



**VTM NSS COLLEGE, Dhanuvachapuram,  
Thiruvananthapuram Pin: 695 503  
Affiliated to the University of Kerala  
Re-accredited by NAAC at 2.71 with B+ Grade  
Mail id – vtmnsscollege@yahoo.in, principalvtmnsscollege@gmail.com**

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

1	Name of the institution	VTM NSS College
2	Address of the Institution	Dhanuvachapuram, Dhanuvachapuram (PO), Thiruvananthapuram, Pin – 695503, Kerala
3	Website	www.vtmnsscollege.ac.in
4	Email	vtmnsscollege@yahoo.in principalvtmnsscollege@gmail.com
5	Type of Institution	Private Grant-in-Aid College included under 2(f) and 12(B) of UGC
6	Affiliating University	University of Kerala
7	Management	Nair Service Society
8	Principal	Dr Anandakumar V M
9	Contact Number	0471-2230919
10	NAAC Accreditation Status	B+ (3 <sup>rd</sup> Cycle)

### Programmes Offered

SL No.	Name of UG Programme	SI No	Name of PG Programme
1	FDP in Malayalam	1	PG in English
2	FDP in English	2	PG in History
3	FDP in History	3	PG in Economics
4	FDP in Political Science	4	PG in Commerce
5	FDP in Economics		
6	FDP in Commerce		
7	FDP in Mathematics		
8	FDP in Physics		
9	FDP in Chemistry		
10	FDP in Botany		
11	FDP in Zoology		

*\*Admission Requirements and procedures are as per the guidelines of the University of Kerala*

Position	Name, Designation and Contact Information
First Appellate Authority	Dr Anandakumar V M Principal VTM NSS College Dhanuvachapuram Kerala Pin-695503 Email: vtmnsscollege@yahoo.in
Chief Information Officer	Dr Unnithan S S Assistant Professor PG Department of History VTM NSS College Dhanuvachapuram Kerala Pin-695503 Email: vtmnsscollege@yahoo.in

Additional Chief Information Officer	Dr Sushama Raj R V Assistant Professor Department of Botany VTM NSS College Dhanuvachapuram Kerala Pin-695503 Email: vtmnsscollege@yahoo.in
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## 1. Organisation Functions and Duties

The Nair Service Society established VTM NSS College in 1964 in commemoration of the great freedom fighter, Thalikulathu Velu Thampi Dalava, on the occasion of his 200th birth anniversary. VTMNSS College is situated on a hillock at Dhanuvachapuram, enroute Kanayakumari, which is on the southernmost tip of Kerala. The idyllic environs of the college provide a congenial ambience for academic pursuits. The college started off modestly as a junior college on July 15, 1964 in a temporary building and has now developed into a full- fledged first grade college. It was upgraded in 1967 with the commencement of Degree Courses in English, History, Politics Science, Mathematics, Physics, Chemistry, and Commerce. Degree Courses in Economics and Botany were started in 1981. Degree courses in Zoology and Malayalam were introduced in 1984 and 1995 respectively. The college attained the status of a first-grade college when the Post Graduate course in Commerce was begun in 1981 followed by the Post Graduate course in English in 1998 and History in 1999.

The Principal, VTM NSS College, Dhanuvachapuram is the academic and Administrative Head of the College. Associate Professors and Assistant Professors under various departments work under the Principal.

The college offers 11 Undergraduate programmes (CBCSS) and 4 Postgraduate programmes (with Electives). An excellent academic team from various faculties (including 42 Ph.D. degree holders) heads the academic activities. College has well equipped centralized library, science and language laboratories. VTM NSS College is equipped with an efficacious and socially committed campus with CBSS clubs including Community Health Activity Club, Literature Club, Nature Club, Media Club, Kerala State Literacy Club, NCC, NSS, etc.

VTM NSS is an alma mater to many renowned personalities who have carved a niche for themselves in the society. Some of them are pioneers in the field of Science, Media, Entertainment, Politics, etc.

## **2. The Power & Duties of Officers and Employees**

The Principal of the College is the Academic and Administrative Head of the College. Administrative office headed by the Junior Superintendent and supported by Assistants Typists supports the Principal in financial matters. Associate Professors & Assistant professors of various departments under the supervision of senior teacher as the Head in charge of the department support the Principal in academic matters.

## **3. The Procedure Followed in the Decision-Making Process, Including Channels of Supervision and Accountability**

The Principal in consultation with the Management, College Council and various committees and cells constituted in the college and in support of the office make suitable decisions for the proper conduct of the college under the control of The Secretary, NSS Colleges' Central Committee who is the Manager of the College. The rules of Kerala Service Rules, Kerala State & Subordinate Service rules, Statutes of the University of Kerala are followed stringently. The individual employees of the college are accountable for their duties.

## **4. The Norms Set by the College for the Discharge of its Functions**

The functions of VTM NSS College, Dhanuvachapuram are discharged in accordance with the various rules and regulations constituted for the purpose. All the functions are discharged under the supervision and control of The Principal / committees / Manager, NSS Colleges' Central Committee/University of Kerala/ Government of Kerala as per the respective function assigned. Issues are dealt with on a priority basis, promptly 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 and Subordinate Service Rules

Laws Relating to Civil Services in Kerala

Kerala Education Act & Rule

Statutes of the University of Calicut as amended from time to time.

Rules for the conduct of Classes/ Library/Labs/ 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 thereof:**

There is no arrangement to solicit the views of the members of the public in relation to the formulation of policies or implementation thereof in VTM NSS College.

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

- Documents and Records of Administrative Matters
- Documents and Records pertaining To Academic Matters.

**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**

The following committees and cells have been constituted by the Principal for its functioning. Meetings of these committees are not open to the public. Minutes of the meetings will be made available to the public on request, subject to the provisions of the RTI act, 2005:

- College Council
- IQAC
- Anti- Ragging Committee
- Anti-Ragging Squad
- CACEE Rural Public Library Cell
- Purchase Committee
- UGC Committee
- Building Committee

- Planning Board
- Grievance Redressal Cell
- SC/ST/OBC/Minority Cell
- ICC (Internal Complaints Committee)
- Career Guidance and Counselling Cell
- Placement Cell
- Student's Affairs Committee
- Gender Justice Forum
- Equal Opportunities Cell
- IIC (Institution Innovation Council)
- Research and Development Cell
- IT/ICT Initiative Cell
- NIRF
- AISHE
- Website Committee
- CLMC
- DLMC
- General Timetable Committee
- Internal Exam Committee
- Library Committee
- Canteen Committee
- RTI
- Academic Committee
- Advance Learners Forum
- PG Forum
- Remedial Teaching Committee
- Discipline Committee
- Anti-Narcotics Cell
- Legal Studies Cell
- Ethics Committee
- College Calendar Committee
- Civil Service Club
- Urja Kiran Club
- LMS Committee
- Committee for Disabled and Elderly Person
- Open Course Committee
- Bird's Club International
- Bhoomithra Sena
- Parliamentary Affairs Committee
- ED Club
- ASAP
- SSP

- WWS
- Peoples Planning Forum
- Debate Club
- Environmental Activities Club
- Biodiversity Club
- Human Rights Forum
- Community Health Activity Club
- Kerala State Literacy Mission Cell
- Performing Arts Club/Folklore Club
- Media Club
- Community Based Activities Club
- Sports Club
- Science Club
- Nature Club/ Eco Club
- Film & Theatre Club
- Literary Club
- Women's Study Unit/Cell
- YIP (Young Innovator's Programme)

#### **9. Monthly remuneration received by officers and employees**

With respect to the number of employees working in the College, it is not feasible to publish the monthly remuneration received by each of its officers and employees, on web. Moreover, the monthly remuneration is likely to change depending on the grant of increments and variation in the dearness allowance sanctioned by the government from time to time.

#### **10. Directory/ Details of Officers**

Dr. Anandakumar V M  
The Principal  
VTM NSS College, Dhanuvachapuram  
Phone (O) 04712230919

#### **11. Budget allocated to each of its Agency, indicating the Particulars of all plans, proposed Expenditures and Disbursements made.**

Statement of budget allocated for the financial year 2019-20 to the College from the agencies of the Government of India and Government of Kerala under the heads of accounts

operated and controlled by the VTM NSS College is accountable and available to the Public on request under RTI Act.

**12. 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.

**13. Particulars of recipients of concessions, permits or authorisations granted by VTM NSS College**

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

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

- Statutes of the University of Kerala as amended from time to time.
- Rules for the conduct of Classes/ Library/Labs/ Committees and cells of the college as amended from time to time.
- Manual of Office Procedure.

The college library has been computerized and the search facility is not available to the public. History of different transactions is digitalized.

**15. 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. No library is maintained for public use.

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