

**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 : 2017-18**

Prepared by

**Sri Dharmasthala Manjunatheshwara College(Autonomous), 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 (Autonomous), Ujire.	Sri Dharmasthala Manjunatheshwara College(Autonomous) 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 (Autonomous), Ujire.	Sri Dharmasthala Manjunatheshwara College(Autonomous), Ujire - 574240, Belthangady Taluk, D.K Dist, Karnataka State.	<p>Associate Professors/ Assistant Professors/ Lecturers</p> <p>1. He conduct the classes as per the time-table</p> <p>2. Complete the syllabus prescribed by the concerned University well in time</p> <p>3. Extend their full co-operation to the heads of the departments in completing the syllabus before commencement of the University Examinations.</p> <p>4. To co-operate with the Principal in smooth function of mid-term, supplementary' and annual examinations.</p> <p>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.</p> <p>6. To maintain the attendance of the students of the respective classes</p>

				<p>7. He/she shall conduct the practical classes as prescribed by the University and attend valuation work of the University examination which is mandatory.</p> <p>8. To conduct tutorial classes as per the UGC norms etc. accordance with the rules.</p>
3	"	"	Superintendent	<p>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</p>
4	Sri Dharmasthala Manjunatheshwara College (Autonomous), Ujire.	Sri Dharmasthala Manjunatheshwara College (Autonomous), Ujire - 574240, Belthangady Taluk, D.K Dist., Karnataka State.	First Division Assistants/ Second 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> <p>The typists duties and responsibilities are as follows</p>

5	"	"	Typists	<p>1. To type both on computer and typewriter neatly and accurately all letters marked to him.</p> <p>2. To take out number of copies required</p> <p>3. Stenciling when the number of copies required are more than 10</p> <p>4. Typist shall compare fair copies before they are returned to the case worker</p> <p>5. To maintain the work diary in the prescribed proforma</p> <p>6. Draft shall be typed giving wide margin for effecting necessary corrections</p>
6	"	"	Attender/Peon	<p>The duties of the Attender/Peon are as follows. GENERAL DUTIES:</p> <p>1. Carrying a file from one section to another, or from one case worker to another etc.</p> <p>2. Stitching the files/Exam bundles</p> <p>3. Carrying and distribution of stationary and making envelopes whenever necessary</p> <p>4. Arranging of furniture</p> <p>5. Keeping the office premises clean</p>

**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
				<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>
	1	Sri Keshava T.N. , M.Sc.	PRINCIPAL	<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>1. He conduct the classes as per the time-table</p> <p>2. Complete the syllabus prescribed by the concerned University well in time</p>
		Alphonsamma,M.Sc.	
		Sri S.Sathishchandra,M.Sc.	
		Dr. P.N.Udayachandra,M.Com, Ph.D.	<p>3. Extend their full co-operation to the heads of the departments in completing the syllabus before commencement of the University Examinations.</p>
		Dr.Jayakumar Shetty, MA,Ph.D.	<p>4. To co-operate with the Principal in smooth function of mid-term, supplementary' and annual examinations.</p>
		Sri T.Prakash Prabhu, M.Sc.M.Phil.	
		Dr.B.P.Sampath Kumar, MA, Ph.D.	
		Sri Shanthi Prakash,M.Sc.	
	2	Sri Ajoy Kombarbail,M.Com	<p>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.</p>
			<p>ASSOCIATE PROFESSORS/ ASST. PROFESSORS/ LECTURERS</p>

	Sri Shashishekar N Kakathkar,M.Sc.		6. To maintain the attendance of the students of the respective classes
	Dr. B.A.Kumara Hegde,M.Sc Ph.D..		7. He/she shall conduct the practical classes as prescribed by the University and attend valuation work of the University examination which is mandatory.
	Dr. Shalip Kumari,,MA, Ph.D.		
	Dr.P.Vishwanatha,M.Sc. Ph.D.		8. To conduct tutorial classes as per the UGC norms etc.
	Smt. K.P.Nanda Kumari,M.Sc.		
	Dr. Anuradha N. Bhat, M.A.Ph.D		
	Dr. K.V.Nagarajappa, M.A. Ph.D		
	Dr. Shridhara N.Bhatta,M.A. Ph.D.		
	Dr. K.Shankaranarayana,,MA, Ph.D.		1. He conduct the classes as per the time-table
	Sri Gajanana R.Bhat,MA		2. Complete the syllabus prescribed by the concerned University well in time
	Sri Bhaskar Hegde,MA		3. Extend their full co-operation to the heads of the departments in completing the syllabus before commencement of the University Examinations.
	Smt. Savitha Kumari, M.Sc.		



		Smt. Bojamma K.N, M.A.M.Phil.	ASSOCIATE PROFESSORS/ ASST. PROFESSORS/ LECTURERS	4. To co-operate with the Principal in smooth function of mid-term, supplementary' and annual examinations.
		Sri B. Ganesh Nayak, M.Sc.M.Phil.		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.
		Dr. Ramachandra Purohit, M.A.,Ph.D.		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	Post Vacant		PHYSICAL CULTURE INSTRUCTOR

			2. To assist the principal in the maintenance of discipline and healthy atmosphere in the college etc.
	4	Sri Yuvaraja Poovani	SUPERINTENDENT
		Sri B.Rajendra Indra	
	5	Sri Vishnumoorthy B.	First Division Assistants/Second Division Assistants/
		Smt. K.Vijaya Kumari	
		Sri Rajappa K.S.	
		Sri M. Keshava Mugeru	
			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
			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 the office procedure
			4. To ensure that the notes submitted in the files are neat and tidy and as per rules
			The typists duties and responsibilities are as follows
			1. To type both on computer and typewriter neatly and accurately all letters marked to him.
		Sri A.Thukarama Salian	2. To take out number of copies required

	6	Smt. Hemalatha	Typists	3. Stenciling when the number of copies required are more than 10 4. Typist shall compare fair copies before they are returned to the case worker 5. To maintain the work diary in the prescribed proforma 6. Draft shall be typed giving wide margin for effecting necessary corrections
	7	Sri P.Krishna Naik, Sri Sadananda B. Sri Jinnappa Sri Yuvaraja K. Sri Shanthi Prasad N.	Attender/Peon	The duties of the Attender/Peon are as follows. GENERAL DUTIES: 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

### 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/	As per Office Procedure Code.	-do-	-do-
	Second Division Assistant		-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.		
7	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.

**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

**Chapter 7**

**Arrangement for Consultation with, or Representation by, the Members of the Public in relation to the Formulation of Policy or Implementation thereof**

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

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
		<b>N. A.</b>	<b>N. A.</b>

### 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.

#### Shri Dharmasthala Manjunatheshwara College (Autonomous), Ujire- 574240

#### Governing Body Members

Name of Board, Council Committee, etc.	Composition	Power & Functions	Whether its Meetings open to Public / Minutes of its Meetings accessible for Public
Pujya Dr. D. Veerendra Heggade	President - Management - Chairman	Fix the fees and other charges payable by the students of the college on the recommendations of the Finance Committee. Institute scholarships, fellowships, studentships, medals, prizes and certificates on the recommendations of the	
Prof .S. Prabhakar	Vice President - Management - Member		
Sri. D. Harshendra Kumar	Secretary - Management - Member		
Dr. B. Yashovarma	Secretary - Management - Member		
Prof. UdayaShankar (Joint Director of Collegiate Education)	State Government - Nominee		
Prof.Gopalan Jagadeesh	UGC - Nominee		
Prof. Manjunatha Pattabhi	Mangalore University - Nominee		

	Prof. B.S. Sherigar	Educationist	recommendations of the Academic Council. To approve introduction of new programmes of study leading to degrees and/or diplomas. Perform such other functions and constitute committees, as may be necessary and deemed fit for the proper development, and to fulfil the objectives for which the college has been declared as autonomous.	
	Mr. Anand Narayan	Industrialist		
	Prof. T.N. Keshav	Principal - Member Secretary		
	Prof. S. Satheeshchandra	Senior Teacher		
	Dr. P. N. UdayaChandra	Registrar Administration - Ex-officio		
	Prof. Ajoy Kombrabail	Registrar Evaluation - Ex-officio.		
	<b>Academic Council Members</b>			
	<b>Name of Board, Council Committee, etc.</b>	<b>Composition</b>	<b>Power &amp; Functions</b>	<b>Whether its Meetings open to Public / Minutes of its Meetings accessible for Public</b>
	Prof. Keshava T.N.	Principal - Chairman	Academic Council will have powers to: (a) Scrutinise and approve the proposals with or without modification of the Boards of Studies with regard to courses of study, academic regulations, curricula, syllabi and modifications there of, instructional and evaluation arrangements, methods, procedures relevant there to etc., provided that where the Academic Council differs on any proposal, it will have the right to return the matter for reconsideration to the Board of	
	Prof. S.M. Dharmaprakash	Mangalore University - Nominee		
	Prof. Jayaraj Amin	Mangalore University - Nominee		
	Prof. T. Mallikarjunappa	Mangalore University - Nominee		
	Prof. K.V. Rao	Management - Nominee		
	Dr. K. Chinnappa Gowda	Management - Nominee		
	Dr. Devaraj K.	Management - Nominee		
	Dr. M.P. Hrishikesh	Management - Nominee		
	Dr. Madhava Bhat	Senior Faculty		
	Dr. M.Y. Manjula	Dean – P.G. Courses		
	Prof. Alphonsamma	Dean- Humanities		
	Prof. Satheeshchandra	Dean- Science		
	Dr. A. Jayakumar Shetty	IQAC convener		



	All HOD's of Under Graduate & Post Graduate courses	Members	<p>Studies concerned or reject it, after giving reasons to do so.</p> <p>b) Make regulations regarding the admission of students to different programmes of study in the college.</p> <p>c) Make regulations for sports, extra-curricular activities, and proper maintenance and functioning of the playgrounds and hostels.</p> <p>d) Recommend to the Governing Body proposals for institution of new programmes of study.</p> <p>e) Recommend to the Governing Body institution of scholarships, studentships, fellowships, prizes and medals, and to frame regulations for the award of the same.</p> <p>f) Advise the Governing Body on suggestions(s) pertaining to academic affairs made by it.</p> <p>g) Perform such other functions as may be assigned by the Governing Body.</p>	
	Prof. Ajoy Kombrabail	Registrar Evaluation - Ex-officio. Member		
	Dr. P. N. UdayaChandra	Registrar, Member Secretary		

**Board of Studies Members**

<b>Name of Board, Council Committee, etc.</b>	<b>Composition</b>	<b>Power &amp; Functions</b>	<b>Whether its Meetings open to Public / Minutes of its Meetings accessible for Public</b>
Board of Studies in English	1. Chairman, Concerned Head of the Department.	<p>The Board of Studies of a department in the college shall:</p> <p>a) prepare syllabi for various courses keeping in view the</p>	
Board of Studies in Kannada	2. The entire faculty of each department		
Board of Studies in Hindi	3. Two experts in the subject from outside the college to be nominated by the Academic Council.		

	Board of Studies in Sanskrit	4. One expert to be nominated by the vice-chancellor from a panel of six recommended by the college principal.	objectives of the college, interest of the stakeholders and national requirement for consideration and approval of the Academic Council; b) suggest methodologies for innovative teaching and evaluation techniques; c) suggest panel of names to the Academic Council for appointment of examiners; and d) coordinate research, teaching, extension and other academic activities in the department/college.	
	Board of Studies in History	5. One representative from industry/ corporate sector/allied area relating to placement.		
	Board of Studies in Economics	6. One postgraduate meritorious alumnus to be nominated by the principal. The chairman, Board of Studies, may with the approval of the principal of the college, co-opt: a) Experts from outside the college whenever special courses of studies are to be formulated. b) Other members of staff of the same faculty.		
	Board of Studies in Rural Development			
	Board of Studies in Political Science			
	Board of Studies in Psychology			
	Board of Studies in Journalism			
	Board of Studies in Home Science			
	Board of Studies in Physics			
	Board of Studies in Chemistry			
	Board of Studies in Mathematics			
	Board of Studies in Botany			
	Board of Studies in Biotechnology			
	Board of Studies in Statistics			
	Board of Studies in Computer Science			
	Board of Studies in Commerce			
	Board of Studies in Business Administration			
	Board of Studies in NCC			
	Board of Studies in Social work			

	Board of Studies in Psychology			
	Board of Studies in Biotechnology			
	Board of Studies in Mass Communication & Journalism			
	Board of Studies in M.Com.			
	Board of Studies in Chemistry			
	Board of Studies in Physics			
	Board of Studies in English			
	Board of Studies in Statistics			
	Board of Studies in Economics			
	Board of Studies in Insurance & Bank Management			
	Board of Studies in Organic Chemistry			
	<b>Finance Committee</b>			
	<b>Name of Board, Council Committee, etc.</b>	<b>Composition</b>	<b>Power &amp; Functions</b>	<b>Whether its Meetings open to Public / Minutes of its Meetings accessible for Public</b>
	Prof. Keshava T.N., M.Sc.	(a) The principal (Chairman).	The Finance Committee will be an advisory body to the Governing Body a. Budget estimates relating to the grant received/receivable from UGC, and income from fees, etc. collected for the activities to undertake the scheme of autonomy; and b. Audited accounts for the above.	
	Dr. B. Yashovarma, M.Sc.Ph.D.	(b) One person to be nominated by the Governing Body of the college for a period of two years.		
	Prof. Dayananda Naik	(c) Finance Officer, Mangalore University (University Nominee)		
	Vacant	(d) One senior-most teacher of the college to be nominated in rotation by the principal for two years.		
	<b>Chapter 9</b>			
	<b>Directory of Officers and Employees</b>			

[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	Sri Keshava T.N.	Principal	SDM College (Autonomous), Ujire.	9448466733
2	Sri S.Sathishchandra,M.Sc.	Asso. Professor	"	9980293070
3	Dr. P.N.Udayachandra,M.Com, Ph.D.	Asso. Professor	"	9480158889
4	Smt. Alphonsamma,M.Sc.	Asso. Professor	"	9448335432
5	Dr.Jayakumar Shetty,,MA,Ph.D.	Asso. Professor	"	9731854560
6	Sri T.Prakash Prabhu,M.Sc.,M.Phil.	Asso. Professor	"	9448545820
7	Sri Shanthi Prakash,M.Sc.	Asso. Professor	"	9901598922
8	Sri Ajoy Kombarbail,M.Com	Asso. Professor	"	9480016380
9	Dr. B.P.Sampath Kumar,,MA,Ph.D.	Asso. Professor	"	9448835149
10	Sri Shashishekar N Kakathkar,M.Sc.	Asso. Professor	"	9448501424
11	Dr. B.A.Kumara Hegde,M.Sc.Ph.D.	Asso. Professor	"	9448842673
1	2	3	4	5
12	Dr.P.Vishwanatha,M.Sc. Ph.D.	Asso. Professor	"	9448335659
13	Smt. K.P.Nanda Kumari,M.Sc.	Asso. Professor	"	9448567533
14	Dr. Shalip Kumari,,MA, Ph.D.	Asso. Professor	"	9448624571
15	Dr. Anuradha N.Bhat,,MA, Ph.D.	Asso. Professor	"	9480015629
16	Dr. K.V.Nagarajappa,,MA, Ph.D.	Asso. Professor	"	9448104551
17	Dr. Shridhara N.Bhatta,M.A. Ph.D	Asso. Professor	"	9448335852
18	Dr. K.Shankaranarayana,,MA, Ph.D	Asst. Professor	"	9448815400
19	Sri Gajanana R.Bhat,MA	Asst. Professor	"	9480502499
20	Sri Bhaskar Hegde,MA	Asst. Professor	"	9448911926
21	Smt. Savitha Kumari, M.Sc.	Asst. Professor	"	9481754935
22	Smt. Bojamma K.N, M.A. M.Phil.	Asst. Professor	"	9449591385
23	Sri B. Ganesh Nayak, M.Sc.M.Phil.	Asst. Professor	"	9480146495
24	Dr.Ramachandra Purohit, M.A.Ph.D.	Asst. Professor	"	9481512405
1	2	3	4	5

<b>Non-Teaching Staff</b>				
25	Yuvaraja Poovani	Supdt.	SDM College (Autonomous), Ujire.	9448328389
26	B.Rajendra Indra	Supdt.	"	9880439658
27	Vishnumoorthy B.	F.D.A.	"	9449449501
28	K.Vijaya Kumari	S.D.A	"	9481844239
29	Rajappa K.S.	S.D.A	"	9480763300
30	A.Thukarama Salian	II Gr.Typist	"	9480572505
31	Hemalatha	Clerk-Typist	"	9448882579
32	M.Keshava Mugeru	S.D.A	"	9880632027
33	P.Krishna Naik	Attender	"	9008851862
34	Sadananda B.	Attender	"	9341016507
35	Jinnappa	Attender	"	9591032497
36	Yuvaraja K.	Attender	"	9448555507
37	Shanthi Prasad N.	Peon	"	9449102991

### 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	Sri Keshava T.N.,M.Sc.	Principal	163967.00
2	Smt. Alphonsamma,M.Sc.	Associate Professor	160107.00
3	Sri S.Sathishchandra,M.Sc.	Associate Professor	160107.00
4	Dr. P.N.Udayachandra,M.Com, Ph.D.	Associate Professor	169718.00
5	Dr.Jayakumar Shetty,,MA,Ph.D.	Associate Professor	164913.00
6	Sri T.Prakash Prabhu,M.Sc.,M.Phil.	Associate Professor	164913.00
7	Dr. B.P.Sampath Kumar,,MA,Ph.D.	Associate Professor	174948.00

8	Sri Shanthi Prakash,M.Sc.	Associate Professor	164913.00
9	Sri Ajoy Kombarbail,M.Com	Associate Professor	164913.00
10	Sri Shashishekar N Kakathkar,M.Sc.	Associate Professor	164913.00
11	Dr. B.A.Kumara Hegde,M.Sc.Ph.D.	Associate Professor	164913.00
12	Dr. Shalip Kumari,,MA, Ph.D.	Associate Professor	164913.00
13	Dr.P.Vishwanatha,M.Sc. Ph.D.	Associate Professor	164913.00
14	Smt. K.P.Nanda Kumari,M.Sc.	Associate Professor	150894.00
15	Dr. Anuradha N.Bhat,,MA, Ph.D.	Associate Professor	150894.00
16	Dr. K.V.Nagarajappa,,MA, Ph.D.	Associate Professor	151734.00
17	Dr. Shridhara N.Bhatta,M.A. Ph.D	Associate Professor	147327.00
			<b>2749000.00</b>
1	2	3	4
			<b>2749000.00</b>
18	Dr. K.Shankaranarayana,,MA, Ph.D	Assistant Professor	87026.00
19	Sri Gajanana R.Bhat,MA	Assistant Professor	88395.00
20	Sri Bhaskar Hegde,MA	Assistant Professor	91059.00
21	Dr.Ramachandra Purohit, M.A.Ph.D.	Assistant Professor	74576.00
22	Sri B. Ganesh Nayak, M.Sc.M.Phil.	Assistant Professor	70268.00
23	Smt. Bojamma K.N, M.A. M.Phil.	Assistant Professor	70268.00
24	Smt. Savitha Kumari, M.Sc.	Assistant Professor	75621.00
25	Yuvaraja Poovani	Supdt.	54959.00
26	B.Rajendra Indra	Supdt.	49805.00
27	Vishnumoorthy B.	F.D.A.	48438.00
28	K.Vijaya Kumari	S.D.A	38192.00
29	Rajappa K.S.	S.D.A	38192.00
30	A.Thukarama Salian	II Gr.Typist	38252.00
31	Hemalatha	Clerk-Typist	39303.00
32	M.Keshava Mugeru	S.D.A	34931.00
33	P.Krishna Naik	Attender	34981.00
34	Sadananda B.	Attender	30274.00

35	Jinnappa	Attender	30274.00	
36	Yuvaraja K.	Attender	27402.00	
37	Shanthi Prasad N.	Peon	28566.00	
	<b>Total Rs.</b>		<b>3799782.00</b>	

### Chapter 11

#### Budget Allocated to Each Agency including Plans etc.

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

**Provide information about the details of the plans, programmes and schemes undertaken by the public authority for each agency.**

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.,)
-----Nill-----				

### Chapter 12

#### Manner of Execution of Subsidy Programmes

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

**1. Describe the activities/ programmes/ schemes being implemented by the public authority for which subsidy is provided.**

----- Nill -----

**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.**

Name of programme / Activity

Nature/ Scale of subsidy

Eligibility criteria for grant of subsidy

Designation of officer grant subsidy

----- Nill -----

### 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
----- Nil -----				

**Chapter 14**

**Information Available in Electronic Form**

**[Section 4(1)(b)x(iv)]**

**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.)**

Electronic	Description (site adder / location where available etc.,)	Contents or title	Designation and address of the custodian of information held by whom?
	SDM College Ujire.	Website : www.  Email address : sdmcollege@rediffmail.com	Principal

**3. Describe the manner of execution of the subsidy programme**

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

**Chapter 15**

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

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



<b>Describe the particulars of information dissemination mechanisms in place / facilities available to the public for accessing of information:</b>		
<b>Facility</b>	<b>Description (Location of Facility / Name etc.)</b>	<b>Details of Information made available</b>
	Institutional Library is open for citizens and are allowed to use the books, Magazines, Journals & News Papers. To accommodate citizens (General Public) the library is kept open for 8.30 to 8.00 P.M. on all days	

### Chapter 16

#### Names, Designations and other Particulars of Public Information Officers

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

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 format.

SI.No.	Name of the Office / administrative Unit	Name of Designation of PIO	Office Tel. Residence Tel. Fax	E-mail
1	S.D.M.College (Autonomous), Ujire	Sri Keshava T.N., M.Sc., Principal	08256- 236221 08256-236101, 08256- 236220	Email address : sdmcollege@rediffmail.com sdmcollege@sdmcujire.in principal@sdmcujire.in

#### Asst. Public Information Officer

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

#### Appellate Authority

SI.No.	Name of the Office / administrative Unit	Name of Designation of PIO	Office Tel. Residence Tel. Fax	E-mail
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.		
	<b>Re-accredited by NAAC at 'A' Grade with CGPA 3.61 out of 4</b> <b><u>Other activities : Career Guidance Cell, Councelling Centre, Multi Facility centre for students &amp; public,</u></b>		
	Edusat Centre(SIT),		
	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		