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PRINCIPAL

Ph.No. 6000675570 (M)

8812829440 (M)



LUITPARIA COLLEGE

Regd. under section 2(f) & 12 (b) of the UGC Act, 1956
F.No. 8-325/2014 (CPP-I/C)

ALOPATI MAZAR CHAR

P.O. : KALAIRDIA, VIA- NAGARBERA,
BARPETA (ASSAM), PIN- 781127

Email: luitpariacollege129@gmail.com

Website : www.lpcollege.ac.in

Memo No.

Date: 10-01-2022



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. Luitparia College, Alopatti Majar Char, Barpeta, Assam, PIN-781127 has made the declaration as follows)

Luitparia College is an co-educational degree college having only arts stream. The college was established in 1993 and completed glorious 28 years of its existence. The college is situated in the south bank of the river Brahmaputra in a backward (Riverine) char areas. Now the college has Honours courses in six subjects viz, Arabic, Assamese, Education, English, History and Political Science and Regular courses in nine subjects viz Arabic, Assamese, Economics, Education, English, Hindi, History, Philosophy and Political Science . The college is affiliated to Gauhati University.

Section 4(1) (B) (i)

Particulars of organization, functions and duties

Objectives :

Objective of Luitparia College is to Serve the cause of education by serving students mostly belonging to backward community and all those who are economically poor, coming from backward areas, belonging to physically and mentally challenged categories. The college aims at achieving quality at the cost of quality. The college family is duty bound to spread the light of knowledge by enlightening the next generation for a better future.

The Mission:

- Luitparia College continuously strives for Expansion of Quality Higher education among rural poor students.
- Enhancing collaboration among school, organizations and other leading institutions of the area with a view to providing opportunities of the students for higher studies.
- Developing commitment of faculty and staff for all round development of the students.
- Introducing new courses.
- Sustaining clean, green and supportive environment thought the college and to improve satisfaction level of all stakeholders.

The vision:

- To be a national Leader in transferring live through achieving position of excellence professional and value education in all reality.
- To emerge as the most preferred educational institutions with global excellence, recognition developing competent and sociality sensitive's excellence.

Duties of the college:

To engage in teaching as laid down by the Government of Assam. Affiliating University and UGC. Research, organizations, extracurricular activities, sports and other extension activities.

Details of services rendered:

The details of services rendered are briefly enumerated below.

Teaching of course offered:

The college offers B.A degree affiliated to Gauhati University in nine subjects (Arabic, Assamese, Economics, Education, English, Hindi, History, Philosophy and Political Science) under CBCS system.

Conduct of internal assessment and University examination:

One sessional / internal examination are held during each semester. Besides, internal assessment is carried out on the basis of Assignment and Attendance.

The distribution of the marks allotted for Internal Assessment (20%) would be as follows.

Sessional Examination	(Written)	10 Marks
Assignment/Seminar/Field Study		6 marks
Attendance		4 Marks

A. There shall be no provision for "repeat" or "betterment" in the sessional examination.

B. If a student fails to appear in the internal Assessment Tests. He/ She shall not be eligible to appear in the Final semester Examination of the course (s) concerned.

C. **Conduct of seminars, meetings, lectures, cultural events:** The college as a whole and the different departments conduct various seminars, meetings and cultural event throughout the year.

D. **Library services:** The college has a rich library with reading room facility. The daily newspapers. Journals and Apart from the central library, each department enriched with departmental library which is easily accessible for departmental students.



E. **Provision and maintenance of sports facilities:** The college offers as far as possible adequate facilities of games and sports for both boys and girls. There is a play ground in the college campus. The field is usable for all season.

F. **Provide canteen facilities:** The college has not any canteen facility till today. But there is provision for build canteen in future.

G. **Hostel facilities (presently for girls):** The college has hostel facility for girls within the college campus. At present the number of seats is 20. But the hostel is yet to open.

H. **Promotion of field studies and research in the subjects being taught:** The college undertakes a number of field- based studies during the academic year. The field based studies are carried out both by the departments individually and by the college as a whole.

I. **Conduct extension activities:** The college has an array of extension activities. The college renders various extension activities.

Postal Address of the college:

The postal Address of the college is :

Luitparia college, Aloipati Mazar Char,

P.O.-Kalairdia, VIA-Nagarbera, Barpeta , Assam 781127

Map Location: College website link. <https://lpcollege.ac.in/>

Working Hours:

Office : 9.00 am to 5.30 pm- Monday to Saturday (except on public holidays).

Teaching : 9.00 am to 3.40 pm- Monday to Saturday (in accordance to time table).

Grievance Redressal : The college has a very well-defined Redressal cell.

- ICC
- Gender sanitization against sexual harassment.
- Women cell.

Governing Body: Matters pertaining to academic, administrative and financial decisions are taken by the Governing Body in consultation with the principal who is the Member secretary. Academic decisions include instruction and deletion of course. Administrative decisions may relate to creation of new posts, approval of selection committees DPC recommendations, grant of study extraordinary leave, promotions etc., financial decisions relate to approval of budgets, revision of fees, management of provident fund, audit of accounts etc. Grievances may be referred to the GB for redressal as the final arbiter.

Section 4 (1) (b) (ii)

Powers and Duties of officers and Employees :

Sl No.	Designation	Duties
1	Principal	<ul style="list-style-type: none">➤ Ensuring quality up-gradation of the college, and with active assistance from the IQAC as well as other in – house wings➤ Nominating, appointing and constituting various in-house wings for smooth day to functioning of various academic and administrative matters of the institution



		<ul style="list-style-type: none"> ➤ Monitoring and coordinating the assigned duties and tasks of the various in-house wings towards their optimum performance in the assigned domains. ➤ Placing before the Governing Body for appropriate approval, various policy matters as proposed by different stakeholders of the institution, including the IQAC. ➤ Undertaking necessary steps to implement all policy matters approved by the Governing Body, and within a just field time framework. ➤ Nominating Assistant Officer-In-Charge to act on his/ her behalf, he/ she being the officer-In-Charge of various academic and non-academic examinations held within the college. ➤ Taking necessary steps to promote harmonious and cordial work culture and academic environment within the institution. ➤ Adopting measures steps to promote execute various welfare measures amongst all stakeholders, including students and staff. ➤ Exploring means ways to establish tie-ups with external quality institutions organizations, for qualities growth of the institution. ➤ Optimizing the institutional growth and development by pivoting upon the locational advantage of the institution. ➤ Ensuring the institutional fringe area development through judicious utilization of institutional resources. ➤ Seeking and implanting was and means to improve the financial health of the institution. ➤ Continues monitoring of the performance indications of different academic and administrative procedures regulation and up-gradation modification of these as per need basis.
2	Head of Department	<ul style="list-style-type: none"> ➤ Healthy academic environment prevails in the concerned department. ➤ Proper distribution of the syllabus content in each semester year is made amongst the exiting faculty members, so that course completion is made within a justified time framework. ➤ Classes are not left unattended and are held on time, even if any faculty member is on leave, through appropriate arrangement. ➤ All co-curricular activities like field works, student excursions, project works, student seminars, home assignment, etc. are held on time and executed to the satisfaction of all concerned. ➤ Arrange for proper guidance, counselling and monitoring of students thereby creating a learner-friendly environment through various initiatives like holding of bridge of courses orientation programmes, remedial classes. Special classes, tutorials counselling session. Etc ➤ Department advisory committee meetings are held on a regular basis as per stipulated guidelines(i) to be held in the first week of every month to review different academic and administrative issues (ii) to take necessary measures thereof. ➤ IQAC Daily Class Monitoring Dairy and IQAC Activity Record Book is updated on a regular basis. ➤ Department records are kept in order in properly designated files, viz (i) File for all incoming memos (ii) File for all outgoing memos (iii) Stock register (iv) Student Attendants registers (v) register for maintaining proceedings and resolutions of department Advisory Committee meetings (vi) Issue Register (vii) File containing all documents etc. (viii) Copies of Home Assignments (ix) register of Students Exam Records and Results (xii)File for extension activity documents.(xiii)Proper record of students passed out and their progress into higher education(xiv)Stock piling of records as soft copies(photos, videos and documents. ➤ Confidential papers are kept under proper and safe proper custody. ➤ All communication on different academic and administrative matters is made



		<p>preferably through e-communication mode by using the institutional email ID or WhatsApp groups</p> <p>➤ Respond promptly to any instruction/directives receive from any administrative controlling authority(ics)</p>
3	Assistant Professor	<ul style="list-style-type: none"> • Adhere to a responsible pattern of conduct and demeanor expected of them by the community. • Manage their private affairs in a manner consistent with the dignity of the profession • seek to make professional growth continuous through study and research. • Express free and frank opinion by participation at promotional meetings, seminars conferences etc. towards the contribution of knowledge. • Maintain active membership of professional organization and strive to improve education and profession through them. • Perform their duties in the form of teaching, tutorials practical seminars and research work conscientiously and with dedication • Discourage and not indulge in plagiarism and other non-ethical behaviour in teaching and research. • Abide by the act, statute and ordinance of the university and to respect its ideals, vision, mission, cultural practices and tradition, <p>* Co-operate and assists in carrying out the functions relating to the educational responsibilities of the college and the university, such as: assisting in appearing applications for admission advising and counselling students as well as assisting the conduct of university and college examination, including supervision invigilation and evaluation, and</p> <p>* Participate in extension co-curricular and extra curricular activities, including the community service</p>
4	Librarian	<p>Adhere to responsible pattern of conduct and the demeanour expected of them by the community,</p> <ul style="list-style-type: none"> • Manage their private affairs in a manner consistent with the dignity of the profession. • Discourage and not indulge in plagiarism and other non ethical behaviour in teaching and research, • Participate in extension co-curricular and extra curricular activities, including the community service. • Refrain from allowing consideration of caste creed, religion race gender or sex in their professional endeavour.
5	Senior Assistant	<ul style="list-style-type: none"> • Assisting the principal • Assisting the Head assistant. • Preparation of pay bill/LPC • Calculation of salary related matters. • As directed by higher authorities.
6	Junior Assistant	<ul style="list-style-type: none"> • Assisting both the principal and HA/UDC • Ensuring establishment works • As directed by higher authorities.
7	Computer Technicians	<ul style="list-style-type: none"> • All matters of computers, and IT • As required by various departments and offices.



		<ul style="list-style-type: none"> As directed by higher authorities.
8	Grade iv	<ul style="list-style-type: none"> Securities, cleanliness and safety of the college. To assist the offices and staffs. As directed by higher authorities.

Section 4(1)(B)(iii)

Procedure followed to take a decision on various matters.

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 allocates the topics, papers. Every faculty teaches the students accordingly. Teachers assess internal marks by conducting internal. In order to decide important agenda and issues HoD meeting and staff meeting are conducted by the principal. The decision of various committees are final and are rectified by the principal and GB if Necessary.

Arrangements to communicate the decision to the public ?

Following are the arrangements-

(a) **College website:** www.lpcollege.ac.in

(b) **Direct classroom communication:** Direct classroom communications are made to students where applicable.

(c) **College notice board :** On notice boards circulars of the college are displayed.

(d) Telephone call/ whatsApp message.

(1) Who are the officers at various levels whose opinion are south for the processes of decision making ?

Head of department, coordinator of IQAC and staff meetings

(2) Which the final authority that vets the decision.

Principal is the final authority to vet the decision.

(3) Place provide information separately in the following format for the important matters on which the decision is taken by the public authority.

Not applicable

Section 4(1)(B)(iv)

Norms set by the college for the discharge of its functions

- The college follows the norms set by UGC and Gauhati University.
- * Norms and standards for various activities of the college are set by the competent authority such as the governing body.
- * Norms and standards for various academy activities are set by the academic committee.
- * Governing body of the college.



The norms set by it for the discharge of its functions

Administrative and service manual	Not applicable
From where one can get a copy of rules, resolution, instruction, manual and record (if any)	Directorate of higher education, Government of Assam
Fees charges by the department for rules, resolution instruction manual and records(if any)	Not applicable

As the college is under the Government of Assam . Notification is made by the Government time to time

Section 4(1)(b)(V)

Rules, resolution and instruction used

The Rules ,regulation, instruction, 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 records/admission register.
- (b) University status resolution ordinances, notification and circulars.
- (c) Marks registers.
- (d) Furniture and fixtures registers.
- (e) Stock register.

Section 4(1)(b)(vi)

Official documents and their availability

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

Sl. No.	Category of the documents	Name of the documents	Procedure to obtain the document	Held by/under control of principal of college
1	Admission form	Available	As per Government policies university norms.	College office
2	College Time table/academic calendar	Available	As per Government policies university norms.	College office
3	Examination schedule	Available	As per university norms	College office
4	Students attendance records	Available	As per university norms	College office



5	Administrative notices	Available	As per Government policies university norms.	College office
6	Scholarship notices	Available	As per Government policies university norms.	College office
7	Enrolment list	Available	As per Government policies .	College office
8	Students attendance records	Available	As per Government policies university norms.	College office
9	Students internal assessment records	Available	As per Government policies university norms.	College office
10	Examination result	Available	As per Government policies university norms.	College office
11	Students hand book/Prospectus	Available	As per Government policies	College office
12	Scholarship	Available	As per Government policies	College office

Section 4(1)(b)(vii)

Mode of public participation.

- * The college governing body which services the affairs of the college has 12 members few among them are continent personalities of the society and representatives of the public
- * Besides college conducts public interaction /open session at the beginning of the academic session.

Section 4(1)(b)(viii)

Councils, committees, faculties, departments, etc. under the college

A statement of boards councils, committees and other bodies constitute.

- * The college Governing body as per university ordinance
- * ICC committee against sexual harassment
- * Various committees holding deferent responsibilities.



Section 4(1)(b)(ix)

Directory of officers and employees

Directory of officers and employees is available at college website. It is available in the prospectus form also from administrative office on payment.

Section 4(1)(b)(x)

Monthly remuneration receipt by each of its employee

The pay scale 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.

Section 4(1)(b)(xi)

Budget allocated to each agency.

The budget and the financial estimate are as approved by the governing body and present for audit by Government of Assam.

Section 4(1)(b)(xii)

The manner of execution of subsidy programs including the amounts allocated and the details of beneficiaries of such programme.

Free admission policy of Government of Assam and the scholarship under government policy are executed as per Government policy.

Section 4(1)(b)(xiii)

Particulars of recipients of concessions permits or authorization grant by it
Not available.

Section 4(1)(b)(xiv)

Details in respect of the information, available to or held by it, reduced in an electronic form: One can visit the college website for details information <https://www.lpcollege.ac.in>.

Section 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 maintain for public use.

- * Unrestricted access to website <https://www.lpcollege.ac.in>.
- * Citizens may submit a written application for information to the public information officers.
- * Public may elicit information via e- luitpariacollege129@gmail.com
- * Through the notice board relevant brochures and various other rules which are available in print as well as on the website. <https://www.lpcollege.ac.in>.
- * Sum of the publication (i.e) college prospectus etc.) are priced and can be obtain by paying the stipulated amount.



Section 4(1)(b)(xvi)

The person seeking information may apply on a plain paper giving particulars of information being sought and his correct address for communication. Separate application for seeking information on different subject each required. The application has to be accompanied with the prescribed fees (at present a fees of Rs. 10/-) The fees is payable with each application which is towards the cost of processing the request.

Schedule of fees can get from the public information officer of the Luitparia college for the time being rates are as under

- * 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 materials, the printed copies can get from the college sales counter authorized sales agents on payments
- * In case of photo copies the Rate would be Rs. 2/- per page.
- * If information is needed on a disk or floppy subject to availability of information in soft form. The fees will be Rs. 50/- per disk floppy.
- * Admissible records may allowed to be inspected on payment of request fees there of.

Informations given above are true to the best of my knowledge and believe.



A handwritten signature in blue ink, appearing to read "Dr. Jasim Uddin Ahmed".

(Dr. Jasim Uddin Ahmed)
Principal
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Email.luitpariacollege129@gmail.com
Luitparia college, Barpeta, Assam
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