

SECTION 4(1) (B) IN THE RIGHT TO INFORMATION ACT, 2005

(i) The particulars of its organization, functions and duties;

Name of the Organization	Mysore Makkala Koota & Sri Dharmastala Manjunatheshwara Mahila Maha Vidyalaya.
Established	1990
Recognition & affiliation	Recognised under section 12-B and 2(f) of UGC Act, 1956 Affiliated to University of Mysore.
Address	Mysore Makkala Koota & Sri Dharmastala Manjunatheshwara Mahila Maha Vidyalaya.J.L.B Road, Krishnamurthy Puram, Mysore. GPS map location (to be uploaded as found in present website) (https://goo.gl/maps/VFHMD6dFMGB2)
Contact	Principal : Telephone: 9886166750 Fax: 0821-2331431 Email:principal@sdmmmkmysore.in Office: Telephone: 0821-2332865 Email: sdmmmkmysore.in
Website	www.sdmmmkmysore.in

The functions of our institute are implemented through its vision and mission.

VISION

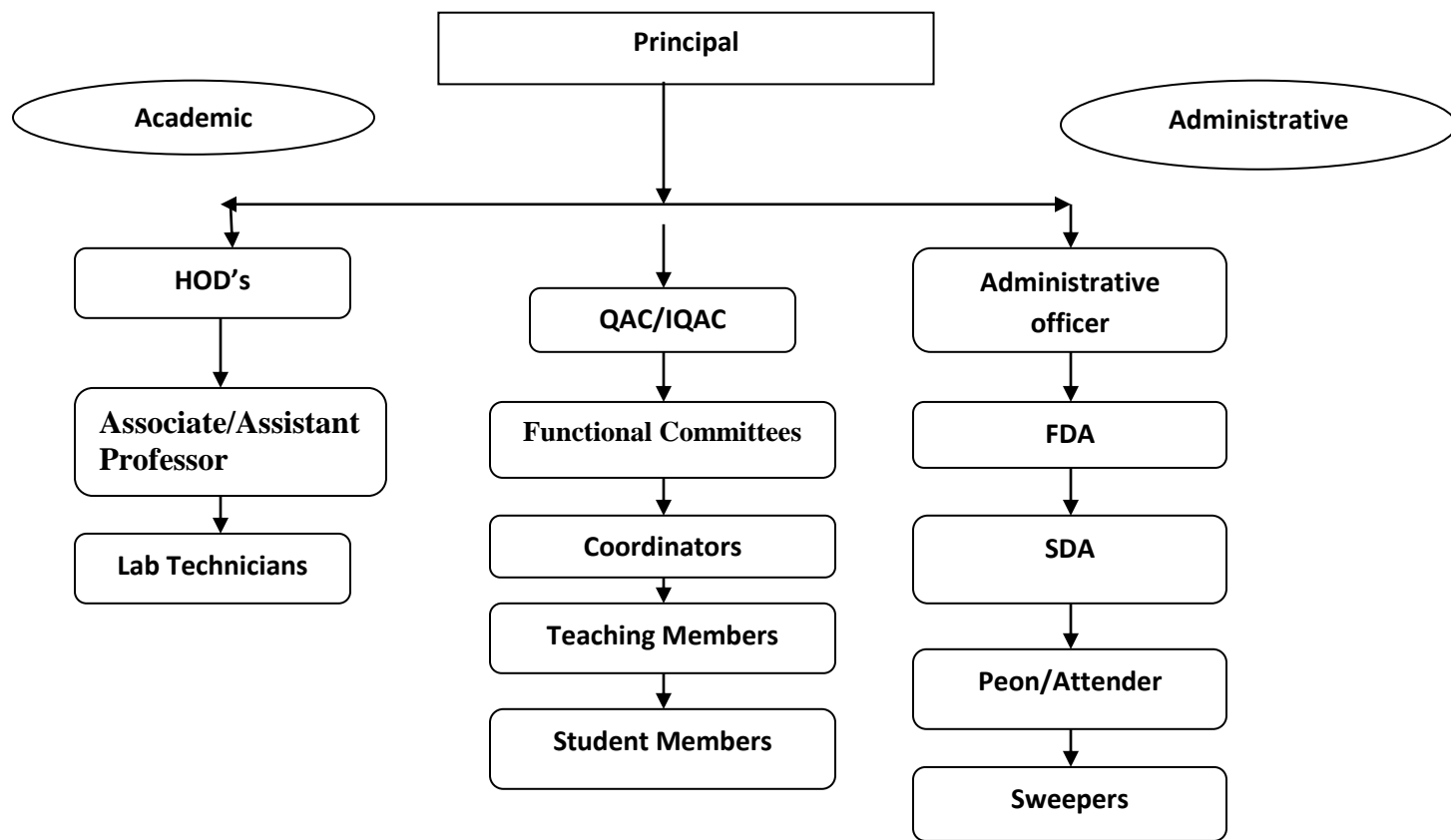
“Empowerment of Women to build enlightened Society”

MISSION

- Imparting effective teaching, learning and evaluation through Information and Communication Technology.
- Equipping to respond to the ever changing needs and demands of the Society.
- Infusing research inclination, nurturing Scientific Temper and Outlook.

- Extracting inert potentials through holistic approach.
- Focusing on Continuous Strengthening through comprehensive feedback.
- Enhancing career opportunities.
- Including moral values for sound conscience.

The organization setup is as follows:



(ii) The powers and duties of its officers and employees;

PRINCIPAL	<ul style="list-style-type: none"> • Engage in class room Teaching • Over all administration • Information Appellate Authority • University/management/ state Government representative in matters relating to the college • Presides over the meetings of staff and IQAC. • Attends meetings of University and other Government/NGO's.
HOD's	<ul style="list-style-type: none"> • Engage in class room Teaching

	<ul style="list-style-type: none"> • Periodical meeting of teachers • Arrangement/ adjustment of classes • Maintaining attendance track record of students • Organizing Activities/Programmes of the Department • Attending HOD meetings
ASSISTANT PROFESSOR	<ul style="list-style-type: none"> • Engage in class room Teaching • To discharge such duties as allotted at the commencement of the academic year • Assisting Principal/HOD in the administrative work • Mentoring the students • Helping the students in various types of activities
PHYSICAL DIRECTOR	<ul style="list-style-type: none"> • To train students in sports /games. • Escort the students to represent our college in local/ • state/national level sports and games events
LIBRARIAN	<ul style="list-style-type: none"> • Over all administration of library • Allocation of work to the library staff in Consultation with principal. • Supervision of library staff • Maintenance of library infrastructure.

DETAILS OF DUTY ALLOTMENT TO OFFICE STAFF:

Sl. No	Name	Designation	Duty Timings	Work Allotted
1.	Mr.G.Lakshminarayana	Administrative Officer	9.00a.m. - 5.00p.m.	1)Drafting of letters, correspondence - in house & outside 2) Entries in the Service Registers 3) Safe custody of all the confidential documents / Files 4) Supervise & Co-ordinate works of Office Staff and Group “D” Employees 5) Ensure cleanliness of class rooms, wash rooms, College premises and general house keeping

				<p>6) Admission process and allied works</p> <p>7) Purchase of all types of materials & equipment as and when it requires</p> <p>8) Supervise & Maintenance of all types of equipment</p> <p>9) Issue of Material Gate Pass</p> <p>10) Submission of Compliance Report to the Head Office</p> <p>11) Any other duties which may be assigned by the Principal</p>
2.	Mr.M.Yogish Rao	Account Assistant (Grade-2)	9.00a.m. - 5.00p.m.	<p>1) All entries in Accounts Module under EERPMS</p> <p>Collection of fees, fines , remittances to Bank/s</p> <p>2) Monthly Bank Reconciliation Statement</p> <p>3) Statement of Budget Vs Actual & Statement of fund requisition every month</p> <p>4) Issue of Cheques</p> <p>5) Statements pertaining to deduction of PF, PT, ESI etc</p> <p>6) Estimate of Annual Budget</p> <p>7) Final Balance Sheets of Accounts</p> <p>8) Statement of TDS, Income Tax, Quarterly Staff details, Renewal of Vehicle Insurance, premium and taxes, Annual maintenance Contract, payment of Building, Water, Electrical charges / Taxes</p> <p>9) Statement of Gratuity, EL Encashment, PF Encashment</p> <p>10) Any other duties, which may be assigned by the Principal / AO.</p>
3.	Mrs.H.R.Srinidhi	Office Assistant	9.00a.m. - 5.00p.m.	<p>1) All entries in Academic Module under EERP Software (Except attendance)</p>

				<ul style="list-style-type: none"> 2) All correspondence pertaining to related job 3) Admissions and admissions for approval 4) Upload the details of the College in MHRD website 5) Upload the Marks list to Google Apps 6) Affiliation application and Inspection 7) Any other duties which may be assigned by the Principal /AO
4.	Mrs.Manasa Parshwanath	Computer Assistant	9.00a.m. - 5.00p.m.	<ul style="list-style-type: none"> 1) Issue of Admission / Hall tickets 2) Issue of all types of Certificates 3) Statement of test absentees 4) Consolidated statement of Movement Register 5) Consolidated statement of Bio-metric data 6) All correspondence pertaining to the related job 7) Updating entries in the Administrative Module in EERPMs 8) Any other duties assigned by the Principal / AO
5.	Mrs.Parvathi	Office Assistant	9.00a.m. - 5.00p.m.	<ul style="list-style-type: none"> 1) All entries in Human Resource (HR) Module under EERPM Software 2) All correspondence pertaining to the related job 3) All work related to University examinations 4) Entries in EPIC Software of University Of Mysore 5) Issue of Applications and generate Fee Receipts 6) Any other duties which may be assigned by the Principal / AO
6.	Tanuja. S .Devadiga	Office Assistant	9.00a.m. - 5.00p.m.	<ul style="list-style-type: none"> 1) M. Com related Admission, approval, affiliation, examination

				<p>Etc (except A/Cs.)</p> <p>2) All correspondence pertaining to the related job</p> <p>3) Updating entries in the Administrative Module in EERPMS</p> <p>4) Entries of monthly activity reports in Administrative Module</p> <p>5) Entries in Admission Register</p> <p>6) Issue of Admission / Hall tickets</p> <p>7) Procurement and issue of Stationery and Sanitary items.</p> <p>8) Issue of Bus Pass / College Diaries / Magazines</p> <p>9) Maintenance of Asset and Stock Register</p> <p>10) Any other duties assigned by the Principal / AO</p>
7.	Mrs.Monika.R.C	Office Assistant	9.00a.m. - 5.00p.m.	<p>1) All work related to Scholarships and all other financial assistance</p> <p>from Government</p> <p>2) Related correspondence both in Kannada and English</p> <p>3) Maintenance of Inward and Outward Register and dispatch of letters / documents by post / courier etc.</p> <p>4) Collection of Quotations for the purchase of materials and preparing comparative statement of quotations</p> <p>5) Goods Receipt Note (GRN)</p> <p>6) Issue of all types of Certificates</p> <p>7) Entries in Inventory Module under EERPMS</p> <p>8) Any other duties assigned by the Principal / AO</p>
8	Ms.Ranjitha.M.K	Office Assistant	9.00a.m. - 5.00p.m.	<p>1) Entries of daily attendance in Academic Module under EERPMS</p> <p>Software</p>

				2) Related correspondence both in Kannada / English 3) Complete a/c's related to M.Com 4) M.Com related PF Statement, ESI Statement, Bank Reconciliation 5) Statement of test absentees 6) Consolidated statement of Movement Register 7) Consolidated statement of Bio-metric data 8) Maintenance of Attendance and Leave Registers 9) Any other duties assigned by the Principal / AO
--	--	--	--	--

DETAILS OF DUTY ALLOTTED TO GROUP D EMPLOYEES:

Duty Timings: 9.00a.m. to 5.00p.m.

Sl. No	Name	Designation	Work Allotted
1	Sri.B.K.Nagaraju	} Attender	<ul style="list-style-type: none"> Opening and closing the class rooms also cleaning the electrical items and black board doors and windows of the class room regularly and cleaning the college auditorium regularly. All other work allotted by the Principal, Administrative officer, Accounts Assistant Rotation of duty done once in three months among the staff.
2	Sri.B.S.Ravi		
3	Sri.Basavanna		
4	Sri.S.Ravi		
5	Smt.Savitha		
6	Sri.S.Shivakumar		
7	Sri.B.M.Anand		
8	Smt.S.Sowmya		
9	Sri. Yogeshwara.R		
10	Sri.Sampath Kumar M		
11	Smt.Prathima	Attender (Browsing center)	<ul style="list-style-type: none"> Maintenance of browsing center All other work allotted by the Principal, Administrative officer, Accounts Assistant
12	Sri.Venkatesh	Gardener	<ul style="list-style-type: none"> Garden Maintenance All other work allotted by the Principal, Administrative officer, Accounts Assistant

13	Smt.Hanumantamma	} Sweeper	<ul style="list-style-type: none"> Sweeping and cleaning the class rooms, and other premises of the college
14	Smt.Madamma		
15	Smt.Radamma		

(vi) A statement of the categories of documents that are held by it or under its control;

- Administrative/ academic/general, miscellaneous files
- Annual performance report
- Assets and Liability registers
- Government orders, notification and letters
- Deeds of Contracts/ Memorandum of Understanding.

(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;

The institutional arrangement have been made through PTA, SDM Alumni Association, Open House Discussion

(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;

- Governing Council
- Board of Management
- SC&ST Students Welfare Grievance Committee
- Student Welfare Committee

(ix) A directory of its officers and employees;

Sl. No	Name	Designation	Email ID	Contact No
1	Prof.Sainath Malligemadu.	Principal	principal@sdmmmkmysore.in	9886166750
2	Mrs. ATIYASAMEEN M P	Asst.Professor	athiya@sdmmmkmysore.in	8197469774
3	Mrs. BHARATHI N	Associate Professor	bharathi@sdmmmkmysore.in	9880002590
4	Ms. BHAVYASHREE K B	Asst.Professor	kbhavyashreerao@gmail.com	8105072752
5	Mr. BRIJESHA .N	Asst.Professor	Brijesha.n@sdmmmkmysore.in	9886305733
6	Mrs. BRUNDA R	Asst.Professor	Brunda_r@sdmmmkmysore.in	9148971636

7	Mrs. CHAITRA K C [(GEETHA)]	Asst.Professor	chaithra.kc@sdmmmkmysore.in	9036825923
8	Mrs. CHAITRA N	Asst.Professor	chaithra.n@sdmmmkmysore.in	94811495458
9	Ms. CHANDINI K M	Asst.Professor	chandini@sdmmmkmysore.in	8904786188
10	Ms. GAYATHRI R	Asst.Professor	gayathri.r@sdmmmkmysore.in	7411351428
11	Mrs.HAJRA BEGUM	Asst.Professor	hajra@sdmmmkmysore.in	9141389802
12	Ms. JAMUNA RANI B	Asst.Professor	jamuna@sdmmmkmysore.in	9986316874
13	Mrs. JYOTHILAKSHMI G KAVA	Asst.Professor	jyothilakshmi@sdmmmkmysore.in	9741969130
14	Mr. MAHADEVASWAMY S	Asst.Professor	mahadevaswamy.s@sdmmmkmysore.in	9740692112
15	Mrs. MALATHI	Asst.Professor	malathi@sdmmmkmysore.in	7760303680
16	Mr. MARUTI PRASANNA BN	Asst.Professor	maruthi@sdmmmkmysore.in	9986126838
17	Ms NAMITHA N S	Asst.Professor	namith.ns@sdmmmkmysore.in	9538256007
18	Ms. NAVYA R [RAMESHBABU]	Asst.Professor	Navya.r@sdmmmkmysore.in	8867003070
19	Mrs. NAYANA M P	Asst.Professor	nayana@sdmmmkmysore.in	9880862439
20	Mrs. NAYANA P K	Asst.Professor	Nayana.pk@sdmmmkmysore.in	9164769739
21	Mr. NIRANTH M R	Asst.Professor	Niranth.mr@sdmmmkmysore.in	9008084161
22	Mrs. PADMA B S	Asst.Professor	padma@sdmmmkmysore.in	7406235005
23	Mrs. PALLAVI M R	Asst.Professor	pallavi@sdmmmkmysore.in	9538582629
24	Mrs. POOJAKUMARI [JAYAVARMAHEGDE]	Asst.Professor	Pooja_kumari@sdmmmkmysore.in	7760369177
25	Mr. PRASHANTH JAIN HV	Asst.Professor	prashanth@sdmmmkmysore.in	9945457203
26	Dr. PUSHPALATHA N	Asst.Professor	pushpalatha@sdmmmkmysore.in	9449323280
27	Mrs.RAJARAJESHWARI R	Asst.Professor	Rajarejeshwari.r@sdmmmkmysore.in	9845653689
28	Mrs. RAJITHA V	Asst.Professor	rajitha@sdmmmkmysore.in	9902591907
29	Mrs. RAMYA S K	Asst.Professor	ramya@sdmmmkmysore.in	9986540070
30	Mr. SANTHOSH D H	Asst.Professor	santosh@sdmmmkmysore.in	9886984763

31	Ms. SHASHIKALA C [CHANDRANAIIKA]	Asst.Professor	Shashikala.c@sdmmmkmysore.in	7760373034
32	Ms. SHASHIKALA R [RAJU]	Asst.Professor	Shashikala.r@sdmmmkmysore.in	8197567195
33	Ms. SHEELA B [BASAVEGOWDA]	Asst.Professor	Sheela.b@sdmmmkmysore.in	7975381190
34	Mrs. SHILPA R	Asst.Professor	shilpa@sdmmmkmysore.in	8123197163
35	Mr. SHIVA BEERAPPA M	Asst.Professor	shivebeerappa@sdmmmkmysore.in	9916892646
36	Mrs. SRIVIDHYA B	Asst.Professor	srividya@sdmmmkmysore.in	9482074142
37	Mrs. SUKRUTHA K S	Asst.Professor	sukrutha@sdmmmkmysore.in	9900192418
38	Mrs. SUMITHRA G R	Associate Professor	sumithra@sdmmmkmysore.in	9611900984
39	Mr. SUNIL KUMAR C R	Asst.Professor	sunil@sdmmmkmysore.in	9164378207
40	Ms. SUPRADA JAIN M	Asst.Professor	suprada@sdmmmkmysore.in	9845755301
41	Mrs. UMA J	Asst.Professor	uma@sdmmmkmysore.in	9739846390
42	Mrs. VIDHYA P V	Asst.Professor	vidya@sdmmmkmysore.in	9036846350
43	Mrs. VINODA	Asst.Professor	vinoda@sdmmmkmysore.in	9481437671
44	Mrs. WETHROE KAPFO	Asst.Professor	wethroe@sdmmmkmysore.in	9986781441
45	Sri.N.Devendrakumar	Associate Professoer	devendrakumar.n@gmail.com	9449322708
46	Smt.Muttamma Kekada	Asst,Professor	muthammaarun@gmail.com	9945907828
47	Dr.Devaki k.k	Asst,Professor		9449335099
48	Sri. ANAND B M	Attender		9481320461
49	Sri. BASAVANNA	Attender		9880519368
50	Smt. HANUMANTHAMMA	Sweeper		7996042624
51	Smt. MADAMMA	Sweeper		7411466767
52	Smt. MANASA	Computer Assistant		9845214230
53	Smt. MONIKA R C	Office Assistant	mouidarshu@gmail.com	8722585803
54	Sri. NAGARAJU B K	Attender	nagarajubk79@gmail.com	7795864366
55	Smt. PARVATHI	Office Assistant	parvathimk@gmail.com	9036432348
56	Smt. PRATHIMA A	Attender		9482073019
57	Sri.	Attender		9482337436

	PRAVEENAKUMARA B N			
58	Smt. RADAMMA	Sweeper		9164695943
59	Smt. RAJESHWARI H R	Clerk	Rajeshwari202@gmial.com	9945891285
60	Sri. RAVI B S	Attender		9482716605
61	Sri. RAVI S	Attender	Ravimadan342@gmail.com	9972600583
62	Sri. SAMPATHKUMAR M	Attender		
63	Sri. SATISHCHANDRA	Lab Attendant		8453213417
64	Smt. SAVITHA	Attender	Savithaurs2@gmail.com	7259594589
65	Sri.SHIVAKUMAR S	Attender		7204630311
66	Smt. SHRINIDHI H R	Office Assistant	Sri.krupa1971@gmail.com	8105925150
67	Smt. SOWMYA S	Attender		9620082271
68	Sri. SUDARSHAN KUMAR	Qualified technician		9880878240
69	Sri. SURESH BABU S P	Computer Instructor	sureshbabu@sdmmmkmysore.in	9844246884
70	Smt. TANUJA S DEVADIGA	Office Assistant	tanujasada@gmail.com	9663010391
71	Sri. VENKATAPPA	Gardener		8970112700
72	Sri. YOGISHA RAO M	Account Assistant	Yogeshroa1970@gmail.com	9901392394

(xi) The budget allocated to each of its agency, indicating the particulars of all plans, Proposed expenditures and reports on disbursements made;

The budget is approved in Annual General Body Meet of the Management and allocation of the heads of Income and Expenditure will be decided accordingly.

(xii) The manner of execution of subsidy programmes, including the amount allocated and the details of beneficiaries of such programmes:

The college offers scholarships, feeships to SC, ST and OBC and such other Meritorious Students.

(xiii) Particulars of recipients of concessions, permits or authorizations granted by it:
Management gives concession on the basis of economic background, outstanding merit, etc.

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

www.sdmmmkmysore.in is the website for MMK & SDM MMV, Mysore.

(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:

The college website hosts general information about the institution. The college library is accessible from 8am to 7pm on all working days.

(xvi) The names, designation and other particulars of the public information offices

	Public Authority	Public Information Officer (as per Section 5(1) of RTI Act, 2005)	Public Information Officer (as per Section 5(2) of RTI Act, 2005)	The Nature of Information	Appellate Authority (as per Section 19(1) of RTI Act, 2005)
1	MMK & SDM MMV, Mysore	Principal, MMK & SDM MMV, Mysore	Vice Principal, MMK & SDM MMV, Mysore	All matters within the jurisdiction of RTI which are applicable	Principal, MMK & SDM MMV, Mysore

