

## **RTI -Disclosure under Section 4(1)(b)**

### **1. Sree Kerala Varma College-Organisation Functions and Duties**

Sree Kerala Varma College was founded in 1947 by His Highness Sree Kerala Varma, the Maharaja of erstwhile Princely Kochi State, is the biggest arts and science college affiliated to university of Calicut and is governed by the Cochin Devaswom Board, an autonomous body constituted by Government of Kerala. The College imparts education and life skills to mould generations responsible to humanity.

The Principal, Sree Kerala Varma College is the academic and Administrative Head of the College. Associate Professors and Assistant Professors under various department work under the Principal.

College offers 8 Post Graduate and 16 Under Graduate programs besides hosting 3 Research Centers (Malayalam, English and Political Science). An excellent academic team from various faculties (including 40 Ph.D. & 25 M.Phil. degree holders) heads the academic activities. College has well equipped centralized library, science and language laboratories, hostels for boys and girls, SKVC also is vibrant with a creative and socially committed campus having N.C.C., N.S.S., Nature Club, Film Club, Drama Club, Fine Arts Club, and Travel & Tourism Club.

This prestigious institution which is the alma mater of multitudes that have made their mark in various fields was awarded the highest grade A by the National Assessment & Accreditation Council in 2009 for its meritorious performances and contributions. The college has been awarded with FIST fund of department of Science and Technology, Government of India for improving Science research.

### **2. The Power & Duties of Officers and Employees**

The Principal of the College is the Academic and Administrative Head of the College. Administrative office headed by the Administrative Assistant and supported by Assistants Typists supports the Principal in financial matters. Associate Professors & Assistant professors of various departments under the supervision of senior teacher as the Head in charge of the department support the Principal in academic matters.

### **3. The Procedure Followed In the Decision Making Process, Including Channels Of Supervision And Accountability.**

The Principal in consultation with academic council and various committees and cells constituted in the college and in support of the office make suitable decisions for the proper conduct of the college under the control of The Secretary, Cochin Devaswom Board who is the Manager of the College. The rules of Kerala state & subordinate Service rules, Kerala Education Act & Rules, Statutes of the University of Calicut are also strictly followed in this regard.

The individual employees of the college are accountable for their duties.

**4. The Norms Set By the College for the Discharge of Its Functions**

The functions of the Sree Kerala Varma college are discharged in accordance with the Various rules and regulations constituted for the purpose. All the functions are discharged under the supervision and control of The Principal / committees / Manager, Cochin Devaswom Board/University of Calicut/ Government of Kerala as per assignment of functions. Issues are dealt with on priority basis, expeditiously taking into account, the various instructions issued from time to time.

**5. The Rules, Regulations, Instructions, Manuals and Records Held by it or under its Control or used by its Employees for Discharging its Functions**

The Constitution of India

Kerala Service Rules

Kerala State and Subordinate Service Rules

Laws Relating To Civil Services in Kerala

Kerala Education Act & Rule

Statutes of the University of Calicut as amended from time to time.

Rules for the conduct of Classes/ Library/Labs/ Hostel/ Committees and cells of the college as amended from time to time.

**6. 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 there of:**

There is no arrangement to solicit the views of the members of the public in relation to the formulation of policies or implementation thereof in the Sree Kerala Varma College.

**7. Categories of documents that are held by it or under its control**

- Documents and Records of Administrative Matters
- Documents and Records pertaining To Academic Matters.

**8. Statement of boards, councils, committees and other bodies consisting of two or more persons constituted as its part or for the purpose of its advice.**

The following committees and cells have been constituted by the Principal for its functioning. Meetings of these committees are not open to the public. Minutes of the meetings will be made available to the public on request, subject to the provisions of the RTI act, 2005:

- RTI
- ASAP
- Anti Ragging Cell
- Anti-Sexual Harassment Cell
- Career Guidance and Placement Cell
- Counseling Committee
- Curriculum Monitoring Committee
- Development Forum
- Different abled Service Cell
- Discipline Committee
- Entry into Service Cell
- Equal Opportunity Cell
- Extension Programs Cell
- NAAC Committee
- Remedial Coaching
- Research Promotion Cell
- SC/ST Grievance Redress Cell
- Scholar Support Program.
- Scholarships
- Sports and Cultural Cell
- Student Grievance Redress Cell
- Tutorial Cell
- Walk with the Scholar Program.
- Website Committee
- Women's Cell

**9. Monthly remuneration received by officers and employees**

Having regard to the number of employees working in the College, it is not feasible to publish on web as the monthly remuneration received by each of its officers and employees. Moreover, the monthly remuneration is likely to change depending on the grant of increments and variation in the dearness allowance sanctioned by the government from time to time.

**10. Directory/ Details of Officers**

Prof. C.M.Latha  
The Principal  
Sree Kerala Varma College, Thrissur  
Phone (O) 04872380535  
(R) 04872382438, 2260444.

**11. Budget allocated to each of its agency, indicating the particulars of all plans, proposed expenditures and disbursements made.**

Statement of budget allocated for the financial year 2017-18 to the College from the agencies of the Government of India and Government of Kerala under the heads of accounts operated and controlled by the Sree Kerala Varma College is accountable and available to the Public on request under RTI Act.

**12. Manner of execution of subsidy programmes, including the amounts allocated and details of beneficiaries of such programmes**

No subsidy programmes are executed by the College and no amount has been allocated for the same.

**13. Particulars of recipients of concessions, permits or authorisations granted by the Sree Kerala Varma College**

Details of the students receiving fee concessions under different schemes of the Government are available in the office upon request.

**14. Information held by / available to the College, reduced in an electronic form:**

- Statutes of the University of Calicut as amended from time to time.
- Rules for the conduct of Classes/ Library/Labs/ Hostel/ Committees and cells of the college as amended from time to time.
- Manual of Office Procedure.

The college library has been computerized and the search facility is not available to the public. History of different transactions is digitalized.

**15. Facilities available to citizens for obtaining information including the working hours of a library or reading room, if maintained for public use.**

Public can directly access the information from the office/ principal and the concerned departments during working hours of the college. Information on other matters can be obtained from the public information officer as per provisions of the RTI ACT, 2005. No library is maintained for public use.

**16. Name, designation and other particulars of the appellate authority and Public information officer.**

Appellate Authority: Prof: Latha C M, The Principal

Public Information Officer: Dr: Arun.K. J, Assistant Professor, Department: of Physics.

Asst. Public Information Officer: Smt. K. Gopalakrishnan (Senior Office Superintendent).