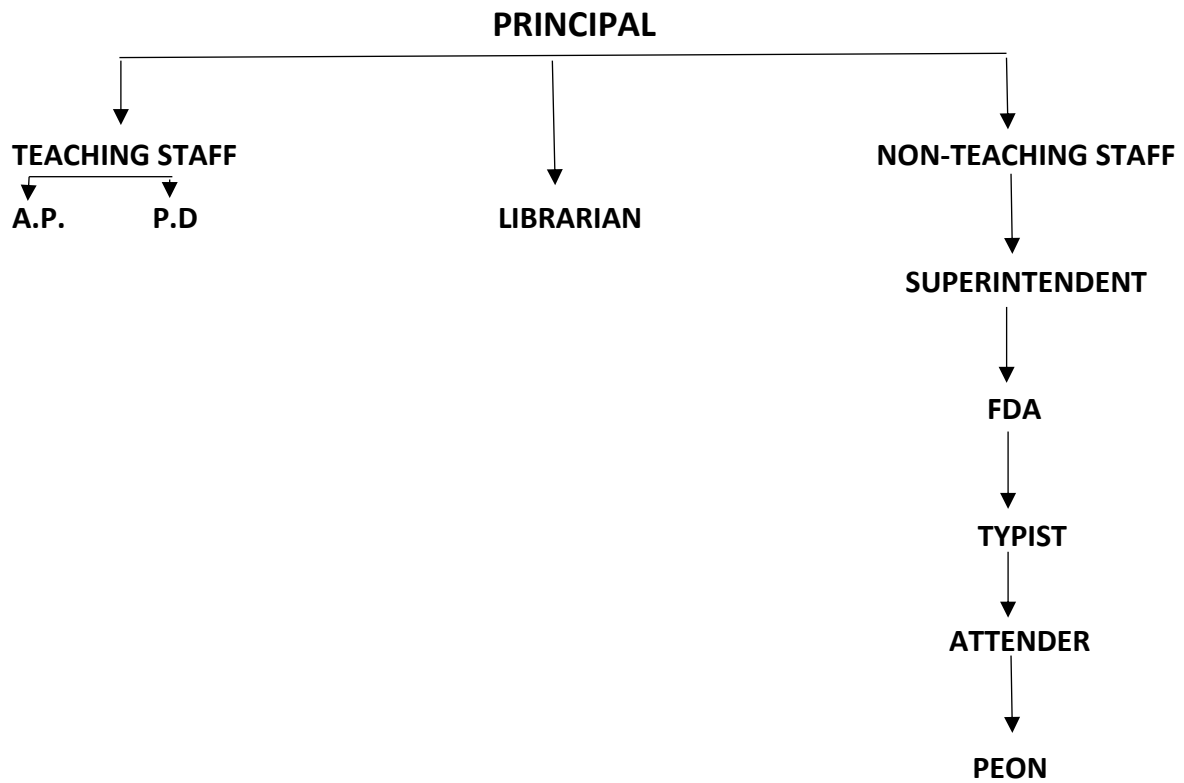


PARTICULARS OF ITS ORGANIZATION, FUNCTIONS AND DUTIES AS PER CLAUSE 4(b)(1) OF
THE RIGHT TO INFORMATION ACT, 2005

GOVT. FIRST GRADE COLLEGE, MUDHOL, BAGALKOTE DISTRICT

ORGANIZATION CHART



GOVT. FIRST GRADE COLLEGE, MUDHOL, BAGALKOTE DISTRICT.

FORMAT – 2

**POWERS AND DUTIES OF ITS OFFICERS AND EMPLOYEES AS PER CLAUSE 4(b)(2) OF THE
RIGHT TO INFORMATION ACT, 2005.**

Sl. No.	DESIGNATION	POWERS AND DUTIES OF OFFICERS / EMPLOYEES
01	Principal Grade - I OR II	<ol style="list-style-type: none">1. The Principal shall exercise such administrative powers as are delated under various acts, rules, regulations, orders and instructions of the Govt., Dept. 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 sanctioning dept. viz., Social Welfare Dept, Backward Classes and Minorities Dept. 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 years.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.6. The Principal shall handle six hours of teaching workload in a week in the relevant subject, etc.
02	Assistant Professor	<ol style="list-style-type: none">1. He shall conduct the classes as per the time-table.

		<ol style="list-style-type: none"> 2. Complete the syllabus prescribed by the concerned University well in time. 3. Extend their full co-operation to the heads of the departments in completing the syllabus before commencement of the University Examinations. 4. To co-operate with the Principal in smooth function of mid-term, supplementary and annual examination. 5. To teach as per the workload prescribed by the UGC and to maintain diaries and shall be available for students at least 7 hours in weekdays and 5 hours on Saturdays in the College. 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.
03	Librarian	<ol style="list-style-type: none"> 1. To issue books to the teaching, non-teaching staff and students and collect it back and to send annual stock verification report to the concerned officer, etc.
04	Physical Director	<ol style="list-style-type: none"> 1. To coach, guide, train and supervise students in general, adopt a selective basis on major games and athletics, give training daily in the morning hours and in consultation with the Principal. 2. To assist the Principal in the maintenance of discipline and healthy atmosphere in the college, etc.
05	Superintendent	<ol style="list-style-type: none"> 1. The Superintendent shall be primarily responsible for the efficiency of his section or accurate and confirm to the rules and procedures. 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

		<p>arrange for distribution of work among the case workers in consultation with the concerned officer. He shall maintain guard files 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.</p>
06	First Division Assistant	<p>First Division Assistant to prepare the budget and its correspondence reconciliation of departmental figures. First Division Assistant should assist Account Superintendent in keeping update of departmental functions. He should keep files intact.</p>
07	Typist	<ol style="list-style-type: none"> 1. To type both on computer and typewriter neatly and accurately all letters marked to him / her. 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 perform. 6. Draft shall be typed giving wide margin for effecting necessary corrections.
08	Attender / Peon	<ol style="list-style-type: none"> 1. Carrying the files from one section to another or from one case worker to another, etc. 2. Stitching the files / exam bundles. 3. Carrying and distribution of stationery and making envelopes whenever necessary. 4. Arranging the furniture. 5. Keeping the office premises clean.

GOVT. FIRST GRADE COLLEGE, MUDHOL, BAGALKOTE DISTRICT.

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
01	Principal Grade I OR II	Administrative and Academic power to be implemented
02	Assistant Professor	Teaching work and Examination duties
03	Librarian	Book Distribution and book keeping
04	Physical Director	Track events and sports, games training to students
05	Superintendent	Guidance to staff and co-operation to Principal
06	First Division Assistant	Specified duties
07	Typist	Typing inward and outward office letters
08	Attender / Peon	Cleaning and maintaining college campus and office corridor

FORMAT – 4

NORMS SET FOR THE DISCHARGE OF FUNCTIONS

AS PER CLAUSE 4(b)(4) OF THE RIGHT TO INFORMATION ACT, 2005.

Sl. No.	DESIGNATION	POWERS AND DUTIES OF OFFICERS / EMPLOYEES
01	Principal Grade I OR II	Rules specified by UGC and Government
02	Assistant Professor	Rules specified by University
03	Librarian	Rules specified by University
04	Physical Director	Rules specified by University
05	Superintendent	Rules specified in Office Manual
06	First Division Assistant	Rules specified in Office Manual
07	Typist	Rules specified in Office Manual
08	Attender / Peon	Rules specified in Office Manual

RULES, REGULATIONS, INSTRUCTIONS, MANUALS AND RECORDS HELD BY IT OR UNDER ITS 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
01	Karnataka Civil Services Rules – 1958
02	Karnataka Financial Code – 1958
03	Karnataka Treasury Code – 1958
04	Budget Manual – 1958
05	Manual of Contingency Expenditure – 1958
06	Karnataka Civil Service Rules (Classification, Control and Appeal) – 1957
07	Conduct Rules – 1966
08	Karnataka Education Act – 1983 (Karnataka Act No.1 of 1995)
09	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 Transparency Act 2000
17	Relevant Government Notifications and Orders
18	Karnataka Civil Services (Regulation of Promotion, Pay and Pension Act, 1973) and Rues 1978 Rules General Recruitment Rules 1985
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 Educational Department Services (Collegiate Education Department) (Special Recruitment) Rules 1993 and other rules as amended

STATEMENT OF THE CATEGORIES OF DOCUMENTS THAT ARE HELD BY IT OR UNDER ITS CONTROL AS PER CLAUSE 4(b)(6) OF THE RIGHT TO INFORMATION ACT, 2005.

Sl. No.	CATEGORIES OF DOCUMENTS THAT ARE HELD BY IT OR UNDER ITS CONTROL
01	Attendance Registers
02	Movement Registers
03	Casual Leave Registers
04	Letters Inward Registers
05	Postal Stamps Account Registers
06	Letters Outward Registers
07	Tappal Issue Acknowledgment Registers
08	Muddam Registers
09	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

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.

01	College Development Committee
02	Suggestion Box