

B. P. CHALIHA COLLEGE

DISCLOSURE UNDER SECTION 4(1) (B) OF THE RTI ACT, 2005

As required under Section 4(1) (b) of the RTI Act, 2005, B. P. Chaliha College, Nagarbera, Assam, Pin: 781127 and made the Declaration as follows:

B. P. Chaliha College is the premier institution of higher Education located at the convergence of Kamrup, Goalpara and Barpeta Districts of Assam and the NH 17 and gives an easy access to the institution from the Capital city, Dispur, Guwahati. Moreover, the Dhupdhara Railway Station which is about 21KM away from the institution connects it with the entire Country. Since its inception, the institution earned many laurels in country and in state particular by disseminating value and quality education. The college was formally started on 26th August, 1972 by the effort of some intellectual persons of the region with the help of society. The College has a glorious legacy of 52 years of existence in imparting quality higher education to the people of the southern western part of Assam in particular and the north-eastern region in general. Being permanently affiliated to Gauhati University and approved under 2(f) and 12 (B) of the UGC Act, 1956, the college has been assessed and accredited by NAAC in 2004 and 2016, obtained Grade C++ with the score of 65 and B grade with CGPA 2.28 respectively. At present the college offers 17 undergraduate (UG) Programmes. Apart from the Honours and Regular (Earlier Major and General) Courses under CBCS, the college also offers Various Add-On Courses, Skill enhancement Courses, Multidisciplinary Courses and Value Added courses to enhance the employability as well as to inculcate skills of the students. From the very beginning of the institution the college exists as a co-educational institution of higher education.

Section 4(1) (b) (i) / Manual-1

Particulars of Institution and its Functions & Duties

Vision Statement:

The vision of the college is to make it a plethoric centre of learning of higher education with the provision of scientific and systematic knowledge and skills for all traditional vis-à-vis modern courses of study required for social transformation and sustainable development which is characterized by social justice, inclusiveness and empowerment.

Mission:

The mission statement of Bimala Prasad Chaliha College, Nagarbera “*Tomoso Ma Jyotir Gamaya*” reflects the quest of the college to remove the darkness of ignorance and spread the light of knowledge.

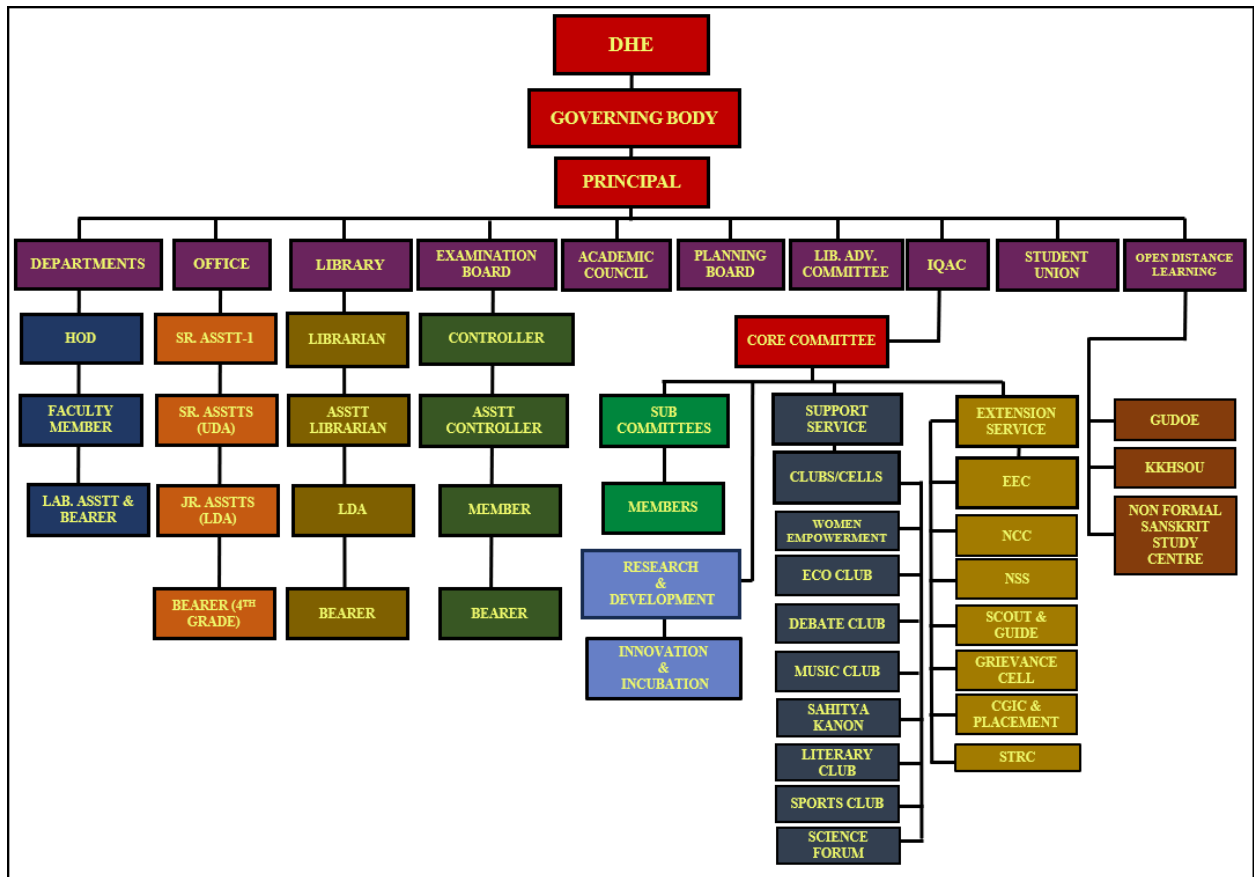
The college has been working with the mission to impart quality higher education to all section of this greater region to create adequate opportunity for the easy exposure to the national mainstream. The college will strive for integrated development of intellectual, moral and cultural upliftment of students. It

cherishes to foster the spirit of discipline and self-reliance among the youths to face the challenges of time.

Objectives:

- . Impart value-based education to promote humanism and self reliance.
- . Foster scientific temper and creativity among the students.
- . To promote national integration and international understandings in global perspective.
- . To develop all-round personality of the students.
- . To serve the society for a prosperous, sustainable and peaceful coexistence in all possible ways.
- . To provide quality higher education to the students within and beyond the periphery of greater Nagarbera.
- . To provide vocational and skill-based education to the students to combat the challenges of future efficiently.
- . Impart education through modern ICT to encourage entrepreneurial quality.

ORGANOGRAM:



FUNCTIONS AND SERVICES:

The institution executes its functions as per the directions and guidelines laid down by the Directorate of Higher Education, Government of Assam, Gauhati University (affiliating university) and UGC.

a. Courses Offered: The college offers Undergraduate Honours and Regular Programme under CBCS since 2019 (Earlier Major and General) in the discipline of Assamese, Arabic, Economics, Education, English, History, Political Science and Commerce. Further the institution also adhere the discipline of Mathematics, Statistics, Botany, Chemistry, Computer Sciences, Physics, Zoology, Geography in which Regular Courses under CBCS are available. In addition, the college offers various Add on courses on different issues/areas/field of study.

b. Conduct of Internal Assessment and University Examinations: College conduct internal and end-semester examinations in every semester as per the norms of affiliating university.

c. Students Centric Teaching Learning Process: At the demand of growing interest of the students, the college facilitates student-centric teaching-learning method through various seminars, quizzes, debate, field visit, role play; writing in wall magazines and annual college magazine, peer class etc.

d. Sports and Cultural Facilities: College is adequately equipped in Sports and cultural activities. It facilitates the students with a well furnished Indoor Stadium for Badminton and Table Tennis apartment for both boys and girls. Further the college also has a Playground for outdoor games/sports.

. Facility of Central Library: College has a well furnished central Library, equipped with reading room and reference section. At present college have huge collections of books and also have a digital wing to benefit the student's community in an easy way.

f. Canteen and Drinking Water Facility: The college canteen provides quality foods at a reasonable price, maintaining the hygiene. There is also proper arrangement for pure drinking water in the college campus.

g. Hostel Facilities: The College has three Girls Hostel in its campus, managed by a committees including the Warden. The day to day activities are taken care of by the Warden. The boarders have to abide by the rules and regulations of the hostel.

h. Medical Services: The College facilitates the students with medical care. The college has a Health Unit with a separate chamber, which provides primary aids to the students and staff.

i. Conduct extension Activities: B P Chaliha College has undertaken various extension activities in one adopted village, Pijupara Daspara GIO, in which students participated actively. Further, various extension activities under NSS, NCC, Eco Club have been done inthe preceding years.

j. Grievance Redressed: has initiated well defined arrangements for redressed the grievances. Following are the Committees/Cells, which are associated with this-

- Governing Body
- Grievance Redressal Cell
- Internal Complaint Committee.
- Anti Ragging Committee.
- Women Cell.

POSTAL ADDRESS:

B P CHALIHA COLLEGE

NAGARBERA, KAMRUP

PO: NAGARBERA, KAMRUP

DIST: KAMRUP, ASSAM

PIN: 781127

MAP OF LOCATION: A location map is available at the college website

(www.bpchalihacollege.org.in)

Link: (<https://www.google.com/maps/@26.1051738,91.0052575,17z?hl=en&entry=ttu>)

WORKING HOURS:

Office: 9 am to 5 pm- Monday to Saturday (Except on Sunday and Public Holidays)

Teaching: 9 am to 4.00 pm- Monday to Saturday in accordance with time table

assigned by Academic Co-Ordinator. (Except on Sunday and public holidays)

Section 4(1) (b) (it)/ Manual-2

Powers and Duties of Officers and Employees:

SL. NO	DESIGNATION	DUTIES
1	PRINCIPAL	<ul style="list-style-type: none">• As per the DHE Guidelines, GOA, Principal (Head of the Institution) is conferred with the powers of Member Secretary of B. P. Chaliha College.• He is also entrusted to exercise the power as the Chairman of AC and Chairman of all other cells and committees formed for the development of the college.• Entrusted with the power of Appointment and promotion of all employees (Teaching and Non-Teaching) as per the guidelines laid down by affiliating university and the Directorate of Higher Education, Assam.• Principal is entrusted with the power of control and supervision of all the affairs of the college under the rules and

		<p>regulations of the Government of Assam/India.</p> <ul style="list-style-type: none"> • Principal is the Drawing and Disbursement Officer (DDO) of the college. <p>Principal acts as the Officer-In-Charge of University examinations and Zonal officer of evaluation zone under Gauhati University.</p>
2	IQAC CO-ORDINATOR	<ul style="list-style-type: none"> • Vested with the power to ensure the internal quality of the college, infrastructural development and Co-Curricular activities. • To coordinate the dissemination of information on various quality parameters of Research for higher education and Community development. <p>To coordinate the documentation of the various programmes/activities leading to quality improvement such as workshops and seminars on various issues, particularly Intellectual Property Right, Gender Sensitization, Career and Counseling for the Students as well for their placement.</p> <ul style="list-style-type: none"> • To coordinate the quality-related activities of the various department of the institution • To coordinate in preparation of the Annual Quality Assurance Report (AQAR) and SSR for every new Cycle to be submitted to NAAC based on the quality parameters. • To coordinate the timely and efficient execution of the decisions of IQAC committee. • To advice the departments and authorities for the Curriculum Enrichment, infrastructure and community development.
3	ACADEMIC CO-ORDINATOR	<ul style="list-style-type: none"> • Entrusted in all the Academic Related activities of College, Curriculum Development. • Vested with the power to maintain and regulate the academic calendar for every new academic session in the line of the academic calendar of affiliating university. • Maintained the Work Loads of Associate and Assistant Professors. • Entrusted with the power to prepare the Routine for the smooth conduct of Classes, maintenance of CIE, field work etc.
4	HEAD OF THE DEPARTMENT	<ul style="list-style-type: none"> • Being the leader of the department, HoD is entrusted for the smooth functioning of the departmental activities. • Entrusted with the power to allocate syllabus and classes among the departmental faculties. • Look after the matter of the completion of courses within stipulated time. • HOD is entrusted with the task of uploading internal marks and notified students in the college as well as at the University portal.

		<ul style="list-style-type: none"> • Performed the duties as a member of Academic Council of the college. • Performed the Duties as a member of Admission Committee of the college.
5	ASSOCIATE PROFESSOR	<ul style="list-style-type: none"> • Associate Professors are assigned to take their allotted classes and completion of courses. To carry out examination related duties and functions. • Associate Professors are also associated with the responsibilities assigned by the authority.
6	ASSISTANT PROFESSOR	<ul style="list-style-type: none"> • Assistant Professors are assigned to take their allotted classes and completion of courses. • To carry out examination related duties and functions. • Assistant Professors are also associated with the responsibilities assigned by the authority.
7	LIBRARIAN	<ul style="list-style-type: none"> • Librarian is vested with all the Library related works. • Acts as intermediaries between the various Departments and Library. • Entrusted to maintain accession and call numbers of books. • Regulate the Digital Library Resources.
8	HEAD ASSISTANT	<ul style="list-style-type: none"> • Head Assistant is entrusted to assist the Principal. To coordinate various departments and staff. • To supervise other responsibilities as directed by the Directorate of Higher Education, Assam, Gauhati University, RUSA and other higher authorities
9	UPPER DIVISION CLERK (UDA)	<ul style="list-style-type: none"> • To assist the Principal. • To assist the Head Assistant. Preparation of salary bill To work as and when directed by higher authorities.
10	LOWER DIVISION CLERK(LDA)	<ul style="list-style-type: none"> • To assist the Principal, HA and UDA. • To work as and when directed by higher authorities.
11	GRADE IV	<ul style="list-style-type: none"> • Grade IV are entrusted for securities, Safety and housekeeping. • To assist the office and staff To work as directed by higher authorities.
12	MEMBERS OF STUDENTS UNION BODY	<ul style="list-style-type: none"> • Function as the leader of all student related activities. • Entrusted with the power to celebrate Freshmen Social, College week, Saraswati Puja, organize various cultural and sports activities to create a vibrant atmosphere in the college campus in particular • Entrusted with the power to Publication of Magazine and also supervised Girl's and Boy's Common room.

Section 4(1) (b) (til) / Manual- 3

Procedure followed to take a decision on various matters

As the apex body, the Governing Body of B P Chaliha College, Nagarbera discharges the power in overall development of the college. Meetings of Academic Council and the Internal Quality Assurance Cell (IQAC) are convened to discuss academic matters as and when required for ensuring quality in all academic and administrative activities. In consultation of the departmental faculties, the Head of the Department allocated the courses and also maintains the departmental tasks. The prime responsibility of the faculties is to disseminate knowledge and skills among the students. They are also members of various committees and take part actively in various decision making processes of the college. Proper arrangements are also made to foster the different decisions to public taken by the college through College Website, College Notice Board, Facebook Page in the name of Bimala Prasad Chaliha College, Whatsapp groups and direct communication with the students and Newspapers.

Section 4(1) (b) (IV)/ Manual- 4

Norms set by the college for discharge of its function

- Follows the norms laid down by UGC and Affiliating University.
- For Administrative purposes, college abide by the guidelines provided by the Directorate of Higher Education, Government of Assam and also follows District Administration.
- Follows the norms and guidelines of the Ministry of Finance, Government of Assam regarding the financial matters.
- The college abide by the principles and norms set by the Governing Body, B P Chaliha College, Nagarbera for the smooth functioning of various activities of the college.

Section 4(1) (b) (v)/ Manual-5

Rules, regulations and instructions used

Rules, regulations, instructions, manuals and records held by it or under its control or used by its employees for discharging its function:

Rules, Regulations, Instructions followed by the institution:

- Notifications by the College Administration in the line of Affiliating University.
- Notifications by the District Administration
- University regulations, Ordinance, Notifications and Circulars.
- Regulations and Notifications of Directorate of Higher Education, Govt. of Assam.

Following are the Manuals and Records:

- Student's enrolment record.
- Internal and End-Semester Examinations Marks Register.
- Service Book for each Employee.

- Appointment of Staff and departmental promotion documents.
- All bills and vouchers of purchasing documents.
- Cash Book.
- Result Analysis.

Section 4(1) (b) (VI) / Manual- 6

Official documents and their availability

A Statement of the Categories of Documents that are held by the college or under its control

SL NO	CATEGORY OF THE DOCUMENTS	PROCEDURE TO OBTAIN THE DOCUMENT	AVAILABILITY OF THE DOCUMENT
	Admission Form	As per norms of Government College Website and Policies, Affiliating University Office and College Administration	College Website Office
	Prospectus	As per norms of Government College Website Policies, Affiliating University Office and and College Administration	College Website Office
	College Time table	As per norms of Government College Website Policies, Affiliating University Office and and College Administration	College Website Office
	Academic Calendar	Affiliating University	College Website Office
	Students Enrolment	Government Policies	College Office
	Examination Schedule	Affiliating University	College Website Office
	Students' Attendance	Affiliating University	Departments
	Scholarship Notice	As per Government policies(for government scholarships) and college	College Website and college office

		norms (for institutional scholarships)	
	Internal Assessment Records	As per Affiliating University norms	Departmental college website and Departmental registers
	University Result sheet	As per Affiliating University norms	College Office
	Correspondence with funding agencies (RUSA,UGC)	As per government and UGC norms	College Office
	Appointment of Staff and Departmental promotion	As Government Policies	College Office
	Salaries and Allowance payable	As Government Policies	College Office
	Bills and Vouchers of purchasing materials	As Government Policies	College Office
	Energy Bills	As per the norms of APDCL	College Office
	Annual Confidential Reports of Staff	As Government Policies	College Office
	Service Book of employee	As Government Policies	College Office
	Court related litigation files	As Government Policies	College Office

Section 4(1) (b) (VII) / Manual - 7

Mode of public Participation

The B P Chaliha College Governing Body, the apex body of the college has 12 members.

Some of them are eminent personalities of the society and representative of the public.

Section 4(1) (b) (xi) Manual - 12

The manner of execution of subsidy programmes, including amounts the allocated and the details of beneficiaries of such programmes.

- As per Government Guidelines.

Section 4(1) (b) (viii) / Manual-8
Councils, Committees, Faculties, Departments, etc. under the College

Cells and Committees of the College:

- Governing Body
- Internal Quality Assurance Cell
- Academic Council
- Code of Conduct Maintenance Cell
- Rusa Committee
- Health Unit
- Anti Ragging Cell
- Internal Complaint Committee
- Admission Committee
- Routine & Prospectus Committee
- Examination Committee
- Library Advisory Committee
- Purchasing Committee
- Girls Hostel Management Committee
- Career Guideline And Counseling Cell
- Research And Development Cell
- Extension Activity Cell
- Women Empowerment Cell
- Alumni Cell
- Games & Sports Club
- Students Teachers Recreation Cell
- Grievance Redressal Cell
- Incubation & Innovation Cell
- Water Management Committee
- Literary Club
- Sahitya Kanon
- Eco Club
- Debate Club
- Music Club
- Science Forum
- Music Club
- NCC
- NSS
- Scout And Guide
- Magazine Committee
- Divyanjan Committee
- Green Campus Committee
- Waste Management Committee
- Electoral Literacy Club

Section 4(1) (b) (x)/ Manual-10

Monthly remuneration received by each of its employee

The pay scales of all teaching and non-teaching staff are adopted as per the UGC, and the Directorate of Higher Education, Government of Assam.

Section 4(1) (b) (xi)/ Manual- 11

Budget allocation for each agency

- The salary budget is approved by the Ministry of Finance, Government of Assam.
- The budget and financial allocation for internal activities of the college is approved by the Governing Body.
- The expenditure is audited by Internal Auditor, Chartered Accountant and Government of Assam.

Section 4(1) (b) (xii) Manual- 12

The manner of execution of subsidy Programmes, including amounts the allocated and the details of beneficiaries of such Programmes.

- As per Government Guidelines.

Section 4(1) (b) (xiii) / Manual - 13

Particulars of recipients of concessions, Permits or Authorizations granted by it

- Not applicable

Section 4(1) (b) (xiv) / Manual - 14

Details in respect of the information, available to or held by the commission, reduced in an electronic form

- Records are available in the College Website- www.bpchalihacollege.org.in

Section 4(1) (b) (xvi) / Manual - 16

Public Information Officer

The names, designations and other particulars of the public information officers

SL NO	INSTITUTION NAME	NAME	DESIGNATION	TELEPHONE	EMAIL
	B P CHALIHA COLLEGE	Dr. KAMAL CHANDRA PATHAK	PRINCIPAL	9613310707	k.c.pathak68@gmail.com
	B P CHALIHA COLLEGE	Dr Biman Lahkar	Assistant Professor, Dept of Geography	9864112362	blahkar1@gmail.com

Section 4(1) (b) (xvi) Manual - 17

Other Useful Information

Individuals seeking any information may apply on plain paper giving particulars of information being sought along with correct address for communication. A separate application required for seeking information for different subjects. The application has to be accompanied with the prescribed fee (At presents a fee of Rs 10). The fee is payable with each application which is towards the cost of processing the request. Information details of fees can be obtained from the Public Information Officer of the B P Chaliha College.

The information given above is true to the best of my knowledge and belief.

Date:

Principal

Place: