

HKE Society's
PDA College of Engineering, Gulbarga – 585 102

Disclosure of information as per
“The Right to Information Act, 2005”

4 (1) Every public authority shall -

(a) maintain all its records duly cataloged and indexed in a manner and the form which facilitates the right to information under this Act and ensure that all records that are appropriate to be computerized or within a reasonable time and subject to the availability of resources, computerized and connected through a network all over the country on different systems so that access to such records is facilitated

Most of the information is available on our official website, www.pdaengg.com however index and cataloged and files etc. is under progress. If any particular information is required that can be made available.

4 (1) (b)

i) Particulars of its organization, functions and duties:

PDA College of Engineering, Gulbarga is a technical educational institution imparting technical education at both Undergraduate and Post Graduate levels. Institution is actively involved and encouraging the R & D activities .

ORGANIZATION CHART
GOVERNMENT AIDED ENGINEERING COLLEGE

(Click here)

ii) The powers & duties of its officers.

Teaching faculty

Sl.No.	Designation	Duties
1.	Principal	Academic and Administrative management of the institution, policy planning and providing academic and administrative leadership, monitoring and evaluation of academic and research activities, promotion of industry-institution interaction and R &D work, providing consultancy services, participation in policy planning at the regional / national level for development of technical education.
2	Professor	Providing leadership in both PG and UG courses in relevant field of specialization, research and research guidance, consultancy services, policy planning, monitoring, evaluation and promotional activities both at departmental and institutional level, curriculum development and developing resource material, design and development of new programs, continuing education activities, interaction with society and industry, student counseling and interaction, administration both at departmental and

		institutional levels.
3	Asst. Professor/ Reader	Teaching including lab. Work, research activities and research guidance, leading consultancy projects and extension services, curriculum development and developing resource materials, innovation in teaching and laboratory work and instructional material, academic & admn. Planning and development work at dept. level and assisting at institutional level, students counseling and interaction, co-curricular and extra curricular activities.
4	Selection Grade Lecturer	Teaching, Instruction in Labs, Students assessments and evaluations, assisting in consultancy and R & D services, developing resource material and lab. Development, co-curricular and extra-curricular activities, assisting in departmental administration
5	Senior Lecturer	-do-
6	Lecturer	-do-

Computer Center Staff

Sl.No.	Designation	Duties
1.	System Manager	It is cadre of professor. He shall have teaching load of 4 hrs/week, planning and execution of an effective and optimum utilization of the computer hardware and software as well as their up-keep and maintenance.
2	System Analyst	It is cadre of Asst. professor. The system analyst is responsible and report to the system manager all the activities associated with the effective and optimum utilization of computer hardware and software as well as their up-keep and maintenance.
3	Programmer	Is responsible and will report to the system analyst and system manager in all the aspects connected with program writing, executing and getting the output results for the suggested problems.
4	Operator	Is responsible to the system manager and system analyst in all the matters connected with the operations of computer systems and peripherals.

Workshop Staff

1.	Workshop Superintendent	Workshop Supttd. Shall be of the rank of an Asst. Professor from the dept. of mechanical / production engg. Planning, scheduling , organizing , co-ordinating, monitoring w/s classes and tasks of college. Procurement , erection/ installation and commissioning of the plants and equipments in the w/s. Procurement and storage of raw material, tools, instruments.
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2.	Foreman & Instructor	Erection/installation/ commissioning of plant and equipment, procurement, storage of raw materials, tools , instruments, planning , scheduling organizing coordinating , monitoring w/s instructions and tasks, arranging for the issue of raw materials, tools and equipments for the w/s jobs, guide the students in the performance of the practical tasks and skill exercises and evaluate their performance, arrange for preventive and breakdown maintenance, assist students and faculty members in the fabrication of their projects, participate in professional development activities, assist the w/s supttd. in certain functions as and when necessary.
3	Asst. Instructor	procurement, storage of raw materials, tools , instruments, planning , scheduling organizing coordinating , monitoring w/s instructions and tasks, arranging for the issue of raw materials, tools and equipments for the w/s jobs, guide the students in the performance of the practical tasks, inculcate safety procedures and safety practices among students. Supervise the maintenance of tools and equipment including preventive and breakdown maintenance , assist students and faculty members in the fabrication of their projects.
4.	Workshop attendant	Assist the foreman/instructors in the performance of their duties, routine maintenance of tools and equipments

Laboratory Staff

1.	Lab Technician	Arranging materials , samples, tools instruments for lab./ field works, receive stores and issue materials , samples, specimens, tools , instruments and equipments required for lab and field work. Prepare samples, specimens and circuits etc for conducting experiments. Maintains the tools, equipments, instruments in working condition. Assist students in conducting experiments or project work. Assist faculty members in their innovative and research work.
2.	Lab Asst.	Assist the technical asst. in his work Assist faculty members in their innovative and research work
3	Lab. Attendent/Helper	Cleaning of apparatus, tools , equipments. Assist the technical asst. in their work.

Library Staff

1.	Librarian	General administration, budgeting, books/periodicals/video tape selection and requisition, planning and developing the library, supervising of cataloging and indexing, arranging for repairs.
2	Asst. Librarian	Assist the Librarian in his work, cataloging and

		classifications of books and periodicals
3.	Library Asst.	Issue and receiving of books, restoring the books and periodicals
4	Library Attendants	Checking at the entrance , control at the property counter, maintenance and up-keep of library, labeling and pasting , repair of books

Maintenance Staff

1.	Maintenance Enggr.	Up-keep of maintenance of Bldgs., water supply, sanitation, electricity, cleaning class rooms and labs , maintenance of garden, repairs, minor alterations, transport, security arrangement to meetings etc.
2.	Maintenance supervisor	Is responsible for the maintenance engineer in all the aspects connected with the maintenance work of the institution.
3	Maintenance Assistants	The maintenance assistants consists of electrician, masson, pump operator, plumber etc
4	Maintenance Attendants	Class room cleaning, sweepers, sanitary workers, mason, peon, watchman and garden workers. They are responsible to the maintenance supervisor in the work assigned to them

Reprographic Staff

1.	Draughtsman.	Preparing drawing, as per standards and specifications, making tracings from drawing and sketches, free hand sketching, operating and maintaining ammonia printing machine electronics scanner and Xerox
2	Graphic artist/Photographer	Operating using and marinating camera equipment, preparing and cataloguing of 35 mm slides, film strips and photography., preparing and cataloguing charts.
3	Audio-Visual Technician	Operating, using and maintaining slides, projectors, film strip projectors, film projectors, overhead projectors, tape recorders, record players, VCR and microphone

Physical Training Instructor : Responsible for all the sports related matters like conducting sports coaching, conducting tournaments

Administrative Staff

1.	Principal	Academic and Administrative management of the institution, policy planning and providing academic and administrative leadership, monitoring and evaluation of academic and research activities, promotion of industry-institution interaction and R &D work, providing consultancy services, participation in policy planning at the regional / national level for development of technical
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		education.
2	Vice Principal	There is no sanctioned post of Vice Principal as per the DTE staffing pattern. Any how the management has appointed the vice principal to monitor the smooth conduct of classes attendance of faculty and staff also to assist the Principal.
3	Asst. Administrative officer	Branch officer in-charge of the whole branch scrutiny of files submitted by the registrar/suptds. Maintenance of records, supervise control administration of the institution.
4	Registrar	Branch officer incharge of the whole section. Scrutiny of files submitted by the suptds as per the handbook office procedures and related govt. orders. Supervise and control of the subordinates.
5	Accountant	No sanctioned post as per the DTE pattern. However the work is entrusted to one FDA.
6	Superintendents	Incharge of the allotted sections scrutiny of files submitted by the case worker as per the handbook of officer procedure and as per the rules related to the subjects.
7	FDA	Incharge of the work of dairying, moments, distribution of receipts/registers , files in this section as per the handbook of office procedure.
8	SDA	-do-
9	PA/Steno	Incharge of receipts of tappals / files by the office concerned, typing and stenography work entrusted by officer concerned.
10	Typist	In charge of the typing / computer work at section.
10	Store Keeper	No sanctioned post as per the DTE pattern.
11	Asst. Store keeper	-do-
12	Duplicating m/c operator	-do-
13	Bus driver, Car driver, wan driver	-do-
14	Peons	To keep the office neat and tidy . To deliver the files / tappals to sections as per the instructions of the officers

iii) The procedure followed in the decision making process including channels of supervision and accountability.

For the decision making, all the policies their pros and cons are discussed with HODs including Post Graduate coordinators and librarian and sports instructors.

1	Case Worker(FDA/SDA)	Opening of newfiles on receipts of a proposal or processing the receipt in the existing file.
2	Superintendent/ Registrar	Will scrutinize the proposal with all relevant facts and mark the file to Registrar/AAO with a course of section to be adopted.

iv) The norms set by it for the discharge of its functions.

1	SDA/FDA/Supintendent/ Registrar/Principal/AAO	To attend to the work on priority and immediate basis.
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v) The rules, regulations, instructions, manuals and records, held by it or under its control or used by its employees for discharging its functions:

All the rules, regulations, instructions, manuals and records used for administration and discharging functions is available in EST1 section.

1	Karnataka Civil Service Rules	6	Govt. Orders and Circulars
2	Service manual	7	K.T.C.
3	K.F.C.	8	B.M
4	CCA Rules	9	M.C.E
5	C & R Rules	10	Karnataka Education Act

vi) A statement of the categories of documents that are held by institution:

1. Register of Registers
2. Casual leave registers
3. Inward Register
4. Outward Register
5. Vacancy Register
6. Attendance Register
7. Moment Register
8. Stock register of purchases
9. Indent/Invoices
10. Cash Book
11. Daybook
12. Library Accession register
13. Issue register

Following are the categories of documents under respective sections.

- **Academic Section** – Students Admission and other students related information and documents
- **Exam Section** – Exam related documents and information like results, marks cards etc.
- **Accounts Section** – All Accounts information like all receipts & payments, budget, grants, students scholarships, etc.
- **EST1(Establishment Section-1)** – Staff related information and documents like SRs, Appointment orders etc
- **EST2(Establishment Section-2)** – Staff Paybill (Salary) information
- **Main Stores** – All purchases & distribution to indented depts. / sections, keeping stock of materials.
- **Maintenance Section-** Civil works , maps, Measurment Books, estimations and work execution, Maintenance of existing buildings etc.

vii) The particulars of 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;

-NIL-

viii) A statement of the boards, council, committee and other bodies consisting of two or more persons constituted as its part or for the purpose of its advice and as to whether meeting of those 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 Lectures
2) Admission Committee	Principal , Two Senior Lectures
3) Quarters allotment committee	Principal, all senior lecturers in different branches
4) Students association	Advisors: 1) Sri. Sharana Padashetty, Asst. Prof. Mech Dept. 2) Smt. Jyothi Patil Asst. Prof. ISC Dept.

ix) Directory of its officers and employees [\[Click here for Directory\]](#)

x) The monthly remuneration received by each of its officer:

[\[Click here for details\]](#)

xi) The budget collected to each of its agency indicating the particulars of all plans, proposed expenditures, reports on disbursements made: [Click here for details](#)

xii) The manner of execution of subsidy programs, including the amount allocated and the details of beneficiaries of such programs.

[\[Click here for details\]](#)

xiii) Particulars of recipients of concessions, permits or authorizations granted by it.

[\[Click here for details\]](#)

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

-NIL-

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.

Notice Board, Magazine, Brochure.

xvi) The names, designations and other particulars of public information officer:

Joint Director,
Technical Education(Adm),
Appellate Authority
Bangalore.

Dr. L.S. Biradar
Principal,
Public Information Officer,
PDA College of Engg, Gulbarga – 585 102.

Sri. A.R. Marturkar,
AAO/Registrar,
Asst. Public Information Officer,
PDA College of Engg, Gulbarga – 585 102.

xvii) Such other Information as may be prescribed.

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