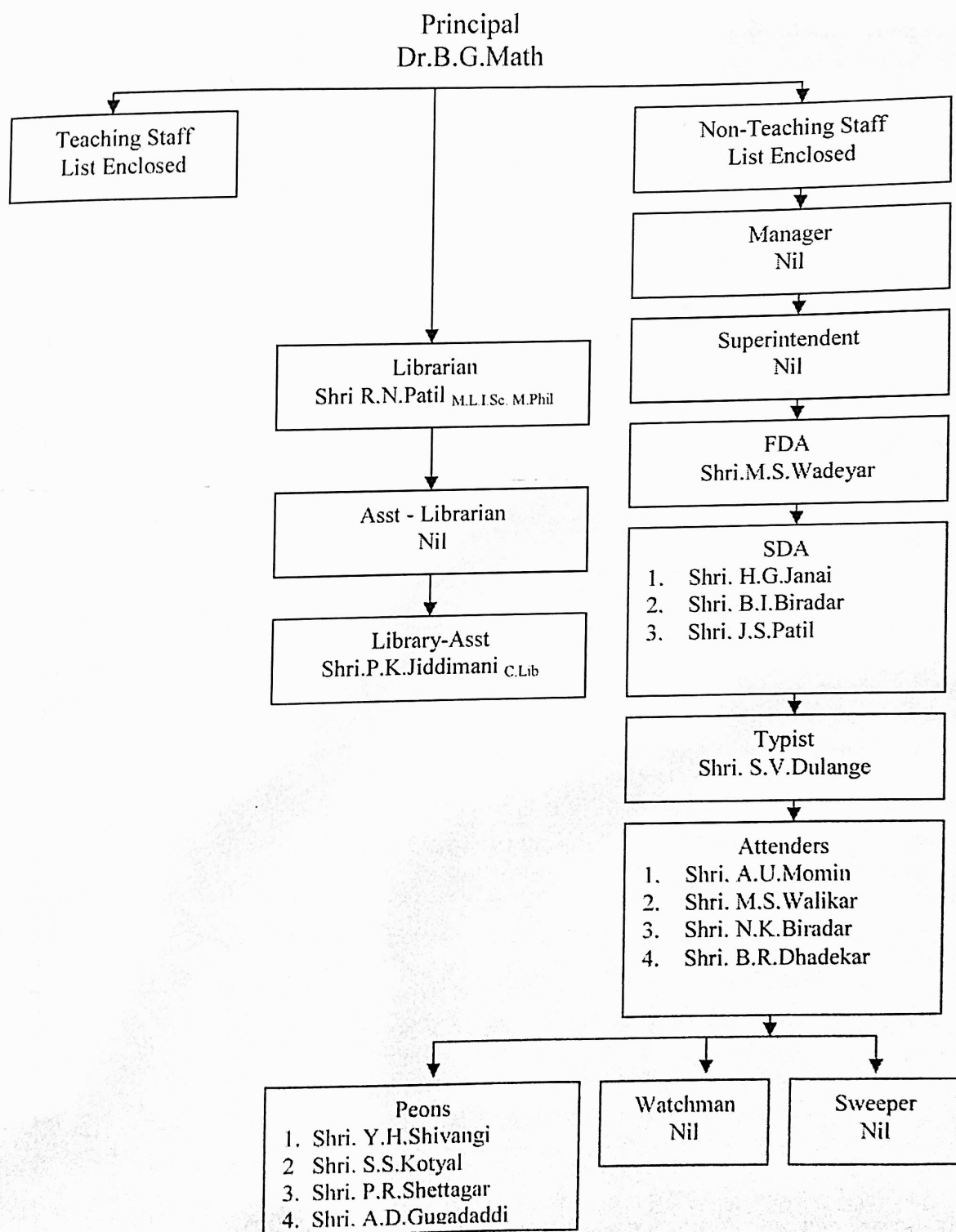


FORMAT - 1
PARTICULARS OF ITS ORGANIZATION FUNCTIONS ITS DUTIES AS PER
CLAUSE 4(B) (1) OF THE RIGHT TO INFORMATION ACT 2005.

B.L.D.E.A's
S.B.Arts & K.C.P.Science College, Bijapur

Organisation Chart



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

Sl.No	Designation	Powers and Duties of Officers/Employees
1	Principals Grade I or II	<ol style="list-style-type: none"> 1) The Principals shall exercise such administrative powers as are delegated 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 sanctions Dept.s viz Social Welfare Department and Department 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 obtained and to ensure if already accorded is upgraded after 5 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 6 hours of teaching workload in a week in the relevant subject etc.
2	Selection Grade Lecturers / Senior Grade Lecturers / Lectures.	<ol style="list-style-type: none"> 1) He conducted the classes as per the time-table. 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 the workload prescribed by the UGC and to maintain dairies and shall be available for students at least 7 hours daily and for 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.
3	Librarian	<ol style="list-style-type: none"> 1) To issue books to the teaching, non-teaching staff and students and collect it back. 2) Maintain necessary records / register in the library etc. 3) To arrange for annual stock verification of the library books and to send annual stock verification report to the concerned officer etc...

4	Library Assistant	<ol style="list-style-type: none"> 1) To assist the librarian in discharging the duties of the library. 2) To discharge the work of the Librarian, when the librarian is on leave. 3) To discharge the duties assigned by the Principals / Librarian.
5	Physical Culture Instructor	<ol style="list-style-type: none"> 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. 2) To assist the principal in the maintenance of discipline and healthy atmosphere in the college etc.
6	Gazetted Manager	<ol style="list-style-type: none"> 1) Is primarily responsible for the efficiency of his section and for the efficient and expeditious of business at all stages. He shall be well acquainted with government orders, rules and procedures, and shall guide the sections and advise his superior officer in accordance with rules. He shall perform any action as may be assigned by the supervisory officer / government.
7	Accounts Superintendent (SAD)	<p>The Accounts Superintendent assist the Accounts Officer in preparing the budget and revenue receipt of department and releasing of grants to aided college through regional joint directors, watching of expenditure and reconciliation of expenditure. The accounts superintendent to take up audit of all college coming under the jurisdiction. The accounts superintendent should keep update rules and regulations and assist accounts officer in keeping update departmental accounts sanctioning of pension papers and processing.</p>
8	Superintendent	<p>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 the case workers in consultation with the concerned shall ensure that all registers, diaries and files are maintained properly by the case workers of sections. 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>

9	First Division Assistants (FDA)	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 departmental functions. He should keep files intact.
10	First Division Assistants / Second Division Assistants	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 duty mainly are as follows: <ol style="list-style-type: none"> 1) To maintain the case dairy. 2) To examine the 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 procedures. 4) To ensure that the notes submitted in the files are neat and tidy and as per rules.
11	Stenographer	In charge of receipts of tappals / files by officer, typing including computer typing and stenography work entrusted by officer.
12	Typist	The typists duties and responsibilities are as follows: <ol style="list-style-type: none"> 1) To type both on computer and type writer 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 the 10. 4) Typists shall compare fair copies before they are returned to the case worker. 5) To maintain the work dairy in the prescribed Performa. 6) Draft shall be typed giving wide margin for effecting necessary corrections.
13	Attender / Peon	The duties of Attender / Peon are as follows: <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 stationary and making envelopes whenever necessary. 4) Arranging of furniture. 5) Keeping the office premises clean.
14	Watchman	They shall watch guard see and ensure that articles belonging to the department / office including the vehicles kept in their department charges are safe and not tampered with or taken out without proper authority.
15	Sweeper	They shall sweep or wipe with wet cloth / jute cloth the room, verandas steps etc., allotted to the well before starting of the office and also during office timings if needed. They shall carry the waste rubbish for disposal outside the department under the supervision of the superintendent.

PROCEDURE FOLLOWED IN THE DECISION MAKING PROCESS INCLUDING CHANNELS OF SUPERVISION AND ACCOUNTABILITY AS PER CALUSE 4 (b) (3) OF THE RIGHT TO INFORMATION ACT 2005.

Sl.No	Designation	Powers and Duties of Officers/Employees
1	Principals Grade I or II	<ol style="list-style-type: none"> 1) The Principals shall exercise such administrative powers as are delegated 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 sanctions Depts viz Social Welfare Department and Department 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 obtained and to ensure if already accorded is upgraded after 5 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 6 hours of teaching workload in a week in the relevant subject etc.
2	Selection Grade Lecturers / Senior Grade Lecturers / Lectures.	<ol style="list-style-type: none"> 1) He conducted the classes as per the time-table. 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 the workload prescribed by the UGC and to maintain dairies and shall be available for students at least 7 hours daily and for 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.
3	Librarian	<ol style="list-style-type: none"> 1) To issue books to the teaching, non-teaching staff and students and collect it back. 2) Maintain necessary records / register in the library etc. 3) To arrange for annual stock verification of the library books and to send annual stock verification report to the concerned officer etc...

4	Library Assistant	<ol style="list-style-type: none"> 1) To assist the librarian in discharging the duties of the library. 2) To discharge the work of the Librarian, when the librarian is on leave. 3) To discharge the duties assigned by the Principals / Librarian.
5	Physical Culture Instructor	<ol style="list-style-type: none"> 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. 2) To assist the principal in the maintenance of discipline and healthy atmosphere in the college etc.
6	Manager	<ol style="list-style-type: none"> 1) Is primarily responsible for the efficiency of his section and for the efficient and expeditious of business at all stages. He shall be well acquainted with government orders, rules and procedures, and shall guide the sections and advise his superior officer in accordance with rules. He shall perform any action as may be assigned by the supervisory officer / government.
7	Superintendent	<p>The Superintendent shall be primarily responsible for the efficiency of his section or accurate and conform 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 the case workers in consultation with the concerned shall ensure that all registers, diaries and files are maintained properly by the case workers of sections. 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>
8	First Division Assistants	<p>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 departmental functions. He should keep files intact.</p>
9	Second Division Assistants	<p>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 duty mainly are as follows:</p> <ol style="list-style-type: none"> 1) To maintain the case dairy. 2) To examine the 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 procedures. 4) To ensure that the notes submitted in the files are neat and tidy and as per rules.

10	Typist	<p>The typists duties and responsibilities are as follows:</p> <ol style="list-style-type: none"> 1) To type both on computer and type writer 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 the 10. 4) Typists shall compare fair copies before they are returned to the case worker. 5) To maintain the work dairy in the prescribed Performa. 6) Draft shall be typed giving wide margin for effecting necessary corrections.
13	Attender / Peon	<p>The duties of Attender / Peon are as follows:</p> <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 stationary and making envelopes whenever necessary. 4) Arranging of furniture. 5) Keeping the office premises clean.
14	Watchman	<p>They shall watch guard see and ensure that articles belonging to the department / office including the vehicles kept in their department charges are safe and not tampered with or taken out without proper authority.</p>
15	Sweeper	<p>They shall sweep or wipe with wet cloth / jute cloth the room, verandas steps etc., allotted to the well before starting of the office and also during office timings if needed. They shall carry the waste rubbish for disposal outside the department under the supervision of the superintendent.</p>

NORMS SET BY IT FOR THE DISCHARGE OF ITS FUNCTIONS AS PER CALUSE
4 (b) (4) OF THE RIGHT TO INFORMATION ACT 2005.

FORMAT -4

Sl. No	Designation	Powers and Duties of Officers/Employees
1	Principals Grade I or II	<p>1) The Principals shall exercise such administrative powers as are delegated 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.</p> <p>2) To ensure that the scholarship applications of the concerned students are sent to sanctions Dept.s viz Social Welfare 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 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 a week in the relevant subject etc.</p>
2	Selection Grade Lecturers / Senior Grade Lecturers / Lectures.	<p>1) He conducted 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 examination.</p> <p>5) To teach the workload prescribed by the UGC and to maintain dairies and shall be 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 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 mandatory.</p> <p>8) To conduct tutorial classes as per the UGC norms etc.</p>
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 / register 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 officer etc...</p>

4	Library Assistant	<ol style="list-style-type: none"> 1) To assist the librarian in discharging the duties of the library. 2) To discharge the work of the Librarian, when the librarian is on leave. 3) To discharge the duties assigned by the Principals / Librarian.
5	Physical Culture Instructor	<ol style="list-style-type: none"> 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. 2) To assist the principal in the maintenance of discipline and healthy atmosphere in the college etc.
6	Manager	<ol style="list-style-type: none"> 1) Is primarily responsible for the efficiency of his section and for the efficient and expeditious of business at all stages. He shall be well acquainted with government orders, rules and procedures, and shall guide the sections and advise his superior officer in accordance with rules. He shall perform any action as may be assigned by the supervisory officer / government.
7	Superintendent	<p>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 the case workers in consultation with the concerned shall ensure that all registers, diaries and files are maintained properly by the case workers of sections. 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>
8	First Division Assistants	<p>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 departmental functions. He should keep files intact.</p>
9	Second Division Assistants	<p>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 duty mainly are as follows:</p> <ol style="list-style-type: none"> 1) To maintain the case dairy. 2) To examine the 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 procedures. 4) To ensure that the notes submitted in the files are neat and tidy and as per rules.

10	Typist	<p>The typists duties and responsibilities are as follows:</p> <ol style="list-style-type: none"> 1) To type both on computer and type writer 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 the 10. 4) Typists shall compare fair copies before they are returned to the case worker. 5) To maintain the work dairy in the prescribed Performa. 6) Draft shall be typed giving wide margin for effecting necessary corrections.
11	Attender / Peon	<p>The duties of Attender / Peon are as follows:</p> <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 stationary and making envelopes whenever necessary. 4) Arranging of furniture. 5) Keeping the office premises clean.
12	Watchman	<p>They shall watch guard see and ensure that articles belonging to the department / office including the vehicles kept in their department charges are safe and not tampered with or taken out without proper authority.</p>
13	Sweeper	<p>They shall sweep or wipe with wet cloth / jute cloth the room, verandas steps etc., allotted to the well before starting of the office and also during office timings if needed. They shall carry the waste rubbish for disposal outside the department under the supervision of the superintendent.</p>

RULES REGULATIONS INSTRUCTIONS MANUALS AND RECORDS HELD BY
IT OR UNDER ITS CONTROL OR USED BY ITS EMPLOYEES FOR
DISCHARGING ITS FUNCTIONS AS PER CALUSE 4(B) (5) OF THE RIGHT TO
INFORMATION ACT 2005.

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 Manual - 1958
5	Manual of contingency expenditure - 1958
6	Karnataka civil services rules (classification control and appeal) 1957
7	Conduct rules 1966
8	Karnataka education act 1983 (Karnataka Act No.1 of 1995)
9	Karnataka educational institutions (Collegiate Education) rules 1977
10	Grant in Aid Code
11	Karnataka civil services (General recruitment) rules 1977
12	Karnataka civil services probationary rules 1957
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 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 manual
22	Karnataka education 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 CONTROL AS PER CALUSE 4(B) (6) OF THE RIGHT TO INFORMATION ACT 2005.

Sl.No	Categories of documents that are held by it or under control	
1	Attendance Registers	Maintained
2	Movement Registers	Maintained
3	Casual Leave Registers	Maintained
4	Letters Inward Registers	Maintained
5	Postal Stamps Account Registers	--
6	Letters Outward Registers	Maintained
7	Tappal Issue Acknowledgement Registers	Maintained
8	Muddam Registers	Maintained
9	Files Sending Registers (Signal Files System)	Maintained
10	Case Worker Personal Dairy / Case Registers	Maintained
11	Cash Books	Maintained
12	Day Books	Maintained
13	Grant Release Registers	Maintained
14	Salary Disbursement Registers	Maintained
15	Advance Sanctioned Registers	Maintained
16	Stock Registers	Maintained
17	A.G.Audit Observation Compliance Report Registers	--
18	Special State Gazettees	--
19	National Loan Scholarship Recovery Registers	

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)(3) OF THE RIGHT TO INFORMATION ACT 2005

Sl.No	Committees	Headed by
1	President and Chairman	Shri. M.B.Patil <small>M.L.A.</small>
2	Vice - President	Shri. B.R.Patil
3	Vice - President	Shri. M.A.Patil
4	General Secretary and Treasurer	Shri. G.K.Patil <small>M.L.C.</small>
5	Management Committee Members	Shri. K.D.Patil
6	Management Committee Members	Shri. S.V.Hakkapaki
7	Management Committee Members	Shri. V.V.Nimbal
8	Management Committee Members	Shri. M.K.Patil
9	Management Committee Members	Shri. Nijalingappa Allolli
10	Management Committee Members	Shri. A.G.Warad
11	Management Committee Members	Shri. H.R.Biradar
12	Management Committee Members	Shri. A.B.Patil
13	Management Committee Members	Shri. R.B.Patil
14	Management Committee Members	Shri. K.K.Patil
15	Management Committee Members	Shri. A.C.Desai

STATEMENT OF BOARDS, COUNCILS, COMMITTEES AND OTHER BODIES
 CONSISTING OF TWO OR MORE PERSONS CONSTITUTED AS ITS PART OF
 FOR THE PURPOSE OF ITS ADVISE AND AS TO WHETHER MEETINGS OF
 THOSE BOARDS, COUNCILS, COMMITTEES AND OTHER BODIES ARE OPEN
 TO THE PUBLIC OF THE MINUTES OF SUCH MEETINGS ARE ACCESSIBLE
 FOR PUBLIC AS PER CALUSE 4 (B) (S) OF THE RIGHT TO INFORMATION
 ACT 2005

Sl.No	Committees	Headed by
1	Students Consumer Cooperative Society,	Prof. S.J.Pawar /Prof.G.R.Ambali
2	Open University Study Centre	Prof. S.B.Managuli
3	UGC	Prof. K.G.Pujari
4	Add-on-Course Coordinator	Prof. S.R.Yadrami
5	Remedial Course	Prof. C.N.Chougala
6	Attestation for Zerox copy	Prof. P.D.Needagi
7	Signature for leave application for part-times and daily wages and maintenance of consolidated list	Dr. B.G.Math & Prof. S.R.Yadrami
8	Attendance for arts Attendance for scienee	Prof. B.M.Jumanal Prof. S.M.Karekal
9	Time table committee	Prof. B.G.Math
10	Results analysis of all the classes	Prof. S.R.Yadrami
11	Bus pass signature, study certificate, passing certificate, scholarship, and other certificates except T.C.	Prof. S.R.Yadrami / Prof. S.B.Managuli
12	Lab Journals of all the classes PUC and Degree	HOD's of various Departments Prof. B.G.Math
13	FIP i.e. M.Phil, Ph.D related work including claim of substitute staff salary etc...	
14	Discipline Committee	Prof. G.L.Kakhandaki
15	Press and Publicity	Prof. S.J.Pawar
16	Degree Examination	Prof. G.R.Ambali
17	Students grievances	Prof. S.S.Satihai
18	Prize distribution	Prof. S.S.Kori
	A) Academic	Shri. S.B.Patil
	B) Sports	Shri.R.N.Patil /Prof. S.B.Pattadkal
19	Library Committee	Prof. P.D.Needagi /Shri. S.B.Patil
20	Flag Hosting Ceremony	

Pre University

Sl.No	Committees	Headed by
1	Incharge Principal for PUC I and II both Arts and Science	Prof. A.S.Pujari
2	Discipline committee	Prof. G.M. Meti
3	Press and Publicity	Prof. S.J.Pawar
4	PUC Ist and IInd year Exams.	Prof. U.S.Pujari
5	Students grievances	Prof. S.S.Satihai
6	Library Committee	Sri R.N.Patil / Prof. S.B.Pattadakal
7	Remedial Courses	Prof. C.N.Chougale
8	Attendance	Prof. A.B.Patil
9	Prizes academic and sports	Prof. S.S.Kori / Shri. S.B.Patil

DIRECTORY OF ITS OFFICERS AND EMPLOYEES AND EMPLOYEES AS PER
CALUSE 4 (B) (9) OF THE RIGHT TO INFORMATION ACT 2005

Sl.No.	Name	Designation	Telephone No's
	Teaching Staff		
1	Shri. B.G.Math	Principal	08352- 262770 Extn-2224, 260665, 9448947339
2	Smt. N.G.Kulkarni	SGL	256510, 2481189, 9448092253
3	Shri. S.R.Yadrami	SGL	254595, 980748992
4	Shri. B.M.Jumanal	SGL	9448897069
5	Shri. K.R.Biradar	SGL	261889, 9448862940
6	Shri. M.M.Patil	SGL	9901992512
7	Shri. D.N.Nadageri.	SGL	9036576830
8	Shri. A.S.Kyadi	SSL	208489, 9449726738
9	Shri. S.B.Pattadkal	SGL	260592, 9449137547
10	Shri. R.N.Dindur	SGL	264375, 8123168004
11	Shri. K.G.Pujari	SGL	593107, 9448817051
12	Shri. G.L.Kakhandaki	SGL	263740, 9742498462
13	Shri. S.M.Karekal	SGL	260159, 9886948280
14	Smt. S.S.Biradar	SGL	9731042202
15	Smt. B.M.Sankannavar	SGL	271402, 9611789632
16	Smt. P.H.Hugar	SGL	9341424610
17	Shri. M.I.Kumbar	SGL	9448789254
18	Shri. S.C.Hiremath	SGL	261542, 9448646386
19	Shri. R.H.Bidari	SGL	591474, 9731064064
20	Smt. D.M.Hiremath	SGL	265348, 9448218965
21	Shri. Paramanna. D	SGL	265507, 9448822618
22	Smt. V.S.Patil	SGL	9980250040
23	Smt. L.R.Sindagi	SGL	263262, 9448821600
24	Shri. M.B.Mulimani	SGL	9986079978
25	Shri. P.M.Biradar	SGL	9901665250
26	Shri. P.S.Koradi	SGL	9481982342
27	Shri. S.S.Kori	SGL	9480263727
28	Shri. M.S.Yadawe	SGL	262169, 9880946249
29	Smt. J.M.Sajjan	SSL	264034, 9449626384
30	Shri. M.G.Yankanchi	SSL	261227, 9900860330
31	Shri. S.Y.Achakanalli	SGL	260315, 9449932025
32	Shri. S.R.Magadhun	SGL	260315, 9986291865
33	Smt. G.R.Mulimani	SGL	260940, 9740345447
34	Shri. S.B.Managuli	SGL	655104, 9900836571
35	Shri. C.N.Chougala	SGL	9481082041
36	Shri. B.G.Zalaki	SGL	9448947322

37	Shri. S.S.Satihah	SGL	223878, 9886084696
38	Shri. G.M.Nesur	SGL	257031, 9448947382
39	Shri. S.K.Kalakannavar	SGL	265221, 9449138068
40	Smt. S.A.Malawade	SGL	264977, 9886027797
41	Shri. S.S.Patil	SGL	263514, 9448218334
42	Shri. N.D.Adigonde	SGL	9611788680
43	Shri. A.S.Pujari	SGL	622211, 9242910975
44	Shri. B.H.Hadapad	SGL	9449316290
45	Smt. S.C.Kalmath	SGL	9986695113
46	Shri. G.M.Meti	SGL	261586, 9448917320
47	Shri. B.S.Bagali	SGL	264468, 9448897545
48	Shri. R.R.Utagi	SGL	9902384355
49	Shri. G.R.Ambli	SGL	9480310603, 9448646371
50	Shri. B.B.Bagali	SGL	9743157451
51	Shri. M.S.Veerganthimath	SSL	9901112951
52	Smt. S.Varadarajan	SGL	9945308022
53	Shri. M.S.Yadagiri	SGL	9449190513
54	Shri. A.B.Patil	SGL	272168,
55	Shri. U.S.Pujari	SGL	220570, 9448418452
56	Shri. S.J.Pawar	SGL	259484, 9449741813
57	Smt. L.L.Malaghan	SGL	261721, 9481571657
58	Smt. R.M.Mirdhe	SGL	323747, 9449859436
59	Shri. S.B.Savalagi	Lect.	9448947318
60	Shri. P.B.Patil	Lect.	9986724827
61	Smt. Suma. S	Lect	9980291852
62	Shri. R.N.Patil	Librarian	9342998938
63	Shri. S.B.Patil	Physical Director	9845114788, 9448959680
	Administrative Staff		
	Name	Designation	
1	Shri. M.S.Wadiyar	FDA	9481881087
2	Shri. H.G.Janai	SDA	9880772860
3	Shri. B.I.Biradar	SDA	9945145768
4	Shri. J.S.Patil	SDA	9448021971
5	Shri. S.V.Dulange	Typist	244795, 9845916272
6	Shri. P.K.Jiddimani	Lib. Asst.	8147102241
7	Shri. A.U.Momin	Attender	9972387729
8	Shri. M.S.Walihar	Attender	-
9	Shri. N.K.Biradar	Attender	9980449682
10	Shri. B.R.Dhadekar	Attender	9242948748
11	Shri Y.H.Shivangi	Peon	239579, 9972894403
12	Shri. S.S.Kotyal	Peon	9341286020
13	Shri. P.R.Shetagar	Peon	8105007717
14	Shri. A.D.Gugadaddi	Peon	-

MONTHLY REMUNERATION RECEIVED BY EACH OF ITS OFFICERS AND
EMPLOYEES INCLUDING THE SYSTEM OF COMPENSATIONS AS PROVIDED
IN ITS REGULATIONS AS PER CALUSE 4 (B) (10) OF THE RIGHT TO
INFORMATION ACT 2005

Sl.No.	Name	Designation	Gross Salary (Rs.)
	Teaching Staff		
1	Shri. B.G.Math	Principal	42631
2	Smt. N.G.Kulkarni	SGL	42456
3	Shri. S.R.Yadrami	SGL	39533
4	Shri. B.M.Jumanal	SGL	40507
5	Shri. K.R.Biradar	SGL	38559
6	Shri. M.M.Patil	SGL	37584
7	Shri. D.N.Nadageri.	SGL	37709
8	Shri. A.S.Kyadi	SSL	33002
9	Shri. S.B.Pattadkal	SGL	37584
10	Shri. R.N.Dindur	SGL	40507
11	Shri. K.G.Pujari	SGL	37584
12	Shri. G.L.Kakhandaki	SGL	37584
13	Shri. S.M.Karekal	SGL	38979
14	Smt. S.S.Biradar	SGL	37584
15	Smt. B.M.Sankannavar	SGL	37584
16	Smt. P.H.Hugar	SGL	37584
17	Shri. M.I.Kumbar	SGL	37584
18	Shri. S.C.Hiremath	SGL	37584
19	Shri. R.H.Bidari	SGL	37584
20	Smt. D.M.Hiremath	SGL	37584
21	Shri. Paramanna. D	SGL	39533
22	Shri. M.B.Mulimani	SGL	39533
23	Smt. L.R.Sindagi	SGL	39533
24	Smt. V.S.Patil	SGL	32712
25	Shri. P.M.Biradar	SGL	37584
26	Shri. P.S.Koraddi	SGL	37684
27	Shri. S.S.Kori	SGL	32712
28	Shri. M.S.Yadawe	SGL	35635
29	Smt. J.M.Sajjan	SGL	37584
30	Shri. M.G.Yankanchi	SSL	34510
31	Shri. S.Y.Achakanalli	SGL	36609
32	Shri. S.R.Magadhun	SSL	39533
33	Smt. G.R.Mulimani	SGL	34661
34	Shri. S.B.Managuli	SSL	32712

35	Shri. N.D.Adigonde	SGL	30741
36	Shri. C.N.Chougala	SGL	33687
37	Shri. B.G.Zalaki	SSL	30741
38	Shri. S.S.Satihah	SSL	32712
39	Shri. G.M.Nesur	SSL	32712
40	Shri. S.K.Kalakannavar	SSL	33037
41	Smt. S.A.Malawade	SSL	31916
42	Shri. S.S.Patil	SSL	32712
43	Shri. A.S.Pujari	SSL	32712
44	Shri. B.H.Hadapad	SGL	37584
45	Smt. S.C.Kalmath	SGL	37584
46	Shri. G.M.Meti	SGL	33687
47	Shri. B.S.Bagali	SSL	32712
48	Shri. R.R.Utagi	SSL	32712
49	Shri. G.R.Ambli	SSL	32787
50	Shri. B.B.Bagali	SSL	32712
51	Shri. M.S.Veerganthimath	SSL	30741
52	Smt. S.Varadarajan	SGL	32712
53	Shri. M.S.Yadagiri	SSL	32712
54	Shri. A.B.Patil	SSL	31737
55	Shri. U.S.Pujari	SSL	31737
56	Shri. S.J.Pawar	SSL	32712
57	Smt. L.L.Malaghan	SGL	38004
58	Smt. R.M.Mirdhe	SGL	30064
59	Shri. S.B.Savalagi	Lect.	25578
60	Shri. P.B.Patil	Lect.	17199
61	Smt. Suma. S	Lect	16758
62	Shri. R.N.Patil	Librarian	37584
63	Shri. S.B.Patil	Physical Director	38559
	Administrative Staff		
	Name	Designation	
1	Shri. M.S.Wadiyar	FDA	17640
2	Shri. H.G.Janai	SDA	15976
3	Shri. B.I.Biradar	SDA	13965
4	Shri. J.S.Patil	SDA	9996
5	Shri. S.V.Dulange	Typist	14468
6	Shri. P.K.Jiddimani	Lib. Asst.	14775
7	Shri. A.U.Momin	Attender	14333
8	Shri. M.S.Walikar	Attender	11466
9	Shri. N.K.Biradar	Attender	11002
10	Shri. B.R.Dhadekar	Attender	9776
11	Shri Y.H.Shivangi	Peon	10695
12	Shri. S.S.Kotyal	Peon	10695
13	Shri. P.R.Shetagar	Peon	8526
14	Shri. A.D.Gugadaddi	Peon	8526

FORMAT - 11

BUDGET ALLOCATED TO EACH ITS AGENCY, INDICATING THE PARTICULARS OF ALL PLANS, PROPOSED EXPENDITURE AND REPORTS ON DISBUREMENTS MADE AS PER CALUSE 4 (B) (11) OF THE RIGHT TO INFORMATION ACT 2005

Sl.No	Head of Account	Particulars of Budget allocated (Plans and Non-Plan)	Expenditure	Balance
1	Library Books	1,10,000	1,10,000	95,782
2	Gymkhana Activities	1,80,000	1,80,000	1,14,604
3	Medical	15,000	15,000	
4	College Exam	77,343	76,615	
5	Departmental Expenditure	1,32,000	72,069	
6	Non-Consumables	1,00,000	50,372	
7	Computer Equipments	1,80,000	1,83,760	
8	Maintenance of Soft wares & Equipments	80,000	99,347	
9	Furniture	50,000	22,250	
10	Building Maintenance	3,00,000	3,14,000	
11	Salary Grant	2,55,04,699	2,55,04,699	
12	Unaided staff Salary	9,55,736	9,55,736	

FORMAT - 11 A

BUDGET ALLOCATED TO EACH ITS AGENCY, INDICATING THE PARTICULARS OF ALL PLANS, PROPOSED EXPENDITURE AND REPORTS ON DISBUREMENTS MADE AS PER CALUSE 4 (B) (11) OF THE RIGHT TO INFORMATION ACT 2005

As per Karnatak 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 and Non-Plan)	Expenditure	Balance
1	Joint A/c No 72	-	-	-
2		-	-	-
3		-	-	-
3		-	-	-
4		-	-	-
5		-	-	-
6		-	-	-
7		-	-	-
8		-	-	-
9		-	-	-
10		-	-	-
11		-	-	-
12		-	-	-
		-	-	-

MANNER OF EXECUTION OF SUBSIDY PROGRAMMERS, INCLUDING THE AOUNTS ALLOCATED AND THE DETAILS OF BENEFICIATIES OF SUCH PROGRAMMERS AS PER CALUSE 4 (B) (10) OF THE RIGHT TO INFORMATION ACT 2005

Sl.No	Particulars	No. of Students	Sanction Amount
1	GOI Scholarship		
2	GOI Hostellers	07	8,000.00
3	Fees Concession	603	6,16,193.00
4	Gr.I Fees Concession	41	41,299.00
5	Ex-Servicemen Scholarship	10	7,000.00
6	Physical Handicapped Scholarship	01	2,000.00
7	S.P.M.S. Scholarship	58	17,400.00
8	E.B.L. Scholarship	01	1,000.00
9	Other Scholarship Sanchi Honnamma	20	10,000.00
10	C.V.Raman	-	
11	Nijalingappa Niddi	01	4,500.00
12	Matiya Alpa Sankyataru	03	12,000.00
13	SC/ST Merit Scholarship	05	3,500.00
14	Hindi Scholarship	12	----

MANNER OF EXECUTION OF SUBSIDY PROGRAMMERS, INCLUDING THE
 AOUNTS ALLOCATED AND THE DETAILS OF BENEFICIATIES OF SUCH
 PROGRAMMERS AS PER CALUSE 4 (B) (10) OF THE RIGHT TO INFORMATION
 ACT 2005

PUC Section

SLNo	Particulars	No. of Students	Sanction Amount
1	GOI Scholarship	77	1,03,350.00
2	GOI Hostellers	12	10,440.00
3	Fees Concession	376	1,40,800.00
4	Gr.I Fees Concession	34	13,600.00
5	Ex-Servicemen Scholarship	-	-
6	Physical Handicapped Scholarship	-	-
7	S.P.M.S. Scholarship	PUC - I = 108 PUC - II = 42	32,400.00 12,600.00
8	E.B.L. Scholarship	-	-
9	Other Scholarship Sanchi Honnamma	-	-
10	C.V.Raman	-	-
11	Nijalingappa Niddi	-	-
12	Matiya Alpa Sankyataru	-	-
13	SC/ST Merit Scholarship	-	-
14	GOI post metric school matiya Alpa Sankyataru 2008-09	-	-
15	Hindi Scholarship	-	-

PARTICULARS OF RECIPIENTS OF CONCESSIONS, PERMITS OR AUTHORIZATIONS GRANTED BY IT AS PER CALUSE 4 (B) (10) OF THE RIGHT TO INFORMATION ACT 2005

Sl.No	Particulars	Authorizations
1	GOI Scholarship	Social Welfare Office, Bijapur
2	GOI Hostellers	Social Welfare Office, Bijapur
3	Fees Concession	Joint Director, Collegiate Education, Dharwad (BCM)
4	Gr.I Fees Concession	Joint Director, Collegiate Education, Dharwad (BCM)
5	Ex-Servicement Scholarship	Joint Director, Dept. of Sanik Welfare & Re-settlement, Bijapur
6	Physical Handicapped Scholarship	1. Asst. Director, Women & Child Development Dept (Physical Handicapped) , Bijapur 2. Director, Student Welfare Department , K.U Dharwad
7	S.P.M.S. Scholarship	Asst. Director, Taluka Panchyat, Bijapur
8	E.B.L. Scholarship	Asst. Director, Taluka Panchyat, Bijapur
9	Other Scholarship Sanchi Honnamma	Director of Collegiate Education, Bangalore.
10	Nijalingappa Nidhi Scholarship	K.U.D Scholarship

DETAILS IN RESPECT OF INFORMATION AVAILABLE TO OR HELD BY IT REDUCED IN AN ELECTRONIC FORM AS PER CLAUSE 4 (B) (13) OF THE RIGHT TO INFORMATION ACT 2005

NIL

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) (13) OF THE RIGHT TO INFORMATION ACT 2005

Library Facility is provided to Citizens during working hours.

Library Working Hours : 7.30 am to 06.00 pm

Reading room for students : 07.00 am to 06.00 pm

Exam Time : 08.00 am to 08.00 pm

Reading room will be opened on Sunday, Local and National Holidays.

Office Working Hours : 10:00 am to 06:00 pm

FORMAT - 16

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

Sl No	Name of the Public Authority	Name & designation of the Public Information Officer	Name & designation of the Assistant Information Officer	Appellate Authority
1	S.B.Arts & K.C.P.Science College, Bijapur	Dr. B.G.Math Principal	Shri S.R.Yadrami Vice-Principal	Joint. Director College Education Dhawad

FORMAT - 17

SUCH OTHER INFORMATION AS MADE BE PRESCRIBED AS PER CLAUSE 4 (B) (13) OF THE RIGHT TO INFORMATION ACT 2005

This is to certify that this information is displayed on the Notice Board of the College.

B.G. Math
Principal,
S. B. Arts & K.C.P. Sa. College,
BIJAPUR

ENCLOSRE I

Sl.No.	Name	Designation
	Teaching Staff	
1	Shri. B.G.Math	Principal
2	Smt. N.G.Kulkarni	SGL
3	Shri. S.R.Yadrami	SGL
4	Shri. B.M.Jumanal	SGL
5	Shri. K.R.Biradar	SGL
6	Shri. M.M.Patil	SGL
7	Shri. D.N.Nadageri.	SGL
8	Shri. A.S.Kyadi	SSL
9	Shri. S.B.Pattadkal	SGL
10	Shri. R.N.Dindur	SGL
11	Shri. K.G.Pujari	SGL
12	Shri. G.L.Kakhandaki	SGL
13	Shri. S.M.Karekal	SGL
14	Smt. S.S.Biradar	SGL
15	Smt. B.M.Sankannavar	SGL
16	Smt. P.H.Hugar	SGL
17	Shri. M.I.Kumbar	SGL
18	Shri. S.C.Hiremath	SGL
19	Shri. R.H.Bidari	SGL
20	Smt. D.M.Hiremath	SGL
21	Shri. Paramanna. D	SGL
22	Smt. V.S.Patil	SGL
23	Smt. L.R.Sindagi	SGL
24	Shri. M.B.Mulimani	SGL
25	Shri. P.M.Biradar	SGL
26	Shri. S.S.Kori	SGL
27	Shri. P.S.Koraddi	SGL
28	Shri. M.S.Yadawe	SGL
29	Smt. J.M.Sajjan	SGL
30	Shri. M.G.Yankanchi	SSL
31	Shri. S.Y.Achakanalli	SGL
32	Shri. S.R.Magadhumi	SGL
33	Smt. G.R.Mulimani	SGL
34	Shri. S.B.Managuli	SGL
35	Shri. C.N.Chougala	SGL
36	Shri. B.G.Zalaki	SGL
37	Shri. S.S.Satihali	SGL
38	Shri. G.M.Nesur	SGL
39	Shri. S.K.Kalakannavar	SGL
40	Smt. S.A.Malawade	SGL
41	Shri. S.S.Patil	SGL
42	Shri. N.D.Adigonde	SGL
43	Shri. A.S.Pujari	SGL

44	Shri. B.H.Hadapad	SGL
45	Smt. S.C.Kalmath	SGL
46	Shri. G.M.Meti	SGL
47	Shri. B.S.Bagali	SGL
48	Shri. R.R.Utagi	SGL
49	Shri. G.R.Ambli	SGL
50	Shri. B.B.Bagali	SGL
51	Shri. M.S.Veerganthimath	SSL
52	Smt. S.Varadarajan	SGL
53	Shri. M.S.Yadagiri	SGL
54	Shri. A.B.Patil	SGL
55	Shri. U.S.Pujari	SGL
56	Shri. S.J.Pawar	SGL
57	Smt. L.L.Malaghan	SGL
58	Smt. R.M.Mirdhe	SGL
59	Shri. S.B.Savalagi	Lect.
60	Shri. P.B.Patil	Lect.
61	Smt. Suma. S	Lect
62	Shri. R.N.Patil	Librarian
63	Shri. S.B.Patil	Physical Director

Administrative Staff

	Name	Designation
1	Shri. M.S.Wadiyar	FDA
2	Shri. H.G.Janai	SDA
3	Shri. B.I.Biradar	SDA
4	Shri. J.S.Patil	SDA
5	Shri. S.V.Dulange	Typist
6	Shri. P.K.Jiddimani	Lib. Asst.
7	Shri. A.U.Momin	Attender
8	Shri. M.S.Walikar	Attender
9	Shri. N.K.Biradar	Attender
10	Shri. B.R.Dhadekar	Attender
11	Shri Y.H.Shivangi	Peon
12	Shri. S.S.Kotyal	Peon
13	Shri. P.R.Shetagar	Peon
14	Shri. A.D.Gugadaddi	Peon

B.G. Mah
Principal,
D. B. Arts & K.C.P. Sa. College,
BLIAPUR