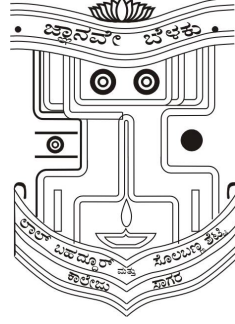


Malnad Development Foundation ®



Lal Bahadur Arts, Science and S. B. Solabanna Shetty Commerce
College, Sagar – 577401

Shimoga District, Karnataka, India

Affiliated to
Kuvempu University

Statutory Declaration
Under Section 4(1) (b) of
Right to Information (RTI) Act, 2005

Particulars of the Institution

Sl. No.	Title	Details
1	Name of the Organization	Malnad Development Foundation ®, Sagar
2	Name of the Institution	Lal Bahadur Arts, Science and S. B. Solabanna Shetty Commerce College
3	Postal address of the Institution	Tarapur Campus, Jog Road, Sagar - 577401, Shimoga District, Karnataka, India
4	Year of Establishment	1964
5	Phone Number	08183-226137
6	Website	http://www.lbcollegesagara.in
7	Email	lbsbscollegesagar@gmail.com
8	Approval, Recognition and Affiliation	Approved by UGC and NAAC Recognized as 12(b) and 2(f) (of the UGC Act 1956) institution Affiliated to Kuvempu University, Shankaraghatta
9	Cycle of NAAC Completed	Three Cycles – awarded with B Grade (2.76 CGPA)
10	President	Shri. K. H. Srinivasa M.A., B.L.
11	Principal	Dr. Laxmisha A S

Working Hours: 10:00 am to 5:00 pm

Holidays: The Institute shall remain closed on Sundays and Public Holidays as declared by the management, State and central Government.

Courses Offered:

I. Under Graduate Courses:

1. Bachelor of Arts (B.A.)

Combinations: History, Economics, Political Science (H.E.P.)
History, Economics, Optional English (H.E.E.)
History, Economics, Optional Kannada (H.E.K.)
History, Economics, Sociology (H.E.S.)

2. Bachelor of Science (B.Sc.,)

Combinations: Physics, Chemistry, Mathematics (P.C.M.)
Chemistry, Botany, Zoology (C.B.Z.)
Physics, Mathematics, Computer Science (PMCs)

3. Bachelor of Commerce (B.Com.,)
4. Bachelor of Computer Applications (B.C.A.)

II. Post Graduate Courses:

1. Master of Commerce (M.Com.,)
2. Master of Arts (M.A.)
Subject: Economics
3. Master of Science (M.Sc.,)
Subject: Mathematics
Chemistry

Powers and Duties of its Officers / Employees

1. Principals Grade I or II

- a. The Principal shall exercise such administrative powers as are delegated under various acts, rules, regulations. Orders and instructions of the Government, Department of Collegiate Education and other competent authorities. S/he shall be both administrative and academic head of the college. S/he shall take all steps for smooth and efficient functioning of the college.
- b. To ensure that the scholarship applications of the concerned students are sent to sanctioning Departments namely Social welfare Department, Backward Classes and Minorities Department and Department of Collegiate Education etc.,
- c. To ensure that the proposal for renewal of affiliation/accreditation of permanent affiliation is sent to the concerned University well in time.
- d. To ensure that the accreditation from the NAAC is obtained and to ensure if already accorded is upgraded after 5 years.
- e. 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.
- f. The principal shall handle 6 hours of teaching work-load in a week in the relevant subject etc.

2. Selection Grade Lecturers / Senior Grade Lecturers / Lecturers

- a. S/he conducts the classes as per the time-table.
- b. Complete the syllabus prescribed by the concerned University well in time.
- c. Extend their full Co-operation to the heads of the departments in completing the syllabus before commencement of the University Examinations.
- d. To Co-operate with the Principal in smooth function of mid-term, supplementary and annual examination.
- e. To teach the workload 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.
- f. To maintain the attendance of the students of the respective classes.
- g. He / she shall conduct the practical classes as prescribed by the University and attend valuation work of the University examination which is mandatory.
- h. To conduct tutorial classes as per the UGC norms etc.,

3. Librarian

- a. To issue books to the teaching non-teaching staff and students and collect it back.
- b. Maintain necessary records/registers in the library etc.,
- c. To arrange for annual stock verification of the library books and send annual stock verification report to the concerned officers etc.,

4. Physical Education Director

- a. To coach, guide, train and supervise 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.
- b. To assist the Principal in the maintenance of discipline and healthy atmosphere in the College etc.,

5. Superintendent

- a. The Superintendent shall be primarily responsible for the efficiency of his section are accurate and confirm to the rules and procedure. S/he shall scrutinize all the papers fills before they are submitted to the higher officers. The Superintendent shall personally handle all important and complicated cases. S/he shall guide his subordinates in all respects and make them put up the cases in accordance with the rules. S/he shall maintain his section neat and clean. S/he shall take all steps to maintain order and discipline in the section. S/he shall control the movement of officials. S/he shall arrange for distribution of work among the case workers in consultation with the concerned officer. S/he shall maintain guard file of his section. S/he shall ensure that all registers, diaries and files are maintained properly by the case workers of his section. S/he shall mark the tappals to the concerned case workers. S/he shall supervise his section and submit reports to his immediate officers. S/he shall sign and issue acknowledgment letters.

6. First Division Assistants / Second Division Assistants

The First division Assistants / Second Division Assistants works under the guidance of the Superintendent. S/he is responsible for the work entrusted to him. Each Assistant will be allotted certain subjects to deal with. His duties mainly are as follows:

- a. To maintain the case diary.
- b. To examine and put up notes and drafts promptly to the superintendent after recording paging index.
- c. To maintain the various registers prescribed under the rules of office procedure.
- d. To ensure that the notes submitted in the files are neat and tidy and as per rules.

7. Typist

The Typist's duties and responsibilities are as follows:

- a. To type both on computer and typewriter neatly and accurately all letters marked to him.
- b. To take out number of copies required.
- c. Stenciling when the number of copies required are more than 10.
- d. Typist shall compare fair copies before they are returned to the case worker.
- e. To maintain the work diary in the prescribed proforma. Draft shall be typed giving wide margin for effecting necessary corrections.

8. Clark cum Typists

Second Division Assistants works under the guidance of the Superintendent. S/he is responsible for the work entrusted to him. Each Assistant will be allotted certain subjects to deal with. His duties mainly are as follows:

The Typist's duties and responsibilities are as follows:

- a. To type both on computer and typewriter neatly and accurately all letters marked to him.
- b. To take out number of copies required.
- c. Stenciling when the number of copies required are more than 1.
- d. Typist shall compare fair copies before they are returned to the case worker.
- e. To maintain the work diary in the prescribed proforma Draft shall be typed giving wide margin for effecting necessary corrections.

9. Attender / Peon

The duties of the Attender/Peon are as follows:

- a. Carrying a file from one section to another or from one case worker to another etc.,
- b. Stitching the files/Exam bundles.
- c. Carrying and distribution of stationary and making envelopes whenever necessary.
- d. Arranging of furniture. Keeping the office premises clean.

10. Watchmen

- a. They shall watch, guard, see and ensure that articles belonging to the Department/office including the vehicles kept in the Department carages are safe and not tampered with or taken out without proper authority.

11. Sweeper

- a. They shall sweep or wipe with wet cloth/jute cloth, the room, verandas, steps etc., Allotted to the well before starting of office and also during office timings if need be.
- b. They shall carry the waste/rubbish for disposal outside the department under the supervision of the Superintendent.

RULES, REGULATIONS, INSTRUCTIONS, MANUALS AND RECORDS, HELD BY IT OR UNDER CONTROL OR USED BY ITS EMPLOYEES FOR DISCHARGING ITS FUNCTIONS

1. Karnataka Civil Services 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 Of-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. Triple Benefits Scheme Rules – 1976
15. University Grants Commission Guidelines
16. Karnataka State Transference Act – 2000
17. Relevant Government Notification And Orders
18. Karnataka Civil Services (Regulation Of Promotion Pay and Pension Act, 1973 and Rules 1978 Rules General Recruitment Rules – 1977)
19. Karnataka 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.