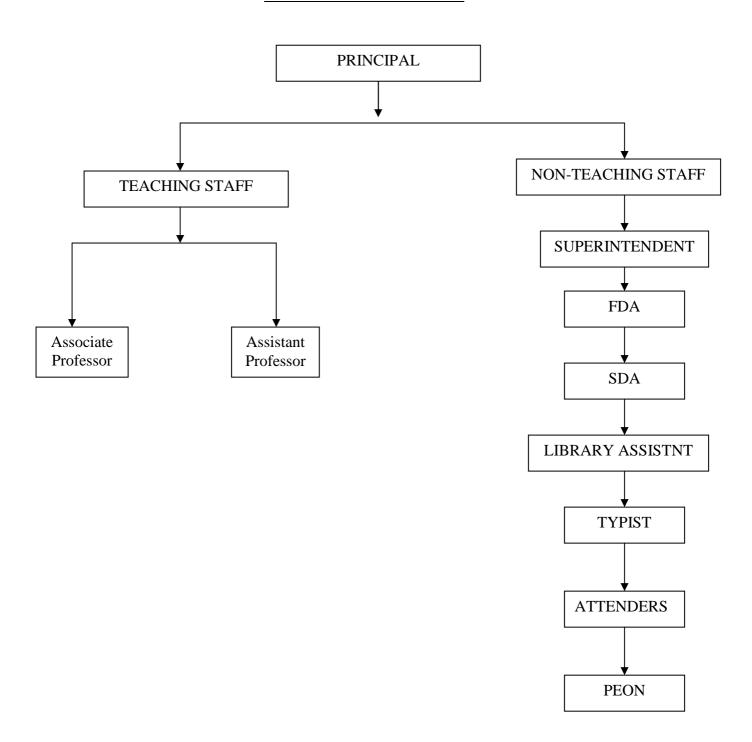
Particulars of its Organization, functions and duties as per Clause 4(b)(1) of the Right to Information Act, 2005

THE NATIONAL COLLEGE, JAYANAGAR, BANGALORE - 560 070

ORGANISATION CHART



THE NATIONAL COLLEGE 36TH B CROSS, 2NDMAIN, 7TH BLOCK JAYANAGAR Bangalore- 560 070 Phone No. 26549684/26656644

Email id :ncj blore@yahoo.com

$\frac{POWERS\ AND\ DUTIES\ OF\ ITS\ OFFICERS/EMPLOYEES\ AS\ PER\ CLAUSE\ 4(b)(2)\ OF\ THE}{RIGHT\ TO\ INFORMATION\ ACT}$

	DESIGNATION	POWERS AND DUTIES OF OFFICERS/EMPLOYEES	
1	PRINCIPAL	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. To ensure that the scholarship applications of the concerned students are sent to sanctioning Departments viz., Social Welfare Department and Backward Classes and Minorities Department and Department of Collegiate Education. To ensure that the proposal for renewal of affiliation/accordal of permanent affiliation is sent to the concerned University well in time. To ensure that the accreditation from the NAAC is obtained and to ensure if already accorded, is upgraded after 5 years. To take necessary action to bring the college under 2(f) 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 classes of teaching work-load in a week in the relevant subject etc.	
2	ASSOCIATE PROFESSOR/ ASSISTANT PROFESSOT/ LECTURERS/	 He shall conduct the classes as per time-table Complete the syllabus prescribed by the concerned University well in time. Extend their full co-operation to the heads of Departments in completing the syllabus before commencement of the University Examinations. To co-operate with the Principal in smooth conduct of mid-term, supplementary and annual examinations. To teach the workload prescribed by UGC and to maintain diaries and shall be available for students at least 7 hours daily To maintain the attendance of the students of the respective classes. He/she shall conduct practical classes as prescribed by the University and attend valuation work of the University examination which is mandatory. To conduct tutorial classes as per the UGC norms, etc. 	
3	LIBRARY ASSISTANT	 To assistant Librarian in discharging the duties of the library. To discharge the work of the Librarian, when Librarian is on leave. To discharge the duties assigned by the Principal/Librarian. 	
4	SUPERINTENDENT	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 case workers in consultation with the concerned officer. He shall maintain guard file of his section. He shall ensure	

5.	FIRST DIVISION ASSISTANTS. (SAB)	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 acknowledgement letters. 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. He is in charge of Public Examinations, issue of University Certificates.	
6	FIRST DIVISION ASSISTANTS. / SECOND DIVISION ASSISTANTS	The First Division Assistants/Second Division Assistants work under the guidance of 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 the page index. 3) to maintain the work diary in the prescribed proforma 4) Draft shall be typed giving wide margin for effecting necessary corrections. 5) Freeships, Scholarships, etc.	
7	TYPISTS	The Typist's 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 is 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 corrections.	
8	ATTENDER/PEON	The duties of the Attender/Peon are as follows: 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. 6) Circulation of notices, etc.	

PROCEDURE FOLLOWED IN THE DECISION MAKING, INCLUDING CHANNELS OF SUPERVISION AND ACCOUNTABILITY AS PER CLAUSE 4(B)(3) OF THE RIGHT TO INFORMATION ACT, 2005

SL. No.	DESIGNATION	POWERS AND DUTIES OF OFFICERS / EMPLOYEES	
1	PRINCIPAL	While taking decisions, the Principal is guided by the rules framed by the Directorate of Collegiate Education and the Bye-laws of the Management and various decisions taken by the Management from time to time in accordance with the bye-laws at its meetings. The Principal is also assisted by Vice-Principal, the Standing Council, the Teachers' Council and various Committees constituted for different purposes. In matters of office management, the Office Superintendent's opinions as also those of the other members of the office staff are taken into account. Above all, the Principal arrives at proper decisions after weighing all opinions regarding administrative matters. The Principal is responsible for all happenings in the College and is answerable.	

2	ASSOCIATE PROFESSOR/ASSISTANT PROFESSOR/ LECTURERS	The teachers belonging to different cadres have to function within the frame work set for the purpose by the Directorate and the Management. The teachers have to complete the syllabus in the subjects they teach in coordination with the other members of their Department.	
3	ASSISTANT LIBRARIAN	The Library Assistant assists the Librarian on his/Principal's directions. It is his/her duty to take care of the books by arranging them in the almirahs, when they are returned by students and teachers after use.	
4	SUPERINTENDENT	As the Head of the Office, the Superintendent takes all the members of the non-teaching staff into confidence and in consultation with the Principal, distributes the work among all the members of the office staff.	
5	FIRST DIVISION (SAD)	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. He is in charge of Public Examinations, issue of University Certificates.	
6	FIRST DIVISION ASSISTANTS/ SECOND DIVIISON ASSITANTS.	The First Division Assistants/Second Division Assistants work under the guidance of 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 the page index. 3) to maintain the work diary in the prescribed proforma 4) Draft shall be typed giving wide margin for effecting necessary corrections. 5) to maintain details of Free Ships and Scholarships 6) Discharges duties as per instructions from the Superintendent and the	

		Principal.
7	TYPISTS	He/She is responsible for typing all matters provided by the Superintendent and the Principal and take out multiple copies, if necessary.
8	ATTENDERS/PEON	He/She is responsible for doing all jobs as per instructions from the Principal, Vice-Principal and the staff.

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	POWERS AND DUTIES OF OFFICERS / EMPLOYEES	
1	PRINCIPAL	For the smooth functioning of the College, the Principal takes guidance from the colleagues and is guided by the statutes framed by the Department of Collegiate Education, the University and the Management to maintain transparency in administration.	
2	ASSOCATE PROFESSOR / ASSISTANT PROFESSOR/ LECTURERS	Teachers of various categories follow the norm of attending to the academic duties for the benefit of the students. To enable the students to achieve overall development of personality they also guide them in extracurricular activities.	
3	ASSISTANT LIBRARIAN	has to be meticulous in taking care of books, while issuing them back to students and receiving them.	
4	SUPERINTENDENT	As the Head of the Office, the Superintendent takes all the members of the non-teaching staff in to confidence and in consultation with the Principal, distributes the work among the members of the Office Staff.	
5	FIRST DIVISION ASSISTANTS (SAD)	Discharges the duties assigned from time to time by the Superintendent and the Principal.	
6	SECOND DIVISION ASSISTANTS	Is also as responsible as the FDC in maintaining the office.	
7	TYPISTS	Getting the materials typed neatly and making copies when needed.	
8	ATTENDERS/PEON	Has to carry out all the instructions and directions issued by the Senior Officers. Also contributes to the proper functioning of the Office/Administration.	

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

SL No	RULES, REGULATIONS, INSTRUCTIONS, MANUALS AND RECORDS USED
1	KARNATAKA CIVIL RULES – 1958
2	KARNATAKA CIVIL SERVICE RULES(CLASSIFICATION, CONTROL AND APPEAL) – 1957
3	CONDUCT RULES - 1966
4	KARNATAKA EDUCATION ACT – 1983 (KARNATAKA ACT NO. 1 OF 1995)
5	KARNATAKA EDUCAIONAL INSTITUTIONS (COLLEGIATE EDUCATION) RULES – 2003
6	GRANT IN AID CODE
7	KARNATAKA CIVIL SERVICES (GENERAL RECRUITMENT) RULES – 1977
8	KARNATAKA CIVIL SERVICES PROBATIONARY RULES - 1977
9	TRIPLE BENEFITS SCHEME RULES – 1976
10	UNIVERSITY GRANTS COMMISSION GUIDELINES
11	RELEVANT GOVERNMENT NOTIFICATIONS AND ORDERS
12	KARNATAKA CIVIL SERVICE RULES (REGULATION OF PROMOTION, PAY AND PENSION
	ACT, 1973 AND RULES 1978 RULES GENERAL RECRUITMENT RULES 1977
13	KARNATAKA CIVIL SERVICES (CONFIDENTIAL REPORTS) RULES 1985
14	KARNATAKA STATE UNIVERSITY ACT – 2000
15	JURISDICTIONAL, UNIVERSITY REGULATIONS, BY LAWS AND EXAMINATION MANUAL

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
1.	ATTENDANCE REGISTERS
2	CASUAL LEAVE REGISERS
3	LETTERS INWARD REGISTERS
4	POSTAL STAMPS ACCOUNT REGISTERS
5	OUTWARD REGISTER
6	TAPPAL ISSUE ACKNOWLEDGEMENT REGISTERS
7	MUDDAM REGISTERS
8	FILES SENDING REGISTERS (SINGLE FILES SYSTEM)
9	CASH BOOKS
10	DAY BOOKS
11	GRANT RELEASE REGISTERS
12	SALARY DISBURSEMENT REGISTERS
13	STOCK REGISTERS
14	A.G. AUDIT OBSERVATION COMPLIANCE REPORT REGISTERS
15	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 FORMULATIN OF ITS POLICY OR ADMINISTRATION THEREOF AS PER CLAUSE 4(b)(7) OF THE RIGHT TO INFORMATION ACT 2005

The members of the Public, especially the parents, can meet the Principal at any time during the working hours on working days. They can also get the necessary information they need from the Office, with the permission of the Principal

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 ANDAS TO WHETHER MEETINGS OF BOARDS, COUNCILS, COMMITTEES AND OTHER BODIES ARE OPEN TO THE PUBLIC, OR THE MINUETES OF SUCH MEETINGS ARE ACCESSABLE FOR PUBLIC AS PER CLAUSE 4(B)(8) OF THE RIGHT TO INFORMATION ACT, 2005

The following committees are constituted for the smooth conduct of the administration :

SL NO	COMMITTEES	HEADED BY
1	PLANNING BOARD/FINANCE/PURCHASE	The Principal heads all
	COMMITTEE	the Committees. The
2	IQAC COMMITTEE	meetings are attended
3	NAAC STEERING COMMITTEE	only by the members of
4	NSS ADVISORY COMMITTEE	Committees who are also.
5	NCC	teachers of the college
6	RUSA	
7	ADMISSIONS COMMITTEE	The public can, if they
8	EXAMINATION COMMITTEE	want, obtain any informa-
9	ATTENDANCE COMMITTEE	tion from the
10	LIBRARY COMMITTEE	Principal about any deci-
11	SPORT S COMMITTEE	sions taken by the
12	HYGIENE COMMITTEE	Committees
13	WEBSITE MAINTENANCE COMMITTEE	
14	COMBATING SEXUAL HARASSMENT	
	COMMITTEE	
15	SCIENCE ANDCULTURAL COMMITTEE	
16	TIME TABLE COMMITTEE	
17	ANTI RAGGING COMMITTEE	
18	GRIEVANCE REDRESSAL COMMITTEE	
19	MALPRACTICE ENQUIRY	
20	PLACEMENT	
21	INTER SECTION DRAMA CONTEST COMMITTEE	
22	MAGAZINE COMMITTEE	

DIRECTORY OF ITS OFFICERS AND EMPLOYEES AS PER CLAUSE 4(b)(9) OF THE RIGHT TO INFORMATION ACT, 2005

NAME	DEPARTMENT/DESIGNATI	CONTACT
	ON	NUMBER
Dr. Y.C. Kamala	Principal	9481477328
Prof. H. C. Bellad	Secretary College Council	9449065951
Dr. M.S.Karanth	H.O.D–SANSKRIT	9449633968
Prof. A. Bharathi Narayan	H.O.D –ENGLISH	9448820488
Prof. H. G Amaraprabhu	H.O.D -MATHEMATICS	9945915703

Management Staff

NAME	DESIGNATION	DEPARTMENT
Prof.Sowmyashree S.	C.O.E.	EXAM SECTION
Prof. M. Mahadeva	Dy. C.O.E	EXAM SECTION
Prof. Chitra V	Assistant Professor	ENGLISH
Prof. S. Varalakshmi	Assistant Professor	ENGLISH
Prof. Vijayalakshmi.C	Assistant Professor	ENGLISH
Dr. B.Papanna	H.O.D - Associate Professor	H.O. D - KANNADA
Dr.V.Savitha	Assistant Professor	KANNADA
Dr. Rajanna.M	Assistant Professor	KANNADA
Prof. S. Mugalishwar	Assistant Professor	KANNADA
Dr. Asha Chauhan	Assistant Professor	H.O.D -HINDI
Prof. Adithya B. V	Assistant Professor	HISTORY
Prof. Ganga Jothi G.N	Assistant Professor	HISTORY
Prof. Saraswathi R	Assistant Professor	H.O.D - SOCIOLOGY
Dr. Jayasimha S	Assistant Professor	H.O.D -JOURNALISM
Prof. Prashanth K	Assistant Professor	JOURNALISM
Dr.Nagachampa Jain	Assistant Professor	H.O.D - ECONOMICS

	ECONOMICS
Assistant Professor	ECONOMICS
Assistant Professor	H.O.D –PSYCHOLOGY
Assistant Professor	PSYCHOLOGY
Assistant Professor	PSYCHOLOGY
Assistant Professor	PHYSICS
Assistant Professor	H.O.D -CHEMISTRY
Assistant Professor	CHEMISTRY
H.O.D - Associate Professor	H.O.D -ELECTRONICS
Associate Professor	ELECTRONICS
Assistant Professor	MATHEMATICS
Associate Professor	MATHEMATICS
Assistant Professor	MATHEMATICS
Assistant Professor	H.O.D -COMMERCE
Assistant Professor	COMMERCE
	H.O.D –COMPUTER
H.O.D - Associate Professor	SCIENCE
Associate Professor	COMPUTER SCIENCE
Associate Professor	COMPUTER SCIENCE
Associate Professor	COMPUTER SCIENCE
Assistant Professor	COMPUTER SCIENCE
Assistant Professor	COMPUTER SCIENCE
	Assistant Professor Assistant Professor Assistant Professor Assistant Professor Assistant Professor Assistant Professor Associate Professor Associate Professor Associate Professor Assistant Professor Associate Professor Associate Professor Associate Professor

Prof. Shwetha.B.Rao	Assistant Professor	COMPUTER SCIENCE
Prof. Ashwini.J.K	Assistant Professor	COMPUTER SCIENCE
Prof. Sowmya .B	Assistant Professor	COMPUTER SCIENCE
Prof. Sreedevi Pramod	Assistant Professor	COMPUTER SCIENCE
Prof. S. Manjula	Assistant Professor	COMPUTER SCIENCE
Dr. P. Durgadevi	Assistant Professor	COMPUTER SCIENCE
Prof. Bindu .L	Assistant Professor	COMPUTER SCIENCE
Prof. Vyshali j gogi	Assistant Professor	COMPUTER SCIENCE
Prof. Devi .S	Assistant Professor	COMPUTER SCIENCE
Prof. Anu Jose	Assistant Professor	COMPUTER SCIENCE
Sri.Girish.S	LIBRARIAN	LIBRARY
Sri. C.R. Prakasha	PHYSICAL EDUCATION DIRECTOR	PHYSICAL EDUCATION

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

TEACHING STAFF(UGC)

SL. NO	EMPLOYEE NAME	DESIGNATION	SUBJECT	SALARY	
1	Dr. Y. C. Kamala	Associate Professor	Physics	266270	
2	Prof. Adkoli Bharathi Narayan	Associate Professor	English	299595	
3	Prof. K. Jagadamba	Associate Professor	Botany	299595	
4	Dr. M. Sathish Karanth	Associate Professor	Sanskrit	251080	
5	Prof. H.C. Bellad	Associate Professor	Physics	243945	
	Grand Total				

NON TEACHING STAFF SALARY (UGC)

SL. NO	EMPLOYEE NAME	DESIGNATION	SUBJECT	SALARY
1	Sri. Kempanna	Office superintendent	-	89155
2	Smt. L.G Shivamma	Typist	-	49001
Grand Total				

BUDGET ALLOCATED TO EACH OF ITS AGENCY, INDICATING THE PARTICULARS OF ALL PLANS, PROPOSED EXPENDITURES AND REPORTS ON DISBURSEMENTS MADE AS PER CLAUSE F(B)(11) OF THE RIGHT TO INFORMATION ACT, 2005

SL. No	HEAD OF ACCOUNT	PARTITUCULRS OF BUDGET ALLOCATED (PLANS AND NON-PLANS)	Grant received		Expenditure	BALANCE	REMARKS
	2202.03.102 .02.02.31 & 35	General, SC &ST (2019-2020)		1386669/-	1500125/-	113642/-	(out of College Manageme nt fund)
1.	2202 03 104 1 01	Non-Plan 2011-12	Opening Bal.	261808/- 20740658/- 21002466/-	20740658/-	917837/-	Tuition Fee & Lab Fee also taken as Grant
2.	Fees	-	Opening Bal. 2011-12117762 1439435/-	261808/- 7 <u>/-</u>	521598/-	917837/-	917837/- (balance as on 20.12.11)
3.	College Developme nt Fund	-					

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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

Below shown College students has belongs to various scholarship

1	STATE SCHOLARHIP PORTAL
2	NATIONAL SCHOLARSHIP PORTAL

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

SCHOLARSHIP / FREE SHIP TO ST / ST AND OTHER BACK WARD CLASSES ARE AVAILABLE

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DETAILS IN RESPECT OF THE INFORMATION AVAILABLE TO OR HELD BY THE NATIONAL COLLEGE JAYANAGAR AND INTRODUCED IN AN ELECTRONIC FORM AS PER CLAUSE 4(b)(14) OF THE RIGHT TO INFORMATION ACT 2005

All the details pertaining to Bangalore University, GovernmentOrganisations, etc., for the current year, are electronically stored. Salary Bills, Formats, correspondence, List of teaching and non-teaching staff, students attendance particulars, management data and students data are stored electronically.

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

The public can meet the Principal or the Office Superintendent for any information pertaining to the College. The Library of the Science Centre, a wing of the college is open to public. Any citizen can become a member of the Science Centre Library after satisfying the Head of the Institution about his/her seriousness. The prospectus published by the College at the beginning of every academic year also provides all the details about the College to the public. These details are pertaining to admission procedure, all examinations, Library Rules, Attendance Requirements, Discipline and Conduct Rules. List of Teachers and Non-Teaching Staff. etc.

NAMES, DESIGNATIONS 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	The National	Dr. Y C Kamala	Sri. Kempanna P	Joint Director of
	College7th Block,	Principal	Superintendent	Collegiate
	Jayanagar,			Education
	Bangalore - 70			

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

The College conducts various programmes, some of which are open to the Public. The General Education Programme in which men and women of eminence, speak on different topics will be conducted often. Simultaneously, the Science Centre of the College conducts fortnightly lecture programmes and workshops for students in general. The museum maintained by the Science Centre is also for use of High School Students.

The fortnightly evening Cultural Programmes of the Bangalore Lalitha Kala Parishat are also open to thepublic The Science Programs conducted by B.V. J Science Centre are also open to Public.

PRINCIPAL