

**Pandit Jawaharlal Nehru College of Agriculture And Research Institute
(PAJANCOA&RI), Karaikal – 609603, U.T. of Puducherry**

Manual Under Section 4 of Right to Information Act 2005

Particulars of Its Organisation, Functions And Duties

<http://www.pajancoa.ac.in/>

Powers And Duties of Its Officers And Employees

http://www.pajancoa.ac.in/Organizational_Chart.pdf

or

www.pajancoa.ac.in > Contact Us > Organisation Chart

This college has the prime objective of imparting agricultural education and meeting the agricultural research and extension needs of the Union Territory.

Procedure Followed in The Decision Making Process, Including Channels of Supervision And Accountability

The proposals are sent by the Dean and the Governing Body (GB) will make the final decision on the proposals. The Dean has been empowered to sanction the proposals up to a certain amount and for proposals above that amount, the sanction of the Governing Body is sought.

Norms Set By It For The Discharge of Its Functions

The norms for carrying out various functions of the college are fixed based on decisions of Governing Body.

Rules, Regulations, Instructions, Manuals And Records, Held By It or Under Its Control or Used By Its Employees For Discharging Its Functions

Generally the CCS (Conduct) Rules are followed in discharging the functions. However, for specific functions the agenda are placed in the Governing Body (GB) and the approval of the GB is obtained and accordingly the functions are discharged.

Statement of The Categories of Documents That Are Held By It or Under Its Control

- i. Minutes of the Governing Body
- ii. Establishment Documents

iii. Accounts Registers and documents

iv. Scheme Reports/Registers

v. Academic records

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

The policies for administration are formulated based on the decisions of the Governing Body (GB) which also includes representations from public.

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

Chief Secretary to Government of Pondicherry As Chairman of PAJANCOA (Karaikal) Society

Directory of Officers And Employees

http://www.pajancoa.ac.in/staff_dean.htm

or

www.pajancoa.ac.in > Contact Us > Dean

http://www.pajancoa.ac.in/staff_aec.htm

or

www.pajancoa.ac.in > Contact Us > Agricultural Economics & Extension

http://www.pajancoa.ac.in/staff_aen.htm

or

www.pajancoa.ac.in > Contact Us > Agricultural Entomology

http://www.pajancoa.ac.in/staff_agr.htm

or

www.pajancoa.ac.in > Contact Us > Agronomy

http://www.pajancoa.ac.in/staff_hor.htm

or

www.pajancoa.ac.in > Contact Us > Horticulture

http://www.pajancoa.ac.in/staff_pbg.htm

or

www.pajancoa.ac.in > Contact Us > Plant Breeding and Genetics

http://www.pajancoa.ac.in/staff_pat.htm

or

www.pajancoa.ac.in > Contact Us > Plant Pathology

http://www.pajancoa.ac.in/staff_sac.htm

or

www.pajancoa.ac.in > Contact Us > Soil Science & Agricultural Chemistry

http://www.pajancoa.ac.in/staff_ped.htm

or

www.pajancoa.ac.in > Contact Us > Student Affairs & Physical Education

http://www.pajancoa.ac.in/staff_edn.htm

or

www.pajancoa.ac.in > Contact Us > Education Section

http://www.pajancoa.ac.in/staff_hos.htm

or

www.pajancoa.ac.in > Contact Us > Hostel Section

Monthly Remuneration Received By Each of Its Officers And Employees, Including The System of Compensation As Provided In Its Regulations

As Per 7th Pay Commission

Budget Allocated To Each of Its Agency, Indicating The Particulars of All Plans, Proposed Expenditures And Reports on Disbursements Made

As Grant-in Aid From Government of Puducherry

Manner of Execution of Subsidy Programmes, Including The Amounts Allocated And The Details of Beneficiaries Of Such Programmes

No subsidy is enrouted through this institute

Particulars of Recipients of Concessions, Permits or Authorisations Granted By It

Scholarship

Details In Respect of The Information, Available To or Held By It, Reduced In An Electronic Form

Not applicable

Particulars of Facilities Available To Citizens For Obtaining Information, Including The Working Hours of A Library or Reading Room, If Maintained For Public Use

The public can obtain any information about the activities of the Institute through

Direct contact with the Scientists

Telephonic contact

Field visits and advice by the Scientists

Internet

Publications of this Institute

Names, Designations And Other Particulars of The Public Information Officers

http://www.pajancoa.ac.in/rti_pio.htm

or

www.pajancoa.ac.in > RTI ACT > Officers
