



OFFICE OF THE PRINCIPAL
SCIENCE COLLEGE, KOKRAJHAR

P.O & Dist : Kokrajhar- 783370
B.T. C., ASSAM, INDIA

Ph.No : +91 3661796091 (O)
E-mail ID: sciencecollege95@gmail.com
Website : www.sciencecollege.ac.in

Ref. No:

Date:

Disclosure under section 4(1) (b) of RTI Act, 2005

As required under Section 4(1) (b) of the RTI Act, 2005, Science College, Kokrajhar, Ward no 3, PO Kokrajhar, Pin:783370. Dhubri, Assam had made the Declaration as follows.

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

Particulars of organization, functions and duties

About the College

Science College, Kokrajhar was established in the year 1995 by the people of this locality with a vision to become a Centre of Excellence in Science Education and Research. Starting as an Institute of secondary education, the college is progressively upgraded to a post-graduate college. In the ride of the last 26 years, the college has grown up as an Institute of significance for the students of the entire Bodoland Territorial Region as well as the other parts of Assam, West Bengal and international students from Bhutan and Bangladesh. At present, the college is offering under-graduate B.Sc., B.Sc. (IT), BPT as well as post-graduate courses in different subjects in physical mode and different other courses like BA, B.Com., MA, M.Com., MCA, etc., through distance learning mode.

The college is affiliated to Bodoland University, accredited by NAAC, recognized by UGC under 2(f) and 12B of the UGC Act. and Provincialized by the Govt of Assam. As a co-educational institute, the college has nine departments viz. Physics, Chemistry, Mathematics, Botany, Zoology, Computer Science, Information Technology, Physiotherapy and English. Additionally, the college has faculties of Literature and Journalism also. As a part of ISR, the college has Digital Physiotherapy Clinic, Soil and Water Testing Centre, Institutional Biotech-Hub, etc.

General profile of the College

- | | |
|---------------------------------------|---|
| 1. Name and Address of the College: | Science College, Kokrajhar |
| 2. Year of Establishment: | 1995 |
| 3. Institutional Status: | Provincialized |
| 4. Award, Recognition, Accreditation: | Accredited with B Grade
(CGPA: 2.54) by NAAC (2016)
ISO (9001:2015) certified |
| 5. Programmes offered: | UG: B.Sc., B. Sc. (IT), B.P.T.
PG: M.Sc. in Botany and Zoology & Chemistry
H.S. (Science) |

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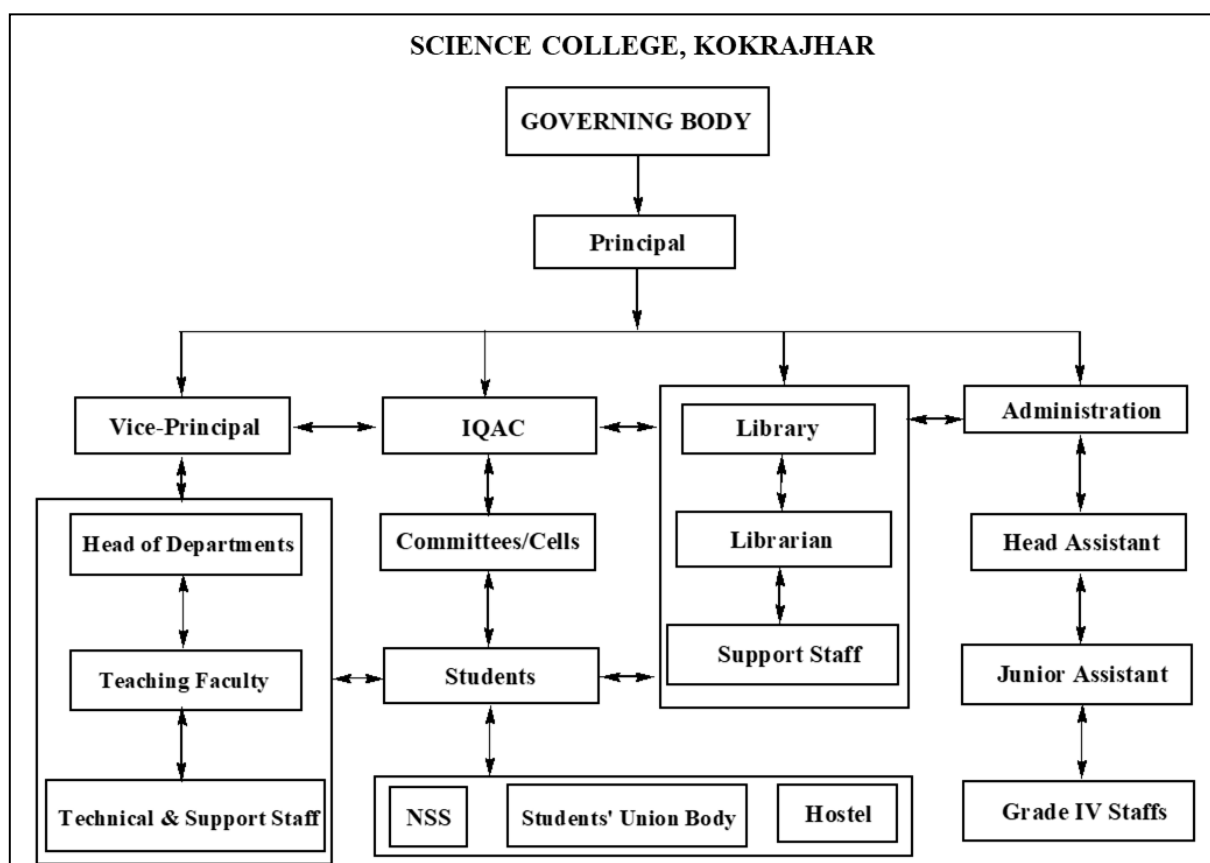
Vision of the College

- To become a centre of excellence in science education.

Mission of the College

- To create students of science with good quality, positive attitude & perfect blend of knowledge.
- To create good citizens of tomorrow, with their dedication to excellence.
- To support the students to bloom their dreams.
- To create healthy students - centered teaching-learning environment.
- To make research a momentous activity involving society and teaching- learning community.
- To provide infrastructure and learning resources for quality education and research activities
- To sustain academic excellence.

Organogram of the College



Objectives of the College

- To ensure the highest quality of teaching and learning so that taught programmes reflect the latest development in their subject areas and are responsive to the changing needs of the society.
- To enhance reading and learning capabilities among faculties and students and to inculcate sense of life-long learning.
- To sustain a caring, supportive climate throughout the College.


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- To undertake measures for building leadership capacities through academic programmes, campus activities and community involvement.
- To strive for sustainable development undertaking research and consultancy on the challenges the region is facing.

Functions/Services

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

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

(b) *Facilitating students centric teaching-learning process*: The College facilitates student-centric methods in teaching-learning system by organizing 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 etc.

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

(d) *Facility of Central Library*: The College has a rich library with reading room, reference section.

(e) *Hostel facilities*: The College is running four hostels for the students. 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.

(f) *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
- Anti Ragging Committee
- Prevention of Sexual Abuse Committee
- Women Cell
- Science College Governing Body

(g) *Working Hours*: Office: 10 am to 5 pm - Monday to Saturday
(except on Sunday and public holidays)

Teaching: 9.00 am to 5.00 pm - Monday to Saturday in accordance with time table
(except on Sunday and public holidays)

Postal Address: Science College, Kokrajhar
PO & Dist. Kokrajhar BTR, Assam
PIN 783370

E-mail: sciencecollege95@gmail.com

Website: www.sciencecollege.ac.in


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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 the College Governing Body, chairman of IQAC, Chairman of various cells and committees. • 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 the affiliating University.
2.	Head of the Department (HoD)	<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/ Assistant Professor	<ul style="list-style-type: none"> • To take their allotted classes and completion of courses. • To carry out examination related duties and functions. • To carry out other responsibilities assigned by the authorities.
4.	Librarian	<ul style="list-style-type: none"> • Librarian is vested with all the library related works. • To maintain reference books, text books, periodicals, back volumes and library computers. • To maintain accession numbers and call numbers of books. • To coordinate with various departments.
5.	Senior Assistant	<ul style="list-style-type: none"> • Senior Assistant is entrusted to assist the Principal • To supervise the functions of the college office. • To Coordinate various departments and staff. • To supervise other responsibilities as directed by the Director of Higher Education, affiliating University, and higher authorities.
6.	Junior Assistant	<ul style="list-style-type: none"> • To assist the Principal and Senior Assistant • To prepare salary bill. • To work as and when directed by higher authorities
7.	Laboratory Assistant	<ul style="list-style-type: none"> • To maintain relevant laboratory works. • To maintain stock of laboratory • To act as a team leader of the laboratory bearers
8.	Library Assistant	<ul style="list-style-type: none"> • To assist Librarian in library administration, organization • To maintain day to day library in house operations
9.	Laboratory Bearer	<ul style="list-style-type: none"> • To assist the Faculty members during practical. • To help the students in practical works. • To assist the HoD in departmental works.

10.	Library bearer	<ul style="list-style-type: none"> • To assist in library in house operations. • To arrange the shelves and maintain stack discipline. • To maintain cleanliness and hygiene of library.
11.	Grade IV	<ul style="list-style-type: none"> • Grade IV are entrusted for securities, safety and housekeeping. • 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)

The Governing Body of Science College, Kokrajhar is the apex body of the college. The 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.

For arrangements of communication regarding the decision to the public, the following provisions are available.

- College website www.sciencecollege.ac.in
- College Notice board
- WhatsApp/Telegram messages
- Telephone call
- Direct communication with students

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

Norms set by the college for discharge of its function

Norms set by the college are as follows.

- The College follows the norms set by UGC and affiliating University.
- The College follows the norms set by Directorate of Higher Education, BTC & Govt. of Assam for Administrative and other services.
- The 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, BTC & Govt. of Assam.


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- 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 document	Availability
1.	Admission form	As per Govt. policies and affiliating University norms	College website
2.	Prospectus	As per Govt. policies and affiliating University norms	College website
3.	College Time table	As per Govt. policies and affiliating University norms	College office and college website
4.	Academic calendar	As per Govt. policies and affiliating University norms	College office and college website
5.	Students' enrolment	As per Govt. policies	College office
6.	Students' attendance	As per affiliating University norms	Departments
7.	Examination schedule	As per affiliating University norms	College office
8.	Internal assessment records	As per affiliating University norms	College office & Departments
9.	University result sheet	As per affiliating University norms	College office
10.	Correspondences with funding agencies	As per Govt. policies	College office
11.	Appointment of staff and departmental promotion	As per Govt. policies	College office
12.	Salaries and allowances payable	As per Govt. policies	College office
13.	Bills and vouchers of purchasing materials	As per Govt. policies	College office
14.	Energy bills	As per Govt. policies	College office
15.	Annual Confidential Reports of staff	As per Govt. policies	College office
16.	Service book of employee	As per Govt. policies	College office
17.	Court related litigation files	As per Govt. policies	College office


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

Mode of public Participation

The Governing Body of Science College, Kokrajhar is the apex body of the college has some members. Some of them are eminent personalities of the society and representative of the public.

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

The Chairperson/convenors/coordinators conduct 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.

The various Committees are:

- Academic Council
- Internal Quality Assurance Cell
- Examination Cell
- Planning and Development Committee
- Admission Committee
- Research Cell
- Sports Physical Exercise and College Week Committee
- Extension Service
- Career Counselling Cell
- Library Advisory Committee
- Green Audit Cell
- Grievance and Redressal Cell
- Medical Health and Disaster Management Cell
- Industry, Institute Partnership Cell
- Science Talent Search Committee
- Hostel Development Committee
- Anti Ragging Committee
- Prevention of Sexual Abuse Committee
- Literary Cell
- Printing and Publication Cell
- RUSA Cell
- ISR and Social Welfare Committee
- Festival Committee
- Cultural Committee
- Women Cell
- Website Development Committee
- Central Instrument Facility Development Committee
- Institutional Innovation Cell


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Section 4(1) (b)(ix) / Manual - 9

Directory of officers and employees

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

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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
Senior Assistant	14,000-49,000+AGP-8000	-
Junior Assistant	14,000-49,000+AGP-6200	-
Grade IV & Lab Bearer	12,000-37,500+AGP-3,500	-
Library Bearer	12,000-37,500+AGP-4,400	-

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Budget allocation for each agency

- The salary budget is approved by Government 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

Manner of execution of subsidy programmes, amounts allocated & beneficiary details

- As per Government Guidelines

Section 4(1) (b)(xiii) / Manual - 13

Particulars of recipients of concessions, Permits or Authorizations granted by it

- Not applicable


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

Details in respect of information, available to or held by the commission

One can visit the college website for detail information www.sciencecollege.ac.in

Section 4(1) (b)(xv) / Manual - 15

Particulars of facilities available to citizens for obtaining information

- Unrestricted access to college website www.sciencecollege.ac.in
- Relevant brochure and various rules are available in college office.
- Citizens may collect information via e-mail to sciencecollege95@gmail.com
- Citizens may submit a written application to the Chairperson of Public Information Committee.

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Public Information Officer

The names, designations and other particulars of the public information officer (PRO)

	Name	Designation	Telephone No	E-mail
Chairperson	Dr. R. N. Sinha	Principal	9435026932	sciencecollege95@gmail.com
PRO	Mrs. P. J. Saprana	Asst. Professor Dept. of Zoology	7025210112	sciencecollege95@gmail.com

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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 101). 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 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 fees thereof.

I declare that the information given above is true to the best of my knowledge and belief.

Date: 10/04/2024
Place: Kokrajhar


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