

**RTI Act- 2005**

From V – Yearly Report by Department of Karnataka Information Commission

**From:**  
**Prof. Sathyanarayana**  
**Principal,**  
**Kamala Nehru Memorial**  
**National College for Women,**  
**Shivamogga.**

**To:**  
**Principal Secretary,**  
**Education Department(Higher)**  
**M.S. Building, Bangalore-01.**

For the year 2013-14 (up to the end of 31.03.2014)

V-A] Public Authority-wise information pertaining to 4(1)(a) of the RTI Act, 2005

<b>Sl.no</b>	<b>Name of the Public Authority</b>	<b>Date of Publication of 4(1)(a) information on the website</b>	<b>Date/Dates of subsequent updation of 4(1)(a) information on the website</b>	<b>Website address</b>	<b>Remarks</b>
<b>1.</b>	<b>2.</b>	<b>3.</b>	<b>4.</b>	<b>5.</b>	<b>6.</b>
	Prof. Sathyanarayana Principal, Kamala Nehru Memorial National College for Women, Shivamogga.	Dec 2005	Dec 2013	<a href="http://www.knmnc.edu.in">www.knmnc.edu.in</a>	

V-B] Public Authority-wise information pertaining to 4(1)(b) of the RTI Act, 2005

<b>Sl.no</b>	<b>Name of the Public Authority</b>	<b>Date of Publication of 4(1)(b) information on the website</b>	<b>Date/Dates of subsequent updation of 4(1)(b) information on the website</b>	<b>Website address</b>	<b>Remarks</b>
<b>1.</b>	<b>2.</b>	<b>3.</b>	<b>4.</b>	<b>5.</b>	<b>6.</b>
	Prof. Sathyanarayana Principal, Kamala Nehru Memorial National College for Women, Shivamogga.	Dec 2005	Dec 2013	<a href="http://www.knmnc.edu.in">www.knmnc.edu.in</a>	

Place:Shimoga  
Date: 30.11.2013

**THE RIGHT TO INFORMATION ACT, 2005**

**Obligation of Public Authorities**

**A Draft Templates for  
INFORMATION HANDBOOK  
(Refer to Chapter II Section 4(1) a of RTI Act, 2005)**

**Prepared by  
Administrative Training Institute, Mysore.**



**Chapter – 1****Organization, Functions and Duties****(Section 4(1 (b)(i))****Particulars of the organization, Functions and duties:-**

<b>Sl. No</b>	<b>Name of the organization</b>	<b>Address</b>	<b>Functions</b>	<b>Duties</b>
1	Kamala Nehru Memorial National College For Women	K.T.Shamaiah Gowda Road Shivamogga-577 201 Karnataka State.		

**Chapter – 2**  
**Powers and Duties of Officers and Employees**  
**(Section 4(1 (b)(ii))**

**Please provide details of the powers and duties of officers and employees of the authorities by designation as follows:**

SI No	Name of the office/ employees	Designation	Duties Allotted and Powers
1	Prof. Sathyanarayana	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 and instructions of the government, Department 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 sanctioning Departments viz., Social Welfare Department, Backward Classes and Minorities Department and Department of Collegiate Education etc.,</li> <li>3. To ensure that the proposal for renewal of affiliation/accreditation 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 5 years.</li> <li>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.</li> </ol> <p>The Principal shall handle 6 hours of teaching work-load in a week in the relevant subject etc.,</p>
2	Prof. D.S.Manjunatha	Associated Professor	<p style="text-align: center;"><b><u>Duties common from Sl.no 2 to 19</u></b></p> <ol style="list-style-type: none"> <li>1. He conduct the classes as per the time-table. Complete the syllabus prescribed by the concerned University well in time.</li> <li>2. Extend their full co-operation to the heads of the Departments in completing the syllabus before commencement of the university examinations.</li> <li>3. To co-operate with the principal in smooth function of midterm, supplementary and annual examinations.</li> <li>4. To teach the workload prescribed by the UGC and to maintain diaries and shall be available for students at least 7 hours daily for 5 hours on Saturdays in the college.</li> </ol>
3	Prof. Ramesh S B	“	
4	Dr. Ramaswamy H K	“	
5	Prof. Shalini V	“	
6	Prof. Fareeda Begum	“	
7	Prof. Ujjinappa N	“	
8	Prof. Mamatha P R	“	
9	Dr. Nagabhushan H S	“	
10	Prof. Dakshayini K C	“	
11	Prof. Sakamma B	“	
12	Prof. Sachidananda swamy P M	“	

13	Prof. Huchaiiah M	“	<p>5. To maintain the attendance of the students of the respective classes.</p> <p>6. He/ She shall conduct the practical classes as prescribed by the university and attend valuation work of the University examinations which is mandatory.</p> <p>To conduct tutorial classes as per the UGC norms etc.,</p>
14	Prof. Maheshwari	“	
15	Prof.Umesh V	“	
16	Prof. A P Omkarappa	“	
17	Dr. Narendra Naik T H	“	
18	Prof.Ashalatha M	Assistant Prof	
19	Dr.Balakrishna Hegde	“	
21	Smt. A.L.Rudramma	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 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>
22	Sri. Jagadeesh Kamalakar	Librarian	<p>1. To issue books to the teaching, non-teaching staff and students and collected it back.</p> <p>2. Maintain necessary records/registers in the library etc.,</p> <p>To arrange for annual stock varification of report to the concerned officers etc.,</p>
23	Smt. K.S.Vasantha Kumari	LIBRARY ASSISTANT	<p>1. To assist the librarian in discharging the duties of the library.</p> <p>2. To discharge the work of the Librarian, when the Librarian is on leave.</p> <p>To discharge the duties assigned by the Principal/Librarian.</p>
24	Sri.K.N.Nagarajaiiah	GAZETTED MANAGER:	Is primary responsible for the efficiency of his section and for the efficient expeditious dispatch of business at all stages. He shall be well acquaints government orders, rules and procedures and shall guide the section and advisory superior officers in accordance with rules. He shall perform any action as may assigned by the supervisory office/government.
		ACCOUNTS SUPERINTE NDE N T (SAD)	The accounts Superintendent assist the Accounts Officer in preparing the budget and revenue receipt of department and releasing of grants to aided colleges through Regional Joint Directors, watching of expenditure and reconciliation of expenditure. The Accounts Superintendent to take up audit of all colleges comes under the jurisdiction. The Accounts Superintendent should keep update rules and regulations and assist Accounts Officer in keeping update departmental accounts, sanctioning of pension papers and processing.
		SUPERINTE NDE N T	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 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 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 tapples to the concerned case workers. He shall supervise his section and submit reports to his immediate officers. He shall sign and issue acknowledgment letters.
25	Sri. K. Hanumanaik	FIRST DIVISION ASSISTANTS	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:- 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 office procedure. 4. To ensure that the notes submitted in the files are neat and tidy and as per rules.
26	Smt. G M. Shashikala	SECOND DIVISION ASSISTANTS	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:- 5. To maintain the case diary. 6. To examine and put up notes and drafts promptly to the superintendent after recording paging index. 7. To maintain the various registers prescribed under the rules of office procedure. 8. To ensure that the notes submitted in the files are neat and tidy and as per rules.
27	Sri. N.S. Parameshwarappa		
28	Sri. S.R. Gopalakrishna		
29	Sri. C.V. Sathyamurthy		
30	Smt. K.A. Shantha	CCT	The Typist's 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 our 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. 5. To maintain the work diary in the prescribed proforma 6. Draft shall be typed giving wide margin for effecting necessary corrections.
31	Sri. G. Byrappa	ATTENDER	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.,

			<ol style="list-style-type: none"> <li>2. Stitvching the files/Exam bundles.</li> <li>3. Carrying and distribution of stsationary and making envelopes whenever necessary .</li> <li>4. Arranging of furniture.</li> <li>5. Keeping of office permises clean.</li> </ol>
32	Smt.K.M.Jayalaxmamma	PEON	<p>The duties of the Attender/Peon are as follows:GENERAL DUTIES:</p> <ol style="list-style-type: none"> <li>6. Carrying a file from one section to another, or from one case worker to another etc.,</li> <li>7. Stitvching the files/Exam bundles.</li> <li>8. Carrying and distribution of stsationary and making envelopes whenever necessary .</li> <li>9. Arranging of furniture.</li> <li>10. Keeping of office permises clean.</li> </ol>
33	Sri.V. Narayana		
34	Sri.A.M.Dakappa		
35	Sri.T.H.Basavaraj		
		WATCHMAN	They shall watch guard, see and ensure that articles belonging to the Department/Office including the vechincls kept in the Department Carages are safe and not tampered with or taken out without proper authority.
		SWEEPER	They shall sweep or wipe with wet cloth/jute cloth, the room, verandas,s steps etc., allotted to the, well before starting of 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.



**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	Functions /services.	Norms standards of performance set	Time frame	Reference document prescribing the norms (Citizen's Charter Service Chapter etc)
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 and instructions of the government, Department 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 sanctioning Departments viz., Social Welfare Department, Backward Classes and Minorities Department and Department of Collegiate Education etc.,</li> <li>3. To ensure that the proposal for renewal of affiliation/accreditation 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 5 years.</li> <li>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.</li> <li>6. The Principal shall handle 6 hours of teaching work-load in a week in the relevant subject etc.,</li> </ol>		Government order, Circulars, University and UGC Guidelines.
2	Associate Professors	<ol style="list-style-type: none"> <li>1. He conduct 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 with the principal in smooth function of midterm, supplementary and annual examinations.</li> <li>5. To teach the workload prescribed by the UGC and to maintain diaries and shall be available for students at least 7 hours daily for 5 hours on Saturdays 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 work of the University examinations which is mandatory. To conduct tutorial classes as per the UGC norms etc.,</li> </ol>		Government order, Circulars, University and UGC Guidelines.
3	Assistant	<ol style="list-style-type: none"> <li>1. He conduct the classes as per the time-table.</li> </ol>		Government

	Professors	<ol style="list-style-type: none"> <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 with the principal in smooth function of midterm, supplementary and annual examinations.</li> <li>5. To teach the workload prescribed by the UGC and to maintain diaries and shall be available for students at least 7 hours daily for 5 hours on Saturdays 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 work of the University examinations which is mandatory.</li> </ol> <p>To conduct tutorial classes as per the UGC norms etc.,</p>		order, Circulars, University and UGC Guidelines.
4	Physical Education Director	<ol style="list-style-type: none"> <li>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.</li> <li>2. To assist the Principal in the maintenance of discipline and healthy atmosphere in the college etc.,</li> </ol>		Government order, Circulars, University and UGC Guidelines.
5	Librarian	<ol style="list-style-type: none"> <li>1. To issue books to the teaching, non-teaching staff and students and collected it back.</li> <li>2. Maintain necessary records/registers in the library etc.,</li> <li>3. To arrange for annual stock verification of report to the concerned officers etc.,</li> </ol>		Government order, Circulars, University and UGC Guidelines.
6	Library Assistant	<ol style="list-style-type: none"> <li>1. To assist the librarian in discharging the duties of the library.</li> <li>2. To discharge the work of the Librarian, when the Librarian is on leave.</li> <li>3. To discharge the duties assigned by the Principal/Librarian.</li> </ol>		
7	Manager	Is primary responsible for the efficiency of his section and for the efficient expeditious dispatch of business at all stages. He shall be well acquainted with government orders, rules and procedures and shall guide the section and advisory superior officers in accordance with rules. He shall perform any action as may be assigned by the supervisory office/government.		Acts, Rules, Office procedures, Manuals and Circulars.
8	Superintendent	The Superintendent shall be primarily responsible for the efficiency of his section and shall ensure that all rules and procedure 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 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 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 tappaals to the concerned case workers. He shall supervise his section and submit reports to his immediate officers. He shall sign and issue acknowledgment letters.		Acts, Rules, Office procedures, Manuals and Circulars.

9	FDA	First Division Assistant to prepare the budget and its correspondence, reconciliation of departmental figures. First Division Assistant should assist Accounts Superintendent in keeping update of departmental functions. He should keep files intact.	Up to 5 days for submission of files	Acts, Rules, Office procedures, Manuals and Circulars.
10	SDA	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:- <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> <li>4. To ensure that the notes submitted in the files are neat and tidy and as per rules.</li> </ol>	Up to 5 days for submission of files	Acts, Rules, Office procedures, Manuals and Circulars.
11	Typist	The Typist's duties and responsibilities are as follows: <ol style="list-style-type: none"> <li>1. To type both on computer and typewriter neatly and accurately all letters marked to him</li> <li>2. To take our number of copies required.</li> <li>3. Stenciling when the number of copies required are more than 10.</li> <li>4. Typist shall compare fair copies before they are returned to the case worker.</li> <li>5. To maintain the work diary in the prescribed pro forma</li> <li>6. Draft shall be typed giving wide margin for effecting necessary corrections.</li> </ol>		
12	Clerk-Cum-Typist	The Typist's duties and responsibilities are as follows: <ol style="list-style-type: none"> <li>7. To type both on computer and typewriter neatly and accurately all letters marked to him</li> <li>8. To take our number of copies required.</li> <li>9. Stenciling when the number of copies required are more than 10.</li> <li>10. Typist shall compare fair copies before they are returned to the case worker.</li> <li>11. To maintain the work diary in the prescribed pro forma</li> <li>12. Draft shall be typed giving wide margin for effecting necessary corrections.</li> </ol>		
13	Attender/Peons	The duties of the Attender/Peon are as follows: <b>GENERAL DUTIES:</b> <ol style="list-style-type: none"> <li>1. Carrying a file from one section to another, or from one case worker to another etc.,</li> <li>2. Stitching the files/Exam bundles.</li> <li>3. Carrying and distribution of stationary and making envelopes whenever necessary .</li> <li>4. Arranging of furniture.</li> <li>5. Keeping of office premises clean.</li> </ol>		
14	Watchman	They shall watch guard, see and ensure that articles belonging to the Department/Office including the vehicles kept in the Department Cargos are safe and not tampered with or taken out without proper authority.		
15	Sweeper	They shall sweep or wipe with wet cloth/jute cloth, the room, verandas steps etc., allotted to the, well before starting of 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.		

## Chapter – 5

### Rules, Regulation Instructions, Manual and Records, for Discharging Functions

(Section 4(1 (b)(v) &(vi))

**Please provide list and gist of rules, regulation, instruction, manuals and records, held by public authority or under its control or used by its employees for discharging functions in the following formant.**

SL. NO	RULES REGULATIONS INSTRUCTIONS, MANUALS AND RECORDS USED
1	K.C.S.R -1958
2	K.F.C-1958
3	K.T.C-1958
4	BUDGET MANUAL-1958
5	M.C.E-1958
6	K.C.S.R(CLASIFICATION, CONTROL AND APPEAL )-1957
7	CONDUCT RULES-1966
8	K.E.A-1983 (KARNATAKA ACT NO.1 OF 1995)
9	K.E.I (COLLEGAITE EDUCATION) RULES-2003
10	GRANT IN AID CODE
11	K.C.S (GENERAL RECRUITMENT) RULES-1977
12	K.C.S.P RULES-1977
13	K.G.S.S RULES-1957
14	T.B.S-RULES 1976
15	U.G.C GUIDE LINES
16	K.S.T ACT-2000
17	R.G.N NOTIFICATION AND ORDERS
18	K.C.S RULES-1977
19	K.C.S (CONFIDENTIAL REPORT) RULES-1985
20	K.S.U ACT -2000
21	JURISTRICKIONAL ,UNIVERSITY REGULATIONS , BY LAWS AND EXAMINATION MANUAL
22	K.E.D.S (COLLEGIATE EDUCATION DEPARTMENT) RULES-1993

## 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	ATTENDENCE REGISTER
2	MOVEMENT REGISTER
3	CASUAL LEAVE REGISTER
4	LETTER INWORD REGISTER
5	POSTAL STAMPS ACCOUNT REGISTER
6	LETTER OUTWORD REGISTER
7	TAPPAL ISSUE ACKNOWLEDGEMENT REGISTER
8	MUDDAM REGISTER
9	FILES SENDING REGISTER (SINGLE FILES SYSTEM)
10	CASE WORKER PERSONAL DAIRY/CASE REGISTER
11	CASH BOOK
12	DAY BOOK
13	GRANT RELEASE REGISTER
14	SALARY DISBURSEMENT REGISTER
15	ADVANCED SANCTIONED REGISTER
16	STOCK REGISTER
17	A.G. AUDIT OBSERVATION COMPLIANCE REPORT REGISTER
18	SPECIAL STATE GAZETTES
19	NATIONAL LOAN SCOLORSHIP RECOVERY REGISTER

## Chapter 7

### 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]

Describe arrangements by the Public authority to seek Consultation/participation of public or its representatives for formulation and implementation of policies.

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
1		College Governing Council is constituted with representatives of public to formulate policies.	College Governing Council meetings will be held twice a year to observe the policies are implemented

## Chapter 8

### Boards , Councils, Committees and other Bodies Constituted as part of Public Authority

#### [Section 4(1) (b) v(iii)]

Please provide information on boards, councils, committees and other bodies Related to the public authority in the following format.

<b>Name of Board, council committee, etc.</b>	<b>Composition</b>	<b>Powers &amp; functions</b>	<b>Whether its Meetings open to Public / Minutes of its Meetings accessible for Public</b>
National Education Society (R.),	Executive Committee	Employer	No/Yes
College Governing Council	Members including publics	Formation of policies	Governing Council members
Admission Committee	Committee Constituted by the principal	Implementation of Government reservation in admissions,	Minutes of its Meetings accessible for Public
Building Committee	Committee Constituted by the principal		
Library Committee	Committee Constituted by the principal		
Sports Committee	Committee Constituted by the principal		
Cultural Committee	Committee Constituted by the principal		
Class test/Examination Committee	Committee Constituted by the principal		

## Chapter 9

### Directory of Officers and Employees [Section 4(1)(b)(ix)]

Please provide information on officers and employees working in different units or offices at different levels and their contract.

Sl. No.	Name of the Officers/ Employees	Designation	Office Address	Contact Number /e-mail ID
1	Prof. Sathyanarana	Principal	Kamala Nehru Memorial National College for Women, Shivamogga 577-201 Karnataka State.	9900793985
2	Prof.D.S.Manjunath	Associate Professor	Kamala Nehru Memorial National College for Women, Shivamogga 577-201 Karnataka State.	9480394244
3	Prof.S.B.Ramesh	Associate Professor	Kamala Nehru Memorial National College for Women, Shivamogga 577-201 Karnataka State.	08182-220926
4	Prof. H.K.Ramaswamy	Associate Professor	Kamala Nehru Memorial National College for Women, Shivamogga 577-201 Karnataka State.	9448531113
5	Prof.V.Shalini	Associate Professor	Kamala Nehru Memorial National College for Women, Shivamogga 577-201 Karnataka State.	9480545284
6	Prof. Kiran Raveendra Desai	Associate Professor	Kamala Nehru Memorial National College for Women, Shivamogga 577-201 Karnataka State.	9449025375
7	Prof. Fareeda Begum	Associate Professor	Kamala Nehru Memorial National College for Women, Shivamogga 577-201 Karnataka State.	9844474744
8	Prof.N. Ujjinappa	Associate Professor	Kamala Nehru Memorial National College for Women, Shivamogga 577-201 Karnataka State.	9731813825

9	Prof.P.R.Mamatha	Associate Professor	Kamala Nehru Memorial National College for Women, Shivamogga 577-201 Karnataka State.	9448105201
10	Dr. H.S.Nagabhushan	Associate Professor	Kamala Nehru Memorial National College for Women, Shivamogga 577-201 Karnataka State.	9449284495
11	Prof. K.C.Dakshayini	Associate Professor	Kamala Nehru Memorial National College for Women, Shivamogga 577-201 Karnataka State.	9448525287
12	Prof. B.Sakamma	Associate Professor	Kamala Nehru Memorial National College for Women, Shivamogga 577-201 Karnataka State.	9980194414
13	Prof. P.M.Sachidananda Swamy	Associate Professor	Kamala Nehru Memorial National College for Women, Shivamogga 577-201 Karnataka State.	9448943812
14	Sri. M. Hucchaiah	Assistant Professor	Kamala Nehru Memorial National College for Women, Shivamogga 577-201 Karnataka State.	9844128671
15	Prof. Maheshwari	Associate Professor	Kamala Nehru Memorial National College for Women, Shivamogga 577-201 Karnataka State.	9886399332
16	Prof. V. Umesh	Associate Professor	Kamala Nehru Memorial National College for Women, Shivamogga 577-201 Karnataka State.	9980978830
17	Dr. T.H.Narendra Naik	Associate Professor	Kamala Nehru Memorial National College for Women, Shivamogga 577-201 Karnataka State.	9980251178
18	Prof. A.P.Onkarappa	Associate Professor	Kamala Nehru Memorial National College for Women, Shivamogga 577-201 Karnataka State.	9902191386
19	Prof. M. Ashalatha	Assistant Professor	Kamala Nehru Memorial National College for Women, Shivamogga 577-201 Karnataka State.	9342577200

20	Dr. Balakrishna Hegade	Assistant Professor	Kamala Nehru Memorial National College for Women, Shivamogga 577-201 Karnataka State.	9448181492
21	Smt. A.L.Rudramma	Physical Education Director	Kamala Nehru Memorial National College for Women, Shivamogga 577-201 Karnataka State.	9844096065
22	Sri. Jagadeesh Kamalakar	Librarian	Kamala Nehru Memorial National College for Women, Shivamogga 577-201 Karnataka State.	9008034599
23	Sri. K.N.Nagarajaiah	Manager	Kamala Nehru Memorial National College for Women, Shivamogga 577-201 Karnataka State.	9449400342
24	Sri. K. Hanuma Naik	FDA	Kamala Nehru Memorial National College for Women, Shivamogga 577-201 Karnataka State.	9886791618
25	Smt. Shashikala G M	SDA	Kamala Nehru Memorial National College for Women, Shivamogga 577-201 Karnataka State.	9449400329
26	Sri. Parameshwarappa N.S	SDA	Kamala Nehru Memorial National College for Women, Shivamogga 577-201 Karnataka State.	8050833916
27	Sri. Gopalakrishna S.R	SDA	Kamala Nehru Memorial National College for Women, Shivamogga 577-201 Karnataka State.	9449448571
28	Sri. Sathyamurthy.C.V	SDA	Kamala Nehru Memorial National College for Women, Shivamogga 577-201 Karnataka State.	9060331803
29	Sri. Shamsundara H G	Typist	Kamala Nehru Memorial National College for Women, Shivamogga 577-201 Karnataka State.	9481665333
30	Smt. Vasantha Kumari K S	Library Assistant	Kamala Nehru Memorial National College for Women, Shivamogga 577-201 Karnataka State.	7760068405

31	Smt. Shantha K A	CCT	Kamala Nehru Memorial National College for Women, Shivamogga 577-201 Karnataka State.	9449327925
32	Sri. Byrappa G	Attendor	Kamala Nehru Memorial National College for Women, Shivamogga 577-201 Karnataka State.	9945524196
33	Smt. Jayalaxmamma.K.M	Peon	Kamala Nehru Memorial National College for Women, Shivamogga 577-201 Karnataka State.	9964819706
34	Sri. Narayana V	Peon	Kamala Nehru Memorial National College for Women, Shivamogga 577-201 Karnataka State.	9449390493
35	Sri. Dakappa A M	Peon	Kamala Nehru Memorial National College for Women, Shivamogga 577-201 Karnataka State.	9741626816
36	Sri. Basavarajappa T H	Peon	Kamala Nehru Memorial National College for Women, Shivamogga 577-201 Karnataka State.	9632472253

## Chapter 10

### Monthly Remuneration received by officers and Employees, including the System of Compensation as Provided in Regulations

#### [Section 4(1)(b)(x)]

Provide information on remuneration and compensation structure for officers and employees in the following format:

Name of the Officer Working	Designation	Remuneration
	Organization	Per Month
Prof. Sathyanarana	Principal	1,17,268
Prof. D.S.Manjuatha	Associate Professor	1,14,575
Prof.S.B.Ramesh	Associate Professor	1,02,258
Prof. H.K.Ramaswamy	Associate Professor	1,02,258
Prof.V.Shalini	Associate Professor	1,11,777
Prof. Kiran Raveendra Desai	Associate Professor	1,11,777
Prof. Fareeda Begum	Associate Professor	1,08,509
Prof.N. Ujjinappa	Associate Professor	1,02,583
Prof.P.R.Mamatha	Associate Professor	1,02,258
Dr. H.S.Nagabhushan	Associate Professor	1,11,777
Prof. K.C.Dakshayini	Associate Professor	1,08,509
Prof. B.Sakamma	Associate Professor	1,02,333
Prof. P.M.Sachidananda Swamy	Associate Professor	1,11,777
Sri. M. Hucchaiah	Assistant Professor	59,888
Prof. Maheshwari	Associate Professor	1,11,777
Prof. V. Umesh	Associate Professor	1,08,509
Dr. T.H.Narendra Naik	Associate Professor	1,02,333
Prof. A.P.Onkarappa	Associate Professor	1,08,509
Prof. M. Ashalatha	Assistant Professor	50,521
Dr. Balakrishna Hegade	Assistant Professor	49,709
Smt. A.L.Rudramma	Physical Education Director	1,11,250
Sri. Jagadeesh Kamalakar	Librarian	59,888
Sri. K.N.Nagarajaiah	Manager	45,195
Sri. K. Hanuma Naik	FDA	33,375
Smt. Shashikala G M	SDA	27,000
Sri. Parameshwarappa N.S	SDA	25,700
Sri. Gopalakrishna S.R	SDA	25,100
Sri. Sathyamurthy.C.V	SDA	24,475
Sri. Shamsundara H G	Typist	39,735
Smt. Vasantha Kumari K S	Library Assistant	28,500
Smt. Shantha K A	CCT	25,725
Sri. Byrappa G	Attender	21,000
Smt. Jayalaxmamma.K.M	Peon	20,500
Sri. Narayana V	Peon	19,500
Sri. Dakappa A M	Peon	14,850
Sri. Basavarajappa T H	Peon	14,800

**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 allocated	Proposed expenditure As on last year	Expected Outcome	Report on Disbursements made or where Such details are Available (website, reports, notice board etc.,)
	<b>NON-PLAN</b>			
<b>2202-03-104- 1-01-NP</b>				
<b>April 2013</b>	<b>24,01,118.00</b>	<b>24,01,118.00</b>		
<b>May 2013</b>	<b>23,82,900.00</b>	<b>23,82,900.00</b>		
<b>June 2013</b>	<b>24,80,504.00</b>	<b>24,80,504.00</b>		
<b>July 2013</b>	<b>25,00,142.00</b>	<b>25,00,142.00</b>		
<b>August 2013</b>	<b>25,05,368.00</b>	<b>25,05,368.00</b>		
<b>Sept 2013</b>	<b>25,14,701.00</b>	<b>25,14,701.00</b>		
<b>Oct 2013</b>	<b>25,35,498.00</b>	<b>25,35,498.00</b>		
<b>Nov 2013</b>				
<b>Dec 2013</b>				

**College A/C**

Particulars	Budget	Expenses up to 30-11-2012	Balance
Application Fee	25200.00		
Admission Fee	21200.00		
Tuition Fee	428500.00		
Medical Exam Fee	25200.00		
Reading Room Fee	70400.00	51160.00	
Sports Fee	67200.00	29011.00	
Library Fee	67200.00	18136.00	
Library Fine	1630.00		
SWF/TWF	36000.00	25221.00	
Bharath Scout and Guide	60000.00	156.00	
Red Cross Fee	60000.00	26618.00	
Laboratory Fee	39105.00	10091.00	
TC & Other Fee	20512.00	25571.00	
Cultural Activity Fee	120000.00	91207.00	

College Magazine Fee	90000.00	62392.00	
Identity Card	10000.00	10750.00	
Student Safety Insurance	6000.00	4427.50	
Flag	24000.00	18615.00	
Xerox	5094.00	750.00	
Printing & Stationary		48907.00	
<b>Scholarship A/C</b>			
SC/ST Scholarship	150077.00	52667.00	
PostMetric Scholarship		285200.00	
PH Scholarship	2000.00	2000.00	
Sanchi honnamma Scholarship	16000.00	40000.00	
Tribal Scholarship	18500.00	18500.00	
EBL Charge	7800.00	7800.00	

### UGC A/C

Seminar Economics Dept.	97500.00		
General Development Assistance	250000.00	73826.00	
Seminar Kannada Dept.	34688.00		
Remedial Coaching Class for SC/ST/OBC Students	125000.00	61631.00	
Construction of Canteen Building		113596.00	
Construction of Hostel Building		1032950.00	

## 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 provided.
2. Provide information on the nature of subsidy, eligibility criteria for accessing subsidy and designation of officer competent to grant subsidy under various programmes/schemes.

Name of programme/Activity	Nature/Scale of subsidy	Eligibility criteria for grant of subsidy	Designation of officer grant subsidy
Poor Student Fund			
Student Welfare Fund			
Cash Awards			
Endowment Scholarship			



**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 are available in electronic formats.**

**(Floppy, CD, VCD, Web Site, Internet etc.)**

<b>Electronic</b>	<b>Description (site address/location where available etc.,)</b>	<b>Contents or title</b>	<b>Designation and address of the custodian of information held by whom?)</b>
	<b>NIL</b>		

## 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 available to the public for accessing of information:

<b>Facility</b>	<b>Description (Location of Facility/Name etc.)</b>	<b>Details of Information Made available</b>
Notice Board	Kamala Nehru Memorial National College For Women, Shivamogga	Information about college, Course offered, Calendar of events, Scholarships, Circulars, Notifications
Website	<a href="http://www.knmnc.edu.in">www.knmnc.edu.in</a>	Information about college, Course offered, Calendar of events, Scholarships, Circulars, Notifications, RTI Act 2005, IQAC reports, Budget, Annual Audited statements.

## Chapter 16

### Names, Designations and other Particulars of public Information Officers

[Section 4(1)(b)xvi]

Please provide contract information about the public Information Officers and Assistant public Information Officers designated for various offices/administrative units and Appellate Authority /Officer(s)for the public authority in the following format.

#### Public Information Officer

Sl. No.	Name of the Office/ Administrative Unit	Name of Designation Of PIO	Office Tel. Residence Tel. Fax	E-mail
1	Principal, Kamala Nehru Memorial National College For Women, Shivamogga-577 201	Prof. Sathyanarayana	08182-272164 9900793985 08182-272164	<a href="mailto:Knmnc1@gmail.com">Knmnc1@gmail.com</a>

#### Assistant Public Information Officer

Sl. No.	Name of the Office/ Administrative Unit	Name of Designation Of PIO	Office Tel. ResidenceTel. Fax	E-mail
1	Manager, Kamala Nehru Memorial National College For Women, Shivamogga-577 201	K.N.Nagarajaiah	08182-272164 9449400342 08182-272164	<a href="mailto:Knmnc1@gmail.com">Knmnc1@gmail.com</a>

#### Appellate Authority

Sl. No.	Name of the Office/ Administrative Unit	Name of Designation Of PIO	Office Tel. ResidenceTel. Fax	E-mail
1	Regional Joint Director of Collegiate Education, Shivamogga-577 201	Prof.Vivekananda	08182-240056 08182-240093	<a href="mailto:Rjdce.smg@gmail.com">Rjdce.smg@gmail.com</a>

## **Chapter 17**

### **Other Useful Information [Section 4(1)(b)xvii]**

Please give below any other information or details of publications which are of relevance of use to the Citizens.

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.
- 9.
- 10.