

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 30/11/2019

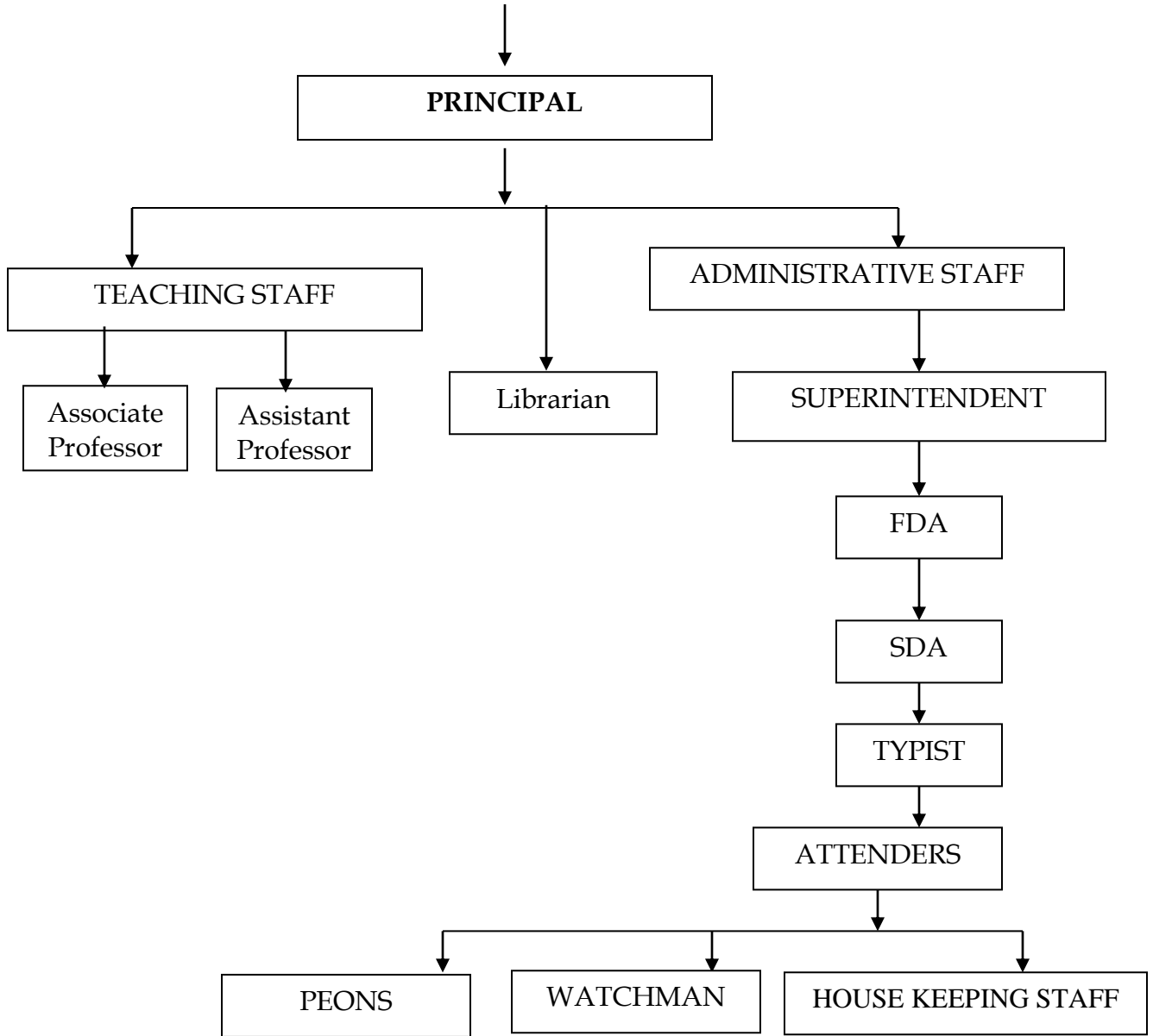
FORMAT - 1

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



ORGANISATION CHART



St. Joseph's College of Commerce (Autonomous)
 # 163, Brigade Road,
 Bangalore - 560 025
 Ph. Nos. 25360644/46
 Fax: 25540378
 E - Mail ID: info@sjcc.edu.in
 Website: www.sjcc.edu.in

POWER

Sl. No	DESIGNATION	POWERS AND DUTIES OF OFFICERS/EMPLOYEES
		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

1	PRINCIPAL	<p>Education and other competent authorities. He/she shall take all steps for smooth and efficient functioning of the College.</p> <ol style="list-style-type: none"> 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	ASSOCIATE PROFESSOR/ ASSISTANT PROFESSOR	<ol style="list-style-type: none"> 1) He/she 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	<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/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	<p>The Superintendent shall be primarily responsible for the efficiency of his/her 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/she shall guide his subordinates in all respects and make them put up the cases in accordance with the rules. He/she shall maintain his 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 section. He/she shall mark the tappals to the concerned case workers. He/she shall supervise his section and submit reports to his immediate officers. He/she shall sign and issue acknowledgement letters.</p>
5	First Division Assistants (SAD)	<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</p>

		functions. He/she 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/she is responsible for the work entrusted to him/her. Each Assistant will be allotted certain subjects to deal with. His/her 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	House Keeping Staff	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	<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. He/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) The Principal shall handle 6 hours of teaching work – load in a week in the relevant subject, etc.</p> <p>AND OTHER POWERS & DUTIES MENTIONED IN FORMAT - 2</p>
2	ASSOCIATE PROFESSOR/ ASSISTANT PROFESSOR	<p>1) He/she conduct 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>AND OTHER POWERS & DUTIES MENTIONED IN FORMAT - 2</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/registers in the library etc.</p> <p>3) To arrange for annual stock verification of the library book and to send annual stock verification report to the concerned officers, etc.</p>
4	SUPERINTENDENT	<p>The Superintendent shall be primarily responsible for the efficiency of his/her section 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.</p> <p>AND OTHER POWERS & DUTIES MENTIONED IN FORMAT - 2</p>
5	FIRST DIVISION	<p>The First Division Assistants/Second Division Assistants works under the guidance of the Superintendent. He/she is responsible for the work entrusted to him. Each Assistant will be allotted certain subjects to deal with. His/her duties mainly are as follows:</p> <p>(1) To maintain the case diary.</p> <p>(2) To examine and put-up notes and drafts promptly</p>

	ASSISTANTS	<p>to the superintendent after recording paging index.</p> <p>(3) To maintain the various registers prescribed under the rules of office procedure.</p> <p>(4) To ensure that the notes submitted in the files are neat and tidy and as per rules.</p>
6	SECOND DIVISION ASSISTANTS	AS MENTIONED IN FORMAT - 2
7	TYPISTS	<p>The Typist duties and responsibilities are as follows:</p> <p>(1) To type both on computer and typewriter neatly and accurately all letters marked to him/her.</p> <p>(2) To take out number of copies required.</p> <p>(3) Stenciling when the number of copies required are more than 10</p> <p>AND OTHER POWERS & DUTIES MENTIONED IN FORMAT - 2</p>
8	ATTENDER/PEON	<p>The duties of the Attender/Peon are as follows: GENERAL DUTIES:</p> <p>(1) Carrying a file from one section to another or from one case- worker to another etc.</p> <p>(2) Stitching the files/Exam bundles.</p> <p>(3) Carrying and distribution of stationary and making envelopes whenever necessary.</p> <p>AND OTHER POWERS & DUTIES MENTIONED IN FORMAT - 2</p>
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	HOUSE KEEPING STAFF	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	Associate Professor/ Assistant Professor	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	House Keeping Staff	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 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	Movement Registers
3	Casual Leave Registers
4	Postal Stamps Account Registers
5	Tappal Issue Acknowledgement Registers
6	Case Worker Personal Diary/Case Registers
7	Cash Books
8	Day Books
9	Grant Release Registers
10	Salary Disbursement Registers
11	Advance Sanction Registers
12	Stock Registers
13	A.G. Audit Observation Compliance Report Registers

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.

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.	Grievance & Malpractice Committee	Principal
3.	Anti-Ragging Cell	Principal
4.	Sexual Harassment Committee	Principal
5.	Sports Committee	Principal
6.	Student's Council Committee	Principal

FORMAT -9

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

Sl. No.	Name	Designation	Telephone No	Extn No
1	Dr. Daniel Fernandes, SJ	Principal-in-charge	25543835	260
2	Dr. Rajaram	Associate Professor	9845214004	273
3	Mr. Augustin Amaladas	Associate Professor	9845844319	259
4	Mr. R.A. Ravi	Associate Professor	9241670345	259
5	Dr. Sajida Ahmed	Associate Professor	9880428557	290
6	Mrs. H.G. Manjula	Associate Professor	9886768363	262
7	Ms. Jayashree P R	Superintendent	9480426575	265
8	Mr. Henry Rajkumar	FDC	9141939917	270
9	Mr. Asad Pasha	SDA	9342981881	276
10	Mr. John Sudhakar	SDA	9113038651	270
11	Mr. P.G. Jose	SDA	9845392839	253
12	Mr. Joseph Anthony	Attender	9972029935	253
13	Mr. Anthony Kruz	Attender	7259894185	253
14	Mr. Yesudas	Peon	9343630448	262
15	Mr. Kempaiah	Night watchman	9742739905	262
16	Mr. Venkateshaiah	Gardener	9008007518	259
17	Mr. Shivashankara	Peon	9916341727	270
18	Mrs. Anthony Mary	Peon	9686868795	262

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
1	Dr. Daniel Fernandes, SJ	Principal-in-charge	1,53,249
2	Dr. Rajaram	Associate Professor	2,16,450
3	Mr. Augustin Amaladas	Associate Professor	2,17,972
4	Mr. R.A. Ravi	Associate Professor	1,83,012
5	Dr. Sajida Ahmed	Associate Professor	1,88,493
6	Mrs. H.G. Manjula	Associate Professor	2,04,795
7	Ms Jayashree P R	Superintendent	79,283
8	Mr. Henry Rajkumar	FDC	71,709
9	Mr. Asad Pasha	SDA	66,737
10	Mr. John Sudhakar	SDA	63,256
11	Mr. P.G. Jose	SDA	61,768
12	Mr. Joseph Anthony	Attender	50,475
13	Mr. Anthony Kruz	Attender	51,768
14	Mr. Yesudas	Attender	48,040
15	Mr. Kempaiah	Night watchman	50,475
16	Mr. Venkateshaiah	Gardener	45,741
17	Mr. Shivashankara	Peon	45,741
18	Mrs. Anthony Mary	Peon	45,748

AIDED COLLEGES

FORMAT - 11 A

BUDGET ALLOCATED TO EACH OF ITS AGENCY, INDICATING THE PARTICULARS OF ALL PLANS, PROPOSED EXPENDITURES AND REPORTS ON DISBURSEMENTS 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	1,67,78,520	1,64,21,370	-	
2	Tuition & Other Fees		}	21,01,064	21,01,064	-
	Development Fees					

FORMAT - 12

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.

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. Daniel Fernandes, 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