

**STANDARD OPERATING
PROCEDURE (SOP) OF RIGHT TO
INFORMATION (RTI) CELL**



**MORIDHAL COLLEGE
P.O. - MORIDHAL DHEMAJI
PIN- 787057**



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STANDARD OPERATING PROCEDURE (SOP) OF RTI
RIGHT TO INFORMATION (RTI) CELL, MORIDHAL

The Rules and Regulations of Right to Information (RTI) Cell, Moridhal College amended on 08-09-2023 as Standard Operating Procedure (SOP) of RTI Cell, Moridhal College. This Standard Operating Procedure (SOP) is in force with due approval of the Governing Body as modus operandi for RTI Cell of the college.

Motto : We Stand for Openness, Transparency and Accountability

Formation of the Cell

The RTI Cell of the college is constituted by the Principal as per the guidelines of RTI Act 2005 subject to the approval of the Governing Body with the following officials and members for a tenure of 03 (Three) years:

- Public Information Officer (PIO) : From the Senior faculty
- Members : 03 to 04 from faculty

Objectives

- To look after the matters related to RTI Act 2005.
- To deal up with the queries and information sought under RTI Act 2005.
- To bear up accountability and maintain transparency in providing data and information.
- To facilitate students, faculty and public for awareness on RTI Act 2005.

Functions

1. The Cell will receive offline and /or online petition(s) seeking various data or information under RTI Act.

2. The Cell will scrutinize the petition(s) and make reply as per requirement except on matters of confidence not permissible by law for divulgence to maintain confidentiality and sanctity of the college.
3. The Cell will keep records of the query petition(s) and query met up documents for future reference as and when required.
4. The Cell will keep record of the expenses incurred on data supply to the petitioner(s).
5. The Cell will make Statutory Declaration under Section 4(1) (b) of the RTI Act 2005 in the college website.

N.B. : The Committee may be re-constituted by the college authority in consultation with the IQAC subject to the approval of the Governing Body as and when required.



STANDARD OPERATING PROCEDURE (SOP) OF HOSTEL MANAGEMENT COMMITTEE



**MORIDHAL COLLEGE
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STANDARD OPERATING PROCEDURE (SOP) OF HOSTEL MANAGEMENT COMMITTEE

The Rules and Regulations of Hostel Management Committee, Moridhal College amended on 08-06-2023 as Standard Operating Procedure (SOP) of Hostel Management Committee, Moridhal College. This Standard Operating Procedure (SOP) is in force with due approval of the Governing Body for proper management of both men and women hostels of the college creating an atmosphere of serenity for learning.

Motto: Together we Live, Together we Grow

Formation of the Committee

The Admission Committee is constituted by the Principal in consultation with IQAC of the college subject to the approval of the Governing Body with the following officials and members for a term of 3 (three) years:


- President
- Vice President
- Secretary
- Superintendent Men's Hostel)
- Superintendent (Women's Hostel)
- Members from faculty other than the above
- Members from non teaching staff

Objectives

- To ensure better management of the hostels to create a serene ambience suitable for learning.
- To ensure hostel admission on merit basis maintaining the provisions of reservation as per Govt. rules and home distance.
- To make provision for admission for those having excellence in distinctive fields as games and sports, art and culture etc.
- To ensure admission in Sports Hostel (Men) for those having excellence in games and sports.
- To ensure priority on health, hygiene, safety and security of the hostel inmates.

Powers and Functions

1. The Committee will have to intimate the college authority about the hostel from time to time.

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2. The Committee will scrutinize the filled up submitted hostel admission forms and prepare admission list maintaining merit, provisions of reservation as per Govt. rules and home distance of the applicants.
 3. The Committee is responsible for accomplishment of hostel admission process and maintenance of all records of hostel admission.
 4. The decision of the Committee is final and binding on all concern.
 5. The Committee will make supervision of the hostels with the help of Superintendent to ensure prevalence of peaceful and study friendly environment as well as wellness of the boarders.
 6. In case any exigency or urgent situation arises, the Committee will take prompt action in consultation with the college authority.
 7. In case of breach of hostel discipline the Committee will take disciplinary action in consultation with the Principal and Hostel Superintendent as may deem fit as per rule.
 8. The secretary will convene the usual as well as emergency meetings (if any) in consultation with the president.
 9. Secretary has to maintain and keep up to date all the necessary documents related to the hostels.
 10. The secretary shall keep a close contact with the hostel Superintendent and the respective Matron to ensure smooth functioning of the hostel.
 11. Grievances of the hostel inmates will be communicated by hostel Superintendent to the Committee for discussion and amicable solutions.
 12. The Committee will keep vigil with the help of Superintendent and Matron to prevent misuse and damage of hostel property by its inmates.

N.B.: The Committee may be re-constituted by the college authority in consultation with the IQAC subject to the approval of the Governing Body as and when required.

Approved
 Saab
 T/6/T/3
 Principal
 Moridhal College
 P.O.- Moridhal, Dhemajli