

PUB KAMRUP COLLEGE

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, Pub Kamrup College, Baihata Chariali, Kamrup, Assam, Pin-781381, has made the following declarations)

1. GENERAL INFORMATION ABOUT THE INSTITUTION:

- Name of the College: Pub Kamrup College
- Address: Pub Kamrup College, Baihata Chariali, Kamrup, Assam, Pin-781381
- Type of the College: co-educational college
- Affiliation: Affiliated to Gauhati University for all the UG programs and Assam Science and Technology University (ASTU) for all the PG programs
- Status: Recognised under UGC 2f and 12(B)
- Appellate authority: Dr. Bhupen Kumar Sarma, Principal, Pub kamrup College, Baihata Chariali, Assam, Pin:781381

2. OBJECTIVES/PURPOSE OF THE INSTITUTE:

- To provide quality education
- To provide knowledge and skill as per the need of time
- To make students responsible citizens
- To propagate sense of National Unity and Spirit
- Service to Mankind
- To create an environment of secularism
- To create environmental awareness among students and masses
- To uphold moral values and build a holistic environment

3. MISSION AND VISION OF THE COLLEGE:

(A) Vision:

Pub Kamrup College envisions as one of the pioneer higher educational institutions of the State. Imparting quality education to the students from all sections of the society

and preparing them for the challenges of time are its basic objectives. The college envisages erecting a proper platform for both the teachers and the taught to mould them intellectually and morally combined with social commitment for building social order and discipline amidst the plurality and diversity of region and culture of the nation.

(B) Mission:

Pub Kamrup College has been working with the mission of providing quality education to the young generation for preparing them as responsible citizen of the nation and to face the challenges of time.

4. A BRIEF HISTORY OF THE INSTITUTE:

Pub Kamrup College, a degree College having both Science and Arts stream at Baihata Chariali, Dist- Kamrup, Assam was established as an Arts College in the year 1972. The College was brought under Grants-in-Aid system of the Government of Assam during the year 1979. It becomes a multi stream College during 1986 when the science stream was introduced. The College has been provincialised as per the Assam College Provincialisation Act, 2005. It has now turned into a full-fledged institution of higher learning providing UG courses in Science, Humanities and Skill based career oriented courses. In the year 2002 the College was recognised by the UGC under section 2f of its regulation as an undergraduate College. In the same year the Institution was included under 12(B) by the UGC Act. It is noteworthy that the college feels honoured being recognised under 'Star College Scheme' in 2012 by Department of Bio-technology, Govt. of India. It is also matter of encouragement that our college is one of the six selected colleges out of twenty colleges from Assam in 2014 to have the grant of one crore and eighty five lakhs to start vocational degree courses under B.Voc programme of UGC. With the changing scenario due to new educational policy the institute determines its aim to provide and support the new generation in the field of Research and Skill based quality education. The teaching faculty and Management endeavour relentlessly to achieve the determined goal since its

inception. Sincerity, hard work and honesty are the prerequisite of the institution which every stakeholder has been nurturing unremittingly. Besides regular Major courses in Humanities and Science subjects, Pub Kamrup College offers a few self-finance courses such as BBA and BCA. Side by side under the new UGC scheme entitled as 'Add-on- Course" MLT and DTTM were introduced in the session 2014-2015. Pub Kamrup College is the only college in North East Region among the general colleges offering Add-on courses in Medical laboratory Technician (MLT) in collaborative effort in PPP mode with city based first grade Hospital named 'Nemcare Hospital, North Eastern Medical Care and research Centre (P) Ltd.' The College got financial help from DBT for opening the Institutional Biotech Hub and inclusion under Star College Scheme during the XIth plan period to boost up research activities in relevant areas. Former President of India, Dr. A.P.J. Kalam as Chief Guest on the occasion of "Bijnan Mela" held in our college, 2010 supported by Assam Science Technology and Environmental Council, Govt. of Assam becomes a strong boosting point to encourage the young generation towards science education. Students also take part in subject specific Educational Tour programme to different places of importance and advance laboratories every year organized by the respective Department regularly. We believe that these activities help the students to multiply their intellectual quests for their all round development. The Information and Communications Technology (ICT) is at par with the new academic advancement which ensures the effective institutional functioning. At present it is the only Science College within the radius of 20km in the rural area on the North bank of Brahmaputra and up to the Indo-Bhutan international border towards North. As on 2022 the college has already completed two cycles of NAAC accreditation.

5. **DUTIES OF THE INSTITUTE:** To engage in teaching as laid down by the Government of Assam, Affiliating University and UGC.

6. **MAIN ACTIVITIES/FUNCTIONS OF THE COLLEGE:** Teaching and other extension activities

7. LIST OF SERVICES BEING PROVIDED BY THE COLLEGE WITH A BRIEF WRITE UP ON THEM:

- (i) Teaching and Learning
- (ii) Library Services
- (iii) IT services
- (iv) Hostel Services
- (v) Canteen Services
- (vi) Electricity, water and other allied services

(i) Teaching and Learning:

The teaching and learning at Pub Kamrup College involves teacher's preparedness to complete the syllabus, regular evaluation and execution of needs of the students during the course of study.

(ii) Library Services:

Library has been updated with collection of text books in volumes, journals, magazines, e-resources etc. Besides, Library provides systematic access for reading and borrowing text books to both faculty and students. Library services are partially computerized.

(iii) IT Services:

IT services provide information Technology services to the diverse needs of students and employees of the College.

(iv) Hostel Services:

Hostel facilities for both girls and boys are available in the College. A student seeking admission to the hostel shall have to submit application for hostel accommodation that he/she is also aware of the law in this regard and agrees to abide by the punishments meted out if he/she is found guilty of ragging and/or supporting ragging. Communication devices shall be permitted in hostel to provide access to the students' particularity fresher, to reach out for help from teachers, parents and institution authorities.

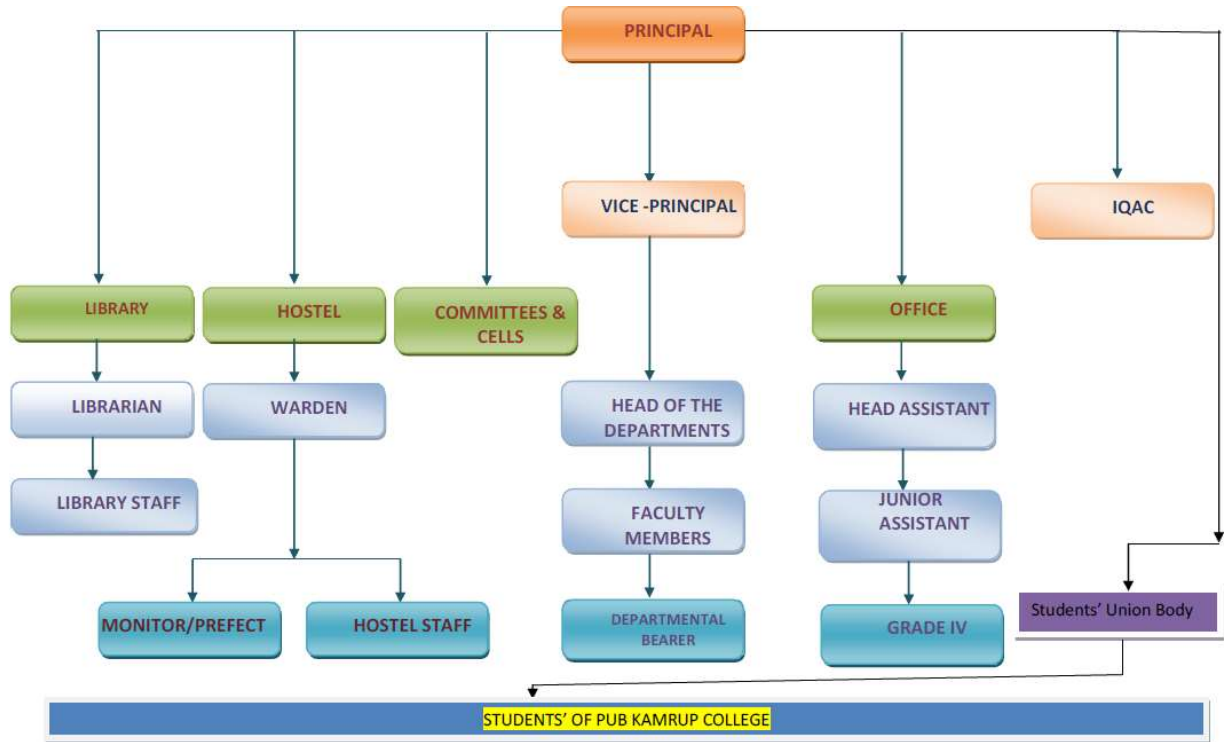
(v) Canteen facilities:

A Canteen is available in the College campus which offers healthy foods for the College fraternity.

(vi) Electricity, water and other allied services:

Electricity is provided to serve the needs of the College. The College has a Solar Energy Plant of 50 KVA capacity which supports the College in the distribution of electricity. Apart from that the College also has three power generators.

8. ORGANIZATION OF THE COLLEGE:



9. Arrangements and methods made for seeking public Participation and Contribution:

The following extension activities are being organized for seeking public participation and creating awareness among the local community

NSS (National Service Scheme) regular activities and special camping as well as by declaring adopted village Bonbari

10. Mechanism available for monitoring the service delay and public grievance resolution:

Complain Box is made in the campus where people can drop suggestions and complaints.

Address:

Baihata Chariali, Kamrup , Assam

PIN: 781381

Phone: 03621-286300

E-mail. ID: principal@pubkamrupcollege.org

Website: www.pubkamrupcollege.co.in

Working Hours: 9: 00 am to 5: 00 pm

11. The Powers and Duties of Officers and Employees:

SL. No	Designation	Duties
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 the Department	<ul style="list-style-type: none">• Maintenance and smooth functioning of the departments, theory classes, practical's• 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.

		<ul style="list-style-type: none"> • 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 staffs • As directed by higher authorities
7.	Upper Div. Clerk (UDC)	<ul style="list-style-type: none"> • Assisting the Principal • Assisting the Head Assistant • Preparation of Pay bill/ LPC • Calculation of Salary related matters • As directed by higher authorities
8.	Lower Div. Clerk (LDA)	<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	IV th Grade	<ul style="list-style-type: none"> • Securities, Cleanliness and Safety as per direction of the Principal • To assist the Offices and Staff • As directed by higher authorities

12. 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, distribute topics. Every faculty teaches the students accordingly. Teachers under the guidance of head of the department assess internal marks by conducting Internal Examination. In order to decide important agendas, the Principal calls for Staff meetings and discusses various Agenda's of diverse nature. Consequently, the Principal give his signature, and the decision of the Staff Meeting/ Committee is final. In other routine business, the Principal decides according to the formalities given by the government.

13. Arrangements to communicate the decision to the public:

The arrangements are as follows:

- **Direct Classroom Communication:** direct class room communications are made to students wherever applicable.

- **College Notice Board:** on notice boards, circulars of the College are displayed promptly to avoid delay in any important communication.
- **College website:** www.pubkamrupcollege.co.in
- **Telephone Call**

14. 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

15. The Final authority who vets the decision:

Principal is the immediate authority to vet a decision. Wherever, the Principal deems fit for discussing any issue in the Governing Body of the College, the Principal raises the issue in the Governing Body meetings. Governing Body is the ultimate authority in the College.

16. The norms set by the College for discharge of its functions:

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)

17. The Rules, Regulations, Manuals and Records, held by the College or under its Control or used by its Employees for discharging its Functions:

The manuals and records are as follows:

- Enrolled students record/Admission register
- University statutes regulations, ordinances, notifications and circulars
- Marks registers
- Furniture and fixtures registers
- Stock register

18. A Statement of the Categories of Documents that are held by the College or under its Control:

Sl. 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	As per Government Policies	College Office
2.	Enrolment List	Not Available	As per Government Policies	College Office

3.	Petty Cash Book	Not Available	As per Government Policies	College Office
4.	Stock Register	Not Available	As per Government Policies	College Office
5.	Student Handbook	Not Available	As per Government Policies	College Office
6.	Scholarship	Not Available	As per Government Policies	College Office

19. 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:

Not Applicable

20. The institution depends on the Notification/Orders/Circulars of the following Bodies: Directorate of Higher Education, Government of Assam, UGC and Gauhati University (Affiliated University).

21. A Statement of the Boards, Councils, Committees and other Bodies Consisting of Two or more Persons constituted as its part those Boards, Councils, Committees and other Bodies are open Minutes of such Meetings are Accessible for Public:

Not Applicable

22. Directory of its Officers and Employees: (As on 30/05/2022)

A. Officers/Teachers (permanent/Sanctioned)

Name of the Full-time teacher/officers	Designation	Educational Qualification	Nature of appointment (Against Sanctioned post, temporary, permanent)	Name of the Department	Email/Phone No.
Dr. Bhupen Kumar Sarma	Principal	MSC, LLB, Ph.D	Sanctioned	-----	principal@pubkamrupcollege.org
Narayan Goswami	Associate Professor & Vice-Principal	MA, B.Ed.	Sanctioned	Economics	ngoswami747@gmail.com
Dr. Khagen Das	Assistant Professor	MA, Ph. D	Sanctioned	Economics	khagens77@gmail.com
Dr. Pankaj Kumar Baro	Assistant Professor	MA, Ph.D	Sanctioned	Economics	pankajbaro272@gmail.com
Hemphi Terangpi	Assistant Professor	MA	Sanctioned	Economics	hemphiterangpi@gmail.com
Dr. Barnali Deka	Assistant Professor	MA, Ph.D, PGDOL, B.	Sanctioned	Assamese	bdeka99@gmail.com

		Muse			
Ajit Kalita	Assistant Professor	MA	Sanctioned	Assamese	kalitaajit9@gmail.com
Dr.Dhiren Baro	Assistant Professor	MA, M. Phil, Ph.D	Sanctioned	Assamese	dhirenboropkc@yahoo.com
Dr.Dulumani Deka	Assistant Professor	MA, Ph.D	Sanctioned	Assamese	dulumonideka39@gmail.com
Dr.Nayanmoni Baruah	Assistant Professor	MA, Ph.D, PGCCCW, PRAVEEN	Sanctioned	Assamese	baruahnayana98@gmail.com
Dr.Babita Das	Assistant Professor	MA, M. Phil, Ph.D, B. Muse	Sanctioned	Education	babitadas.pkc@gmail.com
Gitali Kalita	Assistant Professor	MA, M. Phil	Sanctioned	Education	gitalik36@gmail.com
Abinash Neog	Assistant Professor	MA B.Ed,	Sanctioned	Education	abinashneog5@gmail.com
Montu Saikia	Assistant Professor	MA	Sanctioned	English	mskunhi@gmail.com
Dr.Dipen Bezbaruh	Assistant Professor	MA, M. Phil, Ph.D	Sanctioned	English	bezbaruah.pkc@gmail.com
Vipasha Bhardwaj	Assistant Professor	MA	Sanctioned	English	vipashabharadwaj@gmail.com
Md. Ayez Ali	Associate Professor	MA	Sanctioned	Geography	ayez72@gmail.com
Aditya Ch. Deka	Associate Professor	MA	Sanctioned	Geography	adityadeka1963@gmail.com
Diganta Kr. Rabha	Associate Professor	MA	Sanctioned	Geography	digantakumarrabha@gmail.com
Dr. Harekrishna Haloi	Associate Professor	MA, Ph.D	Sanctioned	Geography	hhaloi1964@gmail.com
Imdad Ali Ahmed	Assistant Professor	MA, M. Phil	Sanctioned	History	imdadalighy@gmail.com
Nripendra Deka	Assistant Professor	MA, M. Phil	Sanctioned	History	nripendeka545@gmail.com
Hiteswar Kakati	Assistant Professor	MA, M. Phil	Sanctioned	Philosophy	hkakati.pkc@gmail.com
Kalpana Bhagabati	Assistant Professor	MA, M.Phil	Sanctioned	Philosophy	kbhagabati.pkc@gmail.com
Haliram Rajbongshi	Associate Professor	MA	Sanctioned	Political Science	halirajbangshi@gmail.com
Dr.Dadul Dewri	Assistant Professor	MA, Ph. D	Sanctioned	Political Science	dewridadul@gmail.com
Hemasri Devi	Assistant Professor	MA, B.Ed. M.Phil,Ph. D	Sanctioned	Political Science	hemasrigudevi@gmail.com
Khanindra Das	Assistant Professor	MA, M.Phil	Sanctioned	Political Science	khanindas1676@gmail.com
Dr. Dipak Konwar	Assistant Professor	M. Sc, B.Ed, Ph.D	Sanctioned	Botany	dipak.pkc@gmail.com

Puspendra Kr. Sarma	Associate Professor	M. Sc	Sanctioned	Botany	puspendrasarmapkc9@gmail.com
Dr. Paresh Ch. Kalita	Associate Professor	M. Sc, Ph. D.	Sanctioned	Botany	pareshkalita.pkc@gmail.com
Hirendra Sahariah	Associate Professor	M. Sc	Sanctioned	Botany	hirendrasahariah64@gmail.com
Ikram Ali	Associate Professor	M. Sc	Sanctioned	Chemistry	ikramali.pkc@gmail.com
Kulendra Nath Sarma	Associate Professor	M. Sc	Sanctioned	Chemistry	knsarma.pkc@gmail.com
Dr.Gaurangi Gogoi	Assistant Professor	M. Sc, Ph. D	Sanctioned	Chemistry	gogoigaurangi@gmail.com
Mahananda Kr. Pathak	Associate Professor	M. Sc	Sanctioned	Mathematics	mahananda@gmail.com
Rina Deka	Associate Professor	M. Sc, M.Phil	Sanctioned	Mathematics	rinadeka5@gmail.com
Dr.Kalpna Misra	Assistant Professor	M. Sc, Ph. D	Sanctioned	Mathematics	kalpanamisra2011@gmail.com
Dr. Chitralekha Talukdar	Associate Professor	M. Sc, Ph.D, PGDCA, B. Muse	Sanctioned	Physics	chitra.t2012@gmail.com
Dr. Julie Saikia	Associate Professor	M. Sc, Ph.D	Sanctioned	Physics	jsaikia2000@yahoo.co.in
Dr. Navajyoti Choudhury	Associate Professor	M. Sc, Ph.D	Sanctioned	Physics	c.navajyoti@gmail.com
Dr.Bipul Deka	Assistant Professor	M. Sc, Ph. D (Post. Doc)	Sanctioned	Physics	bipul.ph@gmail.com
Namita Kalita	Associate Professor	M. Sc, PGD in Value Education and Spirituality	Sanctioned	Statistics	kalitanami@gmail.com
Dr.Nilima Dutta	Assistant Professor	M. Sc, Ph.D	Sanctioned	Statistics	nilima.kamrup@gmail.com
Dr. Kamal Sarma	Associate Professor	M. Sc, Ph.D	Sanctioned	Zoology	kml.sarma9@gmail.com
Dr. Manash Barthakur	Associate Professor	M. Sc, Ph.D	Sanctioned	Zoology	researchpkc@gmail.com
Lohit Ch. Deka	Associate Professor	M. Sc	Sanctioned	Zoology	lohitchdeka.pkc@gmail.com
Suresh Ch. Deka	Associate Professor	M. Sc	Sanctioned	Zoology	sureshdeka1960@gmail.com

(B) Librarian and Employees (Permanent): (As on 30/05/2022)

Sl No.	Designation	Name of employee	Qualification	Contact No.
1	Librarian	Dr. Nirmal Ranjan Mazumdar	M. Lisc., M.PHIL., Ph.D	9854291795
2	UDA	Madan Ch. Deka	BA.	9435198018
3	LDA	Nalini Kanta Deka	BA.	9435933915
4	LDA	Jutika Mahanta	MA, PGDCA	9707126016
5	LDA	Krishna Kanta Boro	BA.	9365524027
6	LDA	Shyam Pratim Deka	BA.	8723970795
7	Lab. Assistant	Dwijendra Nath Sarma	BA	*****
8	Lab. Bearar	Ranju Deka	HS	9707626676
9	Lab. Bearar	Pramod Ch. Kakati	Class X	7576020476
10	Lab. Bearar	Amrit Kalita	HSLC	9864938487
11	Lab. Bearar	Jogeswar Das	HSLC	9859115224
12	Lab. Bearar	Tilak Ch. Kakati	HS	9706126853
13	Lab. Bearar	Lohit Kakati	HS	9859024598
14	Lab. Bearar	Bhaban Das	HSLC	7662900481
15	Lab. Bearar	Mukul Ali	HSLC	9707502281
16	Grade IV	Jayanta Das	Class IX	9707126016
17	Grade IV	Jagadish Das	HS	9508550661
18	Grade IV	Dhiren Sarma	HSLC	6900079182

23. The Manner of Execution of Subsidy Programmes, including the amounts allocated and the details of Beneficiaries of such Programmes (Particulars of recipients of Concessions, Permits or Authorizations granted by it):

Not Applicable, as the College follows the Government Rules.

24. 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

www.pubkamrupcollege.co.in

25. 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.

Not Applicable.

26. The Names, Designations and Other Particulars of the Public relation Officers:

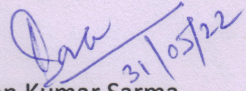
Sl.No.	Department/Organisation	Designation	Telephone No.	E-Mail
1	Pub Kamrup College	Principal	8638375658	principal@pubkamrupcollege.org

27. Other Information as may be prescribed; and thereafter update these Publications;

The college has a study centre for Krishna Kanta Handiqui State Open University (KKHSOU). The programs offered

- BPP (Bachelor's Preparatory Program)
- BA (Bachelor of Arts)
- MA (Master of Arts) in Pol Science, Assamese and Education
- MSC (Master of Science) in Information Technology (IT)
- PGDCA (Post Graduate Diploma in Computer Applications)

Information given above are true to the best of my knowledge.


Dr. Bhupen Kumar Sarma

Principal

Pub Kamrup College

Principal
Pub Kamrup College
P.O. Baihata Chariali