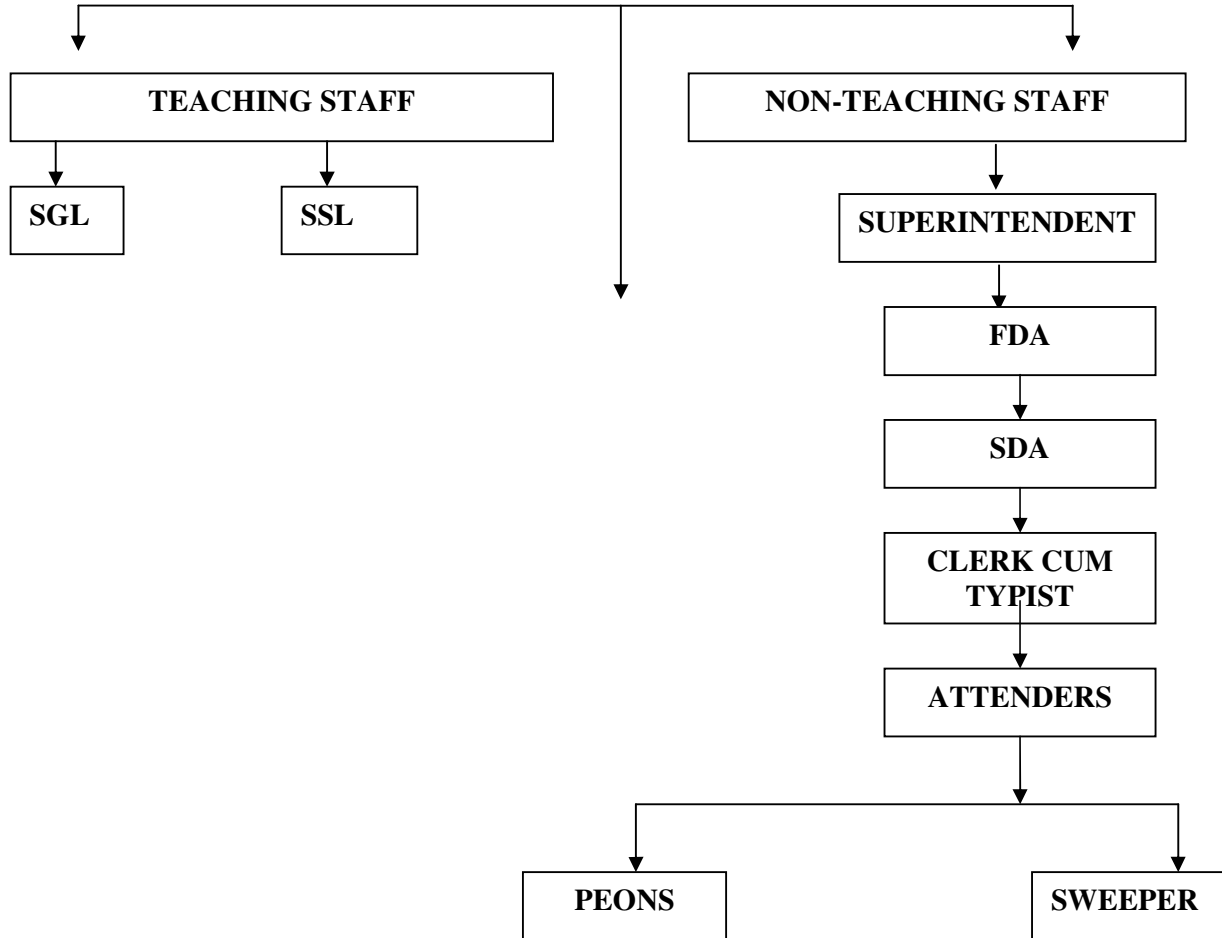


FORMAT-1

**S.B.R.R. MAHAJANA FIRST GRADE COLLEGE
Jayalakshmpuram, 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 years5) 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 16 hrs of teaching workload in a week in the relevant subject etc.
2	SGL/ SSL	<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 time3) Extends their his/her full co-operation to the Heads of the Departments in completing the syllabus before commencement of the University Examinations4) 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 college6) To maintain the attendance of the students of the respective classes7) He / She shall conduct the practical classes as prescribed by the University and attend valuation work of the University Examinations which is mandatory8) To conduct tutorial classes as per U G C norms etc.

3	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>
4	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.
5	CLERK CUM TYPIST	<p>Carrying out the functions entrusted to him/her the same day as per acts rules and office procedure manuals.</p>
6	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.
7	SWEEPER	<p>They shall sweep or wipe or wipe with wet cloth/ jute cloth the room , veranda, steps , etc</p>

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.	SGL/ SSL	He/She shall conduct the classes and examinations
3.	SUPERINTENDENT	He/She shall supervise the work of the assistance
4.	FDA/SDA	He/She shall discharge the work allotted to him
5.	CLERK CUM TYPIST	He/She shall discharge the work allotted to him and all typing work.
6.	ATTENDER/PEON	He/She should keep office premises clean and other work assigned by the Principal
7.	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	SGL / SSL	As per University guidelines
3	SUPERINTENDENT	As per office procedure rules
4	FDA/SDA	As per office procedure rules
5	CLERK CUM TYPIST	As per office procedure rules
6	ATTENDER/PEON	As per office procedure rules
7	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 RECORS USED
1	KARNATAKA CIVIL RULES 1958
2	KARNATAKA FINANCIAL CODE 1958
3	KARNATAKA TREASSURY 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 PROBATIONERY 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, 1973AND RULES 1978RULES GENERAL RECRUITMENT RULES 1977
19	KARNATAKA CIVIL SERVICES CONFIDENCIAL REPORTSRULES 1985
20	KARNATAKA STATE UNIVERSITY ACT 2000
21	JURISDICTIONAL , UNIVERSITY REGULATIONS , BYLAWS AND EXAMINATIONMANUALS
22	KARNATAKA EDUCATIONAL DEPARTMENT SERVICES (COLLEGIATE EDUCATION DEPARTMENT)(SPECIAL RECRUITMENT)RULES 1993 AND OTHER RULES AS AMMENDED

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	Examination	Principal
8	Information Brochure	Principal
9	Library & I.D. Cards	Principal
10	NAAC : IQAC & Re-Accreditation	Principal
11	Supervising College Functions	Principal
12	Time Table	Principal
13	Traffic Awareness & Road Safety	Principal
14	TQM – HRD-1 (Training)	Principal
15	UGC & XI Plan Proposals	Principal
16	Vigilance - Discipline	Principal
17	Weekly Assembly	Principal
	<u>STUDENT SUPPORT</u>	
1	Career Guidance & Placement Cell	Principal
2	Class Teacher Concept	Principal
3	Foreign Students Guidance Cell	Principal
4	HRD – II	Principal
5	HRD – III	Principal
6	Liaison & Industrial Visits	Principal
7	Non-Karnataka Students Guidance Cell	Principal
8	One India One People Club	Principal
9	Remedial Classes	Principal
10	Special Lectures, Seminars and Workshops	Principal
11	Students Counseling & Public Education	Principal
12	Students' Advisory Committee	Principal

13	Young Students Study Circle	Principal
14	Youth Red Cross	Principal
	<u>INSTITUTIONAL SUPPORT</u>	
1	Audio System	Principal
2	AVC-I & II,	Principal
3	Browsing Center	Principal
4	Campus Ambience & Garden	Principal
5	Canteen	Principal
6	Circulars	Principal
7	CCTV	Principal
8	Display Board	Principal
9	Education Stall	Principal
10	EDUSAT	Principal
11	Electricity	Principal
12	Furniture	Principal
13	Maintenance, Up Keep, Plans & Layout	Principal
14	Notice Board	Principal
15	Nescafe Center	Principal
16	Photocopier	Principal
17	Public Address System	Principal
18	Reception & Lounge	Principal
19	Telephone and Intercom	Principal
20	Uniforms	Principal
21	Vehicle Stand	Principal
22	VSat	Principal
23	Video and Photography	Principal
24	Water	Principal
	<u>CO-CURRICULAR SUPPORT</u>	
1	Achiever – Weekly Newsletter	Principal
2	Adventure Club Unit-I, Unit-II	Principal
3	Aids Awareness Cell (Sanjeevini)	Principal
4	Alumni Association	Principal
5	Consumer Forum	Principal
6	Charity and Donations	Principal
7	Film and Theatre Appreciation Club	Principal
8	Forum for Peace & Understanding	Principal
9	Forum for Universal Brotherhood & Communal Harmony	Principal
10	Forum for Women Empowerment	Principal
11	Guest of the Month	Principal
12	Health, Hygiene & Cleanliness	Principal
13	Heritage Club	Principal
14	Human Rights Forum	Principal
15	Indian –Folk Forum	Principal

16	Jeevadana –Blood Donors Association	Principal
17	Mandara - Annual Magazine	Principal
18	Medini – Nature Lovers Club	Principal
19	NCC – National Cadet Cops	Principal
20	NSS Unit – I (National Service Scheme)	Principal
21	NSS Unit –II (National Service Scheme)	Principal
22	Parents’ Association	Principal
23	Prathibha Vedike	Principal
24	Press & Publicity	Principal
25	Prize & Mementos	Principal
26	Research Cell	Principal
27	Rotaract Club	Principal
28	Sports	Principal
29	Students Co- Operative	Principal
30	Students Forum	Principal
31	Theater Troop (Sarantha)	Principal
32	Travel & Excursion	Principal
33	Vichara – Monthly Newsletter	Principal
34	Volunteers of Mahajana Corps	Principal
35	Weekly Talent/Varada Prathibhe	Principal
	Special Committees	
1	Anti Ragging Squad	Principal
2	Atrocity on Women Enquiry Committee	Prof. B.R. Subhadra Rao
3	Attendance Appellate Committee	Ma Na Javaraiah (Ma Na Ja)

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 Gr-1	(0821)2512065 (0821)6553300	
2.	M.P. Uma	SGL- English	(0821)2512065	
3.	B.R. Subhadra Rao	SGL- Hindi	(0821)2512065	
4.	Leela Naryanappa	SGL- History	(0821)2512065	
5.	M.N. Rajeshwari (Retired on 30.06.2008)	SGL-Economics	(0821)2512065	
6.	B. Thippeswamy	SGL-Sociology	(0821)2512065	
7.	Dr. Vijaya Leela Rao	SGL- Geography	(0821)2512065	
8.	Dr. K.R. Gayathri	SGL-Sanskrit	(0821)2512065	
9.	Dr. M. Kanchan (Voluntary Retirement on 1.2.2009)	SGL-Commerce	(0821)2512065	
10.	G.S. Ramanujan	SGL-Economics	(0821)2512065	
11.	Dr. S. Venkatramu	SSL -Geography	(0821)2512065	
12.	M.T. Vijaya	Superintendent	(0821)2512065	
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.	S. Subba Swamy	Attender	(0821)2512065	
18.	Narayana	Gardener	(0821)2512065	
19.	Rajamma	Sweeper	(0821)2512065	
20.	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. (Sept.09)
1.	K.V. Prabhakara	Principal, SGL-Commerce	36216.00
2.	M.P. Uma	SGL- English	37178.00
4.	B.R. Subhadra Rao	SGL- Hindi	36216.00
5.	Leela Naryanappa	SGL- History	36216.00
6.	M.N. Rajeshwari*	SGL-Economics	-
7.	B. Thippeswamy	SGL-Sociology	36216.00
8.	Dr. Vijaya Leela Rao	SGL- Geography	38215.00
9.	Dr. K.R. Gayathri	SGL-Sanskrit	36216.00
10.	Dr. M. Kanchan**	SGL-Commerce	-
11.	G.S. Ramanujan	SGL-Economics	36216.00
12.	Dr. S. Venkatramu	SSL - Geography	26702.00
15.	M.T. Vijaya	Superintendent	22538.00
16.	Anuradha Narayanaswamy	FDA	20322.00
17.	S.A Manjula	SDA	16480.00
18.	S. Usha	SDA	15225.00
19.	Savithri	Clerk cum Typist	14511.00
20.	S. Subbaswamy	Attender	11605.00
21.	Narayana	Gardener	11605.00
22.	Rajamma	Sweeper	11605.00
23.	K. Manjula Devi	Peon	9130.00

* Retired on 30.06.2008

** Voluntary Retirement on 1.2.2009

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	PARTICULARS OF BUDGET ALLOCATED (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	53,76,490.00 (Non-plan) April 08 to March.09	55,98,876/-	-

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)(xii) OF THE RIGHT TO INFORMATION ACT 2005

1	National Merit scholarship	Received Rs. 10000/- for 2 students Disbursed Rs. 5000/- each
2	SC/ST scholarship	Received Rs. 266634/- for 48 students Disbursed Rs. 266634/-

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

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.mahjanafgc.com/prabhakarakv@gmail.com
sbrmfgco@sancharnet.in / principal@mahjanafgc.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 Jayalakshampuram, Mysore - 12	K.V.Prabhakara Principal Gr-1	Vijaya M.T Superintendent	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

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.