



OUR VISION

“WOMEN’S EMPOWERMENT FOR A BETTER TOMORROW

OUR MOTTO

“WORK IS WORSHIP”

SREE SIDDAGANGA EDUCATION SOCIETY®



**SREE SIDDAGANGA COLLEGE OF ARTS SCIENCE &
COMMERCE FOR WOMEN, B.H.ROAD, TUMKUR-2.**

AFFILIATED

TO

TUMKUR UNIVERSITY, TUMKUR

KARNATAKA

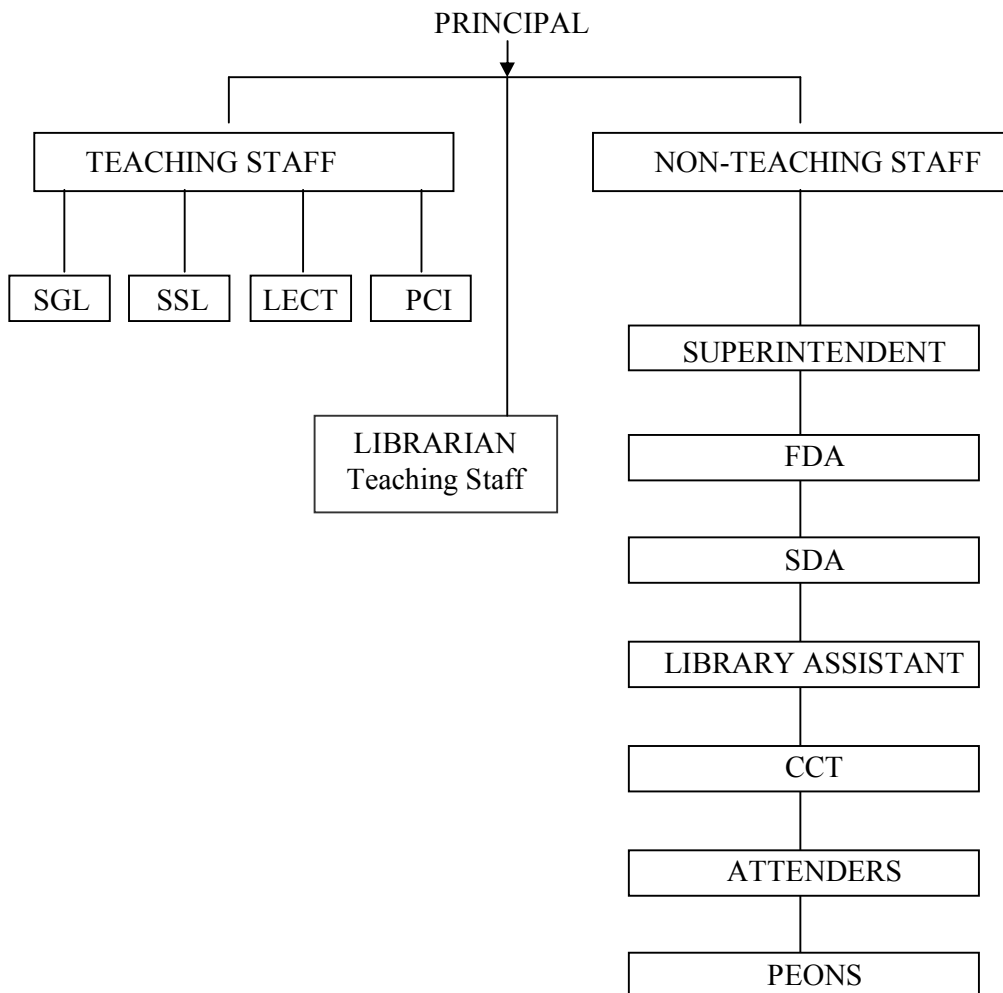
**Details furnished as per clause (4)(b) of the
Right to information Act 2005
Details up to**

Format 1

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

**Sree Siddaganga College of Arts, Science
and Commerce for Women, Tumkur.**
(Accredited by NAAC and awarded AGrade)

ORGANISATION CHART



Sree Siddaganga College of Arts, Science and Commerce for Women,
B.H. Road, Tumkur – 572 102. Karnataka State.

Ph : 0816 – 2272312 , E-mail : principal.sscase.women@gmail.com

E-mail : dnyogeesh@gmail.com

Format 2

Powers and duties of its officers/employees as per clause 4(b)(2) of the right to information Act 2005

Sl. No.	Designation	Powers and Duties of Officers/Employees
1.	Principal	<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 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 of 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(f) 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.	Selection Grade Lecturers / Senior Grade Lecturers / Lecturers	<p>1) He conducts the classes as per the time-table.</p> <p>2) Completes 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 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 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.</p>
3.	Librarian	<p>1) To issue books to the teaching, non-teaching staff and students and collect it back.</p> <p>2) Maintain necessary records/registers in the library etc.</p> <p>3) To arrange for annual stock verification of the library books and to send annual stock verification report to the concerned officers etc.,</p>
4.	Physical Culture Instructor	<p>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.</p> <p>2) To assist the Principal in the maintenance of discipline and healthy atmosphere in the college etc.</p>

5.	Superintendent	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.
6.	First Division Assistants / Second Division Assistants	The First Division Assistants/Second Division Assistants work under the guidance of the Superintendent. He is responsible for the work entrusted to him. Each Assistant will be allotted certain subjects to deal with. His duties mainly are as follows : (1) To maintain the case diary. (2) To examine the 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.	Library Assistant	1) To assist the librarian in discharging the duties of the library. 2) To discharge the work of the Librarian, when the librarian is on leave. 3) To discharge the duties assigned by the Principal/Librarian.
8.	CCT	The typist's duties and responsibilities are as follows : (1) To type both on computer and typewriter neatly and accurately all letters marked to him. (2) to take out number of copies required. (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 effective necessary corrections.
9.	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.

Format 3

Procedure followed in the decision making process, including channels of supervision and accountability as per clause 4 (b)(3) of the right to information Act 2005

Sl.No.	Designation	Powers and Duties of Officers/Employees
1.	Principal	While taking decisions, the principal is guided by the rules framed by the Directorate of Collegiate Education and the Bye-laws of the Management and Various decisions taken by the Management from time to time in accordance with the bye-laws at its meetings. The Principal is also assisted by Vice-Principal, the Standing Council, the different purpose. In matters of office management, the office Superintendent's opinions as also those of the other members of the office staff are taken into account. Above all, the Principal arrives at proper decisions after weighing all opinions regarding administrative matters. The Principal is responsible for all happenings in the College and is answerable.
2.	Selection Grade Lecturers / Senior Grade Lecturers / Lecturers	The Teachers belonging to different cadres have to function within the frame work set for the purpose by the Directorate and the management. The Teachers have to complete the syllabus in the subjects they teach in co-ordination with the other members of their Department.
3.	Librarian	Issue of books to the staff, students, maintain records, arrange for annual stock verification, and send reports to the concerned officers.
4.	Physical Culture Instructor	To conduct tournaments, to train / coach the students in various games, general supervision and to come out with winning teams in all categories.
5.	Superintendent	As the Head of the Office, the Superintendent takes all the members of the non-teaching staff into confidence and in consultation with the Principal, distributes the work among all the members of the office staff.
6.	First Division Assistants / Second Division Assistants	The First Division Assistants/ Second Division Assistants work under the guidance of 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 dairy 2) To examine and put up notes and drafts promptly to the superintendent after recording the page index. 3) To maintain the work diary in the prescribed proforma 4) Draft shall be typed giving wide margin for effecting necessary corrections. 5) To maintain details of Free ships and Scholarships 6) Discharges duties as per instructions from the Superintendent and the Principal.
7.	Library Assistant	The Library Assistant assists the Librarian on his / Principal's directions. It is his/her duty to take care of the books by arranging them in the almirahs, when they are returned by students and teachers after etc.,
8.	Typist	He / She is responsible for typing all matters provided by the Superintendent and the Principal and take out multiple copies, if necessary.
9.	CCT	To type on both computer and typewrite, to make number of copies, to maintain work diary.
10.	Attender/Peon	He/She is responsible for doing all jobs as per instructions from the Principal, Vice-Principal and the Staff.

Format 4

Norms set by it for the discharge of its functions as per clause 4(b)(4) of the right to information act 2005.

Sl. No.	Designation	Norms set by it for the discharge of its functions
1.	Principal	For the smooth functioning of the College, the principal takes guidance from the colleagues and is guided by the statutes framed by the Department of Collegiate Education, the University and the Management to maintain transparently in administration.
2.	Selection Grade Lecturers / Senior Grade Lecturers / Lecturers	Teachers of various categories follow the norm of attending to the academic duties for the benefit of the students. To enable the students to achieve overall development of personality they also guide them in extracurricular activities.
3.	Librarian	By maintaining issue registers, by notification, periodic supervision, preparation of reports.
4.	Physical Culture Instructor	Form sports committee, Purchases, Selection to teams Intercollegiate/ University.
5.	Superintendent	As the Head of the Office, the Superintendent takes all the members of the non-teaching staff in to confidence and in consultation with the Principal, distributes the work among the members of the Office staff
6.	First Division Assistants	Discharges the duties assigned from time by the Superintendent and the Principal.
7.	Second Division Assistants	Is also as responsible as the FDC in maintaining the office
8.	Library Assistant	Has to be meticulous in taking care of books, while issuing them back to students and receiving them.
9.	Typist	Getting the materials typed neatly and making copies when needed.
10.	CCT	Type all official letters neatly and assist in administration.
11.	Attender/Peon	Has to carry out all the instructions and directions issued by the Senior Officers. Also contributes to the proper functioning of the Office / Administration

Format 5

Rules, regulations, instructions, manuals and records, held by it or under control or used by its employees for discharging its functions as per clause 4(b)(5) of the right to information Act 2005.

Sl. No.	Rules, regulations, instructions, manuals and records used
1.	Karnataka Civil Services Rules – 1958.
2.	Karnataka Financial Code – 1958
3.	Karnataka Treasury Code – 1958
4.	Budget Manual 1958
5.	Manual of Contingency 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 or 1995)
9.	Karnataka Educational Institutions (Collegiate Education) Rules – 2003
10.	Grant in Aid Code
11.	Karnataka Civil Services (General Recruitment) Rules – 1977
12.	Karnataka Civil Services Probationary rules – 1977
13.	Karnataka Government Servants Seniority rules – 1957.
14.	Triple Benefits Scheme Rules – 1976.
15.	University Grants Commission Guidelines
16.	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, By-laws and Examination Manual.
22.	Karnataka Education Department Services (Collegiate Education Department) (Special Recruitment) Rules, 1993 and other rules as amended.

Format 6

Statement of the categories of documents that are held by it or under control as per clause 4(b)(6) of the right to information Act 2005

Sl. No.	Rules, regulations, instructions, manuals and records used
1.	Attendance Registers
2.	Movement Registers
3.	Casual Leave Registers
4.	Letters Inward Registers
5.	Postal Stamps Account Registers
6.	Letters Outward Registers
7.	Tappal Issue Acknowledgement Registers
8.	Muddam Registers
9.	Files Sending Registers (Signal Files system)
10.	Case Worker Personal Diary / Case Registers
11.	Cash Books
12.	Day Books
13.	Grant Release Registers
14.	Salary Disbursement Registers
15.	Advance Sanction Registers
16.	Stock Registers
17.	A.G. Audit Observation Compliance Report Registers
18.	Special State Gazettes
19.	National Loan Scholarship Recovery Registers

Format 7

Particulars of any arrangement that exists for consultation with or representation by, the members of the public in relation to the formulation of its policy or administration thereof as per clause 4(b)(7) of the right to information Act 2005.

Sl. No.	Committees
1.	Grievance Redressel cell
2.	Placement Cell
3.	Quality Assurance Cell
4.	Career Guidance Cell
5.	Women's Empowerment Cell

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 and other bodies are open to the public or the minutes of such meetings are accessible for Public as per Clause 4(b)(8) of the right to information Act 2005.

Sl. No.	Committees	Headed by
1.	Admission Committee	The Principal
2.	Time Table Committee	The Principal
3.	Test & Examination Committee	The Principal
4.	Sports Committee	The Principal
5.	Magazine Committee	The Principal
6.	Discipline Committee	The Principal
7.	Cultural Activities Committee	The Principal

Format 9

Directory of its officers and employees as per Clause 4(b)(9) of the right to information Act 2005.

Sl. No.	NAME	Designation	Subject	Telephone
1.	BASAVESH.B.	Associate Professor	English	
2.	DAKSHINAMURTHY.H.M.	Associate Professor	Economics	
3.	DR,AMEERBASHA.G.	Associate Professor	Political Science	
4.	GIRIJA.L.	Associate Professor	Zoology	
5.	PRABHUKUMAR.H.B.	Associate Professor	Physics	
6.	JAYASHANKAR	Associate Professor	Chemistry	
7.	MANGALA.K.C.	Associate Professor	Kannada	
8.	JAYASWAMY.K.C.	Associate Professor	Commerce	
9.	MADHAV.K.R.	Associate Professor	Mathematics	
10.	MALLIKAJUNAPPA.H.S.	Associate Professor	Chemistry	
11.	MANJUNATHAPRASAD.K.B.	Associate Professor	Mathematics	
12.	MOHAMMED ATHAULLA	Associate Professor	Economics	
13.	MOHANKUMAR.D.R.	Associate Professor	Economics	
14.	PRATHAP.N.E.	Associate Professor	English	
15.	PARASHIVAMURTHY	Associate Professor	Political Science	
16.	RAJESH.S.	Associate Professor	History	
17.	SHASHIDHARAIH.S.B.	Associate Professor	Chemistry	
18.	THERUMALLAPPA.H.V.	Associate Professor	English	
19.	YOGESHAWARAPPA.D.N.	Associate Professor	History	
20.	DAKSHINAMURTHY.K.	Assistant Professor	Chemistry	
21.	C,T.CHANDRAPPA	Assistant Professor	Commerce	
22.	CHIDANANDAMURTHY.G.	Assistant Professor	Botany	
23.	MARAPPA.B.	Assistant Professor	Physics	
24.	SHAKUNTHALA.C.V.	Assistant Professor	Kannada	
25.	THOMAS FRANCIS	Assistant Professor	Physics	
26.	VIJAYADUGGAPPA	Assistant Professor	Economics	
1	RAJASHEKARAIH.M.	Superintendent	Superintendent	
2	RENUKAIH.H.N.	FDA	FDA	
3	SHADAKSHARIS.	FDA	FDA	
4	NARENDRA BABU.M.P.	SDA	SDA	
5	PREMA.C.	CCT	CCT	
6	VIRUPAKSHAIH.A.S.	Library Assistant	Library Assistant	
7	LINGARAJU.L.	SDA	SDA	
8	UMASHANKAR.	Attender	Attender	
9	JAYASHANKAR.M.	Attender	Attender	
10	SIDDESH.H.V.	Attender	Attender	
11	GURUBASAVADEVARU.B.S.	Peon	Peon	
12	SAROJA.G.	Peon	Peon	

Format 10

Monthly Remuneration “Received by each of its Officers and employees” including the system of compensation as provided in its regulations as per Clause 4(b)(10) of the right to information Act 2005.

Sl. No.	EMPLOYEE NAME	Designation	Subject	Gross Salary As on 31.12.2007.
	BASAVESH.B.	Associate Professor	English	164913
	DAKSHINAMURTHY.H.M.	Associate Professor	Economics	164913
	DR,AMEERBASHA.G.	Associate Professor	Political Science	153874
	GIRIJA.L.	Associate Professor	Zoology	164913
	PRABHUKUMAR.H.B.	Associate Professor	Physics	164913
	JAYASHANKAR	Associate Professor	Chemistry	164913
	MANGALA.K.C.	Associate Professor	Kannada	164913
	JAYASWAMY.K.C.	Associate Professor	Commerce	170073
	MADHAV.K.R.	Associate Professor	Mathematics	164913
	MALLIKAJUNAPPA.H.S.	Associate Professor	Chemistry	164913
	MANJUNATHAPRASAD.K.B.	Associate Professor	Mathematics	164913
	MOHAMMED ATHAULLA	Associate Professor	Economics	164913
	MOHANKUMAR.D.R.	Associate Professor	Economics	164913
	PRATHAP.N.E.	Associate Professor	English	164913
	PARASHIVAMURTHY	Associate Professor	Political Science	164913
	RAJESH.S.	Associate Professor	History	164913
	SHASHIDHARAIH.S.B.	Associate Professor	Chemistry	164988
	THERUMALLAPPA.H.V.	Associate Professor	English	164913
	YOGESHAWARAPPA.D.N.	Associate Professor	History	164988
	DAKSHINAMURTHY.K.	Assistant Professor	Chemistry	66209
	C,T.CHANDRAPPA	Assistant Professor	Commerce	70268
	CHIDANANDAMURTHY.G.	Assistant Professor	Botany	74576
	MARAPPA.B.	Assistant Professor	Physics	72384
	SHAKUNTHALA.C.V.	Assistant Professor	Kannada	72384
	THOMAS FRANCIS	Assistant Professor	Physics	87026
	VIJAYADUGGAPPA	Assistant Professor	Economics	68201
	RAJASHEKARAIH.M.	Superintendent	Superintendent	53686
	RENUKAIAH.H.N.	FDA	FDA	49780
	SHADAKSHARI.S.	FDA	FDA	40465
	NARENDRA BABU.M.P.	SDA	SDA	32868
	PREMA.C.	CCT	CCT	40465
	VIRUPAKSHAIAH.A.S.	Library Assistant	Library Assistant	31125
	LINGARAJU.L.	SDA	SDA	18630
	UMASHANKAR.	Attender	Attender	31125
	JAYASHANKAR.M.	Attender	Attender	31050
	SIDDESH.H.V.	Attender	Attender	31050
	GURUBASAVADEVARU.B.S.	Peon	Peon	30196
	SAROJA.G.	Peon	Peon	30246

Format 11

Budget allocated to each of its agency, indicating the particulars of all plans, proposed expenditures and reports on disbursements made as per Clause 4(b)(11) of the right to information Act 2005.

Sl. No.	Head of the Account	Particulars of Budget allocated (Plans and Non Plan)	Grant received	Expenditure	Balance	REMARKS
NOT APPLICABLE						

Format -11A

Budget allocated to each of its agency, indicating the particulars of all plans, proposed expenditures and reports on disbursements made as per Clause 4(b)(11) of the right to information Act 2005.

As per Karnataka Educational Institutions (Collegiate Education) Rules 2003 / Chapter IV Rule 7 to 18, 63 and 64

SL. NO	HEAD OF ACCOUNT	Particulars of Budget Allocated (Plans And Non-Plans)	Grant received	Expenditure	BALANCE	REMARKS
1.	2202 03 104 1 01	Non-Plan 2009-10	Opening Bal. 98999/- 14055317/-	14503568/-	50002/-	Tuition Fee & Lab Fee also taken as Grant
2.	Fees		Opening Bal. 98999/- 2009-10 395842/-	448251/-	50002/-	28, 161/- (Balance as on 31-03-10)
3.	College Development fund	---	---	---	---	----

Format - 12

Manner of Execution of Subsidy programmes, including the amounts allocated and the details of Beneficiaries of such programmes as per Clause 4(b)(12) of the right to information Act 2005.

Sl.No.	Name of the Scholarship	Amount	Total Students
1	GOI	1,58,003-00	75
2	Post Matric	50,600-00	20
3	Beedi Workers	33,000-00	10
4	Jindal	20,000-00	08
5	Phy.Handicapped	4000-00	02
6	Minority loan	9000-00	09
7	Sir. C.V. Raman	25000-00	05

Format - 13

Particulars of Recipients of concessions, permits or authorizations granted by it as per Clause 4(b)(13) of the right to information Act 2005.

Class	No.of Students	Amount
I Year	203	13,68,958-00
II Year	234	
III Year	248	
Group-I	57	13,68,958-00

Format - 14

Details in respect of the information, Available to or held by it, reduced in an electronic form as per Clause 4(b)(13) of the right to information Act 2005.

Office work and Library Maintenance are under computerization.

Format - 15

Particulars of facilities available to citizens for obtaining information including the working hours of a library or reading room, if maintained for public use as per Clause 4(b)(15) of the right to information Act 2005.

Library meant for Students, Alumni and Staff Reading Room meant for Students, Alumni and Staff Ladies Waiting Room facility is available.

Format - 16

Names, Designations and other particulars of the Public information Officers as per Clause 4(b)(16) of the right to information Act 2005.

Sl. No.	Name of the Public Authority	Name and designation of the Public Information Officer	Name and designation of the Assistant Information Officer	Affiliate Authority
1.	The Principal, Sree Siddaganga College of Arts, Science and Commerce B.H.Road, Tumkur.	Dr.D.N.Yogeshwarappa	Rajashekaraiah.S. Office Incharge Superintendent	Commissioner of Collegiate Education, Bangalore.

Format - 17

**Such other information as may be prescribed as per 4(b)(17)
of the right to information Act 2005.**

Sl. No.	Services offered
1.	TQM Programmes for Teachers
2.	Personality Development programs for students
3.	N.C.C.
4.	N.S.S.
5.	Remedial classes for Weak Students / Slow learners
6.	Blood Donation Camps
7.	Seminars / Workshops

CERTIFICATE

All the information's of Central information Right Rule 2005 have
been announced in college Notice Board on 31-03-2017