

Office of the Principal
WOMEN'S COLLEGE, TINSUKIA

Durgabari, Tinsukia – 786125, Assam

E Mail: wcttsk@gmail.com

Estd. 1966

Website: www.wcttsk.ac.in

Ph: 93954 33471

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

This is to declare that Women's College, Tinsukia, Assam, complies with section 4(1) (b) of the RTI Act. 2005 as issued and amended from time to time. In pursuance of provision of section 4(1)(b) of the Right to Information Act, 2005 the college hereby makes available the information under the prescribed Manuals through its website to enable the citizens to access the information, so as to promote transparency and accountability. The information available in the college website would facilitate access to information through electronic mode.

Information Under Section 4 (1) (b) of the RTI Act. 2005:

1) The Particulars of its organization, functions and duties:	Women's College, Tinsukia is established on 1966 and is affiliated to Dibrugarh University, Dibrugarh. The College is exclusively for women and was established with the prime objective of providing higher education to women. It is situated at Durgabari, Rongagora Road, P.O. & P.S. Tinsukia, Assam.
2) The Powers 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 the rules & regulations implemented by U.G.C., Affiliating 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 has various committees and cells to maintain, perform and supervise all sorts of activities for smooth functioning of the college. The College is accountable to the Higher Authorities and stakeholders.
4) The norms set by it for the discharge of its functions:	The institution follows the guidelines of UGC, Govt. of Assam as well as the rules and regulations 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:	<ul style="list-style-type: none">• UGC Act 1956,• The Assam College Employees (Provincialisation) Act 2005• Guidelines of DHE. Govt. of Assam
6) A statement of the categories of documents that are held by it or under its control:	Files on administrative and academic matters and, rules and procedures regarding the functioning of the institution are held by it or under its control.
7) The particulars of any arrangement that exists for consultation with, or representation by, the members of	Governing body has public representation as members and the members have a say in formulation of policy.



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the public in relation to the formulation of its policy or implementation thereof:	
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 meeting of those boards, councils, committees and other bodies are open to the public, or the minutes of such meetings are accessible for public:	The minutes of the Governing Body meetings are made accessible for public when it is called for as per procedure.
9) Details in respect of the information, available to or held by it, reduced in an electronic form:	For details in respects of information regarding 1. Standing Instructions to Student Applicants Under RTI Act, 2005 2. Standing Instructions to General Applicants Under RTI Act, 2005 the applicants can go through the RTI tab in the college Website.
10) 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:	Form the website of the institution or by making request at the institution's office or by email, particulars of facilities can be obtained. A request for obtaining information under the Act shall be accompanied by a fee of Rupees 10/- (Rupees ten) only payable by cash against a proper receipt or by Demand Draft or Indian Postal order payable to the "Principal, Women's College, Tinsukia, Assam". The Public Information Officer shall send by post the reply to the applicant within 30 days of receipt of such application. The applicant shall have to deposit the balance fee, if any, against a proper receipt or by Demand Draft payable to the Principal, Women's College, Tinsukia, Assam before collection of the information. All information about the college under Section 4(1)(b) of the RTI Act, 2005, hence are open for the public and any of them can be obtained by a citizen of India. For further details contact 0374-2338826.
11) The names, designations and others particulars of the Public Information Officers (PIOs)	1. Mr. Dulal Baruah, Vice Principal, PIO 2. Mr. Tapajyoti Dutta Roy, Associate Prof. Assistant PIO



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