

St. ALOYSIUS DEGREE COLLEGE AND CENTRE

FOR POST GRADUATE STUDIES

**(Archdiocesan Board of Education)
Affiliated to Bangalore University
Cox Town , Bangalore -560005**

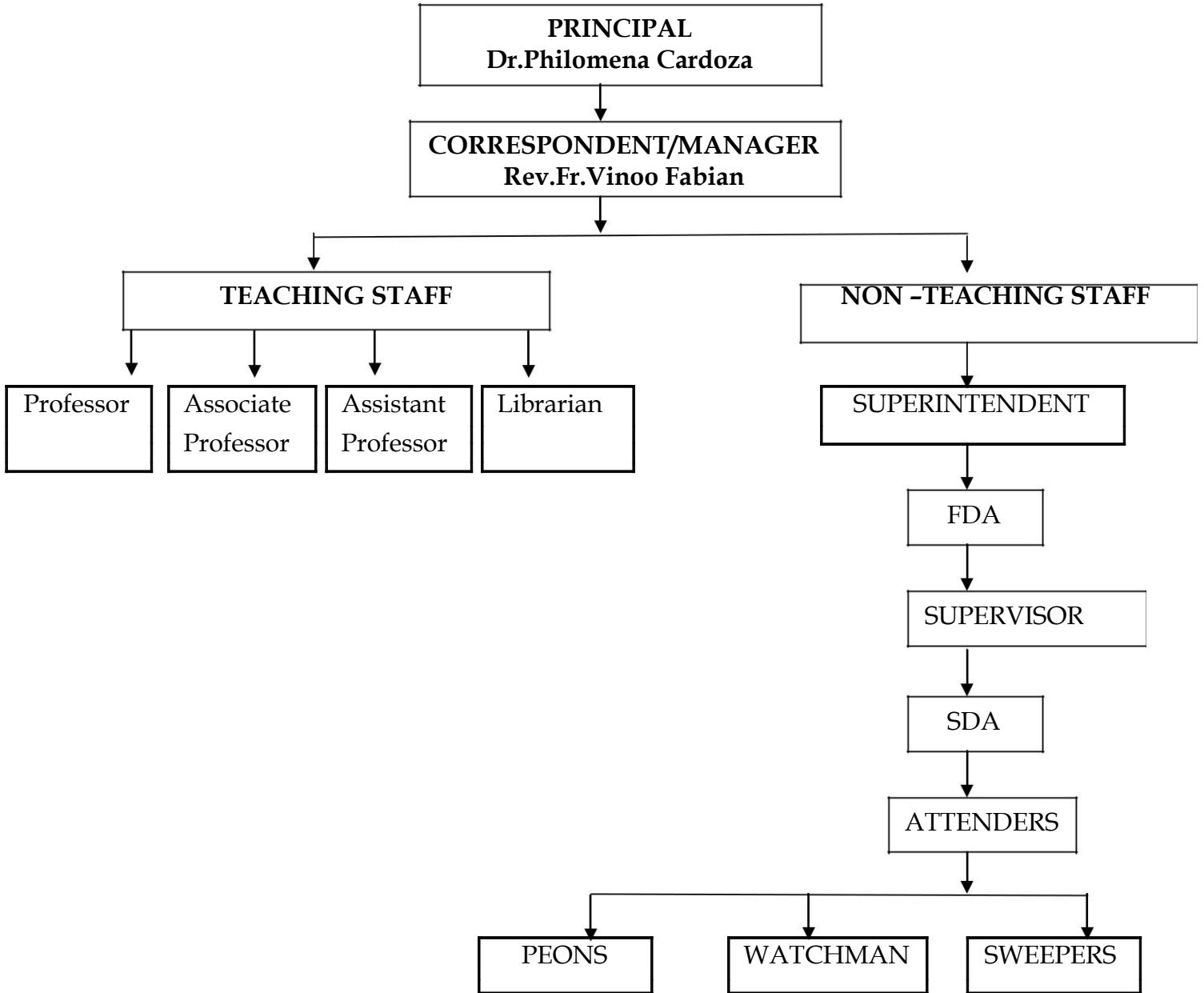


**PARTICULARS OF ITS ORGANISATION FUNCTIONS AND DUTIES AS
PER CLAUSE 4 (b)(1) OF THE RIGHTS OF INFORMATION ACT 2005**

Details as on 30/09/2018

**Particulars of its organization, functions and duties as per Clause 4 (b) 1) of the
Right of Information Act 2005**

St. Aloysius Degree College and Centre for Post Graduate Studies



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(Archdiocesan Board of Education)
Affiliated to Bangalore University
Cox Town , Bangalore -560005
E- Mail ID : aloysiusdegreecollege@gmail.com
Website:www.staloysiusdegreecollege.in/com

Powers and Duties of Officers/Employees as per clause 4(b) (2) of the Right to Information Act 2005

Designation	Powers and Duties of officers/employees
Principal	<p>The Principal plays a triple role in the institution as an educator , an administrator and a supervisor</p> <ul style="list-style-type: none"> • She/He will be the chief executive officer of the Institution • She/He will exercise such administrative powers as are delegated under Various acts, rules, regulations, order and instructions of the SRA Government Management Dept: of education and other competent authorities • She/He will co-ordinate all staff teaching and non-teaching staff and will be responsible for smooth and efficient functioning of the College. • She/He will Organise seminars, workshops for the faculty from time to time to keep abreast of the new realities challenges and opportunities. • She/He will ensure that Scholarship applications of the concerned students are sent to sanctioning department viz. Social welfare Department, Backward classes and Minorities Department and Department of collegiate education • She/He ensures that the accreditation from the NAAC is obtained and is upgraded after every 5 years. • The Principal shall handle 6 hours of teaching work load in a week in the relevant subject. • In consultation with the manager and finance officer she will prepare a budget to maintain and develop the institution.
Correspondent /Manager	<p>Ownership of the institution and the campus belongs to the Archdiocese Board of Education (ABE)</p> <p>The manager shall take charge of the same.</p> <ul style="list-style-type: none"> • He will sanction earned leave. • He will take important decision in consultation with the principal regarding appointments, confirmation, dismissal, transfer, benefits to the management staff. • The manager will be responsible for matters relating to the property of the institution. • He ensures that the objectives, policies of the society, of the government, culture of the management and put into practice in the institution. • Scrutinizes the budget and statement of accounts of the management of each institution.
Teaching Staff Selection Grade lecturers/Senior grade lecturers	<ul style="list-style-type: none"> • An Academic guide facilitator, catalyst and a mentor. Professional dedication to build academic community where knowledge and application are learnt , enquiry and research are promoted • Conducts classes as per the time -table • Completes the syllabus prescribed by the university well in time. • Co-operates with the principal in smooth functioning of classes, examination and

	<p>student learning revaluation. To teach the workload prescribed by the UGC and to maintain work diaries and be in the college at least 7 hours available for students and 5 hours on Saturday in the college.</p> <ul style="list-style-type: none"> • Maintain the attendance of the students of the respective classes, internal marks and students participation in extracurricular activities. • He/she shall conduct the practical classes as prescribed by the University and attend valuation work of the University examination, which is mandatory • To conduct tutorial classes as per the UGC norms etc.
Librarian	<ul style="list-style-type: none"> • Takes full charge of the books, periodicals, journals, newspapers and make them available to the students. Issue of books to the students & staff and collect the books within the stipulated time
Office Superintendent	<p>To monitor the day today office administration pertaining to the annual admissions- applications brochures , enquiry regarding admissions approval of all students admission by the university</p> <ul style="list-style-type: none"> • Scholarship for all categories of students monitor the unit tests, examination , question papers, invigilators list , internal marks and percentage • A University correspondence related to the students, staff and management. • Download university and Govt: circulars and submit to the principal • To issue Transfer certificates, conduct certificated and provisional Degree certificates. • To procure marks cards of the students from the university and disburse to the students. • To go beyond the working hours when needed
First Division Assistant: Finance Officer	<ul style="list-style-type: none"> • To be the custodian of the students fee collection and accounts and daily submit to the bank and file vouchers. • Jointly work with the manager and the principal to receive and make payments sanctioned by the society President/Governing Body. • Prepare Receipts and payments, get them approved by the authority and get them audited midyear and at the end of the year. • He will collect the annual statement of the accounts from ABE and present the same at the governing body meeting / management meeting • Prepares the budget and statement of accounts in consultation with the Principal/ Manager to purchase and disburse college and office requirements. • To take charge of the stock, inventory, entry and maintenance of the stock. • To maintain the cash book, staff salary register with staff signature and get it signed by the principal.
Supervisor	<ul style="list-style-type: none"> • Takes complete charge of the infrastructure facilities, sports field and canteen • Overall campus supervision
Second Division Assistant	<ul style="list-style-type: none"> • To type on computer neatly and accurately all letters marked to her. • To maintain the overall attendance of the students and keep the parents/Principal and staff informed about the students attendance. • To take out number of copies required

	<ul style="list-style-type: none"> To attend the queries of the visitors
Support Staff: Attenders and Peons	<ul style="list-style-type: none"> Daily eight hours of presence and seven hours of work in the institution Attending to the office needs as and when required. To assist the superintendent and the staff in the examination and in extra curricular activities.
Support Staff: Sweepers and Watchman	<ul style="list-style-type: none"> To keep the classrooms, restrooms, drinking water facility, garden and the campus tidy. To safeguard the college property and to ensure safety inside and outside the premises.

STATEMENT OF BOARDS, COUNCILS, COMMITTEES & 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 & IQAC Co-ordinator
2.	Betterment Committee	Principal & Manager
3.	Parent Teachers Committee	Principal & Mrs. Subhashini
4.	Sports Committee	Principal & Mr. Chethan MG
5.	Student's Council Committee	Principal & Mr. Saurabh Kamal

**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.	Letters Inward Registers
5.	Postal Stamps Account Registers
6.	Letters Outward Registers
7.	Case Worker Personal Diary/Case Registers
8.	Cash Books
9.	Day Books
10.	Grant Release Registers
11.	Salary Disbursement Registers
12.	Advance Sanction Registers
13.	Stock Registers
14.	A.G. Audit Observation Compliance Report Registers

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

SL NO	NAME	DESIGNATION	TELEPHONE NUMBER	EXTN
01	PROFESSOR SR.PHILOMENA	PRINCIPAL	080- 25466393/25460226	
02	FR.VINOO FABIAN	MANEGER & ASSISTANT PROFESSOR	080- 25466393/25460226	
03	MS.ZEENA LOBO	ASSISTANT PROFESSOR,IQAC CO-ORDINATOR	080- 25466393/25460226	
04	ANITHA MARY	ASSISTANT PROFESSOR, M.COM CO-ORDINATOR	080- 25466393/25460226	
05	MS.MARIA CHRISTINA	ASSISTANT PROFESSOR , HOD FOR ENGLISH	080- 25466393/25460226	
06	MS. ROSEMARY	ASSISTANT PROFESSOR , HOD FOR SOCIAL WORK	080- 25466393/25460226	
07	MS.SUNIA MATHEW	ASSISTANT PROFESSOR HOD FOR COMPUTER SCIENCE	9739586170	
08	MR.VIGNESH	ASSISTANT PROFESSOR , DEPARTMENT OF POITICAL SCIENCE	9739586170	
09	MR.JERRIE RICHARDS	CO-ORDINATOR FOR MSW COURSE	9739586170	
10	DR.GEORGE	NON CORE SUBJECTS CO- ORDINATOR	9739586170	
11	DR.ITIGI	CO-ORDINATOR FOR LANGUAGES	9739586170	
12	SR.JULIANA	FO,SAC	9739586170	
13	MR.ANTHONY	OFFICE SUPERINTENDENT	9739586170	
14	MS.SHEELA	SDA	9739586170	
15	MS. CAROL FORTUNATA	ASSISTANT PROFESSOR, DEPARTMENT OF COMMERCE	080- 25466393/25460226	
16	MS. SUBHASHINI	ASSISTANT PROFESSOR, DEPARTMENT OF COMMERCE	080- 25466393/25460226	
17	MS.ANITHA S	ASSISTANT PROFESSOR, DEPARTMENT OF COMMERCE	080- 25466393/25460226	
18	MR.ROBIN V. FRANK	ASSISTANT PROFESSOR, DEPARTMENT OF COMMERCE	080- 25466393/25460226	
19	MR.SATHYANARAYAN	ASSISTANT PROFESSOR,	080-	

	A	DEPARTMENT OF COMMERCE	25466393/25460226	
20	MS.LALY MATHEW	ASSISTANT PROFESSOR, DEPARTMENT OF ENGLISH	080- 25466393/25460226	
21	MR.BALAKRISHNA	ASSISTANT PROFESSOR,DEPARTMENT OF HINDI	080- 25466393/25460226	
22	MR.TOMIN JOSEPH	ASSISTANT PROFESSOR, DEPARTMENT OF COMPUTER SCIENCE	080- 25466393/25460226	
23	MR.SAURAB KAMAL	ASSISTANT PROFESSOR, DEPARTMENT OF SOCIAL WORK	080- 25466393/25460226	
24	MS.TANYA MONTEIRO	ASSISTANT PROFESSOR, DEPARTMENT OF SOCIAL WORK	080- 25466393/25460226	
25	MR.CHETAN M.G	ASSISTANT PROFESSOR, DEPARTMENT OF SPORTS	080- 25466393/25460226	
26	MS.VASANTHA KUMARI	LIBRARIAN	080- 25466393/25460226	