

LANKA MAHAVIDYALAYA
DISCLOSURE UNDER SECTION 4(1) (B) OF THE RTI ACT, 2005

As a required under Section 4(1) (b) of the RTI Act, 2005, Lanka Mahavidyalaya, Lanka, Hojai, Assam, Pin: 782446 had made the Declaration as follows:

Lanka Mahavidyalaya is the premier institution of higher Education located at the South of Nagaon District, central region of Assam and the NH 51 and NH 37 gives an easy access to the institution from the Capital city, Dispur, Guwahati. Moreover, the Lanka Railway Station which is about 2KM away from the institution connects it with the entire Country. Since its inception, the institution earned many laurels in country and in state particular by disseminating value and quality education. The college was formally started on 20 July, 1979 by the effort of some intellectual persons of the region with the help of society. The college have a glorious legacy of 43 years of existence in imparting quality higher education to the people of the southern part of Assam in particular and the north-eastern region in general. Being permanently affiliated to Gauhati University and approved under 2(f) and 12 (B) of the UGC Act, 1956, the college has been assessed and accredited by NAAC in couple of times during 2005 and 2015, obtained Grade B with the score of 71 and 2.63 respectively. At present the college offers 22 undergraduate (UG) Programmes. . Apart from the Honours and Regular (Earlier Major and General) Courses under CBCS, the college also offers Various Add-On Courses to enhance the employability as well as to inculcate skills of the students. From the very beginning of the institution the college exists as a co-educational institution of higher education.

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

Particulars of Institution and its Functions & Duties

Vision Statement:

The prime vision of Lanka Mahavidyalaya is to provide and promote quality and value education to instil 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 citizen of Democratic India.

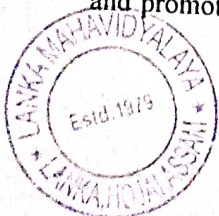
Mission:

Lanka Mahavidyalaya endeavours to achieve its vision by

- Making effective use of emerging technological tools to create skilled manpower, effective teaching-learning and bridge the gap between social needs and higher education in order to lift the diverse communities from stagnation to development.
- Nurturing a congenial learning ambience to showcase the expertise of the students in every aspects of life.
- To nurture Research and Innovation for the betterment of Life and Progress of the Nation.
- Undertake Collaborative Partnership with other higher education institution for facilitating exposure and sharing.

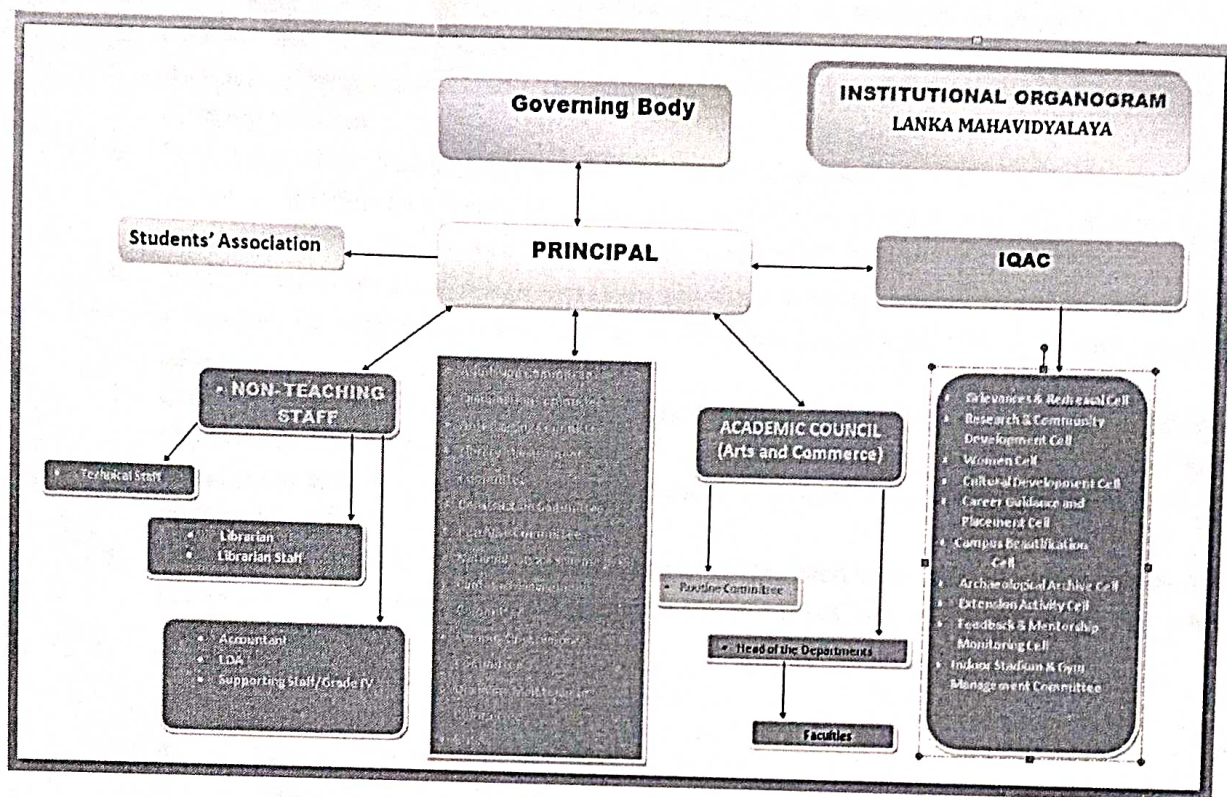
Duties:

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 instil 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 citizen of Democratic India”

Organogram:



Functions and Services:

The institution executes its functions as per the directions and guidelines laid down by the Directorate of Higher Education, Government of Assam, Gauhati University (affiliating university) and UGC.

- Courses Offered:** The college offers Undergraduate Honours and Regular Programme under CBCS since 2019 (Earlier Major and General) in the discipline of Assamese, Bengali, Economics, Education, English, Hindi, History, Political Science and Commerce. Further the institution also adhere the discipline of Mathematics, Philosophy, Nepali and Manipuri, in which Regular Courses under CBCS are available. In addition, the college offers various Add on courses on different issues/areas/field of study.
- Conduct of Internal Assessment and University Examinations:** College conduct internal and end-semester examinations in every semester as per the norms of affiliating university.
- Students Centric Teaching Learning Process:** At the demand of growing interest of the students, the college facilitates student-centric teaching-learning method through various seminars, quizzes, debate, field visit, role play; writing in wall magazines and annual college magazine, peer class etc.
- Sports and Cultural Facilities:** College is adequately equipped in Sports and cultural activities. It facilitates the students with a well furnished Indoor Stadium for Badminton and Table Tennis with a Muti-Gym apartment for both boys and girls. Further the college also has a Playground for outdoor games/sports. Moreover, the college also enabled with



- a Cultural Room where instruments like Harmonium, Guitter, Dhol, Khol, Tal etc. Available.
- e. Facility of Central Library: College has a well furnished central Library, equipped with reading room and reference section. At present college have huge collections of books and also have a digital wing to benefit the student's community in an easy way.
 - f. Canteen and Drinking Water Facility: The college canteen provides quality foods at a reasonable price, maintaining the hygiene. There is also proper arrangement for pure drinking water in the college campus.
 - g. Hostel Facilities: The College has a Girls Hostel in its campus, 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 facilitates 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 extension Activities: Lanka Mahavidyalaya has undertaken various extension activities in five adopted villages, under Unnat Bharat Abhiyan, GOI, in which students participated actively. Further, various extension activities under NSS have been done in the preceding years.
 - j. Grievance Redressed: Lanka Mahavidyalaya has initiated well defined arrangements for redressed the grievances. Following are the Committees/Cells, which are associated with this-
 - i. Governing Body
 - ii. Grievance Redressal Cell
 - iii. Internal Complaint Committee.
 - iv. Anti Ragging Committee.
 - v. Anti Sexual Harrasment committee.
 - vi. Women Cell.

Postal Address:

Lanka Mahavidyalaya

Rongmahal, Lanka

PO: Lanka, Hojai

Dist: Hojai (Nagaon), Assam

PIN: 782446

Map of Location:

A location map is available at the college website (www.lankamahavidyalaya.in)

Link: (<https://goo.gl/maps/JhSgSsSP3QSmu9rU7>)

Working Hours:

Office: 10 am to 5 pm- Monday to Saturday (Except on Sunday and Public Holidays)

Teaching: 8.30 am to 4.00 pm- Monday to Saturday in accordance with time table assigned by Academic Co-ordinator. (Except on Sunday and public holidays)



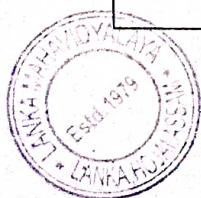
Section 4(1) (b) (ii)/ Manual-2

Powers and Duties of Officers and Employees:

Sl. No	Designation	Duties
1	Principal	<ul style="list-style-type: none"> As per the DHE Guidelines, GOA, Principal (Head of the Institution) is conferred with the powers of Member Secretary of Lanka Mahavidyalaya. He is also entrusted to exercise the power as the Chairman of IQAC and Chairman of all other cells and committees formed for the development of the college. Entrusted with the power 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. 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 Gauhati University.
	Vice Principal	<ul style="list-style-type: none"> Acts as a Principal i/c in the absence of Principal and entrusted particularly in the administrative works assigned by the authority.
	Academic Co-ordinator	<ul style="list-style-type: none"> Entrusted in all the Academic Related activities of College, Curriculum Development. Vested with the power to maintain and regulate the academic calendar for every new academic session in the line of the academic calendar of affiliating university. Maintained the Work Loads of Associate and Assistant Professors. Entrusted with the power to prepare the Routine for the smooth conduct of Classes, Sessional Examinations, field work etc.
	IQAC Co-ordinator	<ul style="list-style-type: none"> Vested with the power to ensure the internal quality of the college, infrastructural development and Co-Curricular activities. To coordinate the dissemination of information on various quality parameters of Research for higher education and Community development. To coordinate the documentation of the various programmes/activities leading to quality improvement such as workshops and seminars on various issues, particularly Intellectual Property



		<p>Right, Gender Sensitization, Career and Counselling for the Students as well for their placement.</p> <ul style="list-style-type: none"> • To coordinate the quality-related activities of the various department of the institution • 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. • To coordinate the timely and efficient execution of the decisions of IQAC committee. • To advice the departments and authorities for the Curriculum Enrichment, infrastructure and community development.
	Head of the Department	<ul style="list-style-type: none"> • Being the leader of the department, HoD is entrusted for the smooth functioning of the departmental activities. • Entrusted with the power to allocate syllabus and classes among the departmental faculties. • Look after the matter of the completion of courses within stipulated time. • HoD is entrusted with the task of uploading internal marks and notified students in the college as well as at the University portal. • Performed the duties as a member of Academic Council of the college. • Performed the Duties as a member of Admission Committee of the college.
	Associate Professor	<ul style="list-style-type: none"> • Associate Professors are assigned to take their allotted classes and completion of courses. • To carry out examination related duties and functions. • Associate Professors are also associated with the responsibilities assigned by the authority.
	Assistant Professor	<ul style="list-style-type: none"> • Assistant Professors are assigned to take their allotted classes and completion of courses. • To carry out examination related duties and functions. • Assistant Professors are also associated with the responsibilities assigned by the authority.
	Librarian	<ul style="list-style-type: none"> • Librarian is vested with all the Library related works. • Acts as intermediaries between the various Departments and Library. • Entrusted to maintain accession and call numbers of books. • Regulate the Digital Library Resources.
	Head Assistant	<ul style="list-style-type: none"> • Head Assistant is entrusted to assist the Principal.



		<ul style="list-style-type: none"> To coordinate various departments and staff. To supervise other responsibilities as directed by the Directorate of Higher Education, Assam, Gauhati University, RUSA and other higher authorities
	Upper Division Clerk (UDA)	<ul style="list-style-type: none"> To assist the Principal. To assist the Head Assistant. Preparation of salary bill To work as and when directed by higher authorities.
	Lower Division Clerk (LDA)	<ul style="list-style-type: none"> To assist the Principal, HA and UDA. To work as and when directed by higher authorities.
	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.
	Members of student's Union Body	<ul style="list-style-type: none"> Function as the leader of all student related activities. Entrusted with the power to celebrate Freshmen Social, College week, Saraswati Puja, organize various cultural and sports activities to create a vibrant atmosphere in the college campus in particular Entrusted with the power to Publication of Magazine and also supervised Girl's and Boy's Common room.

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Procedure followed to take a decision on various matters

As the apex body, the Governing Body of Lanka Mahavidyalaya discharges the power in overall 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 Head of the Department allocates the courses and also maintains 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 the different decisions to public taken by the college through College Website, College Notice Board, Facebook Page in the name of Lanka Mahavidyalaya Update, WhatsApp, Direct Communication with the Students and Newspapers.

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Norms set by the college for discharge of its function

- Follows the norms laid down by UGC and Affiliating University.



- For Administrative purposes, college abide by the guidelines provided by the Directorate of Higher Education, Government of Assam and also follows District Administration.
- Follows the norms and guidelines of the Ministry of Finance, Government of Assam regarding the financial matters.
- The college abide by the principles and norms set by the Governing Body, Lanka Mahavidyalaya for the smooth functioning of various activities of the college.

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Rules, regulations and instructions used

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

Rules, Regulations, Instructions followed by the institution:

- 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:

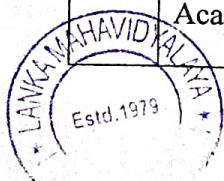
- Student's enrolment record.
- Internal and End-Semester Examinations Marks Register.
- Service Book for each Employee.
- Stock Registers.
- Asset Registers.
- Appointment of Staff and departmental promotion documents.
- All bills and vouchers of purchasing materials.
- Cash Book.
- Result Analysis.

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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
	Admission Form	As per norms of Government Policies, Affiliating University and College Administration	College Website and Office
	Prospectus	As per norms of Government Policies, Affiliating University and College Administration	College Website and Office
	College Time table	As per norms of Government Policies, Affiliating University and College Administration	College Website and Office
	Academic Calendar	Affiliating University	College Website and Office



Students' Enrolment	Government Policies	College Office
Examination Schedule	Affiliating University	College Website and Office
Students' Attendance	Affiliating University	Departments
Scholarship Notice	As per Government policies(for government scholarships) and college norms(for institutional scholarship)	College Website and College Office
Internal Assessment Records	As per Affiliating University norms	Departmental College Website and Departmental Register
University Result sheet	As per Affiliating University norms	College office
Correspondence with funding agencies (RUSA,UGC)	As per Government and UGC norms	College office
Appointment of Staff and Departmental promotion	As per Government Policies	College office
Salaries and Allowance payable	As per Government Policies	College office
Bills and Vouchers of purchasing materials	As per Government Policies	College office
Energy Bills	As per the norms of APDCL	College office
Annual Confidential Reports of Staff	As per Government Policies	College office
Service Book of Employee	As per Government Policies	College office
Court related litigation files	As per Government Policies	College office

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

Mode of public Participation

The Lanka Mahavidyalaya Governing Body, the apex body of the college has 12 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

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
- Minority Cell
- OBC/MOBC Cell
- Internal Complaint Committee
- Admission Committee
- Routine & Prospectus Committee.
- Examination Committee
- Library Development Committee.
- Purchasing Committee
- Girls Hostel Management Committee
- Disaster Management Committee
- Career Guidance and Counselling Cell
- Archaeological Archive Cell
- Research and Community Development Cell
- Extension Activity Cell
- Women Cell
- Boys' Common Room Cell
- Girls' Common Room Cell
- Student Welfare Cell
- Alumni Cell
- Beautification Cell
- Games & Sports Cell
- Cultural Development Cell
- Grievance Redressal Cell
- Shyamalee Chauhad Committee
- Incubation Centre for Mental Health and Growth
- Construction Committee.
- Indoor Stadium and Gymnasium Maintenance Committee
- Pond Development Committee
- Canteen Management Committee
- Lanka Mahavidyalaya Staff Co-operative Society Ltd.

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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, and the Directorate of Higher Education, Government of Assam.

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Budget allocation for each agency

- The salary budget is approved by the Ministry of Finance, 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 - I2

The manner of execution of subsidy programmes, including amounts the allocated and the details of beneficiaries of such programmes.

- As per Government Guidelines.

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.lankamahavidyalaya.in

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Public Information Officer

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

Sl.No	Institution Name	Name	Designation	Telephone	Email
	Lanka Mahavidyalaya	Dr. Phatik Tamuli	Principal	9435369038	Principal.lm@gmail.com
	Lanka Mahavidyalaya	Mr. Amal Bhowmik	Associate Professor, Department of Commerce	8011014872	aktblna@gmail.com

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Other Useful Information

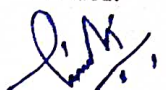
Individuals seeking any information may apply on plain paper giving particulars of information being sought along with correct address for communication. A separate application required for seeking information for different subjects. The application has to be accompanied with the prescribed fee (At presents 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 the Lanka Mahavidyalaya.

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

Date: 22/12/2022.

Place: LANKA, ASSAM.




(Dr. Phatik Tamuli)

Principal
Lanka Mahavidyalaya
Lanka, Hojai, Assam
782446

Lanka Mahavidyalaya
Lanka, Hojai, Assam