

NEHRU MEMORIAL COLLEGE,
KURUNJIBAGH, SULLIA, DAKSHINA KANNADA, 574327
STATUTORY DECLARATION UNDER SECTION 4 (1) (b)
OF THE RIGHT TO INFORMATION (RTI) ACT, 2005

The Right to Information Act 2005 intends to set out the practical regime of Right to Information of citizens to enable them to access the information under the control of public authority in order to promote transparency and accountability in the working of such authority. The Information is divided into 17 sections. Each section deals with units of information as delineated under section 4 (1) (b).

- i. The particulars of its organization, functions and duties;
- ii. The powers and duties of its officers and employees;
- iii. The procedure followed in the decision-making process, including channels of supervision and accountability;
- iv. The norms set by it for the discharge of its functions;
- v. The rules, regulations, instructions, manuals and records, held by it or under its control or used by its employees for discharging its functions;
- vi. A statement of the categories of documents that are held by it or under its control;
- vii. The particulars of any arrangement that exist for consultation with, or representation by, the members of the public in relation to the formulation of its policy or implementation thereof;
- viii. A statement of the 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 those boards, councils, committees of such meetings are accessible for public;
- ix. A directory of its officers and employees;

- x. The monthly remuneration received by each of its officers and employees, including the system of compensation as provided in its regulations;
- xi. The budget allocated to each of its agencies, indicating the particulars of all plans, proposed expenditures and reports on disbursements made;
- xii. The manner of execution of subsidy programmes including the amounts allocated and the detail of beneficiaries of such programmes;
- xiii. Particulars of recipients of concessions, permits or authorizations granted by it;
- xiv. Details in respect of the information, available to or held by it, reduced in an electronic form;
- xv. The particulars of facilities available to citizens for obtaining information, including the working hours of a library or reading room, if maintained for public use;
- xvi. The names, designations and other particulars of the Public Information Officers;
- xvii. Such other information as may be prescribed;

Section 4(1) (b) (i): The particulars of organization, functions and duties: The Principal of the college is the academic and administrative head of the institution. Major academic functions such as Teaching, Learning, and Evaluation of the Students are done by the Principal, Associate Prof, Assistant Prof. and Lecturers. Library and Information Centre is an essential complement for academic functions that duty is rendered by the librarian and staffs. The administrative works are held by the Superintendent, F.D.A S.D.A. TYPIST and Class IV Staff. The physical education department maintains the functions of co-curricular and cultural activities. The supplementary activities for academic excellence has done through decentralized method by implementing various committees and cells.

Section 4(1)(b)(ii): The powers and duties of its officers and employees: The fundamental authority over the college is Academy of Liberal Education® Sullia. Under its guidance and suggestions, the Principal functions as the administrative and academic head. He exercises administrative powers delegated under various acts, rules, regulations, orders, instructions of the Govt., Department of Collegiate Education and other competent authorities. The Principal is assisted by Student Welfare Officer, IQAC Coordinator, and the other faculty members composed of Heads of departments, the librarian, physical education director and administrative staff in smooth functioning of all academic activities.

Section 4(1)(b)(iii): The procedure followed in the decision making process, including channels of supervision and accountability: The Principal in consultation with Academic Council and various committees and cells constituted in the college and with support of the office makes suitable decisions for the proper conduct of the college. The rules of Karnataka State & Subordinate Service Rules, Karnataka Education Act & Rules, Statutes of the Mangalore University and the University Grants Commission are also strictly followed in this regard. The individual employees of the college are accountable for their duties.

Section 4(1)(b)(iv): The norms set by it for the discharge of its functions: The functions of the College are discharged in accordance with the various rules and regulations constituted for the purpose. Principal and other faculty members discharged their duties as per norms prescribed by the U.G.C., Collegiate Education, University and Management.

Section 4(1)(b)(v): The rules, regulations, instructions, manuals and records, held by it or under its control or used by its employees for discharging its functions:

UGC Rules

Karnataka State Service Rules

Karnataka State and Subordinate Service Rules

Karnataka Education Act & Rule

Statutes of the Mangalore University as amended from time to time

Rules from Management for the conduct of Classes/ Library/Labs/ Hostel/ Committees and Cells of the college as amended from time to time.

Section 4(1)(b)(vi): A statement of the categories of documents that are held by it or under its control

- ❖ Documents and Records of Administrative Matters
- ❖ Documents and Records pertaining to Academic Matters
- ❖ College Calendar
- ❖ College Website

Section 4(1)(b)(vii): The 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 implementation thereof : There is no arrangement to solicit the views of the members of the public in relation to the formulation of policies or implementation thereof in Nehru Memorial College, Sullia

Section 4(1)(b)(viii): A statement of the boards, councils, committees and other bodies consisting of two or more persons constituted as its part or for the purpose of its advice, 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:

The following committees and cells have been constituted by the Principal for the smooth functioning of the institution: IQAC, Staff Club, Admission Committee, NSS, NCC, Rovers & Rangers, Youth Red Cross Wing, Humanities Association, Commerce Association, Science Association, Forum of Business Administration, Economics & Planning Forum, Kannada Sangha, Hindi Sabha, Nature Club, Social Work Forum, Tulu Koota, Placement & Career Guidance Cell, Grievance Redressal & Counselling Cell, Add on/Certificate Courses, Anti Ragging Squad, Anti-Sexual Harassment Cell, Time Table Committee, Examination Committee, Magazine Committee & Student Wall Magazine, Prospectus Committee, College Bulletin & Public Relation, Media & Publicity, Discipline Committee,/Anti Cell Phone Squad, Research & Consultancy, Human Rights Committee, Literary & Debate Club, Fine Arts/Performing Arts Association, Yakshagana/ Drama Club, Website Updation Committee, RUSA Committee, UGC Proposal/Finance Committee, Dress Code Committee, Student Welfare Council, Parent-Teacher Association, Alumni Association, Feedback Committee, College Development Committee, Sports, Games & Yoga Advisory Committee, Library Committee.

Section 4(1)(b)(ix): A directory of its officers and employees:

Principal: Name of the Principal	:	Prof. Rudrakumar M.M
Name of Institution	:	Nehru Memorial College,
City	:	Sullia, Dakshina Kannada
Pin Code	:	574 327
Work Phone	:	08257-230331
Fax	:	08257-8257230331
Website	:	www.kvgnmc.org
E-mail	:	aole_nmc@yahoo.co.in

Mobile : 7353756487

Details of faculty and staff are available in the College Office.

Section 4(1)(b)(x) : The monthly remuneration received by each of its officers and employees, including the system of compensation as provided in its regulations: *The pay scales of aided teaching and non-teaching staff are as prescribed by The University Grants Commission/ Govt. Of Karnataka and in case of unaided employees it is prescribed by the college as per Management guidelines.*

Section 4(1)(b)(xi) : The budget allocated to each of its agency, indicating the particulars of all plans, proposed expenditures and reports on disbursements made: The budget and the financial estimates are as approved by the Management.

Section 4(1)(b)(xii) : The manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programmes; No subsidy programmes are executed by the College and no amount has been allocated for the same

Section 4(1)(b)(xiii) : Particulars of recipients of concessions, permits or authorizations granted by it: Details of the students receiving fee concessions under different schemes of the Government and the Management are available in the office upon request.

Section 4(1)(b)(xiv) : Details in respect of the information, available to or held by it, reduced in an electronic form; The Information pertaining to the college is available in College Website. www.kvgnmc.org.

Section 4(1)(b)(xv): The particulars of facilities available to Public for obtaining information, including the working hours of a library or reading room, if maintained for public use;

- Public can directly access the information from the office/ principal and the departments concerned during working hours of the college.
- Library can be accessed by outside researchers/ scholars, subject to prior permission.
- Information for the general public is disseminated through website and occasionally through notice boards, relevant brochures, press releases, advertisements etc.

Section 4(1)(b)(xvi): The names, designations and other particulars of the Public Information Officers;

Sl. No	Public Information Officer	Assistant Information Officer	Postal Address of the Officers
1	Prof. Rudrakumar M M, Principal	Mrs. Mamatha K. IQAC Coordinator	Nehru Memorial College, Kurunjibagh, Sullia-574 327, Dakshina Kannada. Karnataka

Section 4(1)(b)(xvii) : Such other information as may be prescribed : Request for information may be submitted to the authorities concerned.