

CHAS COLLEGE, CHAS

(A Constituent Unit of Binod Bihari Mahto Koylanchal University, Dhanbad)

NAAC ACCREDITED GRADE "B"

P. O. - Kura, Chas, Dist. - Bokaro, (Jharkhand), 827013

Website :- www.chascollege.org/

Mial ID :- chascollege.bbmku@gmail.com

Contact No. :- +91 9473068608

Statutory Declaration under Section 4 (1) (b) of the RTI Act 2005

Particulars of the Organization, Functions and Duties

Sl. No.	Title	Details
1.	Name of the College	CHAS COLLEGE, CHAS
2.	Address for Communication	P.O – KURA, CHAS, DIST.-BOKARO(827013), JHARKHAND
3.	Phone No.	+91 943 147 2877
4.	Email	chascollege.bbmku@gmail.com
5.	Website	chascollege.org
6.	Chief Executive	Dr. Anjani Kumar Srivastav (Vice-Chancellor, B.B.M.K.U, Dhanbad)
7.	Mobile No.	+91 9431368293
8.	Email	registrarbbmku@gmail.com
9.	The Principal	Dr. T. P. Choubey
10.	Mobile No.	+91 9473068608

11. Introduction

Chas College, Chas is a constituent Unit of Binod Bihari Mahto Koylanchal University, Dhanbad. The college is located at village Diwanganj, P.O.- Kura, Chas beside Dhanbad- Tata road on NH-32, approx 4.5 km away from Chas in the district of Bokaro. This College was established by the then minister of forest (Govt. Of Bihar) Lt. Inamul Hai Khan who had conceived a dream-idea of providing a job oriented institution in the neglected area with the populace of mostly SC, ST, OBC, Displaced, Minorities & Downtrodden. As per the cherished dream of Lt. I. H. Khan to educate the children of the backward region of this area including Chas, Chandankiyari, Baramasia, Pindrajora and some area of Purulia district of West Bengal etc. Chas College has been moving forward ever since.

Chas College was established in year 1976. The College is situated at Diwanganj village on NH-32 and became constituent in 1985. Chas College has been imparting education to Graduation level in the faculties of Arts, Science & Commerce in 20 Subjects. At present there are 33 faculty members. It is providing education mostly to SC, ST, OBC, Minority & Displaced students of rural segment. The College has online admission system through Chancellor Portal.

The Highlights

- In the month of November 1986 the college was made a constituent unit of Ranchi University, Ranchi. After bifurcation of Ranchi University in year 1992, it came under Vinoba Bhave University, Hazaribag.
- Again due to bifurcation of Vinoba Bhave University, Hazaribag it came under Binod Bihari Mahto Koylanchal University, Dhanbad in year 2017.
- The degree affiliation for Science and Sociology was granted in the year 1986.
- The college was registered under section 2(F) and 12(B) of UGC Act in 1989.
- The college has two hostels.
- **Campus:-** The college boasts of 15 acres land area. This is situated beside the Dhanbad- Tata road on NH-32. It is 8 KM from Bokaro District Head Quarter, and 4.2 KM from Chas Block Office. The college has adequate facilities for sports and extracurricular activities. There is a big play ground for outdoor games. Old buildings of Arts and Science were renovated and a New Administrative Building has been constructed through RUSA fund. There is a canteen for refreshment of Students and Staff
- There is a big RFID equipped library which has 21225 books for all disciplines. It has sufficient infrastructure required for a college.
- The college is committed to the cause of strengthening higher education in this rural and backward region of the state. We believe in transparency and our endeavour is to facilitate participation of all the stake holders in the college activities.

12. Functions/ Services :-

Chas College, Chas is a constituent unit of Binod Bihari Mahto Koylanchal University, Dhanbad. The college discharges its functions in accordance with the rules and regulations provided in Jharkhand State University act amended from time to time and instructions/ orders issued by Directorate of Higher Education and Technology department of Government of Jharkhand and Binod Bihari Mahto Koylanchal University, Dhanbad.

13. The Vision statement

The vision of the College is to provide inclusive education for inculcating human values, professionalism and scientific instillation to all sections of students including scheduled tribes, scheduled castes, other backward communities, religious minorities and displaced with special focus to girl students.

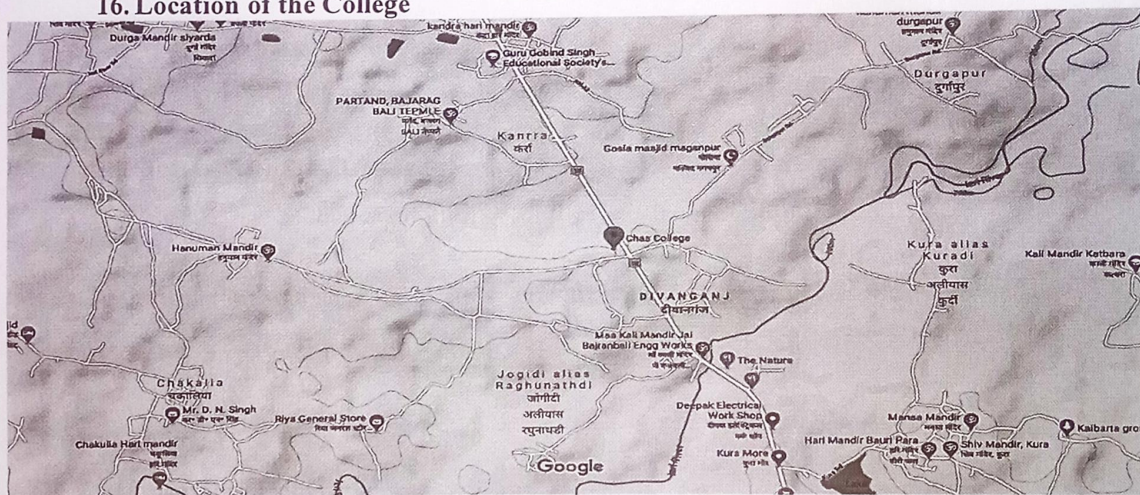
14. The Mission of the College

- To provide ample scope for multi-faceted development of local youths irrespective of caste, creed, religious affiliation or gender.
- To provide quality higher education to students.
- To provide and promote inclusive education for all.
- To develop academic programmes based on local, regional, national and global needs.
- To pursue student-centric learning for self-development and skill development among students.
- To nurture students with social awareness and responsibilities.

15. Objectives of the College

- ♦ To serve the academic community for the upliftment of the academic activities of the college.
- ♦ To provide modern equipment for effective teaching, learning & research.
- ♦ To prepare the students for competitive examinations.
- ♦ To produce national and International Players for sports.

16. Location of the College



17. Governance

Chas College, Chas is a constituent unit of Binod Bihari Mahto Koylanchal University, Dhanbad. The college discharges its functions in accordance with the rules and regulations provided in Jharkhand State University act amended from time to time and instructions/ orders issued by Directorate of Higher Education and Technology department of Government of Jharkhand and Binod Bihari Mahto Koylanchal University, Dhanbad.

18. Working hours

- ◆ College Office - 10.00 am to 05.00 pm.
- ◆ Classes - 10.00 am to 04.10 pm.
- ◆ Visiting hours for Public - 10.00 am to 04.00 pm on all working days.

19. Powers and Duties of Officers and Employees

Sl. No.	Title of the Authority	Responsibilities
i.	Chief Executive (Vice - Chancellor)	<ul style="list-style-type: none"> ◆ Keep a track on policies of regulatory authorities, finance management and its implementation. ◆ Design action plan for academic & administrative activities. ◆ Define strategies to achieve the vision. ◆ Preparation of Budget & procurement of finance. ◆ Monitor implementations of planned development. ◆ Coordination between College & University. ◆ Monitor procedures of Academic & Administrative activities.

ii.	Principal	<ul style="list-style-type: none"> ◆ Improvement in the quality of education. ◆ Fund generation from various funding agencies. ◆ Promoting team work among Teachers and Staff. ◆ Establish co-ordination between Teacher & Staff. ◆ To keep track on income and expenditure. ◆ Admissions as per Rules & Regulations of University. ◆ Overall administration of the College. ◆ To hold meetings of the Statutory Bodies of the College as per norms. ◆ To inspire staff for better work-culture. ◆ To motivate faculty and staff for overall development of the college.
iii.	Head of the Department(s)	<ul style="list-style-type: none"> ◆ Actively assisting the Principal. ◆ Monitoring academic profile of the Department. ◆ To ensure availability of Books & Equipments. ◆ Budgets for the requirements of the laboratories. ◆ To look after repair/maintenance of equipment and instruments. ◆ Conduct regular Departmental meetings to monitor developmental activities. ◆ Motivate faculty to publish research articles and participate in conferences / workshops / symposium. ◆ Applying for research projects grants. ◆ Supervision of departmental stock.
iv.	Controller of Examinations	<ul style="list-style-type: none"> ◆ Acquire and maintain an up-to-date knowledge of the examinations circulars issued by the University. ◆ Plan and display to staff, parents and students, the examinations schedule. ◆ Smooth conduct of internal and external exams. ◆ Assign duties related to invigilation. ◆ To maintain documents related to functioning of exam. ◆ To strictly follow rules/regulations of the examination.

v.	Training and Placement Officer	<ul style="list-style-type: none"> ◆ Conduct entrepreneurship and soft skill programs ◆ Awareness camps and programs for personality development for students ◆ Counsel students for education/job opportunities ◆ Arrange campus interviews. ◆ Promote Industry-Institute Interaction for internships sponsored projects, placement etc.
vi.	Faculty Members	<ul style="list-style-type: none"> ◆ Development of teaching material, planning of lessons, setting up laboratories and experiments. ◆ To schedule teaching activities such as student counselling, setting and grading test papers, arranging and conducting tests, implementation of project for students, setting and evaluation. ◆ Perform the duties and responsibilities assigned by Principal and Department Head. ◆ Administration which may be Departmental and or College as member/convener of committees.
vii.	Sports-in-Charge	<ul style="list-style-type: none"> ◆ Organize intra and inter college sports events for the students from time to time. ◆ Procure and make available the sports material and equipments. ◆ To inculcate the values and importance of team spirit.
viii.	Alumni Association Committee	<ul style="list-style-type: none"> ◆ Maintaining minutes of meeting. ◆ Maintaining and updating alumni database. ◆ To arrange Alumni Meet. ◆ Continuous liaison with alumni for activities of entrepreneurship and development of the college.

ix.	Anti-Ragging Committee	<ul style="list-style-type: none"> ◆ Ensure compliance with the provisions of anti-ragging norms. ◆ Enforcement of Anti-Ragging Act as published from time to time. ◆ To prevent the events related to ragging in campus / hostel / any other place in the premises.
x.	Grievances-Redressal committee	<ul style="list-style-type: none"> ◆ To fix the complaint box for receiving complaints from all stakeholder. ◆ To entertain complaints and resolve them amicably.
xi.	Committees SC/ ST/ OBC/ Minority Cell	<ul style="list-style-type: none"> ◆ To inquire into specific complaints with respect to the deprivation of rights and safeguards of the said category. ◆ To participate and advise on the planning process of socio- economic development of the said category and to evaluate the progress of their development. ◆ To declare the schemes provided by Government.
xii	Library Committee	<ul style="list-style-type: none"> ◆ To prepare and maintain Accounts of Books. ◆ Classification, digital indexing and rejuvenation of books and journal. ◆ To make new books ready for students / staff circulation. ◆ Maintaining Library Documentation. ◆ Maintaining RFID (Digital Library) system.

xiii	Administrative/ Office Staff	<ul style="list-style-type: none"> ◆ To perform works related to admissions. ◆ To keep students' original documents and to maintenance register and records. ◆ To maintain records of Bonafide, leaving/ transfer certificate, fee collection etc.,. ◆ To keep record of Online Student Data. ◆ Maintenance of leave record, service books and staff personal files. ◆ Keeping records and maintenance of College property.
xiv	Accounts Clerk	<ul style="list-style-type: none"> ◆ To disburse salary and maintain the file of salary. ◆ Preparation of P.F & maintenance of its record. ◆ Calculation of Form No.16. TDS & Professional Tax. ◆ To issue salary certificate to employees as per their requirement. ◆ To assist Principal in all accounts related work. ◆ Maintenance of bank and cash books. ◆ Preparation of computational balance sheet and get it audited.
xv	Lab Assistants	<ul style="list-style-type: none"> ◆ To maintain breakage record of glassware. ◆ To maintain chemical & glassware stock record. ◆ Calibration/validation of instrument & equipment. ◆ Issue/return of the equipments to the student for practical. ◆ To perform cleaning work in laboratories. ◆ To help H.O.D and other faculty members in Teaching-Learning process.

20. Procedure followed in the Decision-Making Process

All the decisions are taken by the Principal in consultation with different committees as per rules and regulations of the University.

21. The Rules, Regulations, Instructions, Manuals and Records held by the Institution

Rules And Regulations followed by the Institution are in the form of Jharkhand State Universities Act and Statute Amended up to date. Regulations and other Instructions followed by the College are of the University, UGC and Department of Higher Education and Technology, Govt. of Jharkhand.

22. Categories of Documents held by the College

- a. School Leaving Certificate/ Transfer Certificate/ Bonafide Certificate, Marksheet, Migration Certificate, Caste Certificate, Economically Backward Certificate of the Students.
- b. Personal and Professional details of its Employees.
- c. Cross-List of marks of examination.
- d. Service Book of Employees.
- e. Details of Accounts.

23. Directory of Officers

Sl. No.	Title	Details
1.	Dr. Anjani Kumar Srivastav Chief Executive (Vice – Chancellor)	+91 9431368293 registrarbmkcu@gmail.com
2.	Dr. T. P. Choubey Principal	+91 9473068608 chascollege.bmkcu@gmail.com
3.	Sri Vinod Kumar Ojha Head Assistant	+91 7909084821 info@chascollege.org
4.	Prof. Jai Ram Jha Controller of Examinations	+91 9431737820 info@chascollege.org
5.	Dr. P. C. Thakur IQAC Co-ordinator	+91 9431740877 drpcthakur@gmail.com
6.	Smt. Ragini Sinha Librarian	+91 8825150961 info@chascollege.org
7.	Dr. O. P. Sinha Co-ordinator – Training & Placement Committee	+91 8825233730 info@chascollege.org
8.	Dr. S. N. Pandey Co-ordinator – Grievance Redressal Committee	+91 7992240693 info@chascollege.org
9.	Dr. K. K. Singh Co-ordinator – Anti-Ragging Committee	+91 9431745401 info@chascollege.org
10.	Dr. B. N. Mahato Co-ordinator – Committee for SC/ ST/ OBC/ Minority	+91 9835354246 info@chascollege.org
11.	Dr. Raghubar Singh RUSA – Nodal Officer	+91 9431480161 rusachascollege@gmail.com

24. The monthly remuneration received by its Teachers & Employees

a. Principal	-	Basic	-	107200.00/-
b. Associate Professor	-	Basic	-	187300.00/-
c. Assistant Professor	-	Basic	-	117100.00/-
d. IIIrd Grade Employees	-	Basic	-	25330.00/-
e. IVth Grade Employees	-	Basic	-	12875.00/-

25. The Budget allocated for Expenditure

a. Salary Grant	-	63080160.00
b. RUSA Grant for Development	-	2.00 crores
c. Others	-	226000.00

26. Name & Designation of Public Information Officer

- Dr. T. P. Choubey - Principal (In-charge)

T. P. Choubey
12/03/2021
Principal
PRINCIPAL
CHAS COLLEGE
CHAS BOKARO