



KHAGARIJAN COLLEGE
(Affiliated to Gauhati University)
Chotahaibar, Nagaon, Assam, PIN Code: 782003
Estd. 1972

RTI- INFORMATION HANDBOOK UNDER RIGHT TO INFORMATION ACT, 2005

Public Relation Officer
Ms. Jharna Morang
Assistant Professor, Department of Political Science
Appellate Authority
Dr. Ramesh Nath
Principal
Khagarijan College

PREAMBLE

The Right to Information Act, 2005, intends to set a practical platform of Right to Information of citizens to enable them in easy access of information from public authority to promote transparency and accountability in their working. As per the Section 2 (h) "Public Authority" means any authority or body or institution of self-government established or constituted –

- (a) By or under constitution;
- (b) By any other law made by Parliament
- (c) By any other law made by State Legislature;
- (d) By notification issued or order made by the appropriate Government, and includes any-
 - (i) Body owned, controlled or substantially financed;
 - (ii) Non-Government organization substantially financed, directly or indirectly by funds provided by the appropriate Government;

As per the RTI Act, 2005, Section 2 (j) "Right to Information" means the right to information accessible under this Act which is held by or under the control of any public authority and includes the right to-

- (i) Inspection of work, documents, records;
- (ii) Taking notes, extracts or certified copies of documents or records;
- (iii) Taking certified samples of material;
- (iv) Obtaining information in the form of diskettes, floppies, tapes, video cassettes or any electronic mode or through printouts where such information is stored in a computer or in any other device.

The **KHAGARIJAN COLLEGE INFORMATION HANDBOOK** will enable the citizens to avail the information as per the rules and regulations governing the college; and related information. The RTI Information Handbook deals with units of information as delineated under Section 4 (i) of the RTI Act, 2005 for ease of reference, which is given below;

4. (1): Every Public Authority shall:-

(a) maintain all its records duly cataloged and indexed in a manner and the form which facilitates the right to information under this Act and ensure that all records that are appropriate to be computerized are, within a reasonable time and subject to availability of resources, computerized and connected through a network all over the country on different systems so that access to such records is facilitated;

(b) Publish within one hundred and twenty days from the enactment of this Act:-

- (i) The particulars of its organization, functions and duties;
- (ii) The powers and duties of its officers and employees;
- (iii) The procedure followed in the decision making process, including channels of supervision and accountability;
- (iv) The norms set by it for the discharge of its functions;
- (v) The rules, regulations, instructions, manuals and records, held by it or under its control or used by its employees for discharging its functions.
- (vi) A statement of the categories of documents that are held by it or under its control.
- (vii) The particulars of any arrangements that exist for consultation with, or representation by, the members of the public in relation to 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;
- (ix) A directory of its officers and employees
- (x) The monthly remuneration received by each of its officers and employees, including the system of compensation as provided in its regulations;
- (xi) The budget allocated to each of its agencies, indicating the particulars of all plans, proposed expenditures and reports on disbursements made;
- (xii) The manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programmes;
- (xiii) Particulars of recipients of concessions, permits or authorizations granted by it;
- (xiv) Details in respect of the information, available to or held by it, reduced in an electronic form;
- (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;

- (xvi) The names, designations and other particulars of the Public Information Officers;
- (xvii) Such other information as may be prescribed; and thereafter update these publications every year;

4 (1) (b) (i)

The particulars of its organization, functions and duties;

Name of the Institution	KHAGARIJAN COLLEGE
Address	Chotahaibar, Nagaon, Assam, PIN Code: 782003
Year of Establishment	1972, 12 th September
Working Hours	Non-Teaching: 8.30 A.M to 4.30 P.M (Monday to Saturday) Teaching :8.30 A.M to 4.30 P.M (Monday to Saturday)
Contact Details	Office: 03672-230085 Mobile: 98644-03390
Email ID	khagarijancollege1@gmail.com
Website	www.khagarijancollege.co.in

The Khagarijan College is an affiliated institution under Gauhati University. It is Co-educational institution.

Brief History of the College

Khagarijan College is one of the premier institutions of higher education in Nagaon district, Assam; a splendid temple of learning in sylvan surroundings. The college was established in 12th September, 1972. The word "Khagarijan" prestigiously displays the original name of Nagaon. The 'Putakollongjan' flows behind the college, branching off from the river Kollong. 'Jan' is a type of rivulet. 'Khagari' refers to a type of long reed that grows along the banks of rivers. The two words 'Jan' and 'Khagari' joined together give the ancient name of Nagaon, 'Khagarijan', which has been kept alive by this institution. By adopting the name, Khagarijan, the college has succeeded in rejuvenating the ancient roots and heritage of Nagaon town. The college is affiliated to Gauhati University and registered under 2(F) and 12(B) of University Grants Commission Act, 1956. Since its inception, the college has been a beacon by guarding the cause of education and moral upliftment of the students. Pursuit of knowledge has all along been the avowed objective of the institution and it has justified its existence despite a lot of obstacles standing in its way. Apart from dissemination of knowledge, the college aims to generate new values; relevant for the new generation of society. The College, with a dedicated teaching and administrative staff makes an assiduous effort to prepare the students for a good career; to face the stark realities of life and help them build up character and personality to become responsible citizens of the country. It is a matter of pride that innumerable students have come to the college and left the campus after receiving their desired degrees, and they have made their marks in different levels of social, political and academic life

Administration

The Governing Body is the decision-making authority of the college, regarding all the major academic and administrative purposes. Besides this, the college also has multiple cells to shoulder various administrative responsibilities. The Internal Quality Assurance Cell (IQAC) of the college is empowered to look after the work assigned by the NAAC and overall administration of the college. The Grievance Redressal Cell supervises the grievances of the students, teachers and non-teaching staff, received through written complaints. The Parent-Teachers' Association of the college meets frequently to discuss the academic growth as well as further development of the college. The Academic Advisory Committee, formed by incorporating all the HoDs of respective departments, takes the important decisions in academic matters. The Alumni Association has frequent gatherings to share their experiences with the present students as well as actively engage in the college activities. The Students' Association is the sole representative body of the students which takes various measures to solve their grievances look after their welfare and takes an active part in various administrative activities of the college.

Vision

To spread and promote higher education for the sustainable development of the nation.

Mission

To set a high standard of excellence, in the preservation and creation of knowledge, through teaching-learning interactions and experimental techniques; and to serve as an effective instrument of development in the path of education, progress and total awakening. Besides this, the motto is to always go a little further with a "better every day" spirit.

Objectives:

1. The Khagarijan College offers undergraduate courses in two streams viz., Arts & Commerce in accordance with curriculum design by the parent University.
2. The College offers PG course in one subject i.e., Assamese permitted by the Gauhati University from 2015.
3. The college focuses on holistic development of the students and their capacity development through extracurricular activities.
4. It offers opportunities for research oriented activities for undergraduate & post-graduate (Assamese) students and encouraged the faculty members to participate in research activity.

Duties:

1. To provide the opportunities for holistic development of the students.
2. Providing opportunities for upgradation of the faculty members.
3. To provide the platform for leadership development of the students.
4. Provide efficient management to the students, faculty & non-teaching staff of the college.
5. Organizing and implementing teaching-learning and timely organization of the examinations for the award of Bachelor of Arts, Commerce & Master of Arts in Assamese in accordance with the instruction given by the parent university.

Functions of the College Include:

1. Arranging & conducting teaching-learning for various degree programmes approved by the Gauhati University.
2. Providing platform for Co-Curricular activities such as NSS, Green Club, Annual Sports educational tours etc.
3. Providing opportunities for faculty Development and research activities.
4. Providing opportunities for Extra-Curricular activities to the students.
5. Instituting fellowship and financial assistance to the students.
6. Maintenance of physical facilities such as building, library, laboratory, canteen, sports material, gym, equipments and recreational equipments.
7. Maintenance of student welfare activities.

Administrative Machinery:

1. At the top of the college administration, there is a Governing Body to administer the affairs of the college. The composition or structure of the Governing Body is as follows:-
 1. The President of the Governing Body is appointed/nominated by the Director of Higher Education, Government of Assam for a term of 5 (five) years.
 2. The Principal of the College act as the Member-Secretary of the Governing Body.
 3. Vice-Principal of the College act as Ex-Officio Member.
 4. Two member are nominated by the Affiliated University i.e. G U for a term of 3 (three) years.
 5. Two members as guardian nominee, one of whom is a lady member, for a term of 3 (three) years.
 6. Two Teachers representative elected by the Teachers' for term of one year.
 7. Librarian of the College as Ex-Officio Member of the Governing Body.
 8. One member from the Non-Teaching staff to be nominated by the Principal of the college annually.
 9. **Principal:** The Principal of the College is appointed by the Governing Body on the recommendations of the Selection Committee report and after due approval of the DHE, Assam.
 10. **Vice-Principal:** The Vice-Principal of the college is appointed by the Governing Body of the College.
 11. Teaching Staff of the college is appointed by duly constituted Selection Committee of Higher Education, Assam's approval.
 12. Non-Teaching Staff of the College is appointed by the duly constitute Selection Committee.
 13. The HoD's of the Department appointed by the Governing Body of the College.
 14. Besides, the College has some legal & Statutory Body that operates as per guidelines.

- The Principal is the main Academic & Executive officer of the college and he is responsible for good governance, decision making, management of college affairs as per the University and Government of Assam's rule.
- The Faculty members and other officers are appointed by the college in accordance with the Rules and Regulations of the Director of Higher Education, Government of Assam. Their duties and functions are as per the direction and instruction given by the DHE, Government of Assam and the Parent University issued in time to time.

4 (1) b(iii)

The procedure followed in the decision making process, including channels of supervision and accountability

- The main decision making body of the college is the Governing Body which is constituted as per the direction of Director of Higher Education, Government of Assam, and other officers appointed in different capacities are responsible for implementing the decision as per the ordinance, rules & regulations issued by the Government of Assam issued in time to time

4 (1) b(iv)

The norms set by it for the discharge of its functions

- The norm for discharging the functions of the college is set by the Governing Body of the College and other competent authority.
- The academic affairs of the college is looked after by Academic Committee of the College and
- The Internal Quality Assurance Cell of the college initiates quality benchmark and plans academic activities for evaluation and internal assessment.

4.1 b.(V)

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

- The service rule of the college is governed by the instruction issued by the DHE, Government of Assam and the Parent University guidelines.
- The rules followed for conducting admission as per DHE, Government of Assam & the Rules framed by the Parent University.
- Besides, various rules mentioned in the Assam Aided College Management Rules, 1976, The Assam Aided College Employees Rules, 1960 & the Assam Education Department Selection Rules, 1981.

4.1 b.(vi))

A statement of the categories of documents that are held by it or under its control

- College Prospectus
- Information Handbook under Right to Information Act, 2005
- College AQAR & SSR Reports
- Annual Academic Calendars through University Link
- IQAC Documents
- Khagarijan College Student Unions Constitution Manual
- Time Table
- Examination Records
- Internal assessment and Evaluation Records
- Student Attendance Records
- Seminar, Conference, Workshop Records
- Notifications made by the College regarding Admission, Examinations, Holidays, Sports & Functions etc.
- Departmental Promotion Committee Records
- Results Through University Link
- Visitors Book
- Students Satisfactory Survey Reports
- College Website
- College Week Medal Distribution Record Sheets.

4.1 b.(vii)

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

The Khagarijan College Governing Body, as per the DHE, Government of Assam guidelines, comprises members/representatives from society that plays an important role for policy making of the institution;

- The President of the College Governing Body is appointed by DHE, Government of Assam from amongst the eminent public person.
- There is provision for Guardian Representative into the Governing Body.
- The Governing Body of the College incorporates two Persons nominated by Vice Cancellor of the Parent University.
- The IQAC of the College nominates persons from amongst the students, ex-students, industry partner, local guardian representatives etc.
- Feedback from the Parents & Alumni taken on various issues and Action taken Reports by IQAC.

4.1 b.(viii)

Boards, Councils & Committees

- The Governing Body of the College as per the DHE, Government of Assam.
- Academic Committee
- Internal Quality Assurance Cell
- Anti-Ragging Committee
- Anti-Drug & Anti-Tobacco Cell
- SC/ST/OBC Cell
- Admission Committee
- Examination Committee

4.1 b.(ix)

Directory of its officers and employees

The Directory of the officers & Employees are available in:

- College Prospectus &
- Directory attached in College Website khagarijancollege.co.in

4.1 b.(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 of its officers and employees as prescribed by the University Grants Commission (for Teaching Staff & Librarian) and Government of Assam (for Non-Teaching Staff)

4.1 b.(xi)

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

- The budget and financial allocation to its agencies are done through a budget committee and the final approval is given by the Governing Body of the College.

4.1 b.(xii)

The manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programmes

- Not Applicable

4.1 b.(xiii)

Particulars of recipients of concessions, permits or authorizations granted by it

Concessions are available for students seeking admission to various courses as per the Government's Reservation Guidelines.

- A total of 22.5 % seats are reserved for SC/ST (H)/ST (P).
- 27% seats reserved for Other Backward Classes.
- 5% seats are reserved for Outstanding Sports Persons/NCC/Proficiency in Cultural activities/Wards of the employees of the college.
 - a. 2% seats are reserved for Sports Persons of sports organized by IOA/SAI
 - b. Also represented in District/State etc
 - c. 1% for wards of the NCC/Scouts/Guides
 - d. 1% for wards of the employees of the College
 - e. 1% for the students of outstanding cultural activities.
- The college provides financial assistance to the needy students in the form of fee concessions. The college has a Poor Fund for giving assistance to the BPL students.

4.1 b.(xiv)

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

- The college has adopted computerization of its activities such as Accounts, Finance, Administration, Admission and other data management systems.
- Information done public is easily accessible through college website www.khagarijancollege.co.in.

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

- Academic calendar, Notices and various other rules in electronic through college website and in printed form.
- College Prospectus in electronic form can be accessed by paying stipulated fees.
- Press release and advertisement in printed form.

4.1 b.(xvi)

The names, designations and other particulars of the Public Information Officers

Public Information Officer: Ms. Jharna Morang, Assistant Professor, Department of Political Science, Khagarijan College, Nagaon, Assam.

Appellate Authority : Dr. Ramesh Nath, Principal, Khagarijan College, Nagaon, Assam

4.1 b.(xvii)

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

- The college website khagarijancollege.co.in and Parent University website gauhati.ac.in is the repository of information.



OFFICE OF THE PRINCIPAL

KHAGARIJAN COLLEGE

P.O.- Chotahaibar, Nagaon (Assam), Pin-782003

Estd.- 1972

Office : (03672) 230085, Mobile : 98644 03390, 86387 26781
E-mail : khagarijancollege1@gmail.com, Website : www.khagarijancollege.co.in



Ref. No.

Date :

From,

Dr. Ramesh Nath, M.Sc., B.Ed., Ph.D.
Principal & Secretary

Any person seeking information should have to apply on a plain paper indicating particulars of information sought by him or her with correct postal address, contact number and email address. For seeking information in different subjects, one should apply in separate application. The application has to be accompanied with a prescribed fee of Rs.10/- cash/DD/Postal Order, payable to the Principal, Khagarijan College. Separate application required separate fee for processing the request.

For obtaining the information the present rates are as follows:

1. Rs. 2.00 for per page of A-4 or A-5 paper size.
2. In case of photo copies, the rates are Rs 2.00 per page.
3. In case of information sought in disk or floppy subject to availability of information in soft form the required fee will be Rs. 50/ per disk.

(Dr. Ramesh Nath)
Principal
Khagarijan College
Nagaon, Assam
Principal
Khagarijan College
Nagaon (Assam)