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Dr. Jahnabee Lahkar Boruah, MA, Ph.D  
Principal & Secretary

**OFFICE OF THE PRINCIPAL**  
**UJANI MAJULI KHERKATIA COLLEGE**  
**(U.M.K. College) Estd. 1973**  
**P.O. - RATANPUR MIRI, DIST. -MAJULI, ASSAM-785105**

**No. UMKC/G.Admn/18/2013/59**

**Date: 31<sup>st</sup> October, 2022**

This is to declare that Ujani Majuli Kherkatia College (U.M.K. College), Majuli, Assam complies with section 4 (1) (b) of the RTI act 2005 as issued and amended from time to time.

**Information Under Section 4 (1) (b) of the RTI ACT, 2005**

01	The Particulars of its organization, functions and duties	U.M.K College, Majuli was established on July 01 1973, situated in Ujani Majuli revenue circle, Dist- Majuli, Assam, affiliated to Dibrugarh University with the objective of providing access to people aspiring for higher education.
02	The Powers and Duties of its Officers and Employees	The institution is governed by the rules and regulation of U.G.C and govt. of Assam.
03	The procedure followed in the decision making process including channels of supervision and accountability	G.B is the authority of decision making and the institution complies with rules and regulations set by U.G.C, Dibrugarh University and the govt. of Assam. Principal is the head of the Institution and act as secretary in G.B.
04	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 regulation of Dibrugarh University.
05	The rules, regulations, instructions, manuals and records held by it or under its control or used by its employees for discharging its functions	U.G.C. Act 1956, College provincialization Act 2005 of the govt. of Assam, guidelines of DHE, Govt. of Assam and rules made by governing body of the institution.
06	A statement of the categories of documents that are held by it or under its control	Files on administration and academic matters, rules, procedures regarding the functioning of the institutions are held by it or under its control.
07	The particulars of any arrangement that exists for consultation under on representation by the members of the public in relation to the formulation of its policy or implementation there of	Governing body has public representation and the members unanimously make decisions in the formulation of policies.
08	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 meetings 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 college G.B meetings are made accessible to public when it is called for as per procedure.
09	The particulars of facilities available to citizens for obtaining information including the working hours of a library or reading room, if maintained for public	From the website of the institution or by making request at the intuition's office or by email particulars of facilities can be obtained.
10	P.R.O	Principal and Vice-Principal act as Public Information Officer of the institution.

**NB: Status report: All RTI's have been replied to in hard and soft copies required by the Director Higher Education, Assam and individuals from time to time**

  
31/10/2022  
Principal  
U.M.K College, Majuli