



GOVERNMENT COLLEGE OF ART AND CRAFT

Lichubagan, Agartala, Pin-799006

Website:- <https://www.gcac.in>

Email:- gcac1975agt@gmail.com

Statutory Declaration Under Section 1(b) of Right to Information (RTI) Act – 2005

PARTICULARS OF THE ORGANIZATION, FUNCTION AND DUTIES

Name of the Organization	GOVERNMENT COLLEGE OF ART AND CRAFT, AGARTALA
Address	Lichubagan, Agartala, West Tripura District, Pin – 799006
Website	www.gcac.in
Email id	gcac1975agt@gmail.com
Contact no.	9436183270 (GCAC- SPIO)
Fax no.	
Working hour	10am to 5.30pm Sundays and 2 nd 4 th Saturdays are Holidays
Library working hour	11am to 4.00pm
Brief History of the Institution	Government College of Art and Craft Agartala was established in the year 1975. The college is affiliated to Tripura University vide no. F.17(14)-TU/89 Dated, 22-10-2003 and is administered by Education (Higher) Department, Government of Tripura. The college is recognized by UGC under 12(f) and 2(b) of the UGC Act, 1956, since 2006 vide no. F.8-186/2004(CPP-I) Dated, 18-01-2006 Courses offered by this institution are BVA (Honours), DVA and Certificate course.
Aims and Objectives	To create and preserve knowledge and understanding by teaching, research and development, skill development, training and education,

extension and services by effective demonstration and influence.

The objectives are to:

- 1) Carry out its responsibility of creation, preservation and dissemination of knowledge.
- 2) Promote discipline and the spirit of intellectual inquiry and to dedicate itself as a fearless academic community to the sustained pursuit of excellence.
- 3) Encourage individuality and diversity within a climate of tolerance and mutual understanding.
- 4) Promote freedom, secularism, equality, social justice as declared in the Constitution of India and to be catalyst in patriotic socioeconomic transformation by promoting basic attitudes and values of essence of national development.
- 5) Promote the conducive environment for ensuring social harmony, coexistence, integral humanism and upliftment of the poorest of the poor.
- 6) Extend the benefits of knowledge and skills for development of individual students and society.
- 7) Carry out social responsibility as an informed and objective critic, to identify and cultivate talent, to train the right kind of leadership in all walks of life and to help younger generation to develop right attitudes, interests and values.
- 8) Promote equitable distribution of teaching, learning, training and other support services facilities of higher education.
- 9) Devise motivational systems to ensure that individual cognitive abilities are not constraint but rather the innovative spirit and desire to make true contribution and realize self achievement is nurtured.
- 10) Promote National Integration, fraternity and preserve cultural heritage and inculcate respect towards different religion and diverse culture of India.

	<p>11) Generate and promote a sense of self respect and dignity amongst the weaker section of the society.</p> <p>12) Promote gender equality and sensitivity in society.</p>
<p>Major Activities</p>	<ol style="list-style-type: none"> 1) The major activities are in accordance with the mission and vision of the college that is to provide opportunities for the students of Tripura. Hence different Sub-division of Tripura may have hundreds of fine arts graduates. 2) Higher education up to the level of graduation is provided from the college to the students of all sections of the community without any discrimination 3) The placement cell of this college guide students for different competitive examinations and inform about Government skill development programmes. 4) Communal harmony is established through NSS, Sports and Value educations, Cultural Programs, Exhibitions and Alumni association of this college.
<p>Powers and Duties of the Officers and Employees</p>	<p>Responsibilities of the Head of the Institution / Principal:</p> <p>The head of the Institution (Principal) as an Administrative and Academic head of the college shall be responsible for:</p> <ol style="list-style-type: none"> 1) Academic growth of the department through participation in the teaching, Research and Training programs. 2) Monitoring Teaching-Learning Process of the college 3) Assisting in planning and implementation of academic progress and overall development of the college. 4) Assessing student's feedback reports. 5) Maintaining overall discipline of the college. 6) Any other work relating to the college as may be assigned to him/her by the competent authority time to time. <p>Responsibilities of the faulty members:</p> <p>The faculty of any Department shall be responsible for:</p> <ol style="list-style-type: none"> 1) Professional activities, i.e. involvement in teaching learning process.

- 2) Continuing academic activities both as an organizer / instructor and a participant.
- 3) Collection and analysis of feedback from stack holders i.e. students, parents and alumni etc. and take appropriate action for up-gradation of teaching learning process.
- 4) Organizing seminars, workshops on contemporary issues.
- 5) He / she shall organize sports events for the students time to time.
- 6) Shall take care different laboratories, teaching aids and sports equipments.
- 7) To promote good health, giving students a new way to make them fit and learn their lesions at the same time.
- 8) Shall also promote team play, working as a part of a team is always encouraged to make the students competitive.
- 9) Active participation in Administration, Examination and Evaluation of answer scripts.
- 10) Administrative works as directed by the authority.
- 11) Active participation in extension activities for the well being of the society.
- 12) Act as Board / Committee member of the other organization / association.

Duties and responsibilities of Statutory Committees of the College:

Executive Committee:

The Executive committee of the college is a non-statutory platform of all teachers, constituted as per the guideline laid by DHE, Government of Tripura. The main activities of the Executive committee is to:

- 1) Co-operate and keep liaison with the college administration in all respect.
- 2) The committee shall render best possible help to the college authority for the development of the college, improving quality of teaching and maintaining congenial atmosphere in the college, conducive to teaching and learning.

Internal Quality Assurance Cell:

This is the heart of any educational institution. The main activities of the Internal Quality Assurance Cell (IQAC) is:

- 1) Development and application of quality benchmarks.
- 2) To set parameters for various academic and administrative activities of the institution.
- 3) Facilitating the creation of a learner-centric environment conducive to quality education, faculty maturation to adopt the required knowledge and technology for participatory teaching and learning process.
- 4) Collection and analysis of feedback from all stakeholders on quality related institutional process.
- 5) Dissemination of information on various quality parameters to all stakeholders.
- 6) Organization of inter and intra institutional workshops, seminars on quality related themes and promotion of quality circles.
- 7) Documentation of various programmes/ activities leading to quality improvement.
- 8) Acting as a nodal agency of the institution for coordinating quality related activities, including adoption and dissemination of the best practices.
- 9) Development and maintenance of institutional database through MIS for the purpose of maintaining / enhancing the institutional quality.
- 10) Periodical conduct of Academic and Administrative Audit and its follow-up.
- 11) Preparation and submission of the Annual Quality Assurance Report (AQAR) as per guidelines and parameters of NAAC.

UGC Committee:

- 1) To maintain liaison with the UGC.
- 2) Preparing Plan of action to utilize fund received from UGC.
- 3) To check and finalize seminar proposals of different department

of the college.

- 4) Arrangement of auditing UGC fund and preparing Utilization certificate along with statement of expenditure.

Committee for NAAC Activities:

- 1) Initiative for NAAC Accreditation of the college
- 2) Preparing and uploading Self Study Report of the college to NAAC.
- 3) Synchronizing Academic-Administrative-Financial activities of the college.
- 4) Liaisoning with NAAC.

Planning and Development Committee:

1. Implementation of different plans mentioned in college development master plan.
2. Preparation of different proposals and fund requirements for college development.
3. Monitoring of repair works and procurement of different laboratory items and goods.

Academic and Examination Committee:

- 1) Framing of Master Routine before commencement of classes.
- 2) Arrangement of sessional and End semester Examination.
- 3) Publication of Sessional Examination result and displaying in the notice board. In case of any discrepancy the committee takes up the matter for redressal.

Magazine, Cultural and Social Entertainment Committee

- 1) Organizing cultural programmes including Fresher's Welcome, Saraswati Puja etc.
- 2) Arrangement for students' participation in different district level and state level cultural programme and competitions.
- 3) Publication of College Magazine, News Letters, Wall Magazine etc.

Anti Ragging Committee:

- 1) Regular checking for any Ragging activity in campus area.

2) Surprise check in probable areas of ragging. In case of any incidence notices on the spot or through CCTV camera, assessment of the incidence being made and necessary action to be taken and inform the Principal immediately.

3) Display of hording on Ragging free Campus.

Internal Complaint Committee:

1) To resolve issues of sexual harassment pertaining to girls' / lady staff.

2) To equipped the female students, faculty and staff members with knowledge of their legal rights.

3) To safe guard the rights of female students, faculty and staff members.

4) To display of hording on the functions of Internal Complaint Committee.

5) To organize periodical sensitization programme for students and staff members on "Sexual harassment of Women at work place (Prevention, Prohibition and Redressal) Act, 2013".

6) To know the statutory implication by Indian Legislature to control workplace harassment.

Games and Sports Committee:

1) To organize Annual Sports and different sports events in the college.

2) To arrange observance of National Sports Day.

3) To arrange for sending students' team for participation in different sports competitions.

4) To monitor the accessibility of college gymnasium to the students.

5) To take care of the sports equipments and Gym.

6) To promote good health, giving students a new way to make them fit and learn their lesions at the same time.

7) To promote team spirit among student. Working as a part of a team is always encouraged to make students competitive.

Disciplinary Committee:

- 1) To look after overall discipline of the college.
- 2) Keeping vigilance and regular patrolling of the college campus to maintain discipline of the college.
- 3) In case of any indiscipline act noticed on the spot or through CCTV camera, necessary action to be taken and inform the Principal immediately.
- 4) Organizing one orientation class on the first day of commencement of classes for new session students to sensitize them on disciplinary issues of the college.

Placement Cell:

- 1) To conduct awareness camp and entrepreneurship programmes for personality development of students.
- 2) Organizing different training programmes in collaboration with department of skill development.
- 3) Dissemination of information on Job opportunities time to time.
- 4) Maintaining database of enrolled students in the placement cell in accordance to the guideline of Directorate of Higher Education, Govt. of Tripura.
- 5) To counsel students for Higher Education and job opportunities.

Science / Students' Forum:

- 1) To look after science and other contemporary communication in college.
- 2) To organize seminars in college.
- 3) To arrange participation of students in different art exhibitions and art fairs.
- 4) Arrangement of auditing of fund received from competent authority and preparing Utilization certificate along with statement of expenditure.

NSS / NCC Unit

- 1) To inculcate social welfare in students and to provide service to society without bias.

- 2) To ensure that every one who is needy gets help to chance their standard of living and lead a life of dignity.
- 3) To work in the institution, villages and slums to complete 120 hours of regular activities during an academic year.
- 4) To organize NSS special camp.
- 5) Organizing awareness programmes on different social issues to implement village adoption programme.
- 6) Organizing awareness programmes on Environmental Protection, Health awareness, Literacy, Community development and student development.
- 7) To carry out Swatch Bharat Abhiyan in and around the college campus.
- 8) To arrange plantation programme.
- 9) Active participation in Disaster Management Programmes.
- 10) Arrangement of sending NCC cadets for attending training programmes.
- 11) Arrangement of auditing of fund received from competent authority and preparing Utilization certificate along with statement of expenditure.

Committee for Scheduled Tribes / Scheduled Castes (ST/SC):

- 1) To investigate and monitor all matters relating to the safeguards provided for the scheduled cast and scheduled tribes under the constitution of India or under any law for the time being in force or under any order of the Government.
- 2) To evaluate the working of above mentioned safe-guards.
- 3) To enquire into specific complaints with respect to the deprivation of rights and safeguards of the Scheduled Tribes and Scheduled Castes.
- 4) To participate and advise on the planning process of the socio-economic development of the SCs and STs and to evaluate the progress of their development.

Minority Cell:

- 1) To investigate and monitor all matters relating to the safeguards provided for the Minority Community under any law for the time being in force or under any order of the Government.
- 2) To evaluate the working of above mentioned safe-guards.
- 3) To enquire into specific complaints with respect to the deprivation of rights and safeguards of the Minority Community.
- 4) To participate and advise on the planning process of the socio-economic development of the Minority community and to evaluate the progress of their development.
- 5) Supervision of Minority hostel (if any) of the college.

Other Backward Community (OBC) Cell:

- 1) To investigate and monitor all matters relating to the safeguards provided for the OBC students under any law for the time being in force or under any order of the Government.
- 2) To evaluate the working of above mentioned safe-guards.
- 3) To enquire into specific complaints with respect to the deprivation of rights and safeguards of the OBC students.
- 4) To participate and advise on the planning process of the socio-economic development of the OBC students and to evaluate the progress of their development.

Grievance Redressal Committee:

- 1) Regular checking of “Complaint / Suggestion Box”
- 2) Enquiry of grievances.
- 3) Redressal of all kinds of Grievance related to the college.

Committee for Students’ Union Council Election

- 1) To conduct Students’ Union Council Election maintaining all formalities according to the guideline of the Department of Higher Education, Government of Tripura.

Duties and responsibilities of other Employees:

Librarian and Library Staff

- 1) Checking of books in an out of the library and assemble and

	<p>arranging display materials.</p> <ol style="list-style-type: none"> 2) Review and evaluate resource material, such as book review and catalogue 3) Direct and train library staff in duties such as receiving, shelving, researching, cataloguing and equipment use. 4) Organize collections of books, publications, documents, audiovisual aids, and other reference materials for convenient access. 5) Develop library policies and procedures. 6) To maintain e-resources of the library. <p>Duties and responsibilities of Ministerial staff</p> <ol style="list-style-type: none"> 1) To exercise, check and to follow up letters received from the University and different offices. 2) To ensure prompt dispatch of letters. 3) To arrange filling of papers and arrange files in order. 4) To maintain calendar for periodical returns of office documents. 5) To attend such other work that may be assigned with by the authority. 6) Reporting Academic and Financial matters to the Principal and carry out orders. <p>Laboratory Assistant:</p> <ol style="list-style-type: none"> 1) To assist students and teachers in conducting practical and experiments. 2) To maintain stock register and register of consumable materials and to undertake physical stock verification of laboratory materials. 3) To assist in purchase and procurement of laboratory materials. 4) To report about breakages / losses in laboratory to the authority. <p>Group – D Staff:</p> <ol style="list-style-type: none"> 1) To open doors and windows etc. and switch on fans and lights and close the same after office hour. 2) Dusting of furniture, machine, files etc.
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	<p>3) Carry messages, papers, registers, files, circulars etc. from one place to another inside or outside the office as the case may be.</p> <p>4) Serve drinking water to employees and to visitors.</p> <p>5) Any other as assigned by the authority.</p> <p>Night Guard:</p> <p>1) To look after the security of the college campus and office materials at night.</p> <p>2) To inform the Principal and Police in case of any emergency.</p>
Procedure followed in the decision making process including channels of supervision and accountability.	Decisions are taken in the meetings of Teachers' Council under the supervision of the Principal.
The rules, regulations, instructions, manuals and records held by it or under its control or used by its employees for discharging its function.	Government Rules and Regulations are followed.
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.	Representatives from the stake holders are included in Internal Quality Assurance Cell of the college.
The names, designation and other particulars of the Public Information Officers.	<p>Sri Abhijit Bhattacharjee, Principal in Charge</p> <p>State Public Information Officer</p> <p>+91 97740 83270</p>

	<p>Sri Ramyendu Kumar Das, Assistant Professor State Assistant Public Information Officer +91 75968 22487 Email: gcac1975agt@gmail.com</p>
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College Round Stamp

(Abhijit Bhattacharjee)
Principal in Charge
Government College of Art & Craft
Lichubagan, Agartala
West Tripura District. Pin - 799006