

**Statutory declaration under section 4 (1) (b)
Right to information (RTI) Act, 2005**

Particulars of the organization

SL No	Particulars	Details
1	Name of Organisation	Govt. Arts and Science College Kozhinjampara
2	Postal Address	Nattukal Post, Palakkad, Kerala – 678554.
3	Website	https://gasck.edu.in
4	Email	principalgasck@gmail.com
5	Phone Number	04923 272883
6	Approvals and Affiliation	Recognised by UGC under Section 2(f) and 12(b) Affiliated to University of Calicut
7	Name of the Principal	AMALA A K

Programmes offered

Sl. No	Name of Programme	Type	Sanctioned Strength
1	B Com	UG	60
2	BA Functional English	UG	36
3	BA Tamil	UG	24
4	B Sc. Microbiology	UG	24
5	M Sc. Microbiology	PG	12
6	Ph. D Microbiology	Doctoral	4

Working Hours

- For Academic Departments and Teachers – 09:30 am to 04:30 pm
- For Office and Administrative Staff - 10 am to 5 pm
- College remains closed on Sundays and all declared public holidays
- Academic departments remain closed on all Saturdays, Sundays, public holidays and declared period of vacation

Departments and Teaching Posts

Sl. No	Name of Department	No of sanctioned posts	Other Approved Posts	No of Teachers working
1	Commerce	4	0	4
2	English	4	1	5
3	Microbiology	7	0	7
4	Tamil	1	3	4
5	Malayalam	1	0	1
6	Hindi	1	0	1
7	Physical Education	1	0	1
8	Biochemistry	1	0	1
9	Biostatistics and Computer Application	0	1	1
10	History	0	1	1
11	Economics	0	1	1

Details of Non-Teaching Staff

Sl. No	Name of Post	No of sanctioned Posts	Other Approved Posts	No of NTS working
1	Junior Superintendent	1	0	1
2	Head Accountant	1	0	1
3	Clerk	2	0	2
4	Typist	1	0	1
5	Office Attendant	2	0	2
6	Librarian (Grade IV)	1	0	1
7	Library and Lab attender	0	2	2
8	Sweeper and Sanitation Worker– College	0	2	2
9	Sweeper and Sanitation Worker – Hostel	0	2	2
10	Cook– Hostel	0	3	3
11	Watchman – College	0	1	1
12	Watchman - Hostel	0	1	1

Statutory Declaration

It is declared that the college is a government institution as defined under the RTI Act 2005 and functions under the rules and regulations of the State Government, University Grants Commission and University of Calicut, in all its academic and administrative matters. All public information as defined by the RTI Act and Rules can be sought by complying with the established norms and procedures as per the provisions of RTI Act and Rules. Citizens requiring any public information need to remit an amount of Rupees 10 /- by way of Postal Order / Demand Draft/ Court Fee Stamp/ or direct remittance at the cash counter of the college. Written application along with the fee needs to be submitted to the Public Information Officer (PIO) of the college either in person or through the post or courier. The PIO on receipt of RTI application verifies the details and decides whether the application can be entertained as per law and collects the required data for furnishing to the applicant. Provision of information will be made within the stipulated time limit as set by the RTI Act and Rules. Applicants are required to remit necessary amount for obtaining photo copies or abstract of documents as prescribed by the Act and Rules. Assistant Public Information Officer(APIO) will assist the PIO in matters of RTI and will act as PIO in the absence of PIO. Applicants not satisfied with the reply of the PIO or having grievances in the information so provided, can file appeal to the Principal, who is the first appellate authority. The decision of the Appellate Authority is binding on the institution and will be properly communicated to the appellant within the prescribed time limit. If the grievance still persists, one can still file an appeal to the next higher authority (that is the Director of Collegiate Education). Details of the designated staff dealing with the matters under RTI Act is furnished below

Sl. No	Particulars	Name and Designation	Contact Details
1	Public Information Officer (PIO)	SAJEESH KUMAR M Assistant Professor of Physical Education	04923 272883 9946035385
2	Assistant Public Information Officer (APIO)	REKHA C C Junior Superintendent	04923 272883 8301086014
3	Appellate Authority	AMALA A K Principal	04923 272883 9495658052 principalgasck@gmail.com



Amala A K
3/16/2023
PRINCIPAL
GOVT. ARTS & SCIENCE COLLEGE
KOZHINJAMPARA, NATTUKAL(PO)
PALAKKAD-678 554.