

Statutory Declaration Under Section 4 (1) (B) Of Right To Information (RTI) Act –2005

(I) PARTICULARS OF THE ORGANIZATION, FUNCTION AND DUTIES

Name of the Institution: Dhamdhama Anchalik College

Type of Institution: UG (Under Graduate)

College Address: Village: Dhamdhama, P.O.: Niz Dhamdhama Dist: Nalbari, Assam State.
Pin-781349

Year of Establishment: 1988

Affiliating University: Gauhati University

UGC Recognition: 2(f) and 12(B) of the UGC Act, 1956 vide letter No.F.No.8-93/86(CPP-1

Head of the Institution:

Principal: Dr. Gautam Chandra Das

Contact Number: (Mobile) 9864354910, Alternate: 8638097046

Email: dcg1374@yahoo.co.in

Website: dacollege.in

Working Hours:

College Office Time: From 10:00 A.M. to 5:00 P.M.

Class Time: From 8.45 A.M. to 3:45 P.M.

Library Hours: It remains open on all working days from 10:00 A.M. to 5:00 P.M.

Holidays: The College remains closed on all Holidays notified by Gauhati University, the affiliating University.

Courses Offered:

Bachelor of Arts (B.A.) Major Course in:

1. Assamese
2. English
3. Political Science
4. Philosophy
5. Economics

6. Education

7. Bodo

Bachelor of Arts (B.A.) General Course in:

1. English

2. MIL-Assamese

3. MIL-Bodo

4. MIL-Hindi

5. Alternative Assamese

6. Alternative Bodo

7. Alternative English

8. Political Science

9. Philosophy

10. Economics

11. Education

12. History

13. Computer Application

Self Financing Courses:

1. BCA (Bachelor in Computer Application)

2. PGDCA (Post Graduate Diploma in Computer Application)

The institution strives to impart quality education to the rural students enrolled here through a liberative and holistic process. It has taken upon itself the mission of working zestfully and resourcefully to impart knowledge and skill to the students. The institute promotes discipline and strongly believes in moral and academic excellence of our students. It tries to maintain a friendly and helpful atmosphere with an insistence on serious and sustained study. It pledges to transform the hindrances to opportunities and to provide an easy access of higher education to the economically and socially deprived communities of the larger locality. The institution develops social consciousness among the students for the transformation of society and prepares them to be a worthy member of the society.

(ii) The powers and duties of its officers and employees

Principal: The administrative head of the College is the principal and looks after overall functioning of the College. He is the final authority on all matters of policy and administration and is authorized to

draw money for salaries of the various employees in the institution in his capacity as the DDO (Drawing and Disbursing Officer). Writing the ACR of the staffs and contract faculties also constitute one of his major duties.

Faculty: Teaching, mentoring, and counseling are the chief duties of the faculty members. Apart from these, the faculty members also assist the students in their various activities and thus help nurture the all-round development of the students. Moreover the faculty members are also engaged in different development activities of the College including Planning Committee, Purchase Committee, Construction Committee etc. They help the Principal in College administration.

The teachers also form an intricate part of the examination system by fulfilling their duties as assistant-officer-in charge of Semester Examinations, examiners, invigilators and question setters both in the internal and semester examinations. The fact that they influence the characters and subsequently shape the future of the students is in itself an innate power inherent of being a teacher.

Non-Teaching Staff: All the non-academic matters of the institution are entrusted to the staffs thereby ensuring the smooth functioning of the institution.

(iii) The Procedure followed in the Decision Making Process, including channels of supervision and accountability:

The institution follows a transparent and participative system of governance where most decisions are made or finalized in the Governing Body meetings chaired by the President nominated by the Government. The Principal plays the role of Secretary of the Governing Body. In the Governing Body there are two members from the Affiliating University, two of them are Faculty Representatives, one from the non-teaching staff, three guardian members and the Librarian and each faculty and non-teaching staff. All the employees are accountable to the Governing Body and the Principal as well as to the decisions thus taken.

(iv) The norms set by it for the discharge of its functions:

The institution adheres to the norms and regulations of both the UGC and the State Government in the course of carrying out its various duties and realizing its vision and mission.

(v) The rules, regulations, instructions, manuals and records held by it or under its control or used by its Employees for discharging its functions:

RULES AND REGULATIONS

General Rules of Admission and Eligibility:

Generally, no admissions are allowed after the expiry of 30 days from the opening of the college. Students are, therefore, required to be admitted at the earliest after the declaration of their respective examination results. The admission to the college course will be subject to the following:

- ☐ Admissions must be taken in person, by presenting the prescribed application form of the college duly filled in and on the payment of the fees.
- ☐ All admissions will be provisional and subject to confirmation by the Principal and approval by the University.
- ☐ At the time of admission, the following documents and certificates shall have to be produced:

- (a) Original statement of marks with the certified copy of H.S.L.C.onwards.
- (b) Passing certificate and its certified copy. Certificate indicating the date of birth such as school leaving certificate or H.S.L.C. Certificate.
- (c) In case of a student migrating from another University or Board, an eligibility certificate from this University.

Rules of College Discipline: Students admitted to Dhamdhama Anchalik College must abide by all rules and regulations as directed by the governing body and college authority. Violation of rules, irregular attendance, showing disrespect to the teachers and staff members, adopting unfair means during examination etc, will be regarded as offence. Students irregular in attending classes will be regarded as non-collegiate or may be debarred from appearing in the examination.

- Every student of this college shall abide by the rules of college discipline. Every student seeking admission to this College shall be required to fill an application for admission personally in his/her own handwriting.
- A student also makes a declaration to the following effect. "I hereby submit to the disciplinary jurisdiction of the Principal and the other officers and the authorities of the College, and shall observe abide by the rules made by the Vice-Chancellor of the affiliating university in that behalf, and also by the rules made by the Principal of the college."
- Student must observe complete silence in the college premises. They must not loiter in the garden, passage and corridors after the classes have begun. They must read quietly in the library and spend their spare time in such a way, as not to cause any interference with the work of others. Absolute silence must be observed in the library as well as in the class-rooms.
- The students should be punctual in attendance and must be in his/her seat at the commencement of lectures.
- No Society or association of the students will be formed without the previous written permission of the Principal.
- All the departments of the college will work according to rules, made by the Principal in that behalf from time to time.
- Students must keep their terms strictly in accordance with the rules of the University authorities for grant of terms. Terms shall not be granted in case of students, who are defaulter in attendance, tutorials, test and fees etc.
- Every student of the college must have an Identity Card. He/She should always carry it with him/her in and out of the college and should produce it whenever called upon to do so by the relevant authorities. This card shall be produced at the time of examination by every candidate for the Examination.
- The students are bound by all the rules and regulations made by the college from time to time. Any matter not expressly provided for in these rules shall vest at the absolute discretion of the Principal who also reserves the right of modifying of these as and when felt necessary.

- To safeguard its ideals of character and personal behaviour the college reserves the right to expel any student at any time for any reason deemed sufficient by the Principal as misbehaviour in the campus of the institute.
- The Principal reserves the right to remove from the rolls the name of any student for failure to pay the Institute dues in time.
- Students are required to read the notices put up on the notice boards of the college. The college shall not accept any responsibility for any loss/ damage incurred by a student owing to his/her failure to read the notice in time.
- Smoking, chewing pans-gutkha, drinking (alcohol) and use of 'Drugs' are strictly prohibited in the premises of the college.
- Anyone found indulging in ragging in any form within or outside the college shall be instantly expelled from the college.
- Students are required to show due regard for the rights and property of the Institute. Any students found guilty of tampering/damaging the property fixtures, equipment, books, buildings, vehicles etc. of the college shall be punishable and might be liable for expulsion from the Institute.

(vi) A statement of the categories of documents that are held by it or under its control:

Non-Teaching Staffs of the institution hold different categories of documents relating to work allocated to them.

S.No	Category of the Documents	Name of the Documents and its introduction.	Procedure to obtain the document	Held by/ under the control of.
1.	Administration	Organisation and Employees	Available at the institution.	Head Assistant (Syed Iqbal Hussain)
2.	Students Related	Students Examination related records (marks, results, Certificate, etc.), Scholarship Record	Available at the institution	Jr. Assistant (Gobinda Saud)
3.	Students Related	Students Registration Record, Admission Record, Pre-Examination Record.	Available at the institution	Jr. Assistant (Haren Das)
4.	Students Related	Students Pre-Examination (Admit, Examination Form)	Available at the institution	Jr. Assistant (Jagat Baishya)
5.	Financial Related	Budget, Expenditure, Salary and Contingencies.	Available at the institution	Sr. Assistant (Akhil Baishya)
6	Others		Available at the institution and website.	Head Assistant and webmaster.

(vii) The particulars of any arrangement that exists for consultation with, or representation by, the members of the public in relation to the formulation of its policy or implementation thereof;

Members of the public are not involved in the formulation of its policy or implementation thereof.

(viii) A statement of the boards, councils, committees and other bodies consisting of two or more persons constituted as its part or for the purpose of its advice, and as to whether meetings of those boards, councils, committees and other bodies are open to the public, or the minutes of such meetings are accessible for public;

The College has a Governing Body which the decision making authority of the Institute and which is constituted as per 'The Assam Provincialised Colleges and Assam Non-Government College Management Rules, 2001' as amended up to date. The minutes and Proceedings of its meetings are accessible to the public. The present Governing Body has been constituted as follows:

Sl. No.	Designation	Name	Remarks
1.	President	Shri Pramod Kalita	Nominated by DHE, Assam
2.	Secretary, ex-officio	Dr. Gautam Chandra Das	Principal of the College.
3.	Member, ex-officio	Dr. Diganta Rajbongshi	Vice-Principal of the College
4.	Member, Affiliating University	Applied for	Gauhati University
5.	Member, Affiliating University	Applied for	Gauhati University
6.	Member, Guardian	Applied for	Nominated by DHE, Assam
7.	Member, Guardian	Applied for	Nominated by DHE, Assam
8.	Member, Guardian (Lady)	Applied for	Nominated by DHE, Assam
9.	Member, Teaching Staff	Shri Binod Talukdar	Elected amongst themselves
10.	Member, Teaching Staff	Shri Sanjay Kr. Das	Elected amongst themselves
11.	Member, Non-Teaching Staff	Shri Gobinda Saud	Elected amongst themselves
12.	Member, Librarian	Shri Naba Kr. Mazumdar	Librarian of the College
13.	Life Member	Shri Ananda Rajbongshi	Nominated by the G.B
14.	Special Invitee	Shri Bhupen Baro	MLA, Barama LAC

(ix) A directory of its officers and employees;

Sl.No.	Name	Designation	Department	Phone No.
	Principal Office			
	Office			
1	Dr. Gautam Chandra Das	Principal		9864354910
	TEACHING STAFF			
1	Jonali kalita	Asstt. Professor	Assamese	8638318471
2	Prasanta Sarma	Tutor Asstt. Professor	English	9859228380
3	Dr Diganta Rjbongshi	Vice-Principal & Asstt. Professor	Assamese	9435308888
4	Navajit Sarma	Tutor Asstt. Professor	Philosophy	9864937879
5	Pradip Kumar Das	Asstt. Professor	Economics	9395553912
6	Dr Dwipen Baro	Asstt. Professor	Bodo	9101905101
7	Dr. Nabajit Baishya	Tutor Asstt. Professor	Political Science	8638457251

8	Makani Das	Asstt. Professor	Assamese	8011946557
9	Jahidul Islam Khan	Tutor Asstt. Professor	History	8011328866
10	Sanjay Kr Das	Tutor Asstt. Professor	Philosophy	9957982112
11	Binod Talukdar	Tutor Asstt. Professor	English	6001184071
12	Barasha Devi	Tutor Asstt. Professor	English	8638710652
13	Mridul Deka	Tutor Asstt. Professor	Economics	9508071700
14	Kaushik Bhattacharjya	Tutor Asstt. Professor	Political Science	9864567833
15	Puspanjali Bhuyan	Asstt. Professor	Assamese	9101228203
16	Dr Dwipmani Kalita	Asstt. Professor	History	7002658237
17	Geetima Bhagabati	Asstt. Professor	Education	9101624227
18	Dr Lakhimi Dutta	Asstt. Professor	Education	91012311741
19	Jyotshna Ahmed	Tutor Asstt. Professor	Political Science	8134867231
20	Bhaskar Bezbaruah	Asstt. Professor	Political Science	6000281638
21	Darbesh Ali Ahmed	Tutor Asstt. Professor	History	9365410589
22	Taimur Rahman	Tutor Asstt. Professor	Economics	7002684238
23	Chandana Deka	Asstt. Professor	Philosophy	7663900346
24	Laimwn Baro	Asstt. Professor	Bodo	9678407061
25	Rupunjali Baro	Asstt. Professor	Bodo	6000293784
26	Runumi Baro	Asstt. Professor	Bodo	8812836819
27	Deva Kumari Das	Asstt. Professor	Education	8638222247
28	Hirakjyoti Hazarika	Asstt. Professor	Computer Application	9101227750

NON-TEACHING STAFF

Sl No	Name	Designation	Contact
1.	Syed Iqbal Hussain	Sr. Assistant	8134825488
2.	Akhil Baishya	Sr. Assistant	9707035735
3.	Gobinda Saud	Jr. Assistant	7086866716
4.	Haren Das	Jr. Assistant	8134903008
5.	Jagat Baishya	Jr. Assistant	9954787951
6.	Niladhar Das	Grade-IV	9678090439
7.	Ajoy King Ramchiary	Grade-IV	6001677383
8.	Akshay Kr Das	Grade-IV	6002447577
9.	Phanindra Sarania	Grade-IV	8812867437
10.	Dilip Baishya	Grade-IV	9706785088

LIBRARY:

Sl No	Name	Designation	Contact
1.	Naba Kumar Majumdar	Librarian	9101465742
2.	Nazma Akhtar	Asstt. Professor	9706669056
3.	Ankur Kr. Das	Library Assistant	9706933744
	Pranay Sutradhar	Grade-IV	8453125326

(x) The monthly remuneration received by each of its officers and employees, including the system of compensation as provided in its regulations;

The monthly remuneration is readily available at the institution upon request either through the RTI nodal officers or directly to the Cashier.

(xi) The budget allocated to each of its agency, indicating the particulars of all plans, proposed expenditures and reports on disbursements made;

Available with the assigned non-teaching staff for the purpose in the College Office.

(xii) The manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programmes;

Not applicable

(xiii) Particulars of recipients of concessions, permits or authorizations granted by it.

Not applicable

(xiv) Details in respect of the information, available to or held by it, reduced in an electronic form;

Not applicable

(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 ;

No such facility is available.

(xvi) The names, designations and other particulars of the Public Information Officers;

RTI Nodal Officers	(i) Dr. Diganta Rajbongshi, Vice-Principal. Ph. No: +91 9435308888 (ii) Mrs. Jonali Kalita, Asst. Prof. & HoD, Dept. of Assamese. Ph. No: +91 8638318471
Appellate Authority	Dr. Gautam Chandra Das, Principal

(xvii) Such other information as may be prescribed; and thereafter update these publications every year;

Not available