

# BISHOP COTTON WOMEN'S CHRISTIAN COLLEGE

(CSI Karnataka Central Diocese)  
Affiliated to Bangalore University  
No.19, 3<sup>rd</sup> Cross, CSI Compound, Bangalore -560 027  
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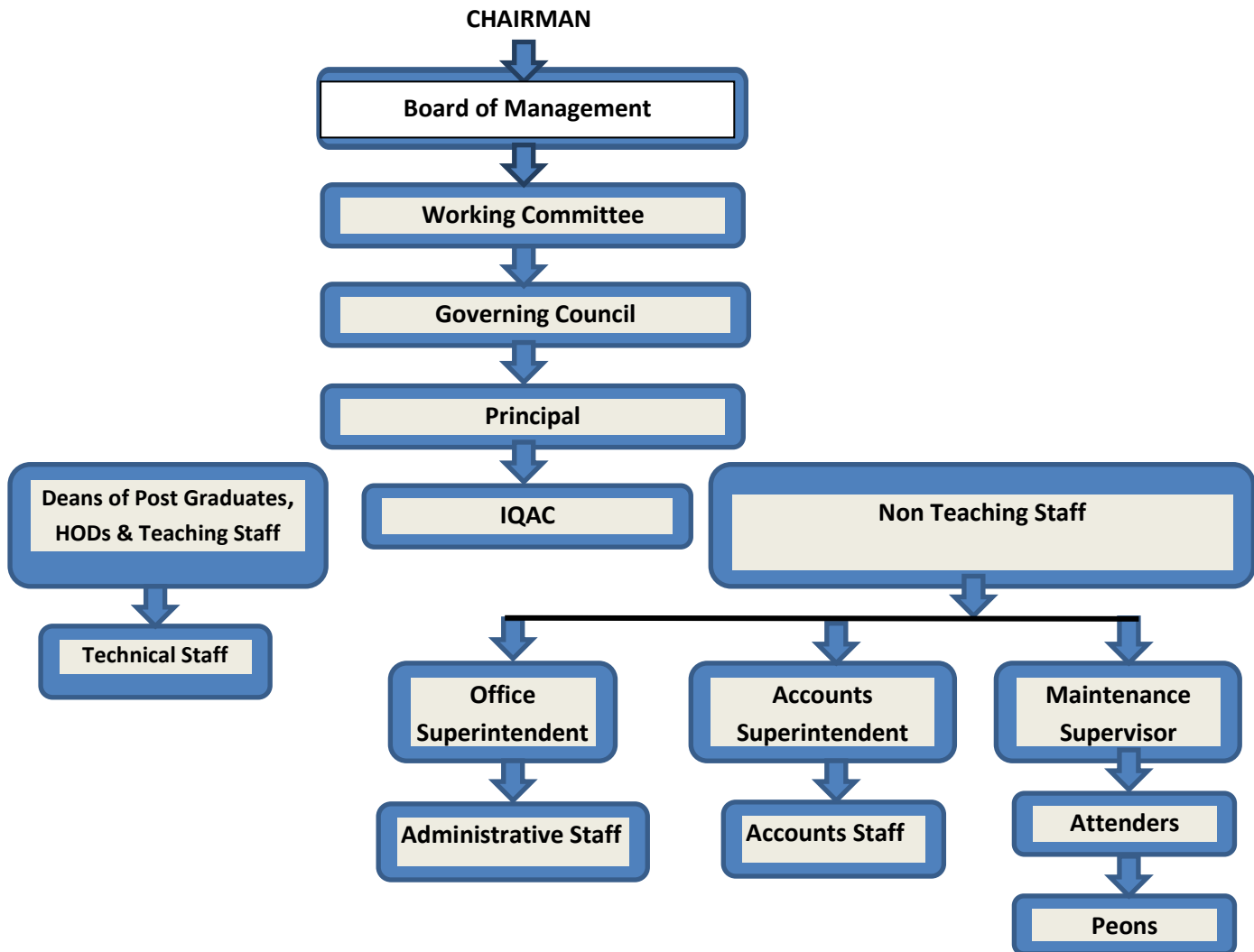
## UNDER GRADUATE AND POST GRADUATE COURSES



**PARTICULARS OF ITS ORGANISATION FUNCTIONS AND DUTIES  
AS PER CLAUSE 4 (b)(1) OF THE RIGHTS OF INFORMATION ACT 2005**

**Details as on 30/11/2018**

**Particulars of the organization, functions and duties as per Clause 4(b) (1) of the Right to Information Act 2015**



**Powers and Duties of Officers/Employees as per Clause 4(b) (2) of the Right to Information Act 2005**

<b>Designation</b>	<b>Powers and Duties of Officers/Employees</b>
<b>Principal</b>	<p>The Principal plays a triple role in the institution as an educator , an administrator and a supervisor</p> <p>She will be the chief executive officer of the Institution</p> <p>She will exercise such administrative powers as are delegated under Various acts, rules, regulations, order and instructions of the SRA Government Management Dept: of education and other competent authorities</p> <p>She will co-ordinate all staff teaching and non-teaching staff and will be responsible for smooth and efficient functioning of the College.</p> <p>She will Organise seminars, workshops for the faculty from time to time to keep abreast of the new realities challenges and opportunities.</p> <p>She will ensure that Scholarship applications of the concerned students are sent to sanctioning department viz. Social welfare Department, Backward classes and Minorities Department and Department of collegiate education</p> <p>She ensures that the accreditation from the NAAC is obtained and is upgraded after every 5 years.</p> <p>In consultation with the manager and finance officer she will prepare a budget to maintain and develop the institution.</p>
<b>Teaching Staff</b>	<p>All teaching staff appointed to the institution work as academicians who are facilitators to student's growth, produce learning outcomes through innovative pedagogy and who are constant mentors to students who may be in need of their counsel across different levels and at different points in their stay in the institution. They are expected to bring themselves to the institution as architects of a rich academic community that is driven to produce new knowledge, which has application value and durability. They are to see themselves as being part of a knowledge society that is in a continuous process of enquiry, learning and research.</p> <p>Besides this the teaching fraternity at the institution conducts its lecture sessions as per the time-table framed by the institution, and completes the syllabus prescribed by the university well on time.</p> <p>They are to co-operate with the Head of the Institution with regard to the delivery of lectures, conduct of regular examination and student evaluations during regular intervals.</p>

<b>Designation</b>	<b>Powers and Duties of Officers/Employees</b>
<b>Teaching Staff</b>	<p>They are to teach the workload as per UGC norms and be present in the institution for a minimum of 7 hours of the day on week days and 5 hours on Saturday in the college.</p> <p>They are to maintain work diaries and get them approved by the HOD and the Principal every month.</p> <p>They are to update the attendance, internal marks and extra-curricular activities of the students of all classes taught by them.</p> <p>They are to conduct remedial classes for the weaker students in the class as per UGC norms.</p> <p>They shall conduct the practical classes as prescribed by the University and attend valuation work of the University examination, which is mandatory.</p>
<b>Librarian</b>	<p>Takes full charge of the books, periodicals, journals, newspapers and make them available to the students. They are to issue books to the students and staff and collect the books within the stipulated time. Stock checking is done every year. Interact with other librarians.</p>
<b>Office Superintendent</b>	<p>In charge of Accounts , preparation of vouchers, cheques, disbursement of cheques</p> <p>Maintenance of Books of Accounts</p> <p>Writing Service Registers and updating the same.</p> <p>Preparation of Budget in consultation with the Principal</p> <p>Preparation of Salary Statement, calculation of PF, Professional Tax, LIC</p> <p>Responsible for monthly payments i.e. PF, Professional Tax, TDS and Staff Insurance</p> <p>Correspondence with departments viz., Banks, PF Office, Professional Tax Office, LIC</p>
<b>Accounts Superintendent</b>	<p>Handling petty cash, college fixed deposits</p> <p>In charge of TDS</p> <p>Prepares the budget and statement of accounts in consultation with the Principal to purchase and disburse college and office requirements.</p> <p>College Admissions – issuing fees challans and reconciling the same with the pass sheet. Maintaining fees registers, combination wise.</p> <p>In charge of payments to be done to University</p> <p>In charge of SC/ST, Minority students' Scholarship</p> <p>To maintain the cash book, staff salary register with staff signature and get it signed by the principal.</p>
<b>FDA SDA</b>	<p>In charge of Admission for all the courses, getting the admission approval done by the University, payments to be made to the University</p> <p>Online data entry of admission of I degree students</p> <p>Maintenance of Admission Registers</p> <p>In charge of University examinations</p> <p>Maintenance of Marks Registers and calculating the subject wise percentage of each subject.</p> <p>Attend to students' grievances with regard to hall ticket, marks cards and other documents.</p> <p>Liaison with departments – University, Collegiate Education, NAAC</p>

<b>Designation</b>	<b>Powers and Duties of Officers/Employees</b>
<b>Maintenance Supervisor</b>	<p>Takes complete charge of the infrastructure facilities, sports field, garden, generator, electrical and canteen overall campus supervision.</p> <p>In charge of workload of Peons/Attenders</p> <p>Purchase of housekeeping items and maintenance of stock</p> <p>Physical arrangement for all the college programmes</p>
<b>Support Staff - Peons/ Attenders</b>	<p>They are to show eight hours of presence and seven hours of work in the institution attending to the office needs as and when required.</p> <p>To assist the Office Staff in the examination</p> <p>To assist in extra-curricular activities.</p> <p>To keep the classrooms, restrooms, drinking water facility area, garden and the campus clean and tidy at all times.</p> <p>To assist in laboratories, taking around circulars and</p> <p>Work assigned during programmes</p>
<b>Security Guards</b>	<p>To safeguard the college property and to ensure safety inside and outside the Premises at all times.</p> <p>Monitor students and staff movement at the gates</p>

**STATEMENT OF 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 AND OTHER BODIES ARE OPEN TO THE PUBLIC OR THE MINUTES OF SUCH MEETINGS ARE ACCESSIBLE FOR PUBLIC AS PER CLAUSE 4(B) (8) OF RTI 2005**

**COMMITTEES FOR THE ACADEMIC YEAR 2018-2019 – DEGREE**

Sl. No.	Committee	Name of the Staff
1	Alumni	Dr. Vinay Kumar Yadav - C Ms. Saadia Hameed Mrs. Sowmini Sebastian Mrs. Sunila Kumari Mrs. Rose Francis
2	Annual Report and Magazine	Mrs. Suvina Benjamin – C Dr. Manonmani, Co-convenor Mrs. Jai Laxmi Dr. Vijayashri R Ms. Rita Josephine Dr. Amitha Santiago Ms. Jennifer Vijitha (Admn)
3	Assembly	Ms. Monisha Muliylil – C Ms. Vidya Shree R Ms. Anitha Clarin Mrs. Powlin Sahayarani Dr. Sharmila Mrs. Rachel Joshua
4	Attendance	Mrs. Leena Karanth – C Mrs. Yallina Thomas Mrs. Rebecca Theodore Mrs. Porkodi
5	Adventure Club	Ms. Nirmala Gowda - C Ms. Anitha Clarin Mr. Hombaiah
6	Bulletin Board	Mrs. Jennifer Soniya – C Ms. Binu Mariam Jacob Mrs. Anthuvan Grace
7	Certificate Courses	Mrs. Manjula – C Mrs. Saadia Hameed Dr. Narasimhan Dr. Susanna P Mrs. Suvina Benjamin Dr. Manonmani

Sl. No.	Committee	Name of the Staff
8	Chapel,	Mrs. Rebecca Theodore - C Mrs. Rachel Joshua Mrs. Sheila Margret
9	Choir	Mrs. Reeja Esther - C Ms. Monisha Muliyl Ms. Rita Josephine
10	Christian Fest	Dr. Grace Premila Dr. Sharmila Mrs. Esther Harshini
11	SCM	Ms. Vidya Shree R Dr. Susanna P
12	YWCA	Ms. Anitha Clarin
13	College Calendar & Log Book	Mrs. Rose Francis
14	Counseling/Value Education	Mrs. Yallina Thomas –M.Com. Dr. Renuka Paul Mrs. Suvina Benjamin Dr. Grace Premila Mrs. Rebecca Theodore Mrs. Suja D Shanthi
15	Discipline	Ms. Nirmala C Gowda – C Heads of all Departments
16	Eco-Watch Club	Dr. Susanna P - C Dr. Sharmila A Mrs. Esther Watson
17	Entrepreneur Cell	Ms. Suriya Naaz - C Mrs. Leena Raymond Mrs. Porkodi Ms. Vandana Dr. Jai Laxmi
18	Tests & Assignments, Co-curricular & Extension Programmes	Dr. Manonmani – C Mrs. Shilpi Choudhry Mrs. Jaya Kiruba Mrs. Hemalatha Mr. Hombiah

Sl.No.	Committee	Name of the Staff
19	Election – Student Council	Student Welfare Committee Mrs. Saadia Hameed – C Dr. Jacqueline – Co-Convenor Mr. Praveen Kumar Mrs. Rebecca Theodore Ms. Vandana Dr. Amitha Santiago Ms. Monisha Muliyl
20	Excursion- Staff & Students	Mr. Praveen Kumar Mrs. Porkodi Mrs. Sunila Kumari
21	IQAC	Dr. Grace Premila - C Dr. Renuka Paul Dr. Jacqueline T R Ms. Jyothi B G Dr. Manonmani Mrs. Prathiba David Mrs. Leena Raymond Mrs. Ann Kuruvilla Mrs. Suvina Benjamin Dr. Susanna P Dr. Narasimhan Dr. Vinay Kumar Yadav Mr. Khaleel Ahmed Mrs. Sujaya
22	Legal Literacy	Mrs. Porkodi - C Mrs. Hemalatha Ms. Vandana M
23	N C C	Mrs. Bhavya – C Ms. Vidya Shree
24	News Board	Mrs. Powlin Sahayarani – C Mrs. Reeja Esther Mrs. Binu Mariam Jacob
25	N S S	Ms. Jennifer Soniya Mrs. Nirmala Gowda



Sl. No.	Committee	Name of the Staff
26	Outreach Programme & Community Service	Dr. Grace Premila – C Dr. Vinay Kumar Yadav Mrs. Powlin Sahayarani Mrs. Rachel Joshua Mrs. Suvina Benjamin
27	P T A	Dr. Jacqueline – C Mrs. Sowmini Sebastian Mr. Khaleel Ahmed Mrs. Reeja Esther
28	Placement Cell & Career Guidance	Dr. Vijayashri R – C Mr. Khaleel Ahmed Dr. Muniraja G Mr. Praveen Kumar Dr. Sharmila
29	Red Cross Society Unit	Ms. Nirmala Gowda – C Mr. Hombaiah Dr. Muniraja G
30	Remedial Class	Mrs. Chaya Anil Kumar – C Ms. Suriya Naaz Ms. Joyce Metilda, Mrs. Suja Shanthi
31	Rotaract Club	Dr. Marie Kavitha – C Mrs. Manjula Mrs. Rebecca Theodore
32	Staff Welfare	Mrs. Suvina Benjamin - C Dr. Narasimhan K Mrs. Sunila Kumari
33	Women's Studies Journal	Ms. Rita Josephine – C Mrs. Chaya Anil Kumar Mrs. Evangeline R Mrs. Hemalatha Dr. Amitha Santiago
34	Time Table	Ms. Jyothi – C Mrs. Prathiba David Mrs. Ann Kuruvilla Dr. Susanna Dr. Jai Laxmi Ms. Rita Josephine Mrs. Leena Raymond

Sl. No.	Committee	Name of the Staff
35	Sexual Harassment Redressal Cell	Mrs. Yallina Thomas – C Dr. Marie Kavitha
36	Anti Ragging Cell	Mrs. Yallina Thomas – C Mrs. Leena Karanth Dr. Vinay Kumar Yadav Mrs. Shilpi Choudhry
37	Equal Opportunity Cell	Mrs. Yalina Thomas - C Dr. Vijayashri
38	Theatre Club	English Department
39	Personality Development Club	Psychology Department
40	Photography Club, Website & short film making	Mrs. Manjula – C Mr. Praveen Kumar Dr. Amitha Santiago
41	Foreign Admissions	Dr. Renuka Paul
42	IT Hub & Website Maintenance	Mrs. Manjula - C Mrs. Ann Kuruvilla Mrs. Reeja Esther Ms. Vandana Mrs. Jayakiruba Dr. Amitha Santiago
43	IOLITE	Mrs. Suja D Shanthi Mrs. Porkodi Mrs. Leena Raymond
44	Examination Committee	Mrs. Leena Karanth - C Mrs. Reeja Esther Mrs. Leena Raymond Dr. Susanna Mrs. Porkodi

**STATEMENT OF THE CATEGORIES OF DOCUMENTS THAT ARE HELD BY IT OR  
UNDER CONTROL AS PER CLAUSE 4 (b) (6) OF THE  
RIGHT TO INFORMATION ACT, 2005**

<b>Sl. No.</b>	<b>Categories of Documents that are held by it or under control 1</b>
1	Attendance Registers
2	Movement Register
3	Leave Registers
4	Letters Inward Registers
5	Postal Stamps Account Registers
6	Letters Outward Registers
7	Cash Books
8	Salary Disbursement Registers
9	Stock Registers
10	Audit Reports

**DIRECTORY OF ITS OFFICERS AND EMPLOYEES AS PER CLAUSE 4 (B) (9) OF  
THE RIGHT TO INFORMATION ACT, 2005**

**UG & PG STAFF LIST ACADEMIC YEAR 2018-2019**

SL.NO.	Name & Department	Designation	Contact No.
	<b>PRINCIPAL</b>		
1	Prof. Esther Prasanakumar	Principal	9845194525
	<b>ENGLISH</b>		
2	Mrs. Leena Karanth A	Professor	9035809604
3	Mrs. Sonu Sujit David	Asst. Professor	9480710132
4	Mrs. Suvina Benjamin	Asst. Professor	9901516919
5	Ms. Rita Josephine Eve K	Asst. Professor	7760901509
6	Dr. Amitha Santiago	Professor	9844128998
7	Dr. Binu Mariam Jacob	Professor	8904559590
	<b>KANNADA</b>		
8	Dr. S Manonmani	Professor	9980927186
9	Mr. Hombaiah	Asst. Professor	9844328222
10	Ms. Venkatalakshmi MS- PT	Asst. Professor	7204580173
	<b>HINDI</b>		
11	Dr. Vinay Kumar Yadav	Professor	9880901529
12	Dr. Jai Laxmi R	Professor	9972613177
	<b>FRENCH</b>		
13	Mrs. Thayabunissa Mohamed - PT	Asst. Professor	9916917451
	<b>HISTORY</b>		
14	Ms. Shruthi Nagaiah	Asst. Professor	9535051950
	<b>ECONOMICS</b>		
15	Ms. B G Jyothi	Asst. Professor	9845676676
16	Ms. Joyce Metilda Irudayam	Asst. Professor	9483526183
	<b>PSYCHOLOGY</b>		
17	Mrs. Sowmini Sebastian	Professor	9886569422
18	Dr. Vijayshri R	Professor	9855943788
19	Dr. Renuka Paul	Professor	9845618559

20	Mrs. S Sunila Kumari	Asst. Professor	9886059142
21	Ms. Monisha Muliylil-PT	Asst. Professor	8123580792
	<b>SOCIOLOGY</b>		
22	Mrs. Rajkumari J - FT - C	Asst. Professor	9886815573
23	Mrs. Aswathy Chandragiri	Asst. Professor	8527146608
	<b>POLITICAL SCIENCE</b>		
24	Mrs. Hemalatha M S	Asst. Professor	9741861616
	<b>JOURNALISM</b>		
25	Mrs. Chaya Anilkumar	Asst. Professor	9964198081
	<b>COMMERCE</b>		
26	Mr. J E Khaleel Ahmed	Professor	9845944135
27	Mrs. Prathiba David	Associate Professor	9740517508
28	Ms. Suriya Naaz	Asst. Professor	9880211321
29	Mrs. Saadia Hameed	Asst. Professor	9845467703
30	Mrs. T Powlin SahayaRani	Asst. Professor	9738058258
31	Mrs. Rachel Joshua	Asst. Professor	9840099325
32	Mrs. Porkodi S	Asst. Professor	9535280035
33	Mrs. Jenifer Soniya S	Asst. Professor	9880747909
34	Mr. Zulfiqar Ahmed Nadeem - PT	Asst. Professor	9945235667
35	Ms. Vidya Shree R	Asst. Professor	9620101031
36	Mrs. Harshini Esther - PT	Asst. Professor	9108285147
37	Ms. Vandana M	Asst. Professor	9731944690
	<b>MANAGEMENT STUDIES</b>		
38	Mr. R Praveen Kumar	Associate Professor	9880577943
39	Mrs. Leena Jyotsna Raymond	Asst. Professor	9945013131
40	Mrs. Rebecca Theodore	Asst. Professor	9945165358
41	Mrs. Sheela Margaret - FT-C	Asst. Professor	9449112969
	<b>CHEMISTRY</b>		
42	Dr. Jacqueline TR	Professor	9844627160
43	Ms. Sarala Sonia - PT	Asst. Professor	9513812107
44	Ms. Hannah Elizabeth S	Asst. Professor	9632616157
	<b>BOTANY</b>		
45	Mrs. Esther Watson	Asst. Professor	9845339986

46	Ms. Nancy Deborah	Asst. Professor	8073305590
47	Mrs. Anthuvan Grace	Asst. Professor	9986207919
48	Ms. Payal S Rao - PT	Asst. Professor	8971048802
	<b>MATHEMATICS</b>		
49	Dr. G Muniraja	Professor	9845167237
50	Ms. Evelin Silviya S - PT	Asst. Professor	9538762074
	<b>HOME SCIENCE</b>		
51	Dr. Grace Premila Victor	Professor	9845654326
52	Dr. Marie Kavitha Jayakaran	Professor	9845687703
53	Mrs. Felicia Sunil - PT	Asst. Professor	9019250625
	<b>PHYSICS</b>		
54	Ms. Anitha Clarin	Asst. Professor	9886454128
55	Ms. Likitha M S - PT	Asst. Professor	8050563330
	<b>BIOTECHNOLOGY</b>		
56	Dr. Sharmila A	Professor	9980588602
57	Dr. Susanna P	Professor	9591335800
	<b>COMPUTER SCIENCE</b>		
58	Mrs. Suja D Shanthi	Associate Professor	9448515331
59	Mrs. Ann Kuruvilla	Asst. Professor	9945844086
60	Mrs. Reeja Esther	Asst. Professor	9686288449
61	Mrs. Jayakiruba A	Asst. Professor	8904050037
62	Mrs. Manjula M	Asst. Professor	9743473605
	<b>PHYSICAL EDUCATION DIRECTOR</b>		
63	Ms. Nirmala C Gowda	PED	9845047409
	<b>LIBRARIAN</b>		
64	Mrs. Rose Francis P	LIBRARIAN	9449940612
	<b>COUNSELLOR</b>		
65	Mrs. Yallina Thomas	Counsellor	9880089408

	<b>POST GRADUATE</b>		
66	Dr. Narasimhan	Professor	9242316697
67	Prof. Joy Alex	Professor	9663369663
68	Mrs. Lubna Ambreen	Asst. Professor	9742806085
69	Mrs. M.N. Pushpalatha	Asst. Professor	9975330354
70	Prof. Suresh R	Professor	9886711012
71	Mrs. Prabha Susy Mathew	Asst. Professor	9008374400
72	Mrs. Monica Paul	Asst. Professor	8123426947