

AKAL DEGREE COLLEGE, MASTUANA

(Affiliated to Punjabi University, Patiala)

(Approved by U.G.C. u/s 12(b) & 2(f))

Statutory Declaration

Under Section 4(1)(B) of Right to Information Act – 2005

In terms of Sections 4(1)(b) and 4(2) of the Right to Information Act, 2005, the general public is informed that **Akal Degree College, Mastuana Sahib, District Sangrur, Punjab**, is a Punjab Govt. Aided College run by Managing Committee, Akal Degree College. The College was established in 1968. The Managing Committee is a society duly registered under the Societies Registration Act, 1860. Two members in the managing committee are nominated from the teaching staff of the college and two members are nominated by The H'ble Vice Chancellor, Punjabi University Patiala for a period of three years.

The College provides traditional as well as professional education in the streams of Arts, Science, Commerce and Computer Applications. Apart from studies, the college is a nurturing unit for sports persons and budding artists.

The academic work of the college is carried out by the faculty of respective teaching departments which is supported by technical and administrative supporting staff. The Principal is the official Head of the college. The college consists of various teaching departments and an administrative office. The Head of each teaching department is responsible for the overall management of the department. They are also responsible to supervise the faculty and staff of their respective departments. The administrative office consists of several sections which are headed by the Office Superintendent. He is responsible to supervise and manage the work of the administrative office. The college is following the rules as specified by the UGC, Punjabi University Patiala and Govt. of Punjab. The college has developed its own website www.adcmastuana.org. All academic as well as administrative information is provided on the college website. The information

with regard to the following 17 manuals, required to be published under section 4(I)(b) of the RTI Act 2005, is available with the Institute :

- i. Particulars of its organizational functions and duties
- ii. Powers and duties of its officers and employees
- iii. Procedure followed in the decision making process including channels of supervision and accountability
- iv. Norms set by it for the discharge of its functions
- v. Rules regulations, instructions, manuals and records, held by it or under its control or used by its functionaries
- vi. Statement of the categories of documents that are held by it or under its control
- vii. 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
- viii. Statement of the boards, councils, committees and other bodies consisting as its part or for the purpose of its advice, and as to whether meetings of those boards, councils, committees and other bodies are open to the public, or the minutes of such meeting are accessible to the public
- ix. A directory of its officers and employees
- x. Monthly remuneration received by each of its officers and employees including the system of compensation as provided in its regulations
- xi. Budget allocated to each of its agencies, indicating the particulars of all plans, proposed expenditure and reports on disbursements made
- xii. Manner of execution of subsidy programmes including the amounts allocated and the details 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 are reduced in an electronic form

- xv. Particulars of facilities available to citizens for obtaining information, including the work hours of a library or reading room, if maintained for public use
- xvi. Names, designation and other particulars of the Public Information Officers
- xvii. Such other information as may be prescribed under the

Statutory Declaration

Name of the Institution : Akal Degree College, Mastuana Sahib

Name of the Society: Managing Committee, Akal Degree College

Address of the Institution: NH-7, Mastuana Sahib, District- Sangrur, Punjab

Functions/Services: Higher Education Institution, affiliated to Punjabi University, Patiala, Punjab. The college discharges its functions in accordance with the rules and regulations provided by UGC, New Delhi / Punjabi University Patiala / Govt. of Punjab and amended from time to time and instructions/ orders issued by Director Public Instructions(Colleges), Department of Higher Education , Government Punjab.

Duties: To support students in their learning and progression and to ensure and sustain quality education. The college is striving hard to achieve its mission “To stimulate and nurture students’ interest in Arts, Science, Commerce, Agriculture and Computer Applications to achieve their professional goals, to generate, disseminate, integrate and apply knowledge which is vital to society and to provide leadership and service to the nation”

Profile of Institution: Government Aided College, included under 2(f) and 12(B) schedule of UGC Act, 1956.

Head of the Institution: Principal, Akal Degree College, Mastuana Sahib-148002

Contact Number : +91-1672-289369 , 84370-10155

Email : adcmastuana@yahoo.com

Website : www.adcmastuana.org

Working Hours : Office Timings : 9.00 am to 5.00 pm

Class Timings : 9.00 am to 4.00 pm

Holidays: As specified by Punjabi University Patiala/ Govt. Of Punjab

UNDER GRADUATE PROGRAMMES

- B.A.
- B.Sc. (Medical, Non-Medical& Computer Science)
- B.C.A.
- B. Com.
- B. Voc. (Software Development & Retail Management)

POST GRADUATE PROGRAMMES

- M.Sc.(IT) & M.Sc.(IT) Lateral Entry
- M.A. Punjabi
- M. Com.

DIPLOMA PROGRAMMES

- PGDCA
- Diploma in Agriculture

Public Information Officer(PIO) : Dr Sarika Jain, Associate Prof. & Head,

Department of Hindi

Akal Degree College, Mastuana Sahib.

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Appellate Authority : Principal, Akal Degree College, Mastuana Sahib.

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