



**PRAMATHESH BARUA COLLEGE, GAURIPUR  
DISCLOSURE UNDER SECTION-4(1) (B) OF THE RTI ACT, 2005**

As required under Section-4(1) (b) of the RTI Act 2005, Pramathesh Barua College, Gauripur, Dhubri, Assam, PIN: 783331 has made the Declaration as follows:

Pramathesh Barua College, Gauripur is the premier institution of Higher Education located at the South-West of Dhubri District. The college was established on 1<sup>st</sup> June 1964 to put forward the intellectual and cultural ethos of Gauripur in the erstwhile Goalpara District of Western Assam. Named after the proud son of the Jaminder family of Gauripur, Rajkumar Pramathesh Chandra Barua, an Indian actor, director, screen writer, and the tragic hero of Sarat Chandra Chatterjee's 1935 film Devdas, this institution of Higher Education took its strides with luminaries like Prof. Alokesh Ch. Barua, Dr. Birendra Nath Dutta alongside the well wishers of the locality and a few renowned educationists of the State. The college is affiliated to Gauhati University and recognised by UGC with 2(f) and 12(b) in 1969 and 2006. The college has been accredited with B Grade by NAAC in its 1<sup>st</sup> and 2<sup>nd</sup> cycle of Accreditation and getting ready for third cycle of accreditation. The college has always aspired to provide holistic education in both Arts and Commerce education to the learners in a vibrant environment. Besides BA & B.Com Regular and Honours Courses of Gauhati University, the college offers UG, PG, and professional courses through KKHSOU and GUCDOE of Gauhati University.

The college is situated at the heart of Gauripur, the cultural capital of undivided Goalpara and Dhubri district located in the western part of Assam. Sangeet Natak Akademi Awardee and renowned folksinger Padmasree Pratima Barua Pandey and Sahitya Akademi Awardee Sheelabhadra's birth place Gauripur has been a centre of collaborative cultural practices since Bharat Ratna Bhupen Hazarika's visit to Pramathesh Ch. Barua's royal family of Gauripur and giving new heights of Goalparia folk song with Padma Shri Pratima Barua Pandey. Gauripur is well connected by Airway, Roadway and Railway in Dhubri district of Assam. Gauripur Town is nearest to Rupshi Airport situated at the distance of 8.6 KM from P.B. College Gauripur. National High Way-17 (New)/31(Old) has passed touching the edge of Gauripur Town. There is a Railway station at Gauripur adjacent to the southern part of the town. However, for journey by superfast trains one has to move to nearby Railway Station Bongaigaon at the distance of 95 KM from Gauripur, Kokrajhar Railway Station 58 KM, and New Coochbehar Railway Station 75 KM from Gauripur. Dhubri is the district headquarter town located at the distance of 9 KM from Gauripur.

## **Section 4(1) (b) (i)/ Manual – 1**

### **Particulars of Institution and its Functions & Duties:**

#### **Vision Statement:**

- To create opportunity for access of affordable quality education, while equipping students with knowledge and skills in their chosen disciplines.
- To inculcate values, identify hidden talents, provide opportunities for students to realize their full potential.
- To work for equity in learning process among the Socio-economic disadvantaged groups including gender.
- To evolve Holistic Educational Eco-System reviving the heritage of Indian Knowledge System in consonance with 21st Century Skill requirement and changing global knowledge landscape.
- To shape students into future leaders, entrepreneurs and above all good human beings.

#### **Mission:**

Pramathesh Barua College is essentially conceived as an avant-garde premier institution of Higher Education to affirm responsiveness to social accountability in the face of dynamic and competitive world. Its mission include-

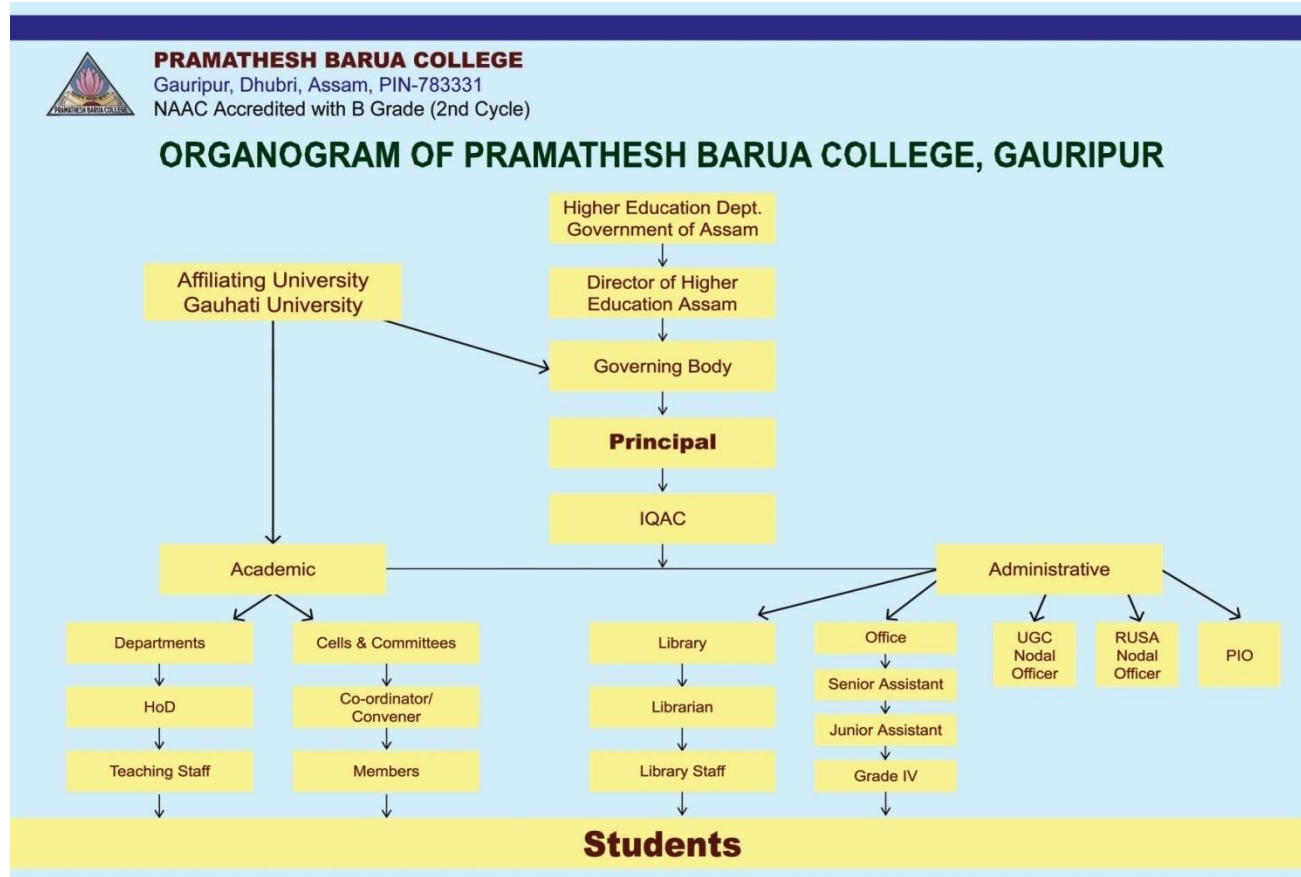
- To provide "inclusive education" to reach the unreached;
- To weave a symbiotic academic culture of the indigenous and the global;
- To expand development skills and generate employability;
- To collaborate with stakeholders to make "quality" the defining element of its "relevance" and "functionality"; and
- To nurture the spirit of democracy, peace, and progress in society.

**Motto: “Education is the manifestation of the perfection already in man”**

#### **Duties:**

The Foremost duty of the institution is to support students in their learning progression and to ensure and sustain quality education. The college is striving hard in achieving its vision to provide and promote quality and value education to instill spirit of inquiring humanistic values, inculcate the sense of scientific temperament among the students in particular and society in general to cop up themselves with the changing scenario as a responsible citizen of Democratic India.

## Organogram:



## Functions and Services:

The institution executes its function as per the directions and guidelines laid down by the Higher Education Department Govt. of Assam, Directorate of Higher Education, Assam, Gauhati University (affiliating university) and Governing of the college and UGC.

- Courses Offered:** The College offers FYUGP Arts and Commerce subjects as per NEP from the academic session 2023-2024. Undergraduate Honours and Regular Programme has been offered under UG-CBCS since 2019 (Earlier Major and General) in the discipline of Assamese, Bengali, Hindi, English, Arabic, Economics, Education, History, Political Science, Mathematics and in Commerce subjects, such as – Accountancy, Management and Finance. In addition, the college offers various ‘Add on’ Courses on different issues/ areas/ field of study.
- Internal Assessment and University Examinations:** The College conducts internal and end-semester examinations in every semester as per the norms of affiliating university.
- Student-centric Teaching Learning Process:** The College facilitates student-centric teaching-learning method through classroom seminars, quizzes, debate, field visit, role play, writing in wall magazines, annual college magazine, peer-learning class etc.

- d. **Sports and Cultural Facilities:** The College is adequately equipped in Sports and Cultural activities. It facilitates with a well furnished Indoor Stadium for Badminton and table Tennis with a Multi Gym apartment for both boys and girls. Further the college has also a playground for outdoor games / sports jointly used by PC Institution H.S. School. Moreover, the College encourages the students to participate in songs and music and provides musical instruments like Harmonium, Guitar, Tabla, Khol, Dhol, Tal etc. from the side of the college.
- e. **Facility of Central Library:** Alokesh Ch. Barua Central Library of Pramathesh Barua College has a good number of books and journals equipped with separate reading rooms for teachers and students having reference section and rare book collections. At present college has a considerable collection of books, journals and also NLIST facility to access e-books, e-journals benefitting the student's community for good academic pursuit. At present the the cenral library of the college has the semi-auto issue-return system of the books to the students and teachers under SOUL.
- f. **Canteen and Drinking Water facility:** The college canteen provides hygienic quality foods to the students, teachers and supporting staff of the college at reasonable price. There is also proper arrangement for pure drinking water in the college campus.
- g. **Hostel Facilities:** The College has Girls Hostel located in one of its Campuses, managed by a Committee including the Warden. The day to day activities are taken care of by the Warden. The boarders have to abide by the rules and regulations of the hostel.
- h. **Medical Services:** The College facilitated the students with medical care. The college has a Health Unit with a separate chamber, which provides primary aids to the students and staff.
- i. **Conduct of extension Activities:** Pramathesh Barua College has undertaken various extension activities adopted villages, under Unnat Bharat Abhiyan, GOI, in which students participates actively. Further, various extension activities have been done jointly by Extension Cell and NSS Unit of the college in the preceding years.
- j. **Grievance Redressed:** Pramathesh Barua College has initiated well defined arrangements for redresses of the grievances. Following are the Committees/ Cells, which are associated with this –
- (i) Governing Body
  - (ii) Grievance Redressel Cell
  - (iii) Internal Complaint Committee
  - (iv) Anti Ragging Committee
  - (v) Anti Sexual Harassment Committee
  - (vi) Women Cell

**Postal Address:**

**Pramathesh Barua College, Gauripur**

**PO: Gauripur**

**Dist: Dhubri, Assam**  
**PIN: 783331**

**Map of Location:** <https://maps.app.goo.gl/CksTRUBA2kmnJWN68>

**Working hours:**

Office: 10 AM to 5.00 PM - Monday to Saturday (Except on Sunday and public Holidays)

Teaching: 9.00 AM to 4:00 PM - Monday to Saturday, in accordance with the Central and Departmental Routine and time table assigned by the Academic in Charge. (Except on Sunday and Public Holidays).

**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"><li>• As per the Guidelines of the Director of Higher Education, Govt. of Assam, Principal (Head of the Institution) is conferred with the powers of Member Secretary of Pramathesh Barua College.</li><li>• He is also to exercise the power as the Chairperson of IQAC and Chairperson of all other cells and Committees formed for the development of the college.</li><li>• Entrusted with the power of processing for all kinds of Appointment and Promotion of all employees (Teaching and Non- Teaching) as per the guidelines laid down by affiliating university and the Directorate of Higher Education, Assam.</li><li>• 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 along in conformation of the decision of the Governing Body of the college.</li><li>• Principal is the Drawing and Disbursement Officer (DDO) of the college.</li><li>• Principal acts as the Officer-In-Charge of University examinations and Zonal officer of evaluation zone under Gauhati University.</li></ul>

2	Academic-In-Charge	<ul style="list-style-type: none"> <li>• Entrusted in all the Academic related activities of the college, Curriculum Development, planning and implementation as approved in the Academic Council of the college.</li> <li>• Vested with the power to maintain and regulate the academic calendar for every new academic session in the line of the academic calendar for every new academic session in the line of the academic calendar of affiliating university.</li> <li>• Maintain the Work Loads of Associate and Assistant professors.</li> <li>• Entrusted with the power to prepare the Central Routine for the smooth conduct of Classes, Sessional Examinations, Fieldworks, Add on courses, certificate Courses etc.</li> </ul>
3	IQAC Co-ordinator	<ul style="list-style-type: none"> <li>• Vested with the power to ensure the internal quality of the college, infrastructural development and co-Curricular activities.</li> <li>• To coordinate the dissemination of information on various quality parameters and Research of higher education and Community development.</li> <li>• To coordinate the documentation of the various programmes / activities leading to quality improvement such as workshops and seminars on various issues, particularly Intellectual Property Right, Gender Sensitization, Career and Counselling for the students as well for their placement.</li> <li>• To coordinate the quality-related activities of the various department of the institution.</li> <li>• To coordinate in preparation of the Annual Quality Assurance Report (AQAR) and SSR for every new Cycle to be submitted to NAAC based on the quality parameters.</li> <li>• To coordinate for timely and efficient execution of the decisions of IQAC Committee.</li> <li>• To coordinate the departments and authorities for the Curriculum Enrichment, infrastructure and community development.</li> </ul>



4	Head of the Department	<ul style="list-style-type: none"> <li>• Being the leader of the Teaching Department, the HoD is entrusted for the smooth functioning of the departmental activities.</li> <li>• Entrusted with the power to allocate syllabus and classes among the departmental faculties.</li> <li>• Look after the matter of timely completion of courses and internal evaluation process.</li> <li>• HoD is entrusted with the task of uploading internal marks and notified students in the college as well as at the University portal.</li> <li>• Performed the duties as a member of Academic Council of the college.</li> <li>• Performed the Duties as a member of Admission Committee of the college.</li> </ul>
5	Associate Professor	<ul style="list-style-type: none"> <li>• Associate professors are assigned to take their allotted classes and completion of courses.</li> <li>• To coordinate the IQAC of the college as Convener of Sub-Committees as assigned by the authority.</li> <li>• To carry out examination related duties and functions.</li> <li>• Associate Professors are also associated with the responsibilities of various committees as assigned by the authority.</li> </ul>
6	Assistant Professor	<ul style="list-style-type: none"> <li>• Assistant Professors are assigned to conduct their allotted classes and timely completion of courses.</li> <li>• To carry out examination related duties, evaluation works and functions of various cells and units.</li> <li>• Assistant Professors are also associated with the responsibilities assigned by the authority.</li> </ul>
7	Librarian	<ul style="list-style-type: none"> <li>• Librarian is vested with all the Library related works.</li> <li>• Acts as intermediaries between the various Departments and Library.</li> <li>• Entrusted to maintain accession and call numbers of books.</li> <li>• Regulate and monitor over all functioning of the Library Resources.</li> <li>• Acts as the Member Secretary of Library Committee</li> </ul>

8	Head Assistant	<ul style="list-style-type: none"> <li>• Head Assistant is entrusted to assist the Principal's Office.</li> <li>• To supervise the daily progress of office works of the establishment Branch of the college.</li> <li>• To coordinate various Departments and Staff.</li> <li>• To supervise other responsibilities as directed by the Directorate of Higher Education, Assam, Gauhati University, PM-USHA and other higher authorities</li> </ul>
7	Upper Division Clerk (UDA)	<ul style="list-style-type: none"> <li>• To assist the Principal</li> <li>• To assist the Head Assistant.</li> <li>• Preparation of Salary bill.</li> <li>• To work as and when directed by the higher authorities to facilitate the students.</li> </ul>
8	Lower Division Clerk (LDA)	<ul style="list-style-type: none"> <li>• To assist the Principal, Head Assistant and UDA.</li> <li>• To work as and when directed by higher authorities to facilitate the students.</li> </ul>
9	Grade-IV	<ul style="list-style-type: none"> <li>• Grade-IV are entrusted for the works as office bearers, safety and housekeeping works of the college.</li> <li>• To assist the office and staff.</li> <li>• To work as directed by higher authorities.</li> </ul>
10	Members of Student's Union Body	<ul style="list-style-type: none"> <li>• Function as the leader of all students' related activities.</li> <li>• To entrust the leadership in various games and sports.</li> <li>• Entrusted with the power to celebrate Freshman Social, College Week, Sarsawati Puja, organize various cultural and sports activities to create a vibrant academic, cultural atmosphere in the college campus in Particular.</li> <li>• Entrusted with the power to publication of Magazine and also supervise Girl's and Boy's Common Rooms.</li> </ul>

#### **Section 4(1) (b) (iii)/ Manual – 3**

#### **Procedure followed to take a decision on various matters.**

As the apex body, the Governing Body of Pramathesh Barua College, Gauripur discharges the power of overall management and development of the college. Meeting of



Academic Council the Internal Quality Assurance Cell (IQAC) are convened to discuss academic matters as and when required for ensuring quality in all academic and administrative activities. In consultation of the departmental faculties, the Heads of the Teaching Department allocate the courses and also maintain the departmental tasks. The prime responsibility of the faculties is to disseminate knowledge & skills among the students. They are also members of various committees and take part actively in various decision making processes of the college. Proper arrangements are also made to foster various decisions adopted by the college and disseminate them to public through College website, College Notice Board, Facebook page of the College, WhatsApp, News papers and also through direct communication with the Students.

#### **Section 4(1) (b) (iv) / Manual – 4**

##### **Norms set by the college for discharge of its function:**

- Follows the norms laid down by UGC and Affiliating University.
- In administration purpose, the college abides by the guidelines provided by the Higher Education Dept. Govt. of Assam, Directorate of Higher Education, Assam and also District Administration.
- Follows the norms and guidelines of the Ministry of finance, government of Assam regarding the financial matters.
- The college abides by the Principles and norms set by the Governing Body, Pramathesh Barua College, Gauripur for the smooth functioning of college management.

#### **Section 4(1) (b) (v) / Manual – 5**

##### **Rules, regulations and instructions used**

Rules, regulations, instructions, manuals and records held by the college or under its control or used by the college employees for discharging its function:

Rules, regulations, instructions followed by the institutions:

- Notifications by the college Administration in the line of Affiliating University.
- Notifications by the District Administration.
- University regulations, Ordinance, Notifications and Circulars.
- Regulations and Notifications of Directorate of Higher Education, Govt. Of Assam.

Following are the Manuals and Records:

- Student's enrolment record.
- Internal and End-semester Examination Marks Register.
- Service Book of each Employee.
- Stock Registers.
- Asset Registers.
- Appointment of Staff and departmental promotion documents.
- All bills and vouchers of purchasing materials.

- Cash Book.
- Result Analysis

**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 the document	Availability of the document
1	Admission Form	As per the norms of Government Policies, Affiliating University and College Administration	College Website and Office
2	Prospectus	As per the norms of Government Policies, Affiliating University and College Administration	College Website and Office
3	College Time Table	As per the norms of Government Policies, Affiliating University and College Administration	College Website and Office
4	Academic Calendar	Affiliating University	College Website and Office
5	Student's Enrollment	Government Policies	College Website and Office
6	Examination Schedule	Affiliating University	College Website and Office
7	Student's Attendance	Affiliating University	Departments
8	Scholarship Notice	As per Government Policies (for Government Scholarship) and college norms (for institutional scholarship)	College Website and College Office
9	Internal Assessment Records	As per Affiliating University Norms	College Website of the Teaching Department and Departmental Register
10	University Result Sheet	As per Affiliating University Norms	College Office and the Teaching Department
11	Correspondence with funding agencies (RUSA,UGC)	As per Government and UGC norms	College Office

12	Appointment of Staff and departmental promotion	As per Government Policies	College Office
13	Salaries and Allowance Payable	As per Government Policies	College Office
14	Bills and Voucher of purchasing materials	As per Government Policies	College Office
15	Energy Bills	As per the norms of APDCL	College Office
16	Annual Confidential Reports off Staff	As per Government Policies	College Office
17	Service Book of Employee	As per Government Policies	College Office
18	Court related litigation files	As per Government Policies	College Office

**Section 4(1) (b) (vii) / Manual – 7**

**Mode of Public Participation:**

The Governing Body of Pramathesh Barua College is a statutory and the apex body of the college and constituted of 12 members. Some of them are eminent personalities of the society and representative of the Teachers and Guardians of the students.

**Section 4(1) (b) (viii) / Manual – 8**

**Councils, Committees, Faculties, Departments etc. of the college:**

Cells & Committees of the College:

- Governing Body
- Academic Council
- Internal Quality Assurance Cell
- RUSA Committee
- NSS Unit
- Health Unit
- Discipline Maintenance Cell
- Anti Ragging cell
- Anti Sexual Harassment Cell
- Committee for SC/ST
- OBC/MOBC Cell
- Internal Complaint Committee
- Admission committee
- Routine & Prospectus Committee

- Examination Committee
- Library Development Committee
- Internal College Committee
- Girls' Hostel Management Committee
- Disaster Management Committee
- Career guidance and Counseling Cell
- Archeological Archive Cell
- Research and Community Development Cell
- Extension Activity Cell
- Women Cell
- Boy's Common Room Cell
- Girl's Common Room Cell
- Student Welfare Cell
- Alumni Association
- Games & Sports Cell
- Cultural Development Cell
- Grievance Redressal Cell
- Incubation Centre for Mental Health and Growth
- Indoor Stadium and Gymnasium maintenance committee
- Canteen Management Committee

**Section 4(1) (b) (x) / Manual – 10**

**Monthly remuneration received by each of its employee**

The pay scales of all teaching and non teaching staff are adopted as per the UGC, State Govt. of Assam, and the Directorate of Higher Education, Government of Assam.

**Section 4(1) (b) (xi) / Manual – 11**

**Budget allocation for each agency**

- The salary budget is approved by the Ministry of finance, Government of Assam.
- The budget and financial allocation of 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**

**The manner of execution of Subsidy Programmes (Fee Waiver Scheme), including amounts allocated and the details of beneficiaries of such programmes:**

- As per the guidelines of the Govt. of Assam notified time to time.

**Section 4(1) (b) (xiii) / Manual – 13**

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

- Not Applicable

**Section 4(1) (b) (xiv) / Manual – 14**

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

- Records are available in the college Website: [www.pbcollege.co.in](http://www.pbcollege.co.in)

**Section 4(1) (b) (xiv) / Manual –16**

**Public Information Officer (PIO):**

**The names, designations and other particulars of the public information officers**

Sl. No	Institution Name	Name	Designation	Telephone	Email
1	Pramathesh Barua College	Dr. Kalyan Das	Principal	8638038631	pbcollegefeedback@gmail.com
2	Pramathesh Barua College	Ms Shilpi Roy	Associate Professor, Dept. of Bengali	8876201724	rooyshilpee@gmail.com

**Section 4(1) (b) (xvii) / Manual –17**

**Other Useful information**

Individuals seeking any information may apply on plain paper giving particulars of information being sought along with correct address for communication. A separate application required for seeking information for different subject. The application has to be accompanied with the prescribed fee as per RTI Act 2005 (At present a fee of Rs 10). 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 Pramathesh Barua College.

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

Date: 23.04.2024

Place: Gauripur

Principal

Pramathesh Barua College

Gauripur, Dist: Dhubri, PIN: 783331

Principal  
P. B. College, Gauripur