



OFFICE OF THE PRINCIPAL SIBSAGAR GIRLS' COLLEGE

Model Degree College (RUSA)

P.O. : SIVASAGAR – 785640 (Assam)

Affiliated under Dibrugarh University

Dr. Rita Borkotoky, M.Sc., B.Ed., Ph.D.
Principal In-charge


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STATUTORY DECLARATION UNDER SECTION 4(1) (B) OF THE RTI ACT, 2005

This is to declare that Sibsagar Girls' College, Sivasagar, Assam complies with section 4(1) of the RTI Act 2005 as issued and amended from time to time	
Information Under Section 4(1) (b) of the RTI Act. 2005	
1) The Particulars of its organization , functions and duties	Sibsagar Girls' College is exclusively for only women and it is the only higher education institution for women in Sivasagar district affiliated to Dibrugarh University. Established on 1964 with the objective of providing access to women aspiring for higher education. The college is situated in Sivasagar district of Assam.
2) The Power and Duties of its officers and Employees:	The institution is governed by the rules and regulations of U.G.C. and govt. of Assam
3) The procedure followed in the decision making process including channels of supervision and accountability	The college has a governing body approved by the govt. of Assam. It is the authority of decision making and the institution complies with rules and regulations implemented by U.G.C. , Dibrugarh University and the govt. of Assam. The Principal is the Head of the Institution and acts as the secretary of the Governing Body. The college comes under local Fund Audit which gives Certificates and remarks regarding maintenance of financial transactions. The college has different bodies and cells to maintain all types of disciplines inside the campus.
4) The norms set by the institution for the discharge of its functions:	The institution follows the guidelines of UGC., Govt. of Assam as well as the rules and regulation of Dibrugarh University
5) The rules, regulations , instructions, manuals and records held by it or under its control or used by its employees for discharging its functions:	UGC Act. 1956, College provincialisation Act 2005 of the govt. of Assam, guideline of DHE, Govt. of Assam, Dibrugarh University and rules made by Governing Body of the institution
6) A statement of the categories of documents that are held by it or under its control	Files on administration and academic matters rules, procedures regarding the functioning of the institution are held by it or under its control.
7) The particulars of any arrangement that exists or consultation under on representation by the members of the public in relation to the formulation of its policy of its implementation:	Governing body has public representation as member and the members have a say in formulation of policy


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8) 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 advise and as to whether meetings of those boards, councils, committees and their bodies are open to the public or the minutes of such meetings are accessible for public:	The minutes of the college G.B meetings are made accessible for public when it is called for as per procedure
9) The particulars of facilities available to citizens for obtaining information including the working hours of a library or reading room, it maintained for public:	All the cells and committees of the institution are under statutory bodies and come under 4(l) (b) of the RTI Act 2005. The applications under IIQA under the RTI act along with a postal order demand draft in favour of principal Sibsagar Girls' College may be sent to the Public Information Officer or handed over in the college office. All information about the college under Section 4(l) (b) of the RTI Act, 2005 , hence , are open for the public and any of them can be obtained by a citizen of India .

Contact Details for RTI related matters

Name	Designation	Email ID
Dr. Rita Borkotoky	Appellate Authority (Principal i/c)	principalsgc@yahoo.co.in
Mrs. Utpala Gohain Chamua	Public Relation Officer (Vice Principal)	Principalsgc@yahoo.co.in


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