

MAGADH MAHILA COLLEGE

Mandatory Information as Per Section 4(1) (b) of RTI Act 2005

MANUAL-1

Particulars of Institution, Functions and Duties

1. BRIEF HISTORY OF COLLEGE

Welcome to Magadh Mahila College, a centre of learning excellence that grooms young students into innovative, ethically grounded and successful individuals. On the banks of Holy Ganga, the College provides perennial flowing environment of self-learning, to become flexible to meet the women centric challenges by inculcating innovative educational methods. Magadh Mahila College, the pioneer institution of higher education for women in Bihar, was established in **1946**. Presently a constituent unit of Patna University, possessing a permanent affiliation under section **12B and 2f of UGC Act since 1956**. It has been Accredited 'B+ Grade with CGPA (2.54) by NAAC on 8th January **2020** imparting quality education to more than **4000** students in various disciplines of conventional and professional courses with a missionary zeal.

MMC, an **ISO 9001-2015, 14001-2015, 45001-2018, 21001-2018, 50001-2018, 27001-2013, SA 8000-2014 and 10002:2018** Certified premier college meant for women, illuminating and enlightening the society and above all humanity since 1946 needs no introduction. The College has been honoured with 'Best College Award' on 'Shiksha Diwas 2014' by Sri Nitish Kumar, the Chief Minister of Bihar and has also been awarded 'Excellent Institution of Higher Education for Girls in Bihar' by His Excellency Sri Ram Nath Kovind, the Governor-cum Chancellor of Universities of Bihar, on the occasion of National Education Bihar Summit and Award 2016. In this way, the Institution is adding up to the human resource by making qualitative and quantitative enhancement and has been adorned with several honours and awards. NAAC Accreditation, thrice, in 2004, 2012, 2019 respectively and CPE Status are the strong testimony to it.

The culture at MMC stands for meritocracy with strong ethical foundations. The College provides quality education to its students both in classroom teaching and through its continuous co-curricular, extracurricular, extension activities and internship programmes.. The students are imparted a holistic view of life with a 'can do attitude' by the faculty having rich experience in

academics and all fields. The classroom learning supplemented with field visits, industry visits, sports, cultural festival and other co-curricular and extracurricular activities help in an all-round development of our students.

The MMC campus is ecofriendly and ragging free. Ragging in any form is strictly prohibited on the campus. The College is situated beside river Ganga that bestows a pious and peaceful environment to the campus. The ecofriendly approach of the teachers, staff, students and stakeholders adds a gracious aura to the campus. The Wi-Fi enabled, clean and green campus of the college attracts each person visiting the institution. The flora and fauna conserved on the campus are the specificity of the institution.

The MMC bears a glorious past, a bright present and a very promising future. It has carved out a significant niche in the realm of teaching and research, not only in the state of Bihar but in the nation and abroad too. The college has been maintaining its dignity as a centre of knowledge and discipline. Academic, co-curricular and extracurricular performances of our students are consistently excellent and most of them have secured top ranks and distinction in the Patna University Examinations.

The stakeholders of the Institution-- students, parents, alumnae, industrialists, prospective employers, eminent educationalists and media personals are made partners in policy making by entrusting them key roles in holistic development of the Institution, thereby eliciting their expertise opinion in framing curricular, research and community-oriented activities. The College seeks the guidance/suggestions/co-operation from the stakeholders regarding curriculum and conduct seminars, workshops, community outreach programmes, awareness campaigns, campus activities, training programmes, summer internship programme, counselling programme, placement activities etc.

The MMC provides diversity of learning experiences that will be cherished by the students and will equip them with competencies to have their rightful place in the world. Our energetic and growing alumnae network is a testimony to it. The College maintains an active network with the alumnae through Alumnae Meets, College Website and their visits to the campus. These occasions help in eliciting their feedback /suggestions for the overall development of the students. The entire team of college administration, teaching faculty and students are committed to transform the College into “A Premier Higher Education Hub” not only in the state but in the country with deliverables, endeavours and diligence of their concerned jurisdiction. The administration provides facilities and create the environment to promote and motivate the team to do best. The academic work force educates, trains and develops the students to the desired level by optimum use of resources, compatible with the desired requirement of the society, state, nation and above all

human beings. The College provides congenial environment for research activities and encourages the students and staff as well to be the path breakers.

The College has on its faculty highly qualified academicians and attracts the very best of students from all over the state and neighbour states. MMC enjoys a prestigious position and after graduating from here many students are readily admitted in renowned national /international universities. Student enjoy a distinct advantage in the matter of employment in reputed organizations and a good number of them are offered positions, through campus recruitment, even before their results are declared.

2. VISION AND MISSION

The College represents the pursuit of excellence both in academics and in extra-curricular activities. The Institution strengthens the personality and focuses on character, commitment and confidence so that its graduate lead from the front. It has pioneered the path to women education by its immense contribution in the field of higher education for women. Since its inception in 1946, it has been playing a vital role in nurturing and grooming up young girls into responsible young citizens to contribute greatly in the growth and development of nation.

At the core of its vision is the alignment of theory with practice, academia with industry and fostering the sense of enterprise with motivation and professionalism and at the core of its mission is to ensure wholesome, holistic education so that the pursuit of knowledge efficiently helps to combat the challenges a student faces in her life. The College is committed to the holistic development of students so as to make an effective contribution to creation of healthy society.

3. OBJECTIVES

The Institution has a firm belief in the holistic growth and development of the students, so it concentrates not only on the academics but also on the other co-curricular and extracurricular activities, which is indispensable for all round development of the students. It has proved its worth by escalating great heights and winning great laurels in various fields for last seven decades. Our students have excelled in academics, as well as in sports, music, art and culture and many others. Even in the present fast changing state of globalization, our students have left indelible footprints on the sand of time by their extraordinary performances in different fields of Academics, Art and Culture, Telecommunications, Management and IT Sectors. The method of teaching- learning is centered for equipping the students to be successful in their lives by all means. As the center of excellence, the College provides perennial source of knowledge that helps them to adapt themselves to any situation and to meet the women centric challenges.

The objective of our College, to impart holistic education, is made clear to all parents/guardians at

the time of admission and during Parent -Teacher Meets. The College is transparent about all the activities undertaken and elicits support and cooperation of the parents at all times. On the day of the meeting of Parent-Teacher Association parents are informed about the accent of the college on the integrated development of the students; evaluation system; curricular and co-curricular activities of the college. The feedback from the parents is taken during the Parent – Teacher Meetings and their suggestions are duly considered.

The hallmark of our College has always been “Quality Teaching and Human Capital Transformation” by virtue of value teaching and facilitating them with computer education, modern facilities for co-curricular and extracurricular activities, viz Sports, Indoor games, Music, NSS, NCC, partnering them in various Cells and Societies like Science and IT Society, Students’ Counseling Cell, Students’ Grievance Redressal Cell, Anti-Ragging Cell, Gender Knowledge Centre, Green Earth Brigade Cell, Red Ribbon Club, Language Lab and Hostel accommodation inside the campus.

Student Representation in governance is seen in IQAC, SQAC, Departmental Clubs, Sports Committee, Cultural Committee, Anti-Ragging Cell, Sexual Harassment Cell, Discipline Committee etc. **Student Quality Assurance Cell (SQAC)** constituted by Student representatives addresses all student related issues.

Equipping them with all these has resulted in generating an ecosystem which helps them in winning trophies and top position in Inter-university, District, State, National and International Athletics, Cultural and other important Co-curricular events. In the chain of continuous development of institution as a whole, we not only provide programmes to develop our students but also design development programmes for teaching faculty and hence the college has broad academic development agenda. In this regard a number of ICT based Faculty Development Programmes and Training Programmes have been organized to enhance their capability.

MMC students have been performing remarkably well in all spheres of life. The alumnae of College are well placed in the fields of academics, civil services, banking and finance, general management, art and culture, media, judiciary etc. Many are successfully managing their own business establishments or are reputed chartered accountants.

The College provides comprehensive programmes to instill skills, attitudes and competencies in its graduates so that they develop ability to undertake problem solving on real time basis and evolve into inspiring leaders. The education methodology adopted by MMC encourages independent and innovative thinking and helps the students in developing holistic perspective, strong domain knowledge, contemporary skill-sets and positive ‘can do’ attitude. We welcome the young and aspiring minds to the academic programmes of MMC, a constituent unit of Patna University and

be to be a part of this vibrant academic family and move up the value chain through relentless pursuit of knowledge.

4. THE COLLEGE IMPARTS EDUCATION AND TRAINING IN THE FOLLOWING COURSES:

PROGRAMME STRUCTURE

- **Under Graduate Degree Courses (Under Annual Mode)**

A) FACULTY OF HUMANITIES

1. B.A. (H) Hindi
2. B.A (H) English
3. B.A. (H) Sanskrit
4. B.A. (H) Maithili
5. B.A.(H) Music
6. B.A. (H) Persian
7. B.A, (H) Philosophy
8. B.A. (H) Urdu

B) FACULTY OF SOCIAL SCIENCES

9. B.A. (H) Economics
10. B.A. (H) History
11. B.A. (H) Home Science
12. B.A. (H) Mathematics (Arts)
13. B.A. (H) Political Science
14. B.A. (H) Psychology
15. B.A. (H) Sociology
16. B.A. (H) Statistics (Arts)

C) FACULTY OF SCIENCE

17. B. Sc (H) Botany
18. B. Sc. (H) Chemistry
19. B. Sc. (H) Mathematics
20. B. Sc. (H) Physics

21. B. Sc. (H) Statistics
22. B. Sc. (H) Zoology

D) VOCATIONAL / PROFESSIONAL COURSES (UNDER SELF-FINANCING)

23. B. Com. (H) (Annual Mode)
24. B.B.A (H) (CBCS)
25. B.C.A. (H) (CBCS)
26. B.S.W. (H) (CBCS)

- **Post Graduate Degree Courses (Under CBCS)**

27. M.A. (Economics)
28. M.A. (Home Science)
29. M.A. (Psychology)
30. M.A. (Music- Under Self-financing Mode)
31. M.Sc. (Chemistry)
32. M.Sc. (Herbal Chemistry)

- **One Year Post Graduate Diploma Courses**

33. Post Graduate Diploma in Computer Applications (PGDCA-Semester System)
34. Post Graduate Diploma in Women and Child Welfare (PGD in W&CW-Semester System)

5. ARRANGEMENTS AND METHOD MADE FOR SEEKING PUBLIC PARTICIPATION/ CONTRIBUTION

Public involvement in the affairs of the College is through nomination of people from various walks of public life on its Administrative Body as per provisions of Rules and Regulations of Patna University and MMC.

6. MECHANISM AVAILABLE FOR MONITORING THE SERVICE DELIVERY AND PUBLIC GRIEVANCE RESOLUTION

Managing of the various activities of the College is supervised by the Principal through designated committees. Monitoring of the affairs of the College is through its IQAC, Advisory Body, various committees, cells and societies in every year in a very democratic manner.

Public Grievance Resolution/ Redressal Mechanism

A faculty member has been nominated by the Principal as the Nodal Public Grievance Officer as

per guidelines of the MHRD, SHEC and PU to look after public grievances, if any,

7. ORGANIZATIONAL CHART (SEE ANNEXURE- I) MONOGRAM

8. ADDRESS OF THE COLLEGE

The Principal, Magadh Mahila College, North Gandhi Maidan, Patna (Bihar)

9. WORKING HOURS OF THE COLLEGE

From 7.30. AM to 4.30. PM (Monday to Saturday)

MANUAL -2

POWER AND DUTIES OF THE OFFICERS AND EMPLOYEES:

Principal is the Chief Executive Officer of the College. She is responsible for appropriate administration and organization of teaching and co-curricular, extra-curricular activities in the College. The powers and duties of the Advisory Body and other authorities as per Statue and Ordinance of the Patna University.

MANUAL-3

PROCEDURE FOLLOWED TO TAKE A DECISION IN VARIOUS MATTERS

Decisions in matters of organizing admissions, sports, co-curricular and extra-curricular activities preparation of college time table, allocation of extra-curricular work of teachers not involving payment of remuneration and laying guidelines for purchase of Library books and lab. equipments are taken by the Advisory Committee, Finance-cum-Development-cum- Purchase Committee, subject to the provisions of the Act, Statues and Ordinances of the University. The decisions regarding holistic development of the institution are taken by the IQAC, Advisory Committee and Finance-cum-Development--cum-Purchase Committee. The College functions under the general supervision and control of the IQAC, Advisory Committee, various committees, cells and societies

MANUAL-4

NORMS SET BY THE COLLEGE FOR DISCHARGING ITS FUNCTIONS

Norms and standards for various academic activities of the College are set by the competent authority such as the Academic Council and Senate / Syndicate of the University and by the Staff Council and Administrative Committees of the College.

MANUAL-5

RULES, REGULATIONS, INSTRUCTIONS, MANUAL AND RECORD FOR DISCHARGING FUNCTION

(i) Regulations/ instructions for Admission and Examination regarding all the Courses (under-graduate/post-graduate/research) of studies as per Patna University Act 1976 and Patna University Amendment Act 2013.

(i) Various rules/ instructions concerning personnel management for the teaching and non-teaching staff as approved by the University.

(ii) Fundamental Rules and Supplementary rules of Government of India / Government of Bihar except where the University has its own provisions with regard to teaching and non-teaching staff.

MANUAL-6

OFFICIAL DOCUMENTS AND THEIR AVAILABILITY:

1. The College Prospectus, Handbook, College Magazine and the Annual Report are published every year and one the available on College's website.
2. University Calendar dealing with statutory provisions can be accessed at Patna University website-www.patnauniversity.ac.in
3. University Academic Calendar deals with various courses.

MANUAL-7

MODE OF PUBLIC PARTICIPATION:

IQAC and Advisory Committee of the College directly supervises its affairs and has 15 members in IQAC and 24 members of Advisory Committee who are eminent personalities which represent different spheres of the academia, industry, public/ social service, etc.

MANUAL-8

STAFF COUNCIL AND ITS VARIOUS COMMITTEES

1. Staff Council

2. Admission Committee

- (a) B.A & B.Sc.
- (b) B.Com./ BBA / BCA / BSW
- (c) PG Courses

3. Time-Table Committee

- (a) B.A. /B.Sc.
- (b) B.Com. / BBA /BCA /BSW
- (c) PG Courses

4. Academic Audit Committee

- (a) Conventional Courses
- (b) Vocational Courses

5. Academic Supervisory Committee

- (a) Conventional Courses
- (b) Vocational Courses

6. Student Welfare Committee

- (a) Arts
- (b) Science
- (c) Commerce
- (d) Vocational

7. Internal Assessment Monitoring Committee

8. Internal Complaint Committee

9. Library Committee

10. Laboratory Maintenance Committee

11. Computer Lab Maintenance Committee

12. Building Committee

13. Students' Welfare Committee

14. Student' Central Society

15. College Discipline Committee

16. Feedback Analysis Committee

17. Discipline Committee

18. Finance-cum-Development-cum-Purchase Committee

19. Hostel Committee

20. Office Management Committee

21. Placement Cell

22. RUSA Committee

23 Annual Day Celebration Committee

24. College Magazine Committee

25. College Research Committee

26. College Seminar Committee

27. Student Faculty Exchange Programme Committee

28. Environment and Cleanliness Committee

29. Sports Committee

MANUAL-9

FACULTY PROFILE

Prof. Dr. Shashi Sharma - Principal

FACULTY OF HUMANITIES

DEPARTMENT OF ENGLISH

Dr. Archana Jaiswal - Associate Professor, Head, Department of English
Dr. Santoshi Bhawani Mishra - Assistant Professor, Department of English
Dr. Khushboo - Assistant Professor, Department of English

DEPARTMENT OF HINDI

Dr. Kumari Aruna - Associate Professor Head, Department of Hindi
Dr. Shipra Prabha - Assistant Professor, Department of Hindi

DEPARTMENT OF MAITHILI

No Regular Faculty is working

DEPARTMENT OF PERSIAN

Dr. Shahida Khanam - Associate Professor, Head, Department of Persian

DEPARTMENT OF PHILOSOPHY

Dr. Md. Ziaul Hassan - Assistant Professor, Department of Philosophy
Ms. Ranjana Yadav - Assistant Professor, Head, Department of Philosophy
Dr. Suchita Arpan - Assistant Professor, Department of Philosophy

DEPARTMENT OF SANSKRIT

Dr. Kiran Mala - Associate Professor, Head, Department of Sanskrit

DEPARTMENT OF URDU

Dr. Suraj Deo Singh - Associate Professor, Head, Department of Urdu
Dr. Sohal Anwar - Assistant Professor, Department of Urdu

FACULTY OF SOCIAL SCIENCES

DEPARTMENT OF ECONOMICS

Dr. Pushpa Sinha - Associate Professor, Department of Economics
Coordinator, BBA
Dr. Sweta Sharan - Assistant Professor, Head (UG & PG)
Department of Economics

DEPARTMENT OF HOME SCIENCE

Prof. (Dr.) Anju Srivastava - University Professor Department of Home Science
Prof. (Dr.) Bandana Singh - University Professor, Department of Home Science

Dr. Punam Kumari	-	Associate Professor, Head Department of Home Science
Dr. Kumari Rupam	-	Associate Professor, Department of Home Science
Dr. Suheli Mehta	-	Associate Professor, Department of Home Science
Dr. Rajni Pandey	-	Assistant Professor, Department of Home Science
Dr. Kavita Kumari	-	Assistant Professor, Department of Home Science

DEPARTMENT OF HISTORY

Dr. Deepti Tiwari	-	Assistant Professor, Head, Department of History
-------------------	---	--

DEPARTMENT OF MUSIC

Dr. Arvind Kumar	-	Associate Professor, Head, Department of Music Coordinator, Masters in Music
Dr. Neera Choudhary	-	Associate Professor, Department of Music

DEPARTMENT OF POLITICAL SCIENCE

Dr. T. Meena Horo	-	Associate Professor Department of Political Science
Dr. Pushpalata Kumari	-	Associate Professor, Head Department of Political Science
Dr. Reshu Raj	-	Assistant Professor, Department of Political Science

DEPARTMENT OF PSYCHOLOGY

Dr. Archana Katiyar	-	Associate Professor, Head, Department of Psychology
Ms. Nidhi Singh	-	Assistant Professor, Department of Psychology
Ms. Namrata	-	Assistant Professor, Department of Psychology

DEPARTMENT OF SOCIOLOGY

Dr. Binay Kumar 'Bimal'	-	Associate Professor, Head, Department of Sociology
-------------------------	---	--

FACULTY OF SCIENCE

DEPARTMENT OF BOTANY

Prof. (Dr.) Namita Kumari	-	University Professor, Department of Botany
Dr. Pushpanjali Khare	-	Associate Professor, Department of Botany
Dr. Surendra Kumar Prasad	-	Associate Professor, Head, Department of Botany

DEPARTMENT OF CHEMISTRY

Dr. Usha Kumari	-	Associate Professor, Head (UG & PG) Department of Chemistry
Dr. Shyam Deo Yadav	-	Associate Professor, Department of Chemistry Coordinator, B.COM

- Dr. Madhu Kumari Gupta - Assistant Professor, Department of Chemistry
Head, Department of Statistics
- Dr. Amrita Prasad - Assistant Professor, Department of Chemistry
Head, Department of Herbal Chemistry

DEPARTMENT OF MATHEMATICS

- Dr. Poonam Kumari - Associate Professor, Department of Mathematics
- Dr. Binay Kumar - Assistant Professor, Head, Department of Mathematics
Coordinator, BCA & PGDCA

DEPARTMENT OF PHYSICS

- Dr. Priti Mishra - Assistant Professor, Head, Department of Physics
- Dr. Manish Kumar Verma - Assistant Professor, Department of Physics
Coordinator BCA & PGDCA
- Ms. Sonu Rani - Assistant Professor, Department of Physics

DEPARTMENT OF ZOOLOGY

- Dr. Mridula Renu Sinha - Associate Professor, Head, Department of Zoology
- Ms. Sujata Kumari - Assistant Professor, Department of Zoology

NON-TEACHING STAFF

ADMINISTRATION

Mr. Ravi Prakash	Administrative Officer (Head)
Smt. Sushila Devi	Sr. Asstt.
Mr. Sankar Bariyal	Jr. Asstt. (Ad-hoc)
Md. Mumtaz	Daftri
Mr. Gautam Raj	Daftri
Mr. Rampravesh	Attendant
Niraj Kumar	Attendant

ACCOUNTS

Mr. Ravi Prakash	Administrative Officer (Accountant)
Ms. Kusum Kumari	S.O. (A/cs.)
Mr. Jitendra Kumar	S.O. (A/cs.)
Mr. Gajendra Prasad	Assistant
Md. Faisal Hussain	Assistant (Ad-hoc)
Md. Mumtaz	Daftari
Mr. Dablu Kumar	Attendant

LIBRARY

Ms. Ragini Kumari	Librarian (Office.) (Ad-hoc)
Ms. Dipti Chandra	Assistant Librarian (Ad-hoc)
Ms. Rashmi Kumari	Semi-Professional Assistant (Ad-hoc)
Ms. Aparna Kumari	Semi-Professional Assistant (Ad-hoc)
Ms. Moni Kumari	Junior Library Information Assistant (Ad-hoc)
Mr. Sajda Khatoon	MTS-Library (Ad-hoc)
Mr. Vikash Kumar	MTS-Library (Ad-hoc)
Mrs. Radha Devi	Attendant
Mr. Ahraruddin Ansari	Attendant

PRINCIPAL OFFICE

Mr. Sunil Kumar	Assistant (Ad-hoc)
Mr. Gajendra Prasad	Assistant (Ad-hoc)
Ms. Sabana	Assistant (Ad-hoc)
Mr. Suraj Kumar	Attendant
Ms. Lalita Devi	Attendant

COMPUTER CENTER

Mr. Arun Kumar	Technical Assistant
Mr. Ram Kumar	Junior Assistant
Ms. Nishi Sinha	Assistant (Ad-hoc)
Mr. Shambhu Kumar Mahto	MTS-Lab (Ad-hoc)
Mr. Som Shekar	MTS-Lab (Ad-hoc)

HOSTEL

Jogindra Kumar	Chowkidar (Ad-hoc)
Rohit Kumar	Chowkidar (Ad-hoc)
Banti Kumar	Chowkidar (Ad-hoc)

SPORTS

Anamika Sonu	PTI (Ad-hoc)
--------------	--------------

MANUAL-10

Monthly remuneration received by each of its employee

The pay scales of various teaching and non-teaching staff are as prescribed by the University Grants Commission and adopted by the University of Delhi are as under:-

Sl. No.	Pay Band + Grade Pay	Post
---------	----------------------	------

1	37400-67000+10000	Principal, University Professor
2	37400-67000+8700	Associate Professor
3	15600-39100+6000	Assistant Professor, Administrative Officer (AO)
4	9500-34800+4200	Head Assistant, Assistant Office, Accountant
5	5200-20200+2400	Assistant
6	5200-20200+1900	Junior Library Information Assistant (JLIA)
7	5200-20200+1900	Jr. Assistant
8	5200-20200+1800	Library Attendant
9	5200-20200+1800	Daftari
10	5200-20200+1800	Office Attendant/MTS

MANUAL-11

BUDGET ALLOCATION TO THE COLLEGE

The budget and the financial estimates are approved by the Development-cum-Finance Committee and sanctioned by PU and UGC. The Budget outlay for the financial year 2020-2021 is:

RECURRING **RS.12751833/-**
NON RECURRING **RS. 6762826/-**

MANUAL -12

Manner of Execution of Subsidy Programmes:

Not applicable: as no subsidy programmes are run by the college

MANUAL – 13

(A) CONCESSIONS GRANTED BY THE COLLEGE

Concessions available to various categories of students in admissions are given in the College Prospectus and Handbook.

22-1/2% of the total numbers of seats are reserved for candidates belonging to SC/ST/ (15% for SC and 7-1/2% for ST). Relaxation to the extent of 5 % in the minimum marks is given to the candidates belonging to SC/ST to determine their eligibility and merit for admission to the concerned courses (except in courses having entrance tests).

5% of the total number of seats in each of the courses has been reserved to the children/widows/wives of the officers and men of the armed forces including Para- military personnel, killed / disabled in action or those who died/were disabled on duty. Relaxation to the extent of 5% marks in the aggregate or in the subject, as the case may be is given to determine

their eligibility to the concerned courses (except in courses having entrance tests).

3% seats are reserved for physically challenged candidates for admission to under- graduate courses.

27 % of the total numbers of seats are reserved for the candidates of OBC as per the instruction of University of Delhi/ Ministry of HRD in phases starting from the academic year 2008-09.

The college admits foreign students including those from Sikkim, Nepal, Bhutan and the Kashmiri migrants as and when recommended by the University.

Admission are also done under sports quota in B. Com (H) and B.A. (H)

NOTE:

1 The above reservation may vary with any decision taken by the University or directions from the Central Government.

2. Details of such concession are available in the admission brochures for respective courses.

(B) CONCESSIONS AVAILED BY THE COLLEGE

No

MANUAL – 14

INFORMATION AVAILABLE IN ELECTRONIC FORM:

All relevant information of public interest is available on the college website (www.magadhmahilacollege.org) and College Management Information System (MIS) in electronic form.

MANUAL – 15

Means, methods and facilities available to citizens for obtaining information:

College Notice Boards, College Digital Notice Board, College Prospectus, College Handbook, College website and College Management System (MIS) are relevant means by which general public may obtain information with respect to the College. As also information for general public is occasionally disseminated through press releases, advertisements, etc.

MANUAL-16

**LIST OF PUBLIC INFORMATION OFFICERS
AND
FIRST APPELLATE AUTHORITY**

Sl. NO.	Designation of the Officer designated as PIO	Postal Address	Mobile/Tele No
01	Dr. Sweta Sharan (PIO-I) Assistant Professor , Department of Economics	Magadh Mahila College, North Gandhi Maidan Patna-800001, Mobile No.- 9308489824	
02	Dr. Shipra Prabha (PIO-II) Assistant Professor , Department of Hindi	Magadh Mahila College, North Gandhi Maidan Patna-800001, Mobile No.- 9334509429	
03	Mr. Ram Kumar (Computer Assistant)	Magadh Mahila College, North Gandhi Maidan Patna-800001, Mobile No.- 9334418855	
04	Ms Sajada Khatoon (Computer Assistant)	Magadh Mahila College, North Gandhi Maidan Patna-800001, Mobile No.-	

First Appellate Authority
Prof. (Dr.) Shashi Sharma
Principal

MANUAL-17

OTHER INFORMATION

The person seeking information may apply on a plain paper giving particulars of information being sought and his/her correct address for communication. Separate application for seeking information on different subjects is required. The application has to be accompanied with the prescribed fee of Rs. 10/-

As per RTI (Regulation of fee and cost) Rules, 2005 following fee are payable for seeking information:-

Rupees two for each page (in A4 or A3 size paper) created or copied:

Actual charge or cost price of a copy in larger size paper:

Actual cost or price for samples or models; and

For inspection of records, no fee for the first hour; and a fee of rupees five for each subsequent hour (or fraction thereof).

For information provided in diskette or floppy rupees fifty per diskette or floppy; and

For information provided in printed form at the price fixed for such publication or rupees two per page of photocopy for extracts from the publication.

ANNEXURE-I

COMPOSITION OF STAFF COUNCIL

SESSION-2020-2021
Teaching Faculty (Regular)

SL. NO.	NAME	DEPARTMENT	CONTACT NO.
1	Prof. (Dr). Shashi Sharma	Principal	9470609888 / 9835266016
2	Dr. Kumari Aruna	Hindi (HoD)	9570291360
3	Dr. Shipra Prabha	Hindi	9334509429
4	Dr. Archana Jaiswal	English (HoD)	9570412542
5	Dr. Santoshi Bhawani Mishra	English	7004322190 / 8051070825
6	Dr. Khushboo	English	9199543084
7	Dr. Suraj Deo Singh	Urdu (HoD)	9431808564
8	Md. Sohail Anwer	Urdu	9350572257
9	Dr. Kiran Mala	Sanskrit (HoD)	2214103 / 9835262750
10	Dr. Shahida Khanam	Persian (HoD)	8409646864
11	Dr. Md. Ziaul Hassan	Philosophy	9708000804
12	Ms. Ranjana Yadav	Philosophy (HoD)	9559733613
13	Ms. Suchita Arpan	Philosophy	7759804401
14	Dr. Pushplata Kumari	Political Science HoD	9431402736 / 8292872715
15	Dr. T. Meena Horo	Political Science	9835370355
16	Dr. Rishu Raj	Political Science	8271160444/6023059761
17	Dr. Binay Kumar 'Bimal'	Sociology (HoD)	9431879047 / 2592532
18	Dr. Deepti Tiwari	History (HoD)	9451545311 / 7042235044
19	Dr. Pushpa Sinha	Economics	9939470108
20	Dr. Sweta Sharan	Economics (HoD)	9308489824/9431999116
21	Dr. Archana Katiyar	Psychology (HoD)	9431405409
22	Ms. Nidhi Singh	Psychology	9717015525
23	Ms. Namrata	Psychology	8986564252
24	Dr. Anju Srivastava	Home Science	9334121405
25	Dr. Bandana Singh	Home Science	9430001919
26	Dr. Punam Kumari	Home Science HoD	9430512546
27	Dr. Suheli Mehta	Home Science	9430228906
28	Dr. Kumari Rupam	Home Science	9473464296 / 9905815354
29	Dr. Rajni Pandey	Home Science	9837316268/8094003666
30	Dr. Kavita Kumari	Home Science	9430429995 / 7004432644
31	Dr. Neera Choudhary	Music	2219110 / 9471863642
32	Dr. Arvind Kumar	Music (HoD)	9835681230
33	Dr. Poonam Kumari	Mathematics	8409526242 / 9631035685
34	Dr. Binay Kumar	Mathematics (HoD)	9878788566
35	Dr. Manish Kumar Verma	Physics	9650844970
36	Dr. Priti Mishra	Physics (HoD)	8987316783
37	Ms. Sonu Rani	Physics	8745854800
38	Dr. Usha Kumari	Chemistry (HoD)	9431481205
39	Dr. Shyam Deo Yadav	Chemistry	9162559095
40	Dr. Madhu Kumari Gupta	Chemistry	9470002618
41	Dr. Amrita Prasad	Chemistry	9955748253
42	Dr. Namita Kumari	Botany	9472938409
43	Dr. Pushpanjali Khare	Botany	9708063491
44	Dr. Surendra Kumar Prasad	Botany (HoD)	9431945662

45	Dr. Mridula Renu Sinha	Zoology (HoD)	2689408 / 9431411783
46	Ms. Sujata Kumari	Zoology	9971214029

**NON-TEACHING STAFF (REGULAR)
CLASS III**

SL. NO.	NAME	POST & POSTING	CONTACT NO.
1	Mr. Ravi Prakash	Head Assistant, Accountant	9334200904
2	Mrs. Sushila Devi	LDC Office, incharge	9122722600
3	Mrs. Kusum Kumari	Store Keeper Chemistry Department	9852052826
4	Mr. Arun Kumar	Assistant Office	7992363185
5	Mr. Jitendra Kumar	LDC Office	8210809769

**NON-TEACHING STAFF (REGULAR)
CLASS IV**

SL. NO.	NAME	POST & POSTING	CONTACT NO.
1	Mr. Md. Mumtaz	Library	9386091018
2	Mr. Anand Kishore	Chemistry	8877608233
3	Mrs. Radha Devi	Psychology	8102536880
4	Mrs. Lalita Devi	Maid Servant, Principal Chamber	9801239324
5	Mr. Shaukat Ali	Physics	9386734960
6	Mr. Ahraruddin Ansari	Zoology	9308238427
7	Mr. Gautam Raj	Peon, Office	8507411361
8	Mr. Ashok Kumar	Darwan, Principal Office	8083601634
9	Mr. Raj Kumar Ram	Sweeper, Chemistry	8809112063
10	Mr. Md. Aslam	Peon, Office	7488312033
11	Mr. Kishore Kumar	Darwan, Hostel No.1	9507009646
12	Mrs. Moina Khatoon	Maid Servant	9162040277
13	Mr. Ram Pravesh Prasad	Peon/ Office	9386462832
14	Mr. Neeraj Kumar	Peon/ Office	9955742627
15	Mr. Dablu Kumar	Peon/ Physics	9905782903
16	Mr. Suraj Kumar Raj	Darwan, Principal Chamber	9386627233
17	Mrs. Sahuda Iffat	Maid Servant, Chemistry	9504495164
19	Smt. Meena Devi	Maid Servant	9122684081

ANNEXURE -II

ORGANOGRAM OF THE COLLEGE

ORGANOGRAM OF THE INSTITUTION

The following Organization Chart of the institution depicts the administrative hierarchy of the institution

