

**RIGHT TO INFORMATION ACT 2005**

**ST ALOYSIUS EVENING  
COLLEGE**

**MANGALORE – 575 003**

**Information as on 31-12-2017**

**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.	ST ALOYSIUS EVENING COLLEGE	P.B. No.720 Kodiyal bail Post Office Mangalore 575 003.	Imparting Degree Education to the students	Teaching, Guiding, Mentoring, Inculcating Moral values, Arrangement of Curricular & Co-curricular activities etc.

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

Details of the powers and duties of officers and employees of the authority by designation as follows.

Sl. No.	Name of the office/ Employee	Designation	Duties Allotted	Powers
1.	St. Aloysius Evening College, Mangalore-575003  Dr. Manohar Vincent Serrao	Principal & Associate Professor (Econ)	6 hours of teaching Work-load and all other work pertaining to the smooth functioning of the college.	Administration, discipline and finance control.
2	Mr. Ravi Shetty	Vice-Principal & Associate Professor (Com)	Teaching & assisting the Principal in administration.	Performing duties of Principal during his absence.
3.	(1) Dr Vedamani B Hans  (2) Dr Charles V Furtado  (3) Dr Donald Lobo  (4) Dr Mahalinga Bhat K	Associate Professor (Econ) Associate Professor (Eng) Associate Professor (Com) Associate Professor (Kan)	Conducting classes as per the time table, extending co-operation to the heads of the department, co-operating the Principal, maintaining attendance of the students, conducting tutorial classes, guidance to the students, valuation work, etc ( in short -- work as per the rules and regulations of the government)	Class control, Discipline, Evaluation etc.
5	Sri Udaya	Librarian	To issue books to the teaching, non-teaching staff and students and to collect it back. Maintain necessary records/registers in the library To arrange for annual stock verification	To maintain discipline in the library
6	Sri Richard G.L. Lobo	F D A & Office Superintendent In-charge	To maintain all the necessary office records, government orders/ rules, supervision of all the work in the office. and to assist the Principal in administration.	To maintain discipline in the office and to provide better service to staff & students.

7	Sri Henry Dsouza	S D A	Performing the clerical work assigned & service to the students in the counter, collection of fees and providing correct information to the students	-----
8	Sri Victor M. Pinto	Peon	Carrying files from one section to another or from one case worker to another case worker, stitching the file/exam bundles, arranging the furniture, keeping the office premises clean etc.	-----

### Chapter 3

#### Procedure Followed in Decision making Process

{Section 4(1)(b)(iii)}

Describe the procedure followed in decision making by the public authority

Activity	Description	Decision making powers	Designation of final decision authority
Admission	Selection of applications	Selection committee	Principal
Examination	Examination time table, supervision, distribution of work , valuation, Tabulation etc.	Examination committee	Principal
Student Council	Students Activities	Student council Director	Principal
Sports & games	Sports activities	Co-ordinator	Principal
Association Activities	Various association activities in the college	Association co-ordinator	Principal
Anti Ragging committee	To prevent/ deal all issues of ragging	co-ordinator	Principal
Ladies Grievance Cell	To hear the grievances of Ladies	co-ordinator	Principal
Sexual Harassment Prevention Cell	Prevention of sexual harassment	co-ordinator	Principal
Human Rights Cell	Human rights activities	co-ordinator	Principal
Counseling and Value Education	Performing counseling and value education	co-ordinator	Principal
Election Commission	Conducting elections for the students' council	Director	Principal

## CHAPTER 4

### Norms set for the Discharge of Functions {Section 4(1)(b)(iv)}

Details of the norms/standards set by the public authority for the discharge of its functions/delivery of services.

Sl. No.	Function/services	Norms standards of performance set	Time frame	Reference document prescribing the norms (Citizen's charter, service chapter etc)
1	Verification forms bus concession forms	Submission of application form in the office	Two days	
2.	Issue of study certificate, student conduct certificate etc	Application from the student	One day	
3.	Issue of T.C	Application from the candidate	Two days	
4.	Issue of Transcript	Application from the candidate	15 days.	
5.	Issue of Marks cards	Subject to the registration of students for the examination	Within 3 days after the receipt of marks cards from the university.	
6.	Issue of Salary Certificate	Application from the staff	One day	

## Chapter 5

### Rules, Regulations, Instructions, Manual and Records, for Discharging Functions.

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

<b>Sl. No.</b>	<b>RULES, REGULATIONS, INSTRUCTIONS, MANNUALS AND RECORDS USED</b>
1.	KARNATAKA CIVIL SERVICES 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 (COLLEGAITE EDUCATION) RULES – 2003
6.	GRANT IN AID CODE
7.	KARNATAKA CIVIL SERVICES PROBATIONARY RULES – 1977
8.	TRIPLE BENEFITS SCHEME RULES – 1976
9.	UNIVERSITY GRANTS COMMISSION GUIDELINES
10	RELEVANT GOVERNMENT NOTIFICATIONS AND ORDERS
11	KARNATAKA CIVIL SERVICES (REGULATION OF PRAMOTION, PAY AND PENSION ACT, 1973 AND RULES 1978 RULES GENERAL RECRUITMENT RULES – 1977
12.	KARNATAKA STATE UNIVERSITY ACT – 2000
13	UNIVERSITY RULES & REGULATIONS, BY LAWS.
14	KARNATAKA EDUCATION DAPARTMENT SERVICES (COLLEGIATE EDUCATION DEPARTMENT) SPECIAL RECRUITMENT) RULES, 1993 AND OTHER RULES AS AMENDED

## Chapter 6

Categories of Documents held by the Public Authority under  
its control  
{Section 4(1) (b) v(i)}

<b>Sl. No.</b>	<b>CATAGORIES OF DOCUMENT THAT ARE HELD BY IT OR UNDER CONTROL</b>
1.	ATTENDANCE REGISTERS
2.	LETTERS INWARD REGISTERS
3.	LETTERS OUTWARD REGISTERS
4.	MUDDAM REGISTERS
5.	WORK DIARY OF THE TEACHING STAFF
6.	CASH BOOKS
7.	DAY BOOKS
8.	GRANT RELEASE REGISTERS
9.	SALARY DISBURSEMENT REGISTERS
10.	MARKS REGISTERS
11.	STOCK REGISTERS
12.	A.G. AUDIT OBSERVATION COMPLIANCE REPORT REGISTERS
13.	ADMISSION REGISTERS
14.	SCHOLARSHIP DISBURSEMENT REGISTER
15.	SERVICE REGISTERS
16.	LIBRARY ACCESSION REGISTER
17.	UNIVERSITY EXAM ANSWER BOOKS' 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)

**NA**

## **Chapter 8**

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

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

**NA**

## Chapter 9

### Directory of Officers and Employees

{Section 4(1)(b)(ix)}

Information on officers and employees working in different units or offices at different levels and their contact

#### TEACHING STAFF: ST ALOYSIUS EVENING COLLEGE, MANGALORE.

Sl. No.	Name of the Staff	Designation	Contact No.
1.	Dr. Manohar Vincent Serrao	PRINCIPAL & Associate Professor	9448482817
2.	Dr. Vedamani Basil Hans	Associate Professor	9845237602
3.	Dr. Charles V. Furtado	Associate Professor	9845102385
4.	Dr. Donald Lobo	Associate Professor	9448770227
5.	Mr. Ravi Shetty	Associate Professor	9632465713
6.	Dr. Mahalinga Bhat K.	Associate Professor	9449615469

#### NON TEACHING STAFF; ST. ALOYSIUS EVENING COLLEGE, MANGALORE.

1.	Mr. Richard G.L. Lobo	F.D.A. & Office Superintendent (In-charge)	9845476526
2.	Mr. Henry D'Souza	S.D.A	8722840200
3.	Mr. Victor M. Pinto	Peon	9620159080

## Chapter 10

Monthly Remuneration received by Officers and Employees, including  
the system of Compensation as provided in Regulations  
{Section 4(1)(b)(x)}

### **TEACHING STAFF; ST. ALOYSIUS EVENING COLLEGE, MANGALORE.**

Sl. No.	Name of the Staff	Designation	Remuneration Per Month
1.	Dr. Manohar Vincent Serrao	PRINCIPAL & Associate Professor	148480=00
2.	Dr. Vedamani Basil Hans	Associate Professor	172676=00
3.	Dr. Charles V. Furtado	Associate Professor	166408=00
4.	Dr. Donald Lobo	Associate Professor	158094=00
5.	Mr. Ravi Shetty	Vice Principal & Associate Professor	157254=00
6.	Dr. Mahalinga Bhat K.	Associate Professor	158094=00

### **NON TEACHING STAFF; ST. ALOYSIUS EVENING COLLEGE, MANGALORE.**

1.	Mr. Richard G.L. Lobo	F.D.A. & Office Superintendent (In-charge)	36936=00
2.	Mr. Henry D'Souza	S.D.A.	30160=00
3.	Mr. Victor M. Pinto	Peon	28673=00

## Chapter 11

Budget Allocated to each Agency including Plans etc.

{Section 4 (1)(b)xi}

Agency	Purpose for which budget is allotted	Proposed expenditure As on last year	Expected Outcomes	REMARKS
Grant in Aid State Govt.	Staff salary	1,76,69,622=00	1,81,97,439=00	
Special fees From students	Specific purpose	5,27,403=00	5,53,289=00	
Miscellaneous From students	Sundry expenses	--	--	
Other Receipts From students	Curricular activities	--	--	

## **CHAPTER 12**

Manner of Execution of Subsidy Programmes

{Section 4(1)(b)xii}

Information on the nature of subsidy, eligibility criteria for accessing subsidy and designation of officer competent to grant subsidy under various programmes/schemes.

**N.A.**

---

## **CHAPTER 13**

Particulars of Recipients of Concessions, Permits or Authorization Granted by the Public Authority.

{Section 4(1)(b)xiii}

Provide the names and addresses of recipients of benefits under each program me/ scheme separately in the following format.

**N.A.**

---

## **CHAPTER 14**

### Information Available in Electronic Form

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

Provide the details of information related to the various schemes of the department which are available in electronic formats.

---

PRINCIPAL: Fax: 0824-2449740

e-mail: principal: saceprincipal@gmail.com

Website : www.saec.co.in

---

## **CHAPTER 15**

### Particulars of Facilities available to Citizens for Obtaining Information

{Section 4(1)(b)xv}

Particulars of information dissemination, mechanisms in place/facilities available to the public for accessing of information

FACILITIES AVAILABLE FOR STAFF AND STUDENTS

---

## Chapter 16

Names, Designations and other Particulars of Public Information Officers

{Section 4(1)(b)xvi}

### PUBLIC INFORMATION OFFICER

Sl. No	Name of the Public Authority/ Administrative	Designation of PIO	Office Telephone No.	E-mail
1	Dr Manohar Vincent Serrao	Principal, St. Aloysius Evening College, Mangalore-575 003.	0824-2449714	saecprincipal@gmail.com

### ASSISTANT PUBLIC INFORMATION OFFICER

Sl. No	Name of the Public Authority/ Administrative	Designation of PIO	Office Telephone No.	E-mail
1	Sri Richard G.L. Lobo	F.D.A. & Office Superintendent (In-charge), St. Aloysius Evening College, Mangalore-575003	0824-2449714	-----

### APPELLATE AUTHORITY

Sl. No	Name of the Public Authority/ Administrative	Designation of PIO	Office Telephone No.	E-mail
1		Regional Joint Director of Collegiate Education, Mangalore.	0824-2422876	<a href="mailto:Jdmangalore@gmail.com">Jdmangalore@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 or of use to the citizens.

---

Reaccredited by NAAC with "B" Grade

---

### **CERTIFICATE**

Certified that the Information pertaining to the Information Act 2005 (Revised as on 31-12-2017) has been published in the College notice board on 02-01-2018.

Mangalore,  
02-01-2018

PRINCIPAL