

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



(i) **Particulars of the organization**

<b>Name of the Institution</b>	Vidyasagar Metropolitan College ( <i>erstwhile Vidyasagar Evening College</i> )
<b>Type of Institution</b>	Co-education
<b>Address</b>	39, Sankar Ghosh Lane, Kolkata 700006 8A, Shib Narayan Das Lane, Kolkata-700006
<b>Year of Establishment</b>	1961
<b>Affiliating University</b>	University of Calcutta
<b>UGC Recognition</b>	2(f) and 12(B) of the UGC Act, 1956 vide letter No. F. No. 1-1/2013 (CPP-I/C) dated 30.08.2013
<b>College Website</b>	<a href="https://www.vec.ac.in">https://www.vec.ac.in</a>
<b>Phone No.</b>	+919433724454
<b>Registered Email</b>	vidyasagarevening@yahoo.in
<b>Alternate Email</b>	vidyasagar.metropolitancollege@yahoo.in
<b>Head of the Institution</b>	Dr. Ram Swarup Gangopadhyay

**Working Hours:** 2:15 pm to 8:15 pm

**Holidays:** The college shall remain closed on Sundays and Public Holidays as declared by the Government of West Bengal.

**Courses Offered:**

1. B.A. (Honours) Bengali, English, Political Science
2. B.Sc. (Honours) Geography, Mathematics, Physics, Physiology
3. B.Com. (Honours)
4. B.Com. (General)
5. B. A. (General)
6. B. Sc. (General)
7. B. Sc. (General) Biology



### **Brief History and Background**

When Pandit Iswar Chandra Vidyasagar became the President of the Managing Committee of the Calcutta Training School in 1859, it paved the way for the Metropolitan Institution established in 1860. The growth of the Institution led to its affiliation to the University of Calcutta for teaching Arts subjects on 1st January, 1872. In 1917 it was renamed Vidyasagar College. Since then, the College has witnessed rapid growth. Subsequently its academic curriculum expanded with the formal beginning of the Commerce Department in 1922 and the Morning Section for Women in 1931. The Commerce Department of the College was the first non-Government Night College in Commerce in Bengal. In 1928 it acquired the affiliation for teaching the B. Com. Course (under the University of Calcutta). In 1951 a separate wing of the College was established, devoted to teaching Commerce in the evening shift, owing to the rapid growth of the Department in terms of faculty and student strength. The evening section emerged as an independent entity with a separate Governing Body in 1961 bearing the name Vidyasagar Evening College and since then the College is being run with the mission of disseminating knowledge to the cross section of students forced to work during the day to support themselves and their families. Owing to recent alteration of college working hours, the name of the College was changed from Vidyasagar Evening College to Vidyasagar Metropolitan College. The proposal has been approved by the University of Calcutta, Higher Education Council, Government of West Bengal and UGC.

### **Mission of the College:**

The College aims at arming its students with knowledge based on a high level of pragmatic skill, social commitment and moral as well as ethical values. It firmly believes that the purpose of education should be the development of a competent and committed human resource nourished within a profound humanistic tradition. Pursuing the mission of creating responsible citizens passionate in service, work and academics, the college teachers keep engaging with the students through the mentorship program, to assess their strengths, weaknesses and challenges. Thus, our focus is on the growth of our students in all spheres of life over the span of the three years they spend at college and after, as alumni inspiring the next batch of students.

### **(ii) Powers and duties of its officers and employees:**

**Principal:** The principal is the executive head of the institution who is responsible for the overall functioning of the college. The principal in his capacity as the Head of the institution and Secretary to the Governing Body, executes the resolutions adopted by the Governing Body of the College.



**Faculty:** Teaching, mentoring, and counselling are the major duties of the faculty members. Apart from these, the faculty members also assist the students in their various co-curricular activities and thus help to nurture the all-round development of the students.

They also form an intricate part of the examination system by fulfilling their duties as examiners, invigilators and question setters both in the internal and end-semester examinations.

**Non-teaching Staff:** All the non-academic matters of the institution are entrusted to the non-teaching staff to ensure the smooth functioning of the institution.

**(iii) The procedure followed in decision-making process including channels of supervision and accountability**

The Governing Body of the college is the highest administrative body which provides the necessary guidelines for the smooth conduct of its administrative affairs. The principal in his capacity as the Head of the institution and Secretary to the Governing Body, carries out the resolutions adopted at its meetings. The constitution of the Governing Body is as per “The West Bengal Universities and Colleges (Administration and Regulation) Act, 2017”.

The institution also follows a transparent and participative system of governance where decisions are made or finalized in the Teachers’ Council chaired by the principal and each faculty is accountable to him as well as to the decisions thus taken.

**(iv) Norms set by it for the discharge of its functions:**

The institution adheres to the norms and regulations of both the UGC and “The West Bengal Universities and Colleges (Administration and Regulation) Act, 2017” in the course of carrying out its various duties and realizing its vision and mission

**(v) The rules, regulations, instructions, manuals and records, held by it or under its control or used by its employees for discharging its functions:**

College follows rules laid under ‘The West Bengal Universities and Colleges (Administration and Regulation) Act, 2017 and ‘The Calcutta University First Statue, 1979 (with up to-date amendments).

**(vi) A statement of the categories of documents that are held by it or under its control:**

Profile and academic records of enrolled students, profile and service books of employees.

**(vii) The particulars of any arrangement that exists for consultation with, or representation by, the members of the public in relation to the formulation of its policy or implementation thereof:**

NA



- (viii) **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:**

NA

- (ix) **A directory of its officers and employees:**

Available in the college office

- (x) **The monthly remuneration received by each of its officers and employees, including the system of compensation as provided in its regulations:**

Monthly remuneration of employees is based on the Government order No. 1306(22)-Edn(U)/EH/IU-77/17 dated 30.12.2019 and 28-Edn (CS)/5P-42/1998(Pt-1) dated 09.01.2020 under ROPA, 2019.

- (xi) **The budget allocated to each of its agency, indicating the particulars of all plans, proposed expenditures and reports on disbursements made:**

Available on the college website

- (xii) **The manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programmes:**

College publishes notice for scholarship time to time. Based on the applications received and criterion set by the students' welfare committee beneficiaries are selected. The list is forwarded to Principal and approved by the governing body. After which, the amounts allocated and the details of beneficiaries is published on the college website notice board.

- (xiii) **Particulars of recipients of concessions, permits or authorisations granted by it:**

Published in website notice board time to time

- (xiv) **Details in respect of the information, available to or held by it, reduced in an electronic form:**

Information related to students is maintained in Students Management System and college also uses an Accounting Software for the purpose of account maintenance.

- (xv) **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:**

All the information is available with the Public Information Officer.

# Vidyasagar Metropolitan College

(Erstwhile Vidyasagar Evening College)

(NAAC Accredited)



39, Sankar Ghosh Lane and  
8A, Shibnarayan Das Lane,  
Kolkata – 700006.

Phone: +91 6289197462

Mobile: +91 9433724454

Web: www.vec.ac.in

*All information about the college is open for the public and can be obtained.*

**Public Information Officer:**

Shri Sumit Kumar Manna

Librarian

Vidyasagar Metropolitan College

39, Sankar Ghosh Lane, Kolkata 700006

8A, Shib Narayan Das Lane, Kolkata-700006

Email: mrskmanna@yahoo.com

Phone No.: 9477865991

**Appellate Officer:**

Dr. Ram Swarup Gangopadhyay

Principal

Vidyasagar Metropolitan College

39, Sankar Ghosh Lane, Kolkata 700006

8A, Shib Narayan Das Lane, Kolkata-700006

Email: vidyasagarevening@yahoo.in

Phone No.: 9433724454