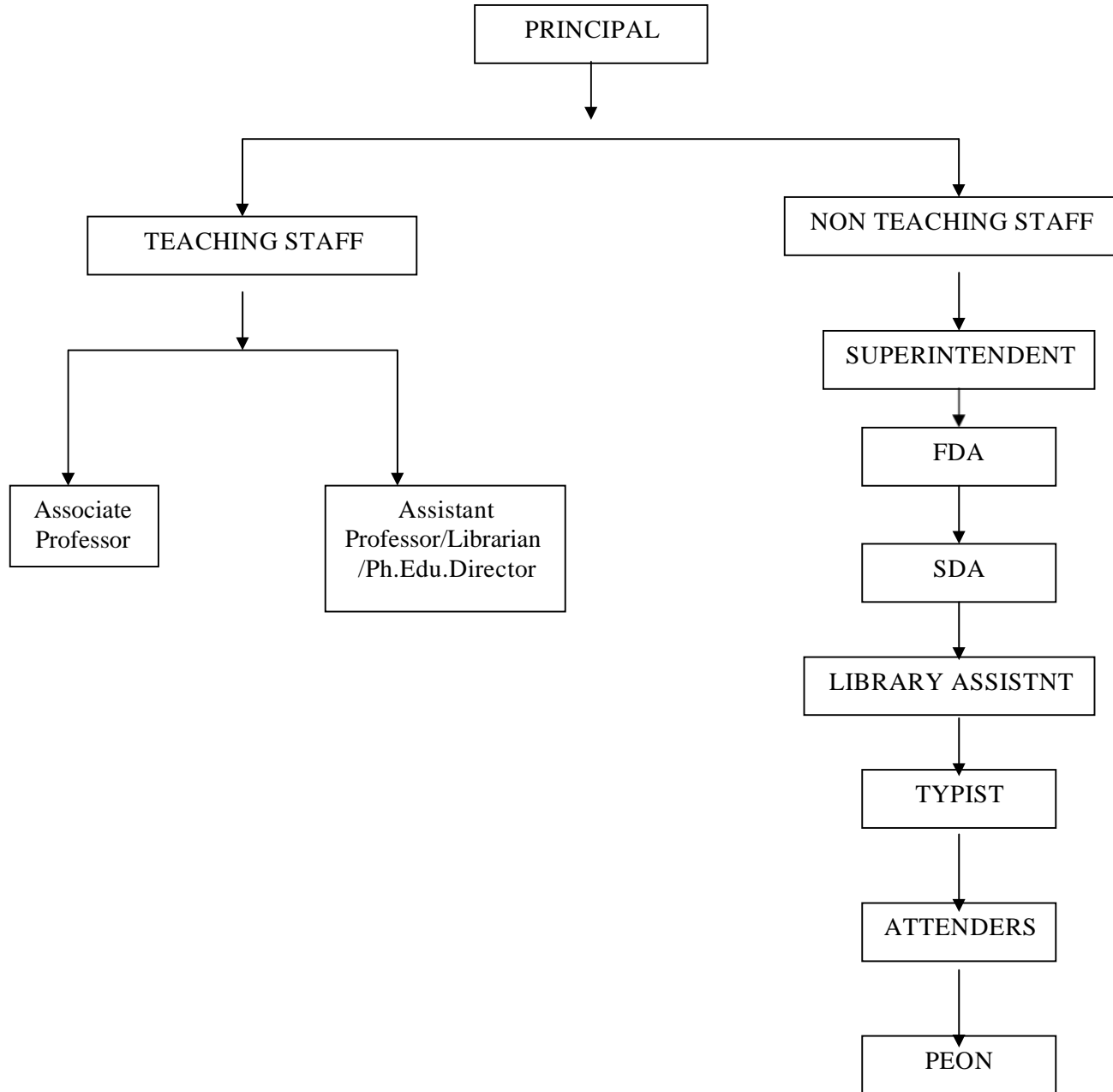


Particulars of its Organization, functions and duties as per Clause 4(b)(1) of the Right to Information Act, 2005

**VISVESWARAPURA COLLEGE OF ARTS AND COMMERCE**

**K.R. ROAD, BANGALORE-560 004**

**ORGANISATION CHART**



VISVESWARAPURA COLLEGE OF  
ARTS AND COMMERCE  
K.R. Road, Bangalore- 560 004  
**Contact No: 080-26677885**  
Email id : pricipalvcac@gmail.com

**POWERS AND DUTIES OF ITS OFFICERS/EMPLOYEES AS PER CLAUSE 4(b)(2) OF THE RIGHT  
TO INFORMATION ACT**

	<b>DESIGNATION</b>	<b>POWERS AND DUTIES OF OFFICERS/EMPLOYEES</b>
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 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 sanctioning Departments viz., Social Welfare Department and Backward Classes and Minorities Department and Department of Collegiate Education.</li> <li>3) To ensure that the proposal for renewal of affiliation/accordal 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) 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 classes of teaching work-load in a week in the relevant subject etc.</li> </ol>
2	ASSOCIATE PROFESSOR/ ASSISTANT PROFESSOR/ LECTURERS/Librarian/ Physical Education Director	<ol style="list-style-type: none"> <li>1) He shall conduct the classes as per 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 Departments in completing the syllabus before commencement of the University Examinations.</li> <li>4) To co-operate with the Principal in smooth conduct of mid-term, supplementary and annual examinations.</li> <li>5) To teach the workload prescribed by UGC and to maintain diaries and shall be available for students at least 7 hours daily</li> <li>6) To maintain the attendance of the students of the respective classes.</li> <li>7) He/she shall conduct practical classes as prescribed by the University and attend valuation work of the University examination which is mandatory.</li> <li>8) To conduct tutorial classes as per the UGC norms, etc.</li> <li>9) Librarian will be fully in charge of the Library and shall supervise the work of the subordinates.</li> <li>10) The Physical education director shall be in charge of the sports activities, sports stock and supervise the entire activities related to sports events of the college.</li> </ol>
3	LIBRARY ASSISTANT	<ol style="list-style-type: none"> <li>1) To assist Librarian in discharging the duties of the library.</li> <li>2) To discharge the work of the Librarian, when Librarian is on leave.</li> <li>3) To discharge the duties assigned by the Principal/Librarian.</li> </ol>

	<b>DESIGNATION</b>	<b>POWERS AND DUTIES OF OFFICERS/EMPLOYEES</b>
4	SUPERINTENDENT	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 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 acknowledgement letters.
5.	FIRST DIVISION ASSISTANTS. (SAB)	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. He is in charge of Public Examinations, issue of University Certificates.
6	FIRST DIVISION ASSISTANTS. / SECOND DIVISION ASSISTANTS	The First Division Assistants/Second Division Assistants work under the guidance of 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 the page index. 3) to maintain the work diary in the prescribed proforma 4) Draft shall be typed giving wide margin for effecting necessary corrections. 5) Freeships, Scholarships, etc.
7	TYPIST	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 out number of copies required 3) stenciling when the number of copies required is 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.
8	ATTENDER/PEON	The duties of the Attender/Peon are as follows : 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 stationary and making envelopes whenever necessary 4) Arranging of furniture 5) Keeping the Office premises clean. 6) Circulation of notices, etc.
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FORMAT 3

**PROCEDURE FOLLOWED IN THE DECISION MAKING, 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	While taking decisions, the Principal is guided by the rules framed by the Directorate of Collegiate Education and the Bye-laws of the Management and various decisions taken by the Management from time to time in accordance with the bye-laws at its meetings. The Principal is also assisted by Vice-Principal, the Standing Council, the Teachers' Council and various Committees constituted for different purposes. In matters of office management, the Office Superintendent's opinions as also those of the other members of the office staff are taken into account. Above all, the Principal arrives at proper decisions after weighing all opinions regarding administrative matters. The Principal is responsible for all happenings in the College and is answerable.
2	ASSOCIATE PROFESSOR/ASSISTANT PROFESSOR/ LECTURERS	The teachers belonging to different cadres have to function within the frame work set for the purpose by the Directorate and the Management. The teachers have to complete the syllabus in the subjects they teach in co-ordination with the other members of their Department.

3	ASSISTANT LIBRARIAN	The Library Assistant assists the Librarian on his/Principal's directions. It is his/her duty to take care of the books by arranging them in the almirahs, when they are returned by students and teachers after use.
4	SUPERINTENDENT	As the Head of the Office, the Superintendent takes all the members of the non-teaching staff into confidence and in consultation with the Principal, distributes the work among all the members of the office staff.
5	FIRST DIVISION (SAD)	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. He is in charge of Public Examinations, issue of University Certificates.
6	FIRST DIVISION ASSISTANTS/ SECOND DIVISION ASSISTANTS.	The First Division Assistants/Second Division Assistants work under the guidance of 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 the page index.</li> <li>3) to maintain the work diary in the prescribed proforma</li> <li>4) Draft shall be typed giving wide margin for effecting necessary corrections.</li> <li>5) to maintain details of Free Ships and Scholarships</li> <li>6) Discharges duties as per instructions from the Superintendent and the Principal.</li> </ol>
7	TYPISTS	He/She is responsible for typing all matters provided by the Superintendent and the Principal and take out multiple copies, if necessary.
8	ATTENDERS/PEON	He/She is responsible for doing all jobs as per instructions from the Principal, Vice-Principal and the staff.

**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	POWERS AND DUTIES OF OFFICERS / EMPLOYEES
1	PRINCIPAL	For the smooth functioning of the College, the Principal takes guidance from the colleagues and is guided by the statutes framed by the Department of Collegiate Education, the University and the Management to maintain transparency in administration.
2	ASSOCIATE PROFESSOR / ASSISTANT PROFESSOR/ LECTURERS	Teachers of various categories follow the norm of attending to the academic duties for the benefit of the students. To enable the students to achieve overall development of personality they also guide them in extra- curricular activities.
3	ASSISTANT LIBRARIAN	has to be meticulous in taking care of books, while issuing them back to students and receiving them.
4	SUPERINTENDENT	As the Head of the Office, the Superintendent takes all the members of the non-teaching staff in to confidence and in consultation with the Principal, distributes the work among the members of the Office Staff.

5	FIRST DIVISION ASSISTANTS (SAD)	Discharges the duties assigned from time to time by the Superintendent and the Principal.
6	SECOND DIVISION ASSISTANTS	Is also as responsible as the FDC in maintaining the office.
7	TYPISTS	Getting the materials typed neatly and making copies when needed.
8	ATTENDERS/PEON	Has to carry out all the instructions and directions issued by the Senior Officers. Also contributes to the proper functioning of the Office/Administration.

FORMAT 5

**RULES, REGULATIONS, INSTRUCTIONS, MANUALS AND RECORDS, HELD BY IT  
OR UNDER CONTROL OR USED BY ITS EMPLOYEES FOR DISCHARGING ITS  
FUNCTIONS AS PER CLAUSE 4(B)5 OF THE RIGHT TO INFORMATION ACT 2005**

SL No	RULES, REGULATIONS, INSTRUCTIONS, MANUALS AND RECORDS USED
1	KARNATAKA CIVIL RULES – 1958
2	KARNATAKA CIVIL SERVICE RULES(CLASSIFICATION, CONTROL AND APPEAL) – 1957
3	CONDUCT RULES – 1966
4	KARNATAKA EDUCATION ACT – 1983 (KARNATAKA ACT NO. 1 OF 1995)
5	KARNATAKA EDUCATIONAL INSTITUTIONS (COLLEGIATE EDUCATION) RULES – 2003
6	GRANT IN AID CODE
7	KARNATAKA CIVIL SERVICES (GENERAL RECRUITMENT) RULES – 1977

8	KARNATAKA CIVIL SERVICES PROBATIONARY RULES – 1977
9	TRIPLE BENEFITS SCHEME RULES – 1976
10	UNIVERSITY GRANTS COMMISSION GUIDELINES
11	RELEVANT GOVERNMENT NOTIFICATIONS AND ORDERS
12	KARNATAKA CIVIL SERVICE RULES (REGULATION OF PROMOTION, PAY AND PENSION ACT, 1973 AND RULES 1978 RULES GENERAL RECRUITMENT RULES 1977
13	KARNATAKA CIVIL SERVICES (CONFIDENTIAL REPORTS) RULES 1985
14	KARNATAKA STATE UNIVERSITY ACT – 2000
15	JURISDICTIONAL, UNIVERSITY REGULATIONS, BY LAWS AND EXAMINATION MANUAL

FORMAT – 6

**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	CASUAL LEAVE REGISERS
3	LETTERS INWARD REGISTERS
4	POSTAL STAMPS ACCOUNT REGISTERS
5	LETTRETS INWARD REGISTERS
6	TAPPAL ISSUE ACKNOWLEDGEMENT REGISTERS
7	MUDDAM REGISTERS
8	FILES SENDING REGISTERS (SINGLE FILES SYSTEM)
9	CASE WORKER PERSONAL DIARY/CASE REGISTERS
10	CASH BOOKS



11	DAY BOOKS
12	GRANT RELEASE REGISTERS
13	SALARY DISBURSEMENT REGISTERS
14	ADVANCE SANCTION REGISTERS
15	STOCK REGISTERS
16	A.G. AUDIT OBSERVATION COMPLIANCE REPORT REGISTERS
17	NATIONAL LOAN SCHOLARSHIP RECOVERY REGISTERS

**FORMAT – 7**

**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 CLAUSE 4(b)(7) OF THE RIGHT TO  
INFORMATION ACT 2005**

The members of the Public, especially the parents, can meet the Principal at any time during the working hours on working days. They can also get the necessary information they need from the Office, with the permission of the Principal

**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 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 RIGHT TO INFORMATION ACT, 2005**

The following committees are constituted for the smooth conduct of the administration :

SL NO	COMMITTEES	HEADED BY
1	ADMISSIONS COMMITTEE	The Principal heads all The Committees. The meetings are attended only by the members of Committees who are also teachers of the college. The public can, if they want, obtain any information they want from the Principal about any decisions taken by the Committees
2	ATTENDANCE COMMITTEE	
3	LIBRARY COMMITTEE	
4	SPORTS COMMITTEE	
5	NSS COMMITTEE	
6	CULTURAL ACTIVITIES COMMITTEE	
7	TIME TABLE COMMITTEE	
8	I Q A C	
9	GRIEVANCE REDRESSAL COMMITTEE	
10	STANDING COUNCIL	
11	TEACHERS' COUNCIL	
12	INTER SECTION DRAMA CONTEST COMMITTEE	
13	MAGAZINE COMMITTEE	

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

<b>SL. No.</b>	<b>NAME</b>	<b>DESIGNA-TION</b>	<b>TELEPHONE NO</b>	<b>EXTN. NO</b>
1	Dr. C.M.Eswara Reddy	Principal	9900716027	
2	B.S.Raghothamachar	Associate Professor	8088276232	
3	A.Lakshmana	Associate Professor	9448242232	
4	Dr.B.S.Puttaswamy	Associate Professor	9448522310	
5	Smt.B.Shreelatha	Associate Professor	9886428552	
6	K.Suresha	Associate Professor	9448739840	
7	Smt.B.Rajeshwari	Associate Professor	9880561811	
8	H.N.Raje Gowda	Associate Professor	9945073263	
9	H.Honnappa	Assistant Professor	9448574178	
10	Dr. K.Nanje Gowda	Assistant Professor	9945802536	
11	Ramesh	Assistant Professor	9008670044	
12	Bomme Gowda	Assistant Professor	9449108989	
	Non Teaching Staff :			
13	B.K. Dhananjaya Krishna	First Dvn.Assistant (Admin)	9972163693	
14	M.R.Ravindra	First Dvn. Assistant (Accounts)	9743205409	
15	D.C.Raghu	Librarian	9448259328	
16	B.Rathnamma	SecondDvn.Assistant (Examn)	9538541614	
17	H.Narasimhamurthy	Typist ( Office)	9986388196	
18	ShivanandaKodihalli	Attender	9964816267	
19	Shivakanth.P.S.	Attender	9742117218	
20	Chinnamalakondaiah	Peon	9620742273	
21	Mamatha.N.	Peon	9535261673	

**FORMAT – 13**

**PARTICULARS OF RECEIPT OF CONCESSIONS, PERMITS OR AUTHORISATIONS  
GRANTED BY IT AS PER CLAUSE 4(B)13) OF THE RIGHT TO INFORMATION ACT,  
2005**

SCHOLARSHIP / FREE SHIP TO ST / ST AND OTHER BACK WARD  
CLASSES ARE AVAILABLE

**FORMAT – 14**

**DETAILS IN RESPECT OF THE INFORMATION AVAILABLE TO OR HELD BY  
VISVESWARAPURA COLLEGE OF ARTS AND COMMERCE  
K.R. ROAD, BANGALORE-560 004  
AND INTRODUCED IN AN ELECTRONIC FORM AS PER CLAUSE 4(b)(14) OF  
THE RIGHT TO INFORMATION ACT 2005**

All the details pertaining to Bangalore city University,  
Government Organisations, etc., for the current year, are electronically stored.  
Salary Bills, Formats, correspondence, List of teaching and non-teaching staff,  
students attendance particulars, management data and students data are stored  
electronically.

**PARTICULARS OF FACILITIES AVAILABLE TO CITIZENS FOR OBTAINING  
INFORMATION, INCLUDING THE WORKING HOURS OF LIBRARY OR READING  
ROOM, IF MAINTAINED FOR PUBLIC USE AS PER CLAUSE 4(b)(15) OF THE RIGHT  
TO INFORMATION ACT 2005**

The public can meet the Principal or the Office Superintendent for any information pertaining to the College. The prospectus published by the College at the beginning of every academic year also provides all the details about the College to the public. These details are pertaining to admission procedure, all examinations, Library Rules, Attendance Requirements, Discipline and Conduct Rules, List of Teachers and Non-Teaching Staff, etc.

**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**

<b>Name of the Public Authority</b>	<b>Name &amp; Designation of the Public Information Officer</b>	<b>Name &amp; Designation of the Assistant Information Officer</b>	<b>Appellate Authority</b>
Visveswarapura College of Arts and Commerce, K.R.Road, Bangalore-560004 Contact : 080-2667785 principalvacac@gmail.com <a href="http://vacc.rvsangha.org/">http://vacc.rvsangha.org/</a>	<b>Dr.C.M.Eswara Reddy</b> <b>Principal,</b> Contact No: 080-26677885, Mobile No: 9900716027	<b>Shri B.K.Dhananjaya Krishna,</b> <b>Superintendent,</b> 080-26608078 9972163693	<b>Joint Director of Collegiate Education</b> Contact: 080-22260196

**FORMAT – 17**

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

The College conducts various programmes, some of which are open to the Public. The General Education Program in which men and women of eminence, speak on different topics will be conducted often. The College Day programs which include cultural events are open to public. The College building will be allowed for the use of Government/ Election Commission/reputed organizations etc without disruption to routine functioning of the college.

**The above is displayed on the college notice board on 31.01.2020**

**PRINCIPAL**