



DERABIS COLLEGE

Derabish, Kendrapara, Odisha, 754289

5.1.4

1. The grievance and redressal cell is a statutory body acts according to the UGC guidelines.
2. It receives complaints from employees, students and the members of the community both through online & offline.
3. The committee handles the complaints impartially, fairly and undertakes the policies with zero tolerance.
4. It educates the employees, students about their rights responsibilities and the grievance redressal procedure's available to them.
5. It takes timely redressal of grievances through appropriate committees within stipulated time.
6. It Fosters a safe and inclusive environment where all individual feel respected and protected from any form of sexual harassment and discrimination in the campus.




Principal
DERABISH COLLEGE

RTI Act 2005

RIGHT TO INFORMATION (RTI)

The Right to Information Act is a Law that enables citizens of India to request information from a public authority. It promotes transparency and accountability in governance by allowing citizens to access government records. The Right to Information Act came into force on the 12th October, 2005.

Procedure to obtain information

According to sub-section (1) of section 6, a person who desires to obtain information admissible under the Act, should make a written request in Form-A to the Public Information Officer (PIO), Derabis College, Derabish, Kendrapara accompanied by a Bank Draft/IPO of Rs.10/- (Rupees Ten only) in the favour of the Principal and payable at Derabish or enclose the copy of receipt for Rs.10/- (Rupees Ten Only), by depositing the same in Accounts Section of the institute towards the application fee, specifying the particulars of the information sought by him or her.

For providing the information under sub-section 4(1) (b) of RTI Act 2005, the fee shall be charged by way of cash against proper receipt or by demand draft or banker cheque payable to the PIO at the following rates: Rs.1/- for each page in (A4 size paper) and Rs.2/- for each page in (A3 size paper) created or copied.

The college follows all the rules and regulations which are implemented by Govt. of Odisha. Statutory declaration on RTI section 4(1) (b) of RTI Act 2005 covers the statutory declaration of Derabis College, Derabish, Kendrapara, Odisha. All information about the college under 4(1) (b) of the RTI Act 2005 is accessible to the public and can be obtained through the college website.

FIRST APPLIATE ATUTHORITY

Santanu Kumar Mati, Associate Professor, Deptt. of Political Science

Derabis College, Derabish, Kendrapara

Phone no-06727295148

[Email.-derabishcollege@gmail.com](mailto:derabishcollege@gmail.com)

PUBLIC INFORMATION OFFICER (PIO)

Dr. Kishora Kumar Bedanta, Asst. Professor, Deptt. of Education

Derabis College, Derabish, Kendrapara

Phone No-06727295148

[Email.-derabishcollege@gmail.com](mailto:derabishcollege@gmail.com)

FORM - A
See Rule - 4 (I)

Application for Information under section 6 (1) of the Act

To

The Public Information Officer
(Name of the office with address)

1. Full name of the applicant
2. Father / Spouse name
3. Permanent address
4. Particulars in respect of Identity of the applicant
5. Particulars of information solicited
 - (a) Subject matter of information
 - (b) The period to which the information relates
 - (c) Specific details of information required
 - (d) Whether information is required by post or in person
(The actual postal charges shall be included in providing information)
 - (e) In case by post (ordinary, registered or speed)
6. Address to which information will be sent & in which form
7. Has the information provided earlier
8. Is this information not made available by the Public authority
9. Do you agree to pay the required fee
10. Have you deposited application fee
(If yes details of such deposit)
11. Whether belongs to BPL category, have you furnished the proof of the same ?

Place
Date

Full Signature of the applicant
Address

Office of the Public Information Officer

Received the application from -----
address-----

on-----seeking information.

Place
Date

Full name of Public Information Officer
Designation & Seal

FORM – D
[See Rule – 7 (1)]

Form of Memorandum of Appeal to the first Appellate Authority under *Section 19 (1) of the Act*

From

_____ (Applicant's Name & address)

Before

The First Appellate Authority

1. Full name of the Appellant :
2. Address :
3. Particulars of Public Information Officer :
4. Date of receipt of the order appealed against :
5. Last date for filing the appeal :
6. Particulars of information:
 - (a) Nature and subject matter of the information required :
 - (b) Name of the office or Department to which the information relates
7. The grounds for appeal :
(Details if any to be enclosed in separate sheet)

Verification

I, _____ Name of the appellant, son of / daughter of / wife of _____ hereby declare that the particulars furnished in the appeal are to the best of my knowledge and belief, true and correct and that I have not suppressed any material fact.

Signature of the Appellant

Place :

Date :

To

_____ Name and address of Appellate Authority

FORM – E
[See Rule 7 (3)]
Second Appeal under Section 19 (3) of the Act

From

(Applicant's Name & address)

To

The Orissa Information Commission

1. Full name of the Appellant
2. Address
3. Particulars of the first Appellate Authority
4. Date of receipt of the order appealed against
5. Last date for filing the appeal
6. Particulars of information
 - (a) Nature and subject matter of the information required
 - (b) Name of the office or Department to which the information relates
7. The grounds for appeal
(Details, if any, to be enclosed in separate sheet)

Verification

I, Name of the appellant son of / daughter of /
 wife of hereby declare that the particulars furnished
in the appeal are to the best of my knowledge and belief, true and correct and that I have not suppressed
any material fact.

Signature of the Appellant

To
Orissa Information Commission
Bhubaneswar, Orissa

Place

Date