

THE RIGHT TO INFORMATION ACT, 2005

Obligations of Public Authorities

A Draft Templates for
INFORMATION HANDBOOK
(Refer to Chapter II Section 4(1) a of RTI Act, 2005)
YEAR : 2017-18

Prepared by
Sri Dharmasthala Manjunatheshwara College(Autonomous), Ujire - 574 240, D.K.

CHAPTER 1

Organisation, Functions and Duties

(Section 4(1)(b)(i))

Particulars of the organization, functions and duties:-

Sl.No.	Name of the Organisation	Address	Functions	Duties
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<p>1</p>	<p>Sri Dharmasthala Manjunatheshwara College (Autonomous), Ujire.</p>	<p>Sri Dharmasthala Manjunatheshwara College(Autonomous) Ujire - 574240, Belthangady Taluk, D.K Dist., Karnataka State.</p>	<p>Principal</p>	<ol style="list-style-type: none"> 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 be both administrative and academic head of the college. 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(1) and 12(b) of the UGC Act, 1956. This can be done by sending the proposal to the UGC, New Delhi.
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				6. The Principal shall handle 6 hours of teaching work-load in a week in the relevant subject etc.
2	Sri Dharmasthala Manjunatheshwara College (Autonomous), Ujire.	Sri Dharmasthala Manjunatheshwara College(Autonomous), Ujire - 574240, Belthangady Taluk, D.K Dist., Karnataka State.	Associate Professors/ Assistant Professors/ Lecturers	<p>1. He 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>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	"	"	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
4	Sri Dharmasthala Manjunatheshwara College (Autonomous), Ujire.	Sri Dharmasthala Manjunatheshwara College (Autonomous), Ujire - 574240, Belthangady Taluk, D.K Dist., Karnataka State.	First Division Assistants/ Second Division Assistants	<p>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</p> <ol style="list-style-type: none"> 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 the office procedure 4. To ensure that the notes submitted in the files are neat and tidy and as per rules
5	"	"	Typists	<p>The typists duties and responsibilities are as follows</p> <ol style="list-style-type: none"> 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 case worker

				<p>5. To maintain the work diary in the prescribed proforma</p> <p>6. Draft shall be typed giving wide margin for effecting necessary corrections</p>
6	"	"	Attender/Peon	<p>The duties of the Attender/Peon are as follows. GENERAL DUTIES:</p> <ol style="list-style-type: none"> 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
	<p>Dr. K.Shankaranarayana,,MA, Ph.D.</p> <p>Sri Gajanana R.Bhat,MA</p> <p>Sri Bhaskar Hegde,MA</p> <p>Smt. Savitha Kumari, M.Sc.</p> <p>Smt. Bojamma K.N, M.A.M.Phil.</p> <p>Sri B. Ganesh Nayak, M.Sc.M.Phil.</p>	<p>ASSOCIATE PROFESSORS/ ASST. PROFESSORS/ LECTURERS</p>		<ol style="list-style-type: none"> 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 examinations.

	Dr. Ramachandra Purohit, M.A.,Ph.D.		<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</p> <p>8. To conduct tutorial classes as per the UGC norms etc.</p>
3	Post Vacant	PHYSICAL CULTURE INSTRUCTOR	<p>1. To coach, guide, train and supervise students in general, adopt a selective basis in major games and athletics, give training daily in the morning hours and in consultation with the principal.</p> <p>2. To assist the principal in the maintenance of discipline and healthy atmosphere in the college etc.</p>
4	Sri Yuvaraja Poovani Sri B.Rajendra Indra	SUPERINTENDENT	<p>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</p>
		First Division Assistant/Second Division	<p>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</p>

5	<p>Sri Vishnumoorthy B.</p> <p>Smt. K.Vijaya Kumari</p> <p>Sri Rajappa K.S.</p> <p>Sri M. Keshava Mugeru</p>	FIRST DIVISION ASSISTANTS/SECOND DIVISION ASSISTANTS/	<p>1. To maintain the case diary</p> <p>2. To examine and put up notes and drafts promptly to the superintendent after recording paging index.</p> <p>3. To maintain the various registers prescribed under the rules of the office procedure</p> <p>4. To ensure that the notes submitted in the files are neat and tidy and as per rules</p>
6	<p>Sri A.Thukarama Salian</p> <p>Smt. Hemalatha</p>	Typists	<p>The typists duties and responsibilities are as follows</p> <p>1. To type both on computer and typewriter neatly and accurately all letters marked to him.</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>4. Typist shall compare fair copies before they are returned to the case worker</p> <p>5. To maintain the work diary in the prescribed proforma</p> <p>6. Draft shall be typed giving wide margin for effecting necessary corrections</p>
7	<p>Sri P.Krishna Naik,</p> <p>Sri Sadananda B.</p> <p>Sri Jinnappa</p>	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>

	Sri Yuvaraja K. Sri Shanthi Prasad N.		4. Arranging of furniture 5. Keeping the office premises clean
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Chapter 3

Procedure Followed in Decision-making Process

[Section 4(1)(b)iii]

Describe the procedure following in decision making by the public authority (Deputy Commissioner Officer).

Activity	Description	Decision making process	Designation of final decision authority
Principals Grade I	As per norms prescribed by UGC and Govt.	Secretary	President/Vice President

Associate Professors/ Asst.Professors/Lecturers	As per University Guidelines.	Principal	Secretary
Physical Culture Instructor	As per University Guidelines.	-do-	-do-
Superintendent	As per Office Procedure Code.	-do-	-do-

First Division Assistant/		-do-	-do-
	As per Office Procedure Code.		
Second Division Assistant		-do-	-do-
	As per Office Procedure Code.		
Typist		-do-	-do-
	As per Office Procedure Code.		
Attender/Peon		-do-	-do-
	As per Office Procedure Code.		

Chapter 4			
Norms set for the Discharge of Functions			
[Section 4(1)(b) (iv)]			
Please provide the details of the norms/ standards set by the public authority for the discharge of its functions/ delivery of services.			

Sl. No:	Function/ Service	Norms standards of performance set	Time Frame	Reference document prescribing the norms (Citizen's Charter, Service Chapter etc)
1	Principals Grade I	As per norms prescribed by UGC and Govt.		
2	Associate Professors/ Asst.Professors/Lecturers	As per University Guidelines.		
3	Physical Culture Instructor	As per University Guidelines.		
4	Manager/Superintendent	As per Office Procedure Code.		
5	First Division Assistant/ Second Division Assistant	As per Office Procedure Code.		
6	Typist	As per Office Procedure Code.		
7	Attender/Peon	As per Office Procedure Code.		

Chapter 5	
Rules, Regulations, Instructions, Manual and Records, for Discharging Functions	
[Section 4(1)(b)(v)&(vi)]	
Please provide list and gist of rules, regulations, instructions, manuals and records, held by public authority or under its control or used by its	
SL.No.	RULES, REGULATIONS, INSTRUCTIONS, MANNUALS AND RECORDS USED
1	KARNATAKA CIVIL SERVICES RULES- 1958
2	KARNATAKA FINANCIAL CODE-1958
3	KARNATAKA TREASURY CODE-1958
4	BUDGET MANNUAL 1958
5	MANUAL OF CONTIGENCY 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 CIVIL 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 NOTIFICATIONS AND ORDERS.
18	KARNATAKA CIVIL SERVICES (REGULATION OF PROMOTION, PAY AND PENSION ACT, 1973 AND RULES 1978 RULES GENERAL
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)

Chapter 6	
Categories of Documents held by the Public Authority under its Control	
[Section 4 (1) (b) v (i)]	
Provide information about the official documents held by the public authority or under its control.	
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	MUDDAM REGISTERS
9	FILES SENDING REGISTERS (SIGNAL FILES SYSTEM)
10	CASE WORKER PERSONAL DIARY/CASE REGISTERS
11	CASH BOOKS
12	DAY BOOKS
13	GRANT RELEASE REGISTERS
14	SALARY DISBURSEMENT REGISTERS
15	ADVANCE SANCTION REGISTERS
16	STOCK REGISTERS
17	A.G.AUDIT OBSERVATION COMPLIANCE REPORT REGISTERS.
18	SPECIAL STATE GAZETTES
19	NATIONAL LOAN SCHOLARSHIP RECOVERY REGISTER

Pujya Dr. D. Veerendra Heggade	President - Management - Chairman	<p>Fix the fees and other charges payable by the students of the college on the recommendations of the Finance Committee. Institute scholarships, fellowships, studentships, medals, prizes and certificates on the recommendations of the Academic Council. To approve introduction of new programmes of study leading to degrees and/or diplomas. Perform such other functions and constitute committees, as may be necessary and deemed fit for the proper development, and to fulfil the objectives for which the college has been declared as autonomous.</p>	
Prof .S. Prabhakar	Vice President - Management - Member		
Sri. D. Harshendra Kumar	Secretary - Management - Member		
Dr. B. Yashovarma	Secretary - Management - Member		
Prof. UdayaShankar (Joint Director of Collegiate Education)	State Government - Nominee		
Prof.Gopalan Jagadeesh	UGC - Nominee		
Prof. K.R.Chandrashekhar	Mangalore University - Nominee		
Dr. M.S.Moodithaya	Educationist		
Dr.Subramanya Yadapadittaya	Industrialist		
Sri Keshava T.N.	Principal - Member Secretary		
Sri S. Satheeshchandra	Senior Teacher		
Dr.B.P.Sampath Kumar	Registrar Administration - Ex-officio		
Sri Shanthi Prakash	Registrar Evaluation - Ex-officio.		
Dr.K.Shankaranarayana	Invitee (IQAC Convenor)		
Academic Council Members			
Name of Board, Council Committee, etc.	Composition	Power & Functions	Whether its Meetings open to Public / Minutes of its Meetings accessible for Public
Sri Keshava T.N.	Principal - Chairman	<p>Academic Council will have powers to: (a) Scrutinise and approve the proposals with or without modification of the Boards of Studies with regard to courses of study, academic regulations, curricula, syllabi and modifications there of, instructional and evaluation arrangements, methods, procedures relevant there to etc., provided</p>	
Prof. Sangappa Y.	Mangalore University - Nominee		
Prof. H.L. Shashirekha	Mangalore University - Nominee		
Dr.Anitha Ravishankar	Mangalore University - Nominee		

Dr. Taltaje Vasantha Kumar	Management - Nominee	<p>that where the Academic Council differs on any proposal, it will have the right to return the matter for reconsideration to the Board of Studies concerned or reject it, after giving reasons to do so.</p> <p>b) Make regulations regarding the admission of students to different programmes of study in the college.</p> <p>c) Make regulations for sports, extra-curricular activities, and proper maintenance and functioning of the playgrounds and hostels.</p> <p>d) Recommend to the Governing Body proposals for institution of new programmes of study.</p> <p>e) Recommend to the Governing Body institution of scholarships, studentships, fellowships, prizes and medals, and to frame regulations for the award of the same.</p> <p>f) Advise the Governing Body on suggestions(s) pertaining to academic affairs made by it.</p> <p>g) Perform such other functions as may be</p>	
Dr. G.P. Shivaram	Management - Nominee		
Dr. T.P.M. Pakkala	Management - Nominee		
Dr. Udaya Kumar Irvathoor	Management - Nominee		
Dr. Madhava Bhat	Senior Faculty		
Dr. M.Y. Manjula	Dean – P.G. Courses		
Dr. A. Jayakumar Shetty	Dean- Humanities		
Sri T.Prakash Prabhu	Dean- Science		
Dr.P.N. Udayachandra	Dean-Commerce		
Dr. K.Shankaranarayana	IQAC convener		
All HOD's of Under Graduate & Post Graduate courses	Members		
Sri Shanthi Prakash	Registrar Evaluation - Ex-officio. Member		
Dr. B.P. Sampath Kumar	Registrar, Member Secretary		
Board of Studies Members			
Name of Board, Council Committee, etc.	Composition	Power & Functions	Whether its Meetings open to Public / Minutes of its Meetings accessible for Public
Board of Studies in English	1. Chairman, Concerned Head of the Department.	<p>The Board of Studies of a department in the college shall:</p> <p>a) prepare syllabi for various courses keeping in view the objectives of the college, interest of the stakeholders and</p>	
Board of Studies in Kannada	2. The entire faculty of each department		
Board of Studies in Hindi	3. Two experts in the subject from outside the college to be nominated by the Academic Council.		

Board of Studies in Sanskrit	4. One expert to be nominated by the vice-chancellor from a panel of six recommended by the college principal.	college, interest of the stakeholders and national requirement for consideration and approval of the Academic Council; b) suggest methodologies for innovative teaching and evaluation techniques; c) suggest panel of names to the Academic Council for appointment of examiners; and d) coordinate research, teaching, extension and other academic activities in the department/college.	
Board of Studies in History	5. One representative from industry/ corporate sector/allied area relating to placement.		
Board of Studies in Economics	6. One postgraduate meritorious alumnus to be nominated by the principal. The chairman, Board of Studies, may with the approval of the principal of the college, co-opt: a) Experts from outside the college whenever special courses of studies are to be formulated. b) Other members of staff of the same faculty.		
Board of Studies in Rural Development			
Board of Studies in Political Science			
Board of Studies in Psychology			
Board of Studies in Journalism			
Board of Studies in Home Science			
Board of Studies in Physics			
Board of Studies in Chemistry			
Board of Studies in Mathematics			
Board of Studies in Botany			
Board of Studies in Biotechnology			
Board of Studies in Statistics			
Board of Studies in Computer Science			

Board of Studies in Commerce			
Board of Studies in Business Administration			
Board of Studies in NCC			
Board of Studies in Social work			
Board of Studies in Psychology			
Board of Studies in Biotechnology			
Board of Studies in Mass Communication & Journalism			
Board of Studies in M.Com.			
Board of Studies in Chemistry			
Board of Studies in Physics			
Board of Studies in English			
Board of Studies in Statistics			
Board of Studies in Economics			
Board of Studies in Insurance & Bank Management			
Board of Studies in Organic Chemistry			
Finance Committee			
Name of Board, Council Committee, etc.	Composition	Power & Functions	Whether its Meetings open to Public / Minutes of its Meetings accessible for Public
Sri Keshava T.N., M.Sc.	(a) The principal (Chairman).	The Finance Committee will be an advisory body to the Governing Body	

Dr. B. Yashovarma, M.Sc.Ph.D.	(b) One person to be nominated by the Governing Body of the college for a period of two years.	a. Budget estimates relating to the grant received/receivable from UGC, and income from fees, etc. collected for the activities to undertake the scheme of autonomy; and b. Audited accounts for the above.	
Prof. Dayananda Naik	(c) Finance Officer, Mangalore University (University Nominee)		
Sri S. Satheeshchandra	(d) One senior-most teacher of the college to be nominated in rotation by the principal for two years.		

Chapter 9

Directory of Officers and Employees

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

Please provide information on officers and employees working in different units or officers at different levels and their contact

Sl.No.	Name of the Officers / Employees	Designation	Office Address	Contact Number / e-mail ID
1	Sri Keshava T.N., M.Sc.	Principal	SDM College (Autonomous), Ujire.	9448466733
2	Sri S.Sathishchandra,M.Sc.	Asso. Professor	"	9980293070
3	Dr. P.N.Udayachandra,M.Com, Ph.D.	Asso. Professor	"	9480158889
4	Dr.Jayakumar Shetty,,MA,Ph.D.	Asso. Professor	"	9731854560
5	Sri T.Prakash Prabhu,M.Sc.,M.Phil.	Asso. Professor	"	9448545820
6	Sri Shanthi Prakash,M.Sc.	Asso. Professor	"	9901598922
7	Sri Ajoy Kombarbail,M.Com	Asso. Professor	"	9480016380
8	Dr. B.P.Sampath Kumar,,MA,Ph.D.	Asso. Professor	"	9448835149
9	Sri Shashishekar N Kakathkar,M.Sc.	Asso. Professor	"	9448501424
10	Dr. B.A.Kumara Hegde,M.Sc.Ph.D.	Asso. Professor	"	9448842673
1	2	3	4	5
11	Dr.P.Vishwanatha,M.Sc. Ph.D.	Asso. Professor	"	9448335659
12	Smt. K.P.Nanda Kumari,M.Sc.	Asso. Professor	"	9448567533
13	Dr. Shalip Kumari,,MA, Ph.D.	Asso. Professor	"	9448624571
14	Dr. Anuradha N.Bhat,,MA, Ph.D.	Asso. Professor	"	9480015629
15	Dr. K.V.Nagarajappa,,MA, Ph.D.	Asso. Professor	"	9448104551
16	Dr. Shridhara N.Bhatta,M.A. Ph.D	Asso. Professor	"	9448335852
17	Dr. K.Shankaranarayana,,MA, Ph.D	Asst. Professor	"	9448815400
18	Sri Gajanana R.Bhat,MA	Asst. Professor	"	9480502499
19	Sri Bhaskar Hegde,MA	Asst. Professor	"	9448911926
20	Smt. Savitha Kumari, M.Sc.	Asst. Professor	"	9481754935

21	Smt. Bojamma K.N, M.A. M.Phil.	Asst. Professor	"	9449591385
22	Sri B. Ganesh Nayak, M.Sc.M.Phil.	Asst. Professor	"	9480146495
23	Dr.Ramachandra Purohit, M.A.Ph.D.	Asst. Professor	"	9481512405
1	2	3	4	5
	Non-Teaching Staff			
24	Sri Yuvaraja Poovani	Supdt.	SDM College (Autonomous), Ujire.	9448328389
25	Sri B.Rajendra Indra	Supdt.	"	9880439658
26	Sri Vishnumoorthy B.	F.D.A.	"	9449449501
27	Smt. K.Vijaya Kumari	S.D.A	"	9481844239
28	Sri Rajappa K.S.	S.D.A	"	9480763300
29	Sri A.Thukarama Salian	II Gr. Typist	"	9480572505
30	Smt. Hemalatha	Clerk-Typist	"	9448882579
31	Sri M.Keshava Mugeru	S.D.A	"	9880632027
32	Sri P.Krishna Naik	Attender	"	9008851862
33	Sri Sadananda B.	Attender	"	9341016507
34	Sri Jinnappa	Attender	"	9591032497
35	Sri Yuvaraja K.	Attender	"	9448555507
36	Sri Shanthi Prasad N.	Peon	"	9449102991

Chapter 11

Budget Allocated to Each Agency including Plans etc.

[Section 4(1)(b)xi]

Provide information about the details of the plans, programmes and schemes undertaken by the public authority for each agency.

Agency	Plan/ Programme / Scheme / Project / Activity / Purpose for which budget is allotted	Proposed expenditure As on last year	Expected Outcomes	Report on disbursements made or where such details are available (website, reports, notice, board etc.,)
-----Nill-----				

Chapter 12

Manner of Execution of Subsidy Programmes

[Section 4(1)(b)xii]

1.Describe the activities/ programmes/ schemes being implemented by the public authority for which subsidy is

----- Nil -----			
2. Provide information on the nature of subsidy, eligibility criteria for accessing subsidy and designation of officer			
Name of programme / Activity	Nature/ Scale of subsidy	Eligibility criteria for grant of subsidy	Designation of officer grant subsidy

Chapter 12			
Manner of Execution of Subsidy Programmes			
[Section 4(1)(b)xii]			
1. Describe the activities/ programmes/ schemes being implemented by the public authority for which subsidy is			
----- Nil -----			
2. Provide information on the nature of subsidy, eligibility criteria for accessing subsidy and designation of officer			
Name of programme / Activity	Nature/ Scale of subsidy	Eligibility criteria for grant of subsidy	Designation of officer grant subsidy
----- Nil -----			

Chapter 13				
Particulars of Recipients of Concessions, Permits or Authorization Granted by the Public Authority				
[Section 4(1)(b)xiii]				
Provide the names and addresses of recipients of benefits under each programme / scheme separately in the following format.				
Institutional Beneficiaries				
Name of programme / scheme				
Sl.No:	Name & address of recipient institutions	Nature / quantum of benefit granted	Date of Grant	Name & designation of granting authority
----- Nil -----				

Chapter 14			
Information Available in Electronic Form			
[Section 4(1)(b)x(iv)]			
Please provide the details of information related to the various schemes of the department which sre available in			
Electronic	Description (site adder / location where available etc.,)	Contents or title	Designation and address of the custodian of information held by whom?

	SDM College Ujire.	Website : www.sdmcujire.in Email address : sdmcollege@rediffmail.com	Principal
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3. Describe the manner of execution of the subsidy programme			
Name of the programme / Activity	Application procedure	Sanction procedure	Disbursement procedure
----- Nil -----			

Chapter 15		
Particulars of Facilities available to Citizens for Obtaining Information		
[Section 4(1)(b)xv]		
Describe the particulars of information dissemination mechanisms in place / facilities		
Facility	Description (Location of Facility / Name etc.)	Details of Information made available
Institutional Library is open for citizens and are allowed to use the books, Magazines,		

Chapter 16				
Names, Designations and other Particulars of Public Information Officers				
[Section 4(1)(b)xvi]				
Please provide contact information about the Public Information Officers and Assistant Public Information Officers designated for various				
Sl.No.	Name of the Office / administrative Unit	Name of Designation of PIO	Office Tel. Residence Tel. Fax	E-mail
1	S.D.M.College (Autonomous), Ujire	Sri Keshava T.N., M.Sc., Principal	08256- 236221 08256-236101, 08256- 236220	Email address : sdmcollege@rediffmail.com sdmcollege@sdmcujire.in principal@sdmcujire.in

Asst. Public Information Officer

Sl.No.	Name of the Office / administrative Unit	Name of Designation of PIO	Office Tel. Residence Tel. Fax	E-mail
1	S.D.M.College (Autonomous), Ujire	Sri Yuvaraja Poovani, B.A. Superintendent	08256- 236221, 08251-212433	Email : poovani3333@gmail.com

Appellate Authority

Sl.No.	Name of the Office / administrative Unit	Name of Designation of PIO	Office Tel. Residence Tel. Fax	E-mail
1	Regional Joint Director Mangalore	Joint Director	0824-2422876, 0824-2443191	E-mail: jdmangalore@gmail.com

Chapter 17

Other Useful Information

[Section 4(1)(b)xvii]

Please give below any other information or details of publications which are of relevance or

Re-accredited by NAAC at 'A' Grade with CGPA 3.61 out of 4**Other activities** : Career Guidance Cell, Counselling Centre, Multi Facility centre for Edusat Centre(SIT),

Ha.Ma.Na. Research Centre – Hampi Kannada University

Sri D.M. Research Centre – Tumkur University

Video Conference Room

Psychology & Biotechnology Research Centre recognized by Mangalore University