



### The Right To Information Act 2005

<b>PARTICULARS OF SECTION 4 (b) OF THE GOVT. OF INDIA RIGHT TO INFORMATION ACT –2005</b>		
<b>SL NO</b>	<b>SECTION</b>	<b>PARTICULARS</b>
1	<b>SECTION 4(1)(b) (i):</b>	ORGANISATION, FUNCTIONS AND DUTIES
2	<b>SECTION 4(1)(b) (ii):</b>	POWERS AND DUTIES OF ITS OFFICERS AND EMPLOYEES
3	<b>SECTION 4(1)(b)(iii):</b>	PROCEDURE FOLLOWED IN THE DECISION MAKING PROCESS
4	<b>SECTION 4(1)(b)(iv):</b>	NORMS SET FOR THE DISCHARGE OF FUNCTIONS
5	<b>SECTION 4(1)(b) (v)&amp; (vi)</b>	RULES, REGULATIONS, INSTRUCTIONS, MANUAL AND RECORDS FOR DISCHARGING FUNCTIONS
6	<b>SECTION 4(1) (b) v (i)</b>	CATEGORIES OF DOCUMENTS HELD BY THE PUBLIC AUTHORITY UNDER ITS CONTROL
7	<b>SECTION 4(1)(b) (viii):</b>	ARRANGEMENT FOR CONSULTATION WITH OR REPRESENTATION BY, THE MEMBERS OF THE PUBLIC IN RELATION TO THE FORMULATION OF POLICY OR IMPLEMENTATION THEREOF
8	<b>SECTION 4(1)(b) v(iii):</b>	BOARDS, COUNCILS, COMMITTEES AND OTHER BODIES CONSTITUTED AS PART OF PUBLIC AUTHORITY
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11	<b>SECTION 4(1)(b) (xi):</b>	BUDGET ALLOCATED TO EACH AGENCY INCLUDING PLANS ETC.
12	<b>SECTION 4(1)(b) (xii):</b>	MANNER OF EXECUTION OF SUBSIDY PROGRAMMES
13	<b>SECTION 4(1)(b)(xiii):</b>	PARTICULARS OF RECIPIENTS OF CONCESSIONS, PERMITS OR AUTHORISATION GRANTED BY THE PUBLIC AUTHORITY
14	<b>SECTION 4(1)(b) x(iv):</b>	INFORMATION AVAILABLE IN ELECTRONIC FORM
15	<b>SECTION 4(1)(b) (xv):</b>	PARTICULARS OF FACILITIES AVAILABLE TO CITIZENS FOR OBTAINING INFORMATION
16	<b>SECTION 4(1)(b) (xvi):</b>	NAMES, DESIGNATIONS AND OTHER PARTICULARS OF THE PUBLIC INFORMATION OFFICERS
17	<b>SECTION 4(1)(b) (xvii):</b>	OTHER USEFUL INFORMATION



**SECTION 4(1)(b)(i):**

**ORGANISATION, FUNCTIONS AND DUTIES**

<b>Name of the organization</b>	<b>Address</b>	<b>Functions</b>	<b>* Duties</b>
Basudev Somani College	Kuvempunagar, Mysuru – 570023	Teaching, Learning, Evaluation of the Students.	Principal Associate Prof. Assistant Prof. Lecturers
		Library and Information Centre.	Librarian Staff
		Administration	Superintendent F.D.A S.D.A. TYPIST Class IV Staff
		Co-curricular activities	Physical Education, Cultural Activities



**POWERS AND DUTIES OF ITS OFFICERS AND EMPLOYEES AS PER**

**SECTION 4(1)(b) (ii) :OF THE RIGHT TO INFORMATION ACT 2005**

SL NO	DESIGNATION	POWERS AND DUTIES OF ITS OFFICERS AND EMPLOYEES
1	PRINCIPAL	<ol style="list-style-type: none"><li>1) The Principal shall exercise such administrative powers as are delegated under various acts, rules regulations, orders, instructions of the Govt., 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.</li><li>2) To ensure that the scholarship applications of the concerned students are sent to the sanctioning departments viz., social welfare department, Back ward classes and minorities department and Dept of Collegiate Education etc.</li><li>3) To ensure that the proposal for renewal of affiliation/accordable of permanent affiliation is sent to the concerned University well in time.</li><li>4) To ensure that the accreditation from the NAAC is obtained and to ensure if already accorded is upgraded after five years.</li><li>5) The Principal shall handle 6 hrs of teaching workload in a week in the relevant subject etc.</li><li>6) To conduct University of Examinations and internal assessment.</li><li>7) To oversee the day to day administration.</li></ol>
2	Associate/Assistant Professors	<ol style="list-style-type: none"><li>1) He/She conducts the classes as per the time table.</li><li>2) Complete the syllabus prescribed by the concerned University well in time</li><li>3) Extend their full co-operation to the Heads of the Departments in completing the syllabus before commencement of the University Examinations</li><li>4) To Co operate the Principals in smooth function of midterm, supplementary and annual examinations.</li><li>5) To teach the workload prescribed by the U G C and to maintain diaries and shall be available for students at least 7 hrs. daily and for 5 hrs and Saturday in the college</li><li>6) To maintain the attendance of the students of the respective classes</li><li>7) He / She shall conduct the practical classes as prescribed by the University and attend valuation</li></ol>



		work of the University Examinations which is mandatory
		8) To conduct tutorial classes as per U G C norms etc.
3	<b>Physical Education Director</b>	1) He conducts the classes as per the time table. Complete the syllabus prescribed by the concerned University well in time 2) 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 3) To assist the principal in maintenance of discipline and healthy atmosphere in the college etc.
	<b>Librarian</b>	1) To issue books to the Students, Teaching and non-teaching staff and collect it back. 2) Maintain necessary records/registers in the library etc. 3) To arrange for annual stock verification of the library books and to send annual stock verification report to the concerned officers etc. 4) He/She shall up to date the Library with new Volumes with the support of Heads of Departments. 5) To conduct Seminars/Workshops and create awareness in new technologies in information science and N-List.
4	<b>SUPERINTENDENT</b>	<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.</p> <p>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 caseworkers in consultation with the concerned officer. He shall maintain guard file in his office section. He shall ensure that all registers diaries and files are maintained properly by the caseworkers of</p>



		his section. He shall mark the tappals to the concerned caseworkers. He shall supervise his sections and submit reports to his immediate officers he shall sign and issue acknowledgement letters.
5	<b>FDA/SDA</b>	<p>The FDA/SDA 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"><li>1) To maintain the case diary</li><li>2) To examine and put up notes and drafts promptly to the superintendent after recording paging index.</li><li>3) To maintain the various registers prescribed under the rules of office procedure</li></ol> <p>To ensure that the notes submitted in the files are neat and tidy and as per rules.</p>
6	<b>TYPIST</b>	<ol style="list-style-type: none"><li>1) To type both on computer and typewriter neatly and accurately all letters marked to him/her.</li><li>2) To take out number of copies required.</li><li>3) Stencilling when the number of copies required are more than 10</li><li>4) Typist shall compare fare copies before they are returned to caseworker.</li><li>5) To maintain the work diary in prescribed pro forma. Draft shall be typed giving wide margin for effecting necessary corrections</li></ol>
7	<b>ATTENDER/PEON</b>	<ol style="list-style-type: none"><li>1) Carrying a file from one section to another or from one caseworker to another etc.</li><li>2) Stitching the files / exam bundles</li><li>3) Carrying and distribution of stationery and making envelopes whenever necessary</li><li>4) arranging of furniture</li><li>5) keeping office premises clean.</li></ol>



**PROCEDURE FOLLOWED IN THE DECISION MAKING PROCESS, INCLUDING CHANNELS OF SUPERVISION AND ACCOUNTABILITY AS PER SECTION 4(1)(b)(iii): OF THE RIGHT OF INFORMATION ACT 2005**

<b>SL NO</b>	<b>DESIGNATION</b>	<b>PROCEDURE FOLLOWED IN THE DECISION MAKING PROCESS INCLUDING CHANNELS OF SUPERVISION</b>
1.	PRINCIPAL	He/She shall exercise both administration and academic powers
2.	ASSOCIATE PROFESSORS/ASSISTANT PROFESSORS/LECTURER	He/She shall conduct classes and examinations
3.	PHYSICAL EDUCATION DIRECTOR	He/She shall train all kinds of Sports and Games to students
4.	LIBRARIAN	He/She shall issue and collect books. Make necessary arrangements to buy new books and repair worn-out books.
5.	SUPERINTENDENT	He/She shall guide assistants
6.	FDA	He/She shall work allotted to him
7.	SDA	He/She shall work allotted to him
8.	TYPIST	He/She shall type assigned letters.
9.	ATTANDERS/PEON	He/She shall responsible for College campus clean





NORMS SET BY IT FOR THE DISCHARGE OF ITS FUNCTIONS AS PER

SECTION 4(1)(b)(iv): OF THE RIGHT OF INFORMATION ACT 2005

SL NO	DESIGNATION	NORMS SET BY IT FOR THE DISCHARGE OF ITS FUNCTIONS
1	PRINCIPALS	As per norms prescribed by the U.G.C. and Management.
2	ASSOCIATE PROFESSORS/ASSISTANT PROFESSORS/ LECTURER	As per University guidelines.
3	PHYSICAL EDUCATION DIRECTOR	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 2. To assist the principal in maintenance of discipline and healthy atmosphere in the college etc.
4	LIBRARIAN	He/She shall issue and collect books. Make necessary arrangements to buy new books and repair worn-out books.
5	SUPERINTENDENT	As per office procedure Rules
6	FDA/SDA	
7	TYPIST	
8	ATTENDER/PEON	



RULES, REGULATIONS, INSTRUCTIONS MANUALS AND RECORDS, HELD BY IT  
OR UNDER ITS CONTROLE OR USED BY ITS EMPLOYEES FOR DISCHARGING ITS  
SECTION 4(1)(b) (v)& (vi): OF THE RIGHT OF INFORMATION ACT 2005

SL NO	RULES, REGULATIONS INSTRUCTIONS MANUALS, AND RECORS USED
1	KARNATAKA CIVIL RULES 1958
2	KARNATAKA FINANCIAL CODE 1958
3	KARNATAKA TREASSURY CODE 1958
4	BUDGET MANUAL 1958
5	MANUAL OF CONTINGENCY EXPENDITURE 1958
6	KARNATAKA CIVIL RULES(CLASSIFICATIONS, CONTROLE 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 PROBATIONERY RULES-1977
13	KARNATAKA GOVT. SERVANTS SENIORITY RULES 1957
14	TRIPLE BENEFITS SCHEME RULES-1976
15	UNIVERSITY GRANTS COMMISSION GUIDELINES
16	KARNATAKA STATE TRANSPERANCY ACT 2000
17	RELEVENT GOVT NOTIFICATIONS AND ORDERS
18	KARNATAKA CIVIL SERVICES(REGULATION OF PROMOTION , PAY AND PENSION ACT, 1973AND RULES 1978RULES GENERAL RECRUITMENT RULES 1977
19	KARNATAKA CIVIL SERVICES CONFIDENCIAL REPORTSRULES 1985
20	KARNATAKA STATE UNIVERSITY ACT 2000
21	JURISDICTIONAL , UNIVERSITY REGULATIONS , BYLAWS AND EXAMINATIONMANUALS
22	KARNATAKA EDUCATIONAL DEPARTMENT SERVICES (COLLEGIATE EDUCATION DEPARTMENT)(SPECIAL RECRUITMENT)RULES 1993 AND OTHER RULES AS AMMENDED





**STATEMENT OF THE CATEGORIES OF DOCUMENTS THAT ARE HELD BY IT  
OR UNDER CONTROLE AS PER**

**SECTION 4(1) (b) v (i) : OF THE RIGHT OF INFORMATION ACT 2005**

<b>SL NO</b>	<b>CATEGORIES OF DOCUMENTS THAT ARE HELD BY IT OR UNDER CONTROL</b>
1	ATTENDANCE REGISTER
2	MOVEMENT REGISTER
3	CASUAL LEAVE REGISTER
4	LETTERS INWARD REGISTERS
5	POSAL STAMPS ACCOUNT REGISTERS
6	LETTERS OUTWARD REGISTER
7	MUDDAM REGISTERS
8	CASH BOOK
9	DAY BOOK
10	GRANT RECEIVED REGISTERS
11	SALARY DISBURSEMENT REGISTER
12	STOCK REGISTERS
13	ADVANCE REGISTER
14	SCHOLLERSHIP DISBURSMENT REGISTER
15	FEE COLLECTION REGISTER
16	INCREMENT REGISTER



**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**

**SECTION 4(1)(b) (viii) :OF THE RIGHT TO INFORMATION ACT 2005**

Not Applicable

**STATEMENT OF BOARDS, COUNCILS, COMMITTEES AND OTHER BODIES CONSISTING OF TWO OR MORE PERSONS CONSTITUTED AS ITS PART OR FOR THE PURPOSE OF ITS ADVICE AND AS TO WHETHER MEETINGS OF THOSE BOARDS,**

**COUNCILS, COMMITTEES OTHER BODIES ARE OPEN TO THE PUBLIC OR THE MINUTES OF SUCH MEETINGS OR ACCESSIBLE FOR PUBLIC AS PER SECTION 4(1)(b) v(iii): OF THE RIGHT TO INFORMATION ACT 2005**

SL. NO	COMMITTEES	HEADED BY
1.	Governing Council	Chairman Secretary Principal Representative of University of Mysore Senior Faculty Members Administrative Staff Educational Advisor Parents Students
2.	Internal Quality Assurance Cell(IQAC)	Principal
3.	UGC/planning/ purchase committee	Principal
4.	Rashtriya Uchatar Shiksha Abhiyan (RUSA)	Principal
5.	Academic committee / Attendance committee / time table committee	Principal
6.	Continuous assessment committee	Principal
7.	Disciplinary/ welfare / anti-ragging committee / Grievance cell	Principal
8.	Economic forum	Principal
9.	Somani sambraham - cultural forum	Principal
10.	Library committee	Principal



	Books/journals purchase committee	
11.	Heritage club / history	Principal
12.	Human rights cell / equal opportunity cell	Principal
13.	Sports committee	Principal
14.	Feedback committee	Principal
15.	International students centre	Principal
16.	N.S.S Committee/ Red Cross youth unit / scouts & Guides	Principal
17.	Anti harassment complaints& enquiry Committee	Principal
18.	Bridge and remedial classes/ tutorial classes	Principal
19.	College magazine committee	Principal
20.	Swachatha Abhiyan committee	Principal
21.	Commerce forum	Principal
22.	Mahila vedike	Principal
23.	Career guidance & placement cell	Principal
24.	Somani alumni association / Parent Teacher's association	Principal
25.	Tours trips & industrial visits committee	Principal
26.	Medical examination & health Centre	Principal
27.	Short term course	Principal
28.	Documentation and publicity committee	Principal
29.	Internal Complaint Committee	Principal



**DIRECTORY OF ITS OFFICERS AND EMPLOYEES AS PER  
SECTION 4(1)(b) (ix):OF THE RIGHT TO INFORMATION ACT 2005**

SL NO	NAME SRI/SMT.	DESIGNATION	TELEPHONE NO	EXT NO.
1	Dr. S.S. Rajeurs	In-charge Principal / Assistant Professor	0821 - 2541933	
2	B.M. Ramesha	Associate Professor	0821- 2541933	
3	Dr. Mahadevaswamy. M.	Assistant Professor	0821- 2541933	
4	Divya. K.	Assistant Professor	0821- 2541933	
5	Dr. Basavaraju. M.P.	Superintendent	0821- 2541933	
6	Shivamma. B.	Typist	0821- 2541933	
7	Venkatesha. D.	Attender	0821- 2541933	
8	Sathyanarayana. M.	Peon	0821- 2541933	



**MONTHLY REMUNERATION RECEIVED BY EACH OFFICERS AND  
EMPLOYEES INCLUDING THE SYSTEM OF COMPENSATION AS PROVIDED  
IN ITS REGULATIONS AS PER**

**SECTION 4(1)(b) (x): OF THE RIGHT TO INFORMATION ACT 2005**

SL NO.	NAME SRI/SMT.	DESIGNATION	GROSS SALARY RS.
1	Dr. S.S. Rajeurs	In-charge Principal / Assistant Professor	194049/-
2	B.M. Ramesha	Associate Professor	284013/-
3	Dr. Mahadevaswamy. M.	Assistant Professor	90414/-
4	Divya. K.	Assistant Professor	90414/-
5	Dr. Basavaraju. M.P.	Superintendent	84279/-
6	Shivamma. B.	Typist	72752/-
7	Venkatesha. D.	Attender	48592/-
8	Sathyanarayana. M.	Peon	48592/-

**BUDGET ALLOCATED TO EACH OF ITS AGENCY, INDICATING THE  
PARTICULARS OF ALL PLANS, PROPOSED EXPENDITURE AND REPORTS ON  
DISBURSEMENTS MADE AS PER**

**SECTION 4(1)(b) (xi):OF THE RIGHT TO INFORMATION ACT 2005**

**AIDED COLLEGES**

SL. NO	HEAD OF ACCOUNT	PARTUCULARS OF BUDGET ALLOCATED (PLAN & NON PLAN)	EXPENDITURE	BALANCE
1	2202-03-104-1-01	20719999/- (NP)	21057098.70	Nil



**MANNER OF EXECUTION OF SUBSIDY PROGRAMMES, INCLUDING THE AMOUNTS ALLOCATED AND THE DETAILS OF BENEFICIARIES OF SUCH PROGRAMMES AS PER**

**SECTION 4(1)(b) (xii):OF THE RIGHT TO INFORMATION ACT 2005**

Programmes of study covered under Grant-in-Aid Schemes like B.Com.,BBA and BA(HEP) are subsidized with low fee structure and support grant.

**PARTICULARS OF RECIPIENTS OF CONCESSIONS PERMITS OR AUTHORISATIONS GRANTED BY IT AS PER**

**SECTION 4(1)(b)(xiii):OF THE RIGHT TO INFORMATION ACT 2005**

Fee concession for SC, ST, other Backward Communities and Girl students
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**DETAILS IN RESPECT OF THE INFORMATION AVAILABLE TO OR HELD BY IT, REDUCED IN AN ELECTRONIC FORM AS PER**

**SECTION 4(1)(b) x(iv):OF THE RIGHT TO INFORMATION ACT 2005**

Electronic	Description (site address/location where available etc.)	Contents or title	Designation and address of the custodian of information held by whom
E-Mail	basudev_somani@rediffmail.com	Information pertaining to the College	The Principal, Basudev Somani College, Kuvempunagar, Mysore-570 023
Website	www.basudev-somanicollege.in		





The Institute of Education Trust®

# BASUDEV SOMANI COLLEGE

Affiliated to University of Mysore, Accredited by NAAC at 'B' Grade

Vishwamanava Double Road, Kuvempunagara, Mysuru. ☎ 821-2541933

**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**

**SECTION 4(1)(b) (xv): OF THE RIGHT TO INFORMATION ACT 2005**

Facility	Description(Location of Facility/Name etc.)	Details of information made available
Facility is made available only to the students community / staff.		

**NAMES, DESIGNATIONS AND OTHER PARTICULARS OF THE PUBLIC  
INFORMATION OFFICERS AS PER**

**SECTION 4(1)(b) (xvi): 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	Basudev Somani College Kuvempunagar, Mysuru - 570023	Dr.S.S Raje Urs Incharge Principal	Dr. M.Mahadevaswamy IQAC Coordinator	Joint Director, Department of Collegiate Education, Regional Office, Mysuru – 570005 Ph.0821-2426696 Email- jdmysore@gmail.com

**SUCH OTHER INFORMATIONS AS MADE BE PRESCRIBED AS PER  
SECTION 4(1)(b) (xvii): OF THE RIGHT TO INFORMATION ACT 2005**

- College Prospectus/Brochures
- College Website
- College Theme based Magazine
- College Calendar

Place: Mysore

Date: 11/02/2022

  
Principal  
Principal  
Basudev Somani College  
Kuvempunagar, Mysuru-23