

# **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 : 2021-2022**

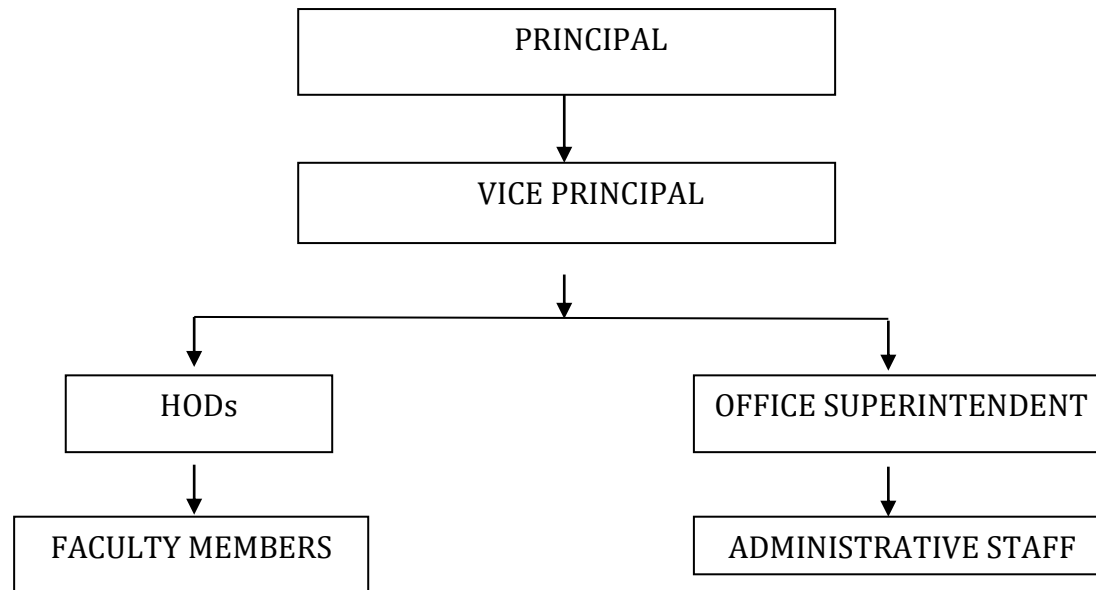
Prepared by

**SHRI DHARMASTHALA MANJUNATHESHWARA COLLEGE OF BUSINESS MANAGEMENT,  
MANGALURU - 575003.**

# CHAPTER- 1

## Organisation, Functions and Duties

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



## CHAPTER- 2

### Powers and Duties of Officers and Employees [Section 4(1) (b) (ii)]

Sl. No.	Name of the Organisation	Address	Functions	Duties
1.	SHRI DHARMASTHALA MANJUNATHESHWARA COLLEGE OF BUSINESS MANAGEMENT	M.G. ROAD, KODIALBAIL, MANGALORE-3.	PRINCIPAL CUM ASSOCIATE PROFESSOR	<ol style="list-style-type: none"><li>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.</li><li>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.</li><li>3) To ensure that the proposal for renewal of affiliation/accordal of permanent affiliation is sent to the concerned University well in time.</li><li>4) To ensure that the accreditation from the NAAC is obtained and to ensure if already accorded is upgraded after 5 years</li></ol>

				<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.	SHRI DHARMASTHALA MANJUNATHESHWARA COLLEGE OF BUSINESS MANAGEMENT	M.G. ROAD, KODIALBAIL, MANGALORE-3.	TEACHING FACULTY	<p>1) He/She conducts the classes as per the time – table.</p> <p>2) Complete the syllabus prescribed by the concerned University within the specified 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 conducting internal examination, semester examinations.</p> <p>5) To teach the workload prescribed by the UGC and to maintain diaries and the staff shall be made available to the students in the college.</p> <p>6) To maintain the attendance of the students in the 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 and remedial classes as per the UGC norms etc.</p> <p>9) Working to maintain internal quality and assistance to principal</p> <p>10) Any other work assigned by the principal.</p>
2.	SHRI DHARMASTHALA MANJUNATHESHWARA COLLEGE OF BUSINESS MANAGEMENT	M.G. ROAD, KODIALBAIL, MANGALORE-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>

3.	"	"	LIBRARY ASSISTANT	<ol style="list-style-type: none"> <li>1) To assist the librarian in discharging the duties of the library</li> <li>2) To discharge the work of the librarian, when the librarian is on leave.</li> <li>3) To discharge the duties assigned by the Principal/Librarian.</li> </ol>
4.	"	"	PHYSICAL EDUCATION DIRECTOR	<ol style="list-style-type: none"> <li>1) To coach ,guide, train and supervise students in general, adopt a selective basis in major games and athletics, give training daily in the morning hours and consultation with the Principal</li> <li>2) To assist the Principal in the maintenance of discipline and healthy atmosphere in the college etc.</li> </ol>
5.	"	"	SUPERINTENDENT	<p>The Superintendent shall be primarily responsible for the efficiency of his section are accurate and conform to the rules and procedure. He shall scrutinize all the papers/files before they are submitted to the higher officers. The Superintendent shall personally handle all important and complicated cases. He shall guide his subordinates in all respects and make them put up the cases in accordance with the rules. He shall maintain his section neat and clean. He shall take all steps to maintain order and discipline in the section. He shall control the movement 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 supervise his section and submit reports to his immediate officers. He shall sign and issue acknowledgment letters.</p>

6.	SHRI DHARMASTHALA MANJUNATHESHWARA COLLEGE OF BUSINESS MANAGEMENT	M.G. ROAD, KODIALBAIL, MANGALORE-3.	FIRST / 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 office procedure.</li> <li>4) To ensure that the notes submitted in the files are neat and tidy and as per rules.</li> </ol>
7.	"	"	CLERK CUM TYPIST	<p>The typists duties and responsibilities are as follows</p> <ol style="list-style-type: none"> <li>1) To type both on computer and typewriter neatly and accurately all letters marked to him.</li> <li>2) To take out number of copies required</li> <li>3) Stenciling when the number of copies required are more than 10</li> <li>4) Typist shall compare fair copies before they are returned to the</li> <li>5) case worker</li> <li>6) To maintain the work diary in the prescribed proforma</li> <li>7) Draft shall be typed giving wide margin for effecting necessary</li> <li>8) Corrections.</li> </ol>
8.	"	"	ATTENDER/PEON	<p>The duties of the Attender /Peon are as follows: GENERAL DUTIES.</p> <ol style="list-style-type: none"> <li>1) Carrying file from one section to another or from one case worker to another etc.</li> <li>2) Stitching the files/ Exam bundles.</li> <li>3) Carrying and distribution of stationery and making envelopes</li> <li>4) whenever necessary.</li> <li>5) Arranging of furniture.</li> <li>6) Keeping the office premises clean.</li> </ol>

### CHAPTER- 3

#### Procedure followed in Decision Making Process [Section 4(1)(b)iii]

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

<b>Activity</b>	<b>Description</b>	<b>Decision making process</b>	<b>Designation of final decision</b>
Principal Cum Associate Professor	As per norms prescribed by UGC and Govt.	Secretary	President/Vice President
Teaching Faculty	As per University Guidelines.	Principal	Secretary
Physical Education Director	As per University Guidelines.	-do-	-do-
Superintendent	As per Office Procedure Code	-do-	-do-
First / Second Division Assistant	As per Office Procedure Code	-do-	-do-
Clerk Cum 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)]

Sl. No.	Function / Service	Norms standards of performance set	Time Frame	Reference document prescribing the norms (Citizen's Charter, Service Chapter, etc)
1	Academic activities	As per the rules of Dept. of Collegiate Education, Mangalore University and University Grants Commission	As per University calendar	University calendar
2	Extra and Co-curricular activities	As per the guidelines of University	As per University guidelines and decisions of Principal & Staff.	University calendar
3	Office administration	Office Procedure Manual and Rules & Guidelines of Govt. of Karnataka and Dept. of Collegiate Education	As per Govt. rules	Govt. notifications, orders and rules etc



## CHAPTER - 5

### Rules, Regulations, Instructions, Manuals 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 forms

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 MANNUAL-1958
5	MANUAL OF CONTINGENCY EXPENDITURE-1958
6	KARNATAKA CIVIL SERVICES RULES (CLASSIFICATION, CONTROL AND APPEAL)-1957
7	CONDUCT RULES-1968
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 GOVERNMENT SERVANTS SENIORITY RULES-1957
14	TRIPLE BENEFITS SCHEME RULES -1976
15	UNIVERSITY GRANTS COMMISSION GUIDELINES
16	KARNATAKA STATE TRANSPERENCY ACT-2000
17	RELEVANT GOVERNMENT NOTIFICATIONS AND ORDERS
18	KARNATAKA CIVIL SERVICES (REGULATION OF PROMOTION PAY AND PENSION ACT, 1973 AND RULES 1978 RULES GENERAL RECRUITMENT RULES-1977
19	KARNATAKA CIVIL SERVICES (CONFIDENTIAL REPORTS) RULES 1985
20	KARNATAKA STATE UNIVERSITY ACT -2000
21	JURISDICTIONAL, UNIVERSITY REGULATIONS, BYLAWS AND EXAMINATION MANNUAL
22	KARNATAKA EDUCATION DEPARTMENT SERVICES (COLLEGIATE EDUCATION DEPARTMENT) (SPECIAL RECRUITMENT) RULES, 1993 AND OTHER RULES AS AMENDED

## CHAPTER - 6

### **Categories of Documents held by Public Authority under its control** **[Section 4(1)(b) (6)]**

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

SL.NO	CATEGORIES OF DOCUMENTS THAT ARE HELD BY IT OR UNDER CONTROL
1	ATTENDENCE REGISTERS
2	MOVEMENT REGISETRS
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 DISBURSMENT 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
20	UGC STOCK REGISTER

## **CHAPTER - 7**

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

#### **[Section 4(1)(b)(7)]**

**Describe arrangements by the public authority to seek consultation/ participation of public or its representatives for formulation and implementation of policies?**

1. COLLEGE GOVERNING COUNCIL
2. STUDENTS' COUNCIL
2. HUMAN RESOURCE DEVELOPMENT CELL
3. CAREER GUIDENCE AND PLACEMENT CELL
4. WOMEN'S CELL
5. DISCIPLINARY COMMITTEE AND ANTI-RAGGING
6. STUDENTS GRIEVANCE REDRESSAL CELL

## CHAPTER - 8

### Boards, Councils, Committees and Other Bodies Constituted as part of Public Authority [Section 4(1) (b) v(iii)]

<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>
Exam Committee	HOD's and 3 Faculties	Principal	Minutes accessible for public
Disciplinary Action Committee	HOD's and Class Advisors	Principal	Minutes accessible for public
Students Grievance Cell	Student Council Coordinator and Class Advisors	Principal	Minutes accessible for public
National Service Scheme	NSS officers and 2 Faculties	Principal	Minutes accessible for public

## CHAPTER - 9

### DIRECTORY OF OFFICERS AND EMPLOYEES

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

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

Sl. No.	Name of the Officers/ Employees	Designation	Office Address	Contact No./ E-mail ID
1.	Aruna P. Kamath	Associate Professor	S.D.M. College of	9844258518
2.	Nagaraja P. B.	Lib. Asst.	Business	9480120549
3.	Vasantha Kumar K.	Peon	Management, Mangalore	9741789488

## CHAPTER - 10

### DIRECTORY OF OFFICERS AND EMPLOYEES

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

**Monthly Remuneration received by Officers and Employees including the system of Compensation as provided in regulations**

<b>Name of the officer working</b>	<b>Designation Organisation</b>	<b>Remuneration per month</b>
Aruna P. Kamath	Associate Professor Cum Principal	2,73,150.00
Nagaraja P. B.	Lib. Asst.	75,821.00
Vasantha Kumar K.	Peon	49,442.00

## 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.)
----- NIL -----				

**CHAPTER - 12**

**Manner of Execution of Subsidy Programmes**

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

<b>1. Describe the activities/ programmes/ schemes being implemented by the public authority for which subsidy is provided.</b>			
----- NIL -----			
<b>2. Provide information on the nature of subsidy, eligibility criteria for accessing subsidy and designation of officer competent to grant subsidy under various programmes / schemes.</b>			
Name of Programme/ Activity	Nature/Scale of subsidy	Eligibility criteria for grant of subsidy	Designation of officer of grant subsidy
----- NIL -----			
<b>3. Describe the manner of execution of the subsidy programme.</b>			
Name of the programme / Activity	Application procedure	Sanction procedure	Disbursement procedure
----- NIL -----			



## CHAPTER - 13

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

[Section 4(1) (b) xiii]

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

#### Institutional Beneficiaries

Name of the programme / scheme				
Sl. No.	Name & Address of recipient institution	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 are available in electronic formats. (Floppy, CD, VCD, Web Site, Internet etc.)

<b>Electronic</b>	<b>Description (site address / location where available, etc.)</b>	<b>Contents or Title</b>	<b>Designation and address of the custodian of information held by whom</b>
	S.D.M. College of Business Management, Mangalore	<b>Website:</b> <a href="http://www.sdm.ac.in">www.sdm.ac.in</a> <b>E-mail :</b> <a href="mailto:sdmcbm@sdmcbm.ac.in">sdmcbm@sdmcbm.ac.in</a>	Principal, S.D.M. College of Business Management, Mangalore

**CHAPTER - 15**

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

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

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

<b>Facility</b>	<b>Description (Location of Facility / Name, etc.)</b>	<b>Details of information made available</b>
<p><b>Facilities are available only for students</b></p>		

## CHAPTER - 16

### Names, Designation 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.

#### Public Information Officer

Sl. No.	Name of the Office/ Administrative Unit	Name of Designation of PIO	Office Tel. Residence Tel. Fax	E-mail
1.	S.D.M. College of Business Management, Mangalore	Prof. Aruna P. Kamath, MA(Eco.) Principal Cum Associate Professor	0824-2494186 0824-2225859 0824-2496980	apkamath2k@gmail.com

#### Asst. Public Information Officer

Sl. No.	Name of the Office/ Administrative Unit	Name of Designation of Asst. PIO	Office Tel. Residence Tel. Fax	E-mail
1.	S.D.M. College of Business Management, Mangalore	Smt. Yashaswini, O.A.	0824-2494186 --- 0824-2496980	sdmcbm@sdmcbm.ac.in

#### Appellate Authority

Sl. No.	Name of the Office/ Administrative Unit	Name of Designation of Appellate Authority	Office Tel. Residence Tel. Fax	E-mail
1.	Regional Joint Director Mangalore	Joint Director	0824-2422876, 0824-2443191	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.**

**NAAC COMMITTEE RE-ACCREDITED (2017) - 'A' GRADE with CGPA : 3.30**

**Courses offered by the Institution:**

- 1. B.B.A.**
- 2. B.C.A.**
- 3. B.COM.**
- 4. B.A.(H.R.D.)**

**CERTIFICATE**

**This is to certify that the Information Act 2005 hand book has been notified in English Version on the College Notice Board on 31.12.2021.**

**Place : Mangalore.**

**Date : 31-12-2021**