

INFORMATION ACT 2005

MULKI SUNDER RAM SHETTY COLLEGE,

SHIRVA- 574 116,

UDUPI DIST.

PARTICULARS OF CLAUSE 4(b) OF THE GOVERNMENT OF INDIA INFORMATION ACT 2005

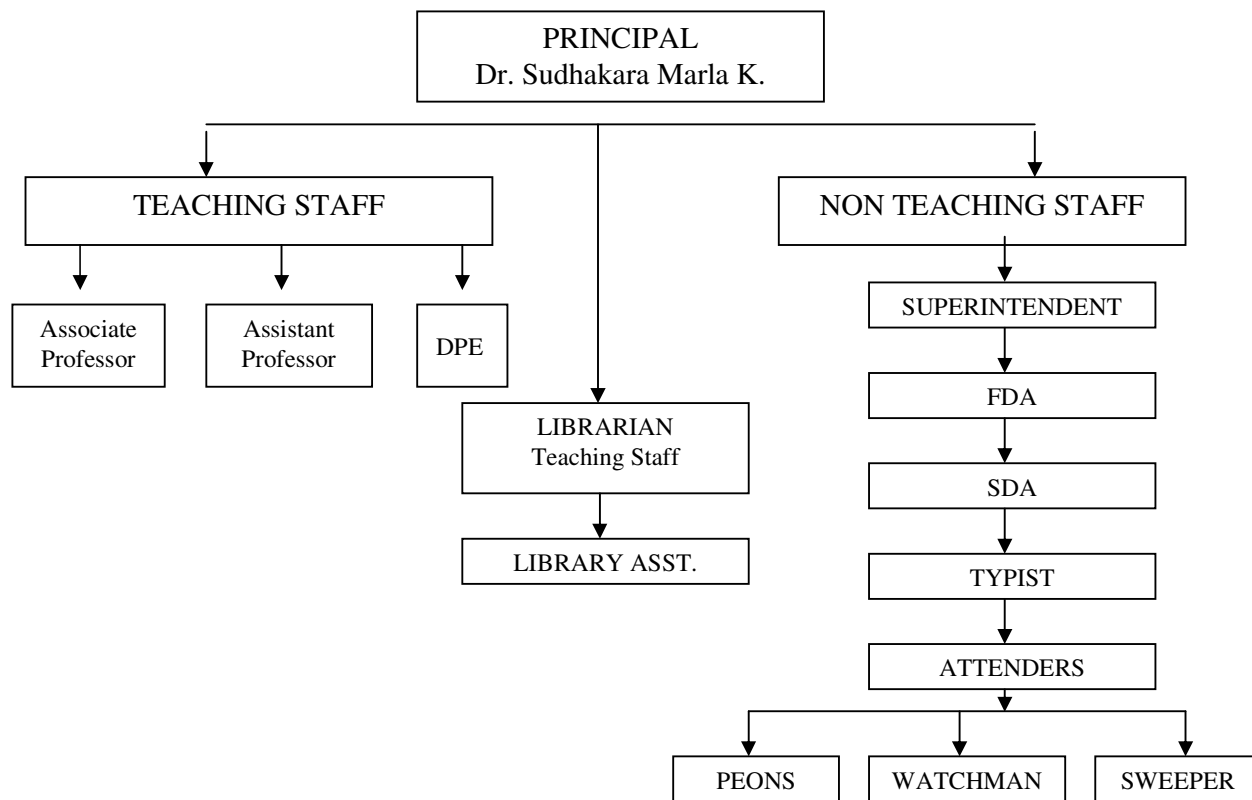
SL.NO.	CLAUSE	PARTICULARS
1	CLAUSE 4(b) (1)	PARTICULARS OF THE ORGANISATION, FUNCTIONS AND DUTIES
2	CLAUSE 4(b) (2)	POWERS AND DUTIES OF ITS OFFICERS AND EMPLOYEES
3	CLAUSE 4(b) (3)	PROCEDURE FOLLOWED IN THE DECISION MAKING PROCESS INCLUDING CHANNELS OF SUPERVISION AND ACCOUNTABILITY
4	CLAUSE 4(b) (4)	NORMS SET BY IT FOR THE DISCHARGE OF ITS FUNCTIONS
5	CLAUSE 4(b) (5)	RULES, REGULATIONS, MANUALS AND RECORDS HELD BY IT OR UNDER ITS CONTROL OR USED BY ITS EMPLOYEES FOR DISCHARGING ITS FUNCTIONS
6	CLAUSE 4(b) (6)	CATEGORIES OF DOCUMENTS THAT ARE HELD BY ITS OR UNDER ITS CONTROL
7	CLAUSE 4(b) (7)	PARTICULARS OF ANY ARRANGEMENT THAT EXISTS FOR CONSULTATION WITH OR REPRESENTATION BY MEMBERS OF THE PUBLIC IN RELATION TO THE FORMULATION OF ITS POLICY OR ADMINISTRATION THEREOF.
8	CLAUSE 4(b) (8)	STATEMENTS OF BOARDS, COUNCILS, COMMITTEES AND OTHER BODIES CONSISTING OF TWO OR MORE PERSONS CONSTITUTED AS ITS PART OF 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
9	CLAUSE 4(b) (9)	DIRECTORY OF ITS OFFICERS AND EMPLOYEES
10	CLAUSE 4(b) (10)	MONTHLY REMUNERATION RECEIVED BY EACH OF ITS OFFICERS AND EMPLOYEES INCLUDING THE SYSTEM OF COMPENSATION AS PROVIDED IN ITS REGULATIONS
11	CLAUSE 4(b) (11)	BUDGET ALLOCATED TO EACH OF ITS AGENCY INDICATING THE PARTICULARS OF ALL PLANS, PROPOSED EXPENDITURE AND REPORTS ON DISBURSEMENTS MADE
12	CLAUSE 4(b) (12)	MANNER OF EXECUTION OF SUBSIDY PROGRAMMES, INCLUDING THE AMOUNTS ALLOCATED AND THE DETAILS OF BENEFICIARIES OF SUCH PROGRAMMES
13	CLAUSE 4(b) (13)	PARTICULARS OF RECIPIENTS OF CONCESSIONS, PERMITS OR AUTHORISATIONS GRANTED BY IT
14	CLAUSE 4(b) (14)	DETAILS IN RESPECT OF THE INFORMATION AVAILABLE TO OR HELD BY IT, REDUCED IN AN ELECTRONIC FORM
15	CLAUSE 4(b) (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
16	CLAUSE 4(b) (16)	NAMES, DESIGNATIONS AND OTHER PARTICULARS OF THE PUBLIC INFORMATION OFFICERS
17	CLAUSE 4(b) (17)	SUCH OTHER INFORMATION AS MAY BE PRESCRIBED

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

MULKI SUNDER RAM SHETTY COLLEGE

SHIRVA, UDUPI DIST.

ORGANISATION CHART



COLLEGE ADDRESS:

MULKI SUNDER RAM SHETTY COLLEGE,
SHIRVA -574 116
UDUPI DIST.

☎ : 0820 : 2554146

E mail id : msrs_shirva@yahoo.co.in

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 GR.- I	<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(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 conducts 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-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 5 hours on Saturdays 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 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 books and to send annual stock verification report to the concerned offices etc.
4	LIBRARY ASSISTANT	<ol style="list-style-type: none"> 1. To assist the librarian in discharging the duties of the library. 2. To discharge the work of the Librarian, when the Librarian is on leave. 3. To discharge the duties assigned by the Principal/Librarian.
5	PHYSICAL CULTURE INSTRUCTOR	<ol style="list-style-type: none"> 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 the maintenance of discipline and healthy atmosphere in the college etc.
6	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 scrutinise all the papers/files before they are submitted to the higher officers. The superintendent shall personally handle all important and complicated 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 acknowledgment letters.</p>

7	FIRST DIVISION ASSISTANT/ SECOND DIVISION ASSISTANTS	The first division assistant / second division assistant 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 of 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 tidy and as per rules.
8	TYPIST	The typists 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) Typists shall compare fair copies before they are returned to the case worker 5) To maintain the work dairy in the prescribed proforma 6) Draft shall be typed giving wide margin for effecting necessary corrections.
9	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 stationery and making envelopes whenever necessary. 4) Arranging of furniture 5) Keeping the office premises clean.
10	WATCHMAN	They shall watch guard, see and ensure that articles belonging to the department/ office including vehicles kept in the department / garages are safe and not tempered with or taken out without proper authority.
11	SWEEPER	They shall sweep of wipe with wet cloth / jute cloth , the room, verandas, steps etc. allotted to the, well before starting 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.

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	HE SHALL EXERCISE BOTH ADMINISTRATIVE AND ACADEMIC POWERS .
2	ASSOCIATE PROFESSOR/ ASSISTANT PROFESSOR	HE SHALL CONDUCT CLASSES AND EXAMINATIONS
3	LIBRARIAN	HE SHALL ISSUE AND COLLECT THE BOOKS
4	LIBRARY ASSISTANT	HE SHALL ASSIST THE LIBRARIAN IN DISCHARGING THE DUTIES OF LIBRARY
5	DIRECTOR OF PHYCIAL EDUCATION	HE SHALL TRAIN THE STUDENTS IN ALL SPORTS AND GAMES
6	SUPERINTENDENT	HE SHALL GUIDE THE OFFICE STAFF AND ASSIST THE OFFICE WORK OF THE PRINCIPAL
7	FIRST DIVISION ASSISTANT/ SECOND DIVISION ASSISTANT	HE SHALL WORK ALLOTED TO HIM
8	TYPISTS	HE SHALL DO ALL TYPING WORK
9	ATTENDER/PEON/ WATCHMAN/ SWEEPER	HE SHALL RESPONSIBLE FOR COLLEGE CAMPUS CLEAN

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	PRINCIPAL	AS PER NORMS PRESCRIBED BY U.G.C. AND GOVT.
2	ASSOCIATE PROFESSOR/ ASSISTANT PROFESSOR	AS PER UNIVERSITY GUIDELINES
3	LIBRARIAN	AS PER UNIVERSITY GUIDELINES
4	LIBRARY ASSISTANT	AS PER UNIVERSITY GUIDELINES
5	DIRECTOR OF PHYCIAL EDUCATION	AS PER UNIVERSITY GUIDELINES
6	SUPERINTENDENT	AS PER OFFICE PROCEDURE CODE
7	FIRST DIVISION ASSISTANT / SECOND DIVISION ASSISTANT	AS PER OFFICE PROCEDURE CODE
8	TYPISTS	AS PER OFFICE PROCEDURE CODE
9	ATTENDER/PEON /WATCHMAN/ SWEEPER	AS PER OFFICE PROCEDURE CODE

RULES, REGULATIONS, INSTRUCTIONS, 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 CODEE – 1958
3	KARNATAKA TREASURY CODE – 1958
4	BUDGET MANNUAL – 1958
5	MANUAL OF CONTINGENCY EXPENDITURE – 1958
6	KARNATAKA CIVIL SERVICE RULES (CLASSIFICATION, CONTROL & APPEAL) – 1957
7	CONDUCT RULES – 1966
8	KARNATAKA EDUCATION ACT 1983 (KARNATAKA ACT NO 1 OF 1995)
9	KARNATAKA EDUCATIONAL INSTITUTION (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. SERVANT SENIORITY RULES – 1957
14	TRIPLE BENEFITS SCHEME RULES 1976
15	UNIVERSITY GRANT COMMISSION GUIDE LINES
16	KARNATAKA STATE TRANSFERENCY ACT 2000
17	RELEVANT GOVT. NOTIFICATIONS AND ORDERS
18	KARNATAKA CIVIL SERVICES (REGULATION OF PROMOTION, PAY AND PENSION ACT, 1973 AND RULES. 1978 RULES GENERAL RECRUITMENT RULES 1977
19	KARNATAKA CIVIL SERVICES (CONIFIDENTIAL REPORTS RULES 1985
20	KARNATAKA STATE UNIVERSITY ACT 2000
21	JURISDICTIONAL, UNIVERSITY REGULATIONS, BYLAWS AND EXAMINATION MANUAL
22	KARNATAKA EDUCATION DEPARTMENT SERVICES (COLLEGIATE EDUCATION DEPARTMET) (SP RECRUITMET) RULES, 1993 AND OTHER RULES AS AMENDED

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.	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 OUTWARDS 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	SPCIAL STATE GAZETTES
19	NATIONAL LOAN SCHOLARSHIP RECOVERY 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 THERE OF AS PER CLAUSE 4 (b) (7) OF THE RIGHT TO INFORMATION ACT 2005

NA

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) (S) OF THE RIGHT TO INFORMATION ACT 2005

SL. NO.	COMMITTEES	HEADED BY
1	Admission Committee	Sri. Subramanya Bhat K. (Arts Section) Sri. Karunakara Nayak A.. (Commarce Section) Sri. Manjunath K.G. (BBM Section)
2	Examination Committee	Sri. Subramanya Bhat K.. (Head, Dept. of History)
3	Sports Committee	Sri. Surendra Shetty H,
4	Time Table Committee	Sri. Manjunath K.G., Dept. of Commerce
5	Library Committee	Smt. Adithi K., Librarian
6	Cultural Committee	Sri. Manjunath K.G., Dept. of Commerce
7	Magazine Committee	Sri. Raghurama Shetty U., Dept. of Kannada
8	Grievance Redressal Committee	Sri. Karunakara Nayak A., Head, Dept. of Commerce
9	Budget Committee	Sri. Vinobnath, Dept. of Economics
10	N.S.S.	Sri. Vinobnath, Dept. of Economics
11	Anti Women Harassment Cell	Smt. Sharda M.

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

COLLEGE OFFICE-0820-2554146

SL. NO.	NAME	DESIGNATION	TELEPHONE NO.	EXTN. NO.
1	Dr. Sudhakara Marla K.	Principal	(0820) 2554833/9448159640	
2	Sri. Subramanya Bhat K.	Associate Professor	(0820) 2553407/9844710482	
3	Smt. Sharada M	Associate Professor	(0820) 2553044/9483803395	
4	Sri. Vinobnath	Associate Professor	9164325654	
5	Sri. Karunakara Nayak A.	Associate Professor	(0820) 2576540/9449205825	
6	Sri. Manjunath K G	Associate Professor	(0820) 2553132/9449254827	
7	Sri. Murugeshi T.	Assistant Professor	9482520933	
8	Sri. Ragurama Shetty U.	Assistant Professor	9448767066	
9	Smt. Nayana	Assistant Professor	(0824) 2483233/9886417533	
10	Sri. Surendra Shetty H.	DPE (Sel.Gr.)	(0820) 2576027/9449254860	
11	Smt. Adithi K	Librarian	(0824) 2454965/9449282415	
12	Sri. Lokayya Shetty	Suptd.	(0824) 2476217/9880121044	
13	Sri. Ramananda Shettigar	FDA	(0820) 2576808/9448840908	
14	Sri. Narayana Naik	SDA	9900763461	
15	Sri. Suresh Shetty	SDA	9483801479	
16	Ms. Laxmi	Typist	(0820) 2554974/9740965797	
17	Sri. Eswara	Lib. Asst.	(0820) 2553095/9448245021	
18	Smt. Geetha Kumari	Attender	(0820) 2576789/9449200697	
19	Sri. Sidda B	Watchman	9535265317	
20	Smt. Appi	Sweeper	(0820) 2576093	
21	Sri. Govinda Shettigar	Peon	(0820) 2535021/9964140814	
22	Sri. Mahabala Muggera	Peon	9901050253	
23	Sri. Shekar Haslar	Peon	9880356671	
24	Sri. Sitarama Achary.	Peon	9164533360	

FORMAT – 10

MONTHLY REMUNERATION RECEIVED BY EACH OF ITS OFFICERS AND ITS
EMPLOYEES, INCLUDING THE SYSTEM OF COMPENSATION AS PROVIDED IN
REGULATION AS PER CLAUSE 4 (b) (10) OF THE RIGHT TO INFORMATION ACT 2005

Sl.No	NAME	DESIGNATION	GROSS SALARY
1	Dr. Sudhakara Marla K.	Principal & Associate Professor	101223.00
2	Mr. Subramanya Bhat K.	Associate Professor	93219.00
3	Smt. Sharada M	Associate Professor	93219.00
4	Mr. Vinobnath	Associate Professor	93219.00
5	Mr. Karunakara Nayak A.	Associate Professor	91021.00
6	Sri. Manjunath K G	Associate Professor	91021.00
7	Sri. Murugeshi T.	Assistant Professor	57444.00
8	Sri. Ragurama Shetty U.	Assistant Professor	48070.00
9	Smt. Nayana	Assistant Professor	44052.00
10	Sri. Surendra Shetty H.	DPE (Sel.Gr.)	91021.00
11	Smt. Adithi K	Librarian	52465.00
12	Sri. Lokayya Shetty	Suptd.	29818.00
13	Sri. Ramananda Shettigar	FDA	25532.00
14	Sri. Narayana Naik	SDA	20674.00
15	Sri. Suresh Shetty	SDA	19225.00
16	Ms. Laxmi	Typist	20163.00
17	Sri. Eswara	Lib. Asst.	20103.00
18	Smt. Geetha Kumari	Attender	16483.00
19	Sri. Sidda B.	Watchman	15721.00
20	Smt. Appi	Sweeper	15721.00
21	Sri. Govinda Shettigar	Peon	15721.00
22	Sri. Mahabala Muggera	Peon	15721.00
23	Sri. Shekar Haslar	Peon	15796.00
24	Sri. Sitarama Achary.	Peon	15721.00

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

SL.NO.	HEAD OF ACCOUNT	PARTICULARS OF UGC GRANTS SANCTIONED (PLANS NON PLAN)	GRANTS UTILIZED	BALANCE
		NA		

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 & 64

SL. NO	HEAD OF ACCOUNT	PARTICULARS OF BUDGET ALLOCATED (PLANS NON PLAN)	Amount Sanctioned	Amount to be Sanctioned
1	Building, Books & Journals & Equipment etc.,	<u>U.G.C. XI plan :</u> 1. Gen. Dev. Grant ` 11,00,000.00 2. Merged Scheme ` 34,00,000.00 3. Additional Grants ` 22,90,000.00 4. Stadium & Basket Ball court ` 14,50,000.00 <u> ` 82,40,000.00</u>	` 35,61,564.00	` 46,78,436.00

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

Vinod & Dr. Chandrashekara Shetty Scholarship (2011-12) - ` 51,000.00

PARTICULARS OF RECIPIENTS OF CONCESSIONS, PERMITS OR AUTHORISATIONS GRANTED BY IT ASPER CLAUSE 4(b) (13) OF THE RIGHT TO INFORMATION ACT 2005

NA

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

E-mail : msrs_shirva@yahoo.co.in

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

NA

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	MULKI SUNDER RAM SHETTY COLLEGE, SHIRVA	Dr. SUDHAKARA MARLA K. Principal	Sri. LOKAYYA SHETTY Suptd..	Joint Director of Collegiate Education, Regional Office, Mangalore

FORMAT – 17

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

NAAC RESULT - "B" Grade
Career Guidance, Grievance Redressal Cell

CERTIFICATE

This is to certify that the Information Act 2005 hand book has been notified both in Kannada and English Version on the College Notice Board on 31.12.2011

Place : Shirva
Date : 31.12.2011

PRINCIPAL