

RIGHT TO INFORMATION ACT 2005

ST ALOYSIUS COLLEGE

MANGALORE – 575 003

Information as on 31-12-2013

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 COLLEGE (Autonomous)	P.B. No.720 Kodial bail Post Office Mangalore 575 003.	Imparting Education to the students	Teaching, Guiding, Mentoring, 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 College, Mangalore-575003 Rev.Swebert D' Silva S.J.	Principal	6 hours of teaching Work-load and all other work for smooth functioning of the college.	Administrative discipline and finance control.
2	Dr. A. M. Narahari.	Registrar	Teaching & in-charge for the smooth conduct of examinations of the college.	Full control over examination section under the guidance of the Principal of the college.
3.	Dr. A shreedhar Sri Ronald Pinto Sri M. L. Sureshnath Dr. D. Sudhakar Rao. Sri Rajgopal Bhat B. Dr. Richard Gonsalves Smt Precilla D' silva. Sri Lawrence J. M. Pinto. Sri John Shera. Dr. Prakash Kamath Sri John E. D' Silva Dr. Narayana Bhat M. Sri Rathan T. Mohantha Dr. Suresh Poojary Dr. Alwin V. D' Sa. Dr. Norbert Lobo. Dr. Rose Veera D' Souza. Dr. Nagalakshamma K.V. Dr. Vishanz Pinto. Smt. Joythi Miranda. Dr. Hemachandra Dr. Narayana Moolya B. Dr. Jayaprakash Gowda Smt Krishna Prabha M. Sri Manuel Tauro Dr. Ronald A. Nazareth. Dr. Sylvia Rego Dr. Mukunda Prabhu. Dr. Denis Fernandes	Associate Professors	Conduct classes as per the time table, extend co-operation to the heads of the department, co-operate with the Principal, maintain attendance of the students, conduct tutorial classes, guidance to the students, valuation work, etc (in short to work as per the rules and regulations of the government. And support the Principal for the smooth running of the college.)	Discipline control, Class control etc.

4	Dr Ishwara Bhat	Associate Professor		Deputed to Govinda Dasa College Surathkal, M'lore.
5	Dr. Veronica J. Carlo. Dr. Saraswathi Kumari Smt. Aruna Kalkur T. Dr. Vishwanath Badikana	Assistant Professors	Conduct classes as per the time table, extend co-operation to the heads of the department, co-operate with the Principal, maintain attendance of the students, conduct tutorial classes, guidance to the students, valuation work, etc (in short to work as per the rules and regulations of the government. And support the Principal for the smooth running of the college.)	Discipline control, Class control etc.
6	Sri Donnet D' Souza	Physical Cultural Instructor	To coach, guide, train & supervise students, give training daily in the mornings, adopt a selective basis in major games and athletics and assist Principal in the maintenance of discipline and healthy atmosphere in the college.	Discipline control, of the students.
7	Sri George A Rodrigues.	Librarian	Issue books to staff & students, maintain necessary records/registers in the library, arrange for annual stock etc.	Maintain discipline in the library
8	Sri Paul F. D' souza	Office Manager	Efficiently maintain all the necessary records, government orders, rules and supervise all the work in the office. and assist the Principal	Maintain discipline in the office and provide better service to staff & students.
9	Mrs. Margaret Rita D' Costa.	Account Superintendent	To assist Principal in preparing budget , revenue receipt & expenditure, release of grants to the college, staff salary, arrears etc. processing of pension papers etc.	Maintain efficient control of the finance.

10	Sri Ramachandra Bashri	SDA	Cash collection, maintain the case diary, maintain registers, UGC accounts etc.	-----
11	Smt. Gracy V. Monteiro.	Library Assistant	To assist the librarian in the library, discharge the work of the librarian when the librarian is on leave.	Maintain discipline in the library if the librarian is on leave.
12	Sri Sebastian E. Pinto	S.Gr Typist.	To assist office Manager in all types of office work, computer work, teaching staff work load, time table, examination work etc.	-----
13	Sri Joseph Michael D' Souza	At tender	Carrying files from one section to another, stitching the file/exam bundles, arranging furniture, keeping the office premises clean etc.	-----
14	Sri Charles Lobo. Sri Henry D' Almeida Sri Yogeesha Y Sri Mourice D' Souza Sri Edwin C. R. Menezes Sri Jemmi Souza K Sri Ishwara Moolya	Peons Gardener	Carrying files from one section to another, stitching the file/exam bundles, arranging furniture, keeping the office premises clean etc. To maintain college garden clean & beautiful.	-----

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	Registrar & Principal
Student Council	Students Activities	Student council Director	Principal
Sports & games	Sports activities	Physical cultural instructor	Principal
Association Activities	Various association activities in the college	Association Heads	Principal
Ragging committee	To prevent/ deal all issues of ragging	Officer in-charge	Principal
College day	College day celebrations	convener	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 bus concession forms	Submission of application form in the office	Two days	
2	Issue of Railway concession forms	Application from the candidate	Two days	
3.	Issue of study certificate, student certificate etc	Application from the student	One day	
4	Issue of T.C	Application from the candidate	Two days	
5	Issue of Transcript	Application from the candidate	15 days.	
6	Issue of Marks cards	Subject to registered for the examination	Within 15 days after the announcement of results.	
7	Issue of duplicate Marks card	Submission of application by the candidate	Within 10 days.	
8	Provisional Pass Certificate	Submission of application by the candidate	Two days.	
9	Consolidated Marks card	Submission of application by the candidate	10 days	
10				

Chapter 5

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

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

SI. No.	RULES, REGULATIONS, INSTRUCTIONS, MANNUALS AND RECORDS USED
1.	KARNATAKA CIVIL SERVICES RULES – 1958
2.	KARNATAKA CIVIL SERVICE RULES (CLASSIFICATION, CONTROL AND APPEAL) – 1957
3.	CONDUCT RULES – 1966
3.	KARNATAKA EDUCATION ACT 1983 (KARNATAKA ACT NO. 1 OF 1995)
4	KARNATAKA EDUCATIONAL INSTITUTIONS (COLLEGAITE EDUCATION) RULES – 2003
5	GRANT IN AID CODE
6.	KARNATAKA CIVIL SERVICES PROBATIONARY RULES – 1977
7.	TRIPLE BENEFITS SCHEME RULES – 1976
8.	UNIVERSITY GRANTS COMMISSION GUIDELINES
9.	RELEVANT GOVERNMENT NOTIFICATIONS AND ORDERS
10	KARNATAKA CIVIL SERVICES (REGULATION OF PRAMOTION, PAY AND PENSION ACT, 1973 AND RULES 1978 RULES GENERAL RECRUITMENT RULES – 1977
11	KARNATAKA STATE UNIVERSITY ACT – 2000
12.	UNIVERSITY RULES & REGULATIONS, BY LAWS.
13	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)}

Sl. No.	CATAGORIES OF DOCUMENT THAT ARE HELD BY IT OR UNDER CONTROL
1.	BIO-MATRIC ATTENDANCE SHEETS
2.	EARNED LEAVE REGISTER
3.	CASUAL LEAVE REGISTERS
4.	LETTERS INWARD REGISTERS
5.	POSTAL STAMPS ACCOUNT REGISTERS
6.	LETTERS OUTWARD REGISTERS
7.	TAPPAL ISSUE ACKNOWLEDGEMENT REGISTERS
8.	MUDDAM REGISTERS
9	WORK DIARY OF THE TEACHING STAFF
10.	CASH BOOKS
11.	DAY BOOKS
12.	GRANT RELEASE REGISTERS
13.	SALARY DISBURSEMENT REGISTERS
14.	MARKS REGISTERS
15.	STOCK REGISTERS
16.	A.G. AUDIT OBSERVATION COMPLIANCE REPORT REGISTERS
17.	ADMISSION REGISTERS
18.	NATIONAL LOAN SCHOLARSHIP REGISTER
19	SERVICE REGISTERS
20	SCHOLARSHIP DISBURSEMENT REGISTER

Chapter 7

Arrangement for Consultation with or Representation by the Members of the Public in relation to the Formulation of Policy or Implementation there of

(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)}

St Aloysius College (Autonomous) Mangalore Governing Body Members

Sl. No.	Name of Board, Council Committee etc.	Composition	Powers & Functions	Whether its meetings open to Public/Minutes of its meetings accessible for Public
1	Rev. Fr. Denzil Lobo S.J.	Rector - Chairman Management	a. To Lay down conditions of service of teaching and non-teaching staff including their emoluments and allowances. b. To provide for procedure for selection of teaching and non-teaching staff and to make their appointments. c. To be a disciplinary authority for the teaching and non-teaching staff in accordance with rules and procedure to be laid down by it. d. All financial matters including investment of college money and raising resources for the College/Institution. e. Fixing the fee and other charges payable by the students of the College/Institution on the recommendation of the finance committee. f. To delegate administrative and financial powers to the	
2	Rev.Fr.Edward Rodrigues S.J.	Secretary – MJES - Management		
3	Rev. Fr. Pradeep Sequeira S. J.	Administrator - Management		
4	Rev.Fr.Leo D’Souza S.J.	Director, Applied Biology- Management		
5	Rev. Fr. Francis D’Almeida S.J.	Campus Minister- Management		
6	Mr. Ronald Pinto	Senior Teacher		
7	Dr. A. Shridhar	Senior Teacher		

Sl. No.	Name of Board, Council Committee etc.	Composition	Powers & Functions	Whether its meetings open to Public/Minutes of its meetings accessible for Public
8	Dr. J. Alexander, IAS (Retd)	UGC - Nominee	Principal and other teaching and non-teaching staff of the College/Institution. g. To institute Scholarships, Fellowships, Studentships, Medals, Prizes and Certificates on the recommendation of the Academic Council. h. To accept donations, endowments to the College. i. To approve institution of new programmes of study leading to Degrees and Diplomas. j. To constitute Committees for special academic purposes. k. To perform such other functions and institute committees, as may be necessary and deemed fit for the proper development, and fulfil the objectives for which the college has been declared as autonomous. Notwithstanding anything contained in chapter 5.1.4(a) to (k), the powers and functions of the governing body shall be exercised in accordance with the guidelines, rules, regulations that may be issued by the UGC, the State Government and the University from time to time.	
9	Prof. Aloysius H Sequeira	Educationist		
10	Prof. Jogan Shanker	Mangalore University-Nominee		
11	Joint Director of Collegiate Education	Government – Nominee		
12	Dr A.M. Narahari	Registrar- Ex-Officio		
13	Rev. Fr. Swebert D'Silva S.J.	Principal-Secretary Ex-Officio		
14	Rev. Fr. Walter Andrade S. J.	Finance Officer - Special Invitee		

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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 COLLEGE, MANGALORE 575003.

Sl. No.	Name of the Staff	Designation	Contact No.
1.	Rev.Fr. Swebert D'Silva S.J.	PRINCIPAL	0824-2449703
2.	Dr. A. M. Narahari	Registrar	9448142537
3.	Dr. A. Sridhar	Associate Professor	9449616488
4	Sri Ronald Pinto	Associate Professor	9686140543
5	Dr. Sudhakar Rao D.	Associate Professor	9591345404
6	Sri Rajgopal Bhat B.	Associate Professor	9845199574
7	Sri M. L. sureshnath	Associate Professor	9945875212
8	Dr. Richard Gonsalves	Associate Professor	9845023518
9	Smt. Precilla D' Silva.	Associate Professor	9880036602
10	Sri Lawrence J. M. Pinto.	Associate Professor	9844182085
11	Sri John Sherra.	Associate Professor	9448328136
12	Sri Prakash Kamath K.	Associate Professor	9844032104
13	Dr. Narayana Bhat M.	Associate Professor	9480346553
14	Sri Ratan Tilak Mohunta	Associate Professor	9845664617
15	Dr. Suresh Poojary	Associate Professor	9880382264
16	Dr. Alwyn V. D'Sa	Associate Professor	9845216802
17	Dr. Norbert Lobo	Associate Professor	9964144583
18	Dr. Nagalakshamma K. V.	Associate Professor	9980267912
19	Dr. Vishanz Pinto.	Associate Professor	9480289560
20	Smt. Jyothi Miranda.	Associate Professor	9449208782
21	Dr. Narayana Moolya.	Associate Professor	9880333471
22	Dr. Hemachandra.	Associate Professor	9448857199
23	Smt. Krishnaprabha.	Associate Professor	9480529378
24	Sri Manuel Tauro.	Associate Professor	9880278899
25	Dr. Denis Fernandes.	Associate Professor	9986220459
26	Smt. Sylvia Rego.	Associate Professor	9611389376
27	Dr. MuKunda Prabhu A.	Associate Professor	9448815346
28	Dr Ishwara Bhat.	Associate Professor	9481447121
29	Dr. Rose Veera D' Souza	Associate Professor	9448026838
30	Sri Jayaprakash Gowda.	Associate Professor	9448153103
31	Dr. Ronald Acquin Nazareth	Associate Professor	9448154267

32	Sri John E. D' Silva.	Associate Professor	9448107667
33	Dr. Veronica Judith Carlo	Assistant Professor	9448857172
34	Dr. Saraswathi Kumari K.	Assistant Professor	9448000478
35	Smt Aruna Kalkur T.	Assistant Professor	9845954859
36	Sri Donnet J. D' Souza	Physical Director	9449264256
37	Sri George A. Rodrigues.	Librarian	9741461467

NON TEACHING STAFF; ST. ALOYSIUS College, Mangalore.

1.	Sri Paul Francis D Souza.	Office Manager	9611543888
2.	Smt. Margaret Rita D' Costa	Account Suptd.	9481513535
3	Smt. Gracy Vincent Monteiro.	Library Assistant	9844189187
4	Sri Ramachandra Bashri S.	S.D.A.	9242464367
5	Sri Sebastian E. Pinto	Second Grade typist	0824-2231708
6	Sri Joseph M. D' Souza	At tender	9945263247
7	Sri Charles Lobo.	Peon	9741968842
8	Sri Ishwara Moolya	Peon	9611389827
9	Sri Henry d' Almeida	Peon	9448500444
10	Sri Yogish Y.	Peon	9663220919
11	Sri Maurice D Souza.	Peon	9741630721
12	Sri Edwin C. R. Menezes	Peon	9448529501
13	Sri Jemmy Souza K.	Peon	9731531679

Chapter 10

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

Sl. No.	Name of the Staff	Designation	Remuneration Per Month
1.	Rev.Fr. Swebert D'Silva S.J.	PRINCIPAL	116520=00
2.	Dr. A. M. Narahari	Registrar	137660=00
3	Dr. A. Sridhar	Associate Professor	129880=00
4	Sri Ronald Pinto	Associate Professor	120800=00
5	Dr. Sudhakar Rao D.	Associate Professor	126780=00
6	Sri Rajgopal Bhat B.	Associate Professor	120800=00
7	Sri M. L. sureshnath	Associate Professor	120800=00
8	Dr. Richard Gonsalves	Associate Professor	125020=00
9	Smt. Precilla D' Silva.	Associate Professor	117960=00
10	Sri Lawrence J. M. Pinto.	Associate Professor	117960=00
11	Sri John Sherra.	Associate Professor	117960=00
12	Sri Prakash Kamath K.	Associate Professor	117960=00
13	Dr. Narayana Bhat M.	Associate Professor	125040=00
14	Sri Ratan Tilak Mohunta	Associate Professor	111180=00
15	Dr. Suresh Poojary	Associate Professor	111180=00
16	Dr. Alwyn V. D'Sa	Associate Professor	111180=00
17	Dr. Norbert Lobo	Associate Professor	111180=00
18	Dr. Nagalakshamma K. V.	Associate Professor	109327=00
19	Dr. Vishanz Pinto.	Associate Professor	111180=00
20	Smt. Jyothi Miranda.	Associate Professor	111180=00
21	Dr. Narayana Moolya.	Associate Professor	117840=00
22	Dr. Hemachandra.	Associate Professor	107940=00
23	Smt. Krishnaprabha.	Associate Professor	111180=00
24	Sri Manuel Tauro.	Associate Professor	107940=00
25	Dr. Denis Fernandes.	Associate Professor	107940=00
26	Smt. Sylvia Rego.	Associate Professor	107940=00
27	Dr. Mumunda Prabhu A.	Associate Professor	111180=00
28	Dr Ishwara Bhat.	Associate Professor	111180=00
29	Dr. Rose Veera D' Souza	Associate Professor	117840=00
30	Sri Jayaprakash Gowda.	Associate Professor	111180=00
31	Dr. Ronald Acquin Nazareth	Associate Professor	98780=00

32	Sri John E. D' Silva.	Associate Professor	77460=00
33	Dr. Veronica Judith Carlo	Assistant Professor	57200=00
34	Dr. Saraswathi Kumari K.	Assistant Professor	48940=00
35	Smt Aruna Kalkur T.	Assistant Professor	62380=00
36	Sri Donnet J. D' Souza	Physical Director	117960=00
37	Sri George A. Rodrigues.	Librarian	120800=00
38	Dr. vishwanath Badikan	Assistant Professor	44800=00

NON TEACHING STAFF; ST. ALOYSIUS College, Mangalore.

1.	Sri Paul Francis D Souza.	Office Manager	40250=00
2.	Smt. Margaret Rita D' Costa	Account Suptd.	34500=00
3	Smt. Gracy Vincent Monteiro.	Library Assistant	30250=00
4	Sri Ramachandra Bashri S.	S.D.A.	28750=00
5	Sri Sebastian E. Pinto	Second Grade typist	28810=00
6	Sri Joseph M. D' Souza	Attender	26500=00
7	Sri Charles Lobo.	Peon	23250=00
8	Sri Ishwara Moolya	Peon	23250=00
9	Sri Henry d' Almeida	Peon	22250=00
10	Sri Yogish Y.	Peon	20750=00
11	Sri Maurice D Souza.	Peon	20750=00
12	Sri Edwin C. R. Menezes	Peon	20750=00
13	Sri Jemmy Souza K.	Peon	20750=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	51914258=00	53515400=00	
Special fees From students	Specific purpose	2613210=00	2705400=00	
Miscellaneous From students	Sundry expenses	1936992=00	1950500=00	
Other Receipts From students	Curricular activities	163690=00	175500=00	

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 programme/ 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: 0824-2449705

e-mail: principal: principal _sac@yahoo.com

INTERNET: www.staloysius.edu.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	Rev.Fr. Swebert D' Silva S.J.	Principal, St. Aloysius College, Mangalore- 575 003.	0824- 2449703	Principal_sac@yahoo.com

ASSISTANT PUBLIC INFORMATION OFFICER

Sl. No	Name of the Public Authority/ Administrative	Designation of PIO	Office Telephone No.	E-mail
1	Sri Paul Francis D' Souza	Office Manager, St. Aloysius College, Mangalore- 575003	0824- 2449701	ugofficestalloysiuscollege

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	Jdmangalore@gmail.com

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 "A" Grade

CERTIFICATE

Certified that the Information Act 2005 manual copy in English and Kannada has been published on the college notice board on 31-12-2013.

Mangalore,
31-12-2013.

PRINCIPAL
