

Disclosure under Section 4

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| 1 | Name of the organisation | DEPARTMENT OF CHEMICAL OCEANOGRAPHY |
| 2 | Function | Functioning as a teaching and research department under the Cochin University of Science and Technology |
| 3 | Powers and Duties of officers and employees | As envisaged in the Cochin University Statute and Act(available in the link 'downloads' in CUSAT website(www.cusat.ac.in)) |
| 4 | Procedure followed in the decision making process, including channels of supervision and accountability | Head of the Department is the supervising and controlling officer of the department and Board of Studies, Department Council, Doctoral Committee of Research Scholars and Research Committee are the various committees in the Department constituted and working as per the University Rules. |
| 5 | The rules, regulations, instructions, manuals and records, held by it or under its control or used by its employees for discharging its functions | <ul style="list-style-type: none"> i) CUSAT Statute ii) CUSSAT PG Regulations iii) CUSAT PhD Regulations iv) University Orders v) Kerala Service Rules vi) Kerala State and Subordinate Service Rules |
| 6 | Statement of documents that are held by the department under its control | <ul style="list-style-type: none"> i) Admission Registers ii) Accounts and Establishment Registers |
| 7 | 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 | All such discussions are held by the University through its Statutory Bodies. |
| 8 | 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: | <ul style="list-style-type: none"> 1. Board of Studies 2. Department Council 3. Doctoral Committee 4. Research Committee <p>All the above committees are committees working as per University Rules and orders and the decisions or recommendations of them will be communicated to the University for its Approval.</p> |

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| 9 | Directory of officers and employees | <ul style="list-style-type: none"> i) Dr.Shaju S S, Assistant Professor & Head ii) Dr.Habeeb Rahman K, Assistant Professor iii) Dr.Jorphin Joseph, Assistant Professor iv) Sri. Rajeev C R, Section Officer v) Smt. Deepa J R, Assistant Section Officer vi) Smt. Mary Anjaly Augustine, Computer Assistant(Selection Grade) vii) Smt. Geetha P N, Office Attendant viii) Smt. Sheela K M, Lab Attender |
| 10 | The monthly remuneration received by each of its officers and employees, including the system of compensation as provided in its regulations | Teachers of the department receive salary as per UGC Pay Scale and the non-teaching officers receive salary as per the State Government Scale. |
| 11 | The budget allocated to each of its agency, indicating the particulars of all plans, proposed expenditures and reports on disbursements made | Budget is being prepared by the Finance Section of the University and available in the University Website: www.cusat.ac.in |
| 12 | The manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programmes: | Nil |
| 13 | Particulars of recipients of concessions, permits or authorisations granted by it | Nil |
| 14 | Details in respect of the information, available to or held by it, reduced in an electronic form | all relevant information are available in the department website |
| 15 | 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 | Public can visit the Office of the Department of Chemical Oceanography, School of Marine Science Campus, CUSAT, Ernakulam at office hours: 9.30 AM to 4.30 PM |

16 Names, designations and other particulars of the Public Information Officers:

- i) **Details of Public Information Officer**
Sri. Rajeev C R, Section Officer, Phone: 0484 2382131
- ii) **Appellate Authority**
Dr. Shaju S S, Head of the Department
Department of Chemical Oceanography,
School of Marine Science Campus, CUSAT,
Cochin 682016. Phone: 0484 2863403