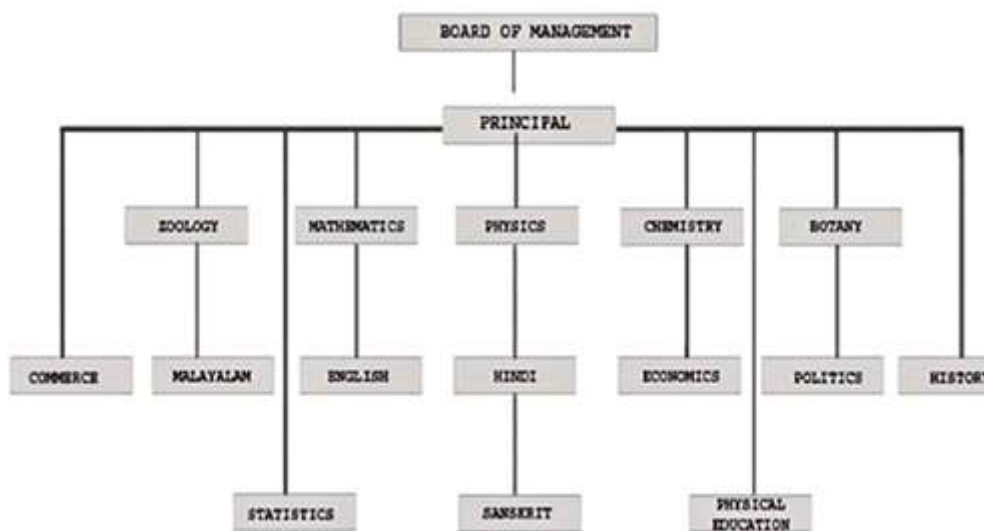
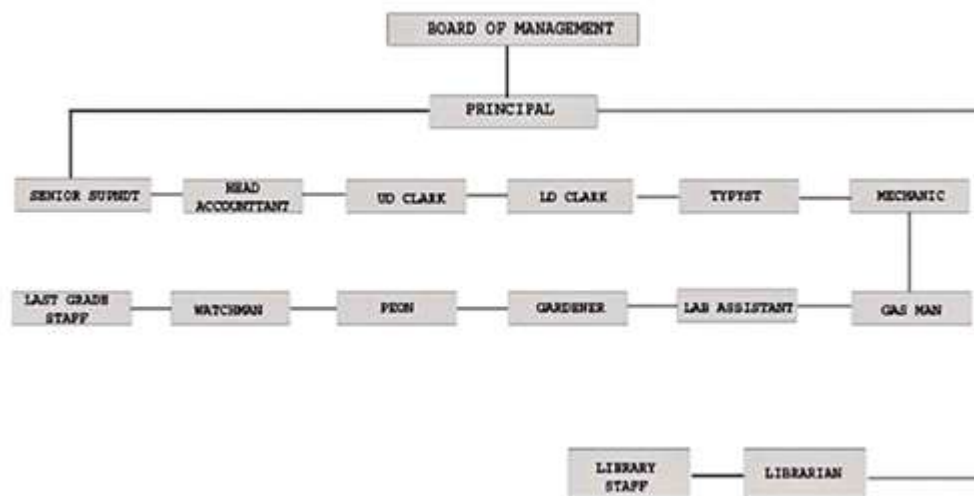


Payyanur College, Payyanur is a Post Graduate College and Research Centre situated at Edat in Kunhimangalam Panchayat of Kannur District. Affiliated to Kannur University, it is a prominent institute of higher education and research in North Malabar. The college has been functioning as a distinguished, secular centre of learning since its inauguration on the 15th of July 1965 by Vyaghram S. Sivaramakrishna Iyer, the Chief Patron. The college is managed by **Payyanur Educational Society**, a non-communal, non-partisan registered society of over two thousand members drawn from all stations of the society.

Payyanur College served a community of students numbering nearly 3500 in the 1990s and after the delinking of Pre-degree course at the turn of the millennium the strength was down to 1600. Now, the college offers courses leading to the award of graduate, postgraduate and doctoral degrees in various disciplines. The academic catchment area of the institution spreads mainly over the two sprawling Kannur and Kasaragod districts besides the other parts of North Kerala. Remarkably positioned with an imposing campus of 96 acres of land, the college is a significant, material and academic presence that excels universities. Leaving behind a glowing tradition of fifty years of social and educational commitment, inspiring and empowering generations to participate creatively in the herculean task of the making of a self-reliant, progressive, and secular nation, Payyanur College completed fifty years (the Golden Jubilee) in 2016.

1. Payyanur College – Organisation (See the Organization Hierarchy Chart given under), Functions and Duties:





The Board of Management (Payyanur Educational Society) is the apex body of authority which is bound to obey the directives of the Central Government (UGC), State Government and the University. The Board of Management consists of 21 directors from whom the President, Secretary and the Treasurer and their deputies are elected. The President of the Board of Management is the appointing authority of the teachers and the office staff. The appointment is valid only if approved by the University and State government authorities concerned. The head of the institution is the Principal and the next level of hierarchy is the Heads of various Departments [four post-graduate (Mathematics, Physics, Chemistry and English) and twelve Undergraduate departments (Botany, Zoology, Economics, Political Science, History, Hindi and Functional Hindi, English, Malayalam, Commerce, Management Studies, Statistics, Sanskrit and Physical Education)]. Three departments namely, Mathematics, Physics and Hindi are Research Centres also. The council formed of all the Heads of departments and two elected members from the teaching staff assists the principal in running the college effectively. The Principal is the monitoring authority of the academic and related matters and the monitoring is done individually as well as through various committees formed according to instructions from higher authorities (Statutory) and also those formed on the need of the hour. The office is the administrative wing of the college and it is headed by the Superintendent who also comes under the Principal. The major statutory body below the Board of Management is the College Council. The other statutory bodies are PTA and Anti-ragging Committee and Ethics Committee.

2. The Power & Duties of Officers and Employees

The Principal of the College heads both the Academic and Administrative wings of the College. Administrative office is headed by the Superintendent who is expected to run the office according to the instructions of the Principal and is assisted by different categories of employees designated as the ministerial and supporting staff. The designation of the faculty and administrative staff are given below:

1. Associate Professors
2. Assistant Professors
3. Guest faculty
4. Librarian
5. Senior Office Superintendent (after the retirement of the present Superintendent, the post will be designated as Junior Superintendent as the college is marked as B grade by the government)
6. Head Accountant
7. Senior Clerks
8. Clerks
9. Store-keeper
10. Typist
11. Mechanic
12. Laboratory Assistants
13. Library Assistants
14. Office Attendants
15. Sweeper (Paid by the Board of Management)
16. Watchman (Paid by the Board of Management)

3. The Procedure Followed in the Decision Making Process, including Channels Of Supervision and Accountability.

The Principal in consultation with the Board of Management, council and various constituencies like office take suitable decisions for the proper conduct of the college. Kerala Service Rules and Kerala State Subordinate Service Rules, Kerala Education Act & Rules, Statutes of Kannur University are adhered to in the overall functioning of the college. The college is bound to follow the Directions and Circulars of the UGC and the RUSA. The faculty and the office staff along with the Head of the Institution are accountable for their duties and hence transparency in all

activities of the institution is ensured in respect of the public whose right to information are secure with the Indian Constitution and its Preamble.

4. The Norms Set By the College for the Discharge of Its Functions

Norms and standards of functioning of Payyanur College is in adherence to the set of rules and regulations framed by various constitutional authorities. The functions are discharged with transparency under the directions and guidelines of the UGC/RUSA/Government of Kerala/Kannur University/President, Board of Management, Payyanur Educational Society/Principal/other authorized staff members. The college strives to take decisions taking into account the public good, interest of the stakeholders and also conforming to the green protocol Issues are dealt with on priority basis, expeditiously taking into account, the various instructions issued from time to time.

5. The Rules, Regulations, Instructions, Manuals and Records Held by it or under its Control or used by its Employees for Discharging its Functions

The Constitution of India

Kerala Service Rules

Kerala State Subordinate Service Rules

Laws Relating To Civil Services in Kerala

Kerala Education Act & Rule

Act, Statutes Ordinances of Kannur University 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.

6. 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 there of:

Opinion of the public representatives are sought and incorporated on matters that pertain to the interests of the community around. NSS, student forums and departments implement their programmes with public participation.

7. Categories of documents that are held by it or under its control

Categories documents available are:

- Documents & Records of Administrative matters
- Documents & Records of Academic Matters

For further information log on to the official web site of Payyanur College,

www.payyanurcollege.ac.in

8. Statement of boards, councils, committees and other bodies consisting of two or more persons constituted as its part or for the purpose of its advice.

- General Discipline Committee
- RTI
- ASAP
- Anti-Ragging Cell
- Anti-Sexual Harassment Cell
- Student Grievance Redress Cell
- Library Advisory Committee
- Career Guidance and Placement Cell
- Girl Students' Welfare Committee
- Differently-abled Service Cell
- Purchase Committee
- Tutorial Committee
- Equal Opportunity Cell
- OBC Committee
- IQAC Committee
- Remedial Coaching
- Research Promotion Cell
- SC/ST Grievance Redress Cell
- Scholar-Support Program.
- Walk with the Scholar programme
- Scholarships
- Sports Committee
- NSS Advisory Committee
- Campus Beautification and Forestry

- Planning Board
- UGC-RUSA Committee
- Clean Campus Committee

9. **Statement of budget** allocated for the financial year 2017-18 to the College from the agencies of the Government of India and Government of Kerala under the heads of accounts operated and controlled by Payyanur College, Payyanur, is accountable and available to the Public on request under RTI Act.

10. Manner of execution of subsidy programmes, including the amounts allocated and details of beneficiaries of such programmes:

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

11. Particulars of recipients of concessions, permits or authorisations granted by the Payyanur College:

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

12. Information held by / available to the College, reduced in an electronic form:

- Statutes of the Kannur University 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.

Payyanur College Library has been computerized in all aspects except purchase

13. 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 concerned departments 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 is meant for the students of the institution mainly but access is provided for the public selectively on request if recommended by the Principal.

14. The names, designation and other particulars of the Public Information Officers.

Public Information Appellate Authority

Dr Ravindran K T
Principal
Payyanur College, Payyanur
Phone (O) 04972805121, 04972805121

Public Information Officer:

Vinod Kumar P
Department of Mathematics

Assistant Information Officer:

Senior Superintendent