

Revised & Updated copy

INFORMATION HANDBOOK
JORHAT ENGINEERING COLLEGE, JORHAT, ASSAM
UNDER THE RIGHT TO INFORMATION ACT, 2005

➤ *Compiled & edited by Mr. B.K. Bora, Head
Assistant on behalf of the Principal,
Jorhat Engineering College, Jorhat.*

❖ *Computer print and soft copy (CD)
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PART-I

ABOUT RIGHT TO INFORMATION:

1. REQUEST FOR OBTAINING INFORMATION:-

Subject to provision of Right to Information Act, 2005 and in pursuance to the provision as laid down under section (6) of the Act, a person may obtain any information under the Act, shall make request in writing in English or Assamese in official language in which the application is made, accompanying such fee as prescribed by the Government from time to time. Such application shall be made to the SPIO of this college as notified.

2. WHAT DOES INFORMATION MEAN:

Information means any materials in any form and subject to available resource documents/records, circulars, orders and sample models, materials held by the college which can be accessed by a public authority under any other law for the time being in force.

3. WHAT DOES RIGHT TO INFORMATION MEAN:

It includes the right to :

- i) Inspect documents, records.
- ii) Take notes, extracts or certified copies of documents or records.
- iii) Take certified copies of sample of materials.

4. APPLICATION PROCEDURE FOR REQUESTING INFORMATION:

The application are to be submitted in writing in English or Assamese to the SPIO of the Jorhat Engineering College, Jorhat, Assam (Pin-785007). The information sought for should be specific in nature to ease the process for furnishing the information requested for by the applicant.

5. PROCEDURE FOR COLLECTION OF FEES/ CHARGES/COSTS ETC:-

In the interest of the administration and also for the easy process of the matter, fees are collected from the public requesting for information under section 6(I) is to be accompanied by an application preferably in the in the "Model Form" as prescribed and circulated by the Govt. in the manner published "Hand Book on Right to Information" (Annexure-II). The application fee may be deposited in the office Cash Counter during office hours in every working days. The application Fee is Rs. 10/-(Rupees ten only). The other charges as fixed by Govt. Vide Notification No.AR.78/2005/91 dt. 7-10-2005 shall be charged extra.

PART-II

PARTICULARS OF ITS ORGANISATION, FUNCTIONS AND DUTIES:-

(a) NAME OF THE ORGANIZATION:- JORHAT ENGINEERING COLLEGE, JORHAT, ASSAM (PIN-785007)

(b) FUNCTION AND DUTIES OF THE ORGANISATION:

The Jorhat Engineering College is one of the Premier Technical Colleges under the Govt. of Assam, recognized by the All India Council of Technical Education and is affiliated to the Dibrugarh University, Dibrugarh, Assam. The College offered four years B.E. degree courses in five disciplines viz. Civil Engg. Computer Science & Engg, Instrumentation Engg, Electrical Engg and Mechanical Engg. and also three years P.G. Course in Computer Application (MCA) degree, as per guidelines offered by the AICTE.

2. POWERS & DUTIES OF THE OFFICERS & EMPLOYEES OF THE ESTABLISHMENT:-

Principal, Jorhat Engineering College, Jorhat is the Administrative head of the college. He is normally assisted by the H/A, Acctt., store and other dealing Asstts concerned. In academic matters he is assisted by the Examination Supdt and other faculty staffs.

The following are the staff pattern of Jorhat Engineering College, Jorhat.

ADMINISTRATIVE /MINISTRIAL STAFF

(a) Head Asstt.]	To assist Principal, JEC in administrative and other relative matters.
(b) Accountant		
(c) Senior Asstts.		
(d) Junior Asstts.		
(e) Store Keepers]	Store & Library
(f) Librarians		

ACADEMIC STAFFS:

(a) Professor for each Departments]	To provide Technical Education leading to degree in Engg. as per AICTE guidelines. To assist the Principal in all academic matters.
(b) Asstt. Professor -do- W/Shop Supdt.- for W/Shop		
(c) Lecturer -do-		
(d) Programmer & System Analyst for Computer Deptt.		

OTHER TECHNICAL STAFF:

- (a) Supervising Instructor
- (b) Demonstrator / Scientific Asstt.
- (c) Junior Instructor
- (d) Asstt. Instructor
- (e) Mistry
- (f) Driver

HOSPITAL STAFF:

- (a) Medical Officer
- (b) Pharmacist
- (c) Nurse
- (d) Dresser

GRADE-IV:- The duties of Grade-IV staff are also distributed on routine basis to attend duties in Office/Laboratory/Workshop/Hostels/ and in different departments of this college.

3. Procedures followed for decision making process, including channels of supervision and accountability:-

The decision making power of the Jorhat Engineering College, Jorhat in the matter related to administrative are empowered by the Secretary to the Govt. of Assam, Higher Education (Tech) Deptt. and the Director of Technical Education, Assam in consultation with the Principal, Jorhat Engineering College, Jorhat. Academic regulations are adopted as prescribed by the Dibrugarh University as per the guidelines laid down by the AICTE.

Heads of Departments/Superintendent (Workshop) and other subordinate staffs also provide assistance to the Principal of the college to ensure smooth functions of the day to day works.

4. NORMS SET BY THE ESTABLISHMENT FOR DISCHARGE OF ITS FUNCTIONS:

In order to implement the policy decisions and other administrative/academic functions of the college, the subordinate officers /assistants process the matters in consultation with the Principal/HOD concerned as per guidelines communicated by the Director of Technical Education, Assam, as and when required under the direction of Govt. of Assam. Similar actions are adopted in the case of academic matters as an when guidelines communicated by the AICTE/Dibrugarh University.

5. RULES, REGULATIONS, INSTRUCTIONS, MANUALS ETC. HELD BY THE COLLEGE:

- (i) Information Brochure – Jorhat Engineering College, Jorhat, (Assam)
- (ii) Regulation for B.E. Course under Dibrugarh University.
- (iii) A.I.C.T.E. Norms.
- (iv) Compliance Report and Mandatory Disclosure for obtaining AICTE approval.
- (v) The Assam Services (Pension) Rules.
- (vi) The Assam Fundamental Rules and Subsidiary Rules.
- (vii) The Right to Information Act, 2005.

CATEGORIES OF DOCUMENTS HELD BY THE COLLEGE:

- (i) Budget Estimates, Supplementary Demands for both Plan and Non-Plan.
- (ii) Matter relating to Administration in B.E. degree course.
- (iii) Establishment matters of Non-Gazetted / Gazetted officers .
- (iv) Centrally sponsored grant/MODROB Grants.
- (v) Matters relating to Administration/Examinations held under Dibrugarh University.
- (vi) Matters relating to collection of Examination fees.
- (vii) Matters relating to State Plan Scheme/DPR etc.
- (viii) Departmental court case matters in the Hon'ble High Court, Guwahati regarding appointment.
- (ix) Pension/GIS/GPF/House Building Advance/Leave/EB Crossing etc.
- (x) Matter relating to appointment on compassionate ground.
- (xi) Store/Purchase files.
- (xii) Audit objection.
- (xiii) Matter relating to casual employees.
- (xiv) Matter relating to college land.
- (xv) Annual Confidential Report.
- (xvi) Matters relating to scholarship to the students.
- (xvii) Matter relating to appointments/transfer of Lecturers /Asstt. Professors/Professors and Non-Gazetted officers.
- (xviii) Matter related to Right to information Act, 2005.

7. Representation of public for Consultation/Formation of policy/Administration of the Department.

No public representation has yet been notified from the public

8. Statement of the Boards, councils, committed and other bodies consisting of two or more persons constituted as its meetings of those Boards, Councils, Committees and other bodies are open to the public or the Minutes of such meetings are accessible for public.

The college has a Council of Teachers Association titled ECTA(Engineering College Teacher's Association) to look after the affairs of teachers and to adopt academic policy/introduction of curriculum etc as per guidelines offered by the AICTE/Dibrugarh University. Moreover, Principal, Jorhat Engineering College is a Ex-officio Member of the Dibrugarh University Statutory Bodies/Advisory Committee for Post Graduate and Under Graduate courses.

9. Directory of the Teachers and Employees of the Jorhat Engineering College, Jorhat:

(i) Principal, Jorhat Engineering College, Jorhat -----	01
(ii) Professor-----	15
(iii) Asstt. Professor-----	22
(iv) Lecturer -----	61
(v) Programmer & System Analyst -----	02

Administrative Staff:

(vi) Head Asstt. -----	01
(vii) Accountant cum sr. Asstt -----	01
(viii) Stenographer -----	01
(ix) Sr. Asstt. -----	05
(x) Chief Store Keeper -----	01
(xi) Store Keeper -----	01
(xii) Asstt. Store Keeper -----	01
(xiii) Librarian -----	01
(xiv) Asstt. Librarian -----	02
(xv) Jr. Asstt. -----	09

Tech. Supporting Staff:

(xvi) Supervising Instructor -----	02
(xvii) Junior Instructor -----	14
(xviii) Asstt. Instructor -----	13
(xx) Mistry -----	10
(xxi) Demonstrator, Physics -----	01
(xxii) Scientific Asstt. -----	03
(xiii) Boiler Attendant -----	01
(xxiv) Boiler Engine Mechanic -----	01
(xxv) Electrician -----	01
(xxvi) Vehicle/ Bus Driver -----	05
(xxvii) Water Pump Driver-----	04

Hospital Staff:

(xxviii) Medical & Health Officer -----	01
(xxx) Pharmacist -----	01
(xxxii) Nurse -----	01
(xxxii) Dresser -----	01
(xxxiii) Grade IV Staff -----	144
(Including 6 Nos. Vacant Posts)	

10. Monthly remuneration received by the teachers and employees of the Jorhat Engineering College, Jorhat.

The monthly remuneration received by the teachers/employees as on November,2008 is shown at Schedule(I)

11. The Budget Allocated to each of the Agency, indicating the particulars if all plans proposed expenditures and reports on Disbursements made thereon

Budget sanctioned by the Govt. of Assam, for Financial year 2008-09

(a) Under non-plan head: Rs.566.61 lakhs

Under Plan head: Rs.18.20 lakhs

Detailed head of Budget allocation is enclosed in Annexure(II)

** . Expenditure Report shall be submitted to the Govt. on the ending of the financial year.

12. Manner of Execution of Subsidy/Programmes, including the Amount allocated and the details of beneficiaries of such programmes:-

Govt. of Assam has accorded Administrative approval for the following amounts out of the proposed Grant of Rupees 10 Crore for Development of Jorhat Engineering College, Jorhat.

- a) Rs. 8,56,82,000.00 under non-plan during 2007-08.
(for construction of Admn. Building, construction of Girl's Hoste, improvement of internal roads of JEC.)
- b) Rs. 1,35,00,000.00- under non-plan during 2007-08
(for purchase of books, computer etc. for JEC)

However, project could not be taken up for execution due to non-receipt of the fund.

13. Particulars of Recipients of concessions, permits or authorizations granted by it:-

No such type of concession, permit or authorization are yet extended to this college.

14. Details in respect of the information, available to or held by it reduced is an electronic form:-

Information are usually furnished as per process and at present electronic form is not available in college.

15. Particulars of facilities available to Citizens for Obtaining Information, including the working hours of a Library or Reading room is maintained for public use.

- (a) Citizens may obtain information as per procedure laid down in the RTI Act,2005 subject to available infrastructure of college during office hours.
- (b) The college has a well-equipped Library for students and staff members only. No Library or Reading room is available for Public use for the present.

16. The name, designations and other particulars of the Public Information Officers in the establishment of the Jorhat Engineering College, Jorhat.

<u>NAME AND DESIGNATION OF OFFICER</u>	<u>DESIGNATED AS</u>
1. Dr. P. Goswami----- Director of Technical Education, Assam, Kahilipara, Guwahati-19	Appellate Authority
2. Prof. B.N. Choudhury----- Principal, Jorhat Engineering College, Jorhat-7(Assam)	State Public Information Officer (SPIO)
3. Sri B.K. Borah----- Head Assistant Jorhat Engineering College	Asstt. Public Information Officer (SPIO)

17. Such other information as may be prescribed:-

Principal, JEC is the Administrative and Academic Head of the College. Hence, all the powers and authorities are bestowed on Principal for all purpose.

Principal,
Jorhat Engineering College,
Jorhat-7
Assam