

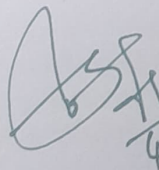


Government Sanskrit College
Tripunithura Ernakulam District, Kerala
682301

(Re- Accredited by NAAC with A Grade in March 2017)

Statutory Declaration under Section 4 (1) (b)
of the RTI Act 2005




4/6/2024
PRINCIPAL
GOVT. SANSKRIT COLLEGE
TRIPUNITHURA

Particulars of the Organization, Functions and Duties

Sl. No.	Title	Details
1.	Name of the College	Government Sanskrit College Tripunithura
2.	Address for Communication	Government Sanskrit College Tripunithura 682301
3.	Phone No.	04842-777444
4.	Fax No.	NA
5.	Email	govsktclgtpra@gmail.com
6.	Website	www.govtsanskritcollegetripunithura.edu.in
7.	Name of the Principal	Dr. Sobha K D
8.	Mobile No.	9446078726
9.	Email	sobhakd1961@gmail.com

➤ Introduction

1. A Short History of the College

The College was established on 14th January 1914 by His Highness Sri Rama Varma, G.C.S.I, Maharaja of Cochin, for the preservation and advancement of the indigenous system of Sanskrit study in its higher branches. Admission was restricted to those who had already acquired a sound knowledge of Sanskrit language and instruction in advanced Vyakarana, Nyaya and Vedanta were given for seven years at the end of which Sasthrabhooshana title was awarded. Free boarding and lodging were provided for 24 students. From 1926, instruction in two modern subjects – Ayurveda and Jyotisha were started. In the same year Sastra Sadas was conducted in the College for the first time and since then it has become an important unique annual feature of the College.

The need for starting a preparatory course for getting the right type of students for the advanced study of Sastra was keenly felt in 1926 and preparatory class was started that year which, later on, developed into a complete course known as Kavya course. With the full development of a regular Kavya course of eight years duration the Sastra course (Advanced course) was reduced to four years. Thus, in thirties, the institution become a great center of Sanskrit learning providing a full and advanced course in Sanskrit for a total period of twelve years after the primary education.

In the early days, only Caste Hindus were admitted to the advanced Sastra classes. In 1932, the Sastra section was bifurcated and students of all communities were admitted to one of the sections known as the Government section providing instruction in advanced Nyaya, Ayurveda and Jyotisha. The Endowment section which functioned, separately admitting only caste Hindus was merged in the Government Section in 1954.

As a result of the re-organization of Sanskrit studies in the Travancore – Cochin state, the replacement of Kavya course by the Sanskrit high school started in 1951 and it was completed in 1959. In the same year the Ayurveda section was separated and developed into a new College.




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In June 1962, the Government ordered the upgrading of the College by introducing gradually by the University Previous and Degree classes by abolishing the Sastra section. The University Previous (special) class was started in July 1962 and admission to the Sastra section was stopped simultaneously.

B.A (Special) course in Vyakarana, Nyaya, Sahitya and Jyotisha were started in July 1963, and the two-year Pre- Degree Courses was started in June 1964.

The Golden Jubilee of the College was celebrated in February 1964. The high school section was separated with effect from 1st November 1964.

B.A Jyotisha was discontinued in 1966 -67 and reintroduced in 2014.

M.A course Nyaya started in July 1969.

M.A course in Vyakarana and Sahitya started in July 1979.

B.A course in Vedanta started in July 1980 and M. A Vedanta started in 2012. In 1983 – 1984 this College was affiliated to the Mahatma Gandhi University, Athirampuzha Kottayam.

The College has approved center for research in Sanskrit of the M.G University from 1993 onwards.

In March 2017, the college is re-accredited by NAAC with A grade.

➤ **The Vision statement**

Evolve and energize Sanskrit with a view to creating a refined, scholarly and edified student community.

The Mission of the College

- Enable the greater academic community to appreciate the value of Sanskrit and Indology
- Ensure that the thrust areas are consistently revised and updated
- Encourage new research and original thinking
- Equip students with pragmatic competence
- Enlighten the society through outreach and extension activities
- Employ effective pedagogical tools in the transaction of Sanskrit

Objectives of the College

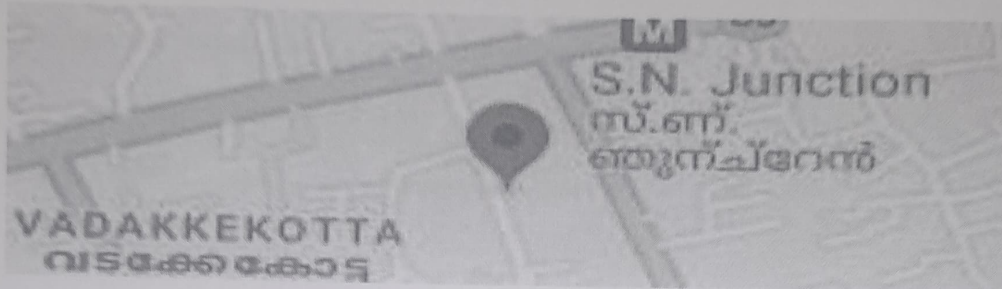
- ◆ To serve the academic community for the upliftment of the academic activities of the college.
- ◆ To provide modern equipment for effective teaching, learning & research.
- ◆ Providing computerized information, by electronic storage, retrieval and dissemination.
- ◆ To cater the needs of the information to the users.



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- ◆ To provide current and complete information regarding the today's trends.
- ◆ To prepare the users for competitive examinations.

➤ **Location of the College**



➤ **Governance**

The Vision, Mission and Objectives of the College reflect the nature of governance, perspective plans and participation of the teachers in these decision making bodies of the College. The governance of the institution is carried out with the support of following bodies constituted as per the UGC Autonomous norms:

- ◆ Ministry of Higher Education, Government of Kerala.
- ◆ Directorate of Collegiate Education, Government of Kerala
- ◆ College Council
- ◆ Purchase Committee.
- ◆ IQAC

College Council

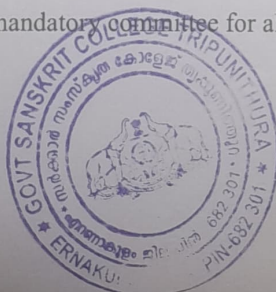
The College Council includes the Principal, as Chairperson, Heads of different departments, IQAC Coordinator, and two elected/nominated members from teaching staff.


Purchase/Building Committee

The policies regarding purchase of different items including IT commodities and library books are prepared by the purchase committee in accordance with the Store Purchase manual of Government of India. Decisions regarding construction and renovation of buildings, building committee prepares plan with the assistance of State PWD or other accredited agencies. Special committee is there for RUSA.

IQAC

IQAC is a mandatory committee for all higher education institutions. The committee has



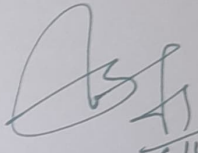

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the Principal as its chairperson and faculty member as its coordinator. Members are selected from teaching faculty, non teaching section, alumni of the college, student representative and representative from industrial sector. The committee convenes regular meetings to discuss all the quality related matters of the institution. It prepares AQAR of the college. It processes the placement proposals of the teaching faculty.

➤ **Working hours**

- ◆ Class time – 9.30 AM – 4.30 PM
- ◆ Office 9.30 am to 4:30 pm – Monday to Saturday
- ◆ Lunch – 1.00pm to 2.00 pm
- ◆ Visiting hours for Public – 10:00 am to 5:00 pm on all working days
- ◆ Library – Week days : 9.30 am to 4.30 pm (Sunday: 10 am to 1 pm)





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➤ Powers and Duties of Officers and Employees

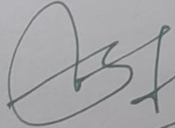
Sl. No.	Title of the Authority	Responsibilities
i.	Principal	<ul style="list-style-type: none"> ◆ Keep a track with policies of regulatory authorities, finance management ◆ Design action plan ◆ Define Vision and strategies to achieve the vision ◆ Aligning People ◆ Communicate Direction by words/ deeds ◆ Coalition /teams that accept vision ◆ Preparing Master Budget and speeding the development ◆ Effective maintenance of campus infrastructure ◆ Monitor optimum utilization of campus resources ◆ Monitor implementations of planned development ◆ Monitoring policies and procedures and results ◆ Extend guidance and better methods/ systems
		<ul style="list-style-type: none"> ◆ Building and improving of the quality of education and research ◆ Research fund generation from various funding agencies ◆ Promoting team work and spirit ◆ Staffing of teaching, technical and supporting staff ◆ Budgetary optimization of income and expenditure ◆ Admissions as per Rules & Regulations of Autonomous Guidelines, Parent University and Government of Kerala ◆ Overall administration




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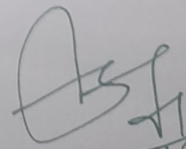
ii.	Head of the Department(s)	<ul style="list-style-type: none"> ◆ Actively assisting the Principal ◆ Monitoring academic profile of the Department ◆ Co-coordinating the teaching and learning of the subjects ◆ Ensuring timely and adequate provision of textbooks, materials, and equipment required ◆ Budgets for the requirements of the laboratories ◆ To look after repair/maintenance of equipment and instruments ◆ Conduct regular Departmental meetings to monitor developmental activities ◆ Motivate faculty to publish research articles and participate in conferences / workshops /symposium ◆ Applying for research projects grants
iii.	Faculty	<ul style="list-style-type: none"> ◆ Development of teaching material, planning of lessons, setting up laboratories and experiment, unscheduled teaching activities such as student counselling, setting and grading test papers, arranging and conducting tests, implementation of project for students, setting and evaluation. ◆ Curriculum enrichment due to the ever expanding demand of knowledge and changing needs of the industry ◆ Perform the duties and responsibilities assigned by Principal and Department Head ◆ Student's activities such as Mentor to literary, sports and student progression system ◆ Administration which may be Departmental and or College as member/convener of committees
iv.	Alumni Association Committee	<ul style="list-style-type: none"> ◆ Constitution of committee and maintaining minutes of meeting ◆ Maintaining and updating alumni database ◆ Organizing Alumni Meet ◆ Continuous liaison with alumni for curriculum enrichment, activities of entrepreneurship development cell etc




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v.	Anti-Ragging Committee	<ul style="list-style-type: none"> ◆ Ensure compliance with the provisions of UGC Regulations and Anti Ragging Act. ◆ Enforcement of act and its amendments as published from time to time ◆ To prevent the events related to ragging in campus/ off campus / hostel / any other place in the premises. ◆ Ensure conducts of Anti-ragging squad observing of fair and transparent procedure and the principles of natural justice and after giving adequate opportunity to the student/s accused of ragging and considering such other relevant information as may be required.
vi.	Grievances-Redressal committee	<ul style="list-style-type: none"> ◆ To fix the complaint box for receiving complaints from employees at some conspicuous part of the College building and open the box periodically ◆ To entertain complaints made by staff members and resolve them amicably
vii.	Committees for reserved category and minority	<ul style="list-style-type: none"> ◆ To investigate and monitor all matters relating to the safeguards provided for the said categories under this constitution or under any other law for the time being in force or under any order of the Government and to evaluate the working of such safeguards. ◆ To inquire into specific complaints with respect to the deprivation of rights and safeguards of the said category ◆ To participate and advise on the planning process of socio- economic development of the said category and to evaluate the progress of their development ◆ To declare the schemes provided by Government




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viii.	Administrative Office Staff	<ul style="list-style-type: none"> ◆ All program admissions and its administration ◆ All students' original documents and general register record maintenance ◆ Bonafide, leaving/ transfer certificate, fee structure and concession forms ◆ Online Student Data / Statistical information ◆ Eligibility, Pro-rata fees collection and submission ◆ Proceedings of Local Managing Committee, Governing Body and other statutory committees and maintenance of records ◆ Maintenance of leave record, service books and staff personal files ◆ Guidance for form filling/submission of reserved students for scholarship/fee reimbursement ◆ Keeping records and maintenance of property
ix.	Accounts Clerk	<ul style="list-style-type: none"> ◆ To draw salary through Pay-roll software & maintain the file of salary ◆ Preparation of P.F. ◆ Calculation of Form No.16. TDS & Professional Tax ◆ To file e-TDS/GST return quarterly ◆ To issue salary certificate to employees as per their requirement. ◆ To assess Principal for optimization budgetary allocation ◆ Maintenance of bank and cash books ◆ Preparation of computational balance sheet and get it audited




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➤ Directory of Officers

Sl.No.	Title	Details
1.	Dr.SobhaKD- Principal	0484-2-777444 9446078726 sobhacd1961@gmail.com
2.	Dr.KCSuseela-Vice Principal	0484-2-777444 8078030672 drsuseelakc@gmail.com
3.	Smitha V Menon Office Superintendent	04842777444 9544375028
4.	Dr.AjikumarPV IQAC-Co-ordinator, RTI officer	9446200567 ajiperoor@gmail.com



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