

**NAME OF THE COLLEGE :**

**MAHATMA GANDHI MEMORIAL COLLEGE  
UDUPI – 576 102  
UDUPI DISTRICT, KARNATAKA  
2015-16**

**Particulars of its Organisation, functions and duties as per  
Clause 4(b)(1) of the Right Information Act 2005**

**NAME OF THE COLLEGE :**

**MAHATMA GANDHI MEMORIAL COLLEGE  
UDUPI – 576 102  
UDUPI DISTRICT, KARNATAKA  
2015-16**

**PARTICULARS OF CLAUSE 4(b) OF THE GOVERNMENT OF INDIA  
INFORMATION ACT,2005**

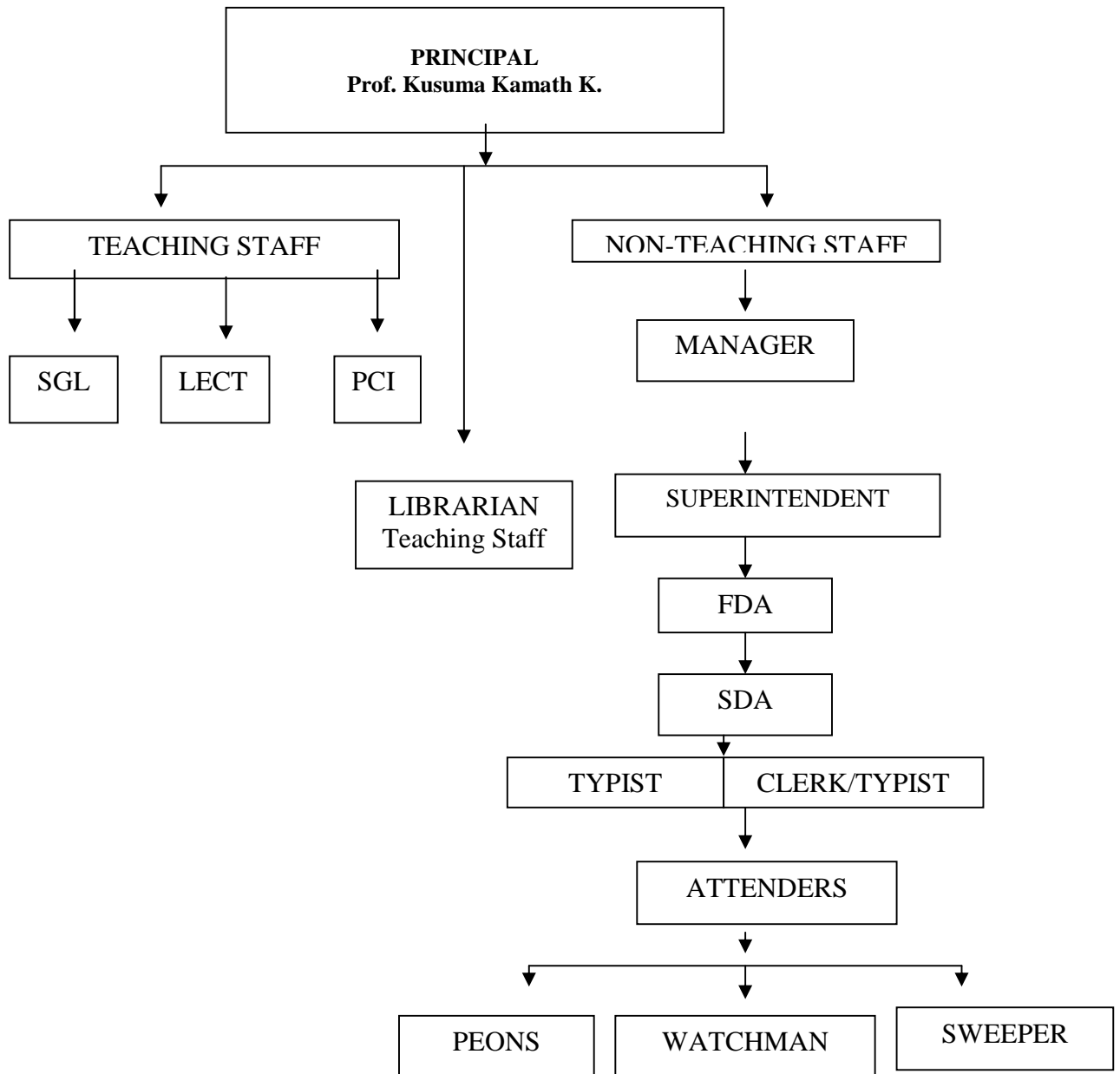
Sl.No.	CLAUSE	PARTICULARS
1	CLAUSE (b)(1):	Particulars of the Organization, Functions and Duties
2	CLAUSE (b)(2):	Powers and Duties of its Officers and Employees
3	CLAUSE (b)(3):	Procedure followed in the decision making process, including channels of supervision and accountability
4	CLAUSE (b)(4):	Norms set by it for the discharge of its functions
5	CLAUSE 4(b)(5):	Rules, Regulations, instructions, Manuals and Records, held by it or under its control or used by its employees for discharging its functions
6	CLAUSE 4(b) (6):	Categories of documents that are held by its or under its control
7	CLAUSE 4(b)(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
8	CLAUSE 4(b) (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 of such meetings are accessible for public
9	CLAUSE 4(b)(9)	Directory of its officers and employees
10	CLAUSE 4(b)(10)	Monthly remuneration received by each of its officers and employees including the systems of compensation as provided in its regulations
11	CLAUSE 4(b)(11):	Budget allocated to each of its agency, indicating the particulars of all plans, proposed expenditures and reports on disbursements made
12	CLAUSE 4(b)(12):	Manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programmes
13	CLAUSE 4(b)(13):	Particulars of recipients of concessions, permits or authorization granted by it
14	CLAUSE 4(b)(14):	Details in respect of the information available to or held by it reduced an electronic form
15	CLAUSE 4(b)(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
16	CLAUSE 4(b)(16):	Names, designations and other particulars of the public information officers
17	CLAUSE 4(b)(17):	Such other information as may be prescribed

**Particulars of its Organisation, functions and duties as per Clause 4(b)(1) of the Right Information Act 2005**

**NAME OF THE COLLEGE :**

**MAHATMA GANDHI MEMORIAL COLLEGE, UDUPI – 576 102,  
UDUPI DT. KARNATAKA**

**ORGANISATION CHART**



COLLEGE ADDRESS AND OTHER PARTICULARS:  
 MAHATMA GANDHI MEMORIAL COLLEGE  
 (Accredited with B++ Grade by NAAC)  
 UDUPI – 576 102, Phone: 0820-2520359,2530410  
 Fax: 0820 – 2523559  
 E-mail: [principal\\_mgm@yahoo.co.in](mailto:principal_mgm@yahoo.co.in)  
 Website: [www.mgmudupi.org](http://www.mgmudupi.org)

**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
01	PRINCIPALS	<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 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 departments 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, 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 workload in the relevant subject etc.</p>
02	SELECTION GRADE LECTURERS/SENIOR GRADE LECTURERS/ LECTURERS	<p>1.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 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 he 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 student 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 mandatory.</p> <p>8.To conduct tutorial classes as per the UGC norms etc.</p>

03	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>
04	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>
05	MANAGER	<p>Is primarily responsible for the efficiency of his section and for the efficiency expeditious dispatch of business at all stages. He shall be well acquainted Government orders, rules and procedures and shall guide the section and advise the supervisor officers in accordance with rules. He shall perform any action as may be assigned by the supervisory office/government.</p>
06	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 subordinate 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 acknowledge letters.</p>

07	FIRST DIVISION ASSISTANTS (SDA)	First Division Assistant to prepare the budget and its correspondence, reconciliation of departmental figures. First Division Assistant should assist Accounts Superintendent in keeping update of department function. He should keep files intact.
08	TYPISTS/ CLERK/TYPIST	The Typists 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 effecting necessary correction
09	ATTENDER/PEON	The duties of the Attender/Peon are as follows: <b><u>GENERAL DUTIES</u></b> 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
10	WATCHMAN	They shall watch guard, see and ensure that articles belonging to the Department/Office including the vehicles kept in the Department Carages are safe and not tampered with or taken out without proper authority
11	SWEEPER	They shall sweep or wipe with wet cloth/jute cloth the foam, verandas, steps etc. allotted to the well before starting of office and also during other timings if need be they shall carry the waste/rubbish for disposal outside the department under the supervision of the Superintendent

**PROCEEDURE 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**

<b>SL.NO.</b>	<b>DESIGNATION</b>	<b>POWERS AND DUTIES OF OFFICERS/EMPLOYEES</b>
01	PRINCIPALS I/C	HE SHALL EXERCISE BOTH ADMINISTRATIVE AND ACADEMIC POWERS
02	SELECTION GRADE LECTURERS/SENIOR GRADE LECTURERS/LECTURERS	HE SHALL ENGAGE CLASSES AND CONDUCT EXAMINATION
03	LIBRARIAN	HE SHALL ISSUE AND COLLECT THE BOOKS
04	PHYSICAL CULTURE INSTRUCTOR	HE SHALL TRAIN THE STUDENTS IN ALL SPORTS AND GAMES
05	MANAGER	HE SHALL GUIDE THE OFFICE STAFF & ASSIST THE PRINCIPAL
06	FIRST DIVISION ASSISTANT/SECOND DIVISION ASSISTANT	HE SHALL WORK ALLOTTED TO HIM
07	TYPIST	HE SHALL DO ALL TYPING WORK
08	ATTENDER/PEON	HE SHALL RESPONSIBLE FOR COLLEGE CAMPUS CLEAN



**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
01	PRINCIPALS I/C	AS PER NORMS PRESCRIBED BY UGC AND GOVT.
02	SELECTION GRADE LECTURERS/SENIOR GRADE LECTURERS/LECTURERS	AS PER UNIVERSITY GUIDELINES
03	LIBRARIAN	AS PER UNIVERSITY GUIDELINES
04	PHYSICAL CULTURE INSTRUCTOR	AS PER UNIVERSITY GUIDELINES
05	GAZETTED MANAGER	AS PER OFFICE PROCEDURE CODE
06	FIRST DIVISION ASSISTANT/SECOND DIVISION ASSISTANT	AS PER OFFICE PROCEDURE CODE
07	TYPIST	AS PER OFFICE PROCEDURE CODE
08	ATTENDER/PEON	AS PER OFFICE PROCEDURE CODE

**RULES,REGULATIONS,INSTRUCTIONS, MANUALS AND RECORDS, HELD BY  
IT ON CONTROL OR USED BY ITS EMPLOYEES FOR DISCHARGING ITS  
FUNCTIONS CLAUSE 4 (b) (5) OF THE RIGHT TO INFORMATION ACT, 2005**

<b>SL. NO.</b>	<b>RULES,REGULATIONS,INSTRUCTIONS,MANNUALS AND RECORDED USED</b>
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 1996)
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 TRANSFERENCY ACT – 2000
17	RELEVANT GOVERNMENT NOTIFICATION AND ORDERS
18	KARNATAKA CIVIL SERVICES (REGULATION AND 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	JURIDISDICTIONAL, UNIVERSITY REGULATIONS, BYLAWS AND EXAMINATION MANUAL
22	KARNATAKA EDUCATION DEPARTMENT SERVICES (COLLEGIATE EDUCATION DEPARTMENT) SPL.RECRUITMENT) RULES, 1993 AND OTHER RULES AS AMENDED

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.	CATEGORIES OF DOCUMENTS THAT ARE HELD BY IT OR UNDER 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 ACKNOWLEDGEMENT REGISTERS
08	MUDDAM REGISTERS
09	FILES SENDING REGISTERS (SIGNAL FILES SYSTEM)
10	CASE WORKERS 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

FORMAT - 6:  
UNDER THE CONTROL & CUSTODY OF  
PRINCIPAL & SUPERINTENDENT

**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**

College Governing Council and College Trust

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 OF SUCH MEETINGS ARE ACCESSIBLE FOR PUBLIC AS PER CLAUSE 4(b) (8) OF THE RIGHT TO INFORMATION ACT, 2005

<b>SL.NO.</b>	<b>COMMITTEES</b>	<b>HEAD BY</b>
01	ADMISSION COMMITTEE	PRINCIPAL
02	EXAMINATION COMMITTEE	PRINCIPAL
03	CULTURAL COMMITTEE	PRINCIPAL
04	DISCIPLINARY ACTION COMMITTEE	PRINCIPAL
05	SPORTS COMMITTEE	PRINCIPAL
06	STUDENTS WELFARE COMMITTEE	PRINCIPAL
07	READING ROOM COMMITTEE	PRINCIPAL
08	NATIONAL SERVICE SCHEME	PRINCIPAL

DIRECTORY OF ITS OFFICERS AND EMPLOYEES AS PER CLAUSE 4(b) (9) OF  
THE RIGHT TO INFORMATION ACT, 2005  
COLLEGE OFFICE NO. : 0820 – 2520359

SL. NO.	NAME	DESIGNATION	TELEPHONE NO. (R)	
	<b><u>DEGREE COLLEGE</u></b>			
01	Prof. Kusuma Kamath K.	Principal Associate Professor Physics	0820/2571761 924223968	
02	Mr. U. B. Gurudev	Associate Professor Political Science	9902199238	
03	Dr. U. A. Lavaraj	Associate Professor Statistics	0820/2526409 9449220122	
04	Dr. S. R. Shet	Associate Professor Hindi	0820/2530540 9448108038	
05	Mrs. Leelavathi U.	Associate Professor Commerce	0820/2532070 9980250834	
06	Mrs. H. S. Jayashree	Associate Professor Economics	08202528817 9448326036	
07	Mrs. Padmavathi Badikillaya	Associate Professor Statistics	9481766713	
08	Dr. Sandhya R.Nambiar	Associate Professor English	0820/2529928 2525333	
09	Mrs. Saraswathi B.	Associate Professor Mathematics	0820/2535839 9449935663	
10	Dr. M. G. Vijaya	Associate Professor Physics	0820/2530398	
11	Dr. Sureshramana Mayya	Associate Professor Commerce	0820/2572306/ 9448189075	

12	Mr. Arun Kumar B.	Assistant Professor Chemistry	0824/2290824/ 9845182844	
13	Mr. Ramesh K	Associate Professor Commerce	9845944508	
14	Dr. Srinivas Rao	Associate Professor English	9449269352	
15	Mr. K. Bhaskara Acharya	Assistant Professor Chemistry	0820/2589285 9449522917	
16	Mrs. Vinodini B.	Assistant Professor Zoology	0820/2535042	
17	Usharani S. Suvarna	Associate Professor Botany	9242296350	
18	Mrs. Saraswathi T	Assistant Professor Mathematics	0820/2528288 9449991636	
19	Mrs. Veera Ida Pinto	Assistant Professor Chemistry	0820/2596461	
20	Mrs. Vasumathi Bhat	Assistant Professor Sanskrit	0824/2296461 9448857651	
21	Mrs. Vanitha	Assistant Professor Commerce	08254/256106 9242348051	
22	Mr. Laxminarayana Karanth	Assistant Professor Economics	0820/2564372 2564029 9449330958	
23	Mr. Surendranatha Shetty	Assistant Professor Political Science	9964498869	
24	Mrs. Shailaja H.	Assistant Professor Physics	9880779820	
25	Mr. Chinnaswamy	Assistant Professor Kannada	9480181199	
26	Mr. Kiran Hande	Associate Professor – Statistics	9880954650	

27	Mrs. Jayashree Nayak	Phy. Edu. Director	9480160156	
28	Mr. Umesh Pai	Assistant Professor Statistics	0820/2524662 9480265511	
29	Mr. Gayathri Pai	Assistant Professor Botany	9341854164	
30	Mr. Babu	Manager	9880408361	
31	Mr. Vishwanatha B	SDC	0824/2294684	
32	Mr. Prabhakara	SDC	9449621206	
33	Mrs. Vilasini	Clerk cum Typist	0820-2525484 9480266684	
34	Mr. K. Manzoor Saheb	Attender	0820/2529734 9448888487	
35	Mr. Madhava Naik	Attender	0820/2520359 9611494493	
36	Mr. Suresh Sherigar	Attender	9845161633	
37	Mr. Janardhana Poojary	Peon	9341254439	
38	Mr. U. Mohadas Rao	Peon	0820/2526736	
39	Mr. Shukuru Saheb	Watchman	0820/2528499 9449209344	

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

SL.NO.	NAME	DESIGNATION	GROSS SALARY
	<b><u>DEGREE COLLEGE</u></b>		0

01	Prof. Kusuma Kamath K.	Principal Associate Professor – Commerce	131502.00
02	Mr. U. B. Gurudev	Associate Professor – Political Science	134770.00
03	Dr. U. A. Lavaraj	Associate Professor - Statistics	144826.00
04	Dr. S. R. Shet	Associate Professor – Hindi	142764.00
05	Mrs. Leelavathi U.	Associate Professor – Commerce	134770.00
06	Padmavathi Badikillaya	Associate Professor - Statistics	134670.00
07	Dr. Sandhya R.Nambiar	Associate Professor – English	131502.00
08	Mrs. Saraswathi B.	Associate Professor – Mathematics	134720.00
09	Dr. M. G. Vijaya	Associate Professor – Physics	139501.00
10	Dr. Sureshramana Mayya	Associate Professor – Commerce	139523.00
11	Mr. Arun Kumar B.	Assistant Professor – Chemistry	82829.00
12	Mr. Ramesh K	Associate Professor – Commerce	79719.00
13	Dr. Srinivas Rao	Associate Professor – English	135321.00
14	Prof. H. S. Jayashree	Associate Professor – Economics	141354.00
15	Mr. K. Bhaskara Acharya	Assistant Professor – Chemistry	69397.00
16	Mrs. Vinodini B.	Assistant Professor – Zoology	69397.00
17	Usharani S. Suvarna	Associate Professor – Botany	110062.00
18	Mrs. Saraswathi T	Assistant Professor – Mathematics	69397.00
19	Mrs. Veera Ida Pinto	Assistant Professor – Chemistry	69397.00



20	Mrs. Vasumathi Bhat	Assistant Professor – Sanskrit	69397.00
21	Mrs. Vanitha	Assistant Professor – Commerce	69547.00
22	Mr. Laxminarayana Karanth	Assistant Professor – Economics	61997.00
23	Mr. Surendranatha Shetty	Assistant Professor – Political Science	38005.00
24	Mrs. Shailaja H.	Assistant Professor – Physics	38005.00
25	Mr. Chinnaswamy	Assistant Professor – Kannada	63668.00
26	Mr. Kiran Hande	Associate Professor – Statistics	131502.00
27	Mrs. Jayashree Nayak	Phy. Edu. Director	25048.00
28	Mr. Umesh Pai	Assistant Professor – Statistics	67116.00
29	Mrs. Gayathri Pai	Assistant Professor – Botany	56008.00
30	Mr. Babu	Manager	43405.00
31	Mr. Vishwanatha B	SDC	38952.00
32	Mr. Prabhakara	SDC	15689.00
33	Mrs. Vilasini	Clerk cum Typist	29314.00
34	Mr. K. Manzoor Saheb	Attender	25698.00

35	Mr. Madhava Naik	Attender	25698.00
36	Mr. Suresh Sherigar	Attender	23438.00
37	Mr. Janardhana Poojary	Peon	25698.00
38	Mr. U. Mohadas Rao	Peon	25798.00
39	Mr. Shukuru Saheb	Watchman	26306.00

FORMAT - 11

GOVT. COLLEGES

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 ACCOUNT	PARTICULARS OF BUDGET ALLOCATED (PLANS & NON PLAN) (2004-05)	EXPENDITURE (2004-05)	BALANCE
----- N.A. -----				

**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 )	EXPENDITURE	BALANCE
01	UGC GRANT (2010-11) Ladies Hostel	UGC XI PLAN 70,00,000.00	70,00,000.00	---

**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.	PARTICULARS	RECEIPT RS. PS.	PAYMENT RS. PS.
	<b><u>GOVT. SCHOLARSHIP:</u></b>		
01	SIR C.V. RAMAN	2,25,000.00	2,25,000.00
02	SANCHI HONNAMMA	1,12,000.00	1,12,000.00
03	BEEDI SCHOLARSHIP	0.00	0.00
04	GROUP I EBL SCHOLARSHIP	0.00	0.00
05	POST MATRIC SC/ST SCHOLARSHIP	35361.00	35361.00
06	KAN. SCIENCE & TECH. ACADEMY SCH	20,000.00	20,000.00
07	EX SERVICE MAN SCHOLARSHIP	0.00	0.00
		0.00	0.00
08	GOVT. OF HINDI/ENGLISH SCH.	0.00	0.00
09	MINORITY SCHOLARSHIP (loan amount)	30,000.00	30,000.00
10	Other MINORITY SCHOLARSHIP	335537.00	335537.00
11	MINORITY SCHOLARSHIP (Christian & Muslim)	online	online
12	HANDICAPPED	16,000	16,000

PARTICULARS OF RECIPIENTS OF CONCESSIONS, PERMITS OR  
AUTHORISATIONS GRANTED BY IT AS PER CLAUSE 4 (b) (13) OF THE RIGHT  
TO INFORMATION ACT 2005

NOT APPICABLE

FORMAT - 14

DETAILS IN RESPECT OF THE INFORMATION, AVAILABLE TO OR HELD BY IT,  
REDUCED IN AN ELECTRONIC FORM AS PER CLAUSE 4 (b) (14) OF THE RIGHT  
TO INFORMATION ACT

E-MAIL : principal\_mgm@yahoo.co.in  
WEBSITE : **Website** : [www.mgmudupi.ac.in](http://www.mgmudupi.ac.in)

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

Public are permitted to borrow books from College Library on caution  
deposit and permitted to use reading room with permission

NAMES, DESIGNATIONS AND OTHER PARTICULARS OF THE PUBLIC INFORMATION OFFICERS AS PER CLAUSE 4 (b) (16) IF THE RIGHT TO INFORMATION ACT 2005

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
01	Mahatma Gandhi Memorial College, Udupi – 576 102	Prof. Kusuma Kamath K, Principal M.G.M.College, UDUPI – 576 102	Mr. Babu Manager M.G.M.College, Udupi – 576 102	Regional Joint Director of Collegiate Education, Mangalore

SUCH OTHER INFORMATION AS MADE BE PRESCRIBED AS PER CLAUSE 4 (b) (17) OF THE RIGHT TO INFORMATION ACT 2005

Accredited with B Grade by NAAC  
Granted Autonomy by the UGC but Karnataka Government is yet to give final consent.  
Students are given Career Guidance in collaboration with University and Social Organizations

CERTIFICATE:

This is to certify that the Information Act 2005 hand book has been notified both in Kannada and English version on the College notice board on 31-12-2015.

Date: 31-12-2015  
\* Vila/D/MGM\_GOI

PRINCIPAL

**GOVERNMENT OF KARNATAKA**

**DEPARTMENT OF COLLEGIATE EDUCATION**

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
01	JOINT DIRECTOR	} TO ATTEND TO THE WORK ON PRIORITY AND IMMEDIATE BASIS (AS PER ACTS RULES & OFFICE PROCEDURE MANUAL)
02	DEPUTY DIRECTOR	
03	ACCOUNTS OFFICER	
04	ASSISTANT DIRECTOR	
05	GAZETTED MANAGER	
06	SUPERINTENDENT	
07	FDA/SDA	UP TO 5 DAYS FOR SUBMISSION OF FILES & TAPPALS (AS PER ACTS, RULES AND OFFICE PROCEDURE MANUAL)
08	STENOGRAPHER	CARRYING OUT THE FUNCTIONS ENTRUSTED TO HIM THE SAME DAY (AS PER OFFICE PROCEDURE MANUAL)
09	TYPISTS	CARRYING OUT THE FUNCTIONS ENTRUSTED TO HIM THE SAME DAY (AS PER OFFICE PROCEDURE MANUAL)
10	ATTENDER/PEON	CARRYING OUT THE FUNCTIONS ENTRUSTED TO HIM THE SAME DAY (AS PER OFFICE PROCEDURE MANUAL)
11	WATCHMAN	THEY SHALL WATCH, GUARD, SEE AND ENSURE THAT ARTICLES BELONGING TO THE OFFICE ARE MAINTAINED (AS PER OFFICE PROCEDURE MANUAL)
12	SWEEPER	THEY SHALL SWEEP OR WIPE WITH WELL COTH JUTE, CLOTH THE ROOM VERANDA, STEPS ETC. (AS PER OFFICE PROCEDURE MANUAL)