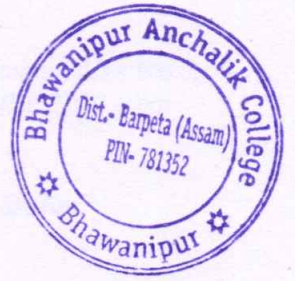




## BHAWANIPUR ANCHALIK COLLEGE

P.O.: Bhawanipur, Dist.: Barpeta, Assam

PIN: 781352



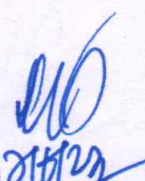
### **RTI Declaration of Bhawanipur Anchalik College, Bhawanipur, Barpeta, Assam, PIN: 781352 as required under section 4 (I) (b) of the RTI Act, 2005**

Bhawanipur Anchalik College was established at Bhawanipur in the district of Barpeta, a renowned Assamese Vaishnava Satra area, on 28<sup>th</sup> November, 1982. The college is situated near the National Highway 31. The distance from Lokapriya Gopinath Bardoloi International Airport and Barpeta Road Railway Station from the college is 121km and 12km respectively. The rural populace of greater Bhawanipur area was deprived of the facilities of easy entrance to the sector of higher education before the inception of the institution in 1982. Situation compelled the youths aspiring for higher education go to distant places to pursue their study, and as such, education was a costly affair for them. Being the citizens of the agro-based economically backward area, the parents found it difficult to send their wards for the fulfillment of the aspirations of higher education to other places. Observing the ground reality, the farsighted enlightened persons mooted the idea of establishing a college at Bhawanipur. The idea of the philanthropists was highly appreciated by all, and people started to donate generously for the basic infrastructural facilities in the form of the college building. As per the decision of the general meeting, 10 paisa on per KG of consumer goods was collected from both Pub (east) and Pachim (west) Bhawanipur Co-operative Societies to make the fund position strong for the works of the College. Besides, the agrarian community of the area whole-heartedly joined their hands in making the dream of establishing the College a reality, made door-to-door campaign to collect subscriptions in the form of cash or kind for the great cause. All such exercises helped in great extent for starting regular classes from the session 1982-1983.

Bhawanipur Anchalik College is a co-educational institution and was affiliated to the Gauhati University in the year 1991 and was brought under deficit grants-in-aid system of the State Government in 1996. Since the time of inception, different Governing Bodies, formed as per Government rules have been playing the roles of managing units of all affairs of the institution. The College was assessed and accredited by NAAC for first cycle in the year 2004 and awarded with C++ Grade. The second cycle NAAC Assessment and Accreditation was done in the year 2015 and awarded B Grade with CGPA 2.53. The college came under 2f and 12(B) Registration Act of UGC in January, 2006. At present the college is offering Undergraduate Courses in Arts and Commerce. However, though the commerce stream is approved by the Gauhati University it has not yet been recognized by government of Assam and the college has been running the Stream as self financing course. The Government of Assam, Office of the DHE has given permission, Vide Letter No.PC/HE/Misc. 117/2018/167, Dated Kahilipara, the 15<sup>th</sup> October 2022 to start the science stream from the Academic Year 2023-2024.

The serene atmosphere, calm green surrounding, fishery, necessary infrastructural facilities, disciplined academic and office staff, dynamic administrative body are conducive to all academic pursuits. To prepare students to meet the challenges of the modern world and inculcate the spirit of leadership for different avenues have all along been the guiding principles of the college. The college has been maintaining good record of performance in the Council and University Examinations. A good number of Alumni have achieved excellence in diverse fields and proved themselves as ideal citizens. The College has formed an Alumni Association as well as the Guardian Committee and has been receiving all necessary help from the members of the Association and the Committee in various ways. Since its inception, Bhawanipur Anchalik College has been playing a pivotal role not only in imparting higher education in the four-walls of the College, but it has also extended its services to the rural folk to surmount the challenges in socio-economic, cultural and agricultural domains. For rendering collaborative services to the masses more or less most of the Departments have been working with the institutions of the adjacent areas by signing MOUs. The institution has been adopting few Villages for extending humanitarian services and making the rural dwellers aware of the necessity of education, maintaining health habit and hygiene. The institution offered all necessary services to the people of the state during the time of COVID and devastating Flood.

The mission of the college in its Forty One years of existence has partially been fulfilled and it has long way to go to materialize its unrealized objectives. The changing situations have compelled the institution to reset its action plan keeping in mind the aspirations of the people who toiled hard to

  
Principal  
Bhawanipur Anchalik College  
Bhawanipur



establish the institution and it has intensified its academic and extension activities to materialize the dream into reality. It has been taking all necessary steps for the implementation of the NEP 2020 from the Session 2023- 2024 under the direction of the Affiliating University.

#### Section 4(I) (b) (i)/Manual-1 : Particulars of the institution and its Functions and Duties

##### Vision

Bhawanipur Anchalik college was established at Bhawanipur, an Assamese Vaishnava Sattrra area in the year 1982 with a view to disseminate Higher Education amongst the rural poverty stricken masses, providing easy access of women and enriching the people of Bhawanipur and its adjoining areas to the new horizon of changing educational scenario of the country and the globe. This vision, i.e. the dream has partially been fulfilled. The changing situations have compelled to reset the vision and with the dream of the people who toiled to establish the institution, Bhawanipur Anchalik College has planned to impart education as per the demand of life of the citizens, knowledge market and changed knowledge landscape.

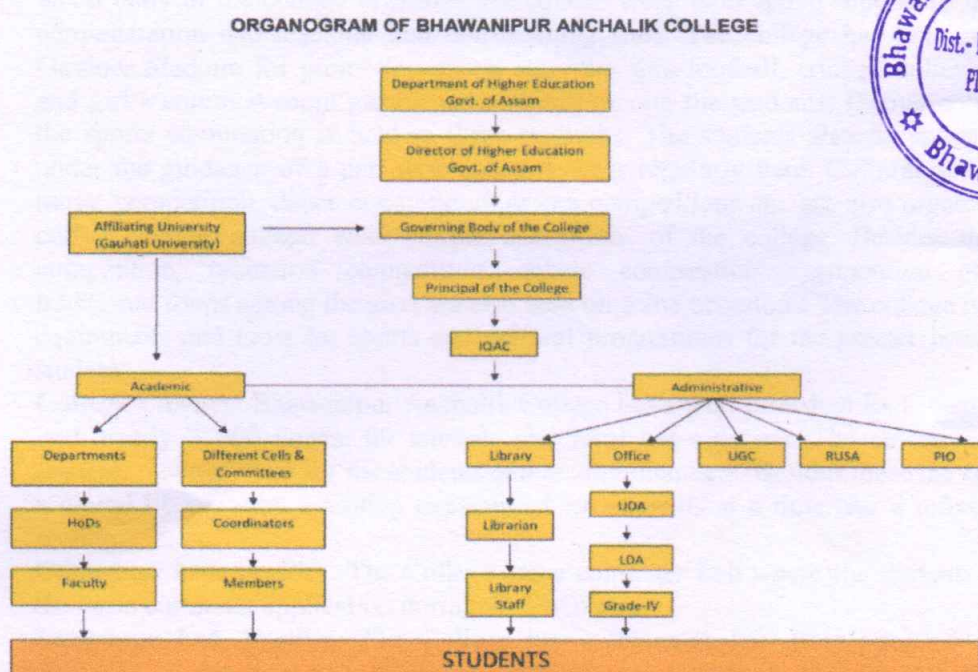
##### Mission

The institution has been imparting education in Higher Secondary and Degree levels in Arts Stream. It has made provision of Commerce Education in undergraduate level, KKHSOU, IDOL, and Courses under USHA SEWING School etc. As per the approval of the Government of Assam, Office of the DHE, Vide Letter No.PC/HE/Misc. 117/2018/167, Dated Kahilipara, the 15<sup>th</sup> October 2022, the College has started Science Stream from the Academic Year 2023-2024. It has been working in collaborations with different institutions for the spread of Higher Educational facilities. It has been organizing Awareness Camps to impart education for empowerment, improving social contact, spreading messages for social harmony, making the spirit of national integration stronger, working for environmental protection and demographic unity. Further from 29<sup>th</sup> of May the College has initiated the process of adoption of three TB patients for Six Months in collaboration with the Bhawanipur Public Health Centre.

##### Duties

The duties and responsibilities of the Teaching and Non-Teaching staff of the college are allotted with the sole motto of achieving the vision and mission of the college and to promote quality education.

##### Organogram of the College



Principal  
Bhawanipur Anchalik College  
Bhawanipur




## Functions and Services

Bhawanipur Anchalik College executes its power and function as per the directions and guidelines of Department of Education (Higher), Government of Assam (For administrative matter), Gauhati University and University Grants Commission (UGC), RUSA, NAAC (For academic matters).

- i) **Academic Exercises:** It offers Regular and Honours courses in Arts stream in the subjects Assamese, Arabic, Economics, Education, English, Education, Political Science and Philosophy and commerce stream in the subjects Assamese, English, Mathematics, Finance, Accountancy and Management affiliated to Gauhati University. Science stream has been permitted by the Government and will commence from the session 2023-24.
- ii) **Examinations:** The College conducts both internal and end semester external examinations in every semester as per the norms of the affiliating university.
- iii) **Teaching Learning Process:** Bhawanipur Anchalik College, Bhawanipur follows curriculum prepared by Gauhati University at the Under Graduate level for both the Arts and Commerce streams. The course curriculums are implemented in a planned manner through an Academic Calendar of the College prepared by IQAC in consultation with Academic committee of the college based on the Academic Calendar and holiday list of Gauhati University. The Academic calendar prepared by the IQAC are uploaded in the college website and incorporated in the prospectus of the college. The college prospectus is also uploaded in the website. Based on the Academic Calendar the Academic Committee for the college prepares the class routine and after scrutiny by HoDs it is distributed among the departments. The faculty members through mutual discussions allocate the classes of their departments as per the class routine and circulate the well distributed routine among the students of the departments. The HoDs submit a copy of their departmental class routine to the Principal and Vice-principal of the college. The IQAC encourages the faculty members to prepare individual work load, Teaching Plan and Lesson Plan. Classes are monitored by the principal and vice principal of the college on regular basis. The grievances relating to the classes, if any, are resolved through discussion in Academic Committee. Class attendance of the students is recorded in Register Books by the respective departments. It is mandatory for every student to remain present for at least 75% of the classes to appear in the end semester examinations. All the departments keep records of attendance of their students individually. Internal assessments of the students are done through seminar papers, quizzes, report writing, debate, field study, writing in wall magazine, project paper etc.
- iv) **Sports and Cultural Facilities:** College week is held as per the academic calendar. The union body of the college organizes the college week with active support of the college administration and teaching and non-teaching staff. The college has both Indoor and Outdoor Stadium for promoting sports activities like football, cricket, volleyball, boy's and girl's common room games and athletics among the students. During college week the sports competition is held in these stadiums. The students also do sports practices under the guidance of a part time sports teacher regularly here. Cultural activities like music competition, dance competition, drama competitions etc. are also organized in the college during college week in the auditorium of the college. Besides these, quiz competition, recitation competition, debate competition, competition of making traditional foods among the girls are also held on some occasions. The college has its own equipments and tools for sports and cultural programmes for the greater benefit of the students.
- v) **College Library:** Bhawanipur Anchalik College has a well furnished RCC central library with nearly 27000 books, 09 journals and local news papers. The college also has a separate reading room for the students and faculty members. Besides these the college has a digital library with a seating capacity of ten students at a time and a reference book section.
- vi) **Computer Lab Facility:** The College has a computer Lab where the students can learn the basic computer application during their off time.
- vii) **Language Lab Facility:** The College has a language lab. It is operated under the guidance of the teachers of English, Arabic and Assamese. It helps the students to improve their language skill.



  
Principal  
Bhawanipur Anchalik College  
Bhawanipur



- viii) **Canteen and Drinking Water Facility:** The College has a well furnished canteen with a seating capacity of eighty students at a time. It also provides RO purified drinking water facility and running water facility with wash basin in front of every classroom.
- ix) **Hostels Facilities:** The College provides separate hostel facilities for both Boys and girls students. The hostels are managed by rules and regulations of the college and the hostel committee strictly monitors it.
- x) **Medical Services:** Medical facilities for the students are provided with the help of local PHE. The doctors and other medical staff the local PHE fully cooperate and render their services when needed. Further from 29<sup>th</sup> of May the College has initiated the process of adoption of three TB patients for Six Months in collaboration with the Bhawanipur Public Health Centre.
- xi) **Conduct Extension Activities:** The Extension Education Cell, Women Cell, NSS unit and the faculty members of the college undertakes various extension activities in the college and the neighboring villages, Schools and institutions of the college. In these activities the students, teaching and non-teaching staff of the college fully cooperates.
- xii) **Grievance Redressed:** The grievances of the students, Teaching and Non-Teaching Staff of the college are redressed by the Grievance Redressal Cell/Anti-Ragging Measures Committee/Committee for Sexual Harassment at work place against women/ Vigilance Cell

**Postel Address:**

**Bhawanipur Anchalik College**

**Bhawanipur, Barpeta, Assam-781352**

**Map of Location:**

A Location Map is available in the college website ([www.bacollege.ac.in](http://www.bacollege.ac.in))

Link: <https://goo.gl/maps/kY1J1qKRLzyoeizZ6>



**Working Hours:**

**Office:** 10 am to 5pm- Monday to Saturday (Except on Sunday and Public Holiday)

**Teaching:** 8.30 am to 4.00 pm- Monday to Saturday in accordance with time table assigned by Academic Committee. (Except on Sunday and Public Holiday)

**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"> <li>Principal of the college performs his duty as per the guidelines of Director of Higher Education, Assam and Rules and regulations of Government of Assam. He is the Head of the institution and conferred with the powers of Secretary of the Governing Body of the College.</li> <li>He is the Chairmen of IQAC and Chairmen of all other Cells and committees the college.</li> <li>He is the Drawing and Disbursement Officer (DDO) of the college.</li> <li>He acts as the Officer-in-charge of University Examinations and Zonal Officer of evaluation zone under Gauhati University, Krishna Kanta Handiqui State Open University and Assam Higher Secondary Education Council.</li> </ul>
2	Vice Principal	Vice-Principal acts as a Principal i/c in the absence of Principal and entrusted with the Academic matters of the college like Curriculum implementation, Academic Calendar, Class Routine, monitoring Sessional examinations etc.
3	IQAC Co-ordinator	<ul style="list-style-type: none"> <li>IQAC coordinator performs his duty for overall quality management of the college.</li> <li>He monitors the functioning of all the cells working</li> </ul>

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Principal  
Bhawanipur Anchalik College  
Bhawanipur

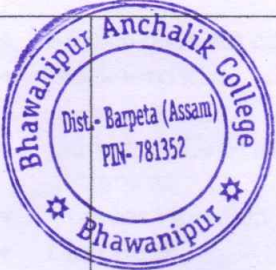




		<p>under it.</p> <ul style="list-style-type: none"> <li>• The IQAC prepares the action plan and develop the formats for work load lesson plan, teaching plan, feedback forms etc.</li> <li>• He helps to ensure the internal quality of the college, infrastructural development and Co-Curricular activities.</li> <li>• The coordinator disseminates information on various quality parameters of Research for Higher education and Community development.</li> <li>• He coordinate the documentation of the various programmes/activities leading to quality improvement such as workshops and seminars on various issues, particularly Intellectual Property Right, Gender Sensitization, Career and Counseling for the Students as well for their placement.</li> <li>• The IQAC prepares the Annual Quality Assurance Report (AQAR) and submit it to NAAC annually.</li> <li>• It also takes the responsibility of submitting SSR for every new Cycle to NAAC.</li> <li>• The Coordinator bears the responsibility of timely and efficient execution of the decisions of IQAC committee.</li> </ul>
4	Head of the Department	<ul style="list-style-type: none"> <li>• Preparation of Departmental Class routine allotting the classes among the members of the faculty.</li> <li>• Allocation of syllabus among the faculty members of the respective departments.</li> <li>• Conducting internal assessment of the students through seminar, home assignments, project work etc.</li> <li>• Completion of courses in within stipulated time.</li> <li>• Finalizing the internal assessment marks of the students for uploading in the University Portal.</li> <li>• Counseling of the students at the time of Admission.</li> <li>• Following the instructions of the academic committee.</li> </ul>
5	Associate Professor & Assistant Professor	<ul style="list-style-type: none"> <li>• Taking both online and offline classes and completing the course in stipulated time.</li> <li>• To carry on invigilation and evaluation duty as assigned by the college authority..</li> <li>• To perform their duty as convenor and members of various cells of the college.</li> <li>• Mentoring and counseling the students.</li> <li>• To perform the duty as assigned by the college authority.</li> <li>• Guiding the students to carry on project papers.</li> </ul>
6	Librarian	<ul style="list-style-type: none"> <li>• Monitoring overall library works.</li> <li>• To work as intermediaries between library and various departments.</li> <li>• Collecting the list of useful book for the students from the respective departments and purchasing it.</li> <li>• Maintaining accession register of the college library and keeping updated data on SOUL.</li> <li>• To maintain the discipline of the students in the library and reading room.</li> <li>• Regulate the digital library resources.</li> </ul>
7	Head Assistant	<ul style="list-style-type: none"> <li>• To perform as Head of the Office of the Principal.</li> <li>• To supervise the functioning of the official works of other staff in the office.</li> </ul>

Principal  
Bhawanipur Anchalik Coll.  
Bhawanipur



		<ul style="list-style-type: none"> <li>• Monitoring the E-mails and college website.</li> <li>• Communicating the principal with all letters and notice received from various agencies.</li> <li>• To coordinate various departments and staff.</li> <li>• To supervise other responsibilities as directed by the Directorate of Higher Education, Assam, Guwahati University, RUSA and other higher authorities.</li> <li>• Completing the admission process of the college.</li> </ul>
8	Upper Division Clerk (UDA)	<ul style="list-style-type: none"> <li>• Follow the orders of the principal.</li> <li>• To assist the Head Assistant</li> <li>• Preparation of Salary Bill.</li> <li>• To work as and when directed by the higher authorities.</li> </ul>
9	Lower Division Clerk (LDA)	To perform all duties as assigned by the principal of the college
10	Grade-IV	To perform all duties as assigned by the principal of the college
11	Members of the Student's Union Body	<ul style="list-style-type: none"> <li>• Maintaining the discipline, peace and harmony among the students community.</li> <li>• Organizing the college week, Freshman Social Saraswati Puja, various cultural and sports activities among the students.</li> <li>• Publication of Wall Magazine and College Magazine.</li> <li>• Assisting the college authority as desired.</li> </ul>

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

##### **Procedure followed to take a decision on various matters**

Governing Body of the college is the apex body to discharge power in overall development of the college. The Governing Body of the college constitutes various cells/committees under it to perform various quality enhancement and developmental works. The Academic Committee looks after the academic matter of the college. The IQAC of the college is entrusted with the powers of overall quality management of the college. Other Cells/Committee of the college works as per the action plan of IQAC.

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

##### **Norms set by the college for discharge of its function**

- The college follows the rules and regulations of UGC and affiliating University.
- The college abides by the guidelines of the Directorate of Higher Education, Government of Assam and Districts Administration.
- The college abides by the principles and norms set by the Governing Body, Bhawanipur Anchalik College for the smooth functioning of various activities of the college.

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

##### **Rules, regulations and instructions used**

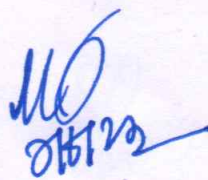
**Rules, regulations, instructions, manuals and records held by it or under its control or used by its employees for discharging its functions:**

Rules, Regulations, Instructions followed by the institution:

- All notification of College Administration.
- All notifications of Affiliating University.
- All notification of district administration.
- File for University Regulations, Ordinance, Notifications and Circulars.
- All regulations and notifications of Directorate of Higher Education, Govt. of Assam.

Manuals and Records:

- Student's admission record register.
- Examination merit registers.

  
 Principal  
 Bhawanipur Anchalik College  
 Bhawanipur



- Service book for each employee.
- Stock Registers.
- Asset Registers.
- Individual file of all the teaching and non-teaching staff containing all the service related documents.
- Voucher File of all transactions.
- Cash Book.



#### Section 4(1) (b) (vi)/ Manual-6

##### Officials 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	Prepared as per the norms of affiliating University and Government of Assam	Soft copy in College Website and hard copy in College Office
2	Prospectus	Prepared as per the norms of affiliating University and Government of Assam	Soft copy in College Website and hard copy in College Office
3	College Time Table	Prepared as per the norms of affiliating University and Government of Assam	Soft copy in College Website and hard copy in College Office
4	Academic Calendar	Prepared as per the norms of affiliating University	Soft copy in College Website and hard copy in College Office
5	Students' Enrolment	As per Government order and number fixed by affiliating university.	College Office
6	Examination Schedule	As per affiliating University	Soft copy in College Website and hard copy in College Office
7	Students' Attendance	Attendance Register Prepared by the College Office	Records keep by the Departments.
8	Scholarship Notice	As per Government Policies	College Website and office
9	Internal Assessment Record	As per Affiliating University norms	Examination Board and respective Departments.
10	University Result Sheet	As per Affiliating University norms	College Office
11	RUSA and UGC	As per norms of RUSA and UGC	College Office
12	Salaries and Allowance payable	As per Government Policies	College Office
13	Bills and Vouchers of purchasing materials	As per Government Policies	College Office
14	Energy Bills	As per norms of APDCL	College Office
15	Annual Confidential Reports of Staff	As per Government Policies	College Office
16	Service Book of Employees	As per Government Policies	College Office

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

##### Mode of Public Participation

The Bhawanipur Anchalik College Governing Body, the apex body of the college has 12 members. Among them there are 3 Guardian members and 2 members of the affiliating university. Local MLA is also the Ex-Officio member.

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Principal  
Bhawanipur Anchalik College  
Bhawanipur



**Section 4(1) (b) (viii)/ Manual-8**

**Councils, Committees, Facilities, Departments, etc. Under the College**

**Various Committees and Cells of the College:**

1. Governing Body of the College
2. Internal Quality Assurance Cell
3. Women Cell
4. Grievance Redressal Cell/Anti-Ragging Measures Committee/Committee for Sexual Harassment at work place against women/ Vigilance Cell
5. Planning Committee
6. Academic Committee/Innovative Scheme & Programmes Monitoring Cell
7. Library Advisory Committee
8. Extension Education Cell/Stress Management for the Final Year Students
9. Cell for Career Counseling/Placement of Students/Equal Opportunity
10. Research, Publication and Publicity Cell
11. Examination Board
12. Bharat Scout & Guide Committee
13. NSS Cell
14. Charitable Trust
15. SAP (SWACHHTA ACTION PLAN) Committees
16. Bhawanipur Anchalik College Sakha Sahitya Sobhha (Registration No: 30/2015 – 2017)
17. Transport Management Committee as per the DHE Letter No: PC/HE/Misc/106/2021/13 Dated: Kahilipara, the 2<sup>nd</sup> November, 2021
18. Project Monitoring Unit (PMU) of RUSA
19. KKHSOU Study Centre Management Committee of Bhawanipur Anchalik College Study Centre
20. SOS Study Centre Management Committee of Bhawanipur Anchalik College Study Centre
21. Internal Complaint Committee – w.e.f. 02-06-2023
22. Anti Ragging Committee – w.e.f. 02-06-2023
23. OBC CELL- w.e.f. 02-06-2023
24. Committee For SC-ST – w.e.f. 02-06-2023
25. Minority Cell- w.e.f. 02-06-2023



**Section 4(1) (b) (x)/ Manual-10**

**Monthly remuneration received by each of its employee**

The employee receives their salary as per the scale of UGC and State Government. Assam.

**Section 4(1) (b) (xi)/ Manual-11**

**Budget allocation for each agency**

- The salary budget is approved by Finance Department, Government of Assam.
- Internal budget of the college is approved by Governing Body of the college.
- Accounts are audited by Local Audit Branch, 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**

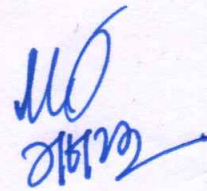
**Particulars of recipients of concessions, Permits or Authorization granted by it**

- Not Applicable

**Section 4(1) (b) (xiv)/ Manual-14**

**Details in respect of the information, available to or held by the commissions, reduced in an electronic form**

- Records are available in the college website- [www.bacollege.ac.in](http://www.bacollege.ac.in)

  
Principal  
Bhawanipur Anchalik College  
Bhawanipur





**Section 4(1) (b) (xvi)/ Manual-16**  
**Public Information Officer**

**The Names, designations and other particulars of the public information officers**

Sl. No.	Institution Name	Name	Designation	Telephones	Email
1	Bhawanipur Anchalik College	Dr. Mukunda Sarma	Principal	9435024378	msarma.tihu@gmail.com
2	Bhawanipur Anchalik College	Dr. Abdus Salam	Vice-Principal	9954627334	drabdussalam9954@gmail.com

**Section 4(1) (b) (xvii)/ Manual-17**

**Other Useful Information**

Individuals seeking any information may apply on plain paper giving particulars of information being sought along with correct address for communication. A separate application required for seeking information for different subjects. The application has to be accompanied with the prescribed fees (At preset 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 Bhawanipur Anchalik College.

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

Date: 28/12/20  
Place: Bhawanipur Anchalik College.



(Dr. Mukunda Sarma)  
Bhawanipur Anchalik College  
Bhawanipur, Barpeta, Assam  
PIN: 781352  
Principal  
Bhawanipur Anchalik College  
Bhawanipur