

Statutory Declaration under section 4(1) (b) of RTI Act, 2005

- (i) The Particulars of organization, function and duties:

Available on college website.

- (ii) The Powers and duties of its officers and employees:

- Principal(See Annexure – A1)
- Vice-Principal(See Annexure – A2)
- Registrar(See Annexure – A3)
- Professor Incharge Administration(See Annexure – A4)
- Bursar(See Annexure – A5)
- Dean CCA(See Annexure – A6)
- Professor Incharge Building (See Annexure – A7)
- Professor Incharge Electricity(See Annexure – A8)

- (iii) The Procedure followed by institution in the decision making process, including channels of supervision and accountability:

The various office bearers of the college in consultation with the Principal take decisions of their respective departments and special portfolios. The major decision are discussed and deliberated in the meetings of Academic Council and Staff Council.

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

Refer to Annexure A1 to A8

- (v) The rules, regulations, instructions, manuals and records held by it or under its control or used by its employees for discharging its functions:

The various offices discharge duties as per rules/regulations of Punjab Govt. and affiliating University.

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

1. University Calendar
2. CSR rules of Punjab Govt.
3. UGC rules for pay fixation duly endorsed by DPI (Colleges), Punjab for teaching staff and Punjab Govt. rules for non-teaching staff.

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

Local Management committee (LMC) having members from different walks of life like doctors, advocates, businessmen etc. and teacher representatives hold regular meetings for the formulation of policies and their implementation.

- (viii) A statement of the boards, councils, committees and other bodies consisting of two or more members constituted as its part or for the purpose of advice.

1. Local Management committee (LMC)
2. Academic Council
3. Staff Council
4. IQAC
5. Placement Cell
6. Result Moderation Committee
7. Woman Empowerment Cell
8. Departmental Societies and Clubs
9. Sports Board
10. Purchase Committee
11. Other Sub Committees
12. Discipline Committee
13. Admission Committee

(ix) A directory of its officers and employees:
Available on college website

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

Sr. No.	Officer	Remuneration in Rupees per Month
1.	Vice Principal	1000/-
2.	Registrar	1000/-
3.	Professor Incharge Administration	1000/-
4.	Bursar	1000/-
5.	Dean CCA	1000/-
6.	Professor Incharge Building	1000/-
7.	Professor Incharge Electricity	1000/-
8.	NSS Programme Officer	400/-
9.	NCC Officer (Air Wing)	2000/-
10.	NCC Officer (Navy Wing)	2000/-
11	NCC Officer (Army Wing)	2000/-

(xi) The Budget allocated to each of its agency, indicating the particulars of all plan, proposed expenditures and reports on disbursement made (Allocation varies from year to year basis):

- | | |
|--------------------------|-----------------|
| 1. Sports | Rs. 4,30,000/- |
| 2. CCA | Rs. 3,00,000/- |
| 3. Building | Rs. 78,00,000/- |
| 4. Electricity | Rs. 30,00,000/- |
| 5. Administration Assets | Rs. 3,00,000/- |

(xii) The manner of execution of subsidy programs:
N. A.

- (xiii) Particulars of recipients of concessions, permits or authorization granted by it:
Fee concession for students from weaker section of society, Fatherless students, SC/ST/OBC.
(1) No. of SC students-85
Claim-Rs. 17,42,793/-
(2) No. of BC students-17
Claim-Rs. 2,93,403/-
- (xiv) Details in respect of the information, available to or held by it, reduced in an electronics form:
Available on College Website.
- (xv) The particulars of facilities available to citizens for obtaining information, including the working hours of a library or reading room, if maintains for public use:
1. Verification and testing of documents
2. Blood Bank for needy
3. Library for general Public with permission of the chair.
- (xvi) The names, designation and other particulars of the public information officers:
1. Principal – Dr. Rajesh Kumar
2. Chairman, LMC – Advocate Sh. Sudarshan Kapoor

Annexure – A1

Overall responsibility of academics, administration and financial matters.

(Annexure – A2)

Vice Principal performs all the administrative duties to assist the Principal in day to day administration. In the absence of the Principal, the Vice-Principal is authorized to take decisions on behalf of the Principal, sign papers and documents except those involving Financial Transactions.

(Annexure – A3)

Job profile of the Registrar

- Look after all the work pertaining to the academics of the college.
- Deal with all matters related to Board or University rules.
- Arrange the setting and the printing of the question papers for the House Examination & Plus One Annual Examination.
- Look after the evaluation and preparation of Plus One Annual Examination.
- Prepare the source material for various mock tests and arrange the evaluation of the same.
- Prepare the list of the Prize Winners for the Prize Distribution Function.
- Engineer plans for the improvement of academic standards.
- Supply the material for the college prospectus.
- Be available for the important correspondence as detailed by of the Principal.
- Sign routine certificates and carry out attestations on behalf of the Principal.
- Plan for the next session as far as the allocation of work to the department is concerned.

- Prepare the analysis of the University results.
- Plan and co-ordinate competitive classes.

(Annexure – A4)

Job profile of the Professor-in-Charge Administration

- Look after all work pertaining to the discipline of the college.
- Deal with all matters concerning the college property and its maintenance.
- Take up all matters concerning the stocks of the college. He/She will scrutinize stock register of various departments. Of course, the maintenance of stock registers will stay with the Heads of Department.
- Be Incharge of the maintenance of the leave accounts of the staff both teaching and non-teaching.
- Conduct the Gradation Test for the section formation of Plus One.
- Arrange for the printing and purchase of stationary for the college.
- Arrange the allocation of the sections in co-ordination with the Incharge Time Table. The formation of the best section will be looked after by a committee.
- Attend to the applications of the students regarding the change of subject or section.
- Have liaison with the Incharge Time Table.
- Sign routine certificates and carrying out attestations on behalf of the Principal.
- Conduct test for merit holders.

(Annexure – A5)

Job profile of the Bursar

- Be the overall Incharge of the Accounts section of the College.
- Exercise the power to the grant extension of time in the due date for paying of fees in consultation with the Principal.
- Check and sign all the contingencies bills passed by the Accounts Office.
- Check and sign all the salary bills.
- Do the test of fee ledger and daily fee collection registers.
- Co-ordinate with the Principal in all the matters related to the Accounts Department.
- Be responsible for preparing the Annual Budget Estimates.
- Be a member of all sub committees concerned with money matters.
- Be a Member-Secretary of A/F sub Committee
- Be a member of Building Fund Committee.
- Be a member of Fee Concession and Admission Committees.
- Decision pertaining to investments/Deposits/purchase of land or capital assets of any kind/transfer of funds to Managing Committee, New Delhi or any other institution to be taken in consultation with the bursar.
- Verify that funds being used as per the conditions attached by the provider.
- Look after the interest of the staff members regarding seeking and clarification/queries etc. from Account Department.
- Perform any other work that may be assigned to him/her by the Principal from time to time.
- Discharge all the above functions and responsibilities in the interest of the college and under the directions of the College Principal.

(Annexure – A6)

Job Profile of Dean CCA

- Co-ordinate the work of the various subject societies, club and associations working in the college.
- Supervise all co-curricular activities going on in the College.
- Prepare individual student or teams for the various inter-college and intervarsity competitions.
- Plan out youth activities in the College and hold talent search competitions.
- Prepare teams for the University Youth Festival at all levels.
- Represent the College at various meetings in the University pertaining to Youth Activities, Youth Festivals & Youth Camps.
- Maintain accounts of the amount spent on various above mentioned co-curricular activities.
- Arrange & conduct various cultural functions in the College.
- Prepare cultural items for the presentation before the Chief Guest & other honourable guests at the College Functions such as Prize Distribution Function, College Convocation, and Sports Meet etc.
- Plan out for holding of Inter School/Inter College Competitions in the College for maintaining lively curricular activity all through the year.
- Engage instructors for various co-curricular activities in consultation with the Principal.
- Intimate the Principal for circulation of the achievements of College artists among students and staff.
- Make contractual assignment in consultation with the Principal.
- Discharge all the above functions and responsibilities in the interest of the College and under the directions of the College Principal.

(Annexure – A7)

Job Profile of Professor Incharge Building

- Regular rapport with the Principal regarding the progress of the building & construction work carried out on the College premises and in the Sports Complex.
- Co-ordinate for the construction work with the Principal, architect and contractors.
- Become instrumental in executing the various building projects of the college as per the plans and estimates prepared by the architect and duly approved by the committee.

- Co-ordinate with the various committees for the purchase of the building materials.
- Check the measurement book maintained by the Junior Engineer from time to time.
- Scrutinize and verify the bills submitted by the contractors.
- Scrutinize the following registers & records maintained by the building clerk.
 - (a) Building Register
 - (b) Daily Progress Register
 - (c) Daily Consumption Register or
 - (d) Any other record.
- Carry out any other work regarding building and construction assigned by the Principal.

(Annexure – A8)

Professor Incharge Electricity

- i) Maintenance of Electrical equipments on the College campus (i.e. college premises and hostel)
- ii) Purchase of the electrical equipment and all major purchases will be routed through the purchase committee appointed by the Principal and by calling quotations from the various firms. Quotations will be opened by the undersigned in the presence of members of purchase committee. Quotations of the firms having mentioned members of the purchase committee will sign the approved quotations of such firms at the same time.
- iii) Checking of the electrical equipment in the campus once a week
- iv) Maintenance of stock register of the Department of Electricity
- v) Checking of the complaint register and the immediate redressal of the routine complaints
- vi) Keeping liaison with the Principal & Maintenance Engineer
- vii) Making arrangement of electrical audit.
- viii) Applying for the additional load to the Punjab State Electricity Board will be routed through under the signatures of the undersigned as and when the situation so warrants
- ix) Supervision of the work of the electricians who will work under him
- x) Liaison with the PSEB as per need
- xi) To make arrangement of the Public Address System/Audio set, Tape Recorders etc. as per the need for the college functions
- xii) In addition to this he will also perform any duty related to the electrical appliances assigned by the Principal from time to time.