

Right to Information and obligations of Public Authorities

(i) **The Particulars of the organization, functions and duties:**

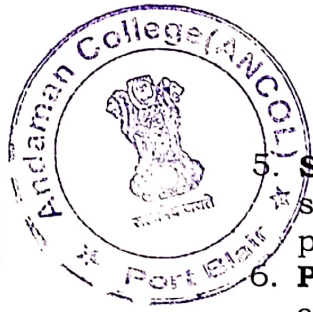
In 2014, ANCOL, a New Model Degree College under RUSA, was established to address the surging demand for higher education in the islands with intake capacity of 360 students in 8 under graduate courses, with a mission to expand access to quality education, ANCOL was founded to offer aspiring students from far flung inter-islands additional opportunities for growth and development, thereby bridging the gap in higher education in the region. In the subsequent years the enrollment strength of the college is 1080 and at present 837 students has enrolled in 08 UG courses in ANCOL. 60 % girls' students are studying in Andaman College in 08 UG courses during the academic year 2024-2025.

> **Courses Offered:**

Sl.No	Course Offered	Number of Seats
1	B.Com (General)	66
2	B.Com (Corporate Secretaryship)	66
3	B.A (Economics)	66
4	B.A (English)	66
5	B.A (Sociology)	33
6	B.P.A (Music)	33
7	BBA	33
8	B. Science (Psychology)	33

The College is situated in a serene and peaceful environment, ideal for academic pursuits. It boasts the following infrastructure and facilities:

1. **Library:** The College has a well-stocked library with over 5000 books, national and international journals, magazines, newspapers, and a variety of reference materials, providing students and faculty with an extensive range of resources.
2. **Computer Labs:** The College is equipped with a state-of-the-art computer lab containing 25 computers, ensuring students to access the latest technology for their academic work.
3. **Canteen:** A well-maintained canteen is available inside the campus, offering variety of food options for students and staff.
4. **Auditorium cum Conference Hall:** The College features a spacious auditorium cum conference hall, providing an excellent venue for cultural, social, co-curricular, and extracurricular activities.



5. **Sports Facilities:** The College offers both indoor game facilities and a spacious playground, supporting students' physical fitness and participation in sports.
6. **Parking and Power Supply:** The campus provides ample parking space, and the College is equipped with a reliable 24-hour power supply along with Gen set, ensuring smooth operation of all activities.

➤ **Details of actual strength of posts as on 31/03/2025:**

S. No.	Name of the Post	Category	Pay Scale and Pay Level	No. of Sanctioned Post	Posts filled	Remark
1	Principal	Group'A'	Level-13-A With rationalized entry pay Rs. 131400/-	01	0	Dr. S.Jayakumar, Principal, ANCOL diverted from JNRM
2	Assistant Professor	Group'A'	Level - 10 Rs. 57700-182400	13	0	Dr. BSV Meera Setty and Dr. Jochibed Vincent, Asst. Professors diverted from JNRM
3	Assistant Professor (Contract)	Group'A'	Consolidated pay Rs.62900/-		09	Against Sanctioned strength
4	Accounts Officer	Group'B'	Level - 9 Rs. 53100-167800	01	01	
5	Assistant Director (Admn)	Group'B'	Level - 7 Rs. 44900-142400	01	01	
6	Office Superintendent	Group'B' (NG)	Level - 6 Rs. 35400-112400	01	01	
7	Head Clerk	Group'B' (NG)	Level - 6 Rs. 35400-112400	01	01	
8	Higher Grade Clerk	Group'C'	Level - 4 Rs. 25500-81100	01	01	
9	Lower Grade Clerk	Group'C'	Level - 2 Rs. 19900-63200	0	01	Shri.R.Bairagi, LGC diverted from Secretariat
10	Guest Faculty/Resource Persons	-	1500/- Per lecture, subject to a maximum ceiling of ₹. 50,000/-		51	Engaged on as and when required basis against



					strength of Asst. Professors
11	DRM	-	1/30 th Pay + DA	18	

➤ **Administrative Set-up:**

The Andaman College (ANCOL) has been declared as a separate department under Andaman & Nicobar Administration under the Administrative Control of Secretary (Education).

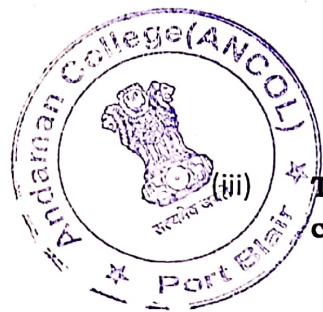
1. Head of the Department–Dr. S. Jayakumar, Principal
2. Drawing and Disbursing Officer–Dr. BSV Meera Setty, Assistant Professor
3. Public Information Officer–Dr. Dev Singh
4. Assistant Public Information Officer–Assistant Director (Admn.)
5. Assistant Director (Admn.) –
6. Accounts Officer = Shri. R. Sudhakar Rao

(ii) The Powers and Duties of its Officers and employees

The Administrative Powers is exercised by the Principal, ANCOL other Officers of Andaman College (ANCOL), Sri Vijaya Puram in accordance with orders/instruction issued from time to time by the Andaman & Nicobar Administration.

Duties of the Principal, ANCOL :-

- i) To provide Academic and Administrative Leadership to the Department/ College.
- ii) To co-ordinate with the different bodies related to the college activities viz. A & N Administration, affiliating/recognizing agencies like UGC, UPSC, Pondicherry University, GOI, NAAC, different educational Institutions for betterment of the department/college.
- iii) To prepare plan scheme related to the Department/College.
- iv) To protect the welfare of the college, students and staff working with the Principal.
- v) To conduct research activities, educational surveys, seminars, workshops, orientation programme for students and teachers.
- vi) To try to work hard for developing a Model College of A & N Administration/ GOI.
- vii) Ensuring the progress and development of the College.
- viii) Other duties assigned by the Andaman and Nicobar Administration.



The Procedure following in the decision making process, including channels of supervision and accountability :

The procedures including channel of supervision and accountability is in accordance with the provisions rules and regulations of Andaman and Nicobar Administration, Govt.of India and guidelines of the Pondicherry University and UGC.

(iv) The norms set by it for the discharge of its functions:

All the functions are discharged in accordance with the rules and regulation of the Andaman and Nicobar Administration, Govt.of India, UGC and Pondicherry University.

(v) The rules, regulation, instruction, manuals and records, held by it or under its control or used by the employees for discharging its functions :

Manual of Office procedure of UT Administration, regulations of UGC, Pondicherry University and Central Govt. Service Rules and as prescribed by the Administration from time to time.

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

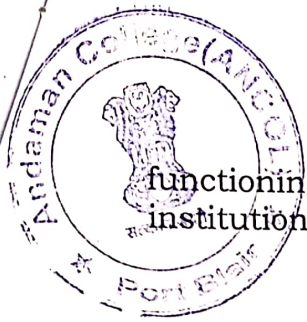
All documents pertaining to establishment, admissions, examination, budget estimates, accounts, University matters, administrative matter, departmental matter, confidential issues and other general matter of the college.

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

Annual Plan/Five year plan proposals are formulated on the advice of District Planning Committee which consists of members of PRIs. All other policies are framed by MHRD, Pondicherry University and UGC.

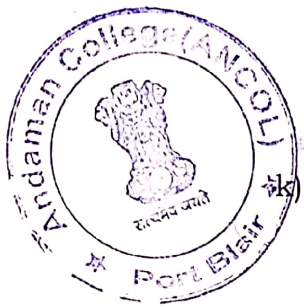
(viii) A statement of the boards, councils, committees and other bodies consisting of two or more persons constituted as its part or for the purpose of its advice, and as to whether meetings of those boards, councils, committees and other bodies are open to the public or the minutes of such meetings are accessible for public :

The following councils and committees are constituted and



functioning for the purpose to give advice suggestions to the Head of the institutions for better management and overall development of the College.

- a) **Admission Committee:** The Committee is constituted to carry out the Admission of the students.
- b) **Purchase Committee:** This committee is constituted to deal with all the matters concerned with the purchase of furniture, stationary and other items for the college consisting of various members under the Chairmanship of the Principal and Academic In-charge.
- c) **Discipline Committee:** This committee is constituted to maintain the discipline among the students in the college campus. This committee is look after the discipline and suggests for the betterment and welfare of the students. The committee also ensures that no ragging take place in the college campus.
- d) **Anti-Ragging Committee (College Level) :** The Anti- ragging committee is constituted to prevent ragging activities in the college campus and in the Hostels of boys and Girls. It consists various faculty members, NCC/NSS Officials and Parents nominated by the Principal, including the Principal.
- e) **Anti Sexual Harassment Committee:** The Anti Sexual Harassment Committee is constituted to prevent sexual harassment and create a safe environment for students, faculty and staff.
- f) **Campus upkeep Committee:** The Campus upkeep Committee is responsible for the maintenance and upkeep of the College's facilities, including buildings, equipment and gardens. The Committee also ensures the campus is clean and safe.
- g) **Examination and Grievances Committee:** The Examination and Grievances Committee looks after the complaints presented by any student with regard to the internal Assessments, End Semester Examinations and Results.
- h) **Sports Committee:-**The College Sports Committee organizes sports events, encourages participation and helps students develop their skills.
- i) **Canteen Committee :-** A Canteen Committee in a College is responsible for monitoring the canteen's operations quality of services.
- j) **Co-curricular Activities Committee:** This Committee is to carry out co-curricular activities of the college from time to time.



College Students Council: In order to channelize the potentials and all round development, personality of students, the following committees are also constituted in the College by the student's council members. i.e ;-

- Cultural Committee
- Sports Committee
- Discipline Committee
- Extra Curricular activities Committee
- Canteen Committee

The College student and the different Committees of the Council members works together with the Head of the institution and In-charge of the different units of the college for its better development.

(ix) A directory of its officers and employees:

Sl.No	Name of the Officer	Designation	Contact Number
1	Dr. S.Jayakumar	Principal,ANCOL	03192-228400 9434285821
2	Dr. BSV Meera Setty	Assistant Professor/DDO/Academic Incharge	03192-228825 7063908694
3	Dr. Jochibed Vincent	Assistant Professor/Examination Incharge	03192-227113 9476001403
4	Shri.R.Sudhakar Rao	Accounts Officer	
5	Smti.Usha Rajendran	Assistant Director (Admn.)	03192-228823 9476064283
6	Smti. Beena Varghese	Office Superintendent	9474292027
7	Shri. B.Maheswara Rao	Head Clerk	9933290618
8	Smti. Gita	Higher Grade Clerk	9679586470
9	Shri. R.Bairagi	Lower Grade Clerk	9474230341

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

The monthly remuneration of the officers and employees are in accordance with their scale of pay and other allowances/benefits allowed as per the Rules of Govt. of India. There is no system of any other compensation or remuneration.



(xi) The budget allocated to each of its agency, indicating the particulars of all plan proposed expenditures and report on disbursement made:

The budget is allocated to Andaman College (ANCOL) for salaries and other expenses etc. in different heads as per the proposed budget estimate by the UT Administration. i.e

Allotment of funds in Revised Estimates & Budget Estimates 2024-2025.

Functional Head	Object Head Description	Budget Estimates 2024-25	Revised Estimates 2024-25
Major Head 2202			
08 – Andaman College, Sri Vijaya Puram			
08.01 - Establishment			
220203103080101	Salaries	8684	4222
220203103080102	Wages	20000	33000
220203103080105	Rewards	50	36
220203103080106	Medical Treatment	500	300
220203103080107	Allowance	8034	4100
220203103080108	Leave Travel Concession	500	250
220203103080109	Training Expenses	100	100
220203103080111	Domestic Travel Expenses	100	100
220203103080113	Office Expenses	8000	5000
220203103080134	Scholarships	1200	1600
220203103080149	Other Revenue Expenditure	1000	1000
08.99	Information Technology	0	0
220203103089949	Other Revenue Expenditure	1000	600
	Total	49168	50308
Major Head 4202			
420201203020372	Buildings and structures	20000	18000
420201203020374	Furniture and fixtures	0	0
Total			

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

No subsidy programmes are executed by the College and no amount is allocated to it for the purpose.

(xiii) Particulars of recipients- Concessions, permits or authorizations granted by it :

- Nil -

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

- Nil -





(xv) The particulars of facilities available to citizens for obtaining information, including the working hours of the library or reading room, it maintained for public use :

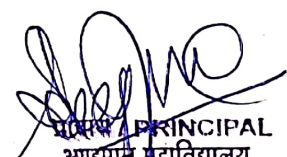
- Nil -

(xvi) The names, designations and other particulars of the Public information officers:

Sl.No	Designation	Name & Designation	Contact Number
1	Appellate Authority	Dr. S.Jayakumar Principal, ANCOL	03192-228400 9434285821
2	Nodal Officer	Dr. Jochibed Vincent Assistant Professor (Regular)	03192-228825 9476001403
3	Public Information Officer	Dr. Dev Singh Assistant Professor (Contract)	03192-228823 9883329415
4	Asst. Public Information Officer	Smti. Usha Rajendran Assistant Director (Admn.)	03192-228823 9476064283

(xvii) Such other information as may be prescribed and thereafter update these publication every year :

Is done as and when required.


PRINCIPAL
अण्डमान महाविद्यालय
Andaman College (ANCOL)
पोर्ट ब्लेयर Port Blair