

Statutory Declaration under Section 4 (1) (b) of Right to Information (RTI) Act –2005

(I) PARTICULARS OF THE ORGANIZATION, FUNCTION AND DUTIES

Name of the Institution: Nanjil Catholic College of Arts and Science

Type of Institution: Self Finance (UG & PG)

College Address: Kaliyakkavilai-629153, Kanyakumari District,
Tamil Nadu

Year of Establishment: 2012

Affiliating University: Manonmaniam Sundaranar University, Tirunelveli

UGC Recognition: 2(f) and 12(B) of the UGC Act, 1956 vide letter
F.No.8-396/2017 (CPP-I/C) at 08-08-2018

Head of the Institution:

Principal: Dr. A. Meenakshi Sundararajan

Contact Number: (Mobile) 9443119565, Landline: 04651-244788

Email: meenakshingc@gmail.com

Website: www.nccas.edu.in

Working Hours:

College Office Time: From 8:00 A.M. to 4:00 P.M.

Class Time: From 8:00 A.M. to 1:45 P.M.

Library Hours: It remains open on all working days from 8:00 A.M. to 4:00 P.M.

Holidays: The College remains closed on all Govt. Holidays.

Courses Offered:

1. B.A. Tamil
2. B.A. English (2 Batches)
3. B.Sc. Mathematics
4. B.Sc. Physics
5. B.Sc. Chemistry
6. B.Sc. Zoology
7. B.Sc. Computer Science
8. B.Sc. Physical Education
9. B.Com. (2 Batches)
10. B.B.A.
11. M.A. Tamil
12. M.A. English
13. M.Sc. Mathematics
14. M.Sc. Physics
15. M.Sc. Chemistry
16. M.Sc. Computer Science
17. M.Com.
18. M.S.W.
19. M.B.A. (Twinning Programmes of Pondicherry University)
20. M.Phil English
21. M.Phil Mathematics
22. M.Phil Physics
23. M.Phil Chemistry
24. M.Phil Computer Science
25. M.Phil Commerce
26. M.Phil Social Work
27. Ph.D-Tamil
28. Ph.D-Physics
29. Ph.D-Chemistry
30. Ph.D-Commerce
31. Ph.D-Social Work

Certificate and Diploma Courses: Certificate course in Tally and 6 UGC add on courses.

FUNCTIONS AND DUTIES:

The institution strives to impart quality education that empowers the students through a holistic and liberative process. It seeks to be an agent of transformation, empowerment and development at various levels of social and public life. It also aims to provide easy access of higher education to a community of less privileged youths in the neighboring area for whom the prospect of higher education seem more or less impossible. The institution develops in the students' social consciousness for the transformation of society and prepares them to be a worthy member of the society.

(ii) The powers and duties of its officers and employees

- **Principal:** The principal is the administrative head of the institution who is responsible for the overall functioning of the college. He is the final authority on all matters of academic administration.
- **Faculty:** Teaching, mentoring, and counseling form the major duties of the faculty members. Apart from these, the faculty members also assist the students in their various co-curricular activities and thus help nurture the all-round development of the students.

They also form an intricate part of the examination system by fulfilling their duties as examiners, invigilators and question setters both in the internal and end-semester examinations. The fact that they influence the characters and subsequently shape the future of the students is in itself an innate power inherent of being a teacher.

- **Staff:** All the non-academic matters of the institution are entrusted to the staffs thereby ensuring the smooth functioning of the institution.

(iii) The Procedure followed in the Decision Making Process, including channels of supervision and accountability:

The institution follows a transparent and participative system of governance where most decisions are made or finalized in the **Academic Council** chaired by the Principal/Secretary and each faculty and staff is accountable to him as well as to the decisions thus taken.

(iv) The norms set by it for the discharge of its functions:

The institution adheres to the norms and regulations of both the UGC and the state government in the course of carrying out its various duties and realizing its vision and mission.

(v) A statement of the categories of documents that are held by it or under its control:

Staffs of the institution hold different categories of documents relating to work allocated to them.

S.No	Category of the Documents	Name of the Documents and its introduction.	Procedure to obtain the document	Held by/ under the control of.
1	Administration	Organisation and Employees	Available at the institution.	Office Manger
2	Students Related	Students Registration Record, Exam related records (marks, results, etc.)	Available at the institution	Office Manger
3	Financial Related	Budget, Expenditure, Salary and Contingencies.	Available at the institution	Accountant
4	Others		Available at the institution and website.	Office Manger

(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;

Members of the public are not involved in 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 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;

Not Applicable

(ix) a directory of its officers and employees;

S. No	Name	Department	Designation	Phone Number
1	Dr. A. Meenakshi Sundararajan		Principal	9443119565
Teaching Staff				
2	Dr. S. Thankam	Tamil	Assistant Professor	9442592349
3	Dr. M. Peril Threse	Tamil	Assistant Professor	9791369118
4	Dr. A. Sujatha Joice	Tamil	Assistant Professor	9843209212
5	Dr. T. Little Mary	Tamil	Assistant Professor	09048584613
6	Dr. S. Suma Maheswari	Tamil	Assistant Professor	9488783014
7	Dr. N. Seema Mole	Tamil	Assistant Professor	7373363335
8	Dr. R. Adlin Jeba	Tamil	Assistant Professor	9488337878
9	Mrs. P. Sriyapushpam	Tamil	Assistant Professor	8973467594
10	Mrs. R. Biji	Malayalam	Assistant Professor	09446951871
11	Dr. S.K. Karthika	Hindi	Assistant Professor	09633398456

12	Dr. S. Sushma Jenifer	English (A1)	Assistant Professor	8300514706
13	Mrs. M.S. Subi	English (A1)	Assistant Professor	9047267481, 8838334462
14	Mr. R. Rooban Raja Sekhar	English (A2)	Assistant Professor	9597969772
15	Mrs. R. Christobel Merlin Mahil	English (A2)	Assistant Professor	9442774347, 9488157296
16	Mrs. P. Anisha	English (A1)	Assistant Professor	8526856469
17	Mrs. S. Rosary Vinintha	English (A2)	Assistant Professor	9159741243
18	Mr. J. Godwin Mesi	English (A1)	Assistant Professor	8883141419, 04651- 241735
19	Mr. P.R. Princelin	English (A2)	Assistant Professor	9486113606
20	Mrs. C. Subashini	English (A2)	Assistant Professor	9655519891
21	Mrs. Anupama Jose	English (A1)	Assistant Professor	9497544799
22	Mrs. Sajitha Sajan	English (A2)	Assistant Professor	8903814036
23	Dr. S. Virgin Mary	English (A1)	Assistant Professor	9585461220
24	Mrs. S. Angelin Femilet	English (A2)	Assistant Professor	9047422740
25	Dr. C. Limcy	English (A1)	Assistant Professor	9442184320

26	Dr. A. Ajitha	Maths	Assistant Professor	09847787229, 9487274860
27	Mrs. S. Jerlin Mary	Maths	Assistant Professor	8098332025
28	Mrs. R. Abila	Maths	Assistant Professor	9443831353
29	Mrs. I. Mary Bexy	Maths	Assistant Professor	9497462564
30	Dr. T. Iwin Joel	Maths	Assistant Professor	9488506388
31	Dr. S. Kavitha	Maths	Assistant Professor	9442934949
32	Mrs. S. Selestin Lina	Maths	Assistant Professor	7373233545
33	Dr. A.J. Bertilla Jaushal	Maths	Assistant Professor	9003427436
34	Dr. P. Sekar Ramasubramanian	Physics	Assistant Professor	9443919882
35	Dr. M. Amalanathan	Physics	Assistant Professor	9940347178
36	Dr. S. Antony Dominic Christopher	Physics	Assistant Professor	9442552553
37	Dr. T.R. Jeena	Physics	Assistant Professor	7598100146
38	Dr. S. Murugavel	Physics	Assistant Professor	9486962379, 9042629824
39	Dr. S.S. Bidhu	Physics	Assistant Professor	8547042582

40	Mrs. V. Beena	Physics	Assistant Professor	9786014701
41	Mr. F. Sahaya Raj	Physics	Assistant Professor	9790419788
42	Dr. R. Murali	Chemistry	Assistant Professor	7708334913
43	Mrs. L. Lisy	Chemistry	Assistant Professor	9444336849
44	Dr. C. Agatha Christie	Chemistry	Assistant Professor	9486758744
45	Dr. T. Alwin	Chemistry	Assistant Professor	9486446715
46	Dr. K. Priya Rajini	Chemistry	Assistant Professor	9442923180
47	Dr. M. Mary Sheeba	Chemistry	Assistant Professor	9445969165
48	Mrs. M. Shirley Navis	Chemistry	Assistant Professor	7598642670
49	Mr. K.C. Abhilash Sam Paulstin	Comp. Sci	Assistant Professor	9488080279
50	Mrs. V. Suja Merlin	Comp. Sci	Assistant Professor	9443172019
51	Dr. L. Thomas Robinson	Comp. Sci	Assistant Professor	7598865050
52	Mrs. Saranya R Benedict	Comp. Sci	Assistant Professor	9677149805
53	Dr. Cincy W C	Comp. Sci	Assistant Professor	9486026170

54	Mrs. D. Suja Mary	Comp. Sci	Assistant Professor	9444526157
55	Mrs. S.S. Beulah Benslet	Comp. Sci	Assistant Professor	9486087917
56	Mrs. T. Ahila	Comp. Sci	Assistant Professor	9677421241
57	Dr. M. Sini Margret	Zoology	Assistant Professor	9626522590, 9488122590
58	Dr. M. Therasita Mary	Zoology	Assistant Professor	9043508010
59	Mrs. C. Amutha Rani	Zoology	Assistant Professor	9487449201
60	Dr. A. Ajitha Mol	Zoology	Assistant Professor	9443150090, 9443581271
61	Mr. V. Viju	Physical Education	Assistant Professor	9843644718
62	Dr. R. Kishore Jani	Physical Education	Assistant Professor	8270052766
63	Mr. R. Ramesh Kumar	Physical Education	Assistant Professor	9786550942
64	Mr. Y.R. Dhesa Bendhu	Physical Education	Assistant Professor	9442362247
65	Dr. M. Babima	BBA	Assistant Professor	9445237701, 04651 - 261575
66	Mr. G. Jenit Hanson	BBA	Assistant Professor	9940988696
67	Dr. P. Jasbin Bino	BBA	Assistant Professor	9486418130

68	Dr. G. Rajesh Babu	BBA	Assistant Professor	9965007373
69	Dr. R. Jolly Rosalind Silva	Commerce (A1)	Assistant Professor	9487115859
70	Dr. R. Shoba Rani	Commerce (A2)	Assistant Professor	9486508647
71	Dr. C. Arul Mary Thangam	Commerce (PG)	Assistant Professor	9486454573
72	Mrs. V. Vincy	Commerce (A1)	Assistant Professor	09400975953
73	Dr. E. Sahaya Ugin Mary	Commerce (A2)	Assistant Professor	9498413285
74	Dr. K. Lucas	Commerce (PG)	Assistant Professor	9629949392
75	Dr. M. Sindhu	Commerce (A1)	Assistant Professor	9159401491
76	Dr. N. Jeba Jasmine	Commerce (PG)	Assistant Professor	9092191588
77	Dr. N. Vinil Kumar	Commerce (A1)	Assistant Professor	9976814877
78	Mr. P. Godwin Prince	Commerce (A2)	Assistant Professor	9600336126
79	Mrs. S. Mary Pelsit	M.S.W	Assistant Professor	8300177635, 9443595112
80	Mr. K.R. Krishna Prasad	M.S.W	Assistant Professor	9447328655
81	Dr. Ponni S	M.S.W	Assistant Professor	9994744313

82	Mr. J. Josemon	Physical Director	Assistant Professor	9942211907
83	Mrs. L. Lejitha	Physical Director	Assistant Professor	9943984991

Non Teaching Staff

S. No	Staff Name	
1	Mr. J. Jayaseelan	Office Manager
2	Sr. G.L. Mary Metilda	Nurse
3	Mrs. A. Agnes Carolin	Senior Assistant
4	Mrs. N.R. Sheela	Senior Accountant
5	Mrs. L. Mary Jaya	Junior Assistant
6	Mrs. P. Akila	Junior Assistant
7	Mrs. P. Seetha	Junior Assistant
8	Mrs. P. Joselin Vinisha	Management Software Operator
9	Mrs. E. Sheela	Junior Assistant
10	Mrs. K. Jincy	Assistant Accountant
11	Mr. T. Ajil Kumar	(Lab Assistant - Dept. of Computer)
12	Mr. E. Edwin	Kennady (Lab Assistant - Dept. of Computer)
13	Mrs. O. Amala Reji	Melda (Lab Assistant - Chemistry)
14	Mrs. C. Gnana Deepa	(Lab Assistant - Chemistry)

15	Mrs. A. Chitra	(Lab Assistant - Physics)	
16	Mrs. J. Lathis	Mary (Lab Assistant - Zoology)	
17	Mr. R.M. Rajesh	(Electrician)	
18	Mr. J. Aruldas	Marker cum Gardener	
20	Mr. C. Sujin	Office Assistant	
21	Mrs. C. Mary Amutha Bai	Office Assistant	
22	Mrs. M. Hema Latha	Office Assistant	
23	Mrs. G. Anila Kumari	Sweeper	
24	Mrs. B. Valsala	Sweeper	
25	Mrs. T. Ambika	Sweeper	
26	Mrs. S. Shanthi	Sweeper	
27	Mrs. J. Dilly Bai	Sweeper	
28	Mrs. J. Suja	Sweeper	
29	Mr. N. Bharath	(Driver)	
30	Mr. T. Stalin Jose	(Driver)	
31	Mr. W. Benedict Usthisraj	(Security)	
32	Mr. E. Suresh	(Security)	
33	Mr. A. Donald Xavier	(Security)	
34	Mr. S. Ruby Justin	(Security)	
LIBRARY			
1	Dr. V.J. Hema Reji	College Librarian	9436376090
2	Mrs. T. Vimala	Assistant Librarian	8014679710

(x) the monthly remuneration received by each of its officers and employees, including the system of compensation as provided in its regulations;

(xi) the manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programmes;

Not applicable

(xii) (particulars of recipients of concessions, permits or authorizations granted by it)

Not applicable

(xiii) details in respect of the information, available to or held by it, reduced in an electronic form;

Not applicable

(xiv) 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 ;

No such facility is available.

(xv) the names, designations and other particulars of the Public Information Officers;

RTI Nodal Officers	(i) Dr. L. Thomas Robinson, Asst. Prof., Dept. of Computer Science. Ph. No: +91 7598865050 (ii) Dr. K. Lucas, Asst. Prof., Dept. of Commerce. Ph. No: +91 9629949392
Appellate Authority	Dr. A. Meenakshi Sundararajan, Principal

(xvii) such other information as may be prescribed; and thereafter update these publications every year;

Not available