

**MILAGRES COLLEGE KALLIANPUR,
UDUPI 576114**

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ORIGINAL COPY

RIGHT TO INFORMATION ACT 2005

Format of Section 4(1) (a) of RTI ACT

Sl. No	File No	Subject	Total pages in the File	Opening date of File	Closing date of File	Classification of File	File destroyed Date	Remarks

Chapter 1
Organization, Functions and Duties
(Section 4 (1)(b)(i))

Particulars of the organization, functions and duties

Sl. No	Name of the Organization	Address	Functions	Duties
1	Collegiate Education	Milagres College Kallianpur Udupi 576114	To provide education to the students, To conduct the class, cultural, Sports, NSS, NCC activities/ Seminars among the Students	

Powers and Duties of Officers and Employees

(Section 4(1) (b) (ii))

Sl. No.	Name of the office/employee	Designation	Duties allotted/Powers
1	Milagres College Kallianpur Udupi 576114	PRINCIPAL	<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 take all steps for smooth and efficient functioning of the college. 2) To ensure that the scholarship of the concerned students is sent to sanctioning Departments viz., Social Welfare Department, Backward Classes and Minorities Department of Collegiate Education etc. 3) To ensure that the proposal for renewal of affiliation/accordable of permanent affiliation is sent to the concerned University well in time. 4) To ensure that the accreditation form 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		PROFESSOR ASSOCIATE PROFESSOR ASSISTANT PROFESSOR	<ol style="list-style-type: none"> 1) He conducts the classes as per 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-operative with the principal in smooth function of mid-term supplementary and annual examinations. 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>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		Librarian	<p>1) They shall organize and administer the libraries in such a way so as to make them the workshops of scholars and the intellectual arenas of the Teachers and the students.</p> <p>2) They shall guide the students in respect of selection of books.</p> <p>3) They shall deal with the books and readers, matching their interests and needs.</p> <p>4) They shall play a crucial role in the procurement, classification, cataloguing of books and in offering personal assistance to readers.</p> <p>5) They shall assist the researchers, teachers and the students.</p> <p>6) They shall attend to the routine clerical duties of accession and issue of books.</p> <p>7) They shall assist the members of the Teaching Staff to carry out the Annual Stock Verification work and shall be held responsible for the proper maintenance of Library Registers and Accounts.</p> <p>8) They shall discharge such other duties as may be entrusted to them by the principals from time to time.</p>
4		Physical Education Director	<p>1) To coach, guide, train and supervise students in general, adopt a selective basis in major games and athletics, give training daily both in the morning hours and in consultation with the Principal.</p> <p>2) In addition to the above mentioned coaching work, the following duties shall be discharged every day during the working hours of the Institution.</p> <p>a) To conduct and assist inter-collegiate.</p> <p>b) To Conduct and assist inter-collegiate tournaments.</p>

			<ul style="list-style-type: none"> c) To assist the University in conducting inter- varsity programmes. d) To maintain properly the Registers and Accounts of the Physical Education Section of the College. e) To conduct Annual Competitions for students. f) To prepare, maintain and use available play- fields, courts and grounds. g) To purchase, maintain and use standard equipment and sports goods for various activities in accordance with the Physical Culture. Committee Resolutions. h) To prepare a plan for the development and promotion of sports and physical education. i) To Select and train the teams for different games and tournaments. j) To co-ordinate and implement the programmes chalked out by the Physical Culture Committee of the College and Universities in regard to sports and Physical Education. k) To assist the Principal in the maintenance of discipline and healthy atmosphere in the college.
5		SUPERINTENDE NT	<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. He/She shall maintain his/her 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 /her section. He/She shall mark the tappals to the concerned case workers. He/She shall supervise his/her section and submit reports to his</p>

			immediate officers. He/She shall sign and issue acknowledgment letters.
6		SECOND DIVISION ASSISTANTS	<p>The Second Division Assistant will hold the charge of the section assigned to him. He will be responsible for the work entrusted to him. His duties are as follows.</p> <ol style="list-style-type: none"> 1) To arrange the papers and cases in order, and state briefly the issues to be decided in the case with reference to the rules and orders. 2) To be conversant with the rules, orders, circulars, and precedent cases relating to his section. 3) To ensure that all papers and files are submitted without delay. 4) To maintain all the prescribed registers. 5) To maintain the policy files relating to his section. 6) Any other work entrusted to him by his superior officers.

PROCEDURE FOLLOWED IN THE DECISION MAKING PROCESS

Section 4(1)(b)(iii)

Activity	Description	Decision making process	Designation of final decision authority
<p style="text-align: center;">Not Applicable</p>			

Norms set for the Discharge of Functions**Section 4(1)(b)(iv)**

SL.NO.	DESIGNATION	NORMS SET BY IT FOR THE DISCHARGE OF ITS FUNCTIONS
1	SUPERINTENDENT	TO ATTEND TO THE WORK ON PRIORITY AND IMMEDIATE BASIS (AS PER ACTS, RULES AND OFFICE PROCEDURE MANUAL)
2	SECOND DIVISION ASSISTANTS	UP TO DATE FOR SUBMISSION OF FILES & TAPPALS (AS PER ACTS, RULES AND OFFICE PROCEDURE MANUAL)

**RULES, REGULATIONS, INSTUCTIONS, MANUALS AND RECORDS, HELD
BY IT OR UNDER CONTROL OR USED BY ITS EMPLOYEES FOR
DISCHARGING ITS FUNCTIONS 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	Relevant Government Notifications and Orders.
7	Karnataka University Act

Categories of Documents held by the Public Authority under its Control**Section 4(1) (b) V (i)**

Sl. No.	Categories 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	Muddam Registers
8	Cash Books
9	Day Books
10	Salary Disbursement Registers
11	Advance Sanction Registers
12	Stock Registers

Arrangement for Consultation with, or Representation by, the Members of the Public in relation to the Formulation of Policy or Implementation thereof**Section 4 (1) (b) Viii)**

SL. No	Function/Service	Arrangements for consultation with or representation of public in relation with policy formulation	Arrangements for consultation with or representation of public in relations with policy implementation
NIL			

**Boards, Councils, Committees and other Bodies constituted as part of
Public Authority**

(Section 4(1) (b) v(iii))

Sl. No.	Name of Board, Council Committee, etc	Composition	Powers & Functions	Whether its Meetings open to Public/ Minutes of its Meetings accessible for Public
1	College Development Committee	As prescribed by the Govt. headed by local M.L.A	Development Committee To looking after infrastructure & all the developments of the college	Yes
2	Admission Committee	College Committee	Making the admission process for the courses in the college	-
3	Time table Committee	College Committee	Make the suitable time table for all the classes	-
4	Discipline Committee	College Committee	To looking after the Discipline among the students and take the suitable action	-
5	Sports Committee	College Committee	Conduct the Sports activities to the students	-
6	Cultural Committee	College Committee	To looking after the Cultural activities in the college	-
7	Internal Examination Committee	College Committee	To looking after all the internal/semester exams conducted in the college	-
8	Carrier Guidance & Placement cell Committee	College Committee	Give guidelines to the students for their further carrier	-
9	College Magazine Committee	College Committee	Make the function of printing the college magazine	-
10	Anti-drugs, Raging cell Committee	College Committee	To look after & give advice to students and take suitable action	-

11	NSS Committee	College Committee	To looking after the NSS activities among the students	-
12	Academic audit Committee	College Committee	Supervise academic activities of the college	-
13	Students welfare committee	College Committee	Activities related to students welfare	-
14	Human Rights awareness committee	College Committee	Awareness activities about Human Rights	-
15	Internal Quality Assurance Committee	College Committee	Assuring quality in all activities of the college	-
16	Red Cross Committee	College Committee	Activities of the Red Cross	-
17	Library Committee	College Committee	Facilitating maximum utilization of Library	-
18	Rusa Committee	College Committee	Implementation of Rusa activities of the college	-
19	AISHE committee	College Committee	Sending AISHE reports	-
20	Rovers & Rangers committee	College Committee	Activities of Rovers & Rangers	-
21	Parent Teachers Association committee	College Committee	Involving parents in college developmental activities	-
22	UGC committee	College Committee	Getting grants from UGC	-
23	Students grievance redressal cell	College Committee	Redressing students grievances	-
24	Committee against Sexual Harassment against women	College Committee	Protecting women against sexual harassment	-
25	Scholarship committee	College Committee	Enabling students to get scholarship	-
26	Arts Association Committee	College Committee	Activities related to humanities	-
27	Commerce Association	College Committee	Activities related to commerce	-
28	Literary Association	College Committee	Activities related to literary activities	-
29	Purchase committee	College Committee	Bringing transparency in all procurement	-
30	College Development Fund Committee	College Committee	Deciding relating to CDF expenditure	-
31	Students Attendance shortage committee	College Committee	Action regarding attendance shortage to students	-

32	College Calendar and ID committee	College Committee	Action regarding college calendar and ID	-
33	Green Audit Committee	College Committee	Cleaning college campus	-
34	Electoral Literacy Club	College Committee	Enabling students to get their voter ID	-
35	NAAC committee	College Committee	Facilitating NAAC accreditation	-

DIRECTORY OF ITS OFFICERS AND EMPLOYEES

Section 4(1) (b)(ix)

Sl. No	Name of the Officers/ Employees	Designation	Office Address	Contact Number
1	Dr Vincent Alva	Principal	Milagres College Kallianpur Udupi 576114	9845526695
2	Mrs Sophia Dias	Associate Professor		9448621275
3	Dr Jayaram Shettigar	Associate Professor		9448857435
4	Mrs Annamma	Associate Professor		9449758660
5	Dr. Surekha Bhat	Associate Professor		9743492881
6	Mrs Shylet Mathias	Associate Professor		9880358450
7	Mrs Clara Menezes	Assistant Professor		9880184284
8	Mrs Poornima G A	Assistant Professor		9449114902
9	Mrs Harinakshi M D	Assistant Professor		9242458080
10	Mr Dinakara Poojary	SDA		9480401955
11	Mr Xavier Fernandes	SDA		9845633135
12	Mr Pius Frank	SDA		8970305158

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

Sl. No	Name of the Officers/ Employees	Designation	Office Address	Gross Salary per month (₹)
1	Dr Vincent Alva	Principal	Milagres College Kallianpur Udupi 576114	2,60,347
2	Mrs Sophia Dias	Associate Professor		2,52,707
3	Dr Jayaram Shettigar	Associate Professor		2,45,335
4	Mrs Annamma	Associate Professor		2,31,296
5	Dr. Surekha Bhat	Associate Professor		2,31,296
6	Mrs Shylet Mathias	Associate Professor		2,24,624
7	Mrs Clara Menezes	Assistant Professor		1,40,529
8	Mrs Poornima G A	Assistant Professor		1,17,733
9	Mrs Harinakshi M D	Assistant Professor		1,10,922
10	Mr Dinakara Poojary	SDA		49,034
11	Mr Xavier Fernandes	SDA		45,448
1	Mr Pius Frank	SDA	45,448	

**BUDGET ALLOCATED TO EACH OF ITS AGENCY, INDICATING PLANS
ETC., (Section 4(1)(b) (xi))**

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.,
NIL				

MANNER OF EXECUTION OF SUBSIDY PROGRAMMES

(Section 4(1) (b) xii).

Name of the programme/Activity	Nature/Scale of subsidy	Eligibility criteria for grant of subsidy	Designation of officer to grant subsidy
<p style="text-align: center;">Not Applicable</p>			

**PARTICULARS OF RECIPIENTS OF CONCESSIONS, PERMITS OR
AUTHORISATIONS GRANTED BY THE PUBLIC AUTHORITY**

Institutional Beneficiaries				
Sl. No	Name & address of recipient institutions	Nature/quantum of benefit granted	Date of grant	Name & designation of granting authority
Not Applicable				

Information Available in Electronic Form

(Section 4(1)(b)x(iv))

Electronic	Description(site adder/location where available etc.,)	Contents or title	Designation and address of the custodian of Chapter 12 FORMAT 14 17 information held by whom?)
Information regarding admission, examination, results are displayed in the college website https://milagrescollegekallianpur.edu.in/			

3. Describe the manner of execution of the subsidy programme

Name of the Programme/Activity	Application procedure	Sanction procedure	Disbursement procedure
Not Applicable			

**PARTICULARS OF FACILITIES AVAILABLE TO CITIZENS FOR OBTAINING
INFORMATION****(Section 4 (1)(b) (xv)**

Facility	Description(Location of Facility/Name etc.	Details of Information made available
Reading room and Library facilities are available for public use on working days.	College Library	Reading Facility

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

(Section 4(1)(b)(xvi))

Sl. No.	Name of the Office/administrative unit	Name of the Designation of PIO	Office Tel. Residence Tel. Fax	E-mail
1	Milagres College Kallianpur, 576114	Dr. Vincent Alva Principal	0820- 2580235	milagrescollege@gmail.com

Asst. Public Information Officer

Sl. No.	Name of the Office/administrative unit	Name of the Designation of PIO	Office Tel. Residence Tel. Fax	E-mail
1	Milagres College Kallianpur, 576114	Correspondent Milagres Institutions	914103 1612	milagrescollege@gmail.com

Appellate Authority

Sl. No.	Name of the Office/administrative unit	Name of the Designation of PIO	Office Tel. Residence Tel. Fax	E-mail
1	Milagres College Kallianpur, 576114	Dr. Vincent Alva Principal	0820- 2580235	milagrescollege@gmail.com

Other Useful Information

Section 4 (1)(b)xvii

NIL

CERTIFICATE

This is to certify that we have published the "particulars of organizations, functions and duties as per clause 4(b) of the Right to Information Act 2005" in our College Notice Board every year at the beginning of the academic year.

Place: Udupi

Date: 10/05/2022

Sd/- 

PRINCIPAL

Principal

Milagres College Kallianpur-576 144
Udupi Dt., Karnataka