



அரசு கலை மற்றும் அறிவியல் கல்லூரி

சத்தியமங்கலம் - 638 401, ஈரோடு மாவட்டம், தமிழ் நாடு.

GOVERNMENT ARTS AND SCIENCE COLLEGE

(Recognized u/s 2(f) & 12 (B) of the UGC Act, 1956. A Co-educational institution affiliated to Bharathiar University, Coimbatore)

SATHYAMANGALAM - 638 401, ERODE DISTRICT, TAMIL NADU.

www.gascsathy.ac.in

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Phone : 04295-297141

**RTI - INFORMATION HANDBOOK UNDER RIGHT TO
INFORMATION ACT-2005**

APPELLATE AUTHORITY

Dr. K. RADHAKRISHNAN

Principal (Officiating)

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PUBLIC INFORMATION OFFICER

Dr. N. SIVAKUMAR

Associate Professor in Chemistry

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Preamble

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 the public authority to promote transparency and accountability in the working of such authority.

Section 2(h) of the Act defines "public authority" as any authority or body or institution of self-governance established or constituted -

1. by or under the Constitution;
2. by any other law made by the Parliament;
3. by any other law made by State Legislature;
4. by notification issued or order made by the appropriate Government and includes any
 - o Body owned, controlled or substantially financed;
 - o Non-government organization substantially financed, directly or indirectly by funds provided by the appropriate Government.

Following the provisions contained in section 2(j) of the Act, "Right to Information" means the right to information accessible under this Act which is held by or under the control of any public authority and include the right to

1. Inspection of work, documents, records;
2. Taking notes, extracts or certified copies of documents or records;
3. Taking certified samples of material;

4. Obtaining information in the form of diskettes, floppies, tapes, video cassettes or in any other electronic mode or through printouts where such information is stored in a computer or in any other device.

Government Arts and Science College, Sathyamangalam Information Handbook will enable the citizens to obtain information as to the provisions contained in various rules and regulations governing the college; and related information.

This RTI Information Handbook deals with units of information as delineated under section 4(1). For ease of reference, this is given below:

4. (1) Every public authority shall

- a. Maintain all its records duly catalogued and indexed in a manner which facilitates the right to information under this Act and ensure that all records that are appropriate to be computerized are, within a reasonable time and subject to availability of resources, computerized and connected through a network all over the country on different systems so that access to such records is facilitated;
- b. Publish within one hundred and twenty days from the enactment of this Act,
 - 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 the college 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 its advice, and as to whether meetings of those boards, councils, committees of such meetings 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 agencies, 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

- anelectronic 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 b (xii) provides information on the manner of execution of subsidy programmes. This programme per se is not applicable to Government Arts and Science College, Sathyamangalam.

Section 4(1)(b)(i)

The particulars of the Organization, Functions and Duties

Name of the Organization	GOVERNMENT ARTS AND SCIENCE COLLEGE, SATHYAMANGALAM (Affiliated to Bharathiar University)
Address	Malaiyadipudur, Sathyamangalam-638401 Erode District, Tamil Nadu.
Establishment	2016 August 05
Working hours of the College	Office: 10.00 a.m. to 5.00 p.m. (Monday to Friday) Teaching: 10.00 a.m. to 3.30 p.m. (Monday to Friday)
Contact	Phone: 04295-297141, E-Mail: gascsathy@gmail.com
Website	www.gascsathy.ac.in

Government Arts and Science College, Sathyamangalam affiliated to Bharathiar University, Coimbatore functions under Directorate of Collegiate Education, Chennai, Tamil Nadu.

Brief about College

By the concerted efforts of Government of Tamil Nadu, Higher Education (G1), Department Ordinance (status) No.5 (Date: 06-01-2016) affiliated to Bharathiar University, Coimbatore incepted this institution during the academic year of 2016-2017 with three undergraduate courses of B.Com., B.A. (Economics), B.A. (English) comprising of 180 students as intake. The institution is recognized by 2(f) and 12(b) status of the UGC Act 1956.

Currently, the institution functions with a total of 10 UG degree courses including Mathematics, Computer Science, Computer Application, Business

- Providing opportunities for the students to make them actively participate on extra-curricular activities such as drama, debate, music, dance, quiz, fine arts etc
- Instituting awards and scholarships to students
- Provide opportunities to faculty for their professional development
- Providing and maintaining adequate infrastructure including building, library, laboratories, equipment, canteen, sports and recreational facilities

Organization and Administrative Machinery

The institution is administered by a College council headed by the Principal and comprising of the following:

- Head of the Department
- Faculty members appointed by Director of Collegiate Education, Chennai, Tamil Nadu
- Bursar, Office Superintendent, Assistants, Junior Assistants and typist appointed by Director of Collegiate Education, Chennai, Tamil Nadu
- Parents-Teachers Association Guest Lecturers and Computer Literacy Programme faculty members appointed by College Council

Expectations of the Institution from the public for enhancing its effectiveness and efficiency:

The institution strives to obtain the prime objectives by considering support from general public of the locality, well-wishers and stakeholders of the institution

Mechanism available for monitoring the service delivery and public grievances

Management of the various activities of the college is supervised by the Council Members and the designated authorities. Monitoring of the affairs of the institution is carried-out through the Principal and Council members.

Powers and duties of the officers and employees:

Section 4(1)(b)(ii)

- The Principal is head of the Institution and executive officer of the college. He/She is responsible for appropriate administration, organization, instruction and management of affairs of the college
- The officers and employees are appointed by the college in accordance with rules and regulations of Director of Collegiate Education, Chennai, Tamil Nadu.

Section 4(1)(b)(iii)

The procedure followed in the decision-making process, including channels of supervision and accountability

Decisions in various matters are taken by The Principal and Council members of the institution

Section 4(1)(b)(viii)

Councils, Committees, Faculties, Departments, etc. in the College:

- College Council
- Departmental Committees
- Anti-Ragging Committee
- Tobacco Free Campus Committee

Section 4(1)(b)(x)

Monthly remuneration received by employees

- The pay scales of various teaching and non-teaching staff are as prescribed by the Director of College Education, Chennai, Tamil Nadu

Section 4(1)(b)(xi)

Budget allocated to each agency

- The budget and the financial estimates are as approved by the Director of Collegiate Education, Chennai, Tamil Nadu.

Section 4(1)(b)(xii)

Manner of execution of subsidy programs

- Not applicable to the institution

Section 4(1)(b)(xiii)

- Concessions granted by the college:
- Concessions that are available to various categories of students for admission to various courses are given in the Bulletin of Information
- The institution conducts counseling through single window system prescribed by the Tamil Nadu Government from time to time, rule of reservation as specified in G.O (D)No 161, dated 14.06.2022
- 31% of seats are reserved for Open Category (OC)
- 26.5% of seats are reserved for applicants belonging to Backward Classes.
- 3.5% of seats are reserved for applicants belonging to Backward classes(Muslim)
- 20 of seats are reserved for application belonging to Most backward classes
- 19% of the total number of seats for candidates belonging to Scheduled Caste/Scheduled Tribes (15% for SCs 3% for SCAs and 1 % for STs)
- 5% of seats are reserved for candidates having minimum 40% (benchmark) disabilities (PwBD)

- 5% of seats are reserved for candidates under NCC/NSS.
- 5% of seats are reserved Sports Quota admissions

Section 4(1)(b)(xiv)

Information available in electronic form:

- The institution has adopted wide scale computerization of data management in administration, account section of the institution. All correspondence is computer generated
- Information related to the institution made available for public display and can be accessed at the website www.gascathy.ac.in

Section 4(1)(b)(xv)

Means, methods and facilities available for obtaining information:

- Notice boards, College Calendars, Department-wise Vision & Mission, Faculty profile are available both in printed version as well as on the official website: www.gascathy.ac.in
- Information regarding important events for the general public is disseminated occasionally through press releases, advertisements etc. These are available on the college website: www.gascathy.ac.in

Section 4(1)(b)(xvi)

Public Information Officer: Dr. N. Sivakumar, Associate Professor of Chemistry

Appellate Authority: Dr. K. Radhakrishnan, Principal

Section 4(1)(b)(xvii)

- The institutions 'website (www.gascathy.ac.in) and the Bharathiar University website (www.b-u.ac.in) are the repository of information.
- The person seeking the information may apply on a plain paper giving particulars of information being sought and his/her correct postal address, mobile no. and email address for communication. Separate applications for seeking information on different subjects are required. The application has to pay the prescribed fee. The fee is payable with each application which is towards the cost of processing the request.

In exercise of the powers conferred by section 27 of the Right to Information Act, 2005 (Central Act 22 of 2005), the Governor of Tamil Nadu hereby makes the following Rules:-

1. These rules may be called the Tamil Nadu Right to Information (Fees) Rules, 2005.
2. In these Rules, unless the context requires:-
 - (a) "Act" means the Right to Information Act, 2005 (Central Act 22 of 2005);

(b) Words and expressions used in these Rules and not defined shall have the same meaning assigned to them in the Act

3. (a) Every application for obtaining information under sub-section (1) of section 6 of the Act shall be accompanied by an application fee of rupees ten by cash or by affixing court fee stamp or by postal money order or by demand draft or bankers cheque payable in the head of account, as may be specified by the Public Authority.

(b) For providing the information under sub-section (1) of section 7 of the Act, fee shall be charged by way of cash against proper receipt or by demand draft or banker's cheque payable in the head of account, as specified by Public Authority at the following rates:-

- (i) Rupees two for each page (in A-4 or A-3 size paper) created or copied,
- (ii) Actual charge or cost price of a copy in larger size paper.
- (iii) Actual cost or price for samples or models; and
- (iv) For inspection of records, no fee for the first hour, and a fee of rupees five for every one hour (or fraction thereof) thereafter.

(c) For providing the information under sub-section (5) of section 7, the fee shall be charged by way of cash against proper receipt or by demand draft or banker's cheque payable in the head of account, as specified by the Public Authority at the following rates:-

- (i) For information provided in diskette or floppy rupees fifty per diskette or floppy; and
- (ii) For information provided in printed form at the price fixed for publication or rupees two per page of photocopy for extracts from the publication

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