

RIGHT TO INFORMATION ACT 2005

Section 4(1) B Disclosure of General Information Related to the Office

General Information Related to the College

Name	Govt. Minimata Girls College, Korba (C.G.)
Address	Near Ghantaghar Chowk, Niharika Korba (C.G.)
State	Chhattishgarh
Pin	495677
Phone	07759-223722
Email.	minimata89@rediffmail.com
Website	www.mmggckorba.in
Institution	Managed By Higher Education Department, Govt. of CG
Area	10 Acres
University	Atal Bihari Vajpayee University Bilaspur (C.G.)
Established Year	Sept. 1989
NAAC Accreditation	2017, "B" Grade

Asst. RTI Officer
(Smt. Sandhya Pandey)
Asst. Professor
Govt. Minimata Girls College
Korba (C.G.)

RTI Officer
(Dr. Rajendra Singh)
Principal
Govt. Minimata Girls College
Korba (C.G.)

Specialties, Functions and Duties of the Organization

Govt. Minimata Girls College is established as the only Government Girls College in Korba District, which has been continuously playing its role in the Higher Education of Girl Students, since 32 years. In the college, the policy of State Government Department of Higher Education are implemented and the guideline issued from time to time are also followed.

Functions of College

- 1- Implementation of orders /instructions of Higher Education CG related to college education.
- 2- Creation of education environment conducive to study/teaching and development of infrastructural facilities in the college.
- 3- Conduct of Skill Development courses (TISS)
- 4- Operation of General Library.

Office hours of College - 10:30 am to 05:30 pm

Available Courses :

UG- Faculty of Arts, Commerce & Science, Study/Teaching available

B.A.	Hindi Literature, English Literature, Political Science, Sociology, Economics, Geography, Home Science and Foundation Course
B.Com.	All Compulsory Subjects
B.Sc.	Bio Group – Botany, Zoology, Chemistry Math's Group – Physics, Chemistry, Mathematics Computer Science – Physics, Computer Science, Mathematics

PG- Faculty of Arts, Commerce & Science, Study/Teaching available

S.No.	Program
1	Sociology
2	Hindi Literature
3	Economics
4	Political Science
5	M.Com.
6	Chemistry
7	Mathematics
8	Geography
9	PGDCA
10	M.S.W.

Research Center : Under Atal Bihari Vajpayee University Bilaspur research facility is available in the subject sociology and political science in the college.

Powers and Duties of Officers & Employee

The duties, responsibilities and work details of the officer/employee of the college are as follows :

S.No.	Classification of Post	Responsibilities
1	Principal	Head of the Office, Scheduling of all administrative and financial activities/maintenance of accounting records as per rule given by the State Government.
2	Professor/Asst. Professor	To carry out academic work, the charge and operation of various committees and fulfill/discharge the responsibilities assigned by the principal.
3	Librarian	Editing of library related works.
4	Asst. Grade I	Editing of office and establishment branch.
5	Asst. Grade III	Accounts branch, student branch and other

		academic works.
6	Lab Technician	Execution of practical work & other responsibilities assigned by the principal .
7	Class IV	Office work, cleaning work, peon etc.

Decision Making Process to be Followed

The list of rules regulation instructions guide and records to be held and used by the public authority all its officers/employees for the discharge of their functions are as follows:

S.No.	Title	Subject
1	Rules 1990 (Teaching)	Chhattisgarh Education service (collegiate Branch) Recruitment Rules 1990 Hindi/English. Sansodhan – 2005, 2007, 2010 and 2014
2	Rules 2019 Teaching	Chhattisgarh Educational Service (Collegiate Branch) Recruitment Rules 2019, Hindi and English Sansodhan 26-12-2019
3	University Act/Rules	Chhattisgarh vishwavidhyalaya Adhinyam 1973 Sansodhan Adhinyam – 2008(02-09-2008) R.S.U., Bastar, Sarguja Sansodhan Adhinyam-06-11-2010, 05-05-2011, 22-05-2013, 24-04-2015 (Durg)
4	Ragging	Anti Ragging Adhinyam 2001

Number of students fixed for different classes

UG		PG	
Class	Seat	Class	Seat
B.A.	160	M.A.Sociology	30
B.Com.	160	M.A.Economics	30
B.Sc. (Bio)	60	M.A.Political Science	50
B.Sc. (Maths)	60	M.A.Hindi	50
		M.Com.	60
		M.A. Geography	20
		M.Sc. Chemistry	20
		M.Sc. Maths	25
		PGDCA	30
		M.S.W.	20

Note : According to the reservation policy of Chhattishgarh Government in the prescribed number of students in each class/seats will be reserve for SC/ST/OBC/Freedom fighter and others.

Facilities Available in the College

1. **Publication of College Magazine:** In order to develop literary aptitude and creative skills in college students, the college magazine "ABHIVYAKTI" is published every year.

2. **Yuva Utsav:** Literary and cultural competitions are organized under the **Yuva Utsav** as per the instructions of the State Government and the University. In the **Yuva Utsav** Annual Festival and Sports of College is held. Annual sports, literary and cultural programs and conferences are organized every year.

3. **Library and Reading Room:** The library has a collection of about 20000 textbooks and reference books. Major books, research magazines are also available in the college reading room.

4. **National Service Scheme:** The women's unit of the National Service Scheme is operating in the college. It is affiliated to Atal Bihari Vajpayee University.

5. **Career Counseling and Placement Cell:** This cell has been formed in conjunction with senior professors in the college. Special programs of counseling / guidance are organized by them from time to time. Information about the activities of the Placement Cell is made available to the students through a notice board.

6. **Grievance Redressal Cell:** Grievances cell deals with the grievances of girl students related to the college.

Rules / Regulations and other important information used for discharging the functions

1. **ELIGIBILITY CERTIFICATE:** Except this university, admission will be granted only on production of eligibility certificate from any other university in Chhattisgarh or a university outside Chhattisgarh.
2. **UNIVERSITY ENROLLMENT RELATED:** To all the students taking admission in the first year of university enrollment Enrollment form has to be filled.
3. **QUALITATIVE IMPROVEMENT IN EDUCATION:** In order to bring qualitative improvement in education and as per the instructions of the University Grants Commission, New Delhi and Atal Bihari Vajpayee University, Bilaspur, the system of continuous evaluation of the fellows has been implemented in the college Under this arrangement, there is a provision of internal assessment/seminar/project for each semester and each question paper.
4. **CODE OF CONDUCT:**
 - (a) Every student taking admission will have to follow the rules of the college in letter and spirit.
 - b) Students shall enter the college premises only with their valid Identity Card.

c) The student shall treat his teachers, staff in a courteous manner.

Scholarship

The details of the scholarships available at the college level are as follows.

1 National Scholarship - Graduate (Un reserved)

2 Post Metric Scholarship - SC/ ST/ OBC Students are eligible.

3 BPL Scholarship - BPL Students are eligible.

4 Minority Scholarships - A minority of students are eligible.

Application forms for scholarships can be obtained from the college. The date for submission of application form in the college is informed by the college from time to time. Scholarship amount is provided under DBT. SC/ST Stationery is also provided to the students.

Budget allocated to the department

Budget for each financial year by the Finance Department under demand number 41 to the office allocation is made.

Public Information Officer and Assistant Public Information Officer are appointed to provide information to the public in the college.

List of Principal/Professors

S.No.	Name	Designation
1	Dr. Rajendra Singh	Principal
2	Dr. Tara Sharma	Professor Sociology
3	Shri Ashwani Kumar Kesharwani	Asst. Professor Zoology
4	Smt. Sandhya Pandey	Asst. Professor Hindi
5	Dr. A.P.Singh	Asst. Professor Commerce
6	Dr. D.V.K. Naidu	Asst. Professor Political Science
7	Dr. Anjali Roy	Asst. Professor English
8	Dr. P.K. Sinha	Asst. Professor Economics
9	Dr. Papia Chaturvedi	Asst. Professor Commerce
10	Shri Prakash Kumar Sahu	Asst. Professor Geography
11	Dr. Daizy Kujur	Asst. Professor Hindi
12	Miss Meenakshi Sandilya	Asst. Professor Hindi
13	Smt. Amita Saxena	Asst. Professor Zoology
14	Dr. Shreni Diwakar	Asst. Professor Chemistry
15	Dr. S.Saraswati Rao	Librarian
16	Smt. Anima Tirkey	Sports Officer

List of Class 3rd & 4th Class Employees

S.No.	Name	Designation
1	Shri Dushyant Rao Bhosle	Asst. Grade I
2	Shri Vikas Kumar Tiwari	Asst. Grade III
3	Smt. Indumati Baret	Asst. Grade III
4	Shri Ransai Sidar	Lab Technician
5	Smt. Girija Mahant	Lab Technician

6	Ku. Sarita Alka Lakra	Lab Attendant
7	Smt. Pushpa Sao	Lab Attendant
8	Smt. Shalini Shivhare	Lab Attendant
9	Shri K. Bangaria	Sweeper