

**Statutory Declaration
Under Section 4 (1) (b) of
the (RTI) Act, 2005**



Victoria Institution (College)
78-B, A.P.C. Road, Kolkata-700009,
West Bengal

PARTICULARS OF THE COLLEGE

SI No.	Title	Details
1	Name of the College	Victoria Institution (College)
2	Postal address of the College	78-B, A.P.C. Road, Kolkata-700009, West Bengal
3	Website	https://www.victoriacollege.co.in/
4	E-mail	victoriacollege1932@gmail.com
5	Phone Number	(033) 2350 1959 / 2360 0046
6	Fax Number	(033) 2360 0046
7	Profile of Institution	Govt. Aided College, under Higher Education Department, Govt. of West Bengal, NAAC accredited in the 2 nd cycle B+ Grade
8	Approval and Affiliation	Approved by UGC, under 12B & 2(f) of UGC Act, 1956, Affiliated to the University of Calcutta
9	Head of the Institution	Dr. Maitreyi Ray Kanjilal, Principal

Class Hours: 6.30am to 11.30am morning section and 10:30am to 5:00pm day section.

Office Hours: 10.30am to 5.00pm

Library operating hours: On Monday to Friday between 8.30am to 2.30pm for Morning section and Monday to Friday between 11.00am to 5.00pm for Day section. On Saturday between 8.30am to 11.30am for Morning section and between 11.00am to 2.00 pm for Day section.

Visiting hours for the public: From 11.00am to 5.00pm on all working days.

Holidays: The college shall remain closed on Sundays and Holidays as declared by Govt. of West Bengal & such other days as required holidays to be declared by the principal from time to time.

Courses Offered:

1. Bachelor of Arts (B.A.)
2. Bachelor of Science (B.Sc.)
3. Bachelor of Commerce (B.Com.)



The Right to information Act, 2005(22 of 2005) has been enacted by the Parliament and has come into force from 15th June 2005, empowers the citizens to promote transparency and accountability in the working of the Government. A citizen has the right to seek such information from a public authority which is held by the public authority or which is held under its control. All Universities and Colleges established by law made by Parliament or by State Legislature or by notification by the appropriate Government or owned, controlled or substantially financed directly or indirectly by funds provided by the Government shall come within the meaning of a Public Authority under this Act. Section 4 (1) (b) of RTI Act 2005 covers the statutory declaration of Victoria Institution (College), website: <https://www.victoriacollege.co.in>. The College has formed the RTI Cell as per the West Bengal Govt. Memo No. ED-1964/2017 dt. 22.09.2017. The college has a Governing Body, IQAC and College Development Committee.

Victoria Institution (College) is a woman's college and is approved by UGC, recognized by the Director of Public Instructions, Education Directorate, Government of West Bengal and Affiliated to the University of Calcutta. The college discharges its functions in accordance with the rules and regulations established according to the Statute, 1979 of University of Calcutta and amended from time to time and instructions/orders issued by the Director of Public Instructions, Education Directorate, Government of West Bengal. The college comes under "Grant-in-aid" category and therefore financial transactions are audited by the paneled auditors recommended by the Director of Public Instructions, Education Directorate, Govt. of West Bengal. The collage has a governing Body which is approved by the authority appointed by the Govt. of West Bengal and University of Calcutta.

The **Principal** is the head of the institution and performs the duties related to over all administration, monitoring, planning and implementation. The **teaching faculty** performs teaching, assessment, professional development and all the other duties as assigned by the Principal. The Office staff helps in administration, student services, staff records and procedures, accounting and reporting, etc. The **Library staff** manages library, maintain records, and handle transactions, procurement and management of stocks. The **Laboratory staff** supports laboratory work and maintains laboratories.

The college has different type of committees for smooth conduct of college routine activities & to maintain all types of discipline in the campus as per Govt. provisions. All the committees of the institutions are under statutory bodies. All information about the college is open for the public and it can be obtained by a citizen of India and come under section 4(1) (b) of RTI Act, 2005.



PROCEDURE FOR SEEKING INFORMATION

Any information disclosure of which is not prohibited by any law and information is related to the public affairs of this college is open to the public and may be obtained from the State Public Information Officer (SPIO) of this college by written applications for seeking such information.

All Statutory Declaration under RTI Act applications must specify the full name and address of the applicant contact telephone number and full particulars of the information required with relevant references if any. The reason for seeking the information need not be given. Request for information may be made in Bengali or English. Where the applicant cannot make the request in writing, the assistance of the Assistant State Public Information Officer (ASPIO) may be taken to reduce the oral request into a written request. Requests may be sent by post or personally handed over Public Information Officer, Victoria Institution (College), 78-B, A.P.C. Road, Kolkata-700009, West Bengal during working hours of the college.

All applications must be accompanied by application fee as court stamp for Rs.10.00 and a documentary proof to the effect that applicant is a citizen of India. If volume of information required is large, an additional fee of Rupees two for each additional page in A4 size paper and actual copying cost in larger size paper shall have to be borne by the applicant before requisitioning information. Persons below poverty line are exempted from payment of application fee and also the fee for providing the information.

In case request for the information is refused or the request is not properly responded, an appeal can be filed with the Appellate Authority within 30 days. A second appeal lies with the State Information Commission within 90 days. There are no fees for appeals.

OFFICERS AS PER RIGHT TO INFORMATION (RTI) ACT-2005

SI No.	Name	Designation	Mobile No.	E-mail
1	Dr. Maitreyi Ray Kanjilal	Fist Appellate Authority	9433208610	principal@victoriacollege.co.in
2	Dr. Sudip Kumar Sinha	State Public Information Officer	9830585797	sudipsinha24@gmail.com
3	Dr. Subhendu Chandra	Assistant State Public Information Officer	9433288395	subhendu170975@gmail.com



03/07/2023
Principal
VICTORIA INSTITUTION
(College)