

GOVERNMENT POLYTECHNIC, SORAB

As per Right to Information Act, 2005 (Under Section 4 of the said Act)

Phone: 08184 – 272539

Introduction:

This compendium/ manual seeks to highlight the function and activities of the Govt. Polytechnic Sorab and to promote transparency and accountability in the working of the Institute. The Objective of the Compendium is also to provide easy access to the public who wish to have any information relating to the functioning of the Institute. The information, which may be required from the Public Authority, will be made available on application in accordance with the rules framed in this regard under the Right to Information Act 2005.

The Public authority has already notified the Public Information Officer as at Section 4(1)(b)(xvi) of RTIA 2005 of this compendium.

TABLE

Sl No.	Clause	Particulars
1	4(1)(b) (i)	The particulars of its organization, functions and duties.
2	4(1)(b) (ii)	The powers and duties of its officers and employees.
3	4(1)(b) (iii)	The procedure followed in the decision making process, including channels of supervision and accountability.
4	4(1)(b) (iv)	The norms set by it for the discharge of its functions.
5	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.

6	4(1)(b) (vi)	A statement of the categories of documents that are held by it under its control.
7	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 of administration thereof.
8	4(1)(b) (viii)	A statement of the boards, councils, committees and other bodies consisting of two or more persons constituted as its part of for the purpose of its advise, and as to whether meeting of those boards, councils, committees and offer bodies are open to the public, or the minutes of such meetings are accessible for public.
9	4(1)(b) (ix)	A directory of its officers and employees.
10	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.
11	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.
12	4(1)(b) (xii)	The manner of execution of subsidy progrms, including the amounts allocated and the details of beneficiaries of such programs.
13	4(1)(b) (xiii)	Particulars of recipients of concessions, permits or authorizations granted by it.
14	4(1)(b) (xiv)	Details in respect of the information, available to or held by it, reduced in an electronic form.
15	4(1)(b) (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.
16	4(1)(b) (xvi)	The names, designations and other particulars of the Public Information Officers.
17	4(1)(b) (xvii)	Such other information as may be prescribed.

4(1) b (ii) Powers and duties of Officers/Officials/Employees	
Peon	To keep the Office neat and tidy. To deliver the files/tappals to section as per the instructions of the officers.
Second Division Assistant/First Division Assistant	In charge of the work of dairying, movements, distribution of receipts/Registers, files in the section as per the hand book of office procedure.
Typist	Incharge of the typing/Computer work at section
PA/Stenographer	In charge of receipt of tappals/ files by the officer concerned. Typing and Stenography work entrusted by officer concerned.
Superintendent	Incharge of the allotted sections scrutiny of files submitted by the case worker as per the Hand book of office procedure and as per rules related to the subjects.
Registrar	Branch officer in charge of the whole section. Scrutiny of files submitted by the superintendent as per the handbook office procedure and related Govt. orders supervise & control of the subordinates.
Lecturer	Carry out of theory / practical work allotted to them as per time table, attend curricular & extra curricular activities. Liason with students about the materials.
Principal	Management of the administration of college. Head of institution & organize the activities of the college. Control, manage, Supervise the activities. Act according to the direction of DTE.

Instructional Staff	
1. Helper	Assistant to the Mechanic, arrange the tools & equipments for purpose. Assist the students in practical work. To keep clean & tidy the lab / workshop.
2. Mechanic	Maintenance of machinery & equipments. Minor repairs & Maintenance of over hauling the equipments. Assist the students in practical work. Demonstrate the practical work as per the direction of instructors.
3. Asst. Instructor/ Instructor	In charge of practical work of the lab/workshop instructions to the practical work. Drawing, figures demonstration of models etc., supervise the practical work done by the students.
4. Foreman	Controller of all the labs & workshops arrangement for smooth running the practical work. Arrangement for providing raw materials, supplies & tools for the practical work, control & supervise the workshop affairs of the branch. Assist the Professor/ Head of Section for smooth running theory & practical work.

4(1) b (iii) procedure followed in the decision making process including channels of Supervision and accountability.	
Caseworker (FDA/SDA)	Opening of an new file on receipt of a proposal or processing the receipt in the existing file.
Superintendent/ Registrar	Will scrutinize the proposal with all relevant facts and mark the file to Registrar/ Asst. Administrative Officer with a course of section to be adopted.

4(1)b(iv) Norms set for the discharge of functions.	
Peon	To attend to the work on priority and immediate basis.
Second Division Assistant/First Division Assistant	To attend to the work on priority and immediate basis.
Superintendent / Registrar/ Asst. Administrative Officer / principal	To attend to the work on priority and immediate basis.

4(1)b(v) The rules, regulations, instructions manuals, records held by them or under their control or used by employees for discharging of functions			
1)	Karnataka civil Servile Rules	6)	C & R Rules
2)	Service Manuel	7)	K.T.C.
3)	K.F.C.	8)	B.M.
4)	CCA Rules	9)	M.C.E.
5)	C & R Rules	10)	Karnataka Educational Act
4(1)b(vi) STATEMENT OF THE CATEGORIES OF DOCUMENTS THAT ARE HELD BY IT OR UNDER ITS CONTROL.			

1)	Register of Registers	8)	Stock Register of purchases
2)	Casual Leave Registers	9)	Indent / Invoices
3)	Inward Registers	10)	Cash Book
4)	Outward Registers	11)	Day Book
5)	Vacancy Registers	12)	Library Accession Registers
6)	Attendance Registers	13)	Issue Registers
7)	Movement Registers	14)	Visitor's diary

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 thereof;

- NIL-

4(1)b(vii) Statement of the boards, councils, committees and other bodies consisting of two or more persons constituted and it's part or for the purpose of it to advise, and as to whether meetings of these boards, councils, committees and other bodies are open to the public, or the minutes of such meetings are accessible for public.

COMMITTEES	HEADED BY
1) Scholarship awarding committee	Principal Two Senior Lecturers
2) Admission Committee	Principal Two Senior lecturers
3) Quarters Allotment Committee	Principal all Senior lecturer in different branch
4) Student Association	Proctor-Principal Rector – Senior Lecture Treasure – Senior Lecture President – Student Vice President – Student

4(1)b(ix) DIRECTORY OF OFFICERS /EMPLOYEES

Sl. No.	Name	Designation	Telephone No.
1	H. JAYAPPA	PRINCIPAL	9448875522
2	D.S.Ravishankar	Sl.Grd.lecturer	9480057999
3	H S Chandrashekara	Sl.Grd.lecturer	9482587139
4	H.Jayappa	Sl.Grd.lecturer	9901609932
5	U.Veeranna	Sl.Grd.lecturer	9448722469
6	G.Gurumurthy	Sl.Grd.lecturer	9449101455
7	Javeed Iqbal	Sl.Grd.lecturer	8095667616
8	Ajmal S.A.	Sr.Grd.lecturer	9611914507
9	Suvarna Rajappa	Lecturer	9902626540
10	Jayanna.G.	Lecturer	9740727705
11	Latha.B.	Lecturer	9902246797
12	Sheshachala C.H.	Lecturer	7760058044
13	Mamatha C	Lecturer	9591577528

14	Arun U.	Lecturer	9739866752
15	Basavaprasad	Lecturer	9743442108
16	Nishanth V.	Lecturer	9980410167
17	Veena P.N.	Lecturer	9538614479
18	Nandan.N.	Lecturer	9739650745
19	Ranjith B.	Lecturer	8095419258
20	Abhilash G.S.	Lecturer	9686699280
21	B.K.Badiger	Instructor	9900454551
22	Shekharappa.G.	Supdt.,	9449379331
23	Nagarathna C.	Supdt.,	9481066050
24	M.P.Naveen kumar	FDA	9743791347
25	Darshan N.G.	FDA	9900175046
26	J.Venkateshkumar	SDA	9880808781
27	Gireesh T.N.	SDA	9731614745
28	N.Yellojirao	Peon	9945077060

4(1)(b)(x) STATEMENT OF MONTHLY REMUNERATION

Sl. No.	Name	Designation	Total
1.	H. JAYAPPA	PRINCIPAL	168384
2.	D.S.Ravishankar	Sl.Grd.lecturer	156268
3.	H S Chandrashekara	Sl.Grd.lecturer	156673
4.	H.Jayappa	Sl.Grd.lecturer	151606
5.	U.Veeranna	Sl.Grd.lecturer	134805
6	G.Gurumurthy	Sl.Grd.lecturer	131788
7.	Javeed Iqbal	Sl.Grd.lecturer	130358
8.	Ajmal S.A.	Sr.Grd.lecturer	130358
9.	Suvarna Rajappa	Lecturer	77632
10	Jayanna.G.	Lecturer	68205
.11.	Latha.B.	Lecturer	68705
12.	Sheshachala C.H.	Lecturer	68244
13.	Mamatha C	Lecturer	68705

14.	Arun U.	Lecturer	64732
15.	Basavaprasad	Lecturer	64732
16.	Nishanth V.	Lecturer	64732
17.	Veena P.N.	Lecturer	70615
18.	Nandan.N.	Lecturer	64732
19.	Ranjith B.	Lecturer	64732
20.	Abhilash G.S.	Lecturer	69615
21.	B.K.Badiger	Instructor	51552
22.	Shekharappa.G.	Supdt.,	50423
23.	Nagarathna C.	Supdt.,	46835
24.	M.P.Naveen kumar	FDA	32778
25.	Darshan N.G.	FDA	30825
26.	J.Venkateshkumar	SDA	38980
27.	Gireesh T.N.	SDA	25347
28.	N.Yellojirao	Peon	30899

4(1)(b)(xi) BUDGET ALLOCATION

Sl. No.	Head of Account	Budget	Expenditure
1	2203-00-105-0-01-051- ಸಾಮಾನ್ಯ ವೆಚ್ಚಗಳು	25,000-00	24,394-00
2	2203-00-105-0-01-052- ದೂರವಾಣಿ ವೆಚ್ಚಗಳು	26,000-00	25,987-00
3	2203-00-105-0-01-071 ಕಟ್ಟಡ ವೆಚ್ಚ	1,60,000-00	1,59,972-00
4	2203-00-105-0-01-180 ಯಂತ್ರೋಪಕರಣಗಳು	2,70,000-00	2,69,748-00
5	2203-00-105-0-01-034 ಅರೆಕಾಲಿಕ ಉಪನ್ಯಾಸಕರು, ಅಕುಶಲದಾಳು, ಸೆಕ್ಯೂರಿಟಿ ವೆಚ್ಚಗಳು	28,65,000-00	28,63,095-00
6	2203-00-105-0-01-221 ಯಂತ್ರೋಪಕರಣಗಳು	1,80,000-00	1,79,891-00
7	2203-00-105-0-01-021 ವೈದ್ಯಕೀಯ ವೆಚ್ಚ	5,75,000-00	3,91,971-00

4(1)(b)(xii) & (XIII) SCHOLARSHIP & FEE CONCESSION AWARD IN DIFFERENT PROGRAMMES

1.	Award of Government of India Scholarship for SC/ST Students	1.ಸಂ; ಸನಿ/ಸಕಿ/ವಿವೇ/ಸಿಆರ್/2017-18, ದಿನಾಂಕ; 05-04-2018. 51 ವಿದ್ಯಾರ್ಥಿಗಳಿಗೆ ವಿದ್ಯಾರ್ಥಿವೇತನ ಒಟ್ಟು ಮೊತ್ತ ರೂ. 2,10,650-00
2.	Other scholarships	1) ಸಂ;ಹಿಂವಕಇ/ಶು.ವಿ/ಃಎ-6/ಸಿ.ಆರ್-30/2018-19 ದಿನಾಂಕ25-01-2019ರ 105 ವಿದ್ಯಾರ್ಥಿಗಳಿಗೆ ವಿದ್ಯಾರ್ಥಿವೇತನ ಒಟ್ಟು ಮೊತ್ತ ರೂ.4,67,160-00. 2) ಸಂ;ಹಿಂವಕಇ/ಶು.ವಿ/ಃಎ-6/ಸಿ.ಆರ್-29/2018-19 ದಿನಾಂಕ:22-02-2019ರ 29 ವಿದ್ಯಾರ್ಥಿಗಳಿಗೆ ವಿದ್ಯಾರ್ಥಿವೇತನ ಒಟ್ಟು ಮೊತ್ತ ರೂ1,17,700-00

4(1)b (xiv) Details in respect of the information, available to or held by it, reduced in an electronics form:

-NIL-

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

-NIL-