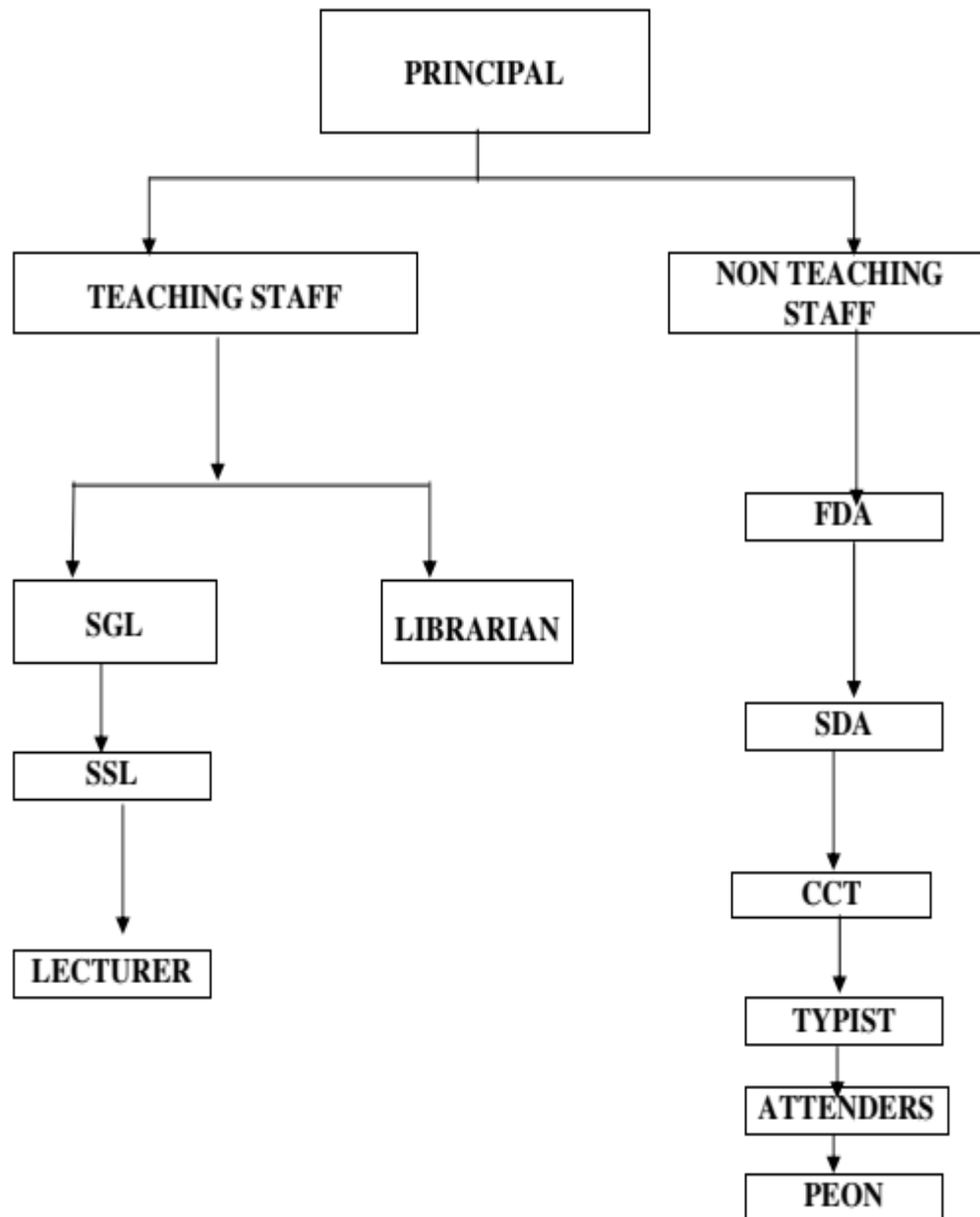


Particulars of its Organization, functions and duties as per Clause 4(b)(1) of the Right Information Act 2008 (As on 31-03-2022)

**BHANDARKARS' ARTS AND SCIENCE COLLEGE, KUNDAPURA
ORGANISATION CHART**



BHANDARKARS' ARTS AND SCIENCE COLLEGE, KUNDAPURA

PHONE No. 08254-230369, 08254-230469

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

BHANDARKARS' ARTS AND SCIENCE COLLEGE, KUNDAPURA

Sl. No.	DESIGNATION	POWERS AND DUTIES OF OFFICERS/EMPLOYEES
1	PRINCIPALS GRADE I OR II	<p>1 The principal shall exercise such administrative powers as are delegated under various acts. Rules, regulations. Orders and instructions of the government, 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.</p> <p>2 To ensure that the scholarship applications of the concerned students are sent to sanctioning department. Viz social welfare department, backward classes and minorities department and department of collegiate education etc.</p> <p>3 To ensure that the proposal for 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 isupgraded after 5 years.</p> <p>5To take necessary action to bring the college under 2(f) and 12(b) of the UGC Act. 1965. This can be done by sending the proposal to the UGC, New Delhi.</p> <p>6 The Principal shall handle 6 hours of teaching workload in a week in the relevant subject etc.,</p>

2	ASSISTANT AND ASSOCIATE PROFESSOR	<p>He conduct the classes as per the time table.</p> <p>2 Complete 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 the University examinations.</p> <p>4 To Cooperate with the principal in smooth function of midterm, supplementary and annual examinations.</p> <p>5 To teach the workload prescribed by the UGC and to maintain diaries and shall be available for student 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/She shall conduct the practical classes as prescribed by the university and attend valuation</p>
		<p>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 assist the librarian in discharging the duties of the library</p> <p>2 Maintain necessary records/registers in the library etc.,</p> <p>3 To discharge the duties assigned by the Principal/ Librarian</p>
4	SUPERINTENDENT	<p>Superintendent to prepare the budget and its correspondence, reconciliation of department figures. Superintendent should assist accounts superintendent in keeping update of departmental functions. He should keep files Intact.</p>

5	<p style="text-align: center;">FIRST DIVISION ASSITANTS/SECOND DIVISIONASSISTANTS</p>	<p>The first Division Assistants/Section 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 ssas follows:</p>
6	<p style="text-align: center;">TYPISTS</p>	<p>The Typist's duties and responsibilities are as follows:</p> <ol style="list-style-type: none"> 1 To type both on computer and typewriter neatly and accurately all letters marked to him. 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 in the prescribed proforma. 6 Draft shall be typed giving wide margin for effecting necessary corrections.
7	<p style="text-align: center;">ATTENDER/PEON</p>	<p>The duties of the Attender/Peon are as follows :</p> <p>General Duties.</p> <ol style="list-style-type: none"> 1 Carrying a file from one section to another, or from one case worker to another etc., Stitching the files/Exam bundles. 3 Carrying the distribution of stationary and making envelops whenever necessary. Arranging the furniture. Keeping the officer premises clean.

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.

BHANDARKARS' ARTS AND SCIENCE COLLEGE, KUNDAPURA

Sl. No.	DESIGNATION	POWERS AND DUTIES OF OFFICERS/EMPLOYEES
1	PRINCIPALS GRADE I OR II	<p>1 The principal shall exercise such administrative powers as are delegated under various acts. Rules, regulations. Orders and instructions of the government, 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.</p> <p>2 To ensure that the scholarship applications of the concerned students are sent to sanctioning department. Viz social welfare department, backward classes and minorities department and department of collegiate education etc.</p> <p>3 To ensure that the proposal for 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. 1965. 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	ASSOCIATE AND ASSISTANT PROFESSOR	<p>He conduct the classes as per the time table.</p> <p>2 Complete the syllabus prescribed by the concerned university well in time.</p> <p>3 Extend their full cooperation to the heads of the departments in completing the syllabus before commencement of the University examinations.</p> <p>4 To cooperate with the principal in smooth function of midterm, supplementary and annual examinations.</p> <p>5 To teach the workload prescribed by the UGC and to maintain diaries and shall be available for student 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/She shall conduct the practical classes as prescribed by the university and attend valuation work of the University examination which is</p>
		<p>mandatory.</p> <p>8 To conduct tutorial classes as per the UGC norms etc.</p>
3	LIBRARIAN	<p>1 To assist the librarian in discharging the duties of the library</p> <p>2 Maintain necessary records/registers in the library etc.,</p> <p>3 To discharge the duties assigned by the Principal/ Librarian</p>
4	SUPERINTENDENT	<p>Superintendent to prepare the budget and its correspondence, reconciliation of department figures. Superintendent should assist accounts superintendent in keeping update of departmental functions. He should keep files intact.</p>

5	<p style="text-align: center;">FIRST DIVISION ASSITANTS/SECOND DIVISION ASSISTANTS</p>	<p>The first Division Assistants/Section 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>
6	<p style="text-align: center;">TYPISTS</p>	<p>The Typist's duties and responsibilities are as follows:</p> <ol style="list-style-type: none"> 1 To type both on computer and typewriter neatly and accurately all letters marked to him. 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 in the prescribed proforma. 6 Draft shall be typed giving wide margin for effecting necessary corrections.
7	<p style="text-align: center;">ATTENDER/PEON</p>	<p>The duties of the Attender/Peon are as follows:</p> <p>General Duties.</p> <ol style="list-style-type: none"> 1 Carrying a file from one section to another, or from one case worker to another etc., Stitching the files/Exam bundles. 3 Carrying the distribution of stationary and making envelops whenever necessary. Arranging the furniture. Keeping the officer premises clean.

FORMAT 5

RULES REGULATIONS, INSTRUCTIONS, MANUALS AND RECORDS, HELD BY ITS 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

BHANDARKARS' ARTS AND SCIENCE COLLEGE, KUNDAPURA

Sl.No.	RULES, REGULATIONS, INSTRUCTIONS, MANNUALS AND RECORD USED
1	KARNATAKA CIVIL SERVICES RULES – 1958
2	KARNATAKA FINANACIAL CODE – 1958
3	KARNATAKA TREASURE CODE - 1958
4	BUDGET MANNUAL – 1958
5	MANNUAL OF CONTIGENCY EXPENDITURE - 1958
6	KARNATAKA CIVIL SERVICE RULES (CLASSIFICATION, CONTROL AND APPEAL) – 1957
7	CONDUCT RUELS – 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 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 NOTIFICATION AND ORDERS
18	KARNATAKA CIVIL SERVICES (REGULATIONS OF PROMOTION, PAY AND PENSION ACT. 1973 AND RULE 1978 RULES GENERAL RECRUITMENT RULES 1977
19	KARNATAKA CIVIL SERVICES (CONFIDENTIAL REPORTS) RULES 1985
20	KARNATAKA STATE UNIVERSITY ACT – 2000

21	JURISICITIONAL, UNIVERSITY REGULATIONS, BY LAWS AND EXAMINATION MANNUAL
22	KARNATAKA EDUCATION DEPRTMENT 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.

BHANDARKARS' ARTS AND SCIENCE COLLEGE, KUNDAPURA

Sl.No.	CATATORIES OF DOCUMENTS THAT ARE HELD BY IT OF UNDER CONTROL
1	ATTENDANCE REGISTERS
2	MOVEMENT REGISTERS
3	CASUAL LEAVE REGISTERS
4	LETTER INWARD REGISTERS
5	POSTEL SAMPS ACCOUNT REGISTERS
6	LETTER OUTWARD REGISTERS
7	TAPPAL ISSUE ACKNOWLEDGMENT REGISTERS
8	MUDDAM REGISTERS
9	FILES SENDING REGISTER (SINGLE 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 LOADN SCHOLARSHIP, RECOVERY 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) (7) OF THE RIGHT TO INFORMATION ACT 2005.

BHANDARKARS' ARTS AND SCIENCE COLLEGE, KUNDAPURA

Public Relation 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 ADVISE, AND AS TO WHETHER MEETINGS OF THOSE BOARDS, COUNCILS, COMMITTEES AND OTHER BODIES ARE OPEN TO THE PUBLIC OR THE MINUTES OR SUCH MEETING ARE ACCESSIBLE FOR PUBLIC AS PER CLAUSE 4(b)(8) OF THE RIGHT TO INFORMATION ACT 2005.

Sl.No.	COMMITTEES	HEADED BY
1	Bhandarkars' Arts And Science College, Governing Council	President

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	Phone No
1	DR. N P NARAYANA SHETTY	PRINCIPAL	08254-230369
2	DR LALITAH DEVI B	ASSOCIATE PROFESSOR	08254-230369
3	DR M B NATARAJ	ASSOCIATE PROFESSOR	08254-230369
4	MR. KIRANA HANDE H	ASSOCIATE PROFESSOR	08254-230369
5	MS. NISHA M	ASSOCIATE PROFESSOR	08254-230369
6	MR. GOPAL K	ASSOCIATE PROFESSOR	08254-230369
7	MS. MEENAKSHI N S	ASSOCIATE PROFESSOR	08254-230369

8	MR. SATHYANARAYAN	ASSOCIATE PROFESSOR	08254-230369
9	DR. SHUBHAKARACHARI	ASSOCIATE PROFESSOR	08254-230369
10	MR. SHASHIKANTH HATHWARA	ASSISTANT PROFESSOR	08254-230369
11	MR. DEVADASA K	ASSISTANT PROFESSOR	08254-230369
12	DR. YASHAVANTHI K	ASSISTANT PROFESSOR	08254-230369
13	DR. VIJAYAKUMR K M	ASSISTANT PROFESSOR	08254-230369
14	MR. GOPAL NAIK	SUPERINTENDENT	08254-230369
15	MR. ANAND PALEKAR	FIRST DIVISION ASSISTANT	08254-230369
16	MS. RAJEEVI V	FIRST DIVISION ASSISTANT	08254-230369
17	MR. MANJUNATHA A	SECOND DIVISION ASSISTANT	08254-230369

FORMAT 10**MONTHLY REMUNERATION RECEIVED BY EACH OF ITS OFFICERS AND EMPLOYEES, INCULDING THE SYSTEM OF COMPENSATION AS PROVIDED IN ITS REGULATIONS AS PER CLAUSE 4(b) (10) OF THE RIGHT TO INFORMATION ACT 2005**

Sl. No.	Name	Designation	Salary Rs.
1	DR. N P NARAYANA SHETTY	PRINCIPAL	317066
2	DR LALITAH DEVI B	ASSOCIATE PROFESSOR	273733
3	DR M B NATARAJ	ASSOCIATE PROFESSOR	242944
4	MR. KIRANA HANDE H	ASSOCIATE PROFESSOR	298862
5	MS. NISHA M	ASSOCIATE PROFESSOR	242944
6	MR. GOPAL K	ASSOCIATE PROFESSOR	242944
7	MS. MEENAKSHI N S	ASSOCIATE PROFESSOR	242944
8	MR. SATHYANARAYAN	ASSOCIATE PROFESSOR	243344
9	DR. SHUBHAKARACHARI	ASSOCIATE PROFESSOR	222358
10	MR. SHASHIKANTH HATHWARA	ASSISTANT PROFESSOR	131108
11	MR. DEVADASA K	ASSISTANT PROFESSOR	131108
12	DR. YASHAVANTHI K	ASSISTANT PROFESSOR	113150
13	DR. VIJAYAKUMR K M	ASSISTANT PROFESSOR	143372
14	MR. GOPAL NAIK	SUPERINTENDENT	54077
15	MR. ANAND PALEKAR	FIRST DIVISION ASSISTANT	39337
16	MS. RAJEEVI V	FIRST DIVISION ASSISTANT	61438
17	MR. MANJUNATHA A	SECOND DIVISION ASSISTANT	37630

FORMAT – 11 A- AIDED COLLEGES

BUDGET ALLOCATION TO EACH OF ITS AGENCY, INDICATING THE PARTICULARS OF ALL PLANS, PROPOSED EXPENDITURE 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

UGC Grants XI Plan

BHANDARKARS' ARTS AND SCIENCE COLLEGE, KUNDAPURA

Sl. No.	Head of Account	Particulars of Budget allocated (Plans and Non Plans)	Expenditure	BALANCE
1	Lab Equipment	-NIL-	-NIL-	-NIL-
2	Computer NRC Centre	-NIL-	-NIL-	-NIL-
3	Books and Journals Equipment (XI Plan)	-NIL-	-NIL-	-NIL-

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

BHANDARKARS' ARTS AND SCIENCE COLLEGE, KUNDAPURA

SSP Scholarship	4210561
SC/ST Fees Consession	3520
Sitaram Zindal Scholarship	138150
Sir C.V.Raman Scholarship	125000
Sanchi Honnamma Scholarship	32000
Sanskrit and Other Scholarship	38600

Format 13

Particulars of recipients of concessions, permits or Authorization granted by its asper clause 4(b)(13) of the right to information act 2005

BHANDARKARS' ARTS AND SCIENCE COLLEGE, KUNDAPURA

Format 14

Details in respect of the information available to or held by it, reduced in anelectronic form as per clause 4(b) (14) of the right to information act.

BHANDARKARS' ARTS AND SCIENCE COLLEGE, KUNDAPURA

E mail: basck1963@rediffmail.com

FORMAT 15

PARTICULARS OF FACILITIES AVAILABLE TO CITIZENS FOR OBRAINING INFORMATION INCLUDING THE WORKING HOURS A LIBRARY OR READING ROOM, IF MAINTAINED FOR PUBLIC USE AS PER CLAUSE 4(B)(15) OF THE RIGHT TO INFORMATION ACT 2005

BHANDARKARS' ARTS AND SCIENCE COLLEGE, KUNDAPURA

1 Students 2 Old student (Higher steadies) 3 Publics

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

BHANDARKARS' ARTS AND SCIENCE COLLEGE, KUNDAPURA

Sl.No.	Name of the Public Authorities	Name and Designation of the Public information officer	Name and Designation of the Assistant information officer	Appellate authority
1	Office of the Principal	Principal, Bhandarkars' Arts And Science College, Kundapura	F.D.A.	J.D. Office Shimoga

Such other information as made be prescribed as per clause 4(b)(17) of the right to information act 2005

BHANDARKARS' ARTS AND SCIENCE COLLEGE, KUNDAPURA

Nil

