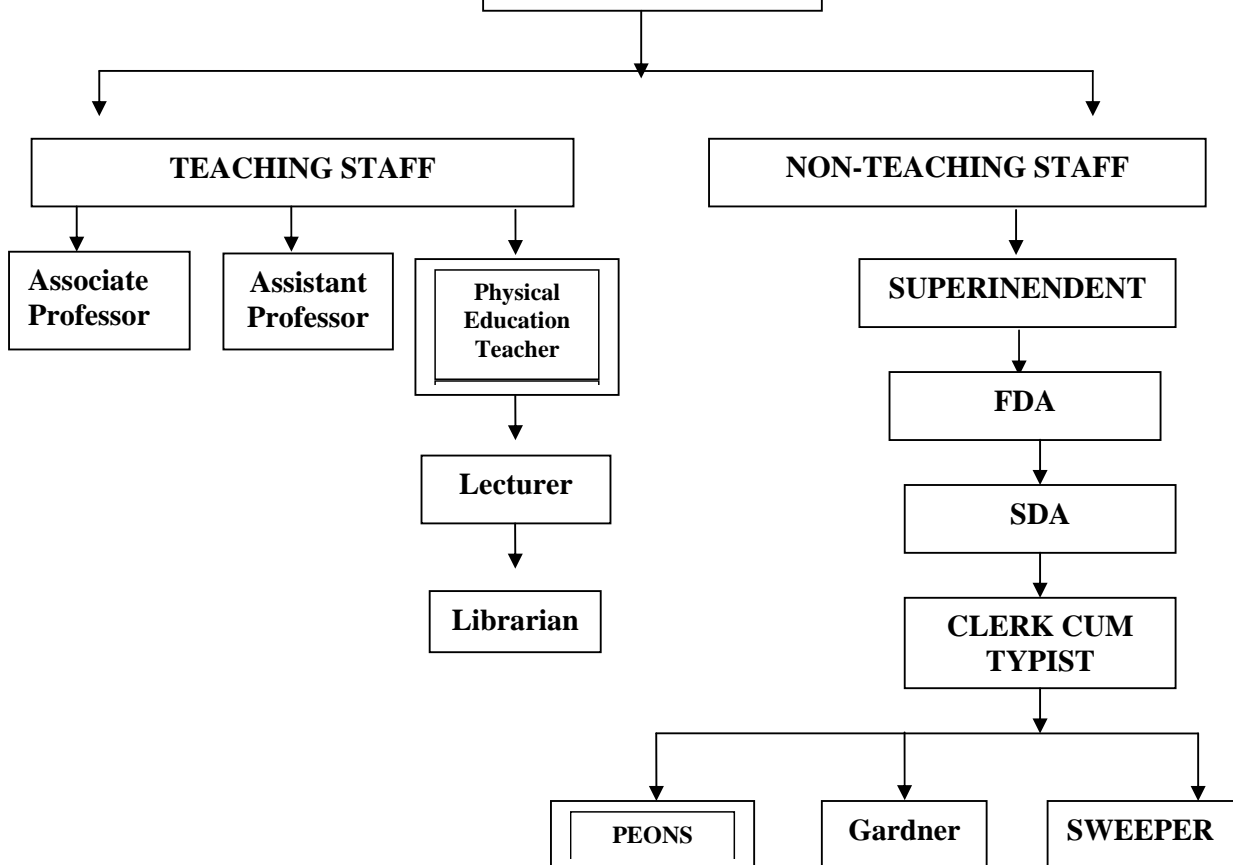


FORMAT-1

S.B.R.R. MAHAJANA FIRST GRADE COLLEGE
Jayalakshmipuram, Mysore - 12

PRINCIPAL



FORMAT-2

POWERS AND DUTIES OF ITS OFFICERS/EMPLOYEES AS PER CLAUSE4(b)(ii) OF THE RIGHT TO INFORMATION ACT 2005

SL NO	DESIGNATION	POWERS AND DUTIES OF ITS 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, instructions of the Govt., 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 the sanctioning departments viz social Welfare Department, Backward Classes and Minorities Department and Dept 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 is upgraded after five years 5) To take necessary action to bring the college under 2(f) and 12(b) of the U G C Act, 1956. This can be done by sending proposal to the U G C, New Delhi. 6) The Principal shall handle 6 hrs of teaching workload in a week in the relevant subject etc.
2	Associate Professor/ Assistant Professor/Lecturer	<ol style="list-style-type: none"> 1) He/She conducts the classes as per the time table. 2) Completes the syllabus prescribed by the concerned University well in time 3) Extends their his/her 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 Principals in smooth functioning of mid-term, supplementary and annual examinations. 5) To teach the workload prescribed by the U G C and to maintain diaries and shall be available for students at least 7 hrs. daily and 5 hrs for 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 Examinations which is mandatory 8) To conduct tutorial classes as per U G C norms etc.
3	Librarian	<ol style="list-style-type: none"> 1) To issue books to teaching, non-teaching staffs and students and collect it back. 2) Maintain necessary records/registers in the library etc. 3) To arrange for annual stock verifications of the library books and to send annual stock verification report to the concerned officers etc.
4	Physical Education Teacher	<ol style="list-style-type: none"> 1) To coach, guide, train and supervise students in general adopt a selective basis in major games and athletics give training daily in the morning hours and in consultation with the principal 2) To assist the principal in maintenance of discipline and healthy atmosphere in the college etc.

5	SUPERINTENDENT	<p>The Superintendent shall be primarily responsible for the efficiency of his/her section are accurate and conform to the rules and procedure. He/She shall scrutinize all the papers / files before they are submitted to the higher officers.</p> <p>The superintendent shall personally handle all important and complicated cases. He/She 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/She shall take all steps to maintain order and discipline in the section. He/She shall control the movement of officials. He/She shall arrange for distribution of work among the caseworkers in consultation with the concerned officer. He/She shall maintain guard file in his office section. He shall ensure that all registers diaries and files are maintained properly by the caseworkers of his section. He/She shall mark the tappals to the concerned caseworkers. He/She shall supervise his/her sections and submit reports to his/her immediate officers he/she shall sign and issue acknowledgement letters.</p>
6	FDA/SDA	<p>The FDA/SDA works under the guidance of the superintendent. He/She is responsible for the work entrusted to him. Each assistant will be allotted certain subjects to deal with. His/Her duties mainly are as follows:</p> <ol style="list-style-type: none"> 1) To maintain the case diary 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.
7	CLERK CUM TYPIST	Carrying out the functions entrusted to him/her the same day as per acts rules and office procedure manuals.
8	ATTENDER/PEON	<ol style="list-style-type: none"> 1) Carrying a file from one section to another or from one caseworker to another etc. 2) Stitching the files / exam bundles 3) Carrying and distribution of stationery and making envelopes whenever necessary 4) Arranging of furniture 5) Keeping office premises clean.
9	SWEEPER	They shall sweep or wipe or wipe with wet cloth/ jute cloth the room , veranda, steps , etc

FORMAT-3

**PROCEDURE FOLLOWED IN THE DECESSION MAKING PROCESS,
INCLUDING CHANNELS OF SUPERVISION AND
ACCOUNTABILITY AS PER CLAUSE4(b)(iii) OF THE RIGHT OF
INFORMATION ACT 2005**

SL NO	DESIGNATION	POWERS AND DUTIES OF ITS OFFICERS/EMPLOYEES
1.	PRINCIPAL	He/She shall exercise both administrative and academic powers
2.	ASSOCIATE PROFESSOR / ASSISTANT PROFESSOR/LECTURER	He/She shall conduct the classes and examinations
3.	PHYSICAL EDUCATION TEACHER	He/She shall train the students in sports and games
4.	SUPERINTENDENT	He/She shall supervise the work of the assistance
5.	LIBRARIAN	She shall issue and collect the books
6.	FDA/SDA	He/She shall discharge the work allotted to him
7.	CLERK CUM TYPIST	He/She shall discharge the work allotted to him and all typing work.
8.	ATTENDER/PEON	He/She should keep office premises clean and other work assigned by the Principal
9.	SWEEPER	He/She shall be responsible to keep college campus clean

FORMAT-4

NORMS SET FOR THE DISCHARGE OF ITS FUNCTIONS AS PER CLAUSE4(b)(iv) OF THE RIGHT OF INFORMATION ACT 2005

SL NO	DESIGNATION	POWERS AND DUTIES OF ITS OFFICERS/EMPLOYEES
1	PRINCIPAL	As per norms prescribed by UGC and Government
2	ASSOCIATE PROFESSOR / ASSISTANT PROFESSOR /LECTURER	As per University guidelines
3	PHYSICAL EDUCATION TEACHER	As per University guidelines
4	LIBRARIAN	As per University guidelines
5	SUPERINTENDENT	As per office procedure rules
6	FDA/SDA	As per office procedure rules
7	CLERK CUM TYPIST	As per office procedure rules
8	ATTENDER/PEON	As per office procedure rules
9	SWEEPER	As per office procedure rules

FORMAT-5

RULES, REGULATIONS, INSTRUCTIONS MANUALS AND RECORDS, HELD BY IT OR UNDER ITS CONTROL OR USED BY ITS EMPLOYEES FOR DISCHARGING ITS FUNCTION AS PER CLAUSE4 (1) (b/v) & (vi) OF THE RIGHT OF INFORMATION ACT 2005

SL NO	RULES, REGULATIONS INSTRUCTIONS MANUALS, AND RECORDS USED
1	KARNATAKA CIVIL RULES 1958
2	KARNATAKA FINANCIAL CODE 1958
3	KARNATAKA TREASURY CODE 1958
4	BUDGET MANUAL 1958
5	MANUAL OF CONTINGENCY EXPENDITURE 1958
6	KARNATAKA CIVIL RULES(CLASSIFICATIONS, 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 GOVT. SERVANTS SENIORITY RULES 1957
14	TRIPLE BENEFITS SCHEME RULES-1976
15	UNIVERSITY GRANTS COMMISSION GUIDELINES
16	KARNATAKA STATE TRANSPERANCY ACT 2000
17	RELEVANT GOVT NOTIFICATIONS AND ORDERS
18	KARNATAKA CIVIL SERVICES(REGULATION OF PROMOTION , 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 REGULATIONS , BYLAWS AND EXAMINATION MANUALS
22	KARNATAKA EDUCATIONAL 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)(vi) OF THE RIGHT OF INFORMATION ACT 2005

SL NO	CATEGORIES OF DOCUMENTS THAT ARE HELD BY IT OR UNDER CONTROL
1	ATTENDANCE REGISTER
2	MOVEMENT REGISTER
3	CASUAL LEAVE REGISTER
4	LETTERS INWARD REGISTERS
5	POSTAL STAMP ACCOUNT REGISTERS
6	LETTERS OUTWARD REGISTER
7	TAPPAL ISSUE ACKNOWLEDGEMENT REGISTERS
8	MUDDAM REGISTERS
9	CASH BOOK
10	DAY BOOK
11	GRANT RELEASE REGISTERS
12	SALARY DISBURSEMENT REGISTER
13	ADVANCE SANCTION REGISTER
14	STOCK REGISTERS
15	DEDUCTION REGISTER
16	TELEPHONE REGISTER
17	SCHOLARSHIP REGISTER
18	EXAMINATION MARKS REGISTER

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)(vii) OF THE RIGHT TO INFORMATION ACT 2005

SUGGESTION BOX PROVIDED IN THE COLLEGE PREMISES

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 ADVICE AND AS TO WHETHER MEETINGS OF THOSE BOARDS, COUNCILS, COMMITTEES OTHER BODIES ARE OPEN TO THE PUBLIC OR THE MINUTES OF SUCH MEETINGS OR ACCESSIBLE FOR PUBLIC AS PER CLAUSE 4 (b)(viii) OF THE RIGHT TO INFORMATION ACT 2005.

SL. NO.	COMMITTEES	HEADED BY
	<u>ADMINISTRATION SUPPORT</u>	
1	Attendance	Principal
2	Autonomy to College	Principal
3	Calendar & Student Diary	Principal
4	College Diary	Principal
5	Documentation, Data& Statistics	Principal
6	Extension & Outreach	Principal
7	Information Brochure	Principal
8	NAAC : IQAC & Re-Accreditation & CPE	Principal
9	Supervising College Functions	Principal
10	Internal Test, Assessment & Exam	Principal
11	Time Table & Class Watch	Principal
12	TQM – HRD-1 (Training)	Principal
13	UGC & XII Plan Proposals	Principal
14	Vigilance - Discipline	Principal
15	Weekly Assembly	Principal
	<u>STUDENT SUPPORT</u>	
1	Career Guidance & Placement Cell (CGP)	Principal
2	Class Teacher Concept (CTC)	Principal
3	BHRD	Principal
4	Entry to Service	Principal
5	International Students Guidance Cell (ISGC)	Principal
6	HRD – II	Principal
7	HRD – III	Principal
8	Liaison & Industrial Visits (LIV)	Principal
9	Non-Karnataka Students Guidance Cell	Principal
10	One India One People Club	Principal
11	Remedial Classes (RC)	Principal
12	Special Lectures, Seminars and Workshops	Principal
13	Students’ Advisory Committee	Principal
14	Students Counseling & Public Education Programme	Principal
15	Students Self Help Group	Principal
16	Young Students Study Circle	Principal

17	Youth Red Cross	Principal
18	Traffic Awareness & Road Safety	Principal

	<u>INSTITUTIONAL SUPPORT</u>	
1	Audio System	Principal
2	AVC-I & II,	Principal
3	Browsing Center	Principal
4	Books & Publication	Principal
5	Campus Ambience & Garden	Principal
6	Canteen	Principal
7	Circulars	Principal
8	CCTV	Principal
9	Display Board	Principal
10	Education Report	Principal
11	Education Stall	Principal
12	Electricity	Principal
13	EDUSAT	Principal
14	Furniture	Principal
15	Library & I.D. Cards	Principal
16	Maintenance, Up Keep, Plans & Layout	Principal
17	Notice Board	Principal
18	Nescafe Center	Principal
19	Public Address System	Principal
20	Reception & Lounge	Principal
21	Staff Self Help Group	Principal
22	Telephone and Intercom	Principal
23	Uniforms	Principal
24	Vehicle Stand	Principal
25	Video and Photography	Principal
26	VSat	Principal
27	Water	Principal
	<u>CO-CURRICULAR SUPPORT</u>	
1	Achiever – Weekly Newsletter	Principal
2	Adventure Club Unit-I	Principal
3	Alumni Association	Principal
4	Consumer Forum	Principal
5	Charity and Donations	Principal
6	Film and Theatre Appreciation Club	Principal
7	Forum for Peace & Understanding	Principal
8	Forum for Universal Brotherhood & Communal Harmony	Principal
9	Forum for Women Empowerment	Principal
10	Guest of the Month	Principal
11	Health, Hygiene & Cleanliness, ADIS	Principal
12	Heritage Club	Principal
13	Human Rights Forum	Principal
14	Indian –Folk Forum	Principal

15	Jeevadana –Blood Donors Association	Principal
16	Legal Cell	
17	Mandara - Annual Magazine	Principal
18	Medini – Nature Lovers Club	Principal
19	Campus Co-operative	Principal
20	NCC – National Cadet Cops	Principal
21	NCC – Naval Unit	Principal
22	NSS Unit – I (National Service Scheme)	Principal
23	NSS Unit –II (National Service Scheme)	Principal
24	Parents’ Association	Principal
25	Prathibha Vedike	Principal
26	Press & Publicity	Principal
27	Prize & Mementos	Principal
28	Research Cell	Principal
29	Rovers	Principal
30	Rangers	Principal
31	Rotaract Club	Principal
32	Sanjeevini -Aids Awareness Cell	Principal
33	Sports	Principal
34	Students’ Parliament	Principal
35	Sarantha - Theater Troop	Principal
36	Travel & Excursion	Principal
37	Talent of the week/Varada Prathibhe	Principal
38	Vichara – Monthly Newsletter	Principal
39	Volunteers of Mahajana Corps	Principal
	Special Committees	
1	Admission Committee	Principal
2	Attendance Appellate Committee	Principal
3	Student Advisor Committee	Principal
4	Anti Ragging Squad	Principal
5	Atrocity on Women Enquiry Committee	Principal
6	Attendance Committee	Principal
7	Staff Redress Cell	Principal

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

SL NO.	NAME SRI/SMT.	DESIGNATION	TELEPHONE NO	EXT NO.
1.	K.V. Prabhakara	Principal	(0821)2512065 (0821)6553300	
2.	Dr. M.P. Uma	Associate Professor - English	(0821)2512065	
3.	B. Thippeswamy	Associate Professor - Sociology	(0821)2512065	
4.	Dr. K.R. Gayathri	Associate Professor - Sanskrit	(0821)2512065	
5.	G.S. Ramanujan	Associate Professor - Economics	(0821)2512065	
6.	Dr. S. Venkatramu	Assistant Professor - Geography	(0821)2512065	
7.	Ramamurthy M	Physical Education Director	(0821)2512065	(Deputed from D.Banumaiah College, Mysore)
8.	Jayakumari B R	Lecturer- Kannada	(0821)2512065	
9.	Pushparani P G	Assistant Professor- Economics	(0821)2512065	
10.	Bhaskar H N	Physical Education Teacher	(0821)2512065	
11.	Veena M	Librarian	(0821)2512065	
12.	Vijaya M T	Superintendent		Superannuation on 31.08.2013
13.	Anuradha Narayana swamy	FDA	(0821)2512065	
14.	S.A Manjula	SDA	(0821)2512065	
15.	S. Usha	SDA	(0821)2512065	
16.	Savithri	Clerk cum Typist	(0821)2512065	
17.	Narayana	Gardener	(0821)2512065	
18.	Rajamma	Sweeper	(0821)2512065	
19.	K. Manjula Devi	Peon	(0821)2512065	

FORMAT-10

MONTHLY REMUNERATION RECEIVED BY EACH OFFICERS AND EMPLOYEES INCLUDING THE SYSTEM OF COMPENSATION AS PROVIDED IN ITS REGULATIONS AS PER CLAUSE 4 (1) (b) (x) OF THE RIGHT TO INFORMATION ACT 2005

SL NO.	NAME SRI / SMT.	DESIGNATION	GROSS SALARY Rs. (Nov.12)
1.	K.V. Prabhakara	Principal	128384.00
2.	Dr. M.P. Uma	Associate Professor - English	123843.00
4.	B. Thippeswamy	Associate Professor - Sociology	123843.00
6.	Dr. K.R. Gayathri	Associate Professor -Sanskrit	130542.00
7.	G.S. Ramanujan	Associate Professor -Economics	123843.00
8.	Dr. S. Venkatramu	Assistant Professor -Geography	70083.00
9.	Jayakumari B R	Lecturer - Kannada	31890.00
10.	Pushparani P G	Assistant Professor – Economics	47025.00
11.	Bhaskar H N	Physical Education Teacher	47025.00
12.	Veena M	Librarian	31890.00
13.	Vijaya M T	Superintendent	Superannuation on 31.08.2013
14.	Anuradha Narayanaswamy	FDA	42370.00
15.	S.A Manjula	SDA	34405.00
16.	S. Usha	SDA	31840.00
17.	Savithri	Clerk cum Typist	30245.00
18.	Narayana	Gardener	24010.00
19.	Rajamma	Sweeper	24010.00
20.	K. Manjula Devi	Peon	18205.00

FORMAT-11

**BUDGET ALLOCATED TO EACH OF ITS AGENCY, INDICATING
THE PARTICULARS OF ALL PLANS, PROPOSED EXPENDITURE
AND REPORTS ON DISBURSEMENTS MADE AS PER CLAUSE4
(b)(xi) OF THE RIGHT TO INFORMATION ACT 2005**

SL. NO	HEAD OF ACCOUNT	PARTICU LARS OF BUDGET ALLOCAT ED (PLAN &NON PLAN)	EXPENDITURE	BALANCE
NOT APPLICABLE				

FORMAT-11A

AIDED COLLEGES

SL. NO	HEAD OF ACCOUNT	PARTUCULARS OF BUDGET ALLOCATED (PLAN & NON PLAN)	EXPENDITURE	BALANCE
1	2202-03-104-1-01	14545059.00 2012 to Nov. 2013	14545059.00	-

FORMAT-12
MANNER OF EXECUTION OF SUBSIDY PROGRAMMES,
INCLUDING THE AMOUNTS ALLOCATED AND THE DETAILS OF
BENEFICIARIES OF SUCH PROGRAMMES AS PER CLAUSE 4b(xii)
OF THE RIGHT TO INFORMATION ACT 2005

1	National Merit scholarship	-
2	SC/ST scholarship	Received Rs. 376424.00
3	BCM Scholarship/su bsidy	Received Rs. 105000.00
4	Physically handicap Scholarship	Received Rs. 2000.00
5	Ex-Service man Scholarship	

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

Fees concession - SC/ST/BCM scholarship reimbursement
1. SC/ST Fee concession Received from Department – Nil -
2. BCM Fee concession Received from Department – Nil -

For the period of January 2013 to December 2013

FORMAT-14

**DETAILS IN RESPECT OF THE INFORMATION AVAILABLE TO OR
HELD BY IT, REDUCED IN AN ELECTRONIC FORM AS PER
CLAUSE4 (b)(14) OF THE RIGHT TO INFORMATION ACT 2005**

www.mahajanafgc.com

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 CLAUSE4 (b)(15) OF THE RIGHT TO INFORMATION
ACT2005**

**College Library and Reading room facilities given
to college students only**

FORMAT-16
NAMES, DESIGNATIONS AND OTHER PARTICULARS OF THE
PUBLIC INFORMATION OFFICERS AS PER CLAUSE4 (b)(16) OF
THE RIGHT TO INFORMATION ACT 2005

Sl. No.	Name of the public authority	Name and designation of the public information officer	Name and designation of the assistant information officer	Appellate authority
1	SBRR Mahajana First Grade College Jayalakshmipuram, Mysore - 12	K.V.Prabhakara Principal	Anuradha Narayanaswamy FDA Superintendent incharge	Regional Joint Director, Dept. of Collegiate Education Mysore

FORMAT-17
SUCH OTHER INFORMATIONS AS MADE BE PRESCRIBED AS PER
CLAUSE 4 (b)(17) OF THE RIGHT TO INFORMATION ACT 2005

Accredited by NAAC with Four Star in 2001 Re-Accredited by NAAC with B⁺⁺ in 2007 Lead College for TQM College with Potential for Excellence – UGC 2009-10

1. Certified that the information furnished in the proforma 1 to 17 are correct.
2. Certified that the said information has been duly published in the Notice board.