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# THE RIGHT TO INFORMATION ACT 2005

(as on 31-12-2019)

## Besant Women's College

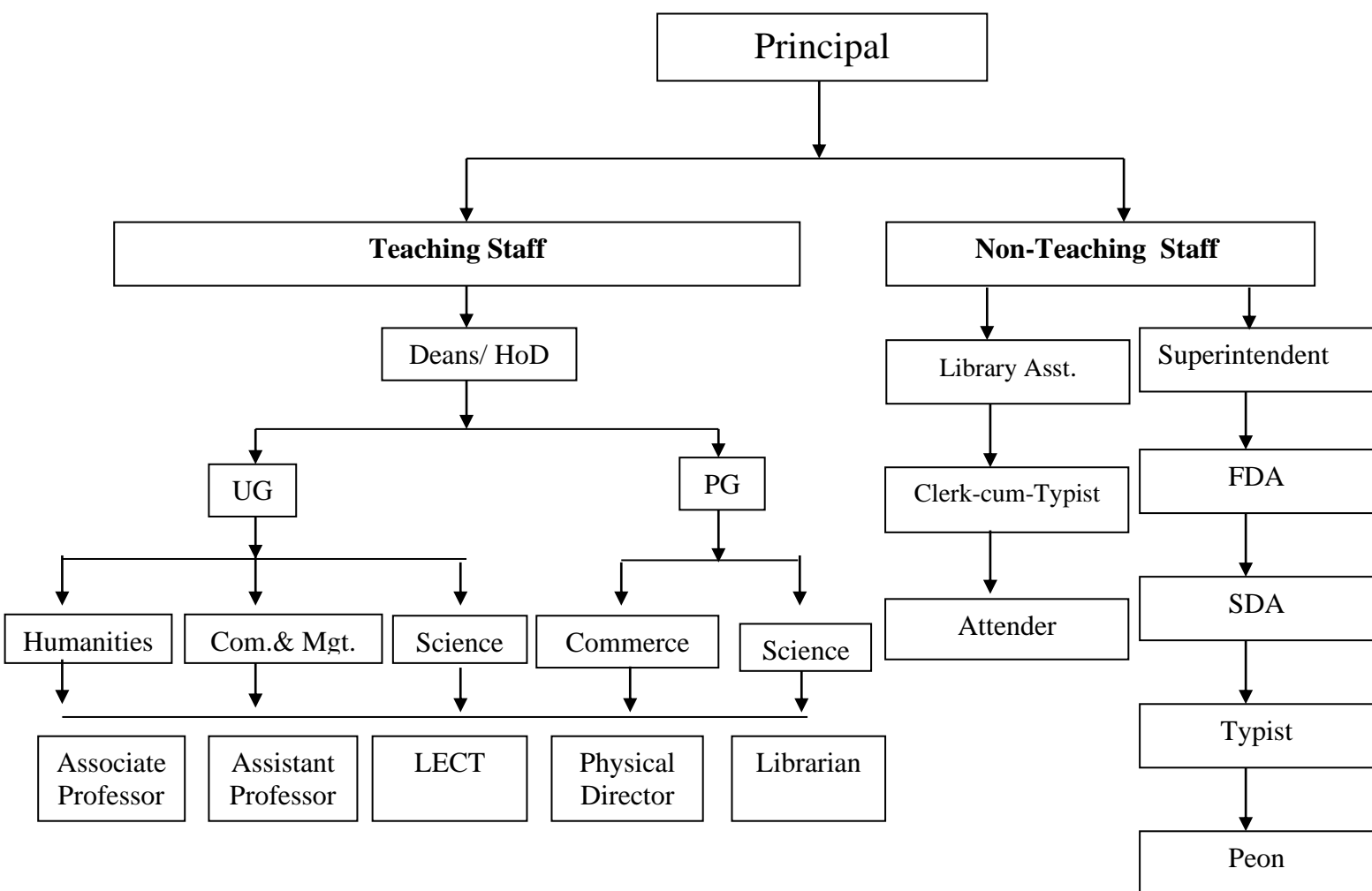
## Mangalore - 575003

**Affiliated to Mangalore University**



Organisation, Functions and Duties  
[Section 4(1)(b)(i)]

Particulars of the organization, functions and duties :-



## Chapter 2

### Powers and Duties of Officers and Employees [Section 4(1)(b)(ii)]

Sl.No.	DESIGNATION	POWERS AND DUTIES OF OFFICERS / EMPLOYEES
1	Principal	<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. She shall be both administrative and academic head of the college. She 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 work-load in a week in the relevant subject etc.,</p>
2	Associate Professor/ Assistant Professor / Lecturers	<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 his/her full co-operation to the heads of the department 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 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 them 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. To arrange for the purchase of books and to maintain an upto date catalogue of books.</p>

4	Library Assistant	<ol style="list-style-type: none"> <li>1. To assist the librarian in discharging the duties of the library.</li> <li>2. To discharge the work of the Librarian, when the Librarian is on leave.</li> <li>3. To discharge the duties assigned by the Principal/Librarian.</li> </ol>
5	Superintendent	<p>The Superintendent shall be primarily responsible for the efficiency of his section and should see that the functions of the office are accurate and conform to the rules and procedure. He/She 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/she shall guide his/her subordinates in all respects and make them put up the cases in accordance with the rules. He/she shall maintain his/her section neat and clean. He/She shall take all steps to maintain order and discipline in the section. He/she shall control the movement of officials. He/she shall arrange for distribution of work among the case workers in consultation with the concerned officer. He/she shall maintain guard file of his section. He/she shall ensure that all registers, diaries and files are maintained properly by the case workers of his/her section. He/she shall mark the tappals to the concerned case workers. He/she shall supervise his section and submit reports to his/her immediate officers. He/she shall sign and issue acknowledgment letters.</p>

6	First Division Assistant/ Second Division Assistant	<p>The First Division Assistant /Second Division Assistant 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> <ol style="list-style-type: none"> <li>1. To maintain the case diary.</li> <li>2. To examine and put up notes and drafts promptly to the superintendent after recording paging index.</li> <li>3. To maintain the various registers prescribed under the rules of office procedure.</li> <li>4. To ensure that the notes submitted in the files are neat and tidy and as per rules.</li> </ol>
7	Typists	<p>The Typist's duties and responsibilities are as follows.</p> <ol style="list-style-type: none"> <li>1. To type both on computer and typewriter neatly and accurately all letters marked to him</li> <li>2. To take out number of copies required.</li> <li>3. Stenciling when the number of copies required are more than 10.</li> <li>4. Typist shall compare fair copies before they are returned to the case worker.</li> <li>5. To maintain the work diary in the prescribed proforma</li> <li>6. Draft shall be typed giving wide margin for effecting necessary corrections.</li> </ol>

8.	Attender	<p>The duties of the Attender are as follows : General Duties.</p> <ol style="list-style-type: none"> <li>1. Carrying a file from one section to another or from one case worker to another etc.</li> <li>2. Stitching the files/Exam bundles.</li> <li>3. Carrying and distribution of stationary and making envelopes whenever necessary.</li> <li>4. Arranging of furniture.</li> <li>5. Keeping the office premises clean.</li> </ol>
9	Peon	<ol style="list-style-type: none"> <li>1. Carrying a file from one section to another or from one case worker to another etc.</li> <li>2. Stitching the files/Exam bundles.</li> <li>3. Carrying and distribution of stationery and making envelopes whenever necessary.</li> <li>4. Arranging of furniture.</li> <li>5. They shall sweep or wipe with wet cloth/jute cloth, the room, verandas, steps etc., allotted to them, well before starting of office and also during office timings if need be. They shall carry the waste/ rubbish for disposal outside the department under the supervision of the superintendent.</li> </ol>

Place : Mangalore

Date :31-12-2019

## Chapter 3

### Procedure Followed in Decision-making Process

[Section 4(1)(b)(iii)]

Sl.No.	Description	Decision making Process	Designation of final decision authority
<b>Academic Decisions</b>			
1.	Introduction of New programmes	Meeting of Heads of Departments. Proposal placed at the Managing Committee Meeting	Managing Committee – President
2.	Introduction of add-on courses	Meeting of Heads of Departments	Principal
3.	Admission Procedure	Meeting of Heads of Departments. Meeting of the Admission Committee	Principal
4.	Matters related to student discipline	Meeting of the Deans	Principal
5	Matters related to absenteeism in Exams	Meeting of the Examination Committee	Principal
<b>Administration Decisions</b>			
1.	Appointments	Meeting of the Managing Committee	President
2.	Infrastructure	Meeting of the Managing Committee	President
3.	Utilization of UGC Funds	Meeting of the UGC-Committee Managing Committee Meeting	President

## Chapter 4

### Norms set for the Discharge of Functions

[Section 4(1)(b)(iv)]

Sl.No.	DESIGNATION	NORMS SET BY IT FOR THE DISCHARGE OF ITS FUNCTIONS
1	Principal	As per the norms Prescribed by UGC and Govt.
2	Associate Professor/ Assistant Professor / Lecturers	As per the University Guide Lines
3	Librarian	As per the University Guide Lines
4	Superintendent	As per the Office Procedure Code
5	F.D.A/S.D.A	As per the Office Procedure Code
6	Typist	As per the Office Procedure Code
7	Attender /Peon	As per the Office Procedure Code



## Chapter 5

### Rules, Regulations, Instructions, Manual and Records, for Discharging Function

[Section 4(1)9B)(v) & (vi)]

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 Service 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 - 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 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.

## Chapter 6

### Categories of Documents held by the Public Authority under its Control

<b>Sl.No.</b>	<b>CATEGORIES OF DOCUMENTS THAT ARE HELD BY IT OR UNDER CONTROL</b>
1.	Attendance Registers
2.	Movement Registers
3.	Casual Leave Registers
4.	Letters Inward Registers
5.	Postal Stamps Account Registers
6.	Letters outward Registers
7.	Tappal issue acknowledgement Registers
8.	Files sending Registers (Single file System)
9.	Case Worker Personal Diary/ case Registers
10.	Cash Books
11.	Day Books
12.	Grant Release Registers
13.	Salary Disbursement Registers
14.	Advance Sanction Registers
15.	Stock Registers
16.	A.G Audit observation Compliance Report Registers
17.	Special State Gazettes
18.	National Loan Scholarship Recovery Register
19.	UGC Stock Register

## Chapter 7

Arrangement for Consultation with, or Representation by, the Member of the Public in relation to  
the Formulation of Policy or Implementation thereof

[Section 4(1)(b)viii]

1. HUMAN RESOURCE DEVELOPMENT CELL
2. CAREER GUIDENCE AND PLACEMENT CELL
3. WOMEN'S CELL
4. ANTI-RAGGING AND GRIEVANCE REDRESSAL CELL
5. COLLEGE MANAGING COMMITTEE
6. ANTI HARASSMENT CELL
7. RANGERS
8. RED CROSS
9. CONSUMER CLUB

## Chapter 8

### Boards, Councils, Committees and other Bodies constituted as part of Public Authority

[Section 4(1)(b)v(iii)]

Sl.No	Committees	Headed By
1	Admission Committee	Principal
2	Examination Committee	Principal
3	Cultural Activities Committee	Principal
4	Disciplinary Action Committee	Principal
5	Sports Committee	Principal
6	NSS Committee	Principal
7	Magazine Committee	Principal
8	Student Union Executive Committee	Principal
9	Internal Quality Assurance Cell	Principal
10	College Development Council	Principal
11	Scholarship Committee	Principal
12	Counselling Cell	Principal
13	Maintenance Committee	Principal
14	Research and Development Cell	Principal
15	Career Oriented Programme	Principal
16	Remedial Coaching	Principal
17	Readers Club	Principal
18	Rangers Unit	Principal
19	Consumer Forum	Principal
20	Entrepreneurship Development Cell	Principal
21	Red Cross	Principal

Chapter 9  
Directory of Officers and Employees  
[Section 4(1)(b)(ix)]

Sl. No.	Name	Designation	Office address	Telephone No
1	Dr. Sathish Kumar Shetty P	Principal /Associate Professor(Pol.Science)	Besant Women's College, M.G.Road, Kodialbail, Mangalore-3	9148217485
2.	Ms. Preetha Bhandary	Associate Professor (Eng)	"	9845680979
3.	Ms. Meera Edna Coelho	Associate Professor (Eng)	"	9448491540
4.	Dr. Parashuram G Malage	Assistant Professor (Hin)	"	8277156735
5.	Ms. Usha Kumari	Associate Professor (Eco.)	"	9448596764
6.	Ms. Shrily Rani K	Associate Professor (Soc.)	"	9449333347
7.	Mr. Krishnananda Shenoy	Associate Professor (Pol.Sci.)	"	9483909097
8.	Mr. Praveen Kumar K C	Associate Professor (Com)	"	9482045188
9.	Mr. Syed Khadar S	Associate Professor (Com)	"	9900437966
10.	Dr. Sudha K	Associate Professor (Com)	"	9945740633
11.	Dr. Anuradha K	Associate Professor (Com)	"	9844634104
12.	Ms. Jayashree	Associate Professor (Com)	"	9845218577
13.	Ms. Hemalatha	Associate Professor (SP)	"	9901328624
14.	Ms. Ranjini	Assistant Professor (SP)	"	9743813622
15.	Mr. Arun Kumar C G	F.D.A	"	9482980157
16.	Ms. Chandraprabha	F D A	"	9008892695
17.	Ms. Asha K N	S D A	"	9449134394
18.	Ms. Saritha	S.D.A	"	9482914848
19.	Ms. Vijayalakshmi S	S.D.A	"	9164567170
20.	Ms. Anuradha K	Library Assistant	"	9945794662
21.	Ms. Ramakrishna P B	Attendar	"	7353052171
22.	Ms. Nithyananda	Attemdar	"	9241464752
23.	Ms. Sundri	Peon	"	7760470227
24.	Ms. Megappa S Lamani	Peon	"	9663557449
25.	Mr. Bhaskara Poojari	Peon	"	9980012694
26.	Mr. Udaya Kumar	Peon	"	8050480476

## Chapter 10

### Monthly remuneration received by Officers and Employees, including the system of Compensation as provided in Regulations

[Section 4(1)9b)(x)]

Sl. No.	Name of the Officer Working	Designation	Remuneration per Month
1	Dr. Sathish Kumar Shetty P	Principal /Associate Profess(Hist.)	257007.00
2.	Ms. Preetha Bhandary	Associate Professor (Eng)	242244.00
3.	Ms. Meera Edna Coelho	Associate Professor (Eng)	228412.00
4.	Dr. Parashuram G Malage	Assistant Professor (Hin)	103525.00
5.	Ms. Usha Kumari	Associate Professor (Eco.)	228412.00
6.	Ms. Shriily Rani K	Associate Professor (Soc.)	228412.00
7.	Mr.Krishnananda Shenoy	Associate Professor (Pol.Sci.)	242244.00
8.	Mr. Praveen Kumar K C	Associate Professor (Com)	233422.00
9.	Mr. Syed Khadar S	Associate Professor (Com)	228412.00
10.	Dr. Sudha K	Associate Professor (Com)	229252.00
11.	Dr. Anuradha K	Associate Professor (Com)	229252.00
12.	Ms. Jayashree	Associate Professor (Com)	228412.00
13.	Ms. Hemalatha	Associate Professor (SP)	197157.00
14.	Ms. Ranjini	Assistant Professor (SP)	100466.00
15.	Mr. Arun Kumar C G	F.D.A	38066.00
16.	Ms. Chandraprabha	F D A	68988.00
17.	Ms. Asha K N	S D A	61135.00
18.	Ms. Saritha	S.D.A	29604.00
19.	Ms. Vijayalakshmi S	S.D.A	45128.00
20.	Ms. Anuradha K	Library Assistant	68988.00
21.	Ms. Ramakrishna P B	Attendar	44747.00
22.	Ms. Nithyananda	Attendar	44747.00
23.	Ms. Sundri	Peon	42838.00
24.	Ms. Megappa S Lamani	Peon	38141.00
25.	Mr. Bhaskara Poojari	Peon	38066.00
26.	Mr. Udaya Kumar	Peon	22542.00

Chapter 11  
 Budget Allocated to Each Agency including Plans etc.  
 [Section 4(1)(b)xi]

Sl.No.	Head of Account	Particulars of Budget Allocated (Plans & Non Plan)	Expenditure	Balance
Nil				

Chapter 12  
 Manner of Execution of Subsidy Programmes  
 [Section 4(1)(b)xii]

Name of Programme/ Activity	Nature/Scale of Subsidy	Eligibility criteria for grant of subsidy	Designation of officer to grant subsidy
NOT APPLICABLE			

### Chapter 13

#### Particulars of Recipients of Concessions, Permits or Authorization Granted by the Public Authority

[Section 4(1)(b)xiii]

##### Institutional Beneficiaries

Category I Fee Concession	-	Rs.62,360/-
SC/ST Scholarship	-	Rs.5,45,055/-
General Fee Concession	-	Rs.4,24,250.00/-

### Chapter 14

#### Information Available in Electronic Form

[Section 4(1)(b)iv]

<b>E-mail-besant_college@rediffmail.com</b>
<b>Website : <a href="http://www.bwc.besant.edu.in">http://www.bwc.besant.edu.in</a></b>

### Chapter 15

#### Particulars of Facilities available to Citizens for Obtaining Information

[Section 4(1)(b)xv]

Library only for students – not for public
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Chapter 16

Names, Designations and other Particulars of Public Information Officers

[Section 4(1)(b)xvi]

S. No.	Name of the Office/ Administrative Unit	Name and designation of the Public Information Officer	Name and designation of the Public Information Officer	Office Telephone /Fax E-mail Address	Appellate Authority
1.	Besant Women's College	Dr. Sathish Kumar Shetty P Principal Besant Women's College, Mangalore-3.	Mr. Arun Kumar C.G F.D.A, Besant Women's College, Mangalore- 3.	O.Tel. – 2492206  Email-Id – besant_college@rediffmail.com	Joint Director, Regional Office, Mangalore

**Unaided courses offered by the Institution:**

1. Bachelor of Commerce (Vocational Subject – Secretarial Practice)
2. B.B.M
3. Bachelor of Science with Statistics, Mathematics and Computer Science, Physics as Optional Subjects
4. B.Sc. (FND) – Food, Nutrition, Dietetics

P.G. Courses.

1. M.Com.
2. M.Sc. - FND

**UGC Add-on Certificate /Diploma/Advanced Diploma Course**

1. Computer Network Simulation
2. Functional English

**The Institution is permanently affiliated to the Mangalore University (1988-89)**

**The Institution comes under Sec 12 (B) and 2(f) of the UGC Act 1956 w.e.f. 7.4.1994.**

**Accredited by the NAAC with – CGPA of – 3.12 at “A” grade**

Curricular and Co-Curricular courses conducted by the college

Curricular Courses:

1. CPT Coaching
2. Tally
3. Prakrit Study
4. Consumer Education

Co –curricular courses:

1. E.D.P
2. Window to Home Science
3. Embroidery
4. Beautician

Other Associations:

Literary Association, Vidhyarthi Deepika, Media Club, Environment Club, Folk Culture Club, Outreach Programmes Unit are the various other associations formed to encourage and motivate the students to bring out their hidden talents.

The NSS unit of the college was established in 1977 when the college was founded. NSS activities include social service camps, annual special camp, blood donation programmes, literacy and awareness programmes and such other service oriented programmes.

Place : Mangalore

Date : 31 -12- 2019

Principal