



SARADA VILAS COLLEGE

Krishnamurthypuram, Mysore – 570 004, Karnataka.

Affiliated to University of Mysore

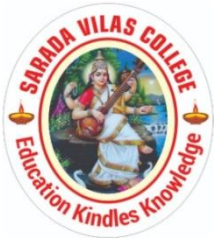
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THE RIGHT TO INFORMATION ACT 2005

PARTICULARS OF SECTION 4 (b) OF THE GOVT. OF INDIA RIGHT TO INFORMATION ACT –2005

SL NO	SECTION	PARTICULARS
1	SECTION 4(1)(b) (i):	ORGANISATION, FUNCTIONS AND DUTIES
2	SECTION 4(1)(b) (ii):	POWERS AND DUTIES OF ITS OFFICERS AND EMPLOYEES
3	SECTION 4(1)(b)(iii):	PROCEDURE FOLLOWED IN THE DECISION MAKING PROCESS
4	SECTION 4(1)(b)(iv):	NORMS SET FOR THE DISCHARGE OF FUNCTIONS
5	SECTION 4(1)(b) (v)& (vi)	RULES, REGULATIONS, INSTRUCTIONS, MANUAL AND RECORDS FOR DISCHARGING FUNCTIONS
6	SECTION 4(1) (b) v(i)	CATEGORIES OF DOCUMENTS HELD BY THE PUBLIC AUTHORITY UNDER ITS CONTROL
7	SECTION 4(1)(b)(viii):	ARRANGEMENT FOR CONSULATION WITH OR REPRESENTATION BY, THE MEMBERS OF THE PUBLIC IN RELATION TO THE FORMULATION OF POLICY OR IMPLEMENTATION THEREOF
8	SECTION 4(1)(b) v(iii):	BOARDS, COUNCILS, COMMITTEES AND OTHER BODIES CONSTITUTED AS PART OF PUBLIC AUTHORITY
9	SECTION 4(1)(b) (ix):	DIRECTORY OF ITS OFFICERS AND EMPLOYEES
10	SECTION 4(1)(b) (x):	MONTHLY REMUNERATION RECEIVED BY OFFICERS AND EMPLOYEES, INCLUDING THE SYSTEM OF COMPENSATION AS PROVIDED IN REGULATIONS
11	SECTION 4(1)(b) (xi):	BUDGET ALLOCATED TO EACH AGENCY INCLUDING PLANS ETC
12	SECTION 4(1)(b) (xii):	MANNER OF EXECUTION OF SUBSIDY PROGRAMMES
13	SECTION 4(1)(b) (xiii):	PARTICULARS OF RECIPIENTS OF CONCESSIONS, PERMITS OR AUTHORISATION GRANTED BY THE PUBLIC AUTHORITY
14	SECTION 4(1)(b) (xiv):	INFORMATION AVAILABLE IN ELECTRONIC FORM
15	SECTION 4(1)(b) (xv):	PARTICULARS OF FACILITIES AVAILABLE TO CITIZENS FOR OBTAINING INFORMATION
16	SECTION 4(1)(b) (xvi):	NAMES, DESIGNATIONS AND OTHER PARTICULARS OF THE PUBLIC INFORMATION OFFICERS
17	SECTION 4(1)(b) (xvii):	OTHER USEFUL INFORMATION



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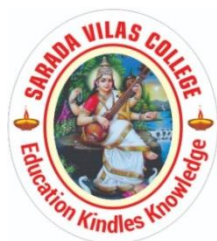
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SECTION 4(1)(b)(i):

ORGANISATION, FUNCTIONS AND DUTIES

Name of the organization	Address	Functions	* Duties
SARADA VILAS COLLEGE	Krishnamurthypuram, Mysore – 570 004	Teaching, Learning, Evaluation of the Students.	Principal Associate Prof. Assistant Prof.
		Library and Information Centre.	Librarian Staff
		Administration	Superintendent F.D.A S.D.A. TYPIST Class IV Staff
		Co-curricular activities	Physical Education, Cultural Activities



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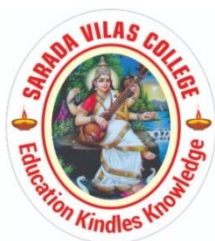
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POWERS AND DUTIES OF ITS OFFICERS AND EMPLOYEES AS PER SECTION 4(1)(b) (ii) :OF THE RIGHT TO INFORMATION ACT 2005

SL NO	DESIGNATION	POWERS AND DUTIES OF ITS OFFICERS AND EMPLOYEES
1	PRINCIPAL	<p>1) The Principal shall exercise such administrative powers as are delegated under various acts, rules regulations, orders, instructions of the Govt., 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.</p> <p>2) To ensure that the scholarship applications of the concerned students are sent to the sanctioning departments viz., social welfare department, Back ward classes and minorities department and Dept of Collegiate Education etc.</p> <p>3) To ensure that the proposal for renewal of affiliation/accordable 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 five years.</p> <p>5) The Principal shall handle 6 hrs of teaching workload in a week in the relevant subject etc.</p> <p>6) To conduct University of Examinations and internal assessment.</p> <p>7) To oversee the day to day administration.</p>
2	Associate/Assistant Professors	<p>1) He/She conducts 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 Co-Operate the Principal in smooth function of Internal Assessment Make-up, supplementary and annual examinations.</p> <p>5) To teach the workload prescribed by the U G C and to maintain work diaries and shall be available for students at least 7 hrs daily and for 5 hrs on Saturday in the college.</p>



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		<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 Examinations which is mandatory.</p> <p>8) To conduct tutorial classes as per U G C norms etc.</p>
3	Physical Education Director	<p>1) He conducts the classes as per the time table. Complete the syllabus prescribed by the concerned University well in time.</p> <p>2) 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>3) To assist the principal in maintenance of discipline and healthy atmosphere in the college etc.</p>
4	Librarian	<p>1) To issue books to the Students, Teaching and nonteaching staff 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> <p>4) He/She shall up to date the Library with new Volumes with the support of Heads of Departments.</p> <p>5) To conduct Seminars/Workshops and create awareness in new technologies in information science and N-List.</p>
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 of officials. He shall arrange for distribution of work among the caseworkers in consultation with the concerned officer. He shall maintain guard file in his office section. He shall ensure</p>



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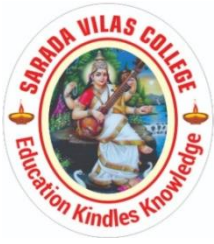
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		that all registers diaries and files are maintained properly by the caseworkers of his section. He shall mark the tappals to the concerned caseworkers. He shall supervise his sections and submit reports to his immediate officers he shall sign and issue acknowledgement letters.
6	FDA/SDA	The FDA/SDA 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. 1) To maintain the case diary. 2) To examine and 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. To ensure that the notes submitted in the files are neat and tidy and as per rules.
7	TYPIST	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 fare copies before they are returned to caseworker. 5) To maintain the work diary in prescribed pro forma. Draft shall be typed giving wide margin for effecting necessary corrections.
8	ATTENDER/PEON	1) Carrying a file from one section to another or from one caseworker to another etc. 2) Stitching the files / exam bundles. 3) Carrying and distribution of stationery and making envelops whenever necessary. 4) Arranging of furniture. 5) Keeping office premises clean. 6) visiting various government offices for college related work.



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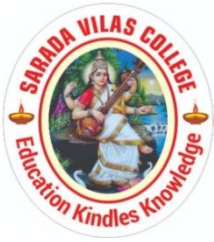
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PROCEDURE FOLLOWED IN THE DECISION MAKING PROCESS, INCLUDING CHANNELS OF SUPERVISION AND ACCOUNTABILITY AS PER SECTION 4(1)(b)(iii): OF THE RIGHT OF INFORMATION ACT 2005

SL NO	DESIGNATION	PROCEDURE FOLLOWED IN THE DECISION MAKING PROCESS INCLUDING CHANNELS OF SUPERVISION
1	PRINCIPAL	He/She shall exercise both administration and academic powers.
2	Associate/Assistant Professors	He/She shall conduct classes and examinations.
3	Physical Education Director	He/She shall train all kinds of Sports and Games to students.
4	Librarian	He/She shall issue and collect books. Make necessary arrangements to buy new books and repair worn-out books.
5	SUPERINTENDENT	He/She shall guide assistants.
6	FDA/SDA	He/She shall work allotted to him.
7	TYPIST	He/She shall type assigned letters.
8	ATTENDER/PEON	He/She shall be responsible for College campus clean lines.



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NORMS SET BY IT FOR THE DISCHARGE OF ITS FUNCTIONS AS PER SECTION 4(1)(b)(iv): OF THE RIGHT OF INFORMATION ACT 2005

SL NO	DESIGNATION	NORMS SET BY IT FOR THE DISCHARGE OF ITS FUNCTIONS
1	PRINCIPAL	As per norms prescribed by the UGC, DCE and Management.
2	Associate/Assistant Professors	As per University guidelines.
3	Physical Education Director	<ol style="list-style-type: none"> 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. To assist the principal in maintenance of discipline and healthy atmosphere in the college etc.
4	Librarian	He/She shall issue and collect books. Make necessary arrangements to buy new books and repair worn-out books.
5	SUPERINTENDENT	As per office procedure Rules
6	FDA/SDA	
7	TYPIST	
8	ATTENDER/PEON	



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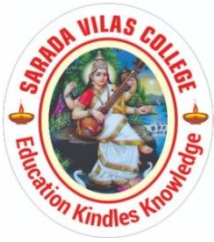
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RULES, REGULATIONS, INSTRUCTIONS MANUALS AND RECORDS, HELD BY IT OR UNDER ITS CONTROL OR USED BY ITS EMPLOYEES FOR DISCHARGING ITS

SECTION 4(1)(b) (v) & (vi): OF THE RIGHT OF INFORMATION ACT 2005

SL NO	RULES, REGULATIONS INSTRUCTIONS MANUALS, AND RECORDS USED
1	KARNATAKA CIVIL 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 RULES(CLASSIFICATIONS, CONTROL AND APPEAL)-1957
7	CONDUCT RULES 1966
8	KARNATAKA EDUCATION ACT 1983(KARNATAKA ACT NO 1 OF 19
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 PROBATIONERY RULES-1977
13	KARNATAKA GOVT. SERVANTS SENIORITY RULES 1957
14	TRIPLE BENEFITS SCHEME RULES-1976
15	UNIVERSITY GRANTS COMMISSION GUIDELINES
16	KARNATAKA STATE TRANSPERANCY ACT 2000
17	RELEVANT GOVT 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 MANUALS
22	KARNATAKA EDUCATIONAL DEPARTMENT SERVICES (COLLEGIATE EDUCATION DEPARTMENT)(SPECIAL RECRUITMENT) RULES 1993 AND OTHER RULES AS AMMENDED



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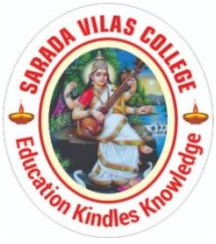
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STATEMENT OF THE CATEGORIES OF DOCUMENTS THAT ARE HELD BY IT OR UNDER CONTROL AS PER

SECTION 4(1) (b) v (i) : OF THE RIGHT OF INFORMATION ACT 2005

SL NO	CATEGORIES OF DOCUMENTS THAT ARE HELD BY IT OR UNDER CONTROL
1	ATTENDANCE REGISTER
2	MOVEMENT REGISTER
3	CASUAL LEAVE REGISTER
4	LETTERS INWARD REGISTERS
5	POSAL STAMPS ACCOUNT REGISTERS
6	LETTERS OUTWARD REGISTER
7	MUDDAM REGISTERS
8	CASH BOOK
9	DAY BOOK
10	GRANT RECEIVED REGISTERS
11	SALARY DISBURSEMENT REGISTER
12	STOCK REGISTERS
13	ADVANCE REGISTER
14	SCHOLARSHIP DISBURSMENT REGISTER
15	FEE COLLECTION REGISTER
16	INCREMENT REGISTER



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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

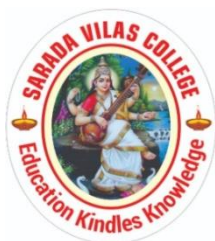
SECTION 4(1)(b) (viii): OF THE RIGHT TO INFORMATION ACT 2005

Not Applicable

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 OTHER BODIES ARE OPEN TO THE PUBLIC OR THE MINUTES OF SUCH MEETINGS OR ACCESSIBLE FOR PUBLIC AS PER

SECTION 4(1)(b) v(iii): OF THE RIGHT TO INFORMATION ACT 2005

SL NO	COMMITTEES	HEADED BY
1	Governing Council	President Secretary Governing Council Members Principal Representative of University of Mysore Senior Faculty Members Administrative Staff Educational Advisor Parents Students
2	Internal Quality Assurance Cell(IQAC)	Principal
3	UGC/planning/ purchase committee	Principal
4	Rashtriya Uchatar Shikasha Abhiyan(RUSA)	Principal
5	Admission committee / Attendance committee / time table committee	Principal
6	Continuous assessment committee	Principal
7	Disciplinary/ welfare / anti-ragging committee / Grievance cell	Principal
8	Student forum and committee	Principal
9	Cultural	Principal
10	Library committee Books/journals purchase committee	Principal



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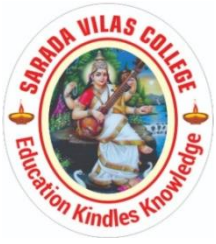
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11	Sports committee	Principal
12	Feedback committee	Principal
13	N.S.S Committee/ Red Cross youth unit / scouts & Guides	Principal
14	Anti-harassment complaints & enquiry Committee	Principal
15	Bridge and remedial classes/ tutorial classes	Principal
16	College magazine committee	Principal
17	Commerce forum	Principal
18	Career guidance & placement cell	Principal
19	Alumni association / Parent Teacher's association	Principal
20	Tours trips & industrial visits committee	Principal
21	Medical examination & health Centre	Principal
22	Short term course	Principal
23	Documentation and publicity committee	Principal
24	Internal Complaint Committee	Principal
25	Endowment Committee	Principal
26	CBCS Nodal Officer	Principal
27	NEP Nodal Officer	Principal



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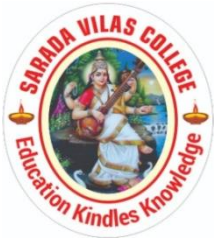
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DIRECTORY OF ITS OFFICERS AND EMPLOYEES AS PER SECTION 4(1)(b) (ix): OF THE RIGHT TO INFORMATION ACT 2005

SL NO	NAME	DESIGNATION	TELEPHONE NO
1	Dr. Devika M	In-charge Principal/ Assistant Professor	0821-2332479
2	A V.Ravishanakar	Associate professor	0821-2332479
3	Suganthi S Singh	Associate professor	0821-2332479
4	H R Krishna Murthy	Assistant Professor	0821-2332479
5	Dr. Manjula M K	Associate professor	0821-2332479
6	Shakunthala	Assistant Professor	0821-2332479
7	N. Eswara	First Division Assistant	0821-2332479
8	B H Maruthi	Second Division Assistant	0821-2332479
9	Chayadevi	Attender	0821-2332479
10	Devaraja	Attender	0821-2332479
11	Siddaraju	Attender	0821-2332479



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MONTHLY REMUNERATION RECEIVED BY EACH OFFICERS AND EMPLOYEES INCLUDING THE SYSTEM OF COMPENSATION AS PROVIDED IN ITS REGULATIONS AS PER SECTION 4(1)(b) (x): OF THE RIGHT TO INFORMATION ACT 2005

SL NO	NAME	DESIGNATION	GROSS SALARY YEAR IN 2020-21
1	Dr. Devika M	In-charge Principal/ Assistant Professor	1,09,776/-
2	A V.Ravishanakar	Associate professor	2,35,195/-
3	Suganthi S Singh	Associate professor	2,35,195/-
4	H R Krishna Murthy	Assistant Professor	81,846/-
5	Dr. Manjula M K	Associate professor	2,72,801/-
6	Shakunthala	Assistant Professor	81,846/-
7	N. Eswara	First Division Assistant	64,216/-
8	B H Maruthi	Second Division Assistant	30,304/-
9	Chayadevi	Attender	38,066/-
10	Devaraja	Attender	33,994/-
11	Siddaraju	Attender	32,467/-



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BUDGET ALLOCATED TO EACH OF ITS AGENCY, INDICATING THE PARTICULARS OF ALL PLANS, PROPOSED EXPENDITURE AND REPORTS ON DISBURSEMENTS MADE AS PER SECTION 4(1)(b) (xi): OF THE RIGHT TO INFORMATION ACT 2005

AIDED COLLEGES

SL NO	YEAR	HEAD OF ACCOUNT	PARTUCULARS OF BUDGET ALLOCATED (PLAN & NON PLAN)	EXPENDITURE	BALANCE
1	2020-21	2202-03-104-1-01	2,76,10,163	2,73,66,388	-

MANNER OF EXECUTION OF SUBSIDY PROGRAMMES, INCLUDING THE AMOUNTS ALLOCATED AND THE DETAILS OF BENEFICIARIES OF SUCH PROGRAMMES AS PER SECTION 4(1)(b) (xii): OF THE RIGHT TO INFORMATION ACT 2005

Programmes of study covered under Grant-in-Aid Schemes like B.Sc (PCM,PEM,CBZ) are subsidized with low fee structure.

PARTICULARS OF RECIPIENTS OF CONCESSIONS PERMITS OR AUTHORISATIONS GRANTED BY IT AS PER

SECTION 4(1)(b)(xiii): OF THE RIGHT TO INFORMATION ACT 2005

Fee concession for SC, ST, other Backward Communities and Girl students



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DETAILS IN RESPECT OF THE INFORMATION AVAILABLE TO OR HELD BY IT, REDUCED IN AN ELECTRONIC FORM AS PER

SECTION 4(1)(b) x(iv): OF THE RIGHT TO INFORMATION ACT 2005

Electronic	Description (site address/location where available etc.)	Contents or title	Designation and address of the custodian of information held by whom
E-mail	principal@saradavilas.com	Information pertaining to the College	SARADA VILAS COLLEGE, Krishnamurthypuram, Mysore – 570 004
Website	www.saradavilas.com		

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

SECTION 4(1) (b) (xv): OF THE RIGHT TO INFORMATION ACT 2005

Facility	Description (Location of Facility/Name etc.)	Details of information made available
Facility is made available only to the students community/staff.		



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NAMES, DESIGNATIONS AND OTHER PARTICULARS OF THE PUBLIC INFORMATION OFFICERS AS PER

SECTION 4(1)(b) (xvi): OF THE RIGHT TO INFORMATION ACT 2005

Sl. No.	Name of the public authority	Name and designation of the public information officer	Assistant Information Officer & Designation	Appellate Authority
1.	SARADA VILAS COLLEGE, Krishnamurthypuram, Mysore – 570 004	Dr. M. Devika, In-charge Principal/ Assistant Professor	Smt. Suganthi S Singh IQAC Coordinator	Joint Director, Department of Collegiate Education, Regional Office, Mysuru-570005. Email- jdmysore@gmail.com

SUCH OTHER INFORMATIONS AS MADE BE PRESCRIBED AS PER SECTION 4(1)(b) (xvii): OF THE RIGHT TO INFORMATION ACT 2005

- College Prospectus/Brochures
- College Website College Theme based Magazine
- College Calendar

Place: Mysuru

Date: 23-11-2022


Principal
Sarada Vilas College
Mysore - 570 004