

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

1. The particulars of the Organization, Functions and Duties

This is an Educational Institution which is affiliated to Maulana Abul Kalam Azad University of Technology and recognized by UGC. We have 5 (five) under Graduate courses such as Genetics, Biotechnology, Microbiology & Molecular Biology, Computer Application and 3 (three) Post Graduate courses such as Genetics, Biotechnology and Microbiology. Institute was started w.e.f. 2003-2004 session. Key areas of functions of this organization is Teaching and Research. The duties of this organization is to support students in their learning and progression and to ensure and sustain quality education.

2. The powers and Duties of its Officers and Employees

Practically we have no Officer. Besides Faculties we have some Non-Teaching Employees such as students Welfare Officer, Accountant, Cashier and one Office assistant and two Group-D Employees. There are some Laboratory Assistants also for different Laboratories. They discharge their Official duties in accordance with the directions and instructions given by the Head of the Institution from time to time.

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

The Institute was set up by Biotech Foundation, a registered Trust which take all important decisions jointly by the Chairman and Managing Trustee & Director of the Institute.

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

The 3 Persons (Chairman, Mg.Trustee of the Trust and Director of the Institute) jointly take decisions for organizational issues. But for academic issues, all the HOD (Head of the Depts.) and if needed Members of Governing Body take decisions.

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

There are several committees in the Institute (including HODs and some Faculty Members and Laboratory Staffs), who participate in decision-making process for all aspects of teaching, learning, evaluation and extension services.

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

Statements of the categories of documents, held by it are- Bank Account/ Cash Book/ Ledger Book/ Bill Register/ Admission Record/ Receipt Book/ Inventories etc.

7. The particulars of any arrangement that exists for consultation with, or representation by the Members of the public relation to the formulation of its policy or implementation

The President of the Governing Body who is also the Chairman of the Trust looks after public relation and other matters. For Teacher student issues the concerned committee look after the matter and then draft decisions are put in the Head of the Institution. There is a Grievance Redressal cell which is vested with the Authority to arbitrate any type of grievances raised by the students, the 'Anti-ragging Committee' and 'Committee against Sexual Harassment' protects the rights of the students in the respective areas of concern.

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

Sl no.	Name	Post
1	DR. AMIT CHAKRAVARTY	DIRECTOR/PRINCIPAL
2	DR. SUDIPA CHAKRAVARTY	VICE-PRINCIPAL
3	PROF. NITOSH KR. BRAHMA	PROFESSOR
4	DR. ASHIM KUMAR BASAK	ASSOCIATE PROFESSOR
5	DR. MADHUMITA MUKHOPADHYAY	ASSOCIATE PROFESSOR
6	DR. PARAMITA BHATTACHRYA	ASSOCIATE PROFESSOR
7	DR. MAUSUMI ARI ACHARYYA	ASSOCIATE PROFESSOR
8	DR. SUMITA MONDAL	ASSOCIATE PROFESSOR
9	DR.SWAGATA BOSE	ASSOCIATE PROFESSOR
10	MS.PAYAL SUTRADHAR	ASSISTANT PROFESSOR
11	MR.KAMALESH ROY	ASSISTANT PROFESSOR
12	MR. SUBHRAJIT CHAKRABORTY	ASSISTANT PROFESSOR
13	MR. BISWAJIT MANDAL	ASSISTANT PROFESSOR
14	MR.DEBRAJ MODAK	ASSISTANT PROFESSOR
15	MR. PUSPAL DE	ASSISTANT PROFESSOR
16	MR. SRIJAN GOSWAMI	ASSISTANT PROFESSOR
17	DR. NIRMALYA GHOSAL	ASSISTANT PROFESSOR
18	MS. NANDITA DAS	ASSISTANT PROFESSOR
19	MR. ANIRBAN ROY CHOWDHURY	ASSISTANT PROFESSOR
20	MS.PIYALI ROY	ASSISTANT PROFESSOR
21	MS.PIYASEE PAUL	ASSISTANT PROFESSOR
22	MS. NILANJANA GHOSH	ASSISTANT PROFESSOR
23	DR. ANIRBAN MITRA	ASSISTANT PROFESSOR

24	MR.TRIDIP CHATTERJEE (on leave)	ASSISTANT PROFESSOR
25	MS. PARAJITA ROY CHOWDHURY	ASSISTANT PROFESSOR
26	MR. ASIT KUMAR DAS	SYSTEM ADMINISTRATOR
27	MR. NILOY SANYAL	LABORATORY ASSISTANT
28	MS. MUNMUN MODAK	LABORATORY ASSISTANT
29	MR. KALTU GHOSH	LABORATORY ASSISTANT
30	MR. MITHUN KAIPUTRA	LABORATORY ASSISTANT
31	MS. MAUMITA BASU	LABORATORY ASSISTANT
32	MR. SANTU MANDAL	LABORATORY ASSISTANT
33	MR. SHIB SANKAR DAS	LABORATORY ASSISTANT
34	MS. TAMALI KUNDU	LIBRARIAN
35	MS. SHARMISTHA SANYAL	LIBRARY ASSISTANT
36	MR. DIPAK KUNDU	OFFICE ASSISTANT (DIRECTOR'S OFFICE)
37	MR. YAAD ALI	GARDENER
38	MR. NILANJAN BASU	CHIEF ACCOUNTANT /WELFARE OFFICER
39	MR. MANASH DEY	ACCOUNTS ASSISTANT
40	MR. KALYAN SAHA	CASHIER
41	MS. SANGHITA BASU	OFFICE ASSISTANT(ADMIN.OFFICE)
42	MR. AMAR MONDAL	GENERAL DUTY ASSISTANT
43	MR. SAJAL DAS	STORE KEEPER
44	MS. PURABI DAS	WARDEN
45	MS. KARUNA DAS	CLEANER
46	MS. SANDHYA DAS	CLEANER
47	MS. MAMONI SARDAR	COOK
48	MS. GITA DAS	HELPER
49	MR. CHANDAN MALLICK	SWEEPER
50	MR. BAPPA CHATTERJEE	SECURITY
51	MS. SIKHA GHOSH	SECURITY
52	MS. NANDITA MONDAL	COOK
53	MS. RUMI DAS	COOK
54	MR. NIMAI SARDAR	NIGHT WATCH MAN
55	MS. SANDHYA GHAIN	HELPER
56	MS. GITA SARDAR	COOK
57	MS. MANOHARA BIBI	SWEEPER
58	MS. GITA DAS	HELPER
59	MR. SUNIL MALLICK	SECURITY
60	MR. PRAHLLAD KR. DAS	SECURITY

61	MR. SANJAY BASU	CONTRACTUAL (ELECTRICAL MAINTENANCE)
62	MS. MANJU MISTRI	CLEANER
63	MS. NAZMA BIBI	CLEANER
64	MS. MONOHARA BIBI	SWEEPER
65	TARAPADA PAL	CONTRACTUAL (PLUMBING MAINTENANCE)

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

This information is available on request of competent authority.

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

Year	Budget	Actual Expenditure
2015-16	2,25,00,000/-	2,14,58,141/-
2014-15	2,30,50,000/-	2,14,40,443/-
2013-14	2,32,50,000	2,14,68,057/-

12. The manner of execution of subsidy programs, 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

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

All the relevant details including changes in Fees structure, changes in the Schedule of classes or Internal Examinations are available on the Website time to time.

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

We have a very good Library and E-library also. That is used by our students only.

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

N/A

17. Such other information as may be prescribed

The list of Teaching Staff (as per required ratio with no. of students), Laboratory Staff and Non-teaching Staff and other Office Staffs as on 25th August, 2017 has been provided.