



GOVT. COLLEGE FOR WOMEN, GANDHI NAGAR, JAMMU
(A CONSTITUENT COLLEGE OF CLUSTER UNIVERSITY OF JAMMU)

**RTI - INFORMATION HANDBOOK UNDER RIGHT TO
INFORMATION ACT-2005**

APPELLATE AUTHORITY

Prof. Minu Mahajan

Principal

Email: principal@gcwgandhinagar.com

PUBLIC INFORMATION OFFICER

S. Paramjeet Singh

Assistant Professor, Department of Political Science

Email: paramjeetsingh6350@gmail.com



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Preamble

The Right to Information Act 2005, intends to set out the practical regime of Right to Information of citizens to enable them to access the information under the control of the public authority to promote transparency and accountability in the working of such authority.

Section 2(h) of the Act defines "public authority" as any authority or body or institution of self-governance established or constituted -

1. by or under the Constitution;
2. by any other law made by the Parliament;
3. by any other law made by State Legislature;
4. by notification issued or order made by the appropriate Government and includes any
 - o body owned, controlled or substantially financed;
 - o non-government organization substantially financed, directly or indirectly by funds provided by the appropriate Government.

Following the provisions contained in section 2(j) of the Act, "Right to Information" means the right to information accessible under this Act which is held by or under the control of any public authority and include the right to

1. inspection of work, documents, records;
2. taking notes, extracts or certified copies of documents or records;
3. taking certified samples of material;



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4. obtaining information in the form of diskettes, floppies, tapes, video cassettes or in any other electronic mode or through printouts where such information is stored in a computer or in any other device.

Govt. College for Women, Gandhi Nagar, Jammu Information Handbook will enable the citizens to obtain information as to the provisions contained in various rules and regulations governing the college; and related information.

This RTI Information Handbook deals with units of information as delineated under section 4(1) For ease of reference, this is given below.

4. (1) Every public authority shall

- a. Maintain all its records duly catalogued and indexed in a manner which facilitates the right to information under this Act and ensure that all records that are appropriate to be computerized are, within a reasonable time and subject to availability of resources, computerized and connected through a network all over the country on different systems so that access to such records is facilitated;
- b. Publish within one hundred and twenty days from the enactment of this Act,
 - i. The particulars of its organization, functions and duties;
 - ii. The powers and duties of its officers and employees;
 - iii. The procedure followed in the decision-making process, including channels of supervision and accountability;
 - iv. The norms set by the college for the discharge of its functions;
 - v. The rules, regulations, instructions, manuals and records, held by it or under its control or used by its employees for discharging its functions;
 - vi. A statement of the categories of documents that are held by it or under its control;
 - vii. The particulars of any arrangement that exist for consultation with, or representation by, the members of the public in relation to the formulation of its policy or implementation thereof;
 - viii. A statement of the boards, councils, committees and other bodies consisting of two or more persons constituted as its part or for its advise, and as to whether meetings of those boards, councils, committees of such meeting s are accessible for public;
 - ix. A directory of its officers and employees;

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- x. The monthly remuneration received by each of its officers and employees, including the system of compensation as provided in its regulations;
- xi. The budget allocated to each of its agencies, indicating the particulars of all plans, proposed expenditures and reports on disbursements made;
- xii. The manner of execution of subsidy programmes including the amounts allocated and the detail of beneficiaries of such programmes;
- xiii. Particulars of recipients of concessions, permits or authorizations granted by it;
- xiv. Details in respect of the information, available to or held by it, reduced in an electronic form;
- 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;
- xvi. The names, designations and other particulars of the Public Information Officers;
- xvii. Such other information as may be prescribed;

Section 4 b (xii) provides information on the manner of execution of subsidy programmes. This programme per se is not applicable to Govt. College for Women, Gandhi Nagar, Jammu.

Section 4(1)(b)

STATUTORY DECLARATION ON INSTITUTIONAL WEBSITE UNDER SEC-4(1)(B) OF RTI ACT 2005

Section-4(1) (B) of RTI Act 2005 covers the statutory declaration of Govt. College for Women, Gandhi Nagar, Jammu website (<https://gcwgandhinagar.com>). It covers all the rules and regulations which are implemented by the Government of UT of Jammu and Kashmir. Govt. College for Women, Gandhi Nagar, Jammu is a college for female students situated at Jammu district of UT Jammu and Kashmir and is a constituent college of Cluster University of Jammu. There is a College Governing Body constituted as per the norms of Cluster Universities act of Srinagar & Jammu-2016 by the Vice Chancellor of Cluster University of Jammu, However, Principal of the college is the administrative head of the institute. The college has been included under section 2(f) and 12(B) of the UGC act, 1956. The college is accredited by the NAAC in the year 2004 (cycle 1) and 2011(cycle 2). The college works as per the rules and regulations of the Department of Higher Education, Government of UT of Jammu and Kashmir.

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The college is aided by the Government of UT of Jammu and Kashmir and comes under General Audit by Statutory Auditor deputed by the Director of Audit, Government of UT of Jammu and Kashmir who gives report and remarks regarding maintenance financial records. The college has different committees to look after all types affairs and are under the purview of section 4(1) (B) of RTI Act 2005. The college has an appointed PIO (Public Information Officer) and all the information about the college under section 4(1) (B) of RTI Act 2005, hence are open for the public and any of them can be obtained by the citizen of India. For further information please contact 0191- 2435158 and PIO Prof. Paramjeet Singh, faculty of Political Science, Govt. College for Women, Gandhi Nagar Jammu.

Prof. Minu Mahajan

Section 4(1)(b)(i)

The particulars of the Organization, Functions and Duties

Name of the Organization	Govt. College for Women, Gandhi Nagar, Jammu (Cluster University of Jammu)
Address	Gandhi Nagar Jammu 180004
Establishment	1969
Working hours of the College	Office: 9.00 a.m. to 5.00 p.m. (Monday to Friday) Teaching: 9.00 a.m. to 5.00 p.m. (Monday to Friday)

Contact	Phone: 0191-2435158, Phone: 9419102359
Website	http://gcwgandhinagar.com

Govt. College for Women, Gandhi Nagar, Jammu is a constituent college maintained by the Cluster Universities Act of Srinagar and Jammu 2016. The college has been included under section 2(f) & 12(B) of UGC Act 1956. It is a college for female students.



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Brief History of College

Government College for Women, Gandhi Nagar, Jammu, affiliated to was established in September 1969 by the Government of Jammu and Kashmir in response to the growing demand for women education in Jammu. The college spreads over 186 Kanals of land. The main building was inaugurated in 1974. Before that the College was housed in the building of Government Girls High School, Gandhi Nagar, Jammu. In the beginning, only the subjects of humanities were offered. It was in 1980 that in response to popular demand, Science Deptts. were added to the College. Simultaneously a full fledged Home Science Deptt. with modern laboratories was established. The College at present imparts instructions in streams like Medical and Non-Medical, B.Sc. Home Science, Humanities, Commerce and PG in food Science and technology.

Vision

- To promote quality education through holistic development of the students by participating in curricular and co-curricular activities.
- To provide the best learning infrastructure, opportunity and environment.
- To empower women and enable them to develop intellectually, emotionally and harmoniously so that they can become socially and morally responsible citizens and courageously face the challenges of life.
- To promote professional skills through various courses and to inculcate scientific temper by conducting, workshops and seminars.
- To offer new programs and courses in consonance with National Education Policy 2020 to ensure global excellence.
- To motivate faculty and students for higher education and research.

Mission

- Recognition of this Educational Institution as 'Knowledge Centre' at national and international levels fostering holistic development and humane attitude , so as to empower the young women to meet global challenges.

Objectives

- Govt. College for Women, Gandhi Nagar, Jammu offers undergraduate education in Medical and Non-Medical, B.Sc. Home Science, Humanities, Commerce and PG in food Science and technology.
- It aims for the holistic development of students, and their capacity building through carefully designed academic programs and extramural activities.

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Duties of College

Organizing and implementing teaching and examinations for the award of Medical and Non-Medical, B.Sc. Home Science, Humanities, Commerce and PG in food Science and technology accordance with the Cluster University of Jammu curriculum.

- Providing opportunities for the holistic development of students.
- Providing opportunities for academic upgradation of faculty members.
- Providing efficient management for students, teaching and non-teaching staff.

Main activities/functions of the College include:

- Conducting teaching for students enrolled in various degree programmes approved by the Cluster University of Jammu.
- Providing co-curricular activities, namely, sports, NCC for girls and NSS.
- Providing opportunities for extra-curricular activities such as dramatics, debating, music, dance, quiz, fine arts etc.
- Instituting awards, scholarships, fellowship and financial assistance to students as per Govt. Schemes.
- Providing research internship opportunities to undergraduate of Cluster University of Jammu.
- Providing and maintaining adequate infrastructure including building, library, laboratories, equipment, canteen, sports and recreational facilities.

Organization and Administrative Machinery

- A Governing Body, constituted as per norms of Cluster Universities Act of Srinagar & Jammu -2016 and is chaired by Vice Chancellor of Cluster University of Jammu.
- Registrar of the University is Ex-Officio member of the Governing Body.
- The Principal of the college acts as Administrative Head of the Governing Body.
- Not less than five and not more than eight members appointed by the Executive Council, not necessarily from among themselves, including one old student of the college.
- Two members of the teaching staff by the rotation according to seniority for a term of one year. One of the teachers' representatives shall be from among those with more than ten years of service; and one from among those with less than ten years service. If however, eligible candidates are not available in one of those categories, both the



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representatives may be taken from the other.

- Each department is headed by a Senior most faculty.

Expectation of the College from the public for enhancing its effectiveness and efficiency:

The college expects objective and considered support from citizens of UT of J&K and the country as well as persons directly associated with the affairs of the college.

Mechanism available for monitoring the service delivery and public grievance resolution

Management of the various activities of the college are supervised by the Governing Body and through the different committees constituted by the Principal of the College and procedure. Monitoring of the affairs of the college is through the Governing Body, department of higher education, Govt. of UT of Jammu & Kashmir and Cluster University of Jammu.

Section 4(1)(b)(ii)

Powers and duties of the officers and employees:

- The Principal is the principal academic and executive officer of the college. He/ She is responsible for appropriate administration, organization, instruction and management of affairs of the college, as stipulated in University Calendar in accordance with Cluster Universities Act of Srinagar and Jammu 2016.
- The officers and employees are selected by JKPSB and JKSSB in accordance with rules and regulations of Higher Education Department UT of Jammu & Kashmir Powers and duties of other authorities and employees are also as stated in the University Calendar. They discharge their official duties in accordance with the directions and instructions given in the calendar or by instructions issued by the Cluster University of Jammu from time to time.

Section 4(1)(b)(iii)

The procedure followed in the decision-making process, including channels of supervision and accountability

- Decisions in various matters are taken by The Chairperson, Members Governing body and Officers of the college as per the procedures laid down under various Ordinances,

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rules and regulations of the Cluster University of Jammu.

Section 4(1)(b)(iv)

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

- Norms and standards for various activities of the college are set by the competent authority such as Principal of the College and the Governing Body.
- The Internal Quality Assurance Cell (IQAC) of the college is responsible for initiating activities and programs for the enhancement of standards of higher education in college.

Section 4(1)(b)(v)

Rules, regulations and instructions used:

- Statutes of the college as contemplated accordance with Cluster Universities Act of Srinagar and Jammu 2016.
- Regulations/instructions for admission regarding all the courses (undergraduate/postgraduate) in accordance with Cluster University of Jammu notification.
- University Non-Teaching Employees, (Terms and Conditions of Service) Rules-2016,[in accordance with rules and regulations of department of higher education, UT of Jammu and Kashmir.
- Various rules/instructions concerning personnel management for the teaching and non-teaching staff working in the college.
- Fundamental Rules and Supplementary Rules of Government of India except where the university has its own provisions with regard to teaching and non-teaching staff.

Section 4(1)(b)(vi)

Official documents and their availability:

- Handbook of Information/ College Prospectus
- RTI - Information Handbook Under Right to Information Act-2005
- Constitution of Govt. College for Women, Gandhi Nagar, Jammu Students presidium
- IQAC Documents: IQAC Members, AQARs Reports, SOP, Annual Event Calendar, Minutes and Action Taken Reports.

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These are available on the website: <https://gcwgandhinagar.com/>

- The College Timetable
- Course Details, Faculty Details, Society Details.
- Academic Calendars through Cluster University of Jammu Link.
- Examination Schedules.
- Scholarship Notices.
- Administrative Notices.
- Students, Attendance Records.
- Students, Internal Assessment Records.
- Examination Results through Cluster University of Jammu Link.
- Student Satisfaction Survey Link.
- Alumni Registration Link.
- University Acts, Statutes and Ordinances.

Section 4(1)(b)(vii)

Arrangements and methods made for seeking public participation /contribution:

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. The College Governing Body has following representative from the public.

- Persons nominated by the Vice-Chancellor to the College Governing Body from the various fields of public.
- Public involvement in the administration of the college is through nomination of people from various students, people of public life in IQAC.
- Feedback from parents of students is collected through Parent-Teacher meets specific to different departments and are analyzed by IQAC for integration in college functioning.

Section 4(1)(b)(viii)

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

- The College Governing Body as per University Calendar in accordance with Cluster Universities Act of Srinagar and Jammu 2016.

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- Staff Council as elected by the faculty members of the college.
- Departmental Committees
- Internal Complaint Committee (ICC)
- Anti-Ragging Committee
- SC/ST/OBC Cell

Section 4(1)(b)(ix)

Directory of officers and employees:

- It is available in digital form on College website.

Section 4(1)(b)(x)

Monthly remuneration received by each of its employee

- The pay scales as per department of higher education UT of Jammu and Kashmir.

Section 4(1)(b)(xi)

Budget allocated to each agency

- The budget and the financial estimates are as approved by the Governing Body and presented before the Cluster University of Jammu and University Grants Commission.

Section 4(1)(b)(xii)

Manner of execution of subsidy programs

- Not applicable to the college.

Section 4(1)(b)(xiii)

Concessions granted by the college:

Latest admission concessions related information details are available in the latest bulletin of information of the College/University.

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a. Concessions availed by the college:

The college avails concessions on excise and customs duties on the procurement of the equipment, chemicals etc. for academic projects and laboratories.

Section 4(1)(b)(xiv)

Information available in electronic form:

- The college has adopted wide scale computerization of data management in administration, account section of the college. All correspondence is computer generated.
- Information made publically available can be accessed at <https://gcwgandhinagar.com/>
- All the information about the college is available on the college website - <https://gcwgandhinagar.com/>

Section 4(1)(b)(xv)

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

- Through the notice boards, relevant brochures, University Calendars and various other rules which are available in print as well as on the website: <https://gcwgandhinagar.com/>
- Unpriced information for the general public is disseminated occasionally through press releases, advertisements etc. These are available on the college website: <https://gcwgandhinagar.com/>

Section 4(1)(b)(xvi)

Appellate Authority: Prof. Minu Mahajan, Principal, Govt. College for Women, Gandhi Nagar, Jammu (Cluster University of Jammu).

Public Information Officer: S. Paramjeet Singh, Assistant Professor, Department of Political Science, Govt. College for Women, Gandhi Nagar, Jammu (Cluster University of Jammu).

Section 4(1)(b)(xvii)

☐ The college website (<https://gcwgandhinagar.com/>), the Cluster University of Jammu website (www.clujammu.ac.in) are the repository of information.



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- The person seeking the information may apply on a plain paper giving particulars of information being sought and his/her correct postal address, mobile no. and email address for communication. Separate applications for seeking information on different subjects are required. The application has to be accompanied with the prescribed fee (at present a fee of Rs. 10/-), (cash / DD payable to Principal, Govt. College for Women, Gandhi Nagar, Jammu postal order. The fee is payable with each application which is towards the cost of processing the request.

The schedule of fees can be obtained from the Public Information Officer of the College. For the time being the rates are as follows:-

1. Rs. 2/- per page of A-4 or A-5 size.
2. Actual cost for sizes bigger than A-4 or A-5.
3. In case of printed material, the printed copies could be had from the college sales counter.
4. In case of photo copies, the rate would be Rs. 2/- per page.
5. If information is needed in any storage device subject to availability of information in soft form.
6. Admissible records may be allowed to be inspected on payment of Rs.150/- per hour or part thereof, before the date and time of inspection of the same.

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