



B N COLLEGE

College Road, PO. Bidyapara, Dhubri – 783324, Assam

Phone: 03662-295026

Email: bncollege46@gmail.com

Website: www.bncollege.co.in

B N COLLEGE, DHUBRI

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

As a required under Section 4(1) (b) of the RTI Act, 2005, B N College, Ward no 15, College Road, PO Bidyapara, Pin: 783324, Dhubri, Assam had made the Declaration as follows,

B. N. College, Dhubri is the premier institution of higher learning located in the western part of Assam. Since its inception, the college has so far earned many laurels in the state as well as in the country. The college was formally started on 16th of August 1946. The college inherits a rich legacy of 75 years of existence in imparting quality higher education to the people of the western part of Assam in particular and the north-eastern region in general along with the northern part of West Bengal. 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 thrice during 2004, 2010 and 2016, obtaining scores of 72, 2.81 and 2.62 respectively. At present, the college offers 43 undergraduate (UG) and 2 postgraduate (PG) programmes. Apart from the regular courses, the college also offers various Add-on Courses. It is a co-educational institution of higher learning

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

Particulars of organization, functions and duties

Vision Statement

The vision of B N College is to provide quality higher education with an attempt to inspire, prepare, and empower students of its catchment area to succeed in a changing world.

Mission

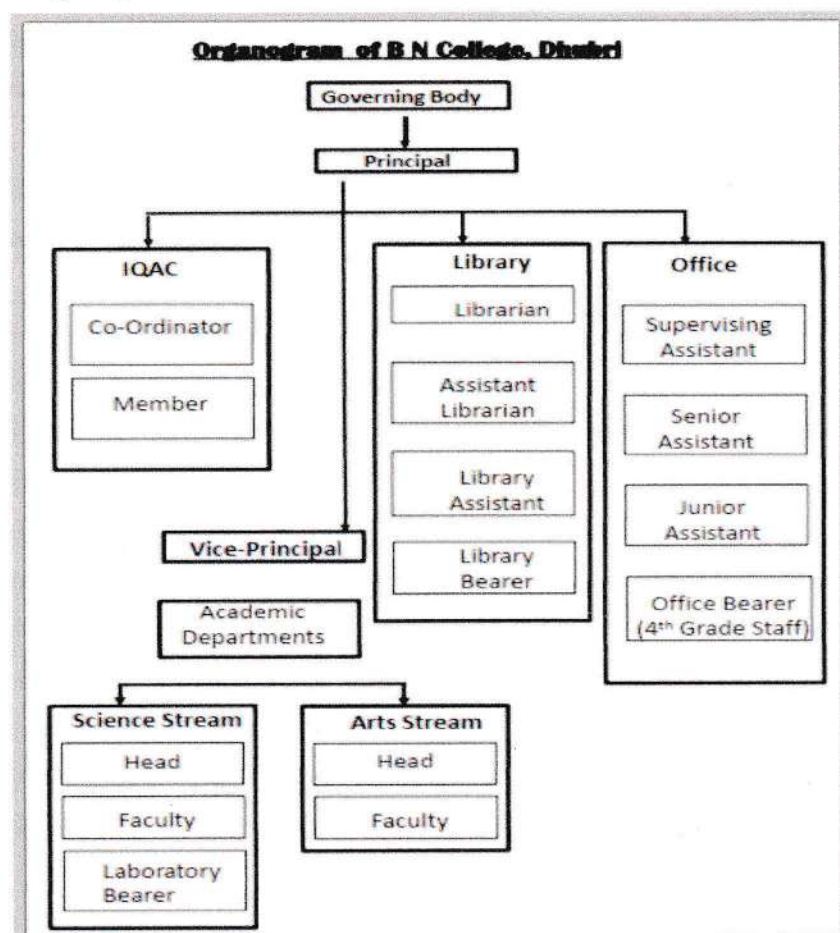
B N College strives to achieve its vision by

- Committing itself to intellectual exercises based on effective teaching, interaction programme and exchanges in order to lift the diverse communities from stagnation to development,



- Nurturing emerging disciplines and the creation of new knowledge and artistic expression in response to a rapidly changing world,
- Inculcating deep historical knowledge of diverse cultures at home and abroad
- Making effective use of the emerging technological tools to create skilled manpower and to bridge the gap between social needs and higher education.
- Creating a congenial atmosphere to create and disseminate knowledge of human experience, thought and creativity to advance human welfare in all its dimensions,
- Actively cultivating efforts aimed at developing students into independent-minded, responsible global citizens.

Organogram



Duties

To support students in their learning progression and to ensure and sustain quality education. The college is striving hard in achieving its vision 'to provide quality higher education with an attempt to inspire, prepare, and empower students of its catchment area to succeed in a changing world'.



Functions/Services

The college discharges its function as laid down by the Directorate of Higher Education, Government of Assam, Affiliating University and UGC.

The details of services rendered is available in the college website: www.bncollege.co.in. These are briefly mentioned below,

(a) *Teaching of Courses offered:* The college offers BA degree in Assamese, Bengali, English, Hindi, Arabic, Sanskrit, History, Education, Economics, Political Science and Philosophy; BSc degree in Physics, Chemistry, Botany, Zoology, Mathematics, Statistics, Biotechnology and Computer Science; BVOC in Information Technology; BCA; MA in Assamese and MSc in Chemistry. In addition, college offers various Add on courses on different issues/areas.

(b) *Conduct of internal assessment and university examinations:* College conduct internal examinations and end-semester examinations in every semester. Besides, the diagnostic test and mid-term test are held during each semester.

(c) *Facilitating students centric teaching-learning process:* College facilitates student-centric methods in teaching-learning system by organising seminars, quizzes, debates, hands-on training, field visit, industry visit, participation in summer/winter schools, role play, literature/book review, writing in wall magazines and annual college magazines, Peer class, etc.

(d) *Provision of sports and cultural facilities:* College offers adequate facilities of cultural and sports facilities to the students. The facilities of music room with various musical instruments, multigym, basket ball court, valley ball court and playground for athletics are available in the campus.

(e) *Facility of Central Library:* College has a rich library with reading room, reference section, Vivekananda corner, digital wing and a book bank facility.

(f) *Provide Canteen and drinking water facility:* College canteen provides good quality food at a reasonable rate in a hygienic condition. There is arrangement for pure drinking water in the college campus.

(g) *Hostel facilities:* There are two hostels, each for boys and girls. The Hostel management committee looks after the management of the hostels; whereas the day-to-day activities are taken care of by the wardens of the hostels. The boarders have to abide by the rules and regulations of the hostels.

(h) *Medical services and insurance coverage:* There is a health centre in the college campus, which provide primary health care facilities to the students and staff. Besides, insurance (accident) coverage is available for all the students on roll.



(i) *Conduct extension activities*: College undertakes various extension activities in five adopted villages (under Unnat Bharat Abhiyan, GOI) where students take active participation. In addition, college renders various extension activities in ten associated schools.

(j) *Grievance Redressal* : College has a well-defined arrangement for redressal of grievances. The following committees/cell are in place to do the same;

- Grievance Redressal Committee
- Internal Complaint Committee
- Anti Ragging Committee
- Anti-sexual Harassment Committee
- Women Forum
- B N College Governing Body

Postal address

B N College

Ward No 15, College Road,

PO. Bidyapara, Pin: 783324

Dist: Dhubri, Assam, India

Map of Location

A location map is available at the college website (www.bncollege.co.in)

Link : <https://www.bncollege.co.in/contact.php>

Working Hours

Office: 10 am to 5 pm – Monday to Saturday (except on Sunday and public holidays)

Teaching: 6.15 am to 4.45 pm – Monday to Saturday in accordance with time table (except on Sunday and public holidays)

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

Powers and Duties of Officers and Employees

Sl. No	Designation	Duties
1.	Principal	<ul style="list-style-type: none">• Being the Head of the institution, Principal is conferred with the powers of member-secretary of B N College Governing Body, chairman of IQAC, Chairman of various cells and committees.



		<ul style="list-style-type: none"> Principal is entrusted with the power of control and supervision of all the affairs of the college under the rules and regulations of the Government of Assam/India. Principal is the Drawing and Disbursement Officer (DDO) of the college, Principal acts as the Officer In-charge of University examinations and Zonal officer of evaluation zone under Gauhati University.
2.	Head of the Department	<ul style="list-style-type: none"> Being the team leader of a department, HOD is entrusted for the smooth functioning of the departmental activities. HOD is entrusted to allocate the topics and distribution of periods to departmental faculty members, and to allocate other departmental works. HOD is entrusted to look after the completion of courses and uploading of internal marks in college website as well as the university portal.
3.	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. To carry out other responsibilities/functions assigned by the authorities.
4.	Assistant 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. To carry out other responsibilities/functions assigned by the authorities.
5.	Librarian	<ul style="list-style-type: none"> Librarian is vested with all the library related works. To coordinate with various departments. To maintain reference books, text books, periodicals, back volumes and library computers. To maintain accession numbers and call numbers of books.
6.	Head Assistant	<ul style="list-style-type: none"> Head Assistant is entrusted to assist the Principal To supervise the functions of the college office. To Coordinate various departments and staff.



		<ul style="list-style-type: none"> To supervise other responsibilities as directed by Director of Higher Education, Assam, Gauhati University, RUSA and other higher authorities.
7.	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
8.	Lower Division Clerk (LDA)	<ul style="list-style-type: none"> To assist the Principal, HA and UDC. To work as and when directed by higher authorities
9.	Grade IV	<ul style="list-style-type: none"> Grade IV are entrusted for securities, safety and house keeping. To assist the office and staff. To work as directed by higher authorities.

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

Procedure followed to take a decision on various matters

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

B N College Governing Body is the apex body of the college. Meeting of Staff council and Academic council are convened to discuss academic matters as and when required. The Internal Quality Assurance Cell (IQAC) of the college is responsible for ensuring quality in all academic and administrative activities. The Head of the Department, in consultation with the departmental faculty members, allocates the courses. Faculties are responsible for dissemination of knowledge & skill to the students. They are also members of various committees and take part actively in various decision making processes.

Arrangements to communicate the decision to the public

Following provisions are available,

- College website (www.bncollege.co.in)
- College Notice board
- WhatsApp/Telegram messages
- Telephone call
- Direct communication with students




Principal
B. N. College, Dhubri

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

Norms set by the college for discharge of its function

- College follows the norms set by UGC and Gauhati University.
- College follows the norms set by Directorate of Higher Education, Government of Assam for Administrative and other services.
- B N College Governing Body set the norms and standards for various activities of the college.

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

Rules, regulations and instructions used

The rules, regulations, instructions, manuals and records held by the college or under its control are used by its employees for discharging its functions

Following are the manuals and records;

- Students' enrolment record
- University regulations, ordinance, notifications and circulars
- Regulations and notifications of Directorate of Higher Education, Gov. of Assam
- Internal and end-semester examinations marks registers
- Service book for each employee
- Stock registers
- Asset registers
- Appointment of staff and departmental promotion documents
- All bills and vouchers of purchasing materials

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
1	Admission form	As per Government policies and Affiliating University norms	College website
2	Prospectus	As per Government policies and Affiliating University norms	College website
3	College Time table	As per Government policies and Affiliating University norms	College office and college website



4	Academic calendar	As per Government policies and Affiliating University norms	College office and college website
5	Students' enrolment	As per Government policies	College office
6	Examination schedule	As per Affiliating University norms	College office
7	Students' attendance	As per Affiliating University norms	Departments
8	Scholarship notice	As per Government policies (for government scholarships) and college norms (institutional scholarship)	College office and college website
9	Internal assessment records	As per Affiliating University norms	College website and Departments
10	University result sheet	As per Affiliating University norms	College office
11	Correspondences with funding agencies (RUSA, DBT, ASTEC, NECTAR, etc)	As per Government policies	College office
12	Appointment of staff and departmental promotion	As per Government policies	College office
13	Salaries and allowances payable	As per Government policies	College office
14	Bills and vouchers of purchasing materials	As per Government policies	College office
15	Energy bills	As per Government policies	College office
16	Annual Confidential Reports of staff	As per Government policies	College office
17	Service book of employee	As per Government policies	College office
18	Court related litigation files	As per Government policies	College office

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

Mode of public participation

The B N 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) (viii) / Manual - 8

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

The Chairperson/convenors/coordinators convene internal meetings of the various committees from time to time where the Member Secretary, Members, and other staff of the college remain present. Such meetings being internal in nature are not open to the public.

Various Committees are,

- B N College Governing Body

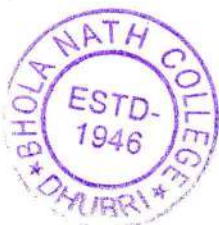



- Staff Council
- Academic Council
- Internal Quality Assurance Cell (IQAC)
- Code of Conduct Monitoring Committee
- Grievance and Redressal Committee
- Anti ragging Committee
- Anti-Sexual Harassment Committee
- Committee for SC/ST
- Minority Cell
- OBC Cell
- Internal Complaint Committee
- Admission committee
- Academic Calendar and prospectus Committee
- Class Routine Committee
- Examination Committee
- Research and Publication Cell
- Career Counselling and Placement Cell
- Library Committee
- Purchase Committee
- Sports and Cultural Committee
- Hostel Committee
- Women Forum
- Disaster Management Committee
- Institution's Innovation Council (under Ministry of Education, Govt. of India)
- API Scrutiny Committee

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Directory of officers and employees

- Directory of all staff is available in the college website.
- It is available in the prospectus
- It is also available in college office.




Principal
B. N. College, Dhuri

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Monthly remuneration received by each of its employee

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

Scale of Pay

Designation	Scale of Pay (Rs)	Academic Level
Principal	1,44,200 – 2,18,200	14
Associate Professor	1,31,400 – 2,17,100	13 (A)
Assistant Professor	79,800 – 2,11,500	12
	68,900 – 2,05,500	11
	57,700 – 1,82,400	10
Head Assistant	22,000 – 97,000+AGP – 10,300	-
Senior Assistant	14,000 – 49,080+AGP - 8000	-
Junior Assistant	14,000 – 49,000 + AGP – 6,200	-
Grade IV & Lab Bearer	12,000 – 37,500 +AGP – 3,900	-
Library Bearer	12,000 – 37,500 +AGP – 4,400	-

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Budget allocation for each agency

- The salary budget is approved by Governmentt of Assam.
- The budget and financial allocation for internal activities of the college are approved by the Governing Body.
- The expenditure is presented for Audit by 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

One can visit the college website for detail information : www.bncollege.co.in

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 college website (www.bncollege.co.in)
- Relevant brochure and various rules are available in college office.
- Citizens may collect information via e-mail to bncollege46@gmail.com
- Citizens may submit a written application to the Chairman cum 1st Appellate Authority.

Section 4(1) (b) (xvi) / Manual – 16

Public Information Officer

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

Sl. No	Department/ Organisation	Name	Designation	Telephone No.	E-mail
1.	B N College, Dhubri	Dr. Dhruba Chakraborty	Principal & Chairman cum 1st Appellate Authority	9433528800	bncollege46@gmail.com
2.	B N College, Dhubri	Mr. Motioor Rahman	Associate Professor Department of Physics & Public Information Officer	7002943371	

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Other Useful Information

The person seeking information may apply on a plain paper giving particulars of information being sought along with correct address for communication. A 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.

Information details of fees can be obtained from the Public Information Officer of the **B N College**. At present, the rates are as follows,



- 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 can be obtained from the College sales counter/authorized sales agents on payment.
- In case of photo copies, the rate would be Rs. 2/- per page.
- Admissible records may be allowed to be inspected on payment of requisite fee thereof.

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

Place: DHUBRI

Date : 03/02/2020



A handwritten signature in black ink, appearing to read "Dhruba Chakraborty".

(Dr. Dhruba Chakraborty)

Principal

B N College

Principal
B. N. College, Dhubri

Ward No. 15, College Road

PO. Bidyapara, Dhubri

Assam, India

Contact: 9435128800

Email: bncollege46@gmail.com