

NORTH BANK 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, North Bank College, Ghilamara, Lakhimpur, Assam, Pin-787053, has made the following declarations)

1. GENERAL INFORMATION ABOUT THE INSTITUTION:

- Name of the College: North Bank College
- Address: Ghilamara, Lakhimpur, Assam, Pin-787053
- Type of the College: co-educational college
- Affiliation: Affiliated to Dibrugarh University for all the UG programs
- Status: Recognised under UGC 2f and 12(B)
- Appellate authority: Dr. Jugal Saikia, Principal, North Bank College, Ghilamara, Lakhimpur, Assam, Pin-787053

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. ABOUT THE COLLEGE:

North Bank College is one of the oldest sole premier institutions of Higher Education, established at Ghilamara, a historically legendary place, situated in between the River Brahmaputra and Subansiri in the District of Lakhimpur, in 1961 as a result of selfless and untiring efforts of some far sighted and virgin minded people of this area. The surrounding area of the institution is economically very

backward burdened with the poor social infrastructure and flood prone rural area mostly inhabited by S.T., S.C. and other backward Tribes like –Mising, Kaibarta, Ahom, Chutia, Konch, Bodo, Sonowal Kachari, Tiwa and a few General Caste.

The College has both Arts and Science Stream and has been imparting quality higher education in 16 disciplines affiliated to the University of Dibrugarh, leading to B.A. & B.Sc. degree. In the current academic session there is enrolment of not less than 1500 students in H.S. and undergraduate course. The beauty of the college is sticking with its staff quarters and inclusion under 2(F) and 12(B) Sections of the UGC Act 1956.

North Bank College is surrounded by several landmarks of historical importance including Basudev Than, Ghoguha Dol and the Mohghuli Chapori. All these places are located at the distance 600Km.


Principal
North Bank College
Ghilamara

from the nearest 15 No. N.H, Dhemaji and Lakhimpur District head quarters are well connected through the 15 No. N.H. The College has achieved a good and satisfactory performance in 2nd cycle NAAC Accreditation in spite of limited resources.

4. MISSION AND VISION OF THE COLLEGE:

North Bank College has been working with the mission to provide knowledge based quality education to the society to create human resources as per demand of the present day global economy. The College cherishes a vision that embodies dimensions to be achieved by it in compliance with NEP 2020 in the long run-

- (I) To elevate the college to a centre of excellence.
- (II) To develop human resource to bring the social change in desired levels as per NEP 2020 as well as the demand of time.
- (III) To upgrade the college to a P.G. level institution.
- (IV) To expand and explore the research and consultancy potential to the optimum degree.

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:

- a) Teaching and Learning
- b) Library Services
- c) IT services
- d) Hostel Services
- e) Canteen Services
- f) Electricity, water and other allied services

g) Teaching and Learning:

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

h) Library Services:

- i. 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.

i) IT Services:

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

j) Hostel Services:

- i. 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' particularly fresher, to reach out for help from teachers, parents and institution authorities.

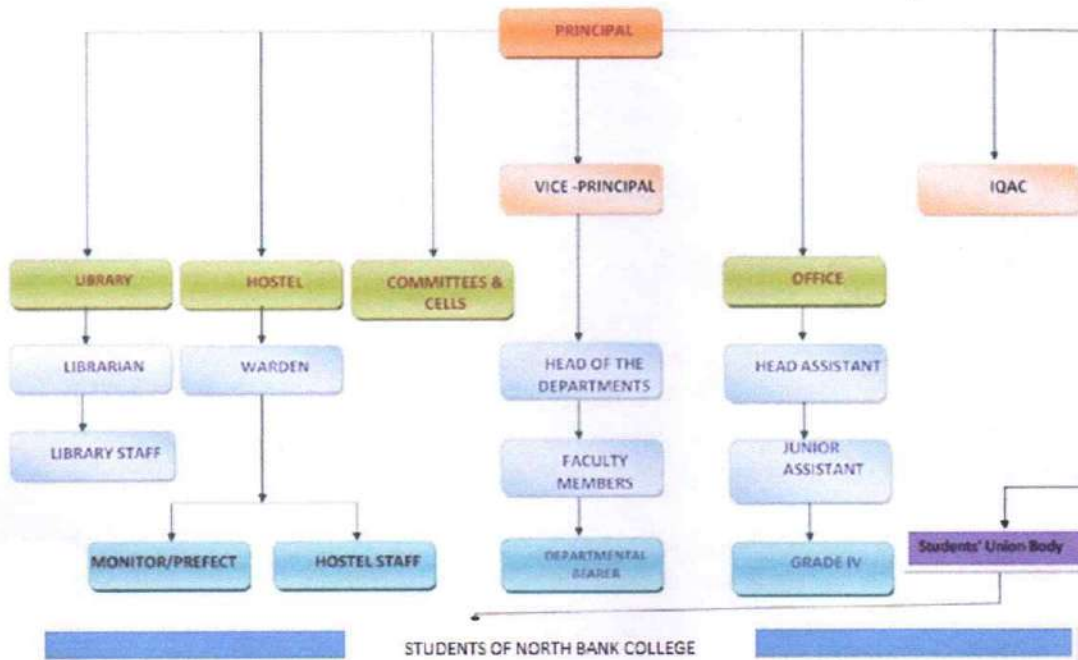
k) Canteen facilities:

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

l) Electricity, water and other allied services:

- i. Electricity is provided to serve the needs of the College. Besides, the college has two D.G. Power generators to provide uninterrupted power supply during power outage.

8. ORGANISATION 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 Chetia Gaon.

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:

Ghilamara, Lakhimpur, Assam,

Pin: 787053

Phone No. 9101585018

E-mail. ID: northbankcollege@gmail.com**Website:** northbankcollege.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 RegulationsPrincipal 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'sResponsible to motivate faculty to publish research articlesResponsible for identification of staff requirement and selectionResponsible for subject allocation, selection of electives, distributing periods and allocation of department workReporting to Principal on any cases related to departmentCarryout examination related duties and functionsTeaching and completion of courses, Internal marks
3.	Associate Professor	<ul style="list-style-type: none">Maintenance and smooth functioning of the departmentsOther functions assigned by the authoritiesTeaching and completion of Courses, Internal marksCarryout 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. • 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 /Upper Division Assistant(U DA)	<ul style="list-style-type: none"> • Supervision of Establishment Office • Assisting the Principal • Coordinating various staffs as directed by higher authorities • Preparation of Pay bill/ LPC • Calculation of Salary related matters • As directed by higher authorities
7.	Lower Div. Assistant (LDA)	<ul style="list-style-type: none"> • Assisting both the Principal and HA/UDC • Ensuring Establishment works • As directed by higher authorities

8.	Grade-iv	<ul style="list-style-type: none"> • Securities, Cleanliness and Safety per direction of the Principal • To assist the Offices and Staff • As directed by higher authorities 	as
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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 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.northbankcollege.in

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 rules, Regulation, manual and Record	get a copy of Instruction, (if any)	Directorate of Higher Education, Government of Assam
Fee charges by the rules, regulation, manual and records	department for instruction, (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:

- a. Enrolled students record/Admission register
- b. University statutes regulations, ordinances, notifications and circulars
- c. Marks registers
- d. Furniture and fixtures registers
- e. College Rulebook
- f. Teachers' Log Books & Diaries

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.	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 Dibrugarh University (Affiliating 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 05/10/2022)

A. Officers/Teachers (permanent/Sanctioned)

Name of the Full Time Teacher/Officer	Designation	Educational Qualification	Nature of Appointment(Against Sanctioned Post, Temporary, Permanent)	Name of the Department	Email/Phone Number
Dr. Jugal Saikia	Principal	M.A., Ph.D	Sanctioned	--	northbankcollege@gmail.com
Dr. Naren Ch. Das	Asstt. Prof.	M.A., M.Phil, Ph.D	Against Sanction Post	Assamese	ndas665@gmail.com
Mrs. Swapnali Borgohain	Asstt. Prof.	M.A., M. Phil	Against Sanction Post	Assamese	swapnaliborgohain12@gmail.com
Mrs. Gayatri Doley	Asstt. Prof.	M.A.	Against Sanction Post	Assamese	gayatridoley84@gmail.com
Mrs. Runjun Borah	Asstt. Prof.	M.A., M. Phil	Permanent Post	Assamese	9101053535
Dr. Parismita Gogoi	Asstt. Prof.	M.A., Ph.D	Permanent Post	Anthropology	parishmitag34@gmail.com
Mrs. Manjula Dutta.	Asstt. Prof.	M.A.	Permanent Post	Anthropology	8638718077
Mr. Hiran Dutta	Asstt. Prof.	M.A	Permanent Post	Anthropology	hirandutta3@gmail.com
Mr. Samarjit Dutta	Asstt. Prof.	M.A.	Permanent Post	Anthropology	--
Mrs. Nilakshi Borua	Asstt. Prof.	M.Sc	Permanent Post	Botany	nilakshiboruah075@gmail.com

Prarthana Konwar	Asstt. Prof.	M.Sc	Permanent Post	Botany	prarthanakonwar6@gmail.com
Mrs. Sikha Rani Hazarika	Asstt. Prof.	M.Sc., M.Phil	Permanent Post	Chemistry	hazarikashikha02@gmail.com
Mr. Tulan Ch. Saikia	Asstt. Prof.	M.Sc.	Permanent Post	Chemistry	8787337917
Pompy Deuri	Asstt. Prof.	M.Sc.	Permanent Post	Chemistry	pompydeuri3@gmail.com
Mr. Pranab Patir	Asstt. Prof.	M.C.A.	Permanent Post	Computer Science	9401770057
Mr. Ranjan Borua	Asstt. Prof.	M.C.A.	Permanent Post	Computer Science	9678826860
Mr. Pulak Gogoi	Asoc. Prof	M.A.	Against Sanction Post	Economics	pulakgogoi26@gmail.com
Dr. Bikash Hazarika	Asstt. Prof.	M.A., M.B.A., Ph.D	Against Sanction Post	Economics	hazarika.bikash235@gmail.com
Mr. Deva Kumar Changmai	Asstt. Prof.	M.A.	Against Sanction Post	Economics	devakumarpd@gmail.com
Mr. Mintu Kalita	Asstt. Prof.	M.A.	Against Sanction Post	Economics	mintukal167@gmail.com
Mrs. Kalpana Kalita	Asoc. Prof	M.A.	Against Sanction Post	Education	kalpanakalita4185@gmail.com
Mr. Bhabesh Kr. Sahariah	Asstt. Prof.	M.A., M. Phil	Against Sanction Post	Education	bhabeshnbc@gmail.com
Mr. Mohit Kr. Sonowal	Asstt. Prof.	M.A.	Against Sanction Post	Education	msonowal837@gmail.com
Mr. Devajit Changmai	Asstt. Prof.	M.A., M. Phil	Against Sanction Post	Education	dchangmai123@gmail.com
Mrs. Mompri Saikia	Asstt. Prof.	M.A.	Against Sanction Post	English	mompri2020@gmail.com
Dr. Sunil Talukdar	Asstt. Prof.	M.A., Ph.D	Against Sanction Post	English	stalukdar259@gmail.com
Dr. Bharadwaj Gogoi	Asstt. Prof.	M.A., Ph.D	Permanent Post	English	7002456930
Mrs. Munmi Saikia	Asstt. Prof.	M.A.	Permanent Post	English	9365534957
Mr. Kalpa Jyoti Pegu	Asstt. Prof.	M.A.	Permanent Post	Geography	9101685107
Nitumoni Pegu	Asstt. Prof.	M.A.	Permanent Post	Geography	--
Kashmiri Baruah	Asstt. Prof.	M.A.	Permanent Post	Geography	--
Mr. Sunil Chetia	Asstt. Prof.	M.A.	Permanent Post	Geography	9508904923

Mr. Lakhinandan Chetia	Asstt. Prof.	M.Sc.	Permanent Post	Geology	8638738467
Mrs. Jamini Boruah	Asstt. Prof.	M.Sc, M. Tech	Permanent Post	Geology	jamini7boruah@gmail.com
Miss Rajashree Bharali	Asstt. Prof.	M.Sc	Permanent Post	Geology	7002366912
Mr. Ratul Baruah	Asstt. Prof.	M.Sc., M.Phil	Permanent Post	Geology	--
Mr. Subha Das	Asstt. Prof.	M.A., M.Phil	Against Sanction Post	History	9678615278
Mr. Haren Saikia	Asoc. Prof	M.Sc	Against Sanction Post	Mathematics	6000399924
Mrs. Dolly Gohain	Asstt. Prof.	M.Sc, M.Phil	Against Sanction Post	Mathematics	dollygohain0@gmail.com
Mr. Paresh Dutta	Asstt. Prof.	M.Sc., M.Phil	Permanent Post	Mathematics	6002612071
Jebлина Gogoi	Asstt. Prof.	M.Sc	Permanent Post	Mathematics	jeblinadmj55@gmail.com
Mr. Naranarayan Buragohain	Asstt. Prof.	M.Sc.	Permanent Post	Physics	9957035357
Mr. Mondeep Gohain	Asstt. Prof.	M.Sc	Permanent Post	Physics	mondeepj01@gmail.com
Jadumoni Saikia	Asstt. Prof.	M.Sc	Permanent Post	Physics	---
Mr. Dineswar Gogoi	Asoc. Prof	M.A.	Against Sanction Post	Political Science	gogoids133@gmail.com
Dr Gitanjali Baruah	Asoc. Prof	M.A.,L.L.B, Ph.D	Against Sanction Post	Political Science	gitan19bd@gmail.com
Mr. Bhabesh Morang	Asstt. Prof.	M.A.	Against Sanction Post	Political Science	bhabeshnbc@gmail.com
Mr. Pritam Jyoti Pegu	Asstt. Prof.	M.A.	Against Sanction Post	Political Science	pritampegu85@gmail.com
Dr. Laba Ram Sonowal	Asoc. Prof	M.A., Ph.D	Against Sanction Post	Sociology	8812095696
Dr. Nitul Saikia	Asstt. Prof.	M.A., M. Phil, Ph.D	Against Sanction Post	Sociology	nitulsaikia11@gmail.com
Mr. Kukil Gogoi	Asstt. Prof.	M.A., M.Phil	Against Sanction Post	Sociology	kukilgogoi23@gmail.com
Mrs. Rumi Das	Asstt. Prof.	M.Sc	Permanent Post	Zoology	6002513924
Dolly Baruah	Asstt. Prof.	M.Sc	Permanent Post	Zoology	8133843661

B. Librarian and Office Employees (Permanent/Temporary): (As on 05/10/2022)

S1 No.	Designation	Name of employee	Qualification	Contact No.
1	Librarian	Mrs. Hima J. Deka	M LIB., M.PHIL.	8638199236
2	UDA	Ms Sewali Taw	BA.	9101468443
3	LDA	Homen kr. Gohain	BA.	9954789126
4	Lib. Bearar	Nitul Sonowal	HS	
5	Lab. Bearar	Abinash Gogoi	HS	9365359733
6	Lab. Bearar	Monmohan Gogoi	HS	7002629271
7	Lab. Bearar	Bulbul Gogoi	HS	6000584361
8	Lab. Bearar	Utpal Gohain	HS	9957957299
9	Lab. Bearar	BudhaPratim Hazarika	HS	---
10	Lab. Bearar	Ruma Boruah	HS	---
11	Lab. Bearar	Pranab Boruah	HS	---
12	Grade IV	Jageswar Gohain	Class viii	8486921186
13	Grade IV	Pintu Phangchu	HS	8011561609
14	Grade IV	Dipen Gohain	HSLC	8133012250
15	Grade IV	Puspa Saikia	viii	8472051454
16	Grade IV	Phatik Boruah	viii	

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.northbankcollege.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	Mobile No.	E-Mail
1	North Bank College	Principal	9101585018	northbankcollege@gmail.com

27. OTHER INFORMATION AS MAY BE PRESCRIBED; AND THEREAFTER UPDATE THESE PUBLICATIONS:

The college has a Yoga centre under North Lakhimpur College (Autonomous). Besides, the college has a study centre for Distance and Open Learning (DODL), Dibrugarh University.

- MA (Master of Arts) in various subjects.

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


Dr. Jugal Saikia

Principal

North Bank College

Principal
North Bank College
Lakhimpur