



OUR VISION

“WOMEN’S EMPOWERMENT FOR A BETTER TOMORROW

OUR MOTTO

“WORK IS WORSHIP”

SREE SIDDAGANGA EDUCATION SOCIETY®



**SREE SIDDAGANGA FIRST GRADE COLLEGE OF
ARTS & COMMERCE NELAMANGALA 562123**

AFFILIATED

TO

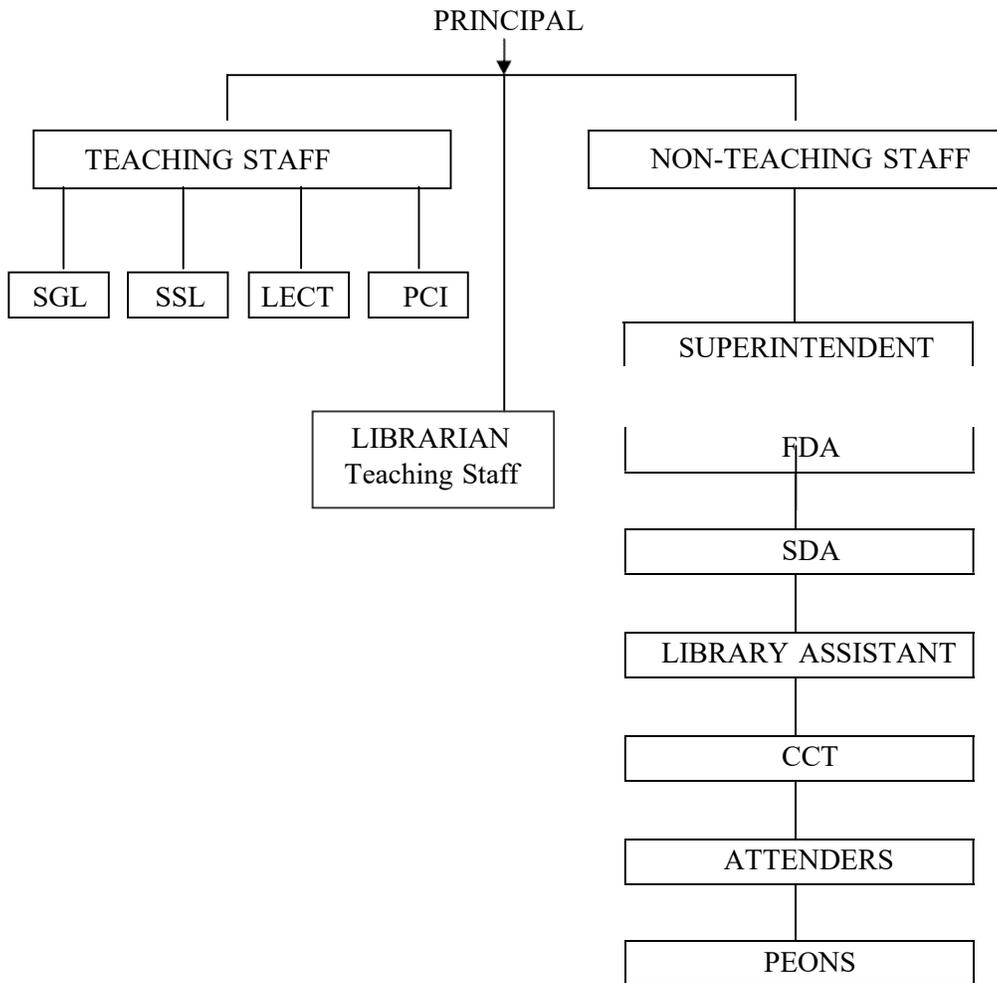
**BANGALORE UNIVERSITY,
JNANA BHARATHI CAMPUS
BANGALORE KARNATAKA**

**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 First Grade College of
Arts & Commerce, Nelamangala.
(NAAC Accredited B Grade)**

ORGANISATION CHART



**Sree Siddaganga First Grade College of Arts and Commerce
Nelamangala**

Sondekopopa Road, Nelamangala – 562123. Karnataka State.

Ph : 9480116150 , E-mail : ssfgc.nel@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:- <ol style="list-style-type: none"> 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. | Cash Books |
| 11. | Day Books |
| 12. | Grant Release Registers |
| 13. | Salary Disbursement Registers |
| 14. | Advance Sanction Registers |
| 15. | Stock Registers |
| 16. | A.G. Audit Observation Compliance Report Registers |
| 17. | Special State Gazettes |

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 | Telep hone |
|---------|-----------------------|------------------------------|------------------------------|------------|
| 1. | Vijaya Duggappa | Assistant Professor | Economics | |
| 2. | Dr. G. Gangaraju | Lecturer | English | |
| 3. | Komala .N .G | Lecturer | Kannada | |
| 4. | H. S. Prakasha | Lecturer | Commerce | |
| 5. | Kempegowda .K | Lecturer | Commerce | |
| 6. | Kalavathi .S .G | Lecturer | Commerce | |
| 7. | Chaithra | Lecturer | Commerce | |
| 8. | Manukumar .H .P | Lecturer | Commerce | |
| 9. | Vanajakshi R | Lecturer | History | |
| 10. | Manjunath G M | Lecturer | Political Science | |
| 11. | Dr. Somasundar B K | Physical Education Director | Physical Education Director | |
| 12. | Ravi S | Lecturer | Geography | |
| 13. | Dr. Lakshmikantha T N | Lecturer | History | |
| 14. | Rakesh D | Lecturer | Economics | |
| 1. | Prakasha | Superintendent (Deputation) | Superintendent (Deputation) | |
| 2. | Ramesh Babu B K | FDA | FDA | |
| 3. | Thimmagangaiah S | SDA | SDA | |
| 4. | Suresha M | Library Assistant | Library Assistant | |
| 5. | Ashok Kumar B | Attender | Attender | |
| 6. | Manjula K B | Computer Operator | Computer Operator | |
| 7. | Somasundar S | Computer Operator | Computer Operator | |
| 8. | Vijayarathna H B | SDA | SDA | |
| 9. | Manjula D S | Attender | Attender | |
| 10. | Pushpalatha K S | Attender | Attender | |
| 11. | Nagaraju M C | Night watch man Cum Gardener | Night watch man Cum Gardener | |
| 12. | Jayamma | Scavenger | Scavenger | |

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 31.12.2023. |
|---------|-----------------------|------------------------------|------------------------------|--------------------------------|
| 1. | Vijaya Duggappa | Assistant Professor | Economics | 130438 |
| 2. | Dr. G. Gangaraju | Lecturer | English | 32770 |
| 3. | Komala .N .G | Lecturer | Kannada | 24660 |
| 4. | H. S. Prakasha | Lecturer | Commerce | 32060 |
| 5. | Kempegowda .K | Lecturer | Commerce | 28250 |
| 6. | Kalavathi .S .G | Lecturer | Commerce | 26810 |
| 7. | Chaithra | Lecturer | Commerce | 19310 |
| 8. | Manukumar .H .P | Lecturer | Commerce | 19010 |
| 9. | Vanajakshi R | Lecturer (Non PF) | History | 18000 |
| 10. | Manjunath G M | Lecturer (Non PF) | Political Science | 18000 |
| 11. | Dr. Somasundar B K | Physical Education Director | Physical Education Director | 27300 |
| 12. | Ravi S | Lecturer (Non PF) | Geography | 18000 |
| 13. | Dr. Lakshmikantha T N | Lecturer (Non PF) | History | 6300 |
| 14. | Rakesh D | Lecturer (Non PF) | Economics | 7700 |
| 1. | Shadakashari S | Superintendent (Deputation) | Superintendent (Deputation) | |
| 2. | Ramesh Babu B K | FDA | FDA | 93010 |
| 3. | Thimmagangaiah S | SDA | SDA | 57609 |
| 4. | Suresha M | Library Assistant | Library Assistant | 42798 |
| 5. | Ashok Kumar B | Attender | Attender | 66804 |
| 6. | Manjula K B | Computer Operator | Computer Operator | 17590 |
| 7. | Somasundar S | Computer Operator | Computer Operator | 15300 |
| 8. | Vijayarathna H B | SDA | SDA | 11660 |
| 9. | Manjula D S | Attender | Attender | 15660 |
| 10. | Pushpalatha K S | Attender | Attender | 11330 |
| 11. | Nagaraju M C | Night watch man Cum Gardener | Night watch man Cum Gardener | 10580 |
| 12. | Jayamma | Scavenger | Scavenger | 8920 |

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 2021-22 | Opening Bal. 894680/- | 20902553/- | 359305/- | Tuition Fee & Lab Fee also taken as Grant |
| 2. | Fees | | Opening Bal. 894680/- 2021-22 101621/- | | | 359305/- (Balance as on 31-03-22) |
| 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 | SC/ST | 752717 | 177 |
| 2 | Agriculture | 418830 | 112 |

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 | 52 | 235000/- |
| II Year | 41 | |
| III Year | 32 | |

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 r computerized.

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 First College of Arts and Commerce Nelamangala | Dr.H.M.Dakshinamurthy | Shadakshari 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. | FDP Programmes for Teachers & Non Teaching Staffs |
| 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 31-03-2022


PRINCIPAL
Sree Siddaganga First Grade
College of Arts & Commerce
Nelamangala - 562 123.