

# **THE RIGHT TO INFORMATION ACT, 2005**

## **Obligations of Public Authorities**

A Draft Templates for  
**INFORMATION HANDBOOK**  
(Refer to Chapter II Section 4(1) a of RTI Act, 2005)  
**YEAR : 2013-14**

Prepared by  
**Sri Dharmasthala Manjunatheshwara College, Ujire - 574 240, D.K.**

**CHAPTER 1****Organisation, Functions and Duties****(Section 4(1)(b)(i))**

Particulars of the organization, functions and duties:-

Sl. No.	Name of the Organisation	Address	Functions	Duties
1	Sri Dharmasthala Manjunatheshwara College Ujire.	Sri Dharmasthala Manjunatheshwara College Ujire - 574240, Belthangady Taluk, D.K Dist., Karnataka State.	Principal	<p>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.</p> <p>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.</p> <p>3. To ensure that the proposal for renewal of affiliation/accordal of permanent affiliation is sent to the concerned University well in time.</p> <p>4. To ensure that the accreditation from the NAAC is obtained and to ensure if already accorded is upgraded after 5 years.</p> <p>5. To take necessary action to bring the college under 2(1) and 12(b) of the UGC Act, 1956. This can be done by sending the proposal to the UGC, New Delhi.</p> <p>6. The Principal shall handle 6 hours of teaching work-load in a week in the relevant subject etc.</p>

2	Sri Dharmasthala Manjunatheshwara College Ujire.	Sri Dharmasthala Manjunatheshwara College Ujire - 574240, Belthangady Taluk, D.K Dist., Karnataka State.	Associate Professors/As sistant Professors/Le cturers	<ol style="list-style-type: none"> <li>1. He conduct the classes as per the time-table</li> <li>2. Complete the syllabus prescribed by the concerned University well in time</li> <li>3. Extend their full co-operation to the heads of the departments in completing the syllabus before commencement of the University Examinations.</li> <li>4. To co-operate with the Principal in smooth function of mid-term, supplementary' and annual examinations.</li> <li>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.</li> <li>6. To maintain the attendance of the students of the respective classes</li> <li>7. He/she shall conduct the practical classes as prescribed by the University and attend valuation work of the University examination which is mandatory.</li> <li>8. To conduct tutorial classes as per the UGC norms etc.</li> </ol>
3	"	"	Superintenden t	<p>The Superintendent shall be primarily responsible for the efficiency of his section are accurate 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>

4	Sri Dharmasthala Manjunatheshwara College Ujire.	Sri Dharmasthala Manjunatheshwara College Ujire - 574240, Belthangady Taluk, D.K Dist., Karnataka State.	First Division Assistants/Sec ond Division Assistants/	<p>The first division Assistants/Second Division Assistants works 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"> <li>1. To maintain the case diary</li> <li>2. To examine and put up notes and drafts promptly to the superintendent after recording paging index.</li> <li>3. To maintain the various registers prescribed under the rules of the office procedure</li> <li>4. To ensure that the notes submitted in the files are neat and tidy and as per rules</li> </ol>
5	"	"	Typists	<p>The typists duties and responsibilities are as follows</p> <ol style="list-style-type: none"> <li>1. To type both on computer and typewriter neatly and accurately all letters marked to him.</li> <li>2. To take out number of copies required</li> <li>3. Stenciling when the number of copies required are more than 10</li> <li>4. Typist shall compare fair copies before they are returned to the case worker</li> <li>5. To maintain the work diary in the prescribed proforma</li> <li>6. Draft shall be typed giving wide margin for effecting necessary corrections</li> </ol>
6	"	"	Attender/Peon	<p>The duties of the Attender/Peon are as follows. GENERAL DUTIES:</p> <ol style="list-style-type: none"> <li>1. Carrying a file from one section to another, or from one case worker to another etc.</li> <li>2. Stitching the files/Exam bundles</li> <li>3. Carrying and distribution of stationary and making envelopes whenever necessary</li> <li>4. Arranging of furniture</li> <li>5. Keeping the office premises clean</li> </ol>

**CHAPTER 2**  
**Powers and Duties of Officers and Employees**  
**(Section 4(1)(b)(ii))**

Please provide details of the powers and duties of officers and employees of the authority by designation as follows:

Sl.No.	Name of the office/employee	Designation	Duties and Powers allotted
1	Dr.B.Yashovarma,M.Sc.Ph.D.	PRINCIPALS GRADE - I	<p>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.</p> <p>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.</p> <p>3. To ensure that the proposal for renewal of affiliation/accordal of permanent affiliation is sent to the concerned University well in time.</p> <p>4. To ensure that the accreditation from the NAAC is obtained and to ensure if already accorded is upgraded after 5 years.</p> <p>5. To take necessary action to bring the college under 2(1) and 12(b) of the UGC Act, 1956. This can be done by sending the proposal to the UGC, New Delhi.</p> <p>6. The Principal shall handle 6 hours of teaching work-load in a week in the relevant subject etc.</p>

<p>2</p>	<p>T.Krishnamurthy,,MA                  Shiva Rao,M.Sc.                  K.S.Mohannarayana,,MA                  B.Ganapayya,M.Sc.                  T.N.Keshava,M.Sc.                  S.Sathishchandra,M.Sc.                  P.N.Udayachandra,M.Com                  Alphonsamma,M.Sc.                  Dr.Pushendra,M.Sc.Ph.D.                  Dr.Jayakumar Shetty, MA,Ph.D.                  T.Prakash Prabhu,M.Sc.                  Shanthi Prakash,M.Sc.                  Ajoy Kombarbail,M.Com                  B.P.Sampath Kumar,,MA                  K.M.Radhakrishna Mayya,M.Sc.                  Shashishekar N Kakathkar,M.Sc.                  B.A.Kumara Hegde,M.Sc.                  Dr.P.Vishwanatha,M.Sc. Ph.D.</p>	<p>ASSOCIATE PROFESSORS/                  ASST. PROFESSORS/                  LECTURERS</p>	<ol style="list-style-type: none"> <li>1. He conduct the classes as per the time-table</li> <li>2. Complete the syllabus prescribed by the concerned University well in time</li> <li>3. Extend their full co-operation to the heads of the departments in completing the syllabus before commencement of the University Examinations.</li> <li>4. To co-operate with the Principal in smooth function of mid-term, supplementary' and annual examinations.</li> <li>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.</li> <li>6. To maintain the attendance of the students of the respective classes</li> <li>7. He/she shall conduct the practical classes as prescribed by the University and attend valuation work of the University examination which is mandatory.</li> <li>8. To conduct tutorial classes as per the UGC norms etc.</li> </ol>
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	<p>K.P.Nanda Kumari,M.Sc.                  Shalip Kumari,,MA                  Anuradha Bhat,,MA                  K.V.Nagarajappa,,MA                  Shridhara N.Bhatta,M.A. B.Ed.                  K.Shankaranarayana,,MA                  Gajanana R.Bhat,MA                  Bhaskar Hegde,MA                  Savitha, M.Sc.                  Bojamma K.N                  B. Ganesh Nayak                  Ramachandra Purohit</p>	<p>ASSOCIATE PROFESSORS/                  ASST. PROFESSORS/                  LECTURERS</p>	<ol style="list-style-type: none"> <li>1. He conduct the classes as per the time-table</li> <li>2. Complete the syllabus prescribed by the concerned University well in time</li> <li>3. Extend their full co-operation to the heads of the departments in completing the syllabus before commencement of the University Examinations.</li> <li>4. To co-operate with the Principal in smooth function of mid-term, supplementary' and annual examinations.</li> <li>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.</li> <li>6. To maintain the attendance of the students of the respective classes</li> <li>7. He/she shall conduct the practical classes as prescribed by the University and attend valuation work of the University examination which is mandatory.</li> <li>8. To conduct tutorial classes as per the UGC norms etc.</li> </ol>
<p>3</p>	<p>Post Vacant</p>	<p>PHYSICAL CULTURE                  INSTRUCTOR</p>	<ol style="list-style-type: none"> <li>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.</li> <li>2. To assist the principal in the maintenance of discipline and healthy atmosphere in the college etc.</li> </ol>
<p>4</p>	<p>Yuvaraja Poovani,</p>	<p>SUPERINTENDENT</p>	<p>The Superintendent shall be primarily responsible for the efficiency of his section are accurate 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>

5	<p>B.Rajendra Indra, Vishnumoorthy B., K.Vijaya Kumari, Rajappa K.S.,</p>	<p>First Division Assistants/Second Division Assistants/</p>	<p>The first division Assistants/Second Division Assistants works 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"> <li>1. To maintain the case diary</li> <li>2. To examine and put up notes and drafts promptly to the superintendent after recording paging index.</li> <li>3. To maintain the various registers prescribed under the rules of the office procedure</li> <li>4. To ensure that the notes submitted in the files are neat and tidy and as per rules</li> </ol>
6	<p>A.Thukarama Salian, Hemalatha,</p>	<p>Typists</p>	<p>The typists duties and responsibilities are as follows</p> <ol style="list-style-type: none"> <li>1. To type both on computer and typewriter neatly and accurately all letters marked to him.</li> <li>2. To take out number of copies required</li> <li>3. Stenciling when the number of copies required are more than 10</li> <li>4. Typist shall compare fair copies before they are returned to the case worker</li> <li>5. To maintain the work diary in the prescribed proforma</li> <li>6. Draft shall be typed giving wide margin for effecting necessary corrections</li> </ol>
7	<p>M.Keshava Mugeru, P.Krishna Naik, A.Ramesh Gowda, Sadananda B., Jinnappa, Yuvaraja K., Somappa Sapalya, Dakayya, Devapala Indra, Shanthi Prasad N., Padanna Gowda,</p>	<p>Attender/Peon</p>	<p>The duties of the Attender/Peon are as follows. GENERAL DUTIES:</p> <ol style="list-style-type: none"> <li>1. Carrying a file from one section to another, or from one case worker to another etc.</li> <li>2. Stitching the files/Exam bundles</li> <li>3. Carrying and distribution of stationary and making envelopes whenever necessary</li> <li>4. Arranging of furniture</li> <li>5. Keeping the office premises clean</li> </ol>



### Chapter 3

#### Procedure Followed in Decision-making Process

##### [Section 4(1)(b)iii]

Describe the procedure following in decision making by the public authority (Deputy Commissioner Officer).

Activity	Description	Decision making process	Designation of final decision authority
Principals Grade I	As per norms prescribed by UGC and Govt.	Secretary	President/Vice President
Associate Professors/ Asst.Professors/Lecturers	As per University Guidelines.	Principal	Secretary
Physical Culture Instructor	As per University Guidelines.	-do-	-do-
Superintendent	As per Office Procedure Code.	-do-	-do-
First Division Assistant/ Second Division Assistant	As per Office Procedure Code.	-do-	-do-
Typist	As per Office Procedure Code.	-do-	-do-
Attender/Peon	As per Office Procedure Code.	-do-	-do-

## Chapter 4

### Norms set for the Discharge of Functions

#### [Section 4(1)(b) (iv)]

Please provide the details of the norms/ standards set by the public authority for the discharge of its functions/ delivery of services.

Sl. No:	Function/ Service	Norms standards of performance set	Time Frame	Reference document prescribing the norms (Citizen's Charter, Service Chapter etc)
1	Principals Grade I	As per norms prescribed by UGC and Govt.		
2	Associate Professors/ Asst.Professors/Lecturers	As per University Guidelines.		
3	Physical Culture Instructor	As per University Guidelines.		
4	Manager/Superintendent	As per Office Procedure Code.		
5	First Division Assistant/ Second Division Assistant	As per Office Procedure Code.		
6	Typist	As per Office Procedure Code.		
6	Attender/Peon	As per Office Procedure Code.		

## Chapter 5

### Rules, Regulations, Instructions, Manual and Records, for Discharging Functions

#### [Section 4(1)(b)(v)&(vi)]

Please provide list and gist of rules, regulations, instructions, manuals and records, held by public authority or under its control or used by its employees for discharging functions in the following format.

SL.No.	RULES, REGULATIONS, INSTRUCTIONS, MANNUALS AND RECORDS USED
1	KARNATAKA CIVIL SERVICES RULES- 1958
2	KARNATAKA FINANCIAL CODE-1958
3	KARNATAKA TREASURY CODE-1958
4	BUDGET MANNUAL 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 CIVIL GOVERNMENT SERVANTS SENIORITY RULES - 1957
14	TRIPLE BENEFITS SCHEME RULES - 1976
15	UNIVERSITY GRANTS COMMISSION GUIDELINES
16	KARNATAKA STATE TRANSFERENCY ACT-2000
17	RELEVANT GOVERNMENT 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 MANNUAL.
22	KARNATAKA EDUCATION DEPARTMENT SERVICES (COLLEGIATE EDUCATION DEPARTMENT) SPECIAL RECRUITMENT) RULES, 1993 AND OTHER RULES AS AMENDED.

## Chapter 6

### Categories of Documents held by the Public Authority under its Control

#### [Section 4 (1) (b) v (i)]

Provide information about the official documents held by the public authority or under its control.

SL.No.	CATAGORIES OF DOCUMENTS THAT ARE HELD BY IT OR UNDER CONTROL
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	STOCK REGISTERS
17	A.G.AUDIT OBSERVATION COMPLIANCE REPORT REGISTERS.
18	SPECIAL STATE GAZETTES
19	NATIONAL LOAN SCHOLARSHIP RECOVERY REGISTER

<b>Chapter 7</b>			
<b>Arrangement for Consultation with, or Representation by, the Members of the Public in relation to the Formulation of Policy or Implementation thereof</b>			
<b>[Section 4(1)(b)vii]</b>			
Describe arrangements by the public authority to seek consultation/ participation of public or its representatives for formulation and implementation of policies?			
Sl. No:	Function/ Service	Arrangements for consultation with or representation of public in relation with policy formulation	Arrangements for consultation with or representation of public in relations with policy implementation
College Governing Council			

## Chapter 8

### Boards, Councils, Committees and other Bodies constituted as part of Public Authority

#### [Section 4(1)(b)v(iii)]

Please provide information on boards, councils, committees and other bodies related to the public authority in the following format.

Name of Board, Council Committee, etc.	Composition	Power & Functions	Whether its Meetings open to Public / Minutes of its Meetings accessible for Public
Academic Planning & Assessment Committee		Principal	
Fine Arts Committee		Principal	
Creative Writing & Reporting		Principal	
Student Welfare Committee		Principal	
Career Guidance & Research		Principal	
Extra Curricular Committee		Principal	
Learning resources Committee		Principal	
Alumni & PTA Committee		Principal	
Staff Welfare & Grievance Redressal		Principal	



## Chapter 9

## Directory of Officers and Employees

[Section 4(1)(b)(ix)]

Please provide information on officers and employees working in different units or officers at different levels and their contact

Sl.No.	Name of the Officers / Employees	Designation	Office Address	Contact Number / e-mail ID
1	Dr.B.Yashovarma,M.Sc.Ph.D.	Principal	SDM College Ujire.	9448466733
2	T.Krishnamurthy,,MA	Asso. Professor	"	9448335432
3	Shiva Rao,M.Sc.	Asso. Professor	"	9731854560
4	K.S.Mohannarayana,,MA	Asso. Professor	"	9448545820
5	B.Ganapayya,M.Sc.	Asso. Professor	"	9481146955
6	T.N.Keshava,M.Sc.	Asso. Professor	"	9448466733
7	S.Sathishchandra,M.Sc.	Asso. Professor	"	9980293070
8	P.N.Udayachandra,M.Com	Asso. Professor	"	9480158889
9	Alphonsamma,M.Sc.	Asso. Professor	"	9448335432
10	Dr.Pushendra,M.Sc.Ph.D.	Asso. Professor	"	9480015625
11	Dr.Jayakumar Shetty,,MA,Ph.D.	Asso. Professor	"	9731854560
12	T.Prakash Prabhu,M.Sc.	Asso. Professor	"	9448545820
13	Shanthi Prakash,M.Sc.	Asso. Professor	"	9901598922

1	2	3	4	5
14	Ajoy Kombarbail,M.Com	Asso. Professor	"	9480016380
15	B.P.Sampath Kumar,,MA	Asso. Professor	"	9448835149
16	K.M.Radhakrishna Mayya,M.Sc.	Asso. Professor	"	9945203229
17	Shashishekar N Kakathkar,M.Sc.	Asso. Professor	"	9448501424
18	B.A.Kumara Hegde,M.Sc.	Asso. Professor	"	9448842673
19	Dr.P.Vishwanatha,M.Sc. Ph.D.	Asso. Professor	"	9448335659
20	K.P.Nanda Kumari,M.Sc.	Asso. Professor	"	9448567533
21	Shalip Kumari,,MA	Asso. Professor	"	9448624571
22	Anuradha Bhat,,MA	Asso. Professor	"	9480015629
23	K.V.Nagarajappa,,MA	Asso. Professor	"	9448104551
24	Shridhara N.Bhatta,M.A. B.Ed.	Asso. Professor	"	9448335852
25	K.Shankaranarayana,,MA	Asst. Professor	"	9448815400
26	Gajanana R.Bhat,MA	Asst. Professor	"	9480502499
27	Bhaskar Hegde,MA	Asst. Professor	"	9448911926
28	Savitha, M.Sc.	Asst. Professor	"	9481754935
29	Bojamma K.N	Asst. Professor	"	9449591385
30	B. Ganesh Nayak	Asst. Professor	"	9480146495
31	Ramachandra Purohit	Asst. Professor	"	9481512405

1	2	3	4	5
	<b><u>Non-Teaching Staff</u></b>			
32	Yuvaraja Poovani,	Supdt.	SDM College Ujire.	9448328389
33	B.Rajendra Indra,	F.D.A.	"	9880439658
34	Vishnumoorthy B.,	F.D.A.	"	9449449501
35	K.Vijaya Kumari,	S.D.A	"	9481844239
36	Rajappa K.S.,	S.D.A	"	9480763300
37	A.Thukarama Salian,	II Gr.Typist	"	9480572505
38	Hemalatha,	Clerk-Typist	"	9448882579
39	M.Keshava Mugeru,	Attender	"	9880632027
40	P.Krishna Naik,	Attender	"	9008851862
41	A.Ramesh Gowda,	Attender	"	9945991670
42	Sadananda B.,	Attender	"	9341016507
43	Jinnappa,	Attender	"	
44	Yuvaraja K.,	Attender	"	9448555507
45	Somappa Sapalya,	Peon	"	
46	Dakayya,	Peon	"	9448578371
47	Devapala Indra,	Peon	"	9481177696
48	Shanthi Prasad N.,	Peon	"	9449102991
49	Padanna Gowda,	Peon	"	9611283431

## Chapter 10

### Monthly Remuneration received by Officers and Employees, including the System of Compensation as provided in Regulations

#### [Section 4(1)(b)(x)]

Provide information on remuneration and compensation structure for officers and employees in the following format:

Sl.No.	Name of the Officers Working	Designation	Remuneration
		Organisation	Per Month
1	Dr. B.Yashovarma, M.Sc.Ph.D.	Principal	127940.00
2	Sri T.Krishnamurthy, MA. M.Phil.	Asso. Professor	126480.00
3	Sri Shiva Rao, M.Sc.	Asso. Professor	126480.00
4	Sri K.S.Mohannarayana, MA, M.Phil.	Asso. Professor	116980.00
5	Sri B.Ganapayya,M.Sc., M.Phil.	Asso. Professor	116980.00
6	Sri T.N.Keshava, M.Sc.	Asso. Professor	116980.00
9	Smt. Alphonsamma, M.Sc.	Asso. Professor	114220.00
7	Sri S.Sathishchandra, M.Sc.	Asso. Professor	114220.00
8	Dr. P.N.Udayachandra, M.Com, Ph.D.	Asso. Professor	121080.00
10	Dr.Pushendra, M.Sc.Ph.D.	Asso. Professor	117660.00
11	Dr.Jayakumar Shetty, MA, Ph.D.	Asso. Professor	117660.00
12	Sri T.Prakash Prabhu, M.Sc.M.Phil.	Asso. Professor	117660.00
16	Sri K.M.Radhakrishna Mayya, M.Sc.	Asso. Professor	117660.00
15	Dr. B.P.Sampath Kumar, M.A, Ph.D.	Asso. Professor	124840.00
13	Sri Shanthi Prakash, M.Sc.	Asso. Professor	117660.00
14	Sri Ajoy Kombarbail, M.Com	Asso. Professor	117660.00
17	Sri Shashishekar N Kakathkar,M.Sc.	Asso. Professor	117660.00
			<b>2029820.00</b>

1	2	3	4
	<b>B/f....</b>		<b>2029820.00</b>
18	Dr. B.A.Kumara Hegde, M.Sc.Ph.D.	Asso. Professor	117660.00
21	Dr. Shalip Kumari, M.A, Ph.D.	Asso. Professor	117540.00
19	Dr. P.Vishwanatha, M.Sc. Ph.D.	Asso. Professor	117540.00
20	Smt. K.P.Nanda Kumari, M.Sc.	Asso. Professor	107640.00
22	Smt. Anuradha Bhat, MA, M.Phil., LLB.	Asso. Professor	107640.00
23	Dr. K.V.Nagarajappa, M.A. Ph.D.	Asso. Professor	107640.00
24	Dr. Shridhara N.Bhatta, M.A.Ph.D.	Asso. Professor	104500.00
25	Dr. K.Shankaranarayana, MA,Ph.D.	Asst. Professor	62080.00
26	Sri Gajanana R.Bhat, MA	Asst. Professor	63040.00
27	Sri Bhaskar Hegde, MA	Asst. Professor	64940.00
31	Sri Ramachandra Purohit, M.A.	Asst. Professor	53180.00
30	Sri B. Ganesh Nayak, M.Sc. M.Phil.	Asst. Professor	50100.00
29	Smt. Bojamma K.N., M.A. M.Phil.	Asst. Professor	50100.00
28	Smt. Savitha Kumari, M.Sc.	Asst. Professor	53940.00
32	Sri Yuvaraja Poovani, B.A.	Supdt.	40000.00
33	Sri B.Rajendra Indra, B.Com	F.D.A.	34375.00
34	Sri Vishnumoorthy B., B.com.	F.D.A.	34250.00
35	Smt. K.Vijaya Kumari	S.D.A	27000.00
36	Sri Rajappa K.S.,	S.D.A	27000.00
37	Sri A.Thukarama Salian, B.Com.	II Gr.Typist	27810.00
38	Smt. Hemalatha,	Clerk-Typist	28525.00
			<b>3426320.00</b>

1	2	3	4
	<b>B/f....</b>		<b>3426320.00</b>
39	Sri M.Keshava Mugeru,	Attender	25625.00
40	Sri P.Krishna Naik,	Attender	25675.00
41	Sri A.Ramesh Gowda,	Attender	27000.00
42	Sri Sadananda B.,	Attender	22063.00
43	Sri Jinnappa,	Attender	22063.00
44	Sri Yuvaraja K., B.A.	Attender	20000.00
45	Sri Somappa Sapalya,	Peon	24688.00
46	Sri Dakayya,	Peon	24688.00
47	Sri Devapala Indra,	Peon	24738.00
48	Sri Shanthi Prasad N.,	Peon	21000.00
49	Sri Padanna Gowda,	Peon	21575.00
	<b>Total Rs.</b>		<b>3685435.00</b>

<b>Chapter 11</b>				
<b>Budget Allocated to Each Agency including Plans etc.</b>				
<b>[Section 4(1)(b)xi]</b>				
<b>Provide information about the details of the plans, programmes and schemes undertaken by the public authority for each agency.</b>				
Agency	Plan/ Programme / Scheme / Project / Activity / Purpose for which budget is allotted	Proposed expenditure As on last year	Expected Outcomes	Report on disbursements made or where such details are available (website, reports, notice, board etc.,)
-----Nil-----				

<b>Chapter 12</b>			
<b>Manner of Execution of Subsidy Programmes</b>			
<b>[Section 4(1)(b)xii]</b>			
<b>1. Describe the activities/ programmes/ schemes being implemented by the public authority for which subsidy is provided.</b>			
----- Nil -----			
<b>2. Provide information on the nature of subsidy, eligibility criteria for accessing subsidy and designation of officer competent to grant subsidy under various programmes/ schemes.</b>			
Name of programme / Activity	Nature/ Scale of subsidy	Eligibility criteria for grant of subsidy	Designation of officer grant subsidy
----- Nil -----			



**Chapter 13**

**Particulars of Recipients of Concessions, Permits or Authorization Granted by the Public Authority**

**[Section 4(1)(b)xiii]**

**Provide the names and addresses of recipients of benefits under each programme / scheme separately in the following format.**

**Institutional Beneficiaries**

**Name of programme / scheme**

Sl.No:	Name & address of recipient institutions	Nature / quantum of benefit granted	Date of Grant	Name & designation of granting authority
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----- Nil -----

<b>Chapter 14</b>			
<b>Information Available in Electronic Form</b>			
<b>[Section 4(1)(b)x(iv)]</b>			
<b>Please provide the details of information related to the various schemes of the department which sre available in electronic formats. (Floppy, CD, VCD, Web Site, Internet etc.)</b>			
<b>Electronic</b>	<b>Description (site adder / location where available etc.,)</b>	<b>Contents or title</b>	<b>Designation and address of the custodian of information held by whom?</b>
	SDM College Ujire.	Website : <a href="http://www.sdmcejire.in">www.sdmcejire.in</a> Email address : <a href="mailto:sdmcollege@rediffmail.com">sdmcollege@rediffmail.com</a>	Principal

3. Describe the manner of execution of the subsidy programme

<b>Name of the programme / Activity</b>	<b>Application procedure</b>	<b>Sanction procedure</b>	<b>Disbursement procedure</b>
----- Nil -----			

**Chapter 15**

**Particulars of Facilities available to Citizens for Obtaining Information**

**[Section 4(1)(b)xv]**

**Describe the particulars of information dissemination mechanisms in place / facilities available to the public for accessing of information:**

<b>Facility</b>	<b>Description (Location of Facility / Name etc.)</b>	<b>Details of Information made available</b>
<p>Institutional Library is open for citizens and are allowed to use the books, Magazines, Journals &amp; News Papers. To accommodate citizens (General Public) the library is kept open for 8.30 to 8.00 P.M. on all days</p>		

<b>Chapter 16</b>				
<b>Names, Designations and other Particulars of Public Information Officers</b>				
<b>[Section 4(1)(b)xvi]</b>				
<b>Please provide contact information about the Public Information Officers and Assistant Public Information Officers designated for various offices/administrative units and Appellate Authority/ Officer(s) for the public authority in the following</b>				
<b>Sl.No</b>	<b>Name of the Office / administrative Unit</b>	<b>Name of Designation of PIO</b>	<b>Office Tel. Residence Tel. Fax</b>	<b>E-mail</b>
1	S.D.M.College, Ujire	Dr. B.Yashovarma, M.Sc.Ph.D. Principal,	08256- 236221 08256-236012, 08256- 236220	Email address : sdmcollege@rediffmail.com

**Asst. Public Information Officer**

<b>Sl.No</b>	<b>Name of the Office / administrative Unit</b>	<b>Name of Designation of PIO</b>	<b>Office Tel. Residence Tel. Fax</b>	<b>E-mail</b>
1	S.D.M.College, Ujire	Sri Yuvaraja Poovani, B.A. Superintendent	08256- 236221, 08251-212433	Email : poovani3333@gmail.com

**Appellate Authority**

<b>Sl.No</b>	<b>Name of the Office / administrative Unit</b>	<b>Name of Designation of PIO</b>	<b>Office Tel. Residence Tel. Fax</b>	<b>E-mail</b>
1	Regional Joint Director Mangalore	Joint Director	0824-2422876, 0824-2443191	E-mail: jdmangalore@gmail.com

Chapter 17

Other Useful Information

[Section 4(1)(b)xvii]

Please give below any other information or details of publications which are of relevance or of use to the Citizens.

**Re-accredited by NAAC at 'A' Grade with CGPA 3.59 out of 4**

**Other activities**: Career Guidance Cell, Counselling Centre, Multi Facility centre for students & public,

Karnataka State Open University Centre, (Myosre)

Edusat Centre(SIT), IGNOU Centre

Ha.Ma.Na. Research Centre – Hampi Kannada University

Sri D.M. Research Centre – Tumkur University

Video Conference Room

Psychology & Biotechnology Research Centre recognized by Mangalore University