



## RTI



### STATUTORY DECLARATION UNDER RIGHT TO INFORMATION (RTI) ACT

#### *Section 4(1)(b)(i)*

##### *Particulars of organization, functions and duties:*

Sri Baldev Ram Mirdha Government College Nagaur (Raj.) is a Higher Educational Institute (HEI) governed by the state government of Rajasthan. It runs as per the rules and regulations of government of Rajasthan and is affiliated to MDSU University Ajmer. The College offers UG and PG courses in faculty of Science, Arts and Commerce. Our website covers the statutory declaration under **Section 4 (1) (b) of RTI Act 2005**.

#### *Section 4(1)(b)(ii)*

##### *Powers and duties of the officers and employees:*

The power and duties of its officers and employees is as per **RSR** (Rajasthan Service Rules), GF and AR, MHRD and UGC.

#### *Section 4(1)(b)(iii)*

##### *Procedure followed to take a decision on various matters:*

Decisions in various matters are taken by the appropriate authorities of the college as per the procedures laid down under various ordinances, rules and regulations of the govt. of Rajasthan.

#### *Section 4(1)(b)(iv)*

##### *Norms set by the college for the discharge of its functions:*

**The principal** is head of the institution and performs the duties related to overall 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, maintenance of staff records and procedures, accounting, 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.

#### *Section 4(1)(b)(v)*

##### ***Rules, regulations and instructions used:***

As per Rajasthan Service Rules (RSR).

#### *Section 4(1)(b)(vi)*

##### ***Official documents and their availability:***

- College prospectus.
- Principal's annual report.
- The college timetable.
- Scholarship notices.
- Administrative notices.
- Students, attendance records.
- Students, internal assessment records.
- Examination results.

These are available on the website also.

NOTE-Confidential matters pertaining to examinations, paper setting, evaluation of scripts, consequent procedures, composition and proceedings of the selection committees and minutes of the college until these are printed, will remain confidential and hence not available in the public domain.

#### *Section 4(1)(b)(vii)*

##### ***Mode of public participation:***

Various statutory bodies of the college governing body comprise of eminent people from society and representatives of public who directly participate in the affairs of the college.

#### *Section 4(1)(b)(viii)*

##### ***Councils, Committees, Faculties, Departments, etc. under the College:***

- Staff Council.
- College Committees.

- College Complaint Committee.
- College Development Committee.
- Alumni Association.

***Section 4(1)(b)(ix)***

***Directory of officers and employees:***

As directed by Commissionerate College Education.

***Section 4(1)(b)(x)***

***Monthly remuneration received by each of its employee:***

The pay scales of various teaching and non-teaching staff are as prescribed by the govt. of Rajasthan and records are maintained by account cell of the college.

***Section 4(1)(b)(xi)***

***Budget allocated to each agency:***

The college receive budget and grant from finance department, RUSA and University Grants Commission (UGC) and allotment is spent as per norms.

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

***Manner of execution of subsidy programs:***

There is allotment of money for special coaching program and scholarships by the college under the subsidy programs.

***Section 4(1)(b)(xiii)***

***Concessions granted/availed by the college and financial assistance to students:***

There is a provision for concession in fee for economically weaker students and full fee exemption for physically disabled students.

***Section 4(1)(b)(xiv)***

***Information available in electronic form:***

All the information about the college is available on the college website. E- records of library automation and notice boards information are available in electronic form.

*Section 4(1)(b)(xv)*

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

Through the notice boards, relevant brochures, academic calendars and various other rules, college prospectus which are available in print as well as on the website.

*Section 4(1)(b)(xvi)*

***Public Information Officer (PIO):***

**Smt. Vinita Choudhary**

Officiating Principal

G.H.S.Govt. P.G. College, Sujangarh, Churu  
(Raj.)

**PIN- 331507**

**E-mail-** gcsujangarh@gmail.com

**Contact-** 01581-280184

***Assistant Public Information Officer (APIO):***

**Sh. S.R. Balan**

Librarian

S. G.H.S.Govt. P.G. College, Sujangarh,  
Churu (Raj.)

**PIN- 331507**

**E-mail-** gcsujangarh@gmail.com

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*Section 4(1)(b)(xvii)*

The college website is the repository of information. Further college will publish and update all activities information on notice board and through press release.