



NAZIR AJMAL MEMORIAL COLLEGE OF EDUCATION, HOJAI

Recognised by NCTE and Affiliated to Gauhati University
Run by - AJMAL FOUNDATION

THE RIGHT TO INFORMATION ACT, 2005

CHAPTER II

Right to information and obligations of public authorities

3 Subject to the provisions of this Act, all citizens shall have the right to information.

4 (1) Every public authority shall—

(a) maintain all its records duly catalogued and indexed in a manner and the form which facilitates the right to information under this Act and ensure that all records that are appropriate to be computerised are, within a reasonable time and subject to availability of resources, computerised and connected through a network all over the country on different systems so that access to such records is facilitated;

(b) publish within one hundred and twenty days from the enactment of this Act,—

(i) the particulars of its organisation, functions and duties;

(ii) the powers and duties of its officers and employees;

(iii) the procedure followed in the decision making process, including channels of supervision and accountability;

(iv) the norms set by it for the discharge of its functions;


(v) the rules, regulations, instructions, manuals and records, held by it or under its control or used by its employees for discharging its functions;

(vi) a statement of the categories of documents that are held by it or under its control;

(vii) 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;

(viii) a statement of the boards, councils, committees and other bodies consisting of two or more persons constituted as its part or for the purpose of its advice, and as to whether meetings of those boards, councils, committees and other bodies are open to the public, or the minutes of such meetings are accessible for public;




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- (ix) a directory of its officers and employees;
- (x) the monthly remuneration received by each of its officers and employees, including the system of compensation as provided in its regulations;
- (xi) the budget allocated to each of its agency, indicating the particulars of all plans, proposed expenditures and reports on disbursements made;
- (xii) the manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programmes;
- (xiii) particulars of recipients of concessions, permits or authorisations granted by it;
- (xiv) details in respect of the information, available to or held by it, reduced in an electronic form;
- (xv) the particulars of facilities available to citizens for obtaining information, including the working hours of a library or reading room, if maintained for public use;
- (xvi) the names, designations and other particulars of the Public Information Officers;
- (xvii) such other information as may be prescribed and thereafter update these publications every year;

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Statutory declaration under section 4(1)(b) of the RTI act, 2005


Particulars of the Institution

Name of the Institution	Nazir Ajmal Memorial College of Education (NAMCE)
Year of Establishment	2014
Address	Borpukhuri, Jugijan Road, Hojai, Assam, 782435
Telephone Number	9859768486
Email Id	principal.namce@gmail.com
Website	https://namce.ajmalgroupofcolleges.org/
Nature of the Institution	Private
Institutional Affiliation	Affiliated to Gauhati University and Recognised by National Council for Teacher Education (NCTE)
Streams	Arts
Number of Departments	06
Courses offered	B.Ed. & B.A
NAAC Accreditation	N/A

Functions and Duties of the Institution

NAMCE is a premier higher education institution committed to delivering quality teacher education for all. The role of teachers in the new millennium has become multifaceted and challenging. Teachers are nation builders. Their role as facilitators for social transformation will require them to develop in children self-learning skills and high emotional and spiritual quotient to play this role effectively.




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Nazir Ajmal Memorial College of Education established by Ajmal Foundation in the year 2014 has been imparting Teacher Training and Research to equip them with the appropriate knowledge, habits, attitudes and values. This will not only develop the necessary competencies as a teacher but also create a desire for lifelong learning and to reach the unreached. With this mission, Nazir Ajmal Memorial College of Education has emerged to instil in the teachers the urge to be creative and innovative to make them fit to the present day technology oriented classrooms, teaching & learners. The College is recognised by National Council for Teacher Education (NCTE) and affiliated to Gauhati University. All the faculty members perform their teaching duties and other responsibilities with due diligence as per the norms prescribed in the UGC regulations.

Right to Information (RTI) and Information delivery system of the Institution

NAMCE, being a trustee funded private institution, is subject to RTI Act, 2005. To ensure transparency and accountability, the College has put in place a proper information delivery mechanism. The Vice-Principal (senior most faculty of the College) acts as the Public Information Officer (PIO) of the College. The Vice-Principal is also a permanent member of the Governing Body, the highest decision making body of the College. The VP, in the capacity of PIO, receives all types of RTI applications. On receipt of an RTI application, the PIO registers the matter in the RTI log book and seeks information from the concerned department or section in the College, as the case may be. The PIO ensures the timely reply of the RTI queries.


Appellate Authority: Dr. Ashis Saha, Principal, NAMCE

Public Information Officer: Dr. Shahinoor Alam, Vice-Principal, NAMCE

Contact Number of PIO: 9859768486

Office Assistant (Attached to the PIO): Mr. Ahmed Mohi Uddin




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