

The Right to Information Act 2005 intends to set out the practical regime of Right to Information of citizens to enable them to access the information under the control of public authority in order to promote transparency and accountability in the working of such authority. The Information is divided into 17 sections. Each section deals with units of information as delineated under section 4 (1) (b).

- i. The particulars of its organization, 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 exist 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 advise, and as to whether meetings of those boards, councils, committees of such meeting s are accessible for public;
- 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 detail of beneficiaries of such programmes;
- xiii. Particulars of recipients of concessions, permits or authorizations 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;

Section 4(1)b(i) : The particulars of organization, functions and duties

Vision:- Women empowered and liberated through knowledge for a brave new world of ideal families

Mission:- Creating an educational environment for the total development of young women in this globalized e-world through value based holistic instruction across a wide range of disciplines and mainstreaming a gender perspective in the national development process

St. Joseph's College (Autonomous), Irinjalakuda is a college for women, affiliated to the University of Calicut and managed by St. Joseph Educational Society of the Congregation of Holy Family. The Congregation was founded in 1914 by the visionary zeal of Blessed Mariam Thresia, a pioneer in the field of family apostolate, beatified on 9th April 2000. The founding of the college in **1964** under the able leadership of late Mother Josephine, the Superior General, was a memorable event in the history of the Congregation. The College, which is an answer to the ever increasing demand for higher education among young ladies, was reaccredited in the third cycle at A level in 2013 by the National Assessment and Accreditation Council (NAAC) - an autonomous institution under the U.G.C. The college was awarded Autonomy in March 2016. The college was granted the status of College with Potential for Excellence by UGC in April 2016. The college is ranked among the top 100 colleges at the national level, in the National Institute Ranking Framework by MHRD, Govt. of India.

The Principal, St. Joseph's College (Autonomous), Irinjalakuda is the Academic & Administrative Head of the College. Associate Professors and Assistant Professors under various departments work under the Principal.

The College offers 18 UG and 13 PG programmes affiliated to the University of Calicut. The college has four approved Research Centres - Mathematics, Chemistry, Commerce and English. A Communicable Disease Research Laboratory (CDRL) functions under the department of Zoology. The curricula in all disciplines are strengthened and supplemented by micromodules, a Higher Focus Course and 30 Certificate Courses & enrichment courses.

In its quest for excellence, the Institution has introduced innovations such as learner- centered, research-oriented, inter-disciplinary teaching methodology, e-learning applications, virtual labs and new techniques of learning assessment. The institution promotes research culture by encouraging faculty and students to take up projects (Major & Minor), conduct seminars, workshops (International & National), and publish and present papers. The college has a fully functional research promotion centre called GRACE (Guidance for Research and Assistance for Consultancy and Extension), and a print and online refereed ISSN Publication, VISTAS.

The institution tries to inculcate social and environmental responsibility through its Healthy Practices ('Learn with Nature, Campus Community Connect, Connecting thr' Computer,

Learning unlimited and Faculty @ Student's Home'), the Central Government approved 'Darsana Counselling Centre', various extension and outreach programmes of Campus - Community Connect as well as active participation in NSS, NCC, Community Aided Sponsorship Programme (CASP), Women Development Centre called We for Women Club and Nature & Biodiversity clubs.

Section 4(1)b(ii) : The powers and duties of its officers and employees

The fundamental authority over the college is the Board of Management (St. Joseph Educational Society), which along with the Governing Body, gives the Principal the essential guidelines and directions in the administration of the college. The Provincial Superior, Pavanatma Province is designated as the Manager. The Governing Body meets two times a year and draws out plans, policies and strategies of the college. The Principal is the academic, administrative and financial head of the institution. The Principal is assisted by two Councils – the first comprising the two Vice Principals and the Coordinator of the Self Supporting Programmes, and the other, the faculty council composed of Heads of all academic departments, the librarian and two elected representatives of the faculty.

Section 4(1)b(iii) : 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 with support of the office makes suitable decisions for the proper conduct of the college under the control of the Provincial Superior, Pavanatma Province 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 and the University Grants Commission are also strictly followed in this regard. The individual employees of the college are accountable for their duties.

Section 4(1)b(iv) : The norms set by it for the discharge of its functions

The functions of St. Joseph's College (Autonomous), Irinjalakuda 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/ Manager, Pavanatma Province / Statutory & Non – Statutory Committees/University of Calicut/ Government of Kerala/ University Grants Commission as per assignment of functions. Issues are dealt with on priority basis, expeditiously taking into account, the various instructions issued from time to time.

Section 4(1)b(v) : The rules, regulations, instructions, manuals and records, held by it or under its control or used by its employees for discharging its functions

UGC Rules

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.

Section 4(1)b(vi) : A statement of the 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
- ❖ College Calendar
- ❖ College Website

Section 4(1)b(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

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 St. Joseph's College (Autonomous), Irinjalakuda.

Section 4(1)b(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;

The following committees and cells have been constituted by the Principal for the smooth functioning of the institution:

Autonomous Statutory Committees

Anti – Ragging	Special Programme
Student Advisor	Sr. Anee Kuriakose Endowment
Redress Cell	Enrichment Courses
Staff Association	AICUF, AIACHE, Xaviour Board,
Accounts	Jesus Youth
IQAC	Value Education
Controllers of End – Sem Examinations, Evaluation, Result	Green Audit, Campus Nature Club
Controllers of Internal Examinations & Time Table	Off Campus Biodiversity Club
NSS	Speak English Club
NCC	We for Women Club
PTWA	Discipline & Star of Excellence
Sr. Franco Trust	Fine Arts & Culture Club
Publicity	Sports & Health Club
Public Relations	Faculty @ Students’ Homes
College Website & Visual Documentation	Higher Focus Centre, HFC
College Calendar	Wall Magazine
Prospectus	Connecting through Computer
Photo Album	Campus Community Connect
Alumnae & Alumnae News Bulletin	Social Centre
Academic Excellence, Tutorial	Darsana
Remedial & TLRC, Student-of-the-Year	Finishing College Program
UGC Cell	PFMS
Central Monitoring Cell	Research Centre
Jagratha Samithi	Autonomy Cell
HRD & Placement Cell	Purchase Committee
CPE Cell	Audio Visual
	Rashtriya Uchcharat Shiksha Abhiyan (RUSA)

Section 4(1)b(ix) : A directory of its officers and employees

Principal:

Dr. Sr. Lissy Anto P

St. Joseph's College, Irinjalakuda

Phone: 0480-2825358 (Off)

0480-2820401 (Res)

Email: info@stjosephs.edu.in

Website: www.stjosephs.edu.in

Details of faculty and staff are available in the College Calendar and Website

Section 4(1)b(x) : The monthly remuneration received by each of its officers and employees, including the system of compensation as provided in its regulations;

The pay scales of various teaching and non-teaching staff are as prescribed by the University Grants Commission/ Govt. of Kerala and adopted by the college.

Section 4(1)b(xi) : The budget allocated to each of its agency, indicating the particulars of all plans, proposed expenditures and reports on disbursements made;

The budget and the financial estimates are as approved by the Governing Body and presented before the University/ Govt. of Kerala/ University Grants Commission.

Section 4(1)b(xii) : The manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programmes;

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

Section 4(1)b(xiii) : Particulars of recipients of concessions, permits or authorizations granted by it;

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

Section 4(1)b(xiv) : Details in respect of the information, available to or held by it, 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.
- ❖ Information made publicly available can be accessed at www.stjosephs.edu.in

Section 4(1)b(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;

- ❖ Public can directly access the information from the office/ principal and the departments concerned 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.
- ❖ Library can be accessed by outside researchers/ scholars, subject to prior permission.
- ❖ Information for the general public is disseminated through website and occasionally through notice boards, relevant brochures, press releases, advertisements etc.

Section 4(1)b(xvi) : The names, designations and other particulars of the Public Information Officers;

Appellate Authority	: Dr. Sr. Lissy Anto P, Principal
Public Information Officer	: Ms. Jyothi A J, Junior Office Superintendent
Asst. Public Information Officer	: Ms. Litty Chacko, Asst. Professor, Department of Malayalam

Section 4(1)b(xvii) : Such other information as may be prescribed

Request for information may be submitted to the authorities concerned.