St. Joseph's College of Commerce

(Autonomous)

#163, Brigade Road,

Bangalore – 560 025

PARTICULARS OF ITS ORGANIZATION FUNCTIONS AND DUTIES AS PER CLAUSE 4 (b) (1) OF THE RIGHT OF INFORMATION ACT 2005

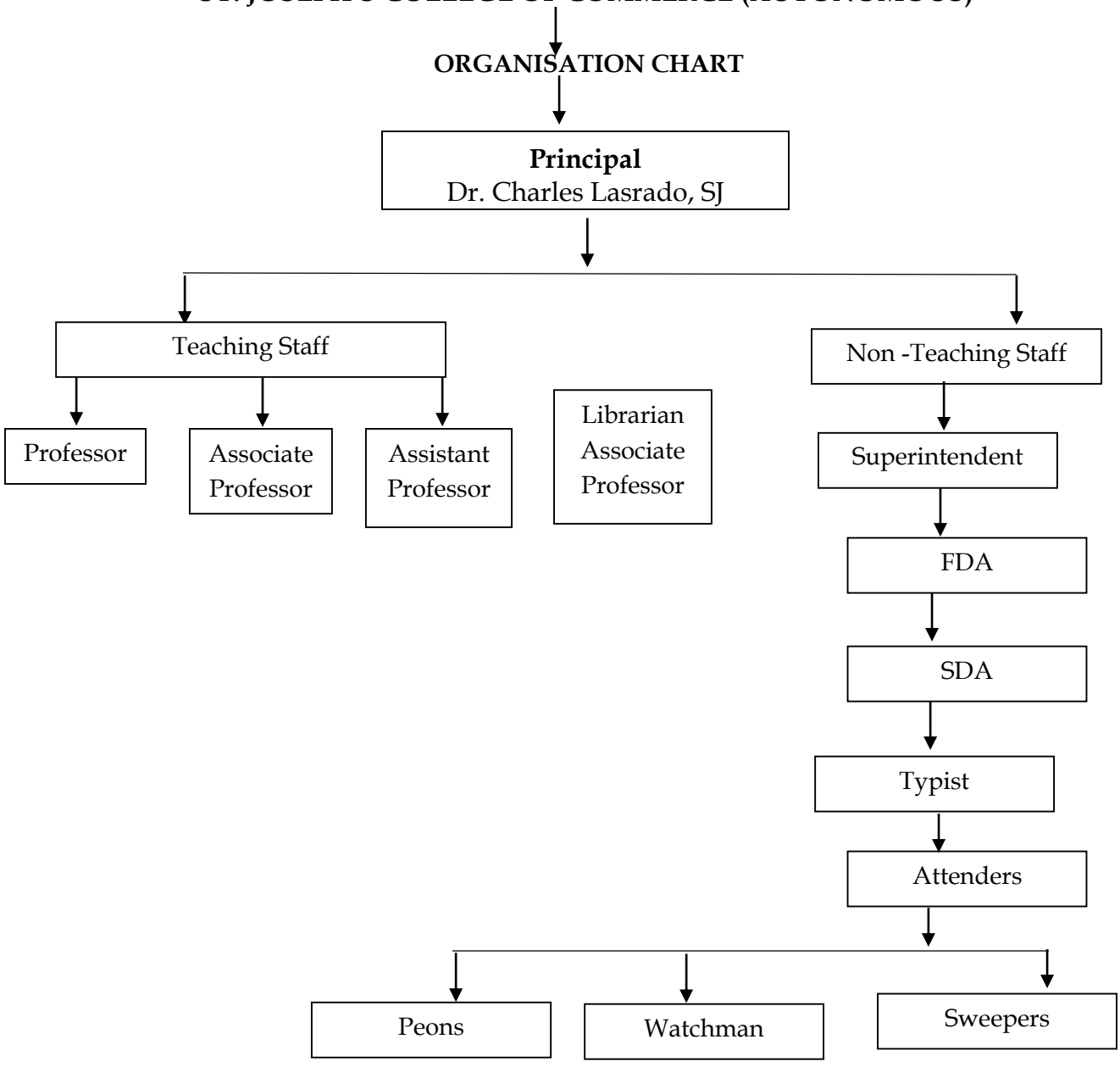
Details as on 31/07/2021

FORMAT – 1

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

ST. JOSEPH'S COLLEGE OF COMMERCE (AUTONOMOUS)

ORGANISATION CHART



St. Joseph's College of Commerce (Autonomous)
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FORMAT – 2

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

Sl. No	DESIGNATION	Powers and Duties of Officers/Employees
1	Principal In-Charge	1. The Principal shall exercise such administrative powers as are delegated under various acts, rules, regulations, orders and instructions of the government, Department of Collegiate Education and other competent authorities. He shall 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 sanctioning Departments viz Social Welfare Department, Backward Classes and Minorities 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 is 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 work – load in a week in the relevant subject, etc.
2	Selection Grade Lecturers/ Senior Grade Lecturers/ Lecturers	1. He conduct 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 diaries and shall be available for students at least 7 hours daily and for 5 hours on Saturday s 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	1. To issue books to the teaching, non-teaching staff and students and collect it back 2. Maintain necessary records/registers in the library etc. 3. To arrange for annual stock verification of the library book and to send annual stock verification report to the concerned officers, etc.
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 that all registers, diaries and files are maintained properly by the case workers of his section. He shall mark the tappals to the concerned case workers. He shall supervise his section and submit reports to his immediate officers. He shall sign and issue acknowledgement letters.
5	First Division Assistants (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.
6	First Division Assistants/ Second Division Assistants	The 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 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 paging index. 3. To maintain the various registers prescribed under the rules of office procedure. 4. To ensure that the notes submitted in the files are neat and tidy and as per rules.
7	Typist	The Typist duties and responsibilities are as follows: 1. To type both on computer and typewriter neatly and accurately all letters marked to him 2. To take out number of copies required. 3. Stenciling when the number of copies required are more than 10 4. Typist shall compare fair copies before they are returned to the caseworker. 5. To maintain the work diary in the prescribed proforma 6. Drafts shall be typed giving wide margin for effecting necessary corrections.
8	Attenders/Peon	The duties of the Attender/Peon are as follows: General Duties: 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.
9	Watchman	They shall watch guard, see and ensure that articles belonging to the Department/Office including the vehicles kept in the Department Garages are safe and not tampered with or taken out without proper authority.
10	Sweeper	They shall sweep or wipe with wet cloth, the room, verandas, steps, etc., allotted to the, 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.

FORMAT – 3

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

Sl. No	DESIGNATION	POWERS AND DUTIES OF OFFICERS/EMPLOYEES
1	Principal In Charge	1) The Principal shall exercise such administrative powers as are delegated under various acts, rules, regulations, orders and instructions of the government, Department of Collegiate Education and other competent authorities. He shall 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 sanctioning Departments viz Social Welfare Department, Backward Classes and Minorities Department and Department of Collegiate Education etc., 3) The Principal shall handle 6 hours of teaching work – load in a week in the relevant subject, etc. ***AND OTHER POWERS & DUTIES MENTIONED IN FORMAT – 2***
2	Selection Grade Lecturers/Senior Grade Lecturers/Lecturers	1) He conduct 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. ***AND OTHER POWERS & DUTIES MENTIONED IN FORMAT – 2***
3	Librarian	1) To issue books to the teaching, non-teaching staff and students and collect it back 2) Maintain necessary records/registers in the library etc. 3) To arrange for annual stock verification of the library book and to send annual stock verification report to the concerned officers, etc.
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. ***AND OTHER POWERS & DUTIES MENTIONED IN FORMAT – 2***
5	First Division Assistants	The 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 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 paging index. (3) To maintain the various registers prescribed under the rules of office procedure. (4) To ensure that the notes submitted in the files are neat and tidy and as per rules.
6	Second Division Assistants	**AS MENTIONED IN FORMAT – 2**

7	Typists	The Typist duties and responsibilities are as follows: (1) To type both on computer and typewriter neatly and accurately all letters marked to him (2) To take out number of copies required. (3) Stenciling when the number of copies required are more than 10 ***AND OTHER POWERS & DUTIES MENTIONED IN FORMAT – 2***
8	Attender/Peon	The duties of the Attender/Peon are as follows: GENERAL DUTIES: (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. ***AND OTHER POWERS & DUTIES MENTIONED IN FORMAT – 2***
9	Watchman	They shall watch guard, see and ensure that articles belonging to the Department/Office including the vehicles kept in the Department Garages are safe and not tampered with or taken out without proper authority.
10	Sweeper	They shall sweep or wipe with wet cloth, the room, verandas, steps, etc., allotted to the, 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.

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	**As Per The Government & Management Norms**
2	Selection Grade Lecturers/Senior Grade Lecturers/Lecturers	**As Per The Government & Management Norms**
3	Librarian	**As Per The Government & Management Norms**
4	Superintendent	**As Per The Government & Management Norms**
5	First Division Assistants	**As Per The Government & Management Norms**
6	Second Division Assistants	**As Per The Government & Management Norms**
7	Typists	**As Per The Government & Management Norms**
8	Attender/Peon	**As Per The Government & Management Norms**
9	Watchman	**As Per The Government & Management Norms**
10	Sweeper	**As Per The Government & Management Norms**

FORMAT – 5

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	Conduct rules – 1966
2	Karnataka education act 1983 (karnataka act no. 1 of 1995)
3	Karnataka educational institutions (collegiate education) rules-2003
4	Grant in aid code
5	Karnataka civil services (general recruitment) rules – 1977
6	Triple benefits scheme rules – 1976
7	University grants commission guidelines
8	Karnataka state transferency act – 2000
9	Relevant government notifications and orders
10	Karnataka civil services (regulation of promotion, pay and pension act, 1973 and rules 1978 rules general recruitment rules – 1977
11	Karnataka state university act – 2000
12	Jurisdictional, university regulations, bylaws and examination manual
13	Karnataka education department services (collegiate education department) (special recruitment) rules, 1993 and other rules as amended

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.	Categories Of Documents That Are Held By It Or Under Control
1	Attendance Registers
2	Casual Leave Registers
3	Tappal Issue Acknowledgement Registers
4	Cash books (Soft copies)
5	Cash Books (Soft copies)
6	Day Books (Soft copies)
7	Grant Release Registers (Soft copies)
8	Salary Disbursement Registers (Soft copies)
9	Advance Sanction Registers (Soft copies)
10	Stock Registers (Soft copies)
11	A.G. Audit Observation Compliance Report Registers

FORMAT-7

PARTICULARS OF ANY ARRANGEMENT THAT EXISTS FOR CONSULTAION WITH OR REPRESENTATION BY, THE MEMBERS OF THE PUBLIC INRELATION TO THE FORMULATION OF ITS POLISY OR ADMINISTRATION THEREOF AS PER CLAUSE 4(b) (7) OF THE RIGHT TO INFORMATION ACT 2005.

1. Representation in Person or writing to the President or Vice – President of the Management
2. College Alumni

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 MEETINGS OF THOSE BOARDS, COUNCILS, COMMITTEES AND OTHER BODIES ARE OPEN TO THE PUBLIC OR THE MINUTES OF SUCH MEETINGS ARE ACCESSIBLE FOR PUBLIC AS PER CLAUSE 4(B) (8) OF THE RIGHTS TO INFORMATION ACT 2005

SL. No.	Committees	Headed By
1	Exam Committee	Principal
2	Total Quality Management	Principal
3	Parent Teachers Committee	Principal
4	Sports Committee	Principal
5	Student's Council Committee	Principal

FORMAT -9

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

Sl. No.	Name	Designation	Telephone No
1	Dr. Daniel Fernandes, SJ	Principal In-charge Upto 31st May 2021	9448055264
	Dr. Charles Louis Lasrado, SJ	Principal from 1st June 2021 Associate Professor	9449720044
2	Dr. Rajaram R	Associate Professor	9845214004
3	Dr. L. Augustin Amaladas	Associate Professor	9845844319
4	Mr. Ravi R.A.	Associate Professor	9241670345
5	Dr. Sajida Ahmed	Associate Professor	9880428557
6	Mrs. H.G. Manjula	Librarian Associate Professor	9886768363
7	Mr. Asad Pasha	SDA	9342981881
8	Mr. John Sudhakar	SDA	7349076722
9	Mr. P.G. Jose	SDA	9845392839
10	Mr. Joseph Anthony	Attender	9972029935
11	Mr. Yesudas S	Attender	9343630448
12	Mr. T. Venkateshaiah	Gardener	9008007518
13	Mr. Shivashankara K.A.	Peon	9916341727
14	Mrs. Anthony Mary C	Peon	9686868795

FORMAT – 10

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	Designation	Gross Salary Dec 2020
1	Dr. Daniel Fernandes, SJ	Principal In-charge Upto 31st May 2021	2,15,343
	Dr. Charles Louis Lasrado, SJ	Principal from 1st June 2021 Associate Professor	-
2	Dr. Rajaram R	Associate Professor	2,92,689
3	Dr. L. Augustin Amaladas	Associate Professor	2,64,693
4	Mr. Ravi R.A.	Associate Professor	2,42,274
5	Dr. Sajida Ahmed	Associate Professor	2,49,465
6	Mrs. H.G. Manjula	Librarian Associate Professor	2,72,589
7	Mr. Asad Pasha	SDA	68,428
8	Mr. John Sudhakar	SDA	66,637
9	Mr. P.G. Jose	SDA	64,947
10	Mr. Joseph Anthony	Attender	51,760
11	Mr. Yesudas S	Attender	49,190
12	Mr. T. Venkateshaiah	Gardener	45,741
13	Mr. Shivashankara K.A.	Peon	45,741
14	Mrs. Anthony Mary C	Peon	46,756

FORMAT – 11 A

AIDED COLLEGES

BUDGET ALLOCATED TO EACHOF ITS AGENCY, INDICAING THE PARTICULARS OF ALL PLANS, PORPOSED EXPENDITURES AND REPORTS ON DISBUSEMENTS 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 2202-03-104-1-01	Particulars Of Budget Allocated (Plans & Non Plan)	Expenditure		Balance
			Collection	Expenditure	
1	Salary Grant	NON PLAN	3,00,31,534	3,00,31,534	-
2	Tuition & Other Fees Development Fees		32,95,452	32,95,452	-

FORMAT - 12

MANNER OF EXECUTION OF SUBSIDY PROGREMMES, INCLUDING THE AMOUNTS ALLOCATED AND THE DETAILS OF BENEFICIARIES OF SUCH PROGREMMES AS PER CLAUSE 4 (B) (12) OF THE RIGHT TO INFORMATION ACT 2005.

N/A

FORMAT-13

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

N/A

FORMAT - 14

DETAILS IN RESPECT OF THE INFORMATION, AVAILABLE TO OR HELD BY IT, REDUCED IN AN ELECTRONIC FORM AS PER CLAUSE 4 (B) (14) OF THE RIGHT TO INFORMATION ACT 2005.

1. Attendance
2. Marks
3. Staff List
4. Students information

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.

1. Notice Board
2. Placement Office
3. Library – Students
4. Information on the T.V Monitor

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 authority	Name and designation of the public information officer	Name and designation of the Assistant information Officer	Appellate Authority
1	Principal	Dr. Charles Lasrado, SJ	Ms. Jayashree P.R. Senior of staff	Commissionerate of Collegiate Education

FORMAT - 17

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

Certificate Courses
Student's Welfare Programme
Outreach Programme

Principal