

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

1. The particulars of the Organization, Functions and Duties

Name of the Organization	SALEISAN COLLEGE
Establishment	1933 Shillong 1938 Sonada, 2009 (Siliguri)
Address	Sonada P.O. 734209 Darjeeling, West Bengal
Contact	Phone: 9434045539 Fax: +91-353-2545627
Website	www.salesiancollege.in www.salesiancollege.net

Functions:

The college/institution of Higher education which is a Don Bosco institution of the Province, is owned and administered under the authority of the Salesian Province of Calcutta (Northern India) which is the Founder Body. Each such Institution, if a separate Registered Society, is a subsidiary of the above mentioned Founder Body, and/or of such an Institution that has only the use of the properties, both moveable and immovable, and not the ownership thereof, and/or incase acquired by the society in loco, it will belong to the said society. (Cfr. Personnel Policy framework. www.saleisancollege.in)

2. The powers and Duties of its officers and employees

The Founder Body has the right to appoint, transfer and terminate the services of the Rector / Principal / Secretary/ Jt secretary, Vice-Principal, Treasurer/Jt. Treasurer and Heads of Departments of the College, irrespective of their being Salesian or non-Salesian personnel. (Cfr. Personnel Policy framework. www.saleisancollege.in)

3. The procedure followed in the decision making process, including channels of supervision and accountability

The Salesian College Sonada Registered Society is constituted by the above mentioned founder body to carry out various educational, research, extension and other charitable activities. The Society operates through: 2.4.1, 2.4.2 & 2.4.3. (Cfr. Personnel Policy framework. www.saleisancollege.in)

4. The norms set by it for the discharge of its functions

The Governing Body shall be constituted by the Founder Body in consultation with the College Coordination Council and in accordance with the Memorandum of the Society and the Association of Catholic Colleges, Xavier Board and Salesian University Institution (IUS) in accordance with the privileges and minority rights granted by the Constitution of India and the Code of Regulations for Christian Minority Colleges, West Bengal and/or the West Bengal Council of Higher Education, and the Statutes of the University within whose jurisdiction the said college is located, as the case may be. (Cfr. Personnel Policy framework. www.saleisancollege.in)

5. The rules, regulations, instructions, manuals and records, held by it or under its control or used by its employees for discharging its functions

All rules and regulations are available on college website (Cfr. Personnel Policy framework. www.saleisancollege.in)

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

- a) College Personnel Policy
- b) Files of correspondences
- c) Annual reports
- d) Files related to budget and budgetary allocation
- e) Files related to College administration
- f) Governing Body Minutes & Reports
- g) Files related to Faculty & Staff selection
- h) Advocacy booklets (Child policy, gender policy, finance policy)
- j) Rules (already on website)
- k) Regulations (already on website)
- l) Files & documents related to MoUs with the Institutions and Collaborating Agencies
- m) Files & documents related to National & International Cooperation with other govt. & Non-agencies, departments and others.

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

To achieve the object laid down in the Registered Society have been framed after thorough discussions with the stake holders and after the draft regulations having been circulated among the Management the personnel policy has been approved by the Founder Body and put forth on the College website.

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

N/A

9. A directory of its officers and employees

<http://www.salesiancollege.in/DOCS/DIRECTORY.pdf>

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

N/A (All office bearers are on voluntary service)

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

All annual audit reports are available with institution and the summary of it stated below

Year	Budget Estimates	Revised Estimates	Actual Expenditure
2012-13	50000	0	267108
2013-14	280250	0	263787
2014-15	561977	0	206179
2015-16	365000	0	563866
2016-17	1353000	0	1324061
2017-18	4054886	0	3652101

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

N/A

13. Particulars of recipients of concessions, permits or authorizations granted by it

N/A, However all scholarship/ sponsorship records are maintained.

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

All the relevant details including the mode of administration of the various sectors and roles assigned to various office holders are available in the personnel policy.

www.salesiancollege.in

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

The library use is primarily intended for the students, faculty and management of the college. However, the services are extended to others on a restricted basis. The library is not open for general public except with the due permission of the Competent Authority. To obtain information under the Right to Information Act, 2005, a person may make a request in writing or through electronic mails along with the prescribed application fee in favour of PRO, Salesian College.

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

- a) Dr. George Chempakanathinal (Secretary) - First Appellate Authority
- b) Fr. CM Paul (Secretary) - Transparency Officer
- c) Mr. Peter Lepcha (Campus Coordinator) - SCSC
- d) Mr. Prayash Rai (HoD, Dept. of History) - SCS

17. Such other information as may be prescribed

N/A