation work of different categories, Issuing the No Dues/ Clearance Certificates. passing the bills for payments; display of loose issues; tendering work for binding of books and periodicals; placing the orders for binding of sets of periodicals, technical Processing Work: Classification, cataloging and preparing the data sheets; subject indexing; metadata preparation and content development; editing of cataloging and classification.
- Peon / Attendant / Mali / Safai Karamchhari / Library Staff Handles the diary & dispatch work, attends the day to day college work & delivery of mails, Look after the gardening work Cleaning of the college building entries. Any other jobs assigned from time to time by the competent authority.

Manual – 3 Section 4 (1) (b) (iii)

The Procedure followed in the decision making process, including channels of supervision and accountability;

- 3.1 Decisions in organizing admissions, seminar, sports, extra-curricular activities, allocation of its work to teachers, preparation of time-table, guidelines for purchase of library books and lab. equipments are framed by College Development Committee as prescribed in its Ordinances, Statutes, etc.
- 3.2 The College functions under the supervision and control of the Patliputra University, Patna.
- 3.3 **What is the procedure followed to take a decision for various matters? (A reference to Secretariat Manual and Rule of Business Manual, and Other rule / regulations etc. can be made)**
- Decisions are taken either at the level of College Development committee or at the level of Principal and the Staff Council as per their jurisdiction.
- 3.4 **What are the arrangements to communicate the decision to the public?**
- Through Notice Board, College Prospectus, and the college website.
- 3.5 **Who are the officers at the various level whose opinions are sought for the process of decision making?**
- Secretary of the Staff Council & Principal.
- 3.6 Who is the final authority that wets the decision?
- Secretary in case of Staff Council and Principal in other cases.
- 3.7 Please provide information separately in the following format for the important matters on which the decision is taken by the public authority.

Procedure laid down for decision making

Sl. No.	Activity	Level of Action	Time Frame
1.	Subject on which the decision is to be taken	Educational Matters	Same Day
2.	Guidelines / Direction, if any	University Directives	Same Day
3.	Process of Execution	As specified in the University Manuals	Same Day
4.	Designation of the officers involved in decision making	Members of College Development Committee, Principal, and Members of Staff Council	Same Day
5.	Contact information of above mentioned officers		
6.	To receive application /letters and put a diary number	Office Assistant	Same Day
7.	To mark application/letters to concerned officer	Principal	Same Day

Manual – 4 Section 4 (1) (b) (iv)

The Norms set by the College for the discharge of its functions

1. Norms and standards for various activities of the college are set by the competent authority such as the Staff Council / Proctorial Board / College Development Committee and Patliputra University, Patna.
2. The HoD Committee & IQAC is the academic body of the college. Subject to the provisions of the Patliputra University, Patna Act, the Statutes and the Ordinances, it exercises control and general regulation over academic affairs. It is responsible for the maintenance of the standards of instruction, education and examination in the college and other academic matters.
3. Norms and standards for various academic activities are set by the Academic Council and Academic Council of Patliputra University, Patna, Staff Council and College development Committee of the College.

Manual – 5 Section 4 (1) (b) (v)

The Rules, regulations and instructions, manuals and records, held by it or under its control or used by its employees for discharging its functions;

1. Statutes of the PPU as contemplated under Ordinance in Patliputra University, Patna Act/Calendar.
2. Regulations / instructions for admission regarding all the courses (under-graduate/ postgraduate) in accordance with Patliputra University, Patna notification / Staff Council Resolutions.
3. University Non-teaching Employees (Terms & Conditions of Service) Roles.
4. Various roles / instructions of the HRD Govt. of Bihar, Patna University Act, Patna University, statute concerning personnel management for the teaching and non-teaching staff.
5. Fundamental Roles and Supplementary roles of Government of India except where the University has its own provisions with regard to teaching and non-teaching staff.
6. The College shall charge Re. 1.00 per page as photocopying charges to provide copy of rules / ordinance of University / other documents.
7. **From where one can get a copy of rules, regulations, instructions, manual and records containing information about modalities to be followed for admission to R P M College, Patna along with relevant dates, fees to be paid, etc.**

Copy of the Information Bulletin can be obtained from the College Office or can be downloaded from College Website (www.rpmcollegepatna.ac.in). Fee of the information bulletin shall be charged as per the decision of the College from time to time.

Manual – 6 Section 4 (1) (b) (vi)

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

1. The college Timetable
2. Examination Schedules
3. Scholarship Notices
4. Administrative Notices
5. Students, Attendance Records
6. Students, Internal Assessment Records
7. Examination results

These are available on the College website: www.rpmcollegepatna.ac.in and displayed on the College Notice Board. Students attendance register & T R of Examination results are kept in the concerned departments.

1. The College prospectus regarding admission information are published every year available on payment from Administrative Office of College. It is also uploaded on College official Website.
2. Student code of conduct, Syllabus, distributed free to all current students.
3. Academic Calendar & important Notice for events/activities can be accessed at College website – www.rpmcollegepatna.ac.in.
4. Staff information with contact details College directory available on website as well as from Administrative Office on payment in printed form.
5. Matters pertaining to examination (confidential), paper setting, evaluation of scripts and consequent procedures; composition and proceedings of the Selection Committees minutes of the College Development Committee and Staff Council until these are printed are confidential and will remain confidential not available in public domain.

Sl. No.	Nature of Records	Details of Inf. Avail	Unit/Sec. where available	Retention period
1.	Administrative	Service books, CL, EL, M.L. Records (Commented) Institutional assets	Admn.	48 Years since it inception in 1970
2.	Accounts	Balance sheets, cash book, Bank Book, Registers, Ledgers etc. Salaries, PF A/c, Grants Revesive/NR	---	Do
3.	Library	Books in circulation, Reference Book, Reference materials, journals and Audio material	Library-In-Charge	Do
4.	Laboratories	Records of material consumable/non consumable, stock reports	Lab-In-Charge	Do

Manual – 7 Section 4 (1) (b) (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;

1. Besides College holds public interaction/open session at the time of admission.
2. The College Complaint Committee has representatives from the Alumni and parents.
3. College organises parent-teacher meet.
4. External member from society (Academic, Management & Industry) represents the IQAC of College.
5. Alumni meets are organised regularly.

Manual – 8 Section 4 (1) (b) (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;

Please provide information on Boards, Councils, Committees and Other Bodies related to the public authority in the following format:

Name and address of the affiliated Body

Staff Council/ Proctorial Board, Rameswardas Pannalal Mahila College, Patna City, A Constituent unit of Patliputra University, Patna (Bihar) Pin – 800009

Type of Affiliated Body (Board, Council, Committees, Other Bodies)

A Constituent unit of Patliputra University, Patna. Academic and Administrative management of college is controlled by Patna University. At local level Staff Council of College, Proctorial Board (Constituted by PPU), University representative (Appointed by PPU), College Development Committee and Principal manage the college activities.

Brief Introduction of the Affiliated Body (Establishment Year, Objective / Main Activities)

The R P M College is recognized as one of the premier academic institutions of the Patliputra University, Patna. It stands tall in public esteem and also in the memories of its alumni, many of whom are now prominent figures in government, business and industry, the media and education. Notwithstanding its name, students from all religions, Caste and Category have grown up here and excelled in the chosen areas of their interests, be it academics, sports, or extra-curricular activities. However, the college was not built in a day. The R P M College was founded more than 45 years ago in 1970.

It was converted as Constituent unit of Magadh University, Bodh-Gaya in 1980. It imparts education upto graduation level in 16 subjects of Humanities, Social Science & Science. It is located in mid of Patna City, Chowk Sikarpur. It functions from its own building spread in 0.95 Acres of landed area with 1685 Sqm. After establishment of new University Patlipura University, Patna by Bihar State Legislative Council it came under the jurisdiction of Patliputra University, Patna w.e.f. July – 2018. Now its academic, Administrative and Financial Management is Under control of Patliputra University, Patna.

This College has been conceptualized to materialize the ETHOS of nation building and Indian culture. We had a clear Perception about our educational efforts to establish a women's College in the Vicinity – Our College is situated is an area

which, no doubt has great historical and religious importance. It is the birthplace of Guru Gobind Singh and religious hub of Hindus - the Holy Ganges flows nearby and the temple of Goddess Patandevi just next door

The Holy shrine of the Muslims is also very close. The Great Padri ki Haveli of Christians is another great place. The Famous Deedarganj Yakshini Image was located from an area not very far. The area is thus populated with multicultural and multireligious people, but we had no Centre for higher education. The boys however, managed by going to Patna for further studies, But the women remained at home after School. We are therefore committed to the cause of women's empowerment through access to education.

Role of the Affiliated Body (Advisory / Managing / Executive / Others)

Others

Structure and Member Composition

Principal (appointed by Chancellor Universities of Bihar or Principal-In-Charge, Senior Teacher appointed by University) all Teaching and Non-Teaching permanent Staff are members of Staff Council. Proctorial Board Constituted by University and University representative appointed by University.

Head of the Body

Principal / Principal-In-Charge

Address of main office and its Branches

R P M College, Patna, (A Constituent College under Patliputra University, Patna)
Chowk Sikarpur, Patna City- 800009

Frequency of Meetings

As and when required

Can public participate in the meetings?

No (accept Alumni & external members of IQAC nominated by Principal)

Are minutes of the meetings prepared?

Yes

Frequency of Meetings

As and when required (IQAC at least one meeting in each quarter, minimum three meetings in a academic year.)

Manual – 9 Section 4 (1) (b) (ix)

A directory of its officers and employees;

1. Directory of officers and employees is available on College official website (www.rpmcollegepatna.com). It is available in print form and can be obtained from Administrative Office on payment.

Manual – 10 Section 4 (1) (b) (x)

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

1. The pay scales of various teaching and non-teaching staff are as prescribed by the University Grants Commission / HRD Govt. of Bihar and adopted by the Patna University.

Manual – 11 Section 4 (1) (b) (xi)

The budget allocated to each of its agency, indicating the particulars of all plans, proposed expenditures and reports on disbursements made;

1. The budget and the financial estimates are as approved by the Staff Council / College Development Committee and presented before the University/UGC / HRD Govt. of Bihar for approval/sanction.

Manual – 12 Section 4 (1) (b) (xii)

The manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programmes;

--Not Applicable--

Manual – 13 Section 4 (1) (b) (xiii)

Particulars of recipients of concessions, permits or authorizations granted by it;

Reservation policies of Government of India and Bihar State Govt. in principle as approved by the Patliputra University, Patna are followed. Scholarships are given to needy students by Bihar State welfare department on approval by college to genuine students.

Manual – 14 Section 4 (1) (b) (xiv)

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

1. All the 17 manuals under RTI and other information about the College are available on the College website www.rpmcollegepatna.ac.in
2. Information made publically available can be accessed at www.rpmcollegepatna.ac.in

Sl. No.	Facility Available	Nature of Information Available	Working hours.
1.	Information counter	All information regarding admission and college	10:00 a.m. to 5:00 p.m
3.	Library	All information regarding library	Do
4.	Notice Board	All information regarding time table students activities, staff, students etc.	Do

Manual – 15 Section 4 (1) (b) (xv)

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;

1. Unrestricted Access to Website
2. Citizens may submit a written application for information to the Public Information Officer.
3. Frequently Asked Questions and Answers are available on the Website.
4. Public may elicit information via E-Mail to rpmcollegepatnacity@gmail.com
5. Through the notice boards, relevant brochures and various other rules which are available in print as well as on the website www.rpmcollegepatna.ac.in
6. Some of the publications (i.e. College Prospectus etc.) are priced and can be obtained by paying the stipulated amount.
7. Unpriced information for the general public is disseminated occasionally through press releases, advertisements etc. and/or these are available on the college website – www.rpmcollegepatna.ac.in

Manual – 16 Section 4 (1) (b) (xvi)

The names, designations and other particulars of the Public Information Officers;

1. Prof. (Dr.) Punam (Principal) Ph. – 0612-2641451

Appellate Authority :

**1. Nagesh Pati Tripathi (Associate Professor) Dept. of Sanskrit
Mob. – 7488682343, Email Id : nptripathi542@gmail.com**

Manual – 17 Section 4 (1) (b) (xvii)

Such other information as may be prescribed and thereafter update these publications every years;

The person seeking information may apply on a plain paper giving particulars of information being sought and his correct address for communication. Separate application for seeking information on different subjects is required. The application has to be accompanied with the prescribed fee. (At present a fee of Rs. 10/-). The fee is payable with each application which is towards the cost of processing the request;

Schedule of fees can be had from the Public Information Officer of the Rameswardas Pannalal Mahila College, Patna City. For the time being the rates are as under:-

1. Rs. 5/- per page of A-4 or A-5 size.
2. Actual cost for sizes bigger than A-4 or A-5.
3. In case of printed material, the printed copies could be had from the College sales counter/authorized sales agents on payment.
4. In case of photo copies, the rate would be Rs. 5/- per page.
5. If information is needed on a disk or floppy subject to availability of information in soft form, the fee will be Rs. 100/- per disk/Pen Drive.
6. Admissible records may be allowed to be inspected on payment of requisite fee thereof.

Major portion of information will be available from the College broacher and academic Calendar. Some of these are available on the website of the College. Please ref. www.rpmcollegepatna.com.

This information will be improved further