

**PARTICULARS OF CLAUSE 41(b) OF THE
GOVERNMENT OF INDIA INFORMATION ACT 2005**

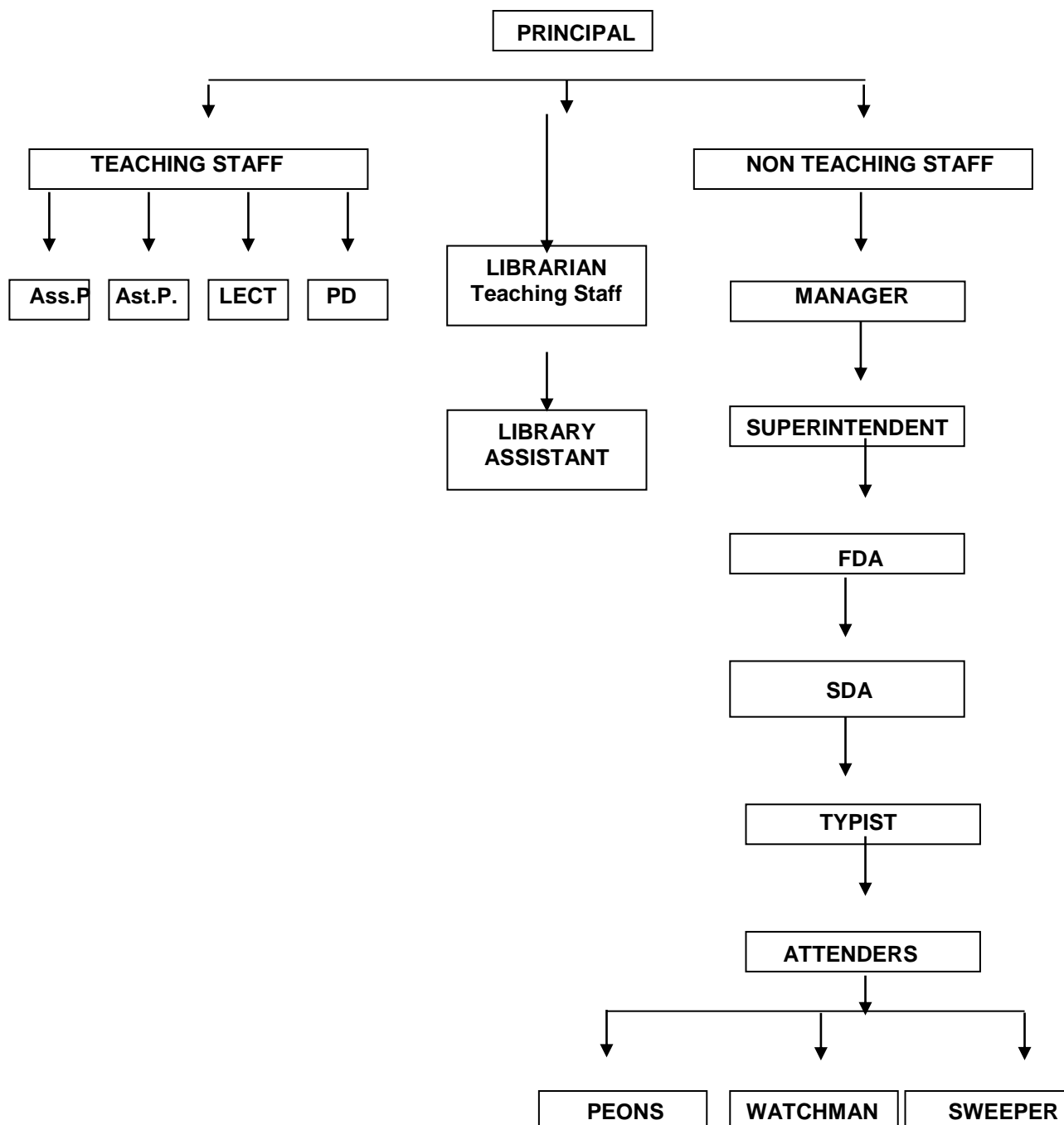
Sl.No.	CLAUSE	PARTICULARS
1	CLAUSE 4(1)(b)(1)	Particulars of the organization, functions and duties
2	Clause 4(1)(b) (2)	Powers and duties of its officers and employees
3	Clause 4(1) (b) (3)	Procedure followed in the decision making process including channels of supervision and accountability
4	Clause 4(1) (b) (4)	Norms set by it for the discharge of its functions
5	Clause 4(1) (b) (5)	Rules, regulations, instructions, manuals and records held by it or under its control or used by its employees for discharging its functions
6.	Clause 4(1) (b) (6)	Categories of documents that are held by its or under its control
7.	Clause 4(1) (b) (7)	Particulars of any arrangement that exists for consultation with or representation by the members of the public relation to the formulation of its policy or administration thereof
8	Clause 4(1) (b) (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 advise and as to whether meetings of those boards, Councils, Committees and other bodies are open to the public or the minutes of such meeting are accessible for public.
9.	Clause 4(1) (b) (9)	Directory of its officers and employees
10.	Clause 4(1) (b) (10)	Monthly remuneration received by each of its officers and employees including the system of compensation as provided in its regulations.
11	Clause 4(1) (b) (11)	Budget allocated to each of its agency indicating the particulars of all plans proposed expenditures and reports on disbursements made.
12	Clause 4(1) (b) (12)	Manner of execution of subsidy programmes including the amount allocated and the details of beneficiaries of such programmes
13	Clause 4(1) (b) (13)	Particulars of recipients of concessions permits or authorization granted by it.
14	Clause 4(1) (b) (14)	Details in respect of the information available to or held by it reduced in an electronic form
15	Clause 4(1) (b) (15)	Particulars of facilities available to citizens for obtaining information including the working hours of a library or reading room it maintained for public use.
16.	Clause 4(1) (b) (16)	Names, designations and other particulars of the public information officers.
17.	Clause 4(1) (b) (17)	Such other information as may be prescribed

FORMAT – 1

Particulars of its Organisation, functions and duties as per Clause 4 (b) (1) of the Right to Information Act 2005.

SRI VENKATARAMANA SWAMY COLLEGE, BANTWAL.

ORGANIZATION CHART



SRI VENKATARAMANA SWAMY COLLEGE, BANTWAL, D.K. – 574 211.

PHONE: (08255) 233374 (O),

Principal: (08255) 231974

E-mail : svscollegebantwal@yahoo.co.in

FORMAT – 2

POWERS AND DUTIES OF LITS OFFICERS/EMPLOYEES AS PER CLAUSE 4 (b) (2) OF THE RIGHT TO INFORMATION ACT 2005

Sl.No.	DESIGNATION	POWERS AND DUTIES OF OFFICERS/EMPLOYEES
1.	PRINCIPAL	<ol style="list-style-type: none">1. The Principal shall exercise such administrative powers as are delegated under various acts, rules, regulations, orders and instructions of the government, Department of Collegiate Education and other competent authorities. He shall be both administrative and academic head of the college. He shall take all steps for smooth and efficient functioning of the college.2. To ensure that the scholarship applications of the concerned students are sent to sanctioning Departments viz Social Welfare Department, Backward Classes and Minorities Department and Department of Collegiate Education etc.3. To ensure that the proposal for renewal of affiliation/accordal of permanent affiliation is sent to the concerned University well in time.4. To ensure that the accreditation from the NAAC is obtained and to ensure if already accorded and is upgraded after 5 years.5. To take necessary action to bring the college under 2(f) and 12(b) of the UGC Act, 1956. This can be done by sending the proposal to the UGC, New Delhi.6. The Principal shall handle 6 hours of teaching work-load in a week in the relevant subject etc.
2.	Associate Professor / Assistant Professor/ LECTURERS	<ol style="list-style-type: none">1. He conduct the classes as per the time-table.2. Complete the syllabus prescribed by the concerned University well in time.3. Extend their full co-operation to the heads of the departments in completing the syllabus before commencement of the University Examinations.4. To co-operate with the Principal in smooth function of mid-term, supplementary and annual examinations.5. To teach the workload prescribed by the UGC and to maintain diaries and shall be available for students at least 7 hours daily and for 5 hours on Saturdays in the college.6. To maintain the attendance of the students of the respective classes.7. He/She shall conduct the practical classes as prescribed by the University and attend valuation work of the University examination, which is mandatory.8. To conduct tutorial classes as per the UGC norms etc.
3.	LIBRARIAN	<ol style="list-style-type: none">1. To issue books to the teaching, non-teaching staff and students and collect it back.2. Maintain necessary records/registers in the library etc.3. To arrange for annual stock verification of the library books and to send annual stock verification report to the concerned officers etc.

4.	LIBRARY ASSISTANT	<ol style="list-style-type: none"> 1. To assist the librarian in discharging the duties of the library. 2. To discharge the work of the Librarian, when the Librarian is on leave. 3. To discharge the duties assigned by the Principal/Librarian.
5.	SUPERINTENDENTS	<p>The Superintendent shall be primarily responsible for the efficiency of his section and accuracy and conform to the rules and procedure. He shall scrutinize all the papers/files before they are submitted to the higher officers. The Superintendent shall personally handle all important and complicated cases. He shall guide his subordinates in all respects and make them put up the cases in accordance with the rules. He shall maintain his section neat and clean. He shall take all steps to maintain order and discipline in the section. He shall control the movement of officials. He shall arrange for distribution of work among the case workers in consultation with the concerned officer. He shall maintain guard file of his section. He shall ensure that all registers, diaries and files are maintained properly by the case workers of his section. He shall mark the tappals to the concerned case workers. He shall supervise his section and submit reports to his immediate officers. He shall sign and issue acknowledgement letters.</p>
6.	FIRST DIVISION ASSISTANTS	<p>The First Division Assistants to prepare the budget and its correspondence, reconciliation of departmental figures. First Division Assistants should assist Accounts Superintendent in keeping update of departmental functions. He should keep files intact.</p>
7.	SECOND DIVISION ASSISTANTS	<p>Second Division Assistants work under the guidance of the Superintendent. He is responsible for the work entrusted to him. Each Assistant will be allotted certain subjects to deal with. His duties mainly are as follows:</p> <ol style="list-style-type: none"> 1. To maintain the case dairy. 2. To examine and put-up notes and drafts promptly to the superintendent after recording paging index. 3. To maintain the various registers prescribed under the rules of office procedure. 4. To ensure that the notes submitted in the files are neat and tidy and as per rules.
11.	ATTENDER/PEON	<p>The duties of the Attender /Peon are as follows: GENERAL DUTIES:</p> <ol style="list-style-type: none"> 1. Carrying a file from one section to another or from one case worker to another etc. 2. Stitching the files/exam bundles. 3. Carrying and distribution of stationary and making envelopes whenever necessary. 4. Arranging of furniture. 5. Keeping the office premises clean.

FORMAT – 3

PROCEDURE FOLLOWED IN THE DECISION MAKING PROCESS INCLUDING CHANNELS OF SUPERVISION AND ACCOUNTABILITY AS PER CLAUSE 4 (b) (3) OF THE RIGHT TO INFORMATION ACT 2005

Sl. No.	Designation	Powers and Duties of Officers / Employees
1	Principal	He shall exercise both administrative and academic powers
2	Associate Professor / Assistant Professor/ LECTURERS	He shall conduct classes and examination
3	Librarian	He shall issue and collect the books
4	Library Assistant	To assist the librarian in discharging the duties of the library
5	Superintendents	The Superintendent shall be primarily responsible for the efficiency of his section and accuracy and conform to the rules and procedure
6	First Division Assistants / Second Division Assistants	He shall work allotted to him
7	Attender / Peon	He shall be responsible for keeping College campus clean

FORMAT – 4

NORMS SET BY IT FOR THE DISCHARGE OF ITS FUNCTIONS AS PER CLAUSE 4 (b) (4) OF THE RIGHT TO INFORMATION ACT 2005.

SI.No.	DESIGNATION	Norms set by it for the discharge of its function
1.	PRINCIPAL	As per norms prescribed by UGC and Government
2.	Associate Professor / Assistant Professor/ LECTURERS	As per UGC & University guidelines
3.	LIBRARIAN	As per University guidelines
4.	LIBRARY ASSISTANT	As per University guidelines
7.	SUPERINTENDENTS	.As per office procedure code
8.	FIRST DIVISION ASSISTANTS / SECOND DIVISION ASSISTANTS	As per office procedure code
11.	ATTENDER/PEON	As per office procedure code

FORMAT – 5

RULES, REGULATIONS, INSTRUCTIONS, MANUALS AND RECORDS HELD BY IT OR UNDER ITS CONTROL OR USED BY ITS EMPLOYEES FOR DISCHARGING ITS FUNCTIONS AS PER CLAUSE 4 (b) (5) OF THE RIGHT TO INFORMATION ACT 2005.

Sl.No.	RULES, REGULATIONS, INSTRUCTIONS, MANUALS AND RECORDS USED
1.	KARNATAKA CIVIL SERVICES RULES – 1958
2.	KARNATAKA FINANCIAL CODE – 1958
3.	KARNATAKA TREASURY CODE – 1958
4.	BUDGET MANUAL 1958
5.	MANUAL OF CONTIGENCY EXPENDITURE – 1958
6.	KARNATAKA CIVIL SERVICE RULES (CLASSIFICATION, CONTROL AND APPEAL) – 1957
7.	CONDUCT RULES – 1966
8.	KARNATAKA EDUCATION ACT 1983 (KARNATAKA ACT NO.1 OF 1995)
9.	KARNATAKA EDUCATIONAL INSTITUTIONS (COLLEGIATE EDUCATION) RULES –2003
10.	GRANT IN AID CODE
11.	KARNATAKA CIVIL SERVICES (GENERAL RECRUITMENT) RULES – 1977
12.	KARNATAKA CIVIL SERVICES PROBATIONARY RULES –1977
13.	KARNATAKA GOVERNMENT SERVANTS SENIORITY RULES – 1957
14.	TRIPLE BENEFITS SCHEME RULES – 1976
15.	UNIVERSITY GRANTS COMMISSION GUIDELINES
16.	KARNATAKASTATE TRANSFERENCY ACT – 2000
17.	RELEVANT GOVERNMENT NOTIFICATION AND ORDERS
18.	KARNATAKA CIVIL SERVICES (REGULATION OF PRAMOTION, PAY AND PENSION ACT, 1973 AND RULES 1978 RULES GENERAL RECRUITMENT RULES –1977
19.	KARNATAKA CIVIL SERVICES (CONFIDENTIAL REPORTS) RULES 1985
20.	KARNATAKA STATE UNIVERSITY ACT – 2000
21.	JURISDICTIONAL, UNIVERSITY REGLATIONS, BY LAWS AND EXAMINATION MANNUAL
22.	KARNATAKA EDUCATION DEPARTMENT SERVICES (COLLEGIATE EDUCATION DEPARTMENT) (SPECIAL RECRUITMENT) RULES, 1993 AND OTHER RULES AS AMENDED.

FORMAT – 6

**STATEMENT OF THE CATEGORIES OF DOCUMENTS THAT ARE HELD BY IT
OR UNDER CONTROL AS PER CLAUSE 4(b) (6) OF THE RIGHT TO
INFORMATION ACT 2005.**

Sl.No.	RULES, REGULATIONS, INSTRUCTIONS, MANUALS AND RECORDS USED
1.	ATTENDANCE REGISTERS
2.	MOVEMENT REGISTERS
3.	CASUAL LEAVE REGISTERS
4.	LETTERS INWARD REGISTERS
5.	POSTAL STAMPS ACCOUNT REGISTERS
6.	LETTERS OUTWARD REGISTERS
7.	TAPPAL ISSUE ACKNOWLEDGEMENT REGISTERS
8.	MUDDAM REGISTERS
9.	FILES SENDING REGISTERS (SIGNAL FILES SYSTEM)
10.	CASE WORKER PERSONAL DIARY/CASE REGISTERS
11.	CASH BOOKS
12.	DAY BOOKS
13.	GRANT RELEASE REGISTERS
14.	SALARY DISBURSEMENT REGISTERS
15.	ADVANCE SANCTION REGISTERS
16.	STOCKREGISTERS
17.	A.G. AUDIT OBSERVATION COMPLIANCE REPORT REGISTERS

FORMAT – 7

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 ADMINISTRATION THEREOF AS PER CLAUSE 4(b) (7) OF THE RIGHT TO INFORMATION ACT 2005.

Not Applicable

FORMAT – 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 ADVISE, 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 AS PER CLAUSE 4(b) (8) OF THE RIGHT TO INFORMATION ACT 2005.

Committees	Headed by
1. Internal Quality Assurance Cell (IQAC)	Principal
2. Admission & Discipline Committee	Principal
3. Examination Committee	Principal
4. Cultural Committee	Principal
5. Sports Committee	Principal
6. Employees & Student Redressal Grievance Cell	Correspondent of the college
7. Library Committee	Principal
8. Research Committee	Principal
9. Magazine Committee	Principal
10. Interdisciplinary Consultancy Cell	Principal
11. Prospectus & Calendar Committee	Principal
12. Counselling Cell	Principal
13. Career Guidance Training & Placement Cell	Principal
14. Extension and Out Reach Cell	Principal
15. Women Empowerment Cell (Vasundhara)	Principal
16. Committee Against Sexual Harassment (CASH)/Sensitization Prevention and Redressal of Sexual Harassment (SPARSH) Committee	Principal
17. Antiragging Cell	Principal
18. National Service Scheme	Principal
19. National Cadet Corps	Principal
20. Planning Board	Correspondent of the College
21. SC, ST Cell	Principal
22. I.T. Initiation Centre	Principal
23. Canteen Committee	Principal
24. Training Centre for Learning English	Principal
25. UGC Grants Utilization Committee	Principal
26. Red Cross Society	Principal
27. Red Ribbon Club	Principal
28.. Legal Cell	Principal
29. Cleaning Committee	Principal
30. Bridge Course Committee	Principal
31. Committee for enforcing the ban on the use of Cell Phones	Principal

FORMAT – 9**DIRECTORY OF ITS OFFICERS AND EMPLOYEES AS PER CLAUSE 4(b) (9) OF THE RIGHT TO INFORMATION ACT 2005.**

Sl.No.	NAME.	DESIGNATION	TELEPHONE	EXTN. NO.
1.	Dr. Panduranga Nayak	Principal & Associate Professor	233374 (O) 231404 (R)	202
2.	Sri. Tukarama Poojary	Associate Professor	233374	216
3.	Smt. Premalatha Pai	Associate Professor	233374	215
4.	Sri. Mahabaleshwara Sharma (On Deputation to Govt. First Grade College, Barkur)	Associate Professor	---	--
5.	Dr. Ravindran T.K.	Associate Professor	233374	206
6.	Sri Narayana Bhandary	Assistant Professor	233374	217
7.	Ms. Shanthi Roche (On deputation to Canara College, Mangalore)	Assistant Professor	--	--
8.	Dr. Nagaveni On deputation to Dr. P.Dayananda Pai-P Sathish Pai Govt. First Grade College, Carstreet, Mangalore)	Assistant Professor	---	---
9.	Mrs. Sakeena Naseer (FIP Leave)	Assistant Professor	---	---
10.	Dr. Manjunath Udupa K	Assistant Professor	233374	207
11.	Dr. Sujatha H. R.	Associate Librarian	233374	204
12.	Ms. Shashikala M. P.	Assistant Professor	233374	210
13.	Ms. Zeena Coelho	Assistant Professor	233374	211
14.	Mr. Radhesh Kumar B.	First Div. Clerk	233374	201
15.	Ms. Vinitha Shetty	Library Assistant	233374	204
16.	Mr. Rajesh J.	Attender	233374	204
17.	Mr. Subba Naik C.H.	Attender	233374	201
18.	Mr. Jayananda	Attender	233374	201
19.	Ms. Jayalaxmi Armugam	Second Div. Assistant	233374	211
20.	Mr. Thimmappa Moolya	Attender	233374	213
21.	Mr. Thimmappa K.	Attender	233374	211
22.	Mr. Kanthappa	Peon	--	--

FORMAT – 10

MONTHLY REMUNERATION RECEIVED BY EACH OF ITS OFFICERS AND EMPLOYEES INCLUDING THE SYSTEM OF COMPENSATION AS PROVIDED IN ITS REGULATIONS AS PER CLAUSE 4 (b) (10) OF THE RIGHT TO INFORMATION ACT 2005.

Sl.No.	NAME.	DESIGNATION	GROSS SALARY
1.	Dr. Panduranga Nayak	Principal & Asso. Prof.	1,70,043=00
2.	Sri. Thukaram Poojary	Associate Professor	1,64,913=00
3.	Smt. Premalatha Pai	Associate Professor	1,55,426=00
4.	Sri. Mahabaleshwara Sharma	Associate Professor	1,55,426=00
5.	Dr. Ravindran T.K.	Associate Professor	1,64,738=00
6.	Sri. Narayana Bhandary	Assistant Professor	87,026=00
7	Dr. Nagaveni	Assistant Professor	91,012=00
8.	Ms. Shanthi Roche	Assistant Professor	87,026=00
9..	Dr. Sujatha H. R.	Associate Librarian	1,79,056=00
10.	Ms. Shashikala M. P.	Assistant Professor	99,775=00
11.	Mrs. Sakeena Naseer	Assistant Professor	70,268=00
12.	Ms. Zeena Coelho	Assistant Professor	70,268=00
13.	Dr. Manjunath Udupa K.	Assistant Professor	68,201=00
14.	Mr. Radhesh Kumar B.	First Div. Clerk	47,011=00
15	Ms. Vinitha Shetty	Library Assistant	43,625=00
16	Mr. Rajesh J.	Attender	16,767=00
17	Mr. Subba Naik C.H.	Attender	29,187=00
18	Mr. Jayananda	Attender	29,958=00
19	Ms. Jayalaxmi Armugam	Second Div. Assistant	27,402=00
20	Mr. Thimmappa Moolya	Attender	30,196=00
21	Mr. Thimmappa K.	Attender	28,849=00
22	Mr. Kanthappa	Peon	LOP

FORMAT – 11 GOVT. COLLEGES

BUDGET ALLOCATED TO EACH OF ITS AGENCY, INDICATING THE PARTICULARS OF ALL PLANS, PROPOSED EXPENDITURES AND REPORTS ON DISBURSEMENTS MADE AS PER CLAUSE 4 (b) (11) OF THE RIGHT TO INFORMATION ACT 2005.

- Not Applicable -

FORMAT – 11A AIDED COLLEGE

BUDGET ALLOCATED TO EACH OF ITS AGENCY, INDICATING THE PARTICULARS OF ALL PLANS, PROPOSED EXPENDITURES AND REPORTS ON DISBURSEMENTS MADE AS PER CLAUSE 4 (b) (11)A OF THE RIGHT TO INFORMATION ACT 2005.

- Not Applicable -

FORMAT – 12

MANNER OF EXECUTION OF SUBSIDY PROGRAMMES, INCLUDING THE AMOUNTS ALLOCATED AND THE DETAILS OF BENEFICIARIES OF SUCH PROGRAMMES AS PER CLAUSE 4(b) (12) OF THE RIGHT TO

INFORMATION ACT 2005.

- Not Applicable -

FORMAT – 13

PARTICULARS OF RECIPIENTS OF CONCESSIONS, PERMITS OR AUTHORISATIONS GRANTED BY IT AS PER CLAUSE 4 (b) (13) OF THE RIGHT TO INFORMATION ACT 2005.

Not Applicable

FORMAT – 14

DETAILS IN RESPECT OF THE INFORMATION, AVAILABLE TO OR HELD BY IT,
REDUCED IN AN ELECTRONIC FORM AS PER CLAUSE 4 (b)(14) OF THE RIGHT TO
INFORMATION ACT 2005.

E-mail : svscollegebantwal@yahoo.co.in

Website : svscbantwal.org

FORMAT – 15

PARTICULARS OF FACILITIES AVAILABLE TO CITIZENS FOR OBTAINING INFORMATION, INCLUDING THE WORKING HOURS OF A LIBRARY OR READING ROOM, IF MAINTAINED FOR PUBLIC USE AS PER CLAUSE 4(b) (15) OF THE RIGHT TO INFORMATION ACT 2005.

1. Books are lent to public and old students by collecting nominal deposit from them.
2. Working hours of the Library is from 9:00 a.m. to 5:00 p.m.

FORMAT – 16

NAMES, DESIGNATIONS AND OTHER PARTICULARS OF THE PUBLIC INFORMATION OFFICERS AS PER CLAUSE 4(b) (16) OF THE RIGHT TO INFORMATION ACT 2005.

Sl. No.	Name of the Public Authorities	Name and designation of the Public information officer	Name and designation of the Assistant information officer	Appellate Authority
1	Sri Venkataramana Swamy College, Banwal – 574 211 Dakshina Kannada	Dr. Panduranga Nayak M.Com., Ph.D Principal	Sri Radesh Kumar First Division Clerk	Joint Director Collegiate Education, Mangalore

FORMAT – 17

**SUCH OTHER INFORMATION AS MAY BE PRESCRIBED AS PER CLAUSE 4 (b)
(17) OF THE RIGHT TO INFORMATION ACT 2005**

-- Not Applicable --

CERTIFICATE

This is to certify that we have displayed our College Information Act Hand book both in English and Kannada on our College Notice Board on 31-12-2017.

Place : Bantwal
Date: 5-1-2018

Principal