

Standard Operating Procedure (SOP)

J.V. Jain College, Saharanpur

Name of the Cell: Right to Information Cell

Name of the Convener: Prof. Ashok Kumar Sharma

Committee: This Committee pertains to an educational institution named J.V. Jain College, Saharanpur (an aided P.G. College)

The committee mainly comprises of the Principal who is the 'Public Information officer' relating to all enquiries received in the college under the RTI Act, 2005. To assist him in the process an Assistant Information Officer is appointed by the Principal himself and a Routine Clerk is attached in this committee.

Scope: Here in the academic institution all the enquiries and complaints are related with the educational, academic matters or any other administrative activity which concerns any stake holders i.e. mainly the students and their parents.

Role and Responsibilities of Members-

RTI officer i.e. the Principal is under a statutory obligation to give information which is legally accessible to the Applicant because there are some conditions where no such information could be given. The following informations are exempt from disclosure:

Information effecting National Security; Information forbidden by a court's order. Information obtained under fiduciary Relationship and Information Endangering the life or safety of a person etc.

Procedure-

As a general practice in the college, any RTI application is received by Post or personally and it is properly registered in Despatch Register and then it is marked by the Principal to the Deputy RTI Officer who is one among the existing Associate Professors or Professors. Then the Deputy RTI Officer ordinarily send the copy to the person concerned for providing that required information. As the related information is received from the clerk or a teacher concerned person, the same is sent to the information seeker. Here, it is to be noted that a reference number is assigned to each RTI application.



Record keeping

A record of all RTI applications received, responses and related correspondence is maintained in the college.

Mode of Payment

All RTI applications are attached with a Postal Order of Rs. 10/- or Ten rupee currency note as fees.

Financing

No such financing is involved in the domain of handling RTI application in an educational institution.

Feed Back

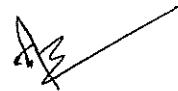
Here on this point, once the true and authentic information is given and the respective applicant is satisfied, no further correspondence is done on his behalf. In very few cases the applicant when he is dissatisfied can rightfully appeal to the designated Regional RTI Officer of the area concerned and if any RTI application goes further, the provisions of appeals lie in the RTI Act, 2005.

Committee Structure

Prof. Vakul Bansal: Chairperson

Prof. Ashok Kumar Sharma: Convener

Dr. Pradeep Jain: Off. O.S. (Supporting Staff)



Signature of the Convener
(Right to Information Cell)