

Right to Information

RTI Officers :

- Public Information Officer: Shri. Rajitha A.G (HOD, Dept. of Commerce)
- Assistant Public Information Officer : Shri. Sabu A.L (Office Superintendent)
- Appellate Authority: CHACKO JOSE P (Principal)

Proactive Disclosure under Section 4 (1) (b) of the RTI Act, 2005

Article under 4(1)(b)	Requirement under the Act	Disclosure
(i)	The particulars of its organization, functions & duties	<p>St. Aloysius College, Elthuruth, Thrissur, Kerala is an institution of Higher learning affiliated to the University of Calicut. It is run by Fathers who belong to the Congregation of Carmelites of Mary Immaculate (C.M.I.). St. Aloysius College is founded as per the provisions of the Indian Constitution, Part III Article 30(1) and administered by St. Marys Monastery, a House under the Devamatha Province of the CMI Congregation . The college is aided by the Govt. of Kerala and affiliated to the university of Calicut. It is listed under the sections 2(±) and 12 (B) of the UGC act and has been reaccredited by NAAC with B grade (CGPA 2.84) in 2013. The college offers graduate and post-graduate courses in Arts, Commerce and Science as well as various UGC aided B Voe and Career Oriented Programmes and short term courses.</p>
(ii)	The powers & duties of its officers and employees	<p>The Principal is the executive head of the institution and he looks after the administrative, academic and financial affairs of the college. The policy decisions are taken by the Governing Body while the College Council and the Internal Quality Assurance Cell (IQAC) monitor the regular work and progress of the institution including teaching-learning and research. Heads of the Departments work under the Principal and manage the academic and administrative affairs of the departments.</p> <p>The teaching staff carries out the regular teaching and research and also discharge responsibilities as the parts of various committees and help to run the institution.</p>

<p>(iii)</p>	<p>The procedure and norms followed in the decision making process, including channels of supervision and accountability .</p>	<p>The academic support staff and administrative staff include laboratory assistants and attendants. The administrative staff is led by the Office Superintendent and includes head accountant, LD- UD clerks and peons. The Finance Officer and the Bursar monitors the financial matters of the institution.</p> <p>The institution is monitored through regular meetings of the Governing Body, the College Council and the IQAC where policy matters are discussed and decisions are taken. The College Council and the Heads of the Department meet with the Principal from time to time and participate in the decision making process.</p>
<p>(iv)</p>	<p>The rules, regulations, instructions , manuals and records , held by it or under its control or used by its employees for discharging its functions</p>	<p>UGC Rules and Regulations , statutory regulations of Kerala Govt. and Calicut University. Originals and photocopies of the documents related to the educational qualifications of students , their identity cards.</p>
<p>(v)</p>	<p>A statement of the categories of documents that are held by it or under its control</p>	<p>Photocopies of the documents of the qualifications held by the employees including their identity cards and proofs of research carried out by the teaching staff. Books, Periodicals and Scholarly Journals.</p>

<p>(vi)</p>	<p>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</p>	<p>Consultations are held with the following stakeholders:</p> <ol style="list-style-type: none"> 1. Parents (Parent Teachers' Association) 2. Alumni (Alumni Association) 3. Employers (Career and Counselling Cell) 4. Governing Body 5. College Council 6. Internal Quality Assurance Cell (IQAC) 7. Planning Board and other committees <p>Minutes of these bodies are kept but they are not open to the public.</p> <p>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.</p>
<p>(vii)</p>	<p>The names, designations and other particulars of the Public Information Officers</p>	<p>Chief Information Officer : Shri. Rajitha A.G (HOD, Dept. of Commerce) Shri. Sabu A.L (Office Superintendent) Appellate Officer: CHACKO JOSE P (Principal)</p>
<p>(viii)</p>	<p>Such other information as may be prescribed</p>	<p>Contact Details : St. Aloysius College, Elthuruth PO, Thrissur- 680611, Kerala. Phone: 0487-2360748 Email: sac@staloyuselt.edu.in Website: https://staloyuselt.edu.in</p>