

Declaration Under RTI Act 2005

Section 4(1)(b) in The Right to Information Act, 2005

This declaration was made and published under RTI Act Section 4 (1) (b) as per the provisions:

1. the particulars of its organization, functions, and duties:

St. Thomas College, Kozhencherry, is Accredited by NAAC with an A Grade, Affiliated to Mahatma Gandhi University Kottayam is a Grant in Aide Institution receiving funds and grants from Central Government Agencies and from the State Government according to the Direct Payment Agreement to provide quality higher education to all without any discrimination.

The Principal of the institution is the administrative head functioning as per the rules and regulations of UGC, Affiliating University, and according to the Service Rules of the Government of Kerala. All employees are stipulated to obey such laws and regulations.

2. the powers and duties of its officers and employees:

The responsibilities of the employees are discharged according to the University Statute and Government Regulations.

3. the procedure followed in the decision-making process, including channels of supervision and accountability:

As per the university statute and UGC regulations and orders issued by the central and state Government ministries, the institution has constituted different bodies to decide. Staff Council is the Advisory body of the Principal, which observes the legality of the decisions taken by the various constituent bodies and provide corrections according to the stipulation of law governing the subject concerned.

4. the norms set by it for the discharge of its functions:

As per the various regulations and orders of the Central and State Governments.

5. the rules, regulations, instructions, manuals and records held by it or under its control or used by its employees for discharging its functions:

Files have been kept in the office under safe custody, including all correspondence and orders received from the authorities from time to time.

6. a statement of the categories of documents that are held by it or under its control:

RTI Act Book, Files for Communication and Orders

7. 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:

Working as per the rules and regulations of Central Government, UGC and State Government.

- 8. 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 the public:**

Minutes of the various committees are available for public viewing as per the norms of the RTI Act.2005 & 2015 Amendment

- 9. a directory of its officers and employees:**

A general Directory of institutions' employees and officers is published. The name and designations of RTI Officers are available;

Institutional Level RTI Officers:

Appellate Authority: Dr Roy George K, Principal in Charge, St. Thomas College, Kozhencherry.

Public Information Officer: Dr George K Alex, (Senior Faculty), St. Thomas College, Kozhncherry

Assistant Public Information Officer: Mrs Nisha Susanne Jacob, Head Accountant.

- 10. the monthly remuneration received by each of its officers and employees, including the system of compensation as provided in its regulations:**

Nil

- 11. the budget allocated to each of its agency, indicating the particulars of all plans, proposed expenditures and reports on disbursements made:**

Nil