

(ESTD. 1962)

JORHAT COLLEGE(AMALGAMATED)

Mahatma Gandhi Path, Jorhat -785001

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Website – www.jorhatcollege.org

Date : 05/11/2019

JORHAT COLLEGE (AMALGAMATED)

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

(As required under Clause 4 (1) (b) of the Right to Information Act, 2005, JORHAT COLLEGE (AMALGAMATED), NA-ALI, JORHAT, 785001, ASSAM has made the Declaration as follows)

Jorhat College (Amalgamated) is an Arts College of co-education. The name by itself commemorates the history of amalgamation of two different colleges, viz., Jorhat College and New Jorhat College. The amalgamation took place in 1970, but both of its constituents being established in 1962, the College may now rightly claim to have completed 54 years of its existence. It celebrated its Golden Jubilee in 2012. It is a unique institution specialising in the humanities, with the facility of Major Courses in as many as eight subjects, viz., Assamese, Economics, Education, English, History, Philosophy, Political Science and Sociology. In H.S. level besides the above subjects, Physics, Chemistry, Zoology, Botany, Geology, Statistics and Maths are taught in Arts and Science Streams respectively. In addition, the College runs a computer literacy programme for all students, besides conducting a self-financing course in computer application and several other skill-based vocational courses from time to time. The College is affiliated to Dibrugarh University and reaccredited by NAAC in 2012.

Section 4 (1) (b) (i) / Manual – 1

Particulars of organization, functions and duties

Objective:

Objective of Jorhat college (Amalgamated) is to serve the cause of education by serving students mostly belonging to disadvantaged background. Here the 'Disadvantaged' includes all those who are economically poor, socially backward, hailing from remote interiors and for belonging to physically and mentally 'special' categories. The college aims at achieving quality for a sizeable quantity because it does

not believe that quality should be achieved at the cost of quality .India being one of the most populous countries of the world , we are morally duty bound to serve humanity by enlightening the next generation , our best bet for the future.

The Mission:

The mission of the college is to impart the best of the knowledge available with us so as to make the students responsible as well as self-reliable. It also envisages to develop a research-oriented mind within the students in tune with the global system of education. Thus, the overall vision of the institution is progress encompassing all the stakeholders-students, teachers, office staff, guardians and local community.

The vision:

The vision of the college is to establish it at the topmost level of higher education imparting quality teaching so that they can contribute with their education to the family, neighbours, and the nation as a whole.

Duties of the College: To engage in teaching as laid down by the Government of Assam, Affiliating University and UGC. Research, organizing extra-curricular activities, sports and other extension activities.

Details of Services Rendered:

The details of services rendered may be viewed on our website www.jorhatcollege.org These are briefly enumerated below:

(a) **Teaching of courses offered:** The college offers B.A. degree affiliated to Dibrugarh University in eight subjects (Assamese, Economics, English, Education, Political Science, Philosophy, History and Sociology) under both semester and CBCS system.

The college also B.A. and M.A. degree in distance mode under Dibrugarh University.

Further, the College offers B.A. in distance mode under Krishna Kanta Handique State Open University (KKHSOU)

(b) **Conduct of internal assessments and university examinations:** Two sessional / internal examinations are held during each semester. Besides, internal assessment is carried out on the basis of Group Discussion, Seminar presentation.

The distribution of the marks allotted for Internal Assessment (20%) would be as follows

Sessional Examination I	(written)	5 Marks
Sessional Examination II	-do-	5 Marks
Seminar/Group Discussion		5 Marks
Attendance		5 Marks

b) There shall be no provision for “repeat” or “betterment” in the Sessional Examinations.

c) If a student fails to appear in the Internal Assessment Tests, he/she shall not be eligible to appear in the End Semester Examination of the course(s) concerned.

N.B.: In subjects involving practical, the distribution of marks of internal assessment would be as mentioned in the syllabus of the subject concerned.

(c) **Conduct of seminars, meetings, lectures, cultural events etc.:** The College as a whole and the different departments conduct various seminars, meetings and cultural events throughout the year.

(d) **Library Services:** The College has a rich library with Reading Room facility. Most of the daily newspapers, journals and Apart from the central library, each department is enriched with departmental library which is easily accessible for departmental students.

(e) **Provision and maintenance of sports facilities.:** The College offers as far as possible adequate facilities of games and sports for both boys and girls. The facility of a multigym, a synthetic Basketball court and synthetic Badminton Court is available in the Campus.

(f) **Provide Canteen facilities:** The College canteen provides the students refreshment at a reasonable rate in a hygienic condition and arranges for pure drinking water in the college campus.

(g) **Medical services within the Campus.** The college has a Medical Cell which organizes a Health Day annually for the health check-up of the newly admitted students. The findings of the check-up are recorded in the Health Card issued to the students. Besides, the cell provides the students, teachers and employees of the College with the facility of free medical check-up twice a month.

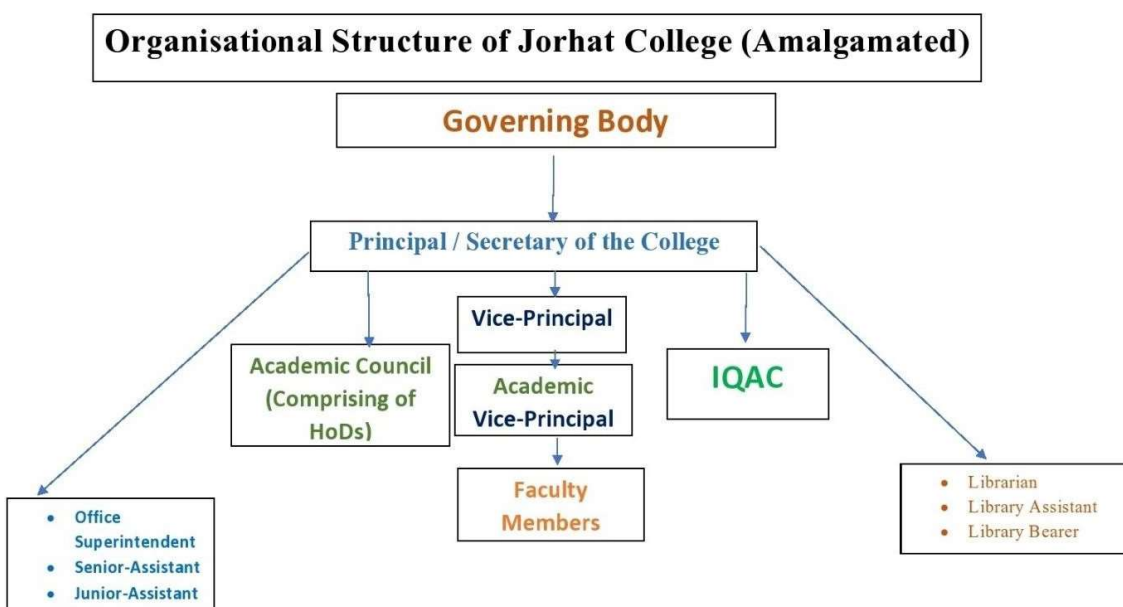
(h) **Hostel facilities (Presently for girls):** The college has limited hostel facility for Girls within the college Campus. At present the number of seats is 45. Application form for hostel admission may be collected from college Office at the time of admission and must be submitted to the College Office within a week of admission. The Hostel Management Committee will finalize the list of candidates. The hostel Dues

for six months must be paid by the boarders at the time of admission. The boarders will have to abide by the rules and regulations of the College Hostel which is generally mentioned in the Admission form.

(i) **Promotion of field studies and research in the subjects being taught.:** The college undertakes a number of field-based studies during the academic year. The field based studies are carried out both by the departments individually and by the college as a whole.

(j) **Conduct extension activities for the five associated schools and the society at large.:** The college has an array of extension activities. The college has adopted five associated schools. The College renders various extension activities , like taking special classes by the college faculty, cultural interaction, providing Audio CDs as study material to the adopted blind school.

Organisation of the College: Organisational Structure



Postal Address

The postal address of the college is:

Jorhat College (Amalgamated)

Mahatma Gandhi Road,
Jorhat-785001,
Assam India

Map of Location

A location map is available on the college website www.jorhatcollege.org

Link : <http://jorhatcollege.org/contact.php>

Working Hours

Office : 9:00 a.m. to 5:30 p.m. — Monday to Saturday (except on public holidays).

Teaching: 9:00 a.m. to 4:00 p.m. — Monday to Saturday (in accordance to timetable).

Grievance Redressal

The college has a very well-defined arrangement for redressal of grievances

- Discipline Committee:
- Gender sensitization against Sexual harassment:
- Women Cell:

Governing Body: Matters pertaining to academic, administrative and financial decisions are taken by the Governing Body in consultation with the Principal who is the Member Secretary. Academic decisions include introduction and deletion of Courses. Administrative decisions may relate to creation of new posts, approval of selection committees/DPC recommendations, grant of study/extraordinary leave, promotions etc. Financial decisions relate to approval of budgets, revision of fees, management of Provident Fund, audit of accounts etc. Grievances may be referred to the GB for redressal as the final arbiter.

Section 4 (1) (b) (ii) / Manual – 2 Powers and Duties of Officers and Employees

Sl. No.	Designation	Duties
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1.	Principal	<ul style="list-style-type: none"> ▪ Principal is the Head of the Institution, vested with the powers of superintendence, control and supervision of all the affairs of the college under the Government Rules and Regulations ▪ Principal is the Drawing and Disbursement Officer (DDO) ▪ Principal shall be chief superintendent of examination
2.	Head of Department	<ul style="list-style-type: none"> ▪ Maintenance and smooth functioning of the department. ▪ Responsible to motivate faculty to publish research articles ▪ Responsible for identification of staff requirement and selection. ▪ Responsible for subject allocation, selection of electives, distributing periods and allocation of department work ▪ Reporting to principal on any cases related to department. ▪ Carryout examination related duties and functions. ▪ Teaching, and completion of courses; Internal marks.
3.	Associate Professor	<ul style="list-style-type: none"> ▪ Maintenance and smooth functioning of the departments. ▪ Other functions assigned by the authorities. ▪ Teaching, and completion of courses; Internal marks. ▪ Carryout examination related duties and functions.

4.	Assistant Professor	<ul style="list-style-type: none"> ▪ Teaching, and completion of courses; Internal marks. ▪ Maintenance and smooth functioning of the departments. ▪ Other functions assigned by the authorities. ▪ Carryout examination related duties and functions.
5.	Librarian	<ul style="list-style-type: none"> ▪ Supervision of the Library works ▪ Responsible for issue / return of books ▪ Responsible for maintaining and upgrading library computer. ▪ Shall allot accession numbers and call numbers for books. ▪ Shall maintain reference books, general books, periodicals and back volumes. ▪ Responsible for collecting dues/charges, if any. ▪ Coordinate with various departments. ▪ Responsible for maintaining discipline in the library.
6.	Head Assistant	<ul style="list-style-type: none"> ▪ Supervision of Establishment Office ▪ Assisting the Principal ▪ Coordinating various departments, and the staffs. ▪ Ensuring routine works of the Principal Office. ▪ As directed by higher authorities

7.	Upper Div. Clerk (DC)	<ul style="list-style-type: none">▪ Assisting the Principal▪ Assisting the Head Assistant▪ Preparation of Pay bill/LPC
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		<ul style="list-style-type: none"> ▪ Calculation of Salary related matters ▪ As directed by higher authorities
8.	Lower Div. Clerk (LDC)	<ul style="list-style-type: none"> ▪ Assisting both the Principal and HA / UDC ▪ Ensuring Establishment works ▪ As directed by higher authorities.
9.	Computer Technician	<ul style="list-style-type: none"> ▪ All matters of computer, and IT ▪ As required by various departments, and offices ▪ As directed by higher authorities
10.	Grade IV	<ul style="list-style-type: none"> ▪ Securities, Cleanliness and Safety of the College ▪ To assist the Offices, and staffs. ▪ As directed by higher authorities.

Section 4 (1) (b) (iii) / Manual – 3

Procedure followed to take a decision on various matters

The Procedure followed for decision making process, including channels of supervision and accountability.

The Head of Department, in consultation with faculties of their respective departments, allocates the topics/ papers. Every Faculty teaches the students accordingly. Teachers assess Internal Marks by conducting Internal Examination / Seminar / Group Discussion. In order to decide important agenda and issues HOD meetings and Staff meetings are conducted by the Principal. The decisions of various committees are final and are ratified by the Principal and GB if necessary.

Arrangements to communicate the decision to the public?

Following are the arrangements: -

(a) College Website: <http://www.jorhatcollege.org>

(b) Direct classroom communication: Direct class room communications are made to students wherever applicable.

- (c) College notice board: On notice boards, circulars of the College are displayed
- (d) ITSJCIAN App : A mobile app is used to disseminate information and notices to Students and the parents .

(e) Telephone Call/ WhatsApp messages

(1) Who are the officers at various levels whose opinions are sought for the process of decision making?

Head of Department, Coordinator of IQAC, Coordinator of RUSA, and Staff Meetings.

(2) Who is the final authority that vets the decision?

Principal is the final authority to vet the decision.

(3) Please provide information separately in the following format for the important matters on which the decision is taken by the public authority.

Not Applicable

Section 4 (1) (b) (iv) / Manual – 4

Norms set by the College for the discharge of its functions

- The college follows the norms set by UGC and Dibrugarh University
- Norms and standards for various activities of the college are set by the competent authority such as the Governing Body.
- Norms and standards for various academic activities are set by the Academic Council Governing Body of the College.

The Norms set by it for the discharge of its functions: -

Administrative & Service Manual	Not applicable
From where one can get a copy of Rules, Regulation, Instruction, manual and Record (if any)	Directorate of Higher Education Government of Assam.
Fee charges by the department for rules, regulation, instruction, manual and records (if any)	Not applicable

As the college is under the Government of Assam, Notification is made by the government, time to time.

**Section 4 (1) (b) (v) / Manual – 5
Rules, regulations and instructions used**

The Rules, Regulations, Instructions, Manuals and Records, held by it or under its Control or used by its Employees for discharging its Functions:

Following are the manuals and records: -

- (a) Enrolled students record/Admission register
- (b) University statutes regulations, ordinances, notifications and circulars.
- (c) Marks registers
- (d) Furniture and fixtures registers
- (e) Stock register

**Section 4 (1) (b) (vi) / Manual – 6
Official documents and their availability**

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

Sr. No.	Category of the Document	Name of the Document and Its Introduction on Online	Procedure to obtain the document	Held by / Under control of Principal of College
1.	Admission Form	Available on Website	As per Government Policies/ University Norms	College Office
2.	The college timetable/ Academic Calendar	Available	As per Government Policies/ University Norms	College Office

3.	Examination Schedules	Available	As per University Norms	College Office
4.	Students, Attendance Records	Available on Mobile App ITSJCIAN	As per University Norms	College Office
5.	Administrative Notices	Available	As per Government Policies/ University Norms	College Office
6.	Scholarship Notices	Available	As per Government Policies/ University Norms	College Office
7.	Enrolment List	Not Available	As per Government Policies	College Office
8.	Students, Attendance Records	Available on Mobile App ITSJCIAN	As per Government Policies/ University Norms	College Office
9.	Students, Internal Assessment Records	Available on Mobile App ITSJCIAN	As per Government Policies/ University Norms	College Office
10.	Examination results	Not Available	As per Government Policies/ University Norms	College Office
11.	Student Handbook/ Prospectus	Not Available	As per Government Policies	College Office
12.	Scholarship	Not Available	As per Government Policies	College Office

**Section 4 (1) (b) (vii) / Manual – 7
Mode of public participation**

- The College Governing Body which supervises the affairs of the College has 18 members. Few among them are eminent personalities of the Society and representatives of the public.
- Besides College conducts public interaction/open session at the beginning of the academic session.

Section 4 (1) (b) (viii) / Manual – 8

Councils, Committees, Faculties, Departments, etc. under the College

A statement of boards, council committees and other bodies constituted: -

- The College Governing Body as per University Ordinance.
- Gender Sensitization Committee against Sexual Harassment.
- Various Committees holding different responsibilities

Section 4 (1) (b) (ix) / Manual – 9

Directory of officers and employees

- Directory of officers and employees is available at College website. It is available in the prospectus form also from Administrative Office on payment.

Section 4 (1) (b) (x) / Manual – 10

Monthly remuneration received by each of its employee

- The pay scales of various teaching and non-teaching staff are as prescribed by the University Grants Commission / Directorate of Higher Education, Assam and adopted by the College.

Section 4 (1) (b) (xi) / Manual – 11

Budget allocated to each agency

- The budget and the financial estimates are as approved by the Governing Body and presented for Audit by Government of Assam.

Section 4 (1) (b) (xii) / Manual – 12

The Manner of Execution of Subsidy Programmes, including the amounts allocated & the details of Beneficiaries of such Programmes:

Free Admission Policy of Government of Assam and the Scholarships under Government policy are executed as per Government policy.

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 it, Reduced in an Electronic Form:

One can visit the college website for detail information <http://www.jorhatcollege.org>

Section 4 (1) (b) (xv) / Manual – 15

The Particulars of Facilities available to Citizens for Obtaining Information, Including the Working Hours of a Library or Reading Room, if Maintained for Public use.

- Unrestricted Access to Website www.jorhatcollege.org
- Citizens may submit a written application for information to the Public Information Officer.
- Public may elicit information via E-Mail to principaljorhatcollege@gmail.com
- Through the notice boards, relevant brochures and various other rules which are available in print as well as on the website: www.jorhatcollege.org
- Some of the publications (i.e. College Prospectus etc.) are priced and can be obtained by paying the stipulated amount.

Section 4 (1) (b) (xvi) / Manual – 16

Public Information Officer:

The Names, Designations and Other Particulars of the Public Information Officers:

Sr. No.	Department / Organisation	Name	Designation	Telephone No.	E-mail
1.	Jorhat College (Amalgamated)	Sri Ranjit Kr. Hazarika	Vice Principal	9613593991	ronjitkumarhazorika@gmail.com

Section 4 (1) (b) (xvii) / Manual – 17
Other Useful Information

The person seeking information may apply on a plain paper giving particulars of information being sought and his correct address for communication. Separate application for seeking information on different subjects is required. The application has to be accompanied with the prescribed fee. (At present a fee of Rs. 10/-). The fee is payable with each application which is towards the cost of processing the request;

Schedule of fees can be had from the Public Information Officer of the **Jorhat College (Amalgamated)**. For the time being the rates are as under:-

- Rs. 2/- per page of A-4 or A-5 size.
- Actual cost for sizes bigger than A-4 or A-5.
- In case of printed material, the printed copies could be had from the College sales counter/authorized sales agents on payment.
- In case of photo copies, the rate would be Rs. 2/- per page.
- If information is needed on a disk or floppy subject to availability of information in soft form, the fee will be Rs. 50/- per disk/floppy.
- Admissible records may be allowed to be inspected on payment of requisite fee thereof.

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

Devabrata Sharma

(Dr Devabrata Sharma)

Principal

Contact : 9435351255

Email : principaljorhatcollege@gmail.com

Jorhat College (Amalgamated)
M.G. Road, 785001,
Assam, India

