

GOVINDA DASA COLLEGE, SURATHKAL MANGALORE**FORMAT - 4**

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
1	PRINCIPALS GRADE I OR II	TO ATTEND TO THE WORK ON PRIORITY AND IMMEDIATE BASIS (AS PER ACTS, RULES AND OFFICE PROCEDURE MANUAL)
2	ASSOCIATE PROFESSOR/ASSISTANT PROFESSOR	AS PER UNIVERSITY GUIDELINES
3	ASSOCIATE LIBRARIAN	AS PER UNIVERSITY GUIDELINES
4	LIBRARY ASSISTANT	AS PER UNIVERSITY GUIDELINES
5	PHYSICAL CULTURE INSTRUCTOR	AS PER UNIVERSITY GUIDELINES
6	MANAGER	AS PER OFFICE PROCEDURE CODE
7	SUPERINTENDENTS	AS PER OFFICE PROCEDURE CODE
8	FIRST DIVISION ASSISTANTS	UP TO 5 DAYS FOR SUPERVISSION OF FILES & TAPPALS (AS PER ACTS, RULES AND OFFICE PROCEDURE MANUA
9	SECOND DIVISION ASSISTANTS	AS PER OFFICE PROCEDURE CODE
10	TYPISTS	CAYYRING OUT THE FUNCTIONS ENTRUSTED TO HIME THE SAME DAY (AS PER OFFICE PROCEDURE MANUAL)
11	ATTENDER/ PEON	CAYYRING OUT THE FUNCTIONS ENTRUSTED TO HIME THE SAME DAY (AS PER OFFICE PROCEDURE MANUAL)
12	WATCHMAN	THEY SHALL WATCH GUARD SEE AND ENSURE THAT ARTICLES BELONGING TO THE OFFICE ARE MAINTAINED (AS PER OFFICE PROCEDURE MANUAL)
13	SWEEPER	THEY SHALL SWEEP OF WIPE OR WIPE WITH WEST CLOTH/ JUTE CLOTH THE ROOM, VERANDA, STEPS ETC. (AS PER OFFICE PROCEDURE MANUAL)

FORMAT - 5

RULES, REGULATIONS, INSTRUCTIONS, MANUALS AND RECORDS HELD BY IT OR UNDER ITS CONTROL OR USED BY ITS EMPLOYEES FOR DISCHARGING 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 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 - 1083 (Karnataka Act No. 1 of 1995)
9	Karnataka Education Institutions (Collegiate Education) rules - 2003
10	Grant in Aid Code
11	Karnataka Civil Services (General Recruitment) Rules - 1988
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 Transference 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, Bylaws and Examination Manual
22	Karnataka Education Department Services (Collegiate Education Department) (Special Recruitment) Rules - 1993 and other Rules as Amended
23	Official Manual

FORMAT - 6

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.	CATAGORIES OF DOCUMENTS THAT ARE HELD BY IT OR UNDER CONTROL
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	Cash Books
9	Day Books
10	Grant Release Registers
11	Salary Disbursement Registers
12	Stock Registers
13	A.G. Audit Observation Compliance Report Registers
14	Special State Gazettes
15	National Loan Scholarship Recovery Register
16	Admission Register
17	Marks Entry Register
18	Scholarship Disbursement Register
19	Cash Control Register
20	General Ledger
21	UGC Stock Register

FORMAT – 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 AS PER CLAUSE 4 (b) (7) OF THE RIGHT TO INFORMATION ACT 2005

'-----Not Applicable-----'

FORMAT – 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 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) (s) OF THE RIGHT TO INFORMATION ACT 2005

Sl.No.	COMMITTEES	HEADED BY
1	Parent-Teachers Association	Principal
2	Admission Committee	
3	Examination Committee	
4	Cultural Committee	
5	Discipline Committee	
6	Students Council Committee	
7	Reading Room Committee	
8	N.S.S.Committee	

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

Name of the College : Govinda Dasa First Grade College 0824-2407287 (Office)

SL. NO	NAME	DESIGNATION	PHONE Cell No
1	Sri. K. Rajmohan Rao, M.Com. M.Phil, LL.B	Grade I Principal	9449551750
2	Sri. T. S. Sreepoorna, M.A.	Associate Professor in English	9448627139
3	Sri. Devappa Kulai, M.Sc.	Associate Professor in Physics	9844816450
4	Sri. Ramesh Kulai, M.Com., M.Phil. LL.B	Associate Professor in Commerce	9844847473
5	Sri. K. Ravindra Rao, M.Com.	Associate Professor in Commerce	9480484024
6	Dr. B. Muralidhara Rao, M.Sc., Ph.D.	Associate Professor in Chemistry	9481974869
7	Smt. Voilet Miranda, M.A. M.Phil	Associate Professor in History	9844620097
8	Sri. P. Krishnamoorthy, M.A. M.Phil	Associate Professor in Kannada	9480347065
9	Dr.K. Shivashankar Bhat, M.A.,Ph.D.	Associate Professor in Economic	9449832525
10	Sri. Ramesh Bhat S.G., M.A.,M.Phil	Associate Professor in Kannada	9449452356
11	Sri. Hareesha Acharya.,M.A	Assistant Professor in Economics	9449452357
12	Sri. Vageesh. S, M.A.. M.Phil	Assistant Professor in Sanskrit	9449591513
13	Sri.K.Balakrishna, M.A, B.Com, B.M.Lib.Sci. M.Phil	Librarian U.G.C	9448193865
14	Sri. Gopal M. Gokhale, M.Sc., M.Phil	Associate Professor in Statistics	9964398965
15	Sri. B. Y. Kumar, M.A., M.Phil	Associate Professor in History	8147626119
16	Sri. Neelappa. V., M.Sc.	Assistant Professor in Chemistry	9945936003
17	Sri. Vaman Kamath, M.Sc.	Assistant Professor in Mathematics	9449820700
18	Sri. Marcel Louis Mascarenhas, M.A	Assistant Professor in Hindi	9449821150
19	Smt. Sujatha. K. V, M.Sc.	Assistant Professor in Statistics	9986045159

DIRECTORY OF ITS OFFICERS AND EMPLOYEES AS PER CLAUSE 4 (B) (9) OF THE RIGHT TO INFORMATION ACT 2005.**Name of the College : Govinda Dasa First Grade College,**

SL. NO.	NAME	DESIGNATION	PHONE NO.
1	Sri Purushothama Devadiga	Lib. Assistant	9242914467
2	Sri. C.Anantha Bhat	Typists	9481764709
3	Sri. M. K. Venkateshan	Attender	9449816682
4	Sri. Shekara	Attender	9980091644
5	Sri. K. Dayananda	Peon	0824-2293961
6	Sri. I. Nagappa.	Peon	0824-2407287
7	Sri. Surendra Kumar	Peon	9880838941
8	Sri K. Basava	Peon	9986842526
9	Sri. P. Shripathi	Peon	9343304553
10	Sri. K. Krishnamurthy	Peon	9449388213

FORMAT – 10

Govinda Dasa College, Surathkal - 575 014 D.K

Monthly remuneration received by each of 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.

Sl.No	NAME OF THE EMPLOYEE	DESIGNATION	GROSS CLAIM
1	Sri. K. Rajmohan Rao, M.Com. M.Phil. L.L.B	Grade I Principal	102140.00
2	Sri. T. S. Sreepoorna, M.A.	Associate Professor in English	102140.00
3	Sri. Devappa Kulai, M.Sc.	Associate Professor in Physics	97789.00
4	Sri. Ramesh Kulai, M.Com.. M.Phil	Associate Professor in Commerce	97914.00
5	Sri. K. Ravindra Rao, M.Com.	Associate Professor in Commerce	102540.00
6	Dr. B. Muralidhara Rao, M.Sc., Ph.D.	Associate Professor in Chemistry	97789.00
7	Smt. Voilet Miranda, M.A.	Associate Professor in History	93219.00
8	Sri. P. Krishnamoorthy, M.A.,M.Phil	Associate Professor in Kannada	87860.00
9	Dr.K. Shivashankar Bhar, M.A.,Ph.D.	Associate Professor in Economic	80384.00
10	Sri. Ramesh Bhat S.G., M.A.,M.Phil	Associate Professor in Kannada	53907.00
11	Sri. Hareesha Acharya.,M.A	Assistant Professor in Economics	43441.00
12	Sri. Vageesh. S, M.A. M.Phil	Assistant Professor in Sanskrit	43441.00
13	Sri.K.Balakrishna,M.A,B.Com, M.Lib.Sci.M.Phil	Associate Librarian	97285.00
14	Sri. Gopal M. Gokhale, M.Sc.	Associate Professor in Statistics	90773.00
15	Sri. B. Y. Kumar, M.A.	Associate Professor in History	80384.00
16	Sri. Neelappa. V., M.Sc.	Assistant Professor in Chemistry	49220.00
17	Sri. Vaman Kamath, M.Sc.	Assistant Professor in Mathematics	49220.00
18	Sri. Marcel Louis Mascarenhas, M.A.	Assistant Professor in Hindi	48162.00
19	Smt. Sujatha. K. V, M.Sc.	Assistant Professor in Statistics	42164.00
	Total For Teaching Staff		12,62,700.00

Non Teaching Staff:

Sl.No	NAME OF THE EMPLOYEE	DESIGNATION	GROSS CLAIM
1	Sri. Purushothama Devadiga	Library Assistant	20092.00
2	Sri. C. Anantha Bhat	Typist	25500.00
3	Sri. M. K. Venkateshan	Attender	23129.00
4	Sri. Shekara	Attender	16807.00
5	Sri. K. Dayananda	Peon	16468.00
6	Sri. I. Nagappa.	Peon	16418.00
7	Sri. Surendra Kumar	Peon	16418.00
8	Sri K. Basava	Peon	16468.00
9	Sri. P. Shripathi	Peon	16493.00
10	Sri. K. Krishnamurthy	Peon	16468.00
	Total For Non -Teaching Staff		1,66,794.00
	Total for Teaching Staff:		12,62,700.00
	Total for Non-teaching Staff :		1,66,794.00
	Total		14,29,494.00

FORMAT – 11**GOVT. COLLEGES**

BUDGET ALLOCATED TO EACH OF ITS AGENCY, INDICATING THE PARTICULARS OF ALL PLANS, PROPOSED EXPENDITURES AND REPORTS ON DISBURSMENTS MADE AS PER CLAUSE 4 (b) (11) OF THE RIGHT TO INFORMATION ACT 2005

SL. NO.	Head of Account	Particulars of Budget Allotted (Plans & Non Plan)	Expenditure	Balance
'---- Nil----				

FORMAT - 11 A**AIDED COLLEGES**

BUDGET ALLOCATED TO EACH OF ITS AGENCY, INDICATING THE PARTICULARS OF ALL PLANS, PROPOSED EXPENDITURES AND REPORTS ON DISBURSMENTS 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 Allotted (Plans & Non Plan)	Expenditure	Balance
1	'220203104101	Non Plan		
	2010-2011	Salary Grant – 14728581.00	14728581.00	'----Nil-----'

FORMAT – 12

MANNER OF EXECUTION OF SUBSIDY PROGRAMMES, INCLUDING THE AMOUNTS ALLOTTED AND THE DETAILS OF BENEFICIARIES OF SUCH PROGRAMMES AS PER CLAUSE 4 (b) (12) OF THE RIGHT TO INFORMATION ACT 2005

SL.NO.	Name of the Scholarship	Amount of the year 2009-2010
1	Sir. C.V Raman Scholarship, Govt. of Karnataka	Rs. 80000.00
2	Sanchi Honnamma Scholarship	Rs. 12000.00
3	Merit Scholarship, Govt of India	Online Payment to Students
4	SC/ ST Scholarship and Minority Scholarship	Rs. 212405.00
5	Beedi Scholarship	Online Payment to Students
6	Workers Welfare Fund- Scholarship	*****
7	Ex. Service man Scholarship	Rs. 1995
	Total	Rs. 306400.00

FORMAT – 13

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 Applicable -----

FORMAT – 14

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

Website : www.govindadasacollege.com

Email id : govindadasacollege@yahoo.co.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

Facilities given to Students and Staff only
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FORMAT – 16

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 Authorities	Name and designation of the Public Information Officer	Name and designation of the Assistant Information Officer	Appellate Authority
1	Govinda Dasa College, Suratkal, D.K.	K. Rajmohan Rao Grade I Principal	No	Regional Deputy Director Collegiate Education, Mangalore.

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

---- Not Applicable ----

CERTIFICATE:

This is to certify that the Information Act 2005 hand book (Revised as on 31-12-2007) has been notified both in Kannada and English version on the Office Notice Board on 31-12-2011.

Place: Mangalore,

Dated: 31-12-2011

Principal