

Introduction

The right to Information Act intends to set 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 (b) of the Act defines “ public authority” as any authority or body or institution of self – governace established for consitituted 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 for substantially financed by the government.

This information Handbook will enable the citizen to obtain information as to the provisions contained in various rules and regulations governing the Master Tara Singh Memorial College for Women and related information.

This information Handbook is divided into 17 Manuals.

MANUAL – 1

[Section 4 (1)(b)(i)]

PARTICULARS OF ORGANISATION, FUNCTIONS AND DUTIES

I. Brief History

It was indeed a blessed day in the history of academic development in the region when in 1968; Master Tara Singh Memorial College for Women saw its genesis. The College was established to commemorate the cherished memory of Master Tara Singh ji, a man with a prophetic vision, who envisaged a Utopian future in which education was not elusive to the girl child. Keeping in view the buzz word of all round development of the learners, the hon'ble members of the management decided to catch the young learners with the sole aim of moulding them into better human beings through academic insight, proper care, nurturing and persistent motivation. The College strictly adheres to the curriculum of Panjab University, Chandigarh. Till date the College has shaped many destinies and has changed the path of many lives. Currently, the College is offering various post graduate courses like M.Com, M.A. (English, Punjabi, Hindi, and Music Vocal), P.G.D.C.A, and undergraduate courses like B.Com, B.B.A., B.C.A. and B.A. In addition to these courses, the College is also granted with two innovative courses i.e. MBACIT (Masters in Business Administration Commerce and Information Technology) and MFDM (Masters in Fashion Designing and Management) affiliated to Panjab University, Chandigarh. The College is also successfully running many Ad-Courses like Call Centre Training, Insurance Business, N.T.T. and Dress Designing. In today's million of cut-throat competition, the introduction of such courses will not only widen the ambit of knowledge of the students but will also provide them with an opportunity to choose amongst the broad variety of subjects according to their career aspirations. The College has profound infrastructure including well furnished, spacious and airy classrooms with updated departmental labs. The college has a girls' hostel with all modern amenities, well maintained guest house and a hygienic cafeteria. Air-conditioned seminar room, staffrooms, recreation room, reading room, NCC, NSS and sports office also constitute a part of the healthy infrastructure of the College. The College also has a placement cell that promises to recruit its deserving students in established corporate houses.

Under the able guidance of Principal, Dr. (Mrs.) Kirandeep Kaur, the College has attained the heights of glory in touching new horizons of progress and opening new vistas of knowledge. The sincere efforts of highly qualified and accomplished faculty who are well aware of their role as nation builders are also commendable. This togetherness has generated the phenomenal success of the College.

Master Tara Singh Memorial College for Women, Ludhiana was established in 1968. Since its inception, the college, while embarking on its never ending quest for excellence, has grown fledge by fledge as a prestigious multi-faculty post graduate institution offering wide-ranging graduate and post graduate programmes to nearly eighteen hundred students. Constant efforts are being made by the entire team of the College to achieve the mission of educating one and all. Walking on the path of success, the College has attained the apex of glory in academics as well as in Para-academics.

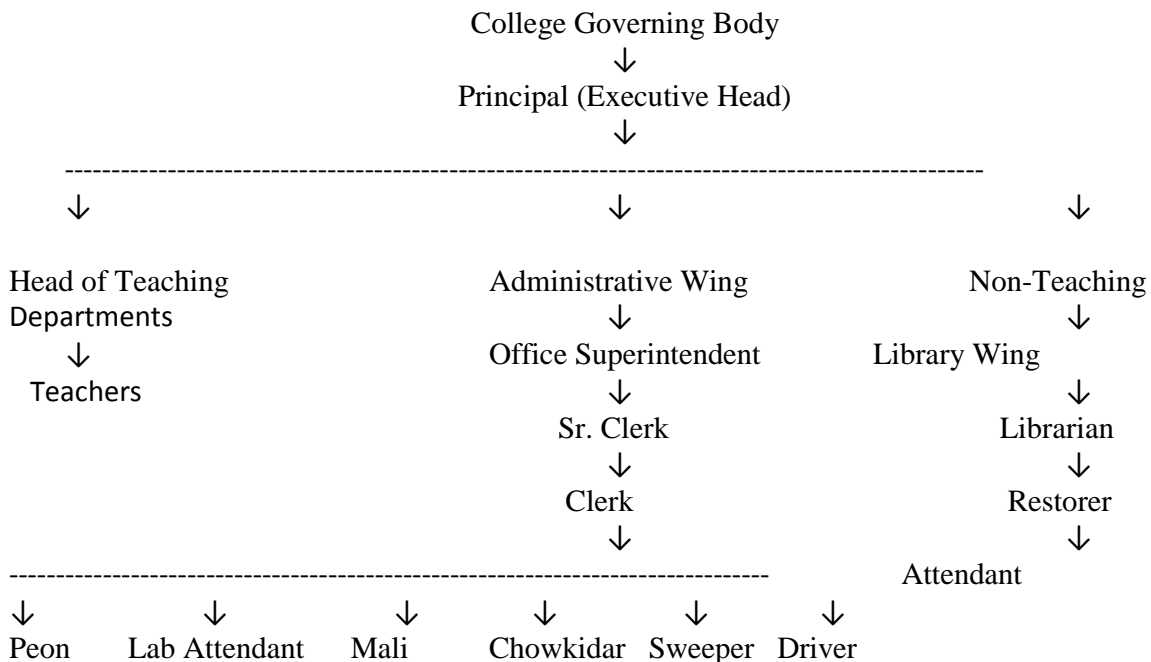
II. Aims and Objectives

- The aim of the College is not only to impart mechanical “literacy” but also to provide an effective “Education” that equips the students for every struggle ahead
- Our Endeavour is to provide complete education blended with greater intellect and ethical engagement
- To provide knowledge, skills, abilities and beliefs that are essential for a productive and successful life
- Imparting quality education that would enrich students’ cultural, intellectual and social life
- To provide first rate infrastructure and learning resources for the holistic development of the students
- To provide equal opportunities of education to the students hailing from all sections of the society.

III. Vision/Mission

The College is trying to bring about the Revolution by imparting to the students the best of the New World humanistic, technical, ethical, moral and spiritual knowledge for the upliftment of women in particular and the society in general. Impetus is laid on providing quality education and to gear them up for entry into the competitive World.

IV. The Organizational Chart



V. Duties of the College:

To conduct various Under-graduate and Post-graduate academic programmes approved by Panjab University, Chandigarh and to undertake various activities that are contributory to this object.

VI. Functions/Services provided by the college

The College facilitates the following :-

1. The College offers undergraduate courses in arts, Commerce, and Computer Science as per the guidelines of the Panjab University, Chandigarh
2. The College also offers Post-graduate courses in arts and Commerce as per guidelines of the Panjab University, Chandigarh

VII. Addressee of the College : The Principal,
Master Tara Singh Memorial College for Women,
Old Sabzi Mandi
Ludhiana - 141008

Manual – 2

Section 4 (1) (b) (ii)

Powers and Duties of Officers and Employees

The Principal is the academic officer and principal executive of the college. She is responsible for administration, organization, instruction and management of affairs of the college, as stipulated in Panjab University Calendar.

Powers and duties of other authorities including faculty / administration, library and laboratory staff are also in accordance to the laid down rules and regulations of the Panjab University as stated in the University Calendar.

Manual – 3

Section 4 (1) (b) (iii)

Procedure followed to take a decision on various matters

1. Decisions in organizing admissions, seminar, sports, extra-curricular activities, allocation of its work to teachers, preparation of time-table are framed by various staff committees in accordance with Panjab University guidelines.
2. The college functions under the supervision and control of the Principal.

MANUAL – 4

[Section – 4 (1)(b)(iv)]

NORMS SET FOR DISCHARGE OF FUNCTIONS

Norms and standards for various activities of the college are set by the principal in accordance with rules, regulation and instructions given by Panjab University, Chandigarh
Principal of the college monitors the progress and achievements of the performance.

MANUAL – 5

[Section – 4 (1)(b)(v)]

RULES, REGULATIONS, INSTRUCTIONS, MANUAL AND RECORDS FOR DISCHARGING FUNCTIONS

As per the Calendar of Panjab University, Chandigarh

MANUAL – 6

[Section 4(1)(b)(vi)]

Official Documents and their availability

1. **Students records**
2. **Panjab University Calendar Vol. I – dealing with statutory provisions.**
3. **Panjab University Calendar Vol.II – dealing with Regulations for various university examinations.**
4. **Panjab University Calendar Vol.III – containing rules**
5. Library reference books, journals and magazines.
6. Copies of various instructions given by Panjab University from time to time.
7. Panjab University approved Syllabus of various classes.
8. College Prospectus

These documents are available with Panjab University, Chandigarh and it can also be downloaded from its website www.puchd.ac.in

Manual – 7

Section 4 (1) (b) (vii)

Mode of Public Participation

The College organizes annually a number of events like Convocation, Prize Distribution Function, Fashion Flora, Fresher and Farewell Functions and various other cultural functions & seminars where the public is actively involved, thereby, resulting in the cordial and amiable association.

Manual – 8

Section 4 (1) (b) (viii)

LIST OF VARIOUS COMMITTEES

To manage the academic & administrative affairs of the college, following committees are formed annually :-

- a) Advisory Committee
- b) Staff Counsel
- c) Academic Counsel
- d) Cultural Affair Committee
- e) Functions organizing Committee
- f) Time table preparation committee
- g) Sports Committee
- h) Library Committee
- i) Discipline Committee

Manual – 9

Section 4 (1) (b) (ix)

Directory of Officers and Employees

It is available on this college website.

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 Regulations

The pay scales of various teaching and non-teaching staff are as prescribed by the University Grants Commission and adopted by the Punjab Government / Panjab University.

Manual – 11

Section 4 (1) (b) (xi)

Budget allocated to each agency

The budget and the financial estimates recommended by various departments approved by the Bursar and the Principal.

MANUAL – 12

(Section 4(1)(b)(xii))

THE MANNER OF EXECUTION OF SUBSIDY PROGRAMME

— Not applicable —

MANUAL – 13

[Section 4(1)(b)(XIII)]

**PARTICULARS OF RECIPIENTS OF CONCESSIONS, PERMITS OR
AUTHORIZATIONS GRANTED**

As per provisions of Panjab University and Punjab Government.

Manual – 14

Section 4 (1) (b) (xiv)

INFORMATION AVAILABLE IN ELECTRONIC FORM

All the 17 manuals under RTI and other information about the College are available on the College website www.mtsmldh.com.

MANUAL – 15

[Section 4(1)(b)(xv)]

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

Through the notice boards, relevant brochures, Panjab University Calendars and other rules which are available on the college and Panjab University websites.

Information for general public is disseminated occasionally through advertisements, press releases etc. by college and Panjab University, Chandigarh. The same is also available on the college and Panjab University websites.

Manual – 16

[Section 4 (1) (b) (xvi)]

Public Information Officer

Mrs. Gurwinder Kaur
Assistant Professor in Commerce

Appellate Authority:

Dr. (Mrs.) Kirandeep Kaur
Principal, Master Tara Singh Memorial College for Women,
Old Sabzi Mandi , Ludhiana - 141008

Manual – 17

[Section 4 (1) (b) (xvii)]

Other Useful Information

The person seeking information under RTI Act may apply as per RTI Rules.