

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

## **1. Sree Narayana College for Women -Organisation, Functions and Duties**

From its enduring legacy spanning more than six decades, Sree Narayana College for Women has emerged as one of the highly regarded arts and science colleges in Kerala. Since our founding in 1951, the college has sought to create and sustain an environment on campus that is conducive to learning and that fosters the pursuit of knowledge.

Sree Narayana College for Women, administered by the Sree Narayana Trusts, is an aided college, affiliated to the University of Kerala under 12(f) 2(B) Act of UGC. We have a total enrolment figure of more than 2500 students, with over 100 faculty and staff and an expanding circle of alumni all dedicated to accomplish our mission of providing the finest educational experience. Since its inception, Sree Narayana College for Women has been one of the few institutions devoted to educating women for lives of commitment and engagement. The prime aim of the college is to reach out to students from socially and economically backward sections of society, and to equip them with the necessary skills and education to meet the challenges of a rapidly changing world.

Our institution endeavors to champion qualities of both mind and spirit in accordance with the vision of its founder, educationist, statesman, editor and writer Sri R. Sankar. Today we go on with the tradition of offering academic opportunities and preparations women need to lead and excel in life. Throughout our history, SNCW graduates have made their mark as leaders in arts, media, business, government, and science and as activists for causes to name a few.

Sree Narayana College for Women is the first and the only Women's college to offer graduate education in Kollam district. Our distinguished graduate programs add to the intellectual dynamism of our community. We offer 16 graduate programmes in arts, humanities and science disciplines including exclusive majors like Home Science, Geography and Music. We also offer postgraduate courses in English, Behavioral Economics, Home Science, Physics and Chemistry, of which the last two are recognized as Research centres by the University of Kerala. In addition to core and optional courses, all academic programmes include both interdisciplinary

and skill based courses. Right from its formative years, the students of our college have steadily maintained impeccable academic excellence in university as well as various competitive examinations.

Apart from academic excellence, our college has a rich tradition of triumph and success in various extra and co-curricular activities like sports and games, food fests, community services, NCC, NSS, Arts fests etc. We have accomplished great feats in sports and athletics with our students contending annually for championships at the state and national levels. We mould a lively community of students capable of communicating and responding to the prevailing social calls and concerns.

Everything about Sree Narayana College for Women announces its obligation to the women community and to bestowing them with an inimitable educational experience that acknowledges and advances the best in them.

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

Our Principal is the Academic and Administrative Head of the College. The academic activities are best managed by all the faculty members of the departments. The Associate and Assistant Professors of the various departments work closely in advancing the mission of the college by aiding students in all their academic and co-curricular pursuits. The department Heads will monitor the functioning of the department on a regular basis and take adequate steps to improve the academic performance of students and teachers. The Principal oversees the administration and governance of educational programs within the department. Research department heads will also supervise and expand the department research agenda and portfolio regularly.

The administrative wing of the college is supervised by the Chief Superintendent and supported by the Administrative Assistants. They aid the principal in financial matters pertaining to the college.

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

The Principal convenes meetings with the Academic Council and the General Body in the decision making process and also for chalking out effective strategies in terms of quality enhancement. The qualitative conveyance of the curriculum is scrupulously monitored by the Departments and College Level monitoring

committees. The IQAC routinely monitors the teaching-learning processes, the effective delivery of curriculum and also ensures that the portions are completed and exams are conducted within the stipulated semester span. Apart from this the rules stated in the Kerala State and Subordinate Service Rules, Kerala Education Act and Rules, Statutes of the University of Kerala are also closely followed. Every staff of our campus is responsible to perform his duties effectively without fail.

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

The various functions of Sree Narayana College for Women, Kollam are dispensed 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, Sree Narayana Trusts / University of Kerala / 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 Kerala as amended from time to time.
- Rules for the conduct of Classes/ Library/ Laboratories/ 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 at Sree Narayana College for Women, Kollam.

## **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. Minutes of the meetings of these committees are not open to the public. They shall be made available to the public on request, subject to the provisions of the RTI act, 2005:

- RTI
- Internal Quality Assurance cell
- College Level Monitoring committee
- Department Level Monitoring committee
- NAAC Committee
- ASAP
- Tutorial Committee
- Counselling
- Library Advisory Committee
- Anti Ragging Committee
- Grievance Redressal Cell
- Caste Based Discrimination Prevention Cell
- Internal Complaints Cell
- Equal Opportunity Cell
- Enabling Committee (PWD)
- Human Rights Forum
- Planning Forum
- Discipline Committee
- Arts and Cultural Committee
- Sports Committee
- Women's Study Unit
- Career Guidance and Placement Cell

- Earn While you Learn
- Entry into Service
- Scholarships
- Internships
- Competitive Exam Guidance
- PSC Coaching
- NET/JRF Coaching
- Remedial coaching
- Research Committee
- Scholar Support Programme
- Walk with a Scholar
- Website Committee

#### **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 the monthly remuneration received by each of its officers and employees on web. Moreover, the monthly remunerations are 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**

Appellate Authority: Dr. Nisha J Tharayil, Principal

Sree Narayana College for Women, Kollam

Phone(O) 0474 2745644

Public Information Officer: Dr. Aswathy Sugunan, Associate Professor,

Department of Home Science

Email : [aswathyarun1974@gmail.com](mailto:aswathyarun1974@gmail.com)

Ph: 9847353323

**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 2019-20 to the College from the agencies of the Government of India and Government of Kerala under the heads of accounts operated and controlled by Sree Narayana College for Women, is accountable.

**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 Sree Narayana College for Women**

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

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

- Statutes of the University of Kerala as amended from time to time.
- Rules for the conduct of Classes/ Library/Labs/ Hostel/ Committees/ Clubs and cells of the college as amended from time to time.
- The college library is computerized and history of different transactions is digitalized.
- Manual of Office Procedure including the admission procedure and fee structure.
- All information needed for students in terms of scholarships, career guidance, counseling, coaching, placements etc.

- Details of the activities of each department, courses handled and results.
- Details of Internal Quality Assurance Cell/ Best practices/ Green Initiatives/ PTA/FSA and RTA
- Latest news of all the activities taking place in the college

**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: Dr. Nisha J Tharayil, Principal

Email : [nishajohntharayil@gmail.com](mailto:nishajohntharayil@gmail.com)

Ph: 9447013374, 0474 2745644

Public Information Officer: Dr: Aswathy Sugunan

Associate Professor, Department of Home Science

Email : [aswathyarun1974@gmail.com](mailto:aswathyarun1974@gmail.com)

Ph: 9847353323

Asst. Public Information Officer: Sri M G Haridas

Senior Office Superintendent

Ph: 04742745644