

OFFICE OF THE PRINCIPAL

DALGOMA ANCHALIK COLLEGE

Affiliated to Gauhati University, Guwahati, Assam

&

Recognised under Section 2(f) and 12(B) of the UGC Act, 1956

PO: Matia

Dist. Goalpara (Assam)

PIN- 783125

Mob: 9707212828

Email: dalgomacollege1993@gmail.com

From:

Dr. G. Kalita

Principal & Secretary



Memo No.

Date : 29/03/2023

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, Dalgoma Anchalik College, P.O.: Matia, District: Goalpara (Assam), PIN: 783125 has made the Declaration as follows)

Dalgoma Anchalik College is an Arts Degree College of co-education. The college being established in 1993, has completed 29 years of its existence. It celebrated its Silver Jubilee in the year 2017-18. It is an institution with the facility of Major Courses in six subjects, viz., Assamese, Economics, Education, English, History, Political Science. The College is affiliated to Gauhati University.

Section 4(1) (i)

Particulars of organization, functions and duties

Objective:

Objective of Dalgoma Anchalik College 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 from 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. We are morally duty bound to serve humanity by enlightening the next generation for future.

Duties of the college:

To engage in teaching as laid down by the Government of Assam, Affiliating University and UGC Research, organizing extracurricular activities, sports and extension activities.

Details of Services Rendered:

The details of services rendered are briefly enumerated below:

- Teaching of courses offered: The College offers BA. Degree affiliated to Gauhati University in six subjects (Assamese, Economics, Education, English, History and Political Science) under CBCS system.
- Conduct of internal assessments and University Examinations: One sessional / internal examination is held in each semester. Besides, internal assessment is carried out on the basis of Assignment and Attendance.

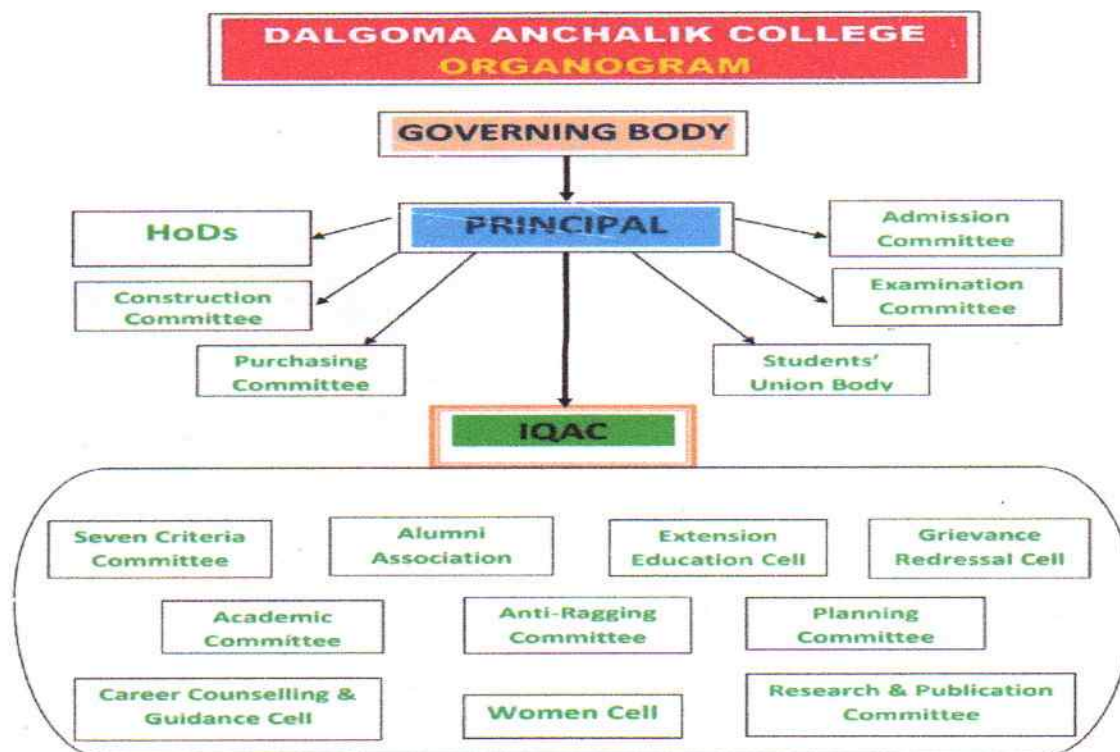


The distribution of the marks allotted for Internal Assessment (20%) would be as follows:

Sessional Examination	Written	10 Marks
Assignment	Written	6 Marks
Attendance		4 Marks

- (a) There shall be no provision for “repeat” or “betterment” in the sessional examinations.
- (b) If a student fails to appear in the internal Assessment Tests, he/she shall not be eligible to appear in the final Semester Examination of the course(s) 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 basketball court and football field is available in the campus.
- (f) **Canteen facilities:** The college has a canteen which provides the students refreshment to the students at a reasonable rate in a hygienic condition and arranges for pure drinking water in the college campus.
- (g) **Hostel facilities (presently for girls):** The college has hostel facility for girls within the college campus. At present the number of seats is 35. The Hostel Management Committee will finalize the list of candidates. The boarders will have to abide by the rules and regulations of the College Hostel which is generally mentioned in the Admission form.
- (h) **Promotion of field studies and research:** 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
- (i) **Extension activities:** The college has an array of extension activities. The college renders various extension activities like Departmental Field Trip, teacher exchange programme and village adoption.

Organization of the College: Organizational Structure



Postal Address of the College:

Dalgoma Anchalik College

P. O.: Matia, District.: Goalpara (Assam), PIN: 783125

**Map Location:** College website link <https://dalgomaanchalikcollege.net.in>**Working Hours:**

Office 9.00 am to 5:30 pm- Monday to Saturday (except on public holidays).

Teaching 9.00 am to 4.00 pm- Monday to Saturday (in accordance to time table)

Grievance Redressal:

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

- ICC
- Gender sanitization 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 relate to creation of new posts, approval of selection committees/ DPC recommendations, grant or 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)

Powers and Duties of officers and Employees

Sl. No	Designation	Duties
1	Principal	<p>>Ensuring quality up-gradation of the college, and with active assistance from the IQAC as well as other in-house wings.</p> <p>>Nominating, appointing and constituting various in-house wings for smooth day to day functioning of various academic and administrative matters of the institution.</p> <p>>Monitoring and coordinating the assigned duties and tasks of the various in-house wings towards their optimum performance in assigned domains.</p> <p>>Placing before the Governing Body for appropriate stakeholders of the mean time Stakeholders of the institution, including the IQAC.</p> <p>>Undertaking necessary steps to implement all policy matters approved by the Governing Body, and within a justified time framework.</p> <p>>Nominating Assistant officer-In-Charges to act on his/ her behalf, he/ she being the Officer-In-Charge of various academic and non-academic examinations held within the college.</p> <p>>Taking necessary steps to promote harmonious and cordial work culture and academic environment within the institution.</p>



- >Adopting measures to promote and execute various welfare measures amongst all stakeholders, including students and staff.
- >Exploring means and ways to establish tie-ups with external quality institutions/ organizations, for qualitative growth of the institution.
- >Optimizing the institutional growth and development by pivoting upon the locational advantages of the institution.
- >Ensuring the institutional fringe area development through judicious utilization of institutional resources.
- >Seeking and implementing ways and means to improve the financial health of the institution.
- >Continuous monitoring of the performance indications of different academic and administrative procedures, regulations, up-gradation and modification of these as per need basis.

2 Head of Department

- >Healthy academic environment prevails in the concerned Department
- >Proper distribution of the syllabus content in each semester/ year is made amongst the existing faculty members, so that course completion is made within a justified time framework.
- >Classes are not left unattended and are held on time, even if any faculty member is on leave, through alternative arrangements.
- >All co-curricular activities like field works, student excursions Project works, student seminars, home assignments, etc. are held on time and executed to the satisfaction of all concerned.
- >Arrange for proper guidance, counseling and monitoring of Students thereby creating a learner-friendly environment through various initiatives like holding of bridge courses, orientation programs, remedial classes, special classes, tutorials, Counseling session, etc.
- >Departmental Advisory Committee meetings are held on a regular basis as per stipulated guidelines (i) to be held in the first week of every month to review different academic and administrative issues and (ii) to take necessary measures thereof.
- >IQAC Daily Class Monitoring Diary and the IQAC Activity Record Book updated on a regular basis.
- >Departmental records are kept in order properly designated files viz. (i)file for incoming memos (ii) Stock register (iv) Student Attendance Registers (v)Register for maintain proceedings and resolutions of Departmental Advisory committee meetings (vi) Issue register (vii)File containing all documents related students achievements (e.g. qualifying in national/ international level exams , various extra-curricular competitions' (vii)Copies of Home Assignments (ix) Copies of Field reports (x)File for leave applications.



(xi) Registers of students Records and Results (xii) File for Extension Activity documents.

(xiii) Proper records of students passed out and their progression to higher education (xiv) Stock piling of records as soft copies (photos , videos and documents).

Confidential Papers are kept under proper and safe proper Custody.

>All communication on different academic and administrative matters is made, preferably through e-communication mode by using the institutional email ID or WhatsApp Groups.

>Respond promptly to any instruction directives received from any administrative controlling authority (ies).

3	Assistant Professor	<p>>Adhere to a responsible pattern of conduct and demeanor expected of them by the community</p> <p>>Manage their private affairs in a manner consistent with the Dignity of the profession.</p> <p>>Seek to make professional growth continuous through study and Research;</p> <p>>Express free and frank opinion by participation at professional Meetings seminars, conferences etc. towards the contribution of knowledge.</p> <p>>Maintain active membership of professional Organisations and strive to improve education and profession through them:</p> <p>>Perform their duties in the form of teaching tutorials, practicals, seminars and research work, conscientiously and with dedications.</p> <p>>Discourage and not indulge in plagiarism and other non-ethical behaviour in teaching and research;</p> <p>>Abide by the Act, Statute and Ordinance of the University and to respect its ideals, vision, mission, cultural practices and tradition;</p> <p>> Co-operate and assist in carrying out the functions relating to the educational responsibilities of the college and the University such as assisting in appraising applications for admission, advising and counselling students as well as assisting the conduct of examinations, including supervision, invigilation and evaluation.</p> <p>>Participate in extension, co-curricular and extra-curricular activities, including the community service.</p>
4	Librarian	<p>>Adhere to a responsibility pattern of conduct and demeanour expected of them by the community;</p> <p>>Manage their private affairs in a manner consistent with the dignity of the profession;</p> <p>> Discourage and not indulge in plagiarism and other non-ethical behaviour in teaching and research;</p>



		<ul style="list-style-type: none">> Participate in extension, co-curricular and extra-curricular activities, including the community service> Refrain from allowing considerations of caste, creed, religion, race, gender or sex in their professional endeavour.
5	Senior Assistant	<ul style="list-style-type: none">>Assisting the Principal>Assisting the Head Assistant>Preparation of Pay bill /LPC> Calculation of Salary related matter>As directed by higher authorities
6	Jr. Assistant	<ul style="list-style-type: none">>Assisting both the Principal and HA /UDC>Ensuring Establishment works>As directed by higher authorities
7	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
8	Grade IV	>Securities, Cleanliness and Safety of the College

Section 4 (1) (b) (iii)

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 member teaches the students accordingly. Teachers assess Internal Marks by conducting Internal Examinations, Home Assignment and Attendance. 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: <https://dalgomaanchalikcollege.net.in>
 - (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) 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 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)

Norms set by the College for the discharge of its functions

The college follows the norms set by UGC and Gauhati 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 Committee 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 records (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)

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)

Official documents and their availability

A Statement of the categories or Documents that are held it or under its control

Sr No	Category of the Document	Name of the Document and Its Introduction Online	Procedure to obtain the document	Held by/ Under control of Principal
1	Admission Form	Available on website	As per Government Policies College /University norms	College office
2	College time table academic	Available	As per Government Policies/University norms	College office
3	Examination schedules	Available	As per University norms	College office
4	Students attendance records	Available	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	Available	As per Government Policies	College office
8	Students attendance records	Available	As per Government Policies/ University norms	College office
9	Students Internal Assessment records	Available	As per Government Policies/ University norms	College office
10	Examination results	Available	As per Government Policies/ University norms	College office
11	Student Handbook/prospectus	Available	As per Government Policies	College office
12	Scholarship	Available	As per Government Policies	College office

Section 4 (1) (b) (vii)

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 representative of public.

Besides, College conducts public interaction open session at the beginning of the academic session.



Section 4(1) (b) (viii)

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.

ICC committee against sexual harassment

Various committees holding different responsibilities

Section 4 (1) b) (ix)

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)

Monthly remuneration received by each of its employee

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

Section 4 (1) (b) (xi)

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)

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)

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

Not applicable

Section 4 (1) (b) (xiv)

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 <https://www.dalgomaanchalikcollege.net.in>

Section 4 (1) b) (xv)

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 <https://dalgomaanchalikcollege.net.in>

Citizens may submit a written application for information to the Public Information Officer.

Public may elicit information via E-Mail to dalgomacollege1993@gmail.com

Through the notice boards, relevant brochures and various other rules which are available in print as well as on the website: <https://www.dalgomaanchalikcollege.net.in>

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)

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 Dalgoma Anchalik College. For the time being the rates are as under:-

Rs. 2/-per page of A-4.

Actual cost for sizes bigger than A-4.

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.




Dr. Gangeswar Kalita
Principal

Contact: 9707212628

Email: dalgomacollege1993@gmail.com

Dalgoma Anchalik College
Matia, Goalpara, Assam

Principal
Dalgoma Anchalik College