



# SACRED HEART COLLEGE MADANTHYAR

BELTHANGADY TALUK| DAKSHINA KANNADA | KARNATAKA, INDIA

Affiliated to Mangalore University

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Office of the Principal

## STATUTORY DECLARATION UNDER SECTION 4 (1) (b) OF THE RIGHT TO INFORMATION (RTI) ACT, 2005

Madanthyar is a hamlet in the Malnad area of Dakshina Kannada. It is surrounded by rolling hills which are covered with green vegetation. Sacred Heart College is established in 1982 which is affiliated to Mangalore University. It is governed by 'Catholic Board of Education', Mangalore. The College offers B.A., B.Com., B.C.A. Degree Education and M.Com. in Post-Graduation. The college maintains high quality in education and secures high percentage of results as well as ranks in University Examinations.

Since its inception, the College has been growing steadily. The quantitative growth has been supplemented by undiluted quality. The College has been imparting higher education to the youth drawn from far and wide. Students are enrolled without discrimination, and it has earned a name by virtue of its disciplined functioning and its achievements in the academic field as well as in the field of sports and games.

The College believes in functioning in a transparent manner. Any citizen can get information relating to the College subject to the various provisions of the RTI Act, 2005. The information put under the public domain through the College Website would facilitate the citizens to access information through electronic mode, thereby avoiding, to the extent possible, the inconvenience to ask formally for such information as may be already open to them. While due care has been taken in compiling the information, however, if any mistake has crept in due to inadvertence, it is subject to correction.

**The Right to Information Act 2005** intends to set out the practical regime of the Right to Information of citizens to enable them to access the information under the control of the 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 meeting s 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 agency, 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, Sacred Heart College, Madanthyar is the Academic & Administrative Head of the College. Associate Professors and Assistant Professors of various subject departments work under the principal. The College offers 3 UG and 1 PG programs affiliated to Mangalore University. The curricula in all disciplines are strengthened and supplemented by micromodules, .

**Section 4(1)b(ii): The powers and duties of its officers and employees** The fundamental authority over the college is The Catholic Board of Education, Mangalore, which along with the Local Management Committee, gives the Principal the essential guidelines and directions in the administration of the college. The Parish Priest of Sacred Heart College Madanthyar is designated as the Correspondent. The Governing Council and Local Management Committee meets regularly and draws out plans, policies and strategies of the college. The principal is the academic, administrative and financial head of the institution. The principal is assisted by Vice Principal, IQAC Coordinator, and the other, the faculty council composed of Heads of all academic departments, the librarian, physical education director and administrative staff.

**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. All the functions are discharged under the supervision and control of the Secretary / Correspondent / Principal / Statutory & Non – Statutory Committees / Mangalore University / Government of Karnataka / University Grants Commission as per assignment of functions. Issues are dealt with on priority basis, expeditiously taking into account, the various instructions issued from time to time.

**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 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 Sacred Heart College, Madanthyar

**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 Council
- UGC/Other Agency Funding Projects
- Time Table Committee
- Examination Committee
- Discipline Board
- Students' Welfare Officers
- Grievance Redressal Cell
- Student Progress and Evaluation
- Student Mentoring, Remedial Classes & Tutorials
- Certificate Courses
- Career Guidance & Placement Services
- Press and Publicity
- Library Advisory Committee
- Sports Advisory Committee
- Annual Magazine Editorial Committee
- Website, E – Governance, UUCMS, MULINX and Feedback
- ICT, LMS and MOOC's

- NEP2020 TASK FORCE
- MoE Initiatives (AISHE, Swachhta, Ministry of Education – related activities)
- AQAR Committee
- Anti Ragging Committee
- Women Empowerment Cell
- Anti-Women Harassment Cell
- Anti-Drugs Vigilance Committee

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

Principal:

Dr. Joseph N M

Sacred Heart College,

Madanthyar

Phone: 08256-279345 (Off)

9740569138 (Cell)

Email: [sacredheartcollege82@gmail.com](mailto:sacredheartcollege82@gmail.com)

Website: [www.sacredheartcollege.net](http://www.sacredheartcollege.net)

Details of faculty and staff are available in the College Calendar and Website

**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 various teaching and non-teaching staff are as prescribed by the University Grants Commission/ Govt. of Karnataka and adopted by the College as per CBE 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 Local Management Committee

**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;**

- Statutes of the Mangalore University as amended from time to time.
- Rules for the conduct of Classes/ Library/Labs/ Hostel/ Committees and cells of the college as amended from time to time.
- Manual of Office Procedure.
- Information made publicly available can be accessed at [www.sacredheartcollege.net](http://www.sacredheartcollege.net)

**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. Information on other matters can be obtained from the Public Information Officer as per provisions of the RTI ACT, 2005.
- 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;**

**Public Information Officer** : Dr. Joseph N M, Principal  
**Asst. Public Information Officer** : Mr Vijith Vincent Pais, Accountant  
**Postal address of the Office** : Madanthyar, Belthangady D.K. 574224

**Section 4(1)b(xvii) : Such other information as may be prescribed**

Request for information may be submitted to the authorities concerned.