

## MELAMORA COLLEGE

Melamora

Golaghat - 785702

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Website: [www.melamoracollege.com](http://www.melamoracollege.com)

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### MELAMORA 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, MELAMORA COLLEGE, Melamora , Golaghat-785702, ASSAM has made the Declaration as follows)

**MELAMORA COLLEGE** is an Arts College of co-education. It was established in 1987. It is a unique institution specialising in the humanities, with the facility of Major Courses in as many as seven subjects, viz., Assamese, Economics, Education, English, History, Political Science and Sociology.. The College is affiliated to Dibrugarh University . The College has been imparting Co-education.

Section 4 (1) (b) (i) / Manual – 1

Particulars of organization, functions and duties

#### Objective:-

Objective of **MELAMORA COLLEGE** is to serve the cause of education by serving students mostly belonging to disadvantaged rural background. The Disadvantaged includes all those who are economically poor and socially backward categories. The college aims at achieving quality from a sizeable quantity because college does not believe that quality should be achieved from selective ones only. India is one of the most populous countries of the world and every sensible Indian is morally bound to serve humanity by enlightening the next generation.

#### **The Mission:**

- ❖ The mission statements of MMC aim at translating MMC's vision into action plans and define MMC's engagement as given below:
- ❖ To impart basic higher education programmes, training programmes (Faculty and staff) and skill oriented programmes to slow learners, students from rural areas & economically backward section and cultivate their talents in all possible way.
- ❖ To motivate the academic environment for promotion of quality in teaching-learning and research in College.
- ❖ To boost self-evaluation, accountability and innovations.
- ❖ State of the art infrastructure.

#### **The vision:**

Make every effort to encourage the strength of mind among slow learners, economically backward and rural section of students through basic and quality education by making them self-sufficient.



## Duties of the College:

To engage in teaching, Research, organizing extra-curricular activities, sports and other extension activities as laid down by the Government of Assam, Affiliating University and UGC.

## Details of Services Rendered:

The details of services rendered may be viewed on our website [www.blbcollege.org.in](http://www.blbcollege.org.in) These are briefly enumerated below:

- a) Teaching of courses offered: The college offers B.A. affiliated to Dibrugarh University in seven subjects (Assamese, Economics, English, Education, Political Science, History and Sociology) and implementing CBCS system after June'2019.
- b) Conduct of internal assessments and university examinations: Two sessional / internal examinations are held during each semester. Group Discussion, Seminar presentation, Project work, etc. are also carried out. The distribution of the marks allotted for Internal Assessment is 20% of Sessional Examination. Distribution of marks is as the following: Sessional Examination -I: Written-5, Marks; Sessional Examination II- 5, Marks Seminar/Group Discussion 5, Marks Attendance 5 Marks. b) There shall be no provision for "repeat" or "betterment" in the Sessional Examinations.
- c) If a student fails to appear in the Internal Assessment Tests, he/she shall not be eligible to appear in the End Semester Examination of the course(s) concerned.

*N.B.: In subjects involving practical, the distribution of marks of internal assessment is mentioned in the syllabus of the subject concerned.*

- d) Conduct of seminars, meetings, lectures, cultural events etc.: The College as a whole and the different departments conduct various seminars, meetings and cultural events throughout the year.

Library Services: The College has a library with Reading Room facility. Most of the daily

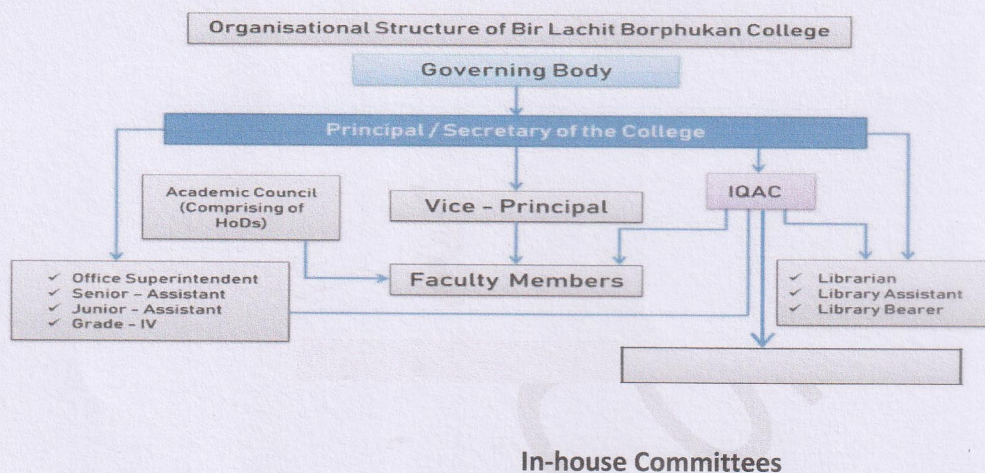
- e) newspapers, journals, e-journals and study materials are available in the library.
- f) Provision and maintenance of sports facilities. The College offers adequate facilities of games and sports for both boys and girls as far as possible.
- g) Hostel facilities (Presently for boys): The College has limited hostel facility for boys at a distance of 500 metres. At present the number of seats available is 20. Application form for hostel admission may be collected from college Office at the time of admission and must be submitted to the College Office within a week of admission. The Hostel Management Committee will finalize the list of candidates.
- h) Promotion of field studies and research are done in the specific subjects as prescribed by the University. The college undertakes field-based studies as prescribed. The field based studies are carried out both by the departments individually and by the college as a whole under the aid of State Govt. from time to time.



- j) Conduct extension activities for the society at large. The college has an array of extension activities. The College renders various extension activities, like taking special classes in the nearby schools. Awareness on Covid pandemic, health and hygiene are done now and then in nearby village under the initiative of NSS Unit of the college. The Teachers' Unit does also not lag behind in extensional activities. However, Women Cell takes the lead.

❖ **Organisation of the College:**

**Organisational Structure:**



❖ **Postal Address:**

The postal address of the college is: **Melamora College, Melamora , P.O. Melamora, Distt.: Golaghat , Assam, PIN-785702, India.**

❖ **Map of Location :-**

A location map is available on the college website [www.blbcollege.org.in](http://www.blbcollege.org.in)

**Link: - [shorturl.at/ahqRS](http://shorturl.at/ahqRS)**

❖ **Working Hours:**

Office: -9:00 a.m. to 5:00 p.m. — Monday to Saturday (except on public holidays).  
Teaching: - 9:00 a.m. to 4:30 p.m. — Monday to Saturday (in accordance to time table).

❖ **Grievance Redressal Cell:**

The College has a very well-defined arrangement for redressal of grievances.

Chairperson : Mr. Sanjib Kumar Baruah, Principal  
Convenor : Mr. Luhit Nath

**Members:**

Mrs. Mitali Borah  
Mrs. Dipamoni Dutta





### **Women Cell:-**

President : Mrs. Juri Baruah  
Vice-President : Mrs. Dipti Saikia  
Secretary : Mrs. Aparna Hazarika  
Asstt. Secretary : Mrs. Anjumoni Nath

#### **Members:**

All Female Teaching & Non-Teaching Staff.

#### **Student Members:**

All Female students.

### **Governing Body:**

Matters pertaining to academic, administrative and financial decisions are taken by the Governing Body in consultation with the Principal who is the Secretary.

### **Powers and Duties of Officers and Employees:**

**HAND BOOK OF DUTIES, CODE OF CONDUCT AND PROFESSIONAL ETHICS.**

### ❖ **Designation and Duties:**

#### ✓ **Principal:-**

- 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
- Vice-Principal is the Drawing and Disbursing Officer (DDO)
- Principal shall be the Officer-In-Charge of examinations.

#### ✓ **Head of Department:**

- Maintenance and smooth functioning of the department.
- 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.

#### ✓ **Assistant Professor:**

- 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.



✓ **Librarian:-**

- Supervision of the Library works
- Responsible for issue / return of books
- Responsible for maintaining and upgrading library computer.
- 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.

✓ **Head Assistant :**

- Supervision of Office
- Assisting the Principal
- Coordinating various departments, and the staffs.
- Ensuring routine works of the Principal Office.
- As directed by higher authorities

✓ **Upper Div. Assistant (UDA) :**

- Assisting the Principal
- Assisting the Head Assistant
- Preparation of Pay bill / LTC
- Calculation of Salary related matters
- As directed by higher authorities

✓ **Lower Div. Assistant (LDA) :**

- Assisting both the Principal and HA / UDC
- Ensuring Establishment works
- As directed by higher authorities.

✓ **Grade IV**

- Securities, Cleanliness and Safety of the College
- To assist the Offices, and staffs.
- As directed by higher authorities.

❖ **Procedure followed to take a decision on various matters:**

The Procedure follows for decision making process, including channels of supervision and accountability. The Head of Department, in consultation with faculties of their respective departments, allocates the topics/ papers in consultation with Academic Committee. Every Faculty teaches the students accordingly. Teachers assess Internal Marks by conducting Internal Examination / Seminar / Group Discussion in consultation with Examination Committee. In order to decide important agenda and issues, Academic Committee & Examination Committee meetings and Staff meetings are conducted under the Chairmanship of the Principal. The decisions of various committees are final and are ratified by the concerned committees and GB, if necessary.



❖ **Arrangements to communicate the decision to the public:**

Following are the arrangements: - (a) College Website: <http://www.blbcollege.org.in> (b) Direct classroom communication: Direct class room communications are made to students wherever applicable. (c) College notice board: On notice boards, circulars of the College are displayed (d) Whatsapp groups of the Departments and Semesters are used to disseminate information and notices to Students and the parents. (e) Mobile phone Calls if necessary

**Who are the officers at various levels whose opinions are sought for the process of decision making?**

In-House Committees, Head of Departments, Coordinator of IQAC, and Staff Meetings.

**Who are the final authorities that vet the decision?**

Principal & Coordinator of IQAC are the final authority to vet the decision.

**Norms set by the College for the discharge of its functions:**

1. The college follows the norms set by UGC and Dibrugarh University.
2. Norms and standards for various activities of the college are set by the competent authority such as the Governing Body & IQAC.
3. Norms and standards for various academic activities are set by the IQAC, Academic Committee and Governing Body of the College.

**The Norms set by it for the discharge of its functions:**

Administrative & Service Manual: Not applicable

**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 State Government from time to time.

**Rules, regulations and instructions used:**

The Rules, Regulations, Instructions, Manuals and Records, held by it or under its Control or used by its Employees for discharging its Functions:

Following are the manuals and records: - (a) Enrolled students' record/Admission registers (b) University statutes regulations, ordinances, notifications and circulars. (c) Furniture and fixtures register (d) Stock register.



### **Official documents and their availability:**

A Statement of the Categories of Documents that are held by it or under its control:

1. 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
2. Admission Form Available on Website as per Government Policies/ University Norms.
3. The college timetable/ Academic Calendar Available as per Government Policies/ University Norms
4. College Office Schedules Available as per University Norms
5. Students, Attendance Records Available as per University Norms College Office
6. Administrative Notices Available As per Government Policies/ University Norms.
7. Scholarship Notices Available As per Government Policies/ University Norms
8. Enrolment List: Not Available As per Government Policies.
9. Students, Attendance Records: Available As per Government Policies/ University Norms.
10. Students, Internal Assessment Records: Available As per Government Policies/ University & College Norms.
11. Examination results : As per Government Policies/ University Norms & College Office
12. Student Handbook/ Prospectus: Available As per Government Policies & College
13. Scholarship Available As per Government Policies & College

### **Mode of public participation:**

The College Governing Body which supervises the affairs of the College has 13 members. Few among them are eminent personalities of the Society and representatives of the public. • Besides College conducts public interaction/open session/ Induction Programme at the beginning of the academic session.

### **Councils, Committees, Faculties, Departments, etc. under the College:**

A statement of boards, council / committees and other bodies constituted: -

- The College Governing Body as per Govt. Rules.
- Sexual Harassment Committee for Gender Sensitization.
- Various Committees holding different responsibilities
- Directory of officers and employees is available at College website. It is available in the prospectus form also from Office on payment.
- Monthly remuneration received by each of its employee
- The pay scales of various teaching and non-teaching staff are as prescribed by the University Grants Commission / Directorate of Higher Education, Assam and adopted by the College.
- The financial receipts and payments are as approved by the Governing Body.
- Free Admission Policy of Government of Assam and the Scholarships under Government policy are executed as per Government policy.

### **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 <http://www.melamoracollege.com>



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.

- Unrestricted Access to Website <http://www.melamoracollege.com>
- Citizens may submit a written application for information to the Public Information Officer.
- Public may elicit information via E-Mail to [melamoracollege1987@gmail.com](mailto:melamoracollege1987@gmail.com)
- Through the notice boards, relevant brochures and various other rules which are available in print as well as on the website: <http://www.melamoracollege.com>
- Some of the publications (i.e. College Prospectus etc.) are priced and can be obtained by paying the stipulated amount.

❖ **Public Information Officer:**

The Names, Designations and Other Particulars of the Public Information Officers:

Mr. Biswajit Bora  
Email ID: [biswajitthebora@gmail.com](mailto:biswajitthebora@gmail.com)  
Mobile No. : 6000399066

❖ **Appellate Authority:**

Mr. Sanjib Kumar Baruah  
Principal  
Email ID: [sanjibbaruah6107@gmail.com](mailto:sanjibbaruah6107@gmail.com)  
Mobile No. : 9435249789

❖ **Other Useful Information:**

The person seeking information may apply on a plain paper giving particulars of information being sought and his/ her correct address for communication. 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. 10/-). The fee is payable with each application which is towards the cost of processing the request; Schedule of fees can be had from the Public Information Officer of Melamora College, Golaghat.

- In case of printed material, the printed copies could be had from the College sales counter on payment.
- In case of photo copies, the rate would be Rs. 2/- per page.
- If information is needed on a disk subject to availability of information in soft form, the fee will be Rs. 50/- per disk.
- Admissible records may be allowed to be inspected on payment of requisite fee thereof.

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

(Mr. Sanjib Kumar Baruah) Principal  
**Principal**  
**Melamora College**  
**Melamora, Golaghat**