

# THE RIGHT OF INFORMATION ACT 2005

Obligations of Public Authorities

A Draft Templates for

## INFORMATION HANDBOOK

(Refer to chapter II Section 4(1) b of RTI Act 2005)

Prepared by

Administrative Training Institute, Mysore

SUBMITTED BY

POMPEI COLLEGE

AIKALA POST

MANGALORE, D.K.

KARNATAKA – 574141

# THE RIGHT OF INFORMATION ACT 2005

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### A Draft Templates for

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## Format of Section 4 (1) (a) of RTI Act

SI. No	File No.	Subject	Total Pages in the file	Opening date of File	Closing date of file	Classification Of File	File destroyed Date	Remarks
	Not Applicable							

# 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	POMPEI COLLEGE	AIKALA POST MANGALURU DAKSHINA KANNADA KARNATAKA - 574141	Educational Institution	Provide Higher Education to Students

## 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 authority by designation as follows

Sl. No	Name of the Office /employee	Designation	Duties Allotted	Powers
1	Dr. John C. Miranda Principal Grade-1	Principal	<ol style="list-style-type: none"><li>1.The principal shall exercise Such administrative powers as various acts, rules regulations orders and instructions of the Government Department administrative and academic head of the college. He shall take all the steps for smooth and efficient functioning of the college .</li><li>2. To ensure that the scholarship Applications are sent to sanctioning Department , Backward Classes and minorities Department and Department of collegiate Education etc.,</li><li>3. To ensure that the proposal for Renewal of affiliation/ accordal of permanent affiliation to the concerned University well in time</li><li>4. To ensure that the accreditation from the NAAC is obtained and to ensure of 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>	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 the steps for smooth and efficient functioning of the college .

2.	Mr Jagadisha Holla K.	Associate Professor	1. He conducts the classes as per time – table	
3.	Mr Yogindra B.	Associate Professor	2. Complete the syllabus prescribed by the concerned University well in time.	
4.	Mr B. Herald DSouza	Associate Professor	3. Extend their full Co-operation to the Heads of the departments in completing the syllabus before Commencement of University Examinations.	
5.	Mr Thomas G.M.	Associate Professor		
6.	Mr Purushothama K.V	Associate Professor	4. To Co-operate with the Principal in smooth function of Mid-Team , Supplementary and Annual examinations.	
7.	Dr. Gunakar S.	Assistant Professor	5. To each the work load prescribed by the UGC and to maintain diaries and shall be available for students at least 7 hours daily and for 5 hours on Saturdays in the college .	
8.	Mr.Nemichandra Gowda M.	Associate Professor		
9.	Dr. Victor Vaz E	Associate Professor	6. To maintain the attendance of the students of the respective classes.	
			7. He /She shall conduct the practical classes as prescribed by the University and attend valuation work of the University. Examination which is Mandatory.	
			8. To conduct the Tutorial classes as the UGC norms etc.,	
11	Mr Michael Pinto	College Librarian Selection Grade	1. To issue books to the Teaching Staff and Students and collect it back. 2. Maintain necessary Records/Registers in the Library etc., 3. To arrange for Annual Stock Verification of the library Books and to send Annual Stock Verification of the Library Books and to send Annual Stock verification Report to the concerned officers etc.,	

12	Mr James Oliver	College Physical Education Director Selection Grade	<ol style="list-style-type: none"> <li>1. To coach, guide ,train and supervise the 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>	
13	Mr Rocky G. Lobo	Superintendent	<p>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 discipline in the section . He shall take all steps to maintain order and discipline in the section . 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 supervise his section and submit reports to his immediate officers . He shall sign and issue acknowledgement letters .</p>	

14	Mr Jossie D'Souza	FIRST DIVISION ASSISTANTS SECOND DIVISION ASSISTANTS	1.The first division Assistants /Second Division Assistant works under the guidance of the Superintendent. He/She is Responsible for the work entrusted to him each Assistant will be allotted certain subjects to deal with his/her duties . His /Her duties mainly are as follows :
15	Mrs Parimala		2.To maintain the case diary.
16	Mr Denis R. Fernades		3.To examine put up notes and drafts promptly to the Superintendent after recording paging index  4.To maintain the various Registers Prescribed under the rules of office procedure . 5. To ensure that the notes submitted in the files are neat and tidy and as per rules .  6. He shall assist the Superintendent in the discharge of his duties
17	Mr Yogananda Murthy B.C.,	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 are more than 10. 4.Typists 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.



19	Mr Lancy Fernandes	ATTENDER/ PEON	The duties of the Attender Peon are as follows:GENERAL DUTIES:	
20	Mr Ronald Carlo			
21	Mr Louis D,Souza		1.Carrying a file from one section to another or from one case worker to another etc..,	
22	Mr Thomas D'Souza		2.Stitching the files/ Exam bundles. Carrying and distribution of stationary and making envelopes whenever necessary .	
23	Mathias Crasta			
24	Joseph D'Souza		3.Arranging furniture  4.Keeping the office premises clean.	

## Chapter - 3

### Procedure followed in Decision Making Process

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

Describe the Procedure followed in decision making by the public authority

(Deputy Commissioner Officer )

Activity	Description	Decision Making Process	Designation of final decision authority
PRINCIPAL	PRINCIPAL	HE SHALL EXERCISE BOTH ADMINISTRATIVE AND ACADEMIC POWERS	Correspondent / Secretary
PROFESSOR	ASSOCIATE PROFESSORS/ ASSISTANT PROFESSORS	HE SHALL ENGAGE CLASSES AND CONDUCT THE EXAMINATIONS	Principal
LIBRARY	LIBRARIAN	HE SHALL ISSUE AND COLLECT THE BOOKS	Principal
SPORTS AND GAMES	PHYSICAL CULTURE INSTRUCTION	HE SHALL TRAIN THE STUDENTS IN ALL SPORTS AND GAMES	Principal
OFFICE	SUPERINTENDENT	HE SHALL TRAIN THE OFFICE STAFF AND ASSIST THE PRINCIPAL	Principal
OFFICE	FIRST DIVISION ASSISTANTS / SECOND DIVISION ASSISTANTS	HE SHALL WORK ALLOTTED TO HIM	Principal
OFFICE	TYPISTS	HE SHALL DO ALL TYPING AND COMPUTER RELATED WORK	Principal
OFFICE	ATTENDER/PEON	HE SHALL RESPONSIBLE FOR COLLEGE CAMPUS CLEAN	Principal

## 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 service

Sl. No	Function /Service	Norms Standard of Performane set	Time frame	Reference document prescribing thenorms (citizen 's Charter Service Chapter etc.,)
1	PRINCIPAL	AS PER NORMS PRESCRIBED BY UGC AND GOVERNMENT	Prescribed by the University / Collegiate Education Department	University, Collegiate Education Department University Grants Commission
2	ASSOCIATE PROFESSORS/ ASSISTANT PROFESSORS	AS PER NORMS PRESCRIBED BY UGC AND GOVERNMENT	Prescribed by the University /Collegiate Education Department	University, Collegiate Education Department University Grants Commission
3	LIBRARIAN	AS PER NORMS PRESCRIBED BY UGC AND GOVERNMENT	Prescribed by the University /Collegiate Education Department	University, Collegiate Education Department , University Grants Commission
4	PHYSICAL CULTURE INSTRUCTOR	AS PER NORMS PRESCRIBED BY UGC AND GOVERNMENT	Prescribed by the University /Collegiate Education Department	University, Collegiate Education Department , University Grants Commission
5	SUPERINTENDENT	AS PER OFFICE PROCEDURE CODE	Prescribed by the University /Collegiate Education Department	K.C.S.R., K.F.C and Office Procedure
6	FIRST DIVISION ASSISTANTS/ SECOND DIVISION ASSISTANTS	AS PER OFFICE PROCEDURE CODE	Prescribed by the University /Collegiate Education Department	K.C.S.R., K.F.C and Office Procedure
7	TYPISTS	AS PER OFFICE PROCEDURE CODE	Prescribed by the University /Collegiate Education Department	K.C.S.R., K.F.C and Office Procedure
8	ATTENDER/PEON	AS PER OFFICE PROCEDURE CODE	Prescribed by the University /Collegiate Education Department	K.C.S.R., K.F.C and Office Procedure

## Chapter 5

Rules , Regulations, Instructions, Manual and Records for Discharging functions

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

Please Provide list and gist of rules , regulations, instructions, manual and records held by Public authority or under its control or used by its employees for discharging functions in the following format

1	KARNATAKA CIVIL SERVICE RULES 1958
2	KARNATAKA FINANCIAL CODE 1958
3	KARNATAKA TREASURY CODE 1958
4	BUDGET MANUAL 1958
5	MANUAL OF CONTINGENCY EXPENDITURE 1958
6	KARNATAKA CIVIL SERVICE RULES (CLASSIFICATION, CONTROL AND APPEAL)1957
7	CONDUCT RULES 1966
8	KARNATAKA EDUCATION ACT 1983(KARNATAKA ACT NO .1 1995)
9	KARNATAKA EDUCATIONAL INSTITUTIONS (COLLEGIATE EDUCATION ) RULES 2003
10	GRANT IN AID CODE
11	KARNATAKA CIVIL SERVICES (GENERAL RECRUITMENT ) RULES 1977
12	KARNATAKA CIVIL SERVICES PROBATIONARY RULES 1977
13	KARNATAKA GOVERNMENT SERVANTS SENIORITY RULES 1957
14	TRIPPLE BENEFITS SCHEME RULES 1976
15	UNIVERSITY GRANTS COMMISSION GUIDELINES
16	KARNATAKA STATE TRANSFERENCY ACT 2000
17	RELEVANT GOVERNMENT NOTIFICATIONS AND ORDERS
18	KARNATAKA CIVIL SERVICES (REGULATION OF PROMOTION , PAY AND PENSION ACT 1973 AND RULES 1978 RULES GENERAL RECRUITMENT RULES
19	KARNATAKA STATE CIVIL SERVICES (CONFIDENTIAL REPORTS) RULES 1985
20	KARNATAKA STATE UNIVERSITY ACT 2000
21	JURISDICTIONAL, UNIVERSITY REGULATIONS,BYLAWS AND EXAMINATION MANUAL
22	KARNATAKA EDUCATION DEPARTMENT 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)]

Provide information about the official documents held by the public authority or under its control

1.	ATTENDANCE REGISTERS
2.	MOVEMENT REGISTERS
3.	CASUAL LEAVE REGISTERS
4.	LETTERS IN WARD REGISTERS
5.	POSTAL STAMPS ACCOUNT REGISTERS
6.	LETTERS OUTWARD REGISTERS
7.	TAPPAL ISSUE ACKNOWLEDGEMENT REGISTERS
8.	MUDDAM REGISTERS
9.	FILES SENDING REGISTERS (SIGNAL FILES SYSTEM )
10.	CASE WORKER PERSONAL DIARY/CASE REGISTERS
11.	CASH BOOKS
12.	DAY BOOKS
13.	GRANT RELEASE REGISTERS
14.	SALARY DISBURSMENT REGISTERS
15.	ADVANCE SANCTION REGISTERS
16.	STOCK REGISTERS
17.	A.G AUDIT OBSERVATION COMPLIANCE REPORT REGISTERS
18.	SPECIAL STATE GAZETTES
19.	NATIONAL LOAN SCHOLARSHIP 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
	NOT APPLICABLE		

## 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.

Name of Board, Council, Committee etc.,	Composition	Powers and functions	Whether its Meetings Open to public/ Minutes of its Meetings Accessible for Public
ADMISSION COMMITTEE	PRINCIPAL	Admission	
EXAMINATION COMMITTEE	PRINCIPAL	Conduct of Examination	
CULTURAL COMMITTEE	PRINCIPAL	Arranging Cultural Activities	
SPORTS COMMITTEE	PRINCIPAL	Guide Sports Persons	
STUDENTS GRIEVANCE REDRESSAL COMMITTEE	PRINCIPAL	Redress of Grievances	
N.C.C	PRINCIPAL	Conduct of camps	
N.S.S	PRINCIPAL	Conduct of Camps	
IQAC	PRINCIPAL	Maintain Quality	
CAREER GUIDANCE COMMITTEE	PRINCIPAL	Guidance of Career Opportunities	
STUDENTS WELFARE COUNCIL	PRINCIPAL	Welfare of the Students	
MID-DAY MEAL COMMITTEE	PRINCIPAL	Free meal needy students	
WOMEN'S CELL	PRINCIPAL	Welfare of Women	
COLLEGE MAGAZINE	PRINCIPAL	Bring out talents	

## Chapter - 9

### Directory of Officers and Employees

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

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

Sl. No	Name of the Officers/Employees	Designation	Office Address	Contact numbers/ e-mail ID
1	DR JOHN C. MIRANDA	PRINCIPAL Grade-1 ASSOCIATE PROFESSOR IN ECONOMICS	POMPEI COLLEGE AIKALA POST MANGALORE D.K-574141	0824-2295210(O) 0824-2295811(R) 9449488225(M)
2	SRI K.JAGADISHA HOLLA	ASSOCIATE PROFESSOR IN COMMERCE	POMPEI COLLEGE AIKALA POST MANGALORE D.K-574141	8105984994(M) 08242296370(R)
3	SRI YOGINDRA B.	ASSOCIATE PROFESSOR IN SOCIOLOGY	POMPEI COLLEGE AIKALA POST MANGALORE D.K-574141	0824-2295210(O) 8453388012(M)
4	SRI BONAVENTURE HERALD D'SOUZA	ASSOCIATE PROFESSOR IN COMMERCE	POMPEI COLLEGE AIKALA POST MANGALORE D.K-574141	0824 2295210(O) 0824 2295323 (R) 9480655976(M)
5	SRI THOMAS G.M	ASSOCIATE PROFESSOR IN POLITICAL SCIENCE	POMPEI COLLEGE AIKALA POST MANGALORE D.K-574141	08242295210(O) 08242475704 (R) 9482038704(M)
6	SRI PURUSHOTHAMA K.V.	ASSOCIATE PROFESSOR IN ECONOMICS	POMPEI COLLEGE AIKALA POST MANGALORE D.K-574141	08242295210 9448216070(M) 8762523370(M)
7	SRI GUNAKAR S	ASSISTANT PROFESSOR IN COMMERCE	POMPEI COLLEGE AIKALA POST MANGALORE D.K-574141	08242295210(O) 08242478173® 9449935442(M)
8	SRI NEMECHANDRA GOWDA M.	ASSOCIATE PROFESSOR IN KANNADA	POMPEI COLLEGE AIKALA POST MANGALORE D.K-574141	08242295210(O) 08251231228(R) 9449954403(M)
9	DR VICTOR VAZ E.	ASSISTANT PROFESSOR IN ENGLISH	POMPEI COLLEGE AIKALA POST MANGALORE D.K-574141	0824-2295210(O) 9448251578(M)



10	SRI JAMES OLIVER	POMPEI COLLEGE PHYSICAL EDUCATION DIRECTOR SELECTION GRADE	POMPEI COLLEGE AIKALA POST MANGALORE D.K-574141	08242295210(O) 08242297143(R) 9448336872(M)
11	SRI MICHAEL PINTO	COLLEGE LIBRARIAN SELECTION GRADE	POMPEI COLLEGE AIKALA POST MANGALORE D.K-574141	08242295210(O) 08242297143 (R) 9964276998(M)
12	ROCKY G. LOBO	SUPERINTENDENT	POMPEI COLLEGE AIKALA POST MANGALORE D.K-574141	08242295210(O) 08242255969 (R) 9449664369(M)
13	SRI JOSSIE DSOUZA	FIRST DIVISION ASSISTANT	POMPEI COLLEGE AIKALA POST MANGALORE D.K-574141	08242295210(O) 08242203508 (R) 8105501891(M)
14	SMT CELINE CUTINHA	SECOND DIVISION ASSISTANT	POMPEI COLLEGE AIKALA POST MANGALORE D.K-574141	08242295210(O) 08242296114(R) 9966869524 (M)
15	SMT PARIMALA	SECOND DIVISION ASSISTANT	POMPEI COLLEGE AIKALA POST MANGALORE D.K-574141	08242295210(O) 9008618574(M)
16	SRI DENIS R. FERNANDES	SECOND DIVISION ASSISTANT CUM TYPIST	POMPEI COLLEGE AIKALA POST MANGALORE D.K-574141	08242295210(O) 08242296114(R) 9945799131(M)
17	SRI B.C YOGANANDA MURTHY	TYPIST	POMPEI COLLEGE AIKALA POST MANGALORE D.K-574141	08242295210(O) 9945998769(M)
18	SRI LANCY FERNANDES	ATTENDER	POMPEI COLLEGE AIKALA POST MANGALORE D.K-574141	08242295210(O) 992674556(M)
19	SRI RONALD CARLO	ATTENDER	POMPEI COLLEGE AIKALA POST MANGALORE D.K-574141	08242295210(O) 9901746165(M)
20	SRI THOMAS DSOUZA	PEON	POMPEI COLLEGE AIKALA POST MANGALORE D.K-574141	08242295210 08242296534(R)

## 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/Organization	Remuneration per Month
DR JOHN C. MIRANDA	PRINCIPAL GRADE -1 ASSOCIATE PROFESSOR IN ECONOMICS	144942.00
SRI K. JAGADISHA HOLLA	ASSOCIATE PROFESSOR IN COMMERCE	143042.00
SRI YOGINDRA B.	ASSOCIATE PROFESSOR IN SOCIOLOGY	138774.00
SRI BONAVENTURE HERALD D,SOUZA	ASSOCIATE PROFESSOR IN COMMERCE	142942.00
SRI THOMAS G.M	ASSOCIATE PROFESSOR IN POLITICAL SCIENCE	138874.00
SRI PUROUSHOTHAMA K.V.	ASSOCIATE PROFESSOR IN ECONOMICS	123523.00
SRI GUNAKARA S.	ASSISTAANT PROFESSOR IN COMMERCE	78387.00
SRI NEMICHANDRA GOWDA M.	ASSISTANT PROFESSOR IN KANNADA	116149.00
DR VICTOR VAZ E .	ASSISTANT PROFESSOR IN ENGLISH	54067.00
SRI JAMES OLIVER	COLLEGE DIRECTOR OF PHYSICAL DIRECTOR SELECTION GRADE	138774.00
SRI MICHAEL PINTO	COLLEGE LIBRARIAN SELECTION GRADE	142942.00
SRI ROCKY G. LOBO	SUPERINTENDENT	50445.00
SRI JOSSIE D'SOUZA	FIRST DIVISION ASSISTANT	43320.00

SMT CELINE CUTINHA	SECOND DIVISION ASSISTANT	30075.00
SMT PARIMALA	SECOND DIVISION ASSISTANT	34200.00
SRI DENIS R. FERNANDES	SECOND DIVISION ASSISTANT	34225.00
SRI B.C YOGANANDA MURTHY	TYPIST	32550.00
SRI LANCY FERNANDES	ATTENDER	26434.00
SRI RONALD CARLO	ATTENDER	25793.00
SRI LOUIS DSOUZA	PEON	25080.00
SRI THOMAS DSOUZA	PEON	25650.00
SRI MATHIAS CRASTA	PEON	22000.00
SRI JOSEPH DSOUZA	PEON	22000.00

## Chapter 11

Budget allotted to each Agency including Plan 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 allotted	Proposed Expenditure As On last year	Expected Outcomes	Report on Disbursements Made or where Such details are available (website , report , notice, board etc.,)
	Not Applicable			

## 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/

Name of the Programme/ Activity	Nature/ Scale of Subsidy	Eligibility criteria For grant o subsidy	Designation of Officer to grant Subsidy
SC/ST Post Matric Scholarship	Maintenance 140.00 Per month	Pass in each semester 75% and above attendance	Social Welfare Officer D.K., Mangalore
Beedi Scholarship	3000.00 P.A	Pass in each semester 75% and above attendance	Welfare Commissioner Government of India, Labour Welfare Organisation ,Bangalore
Post Matric Scholarship Fresh	300.00 P.A	45% Of Marks,75% and above attendance	Administrative officer, Taluk Panchayath, D.K., Mangalore
Post Matric Scholarship Renewal	300.00 P.A	45% Of Marks,75% and above attendance	Administrative officer, Taluk Panchayath, D.K., Mangalore
Sanchi Honnamma Scholarship	2000.00 P.A	70% and above Marks 75% and above attendance	Commissioner Collegiate Education, Bangalore
Fee Concession for Backward Tribe Backward Communities and Minorities	857.00 P.A	Pass in semester and 75% and above Attendance	Commissioner Backward Office D.K, Mangalore
Government of India Post Matric Scholarship to Minorities	As per GOI discretion	50% of Marks 75% and above attendance	Director, Directorate of Minorities, Bangalore

3 Describe the Manner of execution of the subsidy programme

Name of the Programme/ Activity	Application Procedure	Sanction procedure	Disbursement Procedure
Scholarships	Time of admission	Sanctioned by the Government of Karnataka / India	Obtaining Acquaintance from the Students

### 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

Institutional Beneficiaries

Name of programme / scheme				
SI. No	Name & address of recipient institutions	Nature / Quantum of Benefit granted	Date of grant	Name and Designation of granting authority
	Not Applicable			

**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, Website ,Internet etc.,)

Electronic	Description (site Address/ location Where available	Contents or title	Designation and Address of the Custodian of Information held by Whom
Website	<a href="http://www.pompeicollege.in">.www.pompeicollege.in</a>	Related to the College	Principal Pompei College Aikala Post Mangalore , D.K. Karnataka -574141

**Chapter 15**  
**Particulars of facilities available to citizens for Obtaining**  
**Information**  
**[Section 4(1)(b)xv]**

Describe the particulars of information dissemination mechanism in place /facilities  
 Available to the public for accessing of information

Facility	Description(location of Facility/Name etc.,	Details of information Made available
Web site or email	<a href="http://www.pompeicollege.in">www.pompeicollege.in</a> <a href="mailto:pompei_college@yahoo.co.in">pompei_college@yahoo.co.in</a>	Library , College Activities, Admission, examination

## Chapter 16

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

[Section 4(1)(b)xv]

Please provide contact 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

SI. No.	Name of the Office/ Administrative Unit	Name of Designation Of PIO	Office Telephone, Residence Telephone , Fax	Email
1	Pompei College	Dr John C. Miranda Principal Grade -1	08242295210(0) 08242295811® 08242297377 (FAX)	<a href="mailto:pompei_college@yahoo.co.in">pompei_college@yahoo.co.in</a>

Assistant Public Information Officer

SI. No.	Name of the office/ Administrative Unit	Name of Designation of PIO	Office Telephone Residence Telephone , Fax	Email
1	Pompei College	Rocky G. Lobo Superintendent	08242295210(0) 08242252969® 0824 2297377 (FAX)	<a href="mailto:pompei_college@yahoo.co.in">pompei_college@yahoo.co.in</a>

Public Information Officer

SI. No.	Name of the office/ Administrative Unit	Name of Designation Of PIO	Office Telephone Residence Telephone , Fax	Email
1	Joint Director of collegiate Education , Mangalore	Joint Director	08242422876(0)	<a href="mailto:jdmangalore@gmail.com">jdmangalore@gmail.com</a>



## Chapter 17

### Other Useful Information

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

1.	Re-accredited by NAAC with “A” Grade
2.	UGC assisted Women’s Hostel
3.	B.A./B.Com./B.B.M./ UG Courses and M.COM .,P.G.Course