

# **Statutory Declaration under Section 4 (1) (b) of Right to Information (RTI) Act –2005**

## **(I) PARTICULARS OF THE ORGANIZATION, OBJECTIVES AND DUTIES**

**Name of the Institution:** Govt. College (Girls), Jalalabad (West)

**Type of Institution:** UG (Under Graduate)

**College Address:** Tehsil Road, Jalalabad (West), Distt. Fazilka 152024 (Punjab)

**Year of Establishment:** 2013

**Affiliating University:** Panjab University, Chandigarh

### **Head of the Institution:**

Principal: Prof. Satwant Kaur

Contact Number: (Mobile) 8427666866, Landline: 01638-292686

Email: principalggcjbd@gmail.com

Website: www.ggcjbd.com

### **Working Hours:**

College Office Time: From 09:00 A.M. to 3:40 P.M.

Class Time: From 9:00 A.M. to 3:40 P.M.

Library Hours: It remains open on all working days from 09:00 A.M. to 3:40 P.M.

**Holidays:** The College remains closed on all Govt. Holidays.

### **Courses Offered:**

1. B.A. English
2. B.A. Punjabi
3. B.A. Economics
4. B.A. History
5. B.A. Political Science
6. B.A. Mathematics
7. B.A. Physical Education

## OBJECTIVES AND DUTIES:

- To impart innovative Teaching & Learning.
- To make the students responsive to needs of society.
- Student empowerment through quality education.
- To create an environment to enable students to achieve excellence.
- To inculcate social values, patriotism and professional ethics among the students.

### (i) The powers and duties of its officers and employees

- **Principal:** The principal is the administrative head of the institution who is responsible for the overall functioning of the college. He is the final authority on all matters of policy and administration and is authorized to draw money for salaries of the various employees in the institution in his capacity as the DDO (Drawing and Disbursing Officer).
- **Faculty:** Teaching, mentoring, and counseling form 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 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 in the internal examinations. The fact that they influence the characters and subsequently shape the future of the students is in itself an innate power inherent of being a teacher.

- **Staff:** All the non-academic matters of the institution are entrusted to the staffs thereby ensuring the smooth functioning of the institution.

### (ii) The Procedure followed in the Decision Making Process, including channels of supervision and accountability:

The institution follows a transparent and participative system of governance where most decisions are made or finalized in the **General Staff Meeting, Parents Teacher Association Meetings** chaired by the Principal and each faculty and staff is accountable to him as well as to the decisions thus taken.

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

The institution adheres to the norms and regulations of both the UGC and the state government in the course of carrying out its various duties and realizing its vision and mission.

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

Staffs of the institution hold different categories of documents relating to work allocated to them.

S.No	Category of the Documents	Name of the Documents and its introduction.	Procedure to obtain the document	Held by/ under the control of.
1	Administration	Organization and Employees	Available at the institution.	College Incharge
2	Students Related	Students Registration Record, Exam related records (marks, results, etc.)	Available at the institution	Office Staff
3	Financial Related	Budget, Expenditure, Salary and Contingencies.	Available at the institution	Office Staff
4	Others		Available at the institution and website.	Office Staff

(v) a directory of its officers and employees;

Sl.No.	Name	Designation	Department	Phone No.
1	Prof. Satwant Kaur	Principal		8427666866
	<b>TEACHING STAFF</b>			
2	Prince Dhuria	Guest Faculty	Mathematics	9855975800
3	Sonia Kwatra	Guest Faculty	English	8437219805
4	Dharamjit Kaur	Guest Faculty	Economics	9464825254
5	Amandeep Kaur	Guest Faculty	Punjabi	9878666746
6	Prabhleen Kaur	Guest Faculty	Political Science	7508595315
	<b>NON TEACHING STAFF</b>			
7	Mukesh Kumar	Junior Assistant		7888971426

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

The monthly remuneration is readily available at the institution upon request either through the RTI nodal officers or directly to the Cashier.

**(vii) (particulars of recipients of concessions, permits or authorizations granted by it)**

Not applicable

**(viii) details in respect of the information, available to or held by it, reduced in an electronic form;**

Not applicable

**(ix) 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 ;**

No such facility is available.

**(x) the names, designations and other particulars of the Public Information Officers;**

RTI Nodal Officers	<b>(i) Mr. Prince Dhuria, Dept. of Mathematics.</b> Ph. No: +91 9855975800  <b>(ii) Mr. Amandeep Kaur, Dept. of Punjabi</b> Ph. No: +91 9878666746
Appellate Authority	Smt. Satwant Kaur, Principal

**(xvii) such other information as may be prescribed; and thereafter update these publications every year;**

Not available