

College Code : 19UU
AISHE Code C-21052



ಎಸ್.ಈ.ಎ ವಿಜ್ಞಾನ, ವಾಣಿಜ್ಯ ಮತ್ತು ಕಲಾ ಕಾಲೇಜು

(ಬೆಂಗಳೂರು ಉತ್ತರ ವಿಶ್ವವಿದ್ಯಾಲಯದಿಂದ ಸಂಯೋಜನೆಗೊಂಡಿದೆ ಹಾಗೂ ಕರ್ನಾಟಕ ಸರ್ಕಾರದಿಂದ ಮಾನ್ಯತೆ ಪಡೆದಿದೆ)

S.E.A COLLEGE OF SCIENCE, COMMERCE AND ARTS

(Affiliated to Bengaluru North University, and Recognized by Govt. of Karnataka)

NAAC Accredited with 'B+ + ' Grade

Ektanagar, A. Krishnappa Circle, Ayyappanagar, Devasandra Main Road, Virgonagar Post, K.R. Puram, Bengaluru - 560 049.

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10/10/2023

APPOINTMENT OF OFFICERS AS PER THE SECTION OF 5(1) OF THE RTI ACT 2005

The following Staff are appointed as the officers under RTI Act 2005 to carry out the responsibilities

SI.NO	NAME OF THE PERSON	POSITION	MOBILE NUMBER
1.	Mahalingiah G K	Public Information Officer	9741413822
2.	Ramesh G E	Assistant PIO	9731550257
3.	Muthe Gowda T N	Appellate Authority	9900732511

PRINCIPAL

SEA College of Science, Commerce & Arts
Ekthanagar, Ayyappa Nagar Circle,
Virgonagar Post, K.R. Puram,
Bengaluru - 560 049

Main Points RTI Act 2005 Section 4 (1) b

- i. The Particulars of its organization , Functions and Duties
- ii. The Powers and Duties of its Officers and Employees
- iii. The Procedure followed in the decision making process and the norms set for the discharge of its functions
- iv. The norms set by it for the discharge of its function
- v. The Rules, Regulations, Instructions, Manuals, Records and Documents
- vi. A statement of the categories of documents that are held by it or under its control
- vii. Particulars of arrangements that exists for consultation with the members of the public in relation to the formation of its policies and implementation
- viii. A statement of Boards of Studies, Executive Council, Finance Committee & Academic Senate
- ix. A directory of its Officers and employees
- x. Monthly remuneration received by employees
- xi. The Budget Allocations -Budget 2016-17
- xii. Execution of Subsidy programs and recipients of concessions
- xiii. Particulars of recipients of concessions, permits or authorizations granted by it
- xiv. Details of the information made available in an electronic form
- xv. Facilities available to citizens for obtaining information
- xvi. The Names, Designations and Particulars of Public Information Officers
- xvii. Such other information as may be the prescribed

i. The Particulars of its organization, Functions and Duties

SEA Education Trust

S.E.A Education Trust runs a number of Educational Institutions offering education starting from preschool to advanced levels of graduate and post graduate programmes in Arts, Science, Commerce, Education, Management, Engineering and Paramedical disciplines to the Student community belonging to various strata of the society, irrespective of their caste, creed and religion at the most affordable costs. All the Courses/Programmes offered by the Trust are recognised by the competent Academic Administrative Bodies of our State/GOI and the Trust is taking giant strides to be a predominant member on the Global Education Sector as a provider of quality education in the cited specialised disciplines of primary and higher education levels.

Besides Chairman, Smt. Manjula Krishnappa, Treasurer, Shri. D.T. Srinivas, Secretary, Smt. Poornima, Member & CEO, Member of BBMP, Bangalore. Smt. K. Anupama, Joint Secretary & Shri Hari Yadav Members of the Trust manage its Activities.

Governing Council:

The First General Council meeting of SEA Degree College for the academic year 2011-12 was held in 5th July 2011

The Chairman, Secretary and other Trustees and also the General Council Members were present in the meeting.

The Principal, Dr. Muthe Gowda, inaugurated the meeting by welcoming the Chairman, Secretary and other Trustees and Council Members.

Agenda for the meeting:

1. Improving of the admissions;
2. Commencement of Degree classes for the academic year 2011-12;
3. Appointment of Lecturers;
4. Payment of Tuition Fee by II & III year Degree students;
5. Encourage the students to take part in the sports activities as Sports activities improves the physical and mental strength of the students;

All the above points were discussed in the meeting in detail.

Chairman, Sri A. Krishnappaji discussed with the members and stated that in addition to improving the admissions of the students, we must also pay more attention towards improving the discipline and results. For the academic year 2011-12, since all the existing vacancy for various subjects have already been completed and now it is the responsibilities of the Lecturers to see that students, apart from their regular academics, also participate in various sports activities. The Institution has provided all the sports facilities like Basket Ball, Volley Ball, Shuttle Badminton, Lawn Tennis, Billiards, Snookers, Shooting, etc. etc. the students have to make use of the facilities provided and apart from bring good name and fame to the institution, they should become good citizens of the country. This responsibility rests on the shoulders of the Lecturers.

Secretary, Sri D.T. Srinivas, stated that the II and III year students are not paying the tuition fee on time and therefore, the Principal to take necessary action to see that the fee payment is made on time by the II and III year students.

The meeting concluded with the vote of thanks by Smt. Usha Rajagopalachary, Administrative Officer.

The Second General Council meeting of SEA Degree College for the academic year 2011-12 was held on 12.12.2011.

The Chairman, Secretary and other Trustees and the General Council Members were present in the meeting.

The following important points were discussed in this meeting.

1. Payment of balance fee by the students;
2. Quality of Lecturers;
3. Admission of Foreign students;
4. Cultural activities;
5. Prohibition of use of Mobile phones inside the campus.

Sri D.T. Srinivas, Secretary spoke in the meeting and suggested few points applicable to all the Principals of the Institution. He stated that even though the academic year is coming to an end still most of the students have not cleared the balance fee payments which may lead to the financial problem. Therefore he advised the Principals to send letters to the parents immediately asking them to clear the pending fee payments within one month and ensure that the payments are made accordingly.

CEO, Smt. Poornima stated that she has received complaints from few students regarding the quality of teaching of few Lecturers. She advised the Principal to discuss with such Lecturers and improve their Teaching quality.

Chairman Sri A. Krishnappaji, mentioned that it is necessary to improve the admissions from other states and other countries. He nominated Dr. V Ramesh, Joint Secretary for the admission work and asked him to make all necessary arrangements and start the Admissions. He also asked the Principal to conduct Cultural activities for the students.

Chairman expressed concern over the use of mobile phones by the students inside the campus. He stated even though the use of mobiles has been completely banned, and many a times students have been cautioned on this, still the students continue to use mobiles in the class rooms and their attention is diverted from studies to other activities. This is not only harming the students and parents but causing damage to the Society. Therefore, take strict action to stop use of mobile phones in the campus.

Dr. Muthe Gowda, Principal, rendered Vote of Thanks and concluded the meeting.

The First General Council meeting of SEA Degree College for the academic year 2012-13 was held on 05.03.2012.

The Chairman, Secretary, Joint Secretary and other Trustees and Dr. Putta Raju, Head of Mass Communication, the nominated member from the Bangalore University were present in the meeting.

The Principal, Dr. T.N. Muthe Gowda, inaugurated the meeting by welcoming all the Members.

Chairman, Sri A. Krishnappa, appraised Dr. Putta Raju about the Institution, the infrastructure and other sports facilities provided to the students. Dr. Putta Raju informed the committee that the Management has provided all the facilities and best infrastructure. Within a span of few years not only there is such a vast growth but also the Infrastructure provided is praise worthy. Now the responsibility lies with the Principal and the Lecturers to see that the students make best use of the facilities provided and excel not only in their studies but also become socially responsible. The Chairman of this Institution Sri A. Krishnappa who has come from a poor family, wants to serve the rural section of the people who are economically weaker by providing best education at such a low cost without

aiming for any profit. Thus he is doing social service through this educational Institution.

After the meeting Dr. Putta Raju met the Lecturers and students and shared few matters with them.

The Meeting concluded with the Vote of Thanks by Sri C.B. Gopinath.

The second General Council meeting of SEA Degree College for the academic year 2012-13 was held on 20.03.2012.

The Secretary, CEO, Principal and Lecturers and mainly Dr. Mohan Kumar, the nominee of Bangalore University, participated in this meeting.

Smt. K. Poornima, CEO of this Institution, inaugurated the meeting by welcoming all the Members and stated a few things about the proposals of the Institution.

Secretary Sri D.T. Srinivasa stated that the present student community is losing the concentration and interest on studies and therefore requested Dr. Mohan Kumar to advise on the roles and responsibility of Teaching community in creating the awareness and interest in the students towards studies.

Dr. Mohan Kumar, who has served the Department of Psychology for over few years and has done deep Research on the psychology of students, delivered lecture to our Lecturers for about two hours. In his valuable lecture, he explained in detail what are the basic requirements of a Lecturer and how a Lecturer has to present himself before the students, what should be the duration of the Lecture, in order to create interest in the students what are the exercises to be done. All these issues were explained in detail to the Lecturers. He also stated that only when a Lecturer totally adopts himself, then only he will become a good Teacher. Therefore, it is very necessary for a good Teacher to always keep studying and updating his knowledge.

He also explained M.Com students separately the Teaching methodology. Dr. Mohan Kumar arrived to our Degree College morning at 11.00 am and spent his precious time with us till 3.00 pm and gave advise on certain important facts.

The meeting was concluded by vote of thanks from Smt. Shylaja, Head of M.Com. Department.

The First General Council meeting of SEA Degree College for the academic year 2013-14 was held on 5th June 2013.

The meeting was attended by the Chairman of this Institution Sri A. Krishnappa. Secretary and other Trustees and also the General Council Members were present in the meeting.

The following main points were discussed in the meeting :

1. Students problems;
2. Starting of different Committees;
3. Attendance;
4. Imparting Moral Education to students;

Chairman stated that the Lecturers should work in the direction of finding solutions to various growing problems the students are facing. Form different committees as per the guidelines of the University, Especially to work towards welfare of the students.

We are happy that there is no sexual harassmt issue in our Institution. However, in the interest of the students, especially girls, it is necessary to form a Teachers committee to avoid any incidents of sexual harassmt in the Institution. Each and every one should work towards elimination of all such student problems.

Application has already been submitted to the University requesting for increase in intake of M.Com Seats. LIC Committee from Bangalore University has already visited SEA College and have expressed their appreciation. Therefore, Secretary informed the Principal to make necessary arrangements for the forthcoming admissions.

The Meeting concluded with the vote of thanks by the Principal.

The Second General Council meeting of SEA Degree College for the academic year 2013-14 was held on 10th September, 2013.

The meeting was attended by the Chairman of this Institution Sri A. Krishnappa. Secretary and Sports Directors. No nominated Members of the University were present since the two nominated Members of the University were retired and no new nominations are made.

The main agenda of discussion in this meeting was about Sports.

Chairman mentioned that even though this Institution has provided best sports facilities for both indoor and outdoor games, yet most of the students are not utilizing the same. Therefore it became necessary to appoint Sports Directors for main games such as foot ball, volley ball, shooting and such other games. Main thrust is laid on cricket, shooting, foot ball, volley ball, and tennis. Since Sports Directors for these games have already been appointed, their services have to be utilized to the optimum. In order to ensure that more and more students come forward and utilize these sports facilities, Chairman advised to provide free coaching to the students.

Secretary stated that along with sports, it is also necessary to inculcate discipline and tolerance in the students. Wearing of ID Cards by the students should be made compulsory. Chairman stated that the Engineering college parks have come up very beautifully and the local residents who are interested may be allowed for walking in the morning and evening. He also cautioned to ensure that this facility is not mutualised.

The meeting concluded with vote of thanks by Dr. Muthe Gowda, Principal.

The First General Council meeting of SEA Degree College for the academic year 2014-15 was held on 16th June, 2014.

The Committee assembled in the absence of Chairman, was silent for a long time and could not commence the proceedings. Our Founder Chairman, who was also MLA and Ex-Minister, of all was a great Statesman, has contributed a lot for the development of this K.R. Puram Constituency. His demise is a great, unbearable loss to the Institution. Secretary with lot of grief mentioned that in his absence we all should work together in fulfilling his dreams and vision.

Smt. K. Poornima stated that in the absence of great strength and support we had from the Founder Chairman, we all should work with more vigor and care for the betterment of the Institution. Smt. Manjula, taken over as Chairman of the Institution was a silent spectator of all these proceedings. Having understood her pain and feelings, the Committee concluded.

The following were the main points discussed in the meeting :

1. The responsibility to be shared by all the members In the absence of Founder Chairman;
2. In such situation, Admission process of students;
3. Since, there is no much advertisements this time, concentrate more towards admissions.
4. Maintain students discipline by Lecturers being disciplined;
5. Compulsory wearing of ID Cards;
6. Improving the attendance of the students;

After discussing the above points in detail, the meeting was concluded by Smt. Usha Rajagopalachary with vote of thanks.

The Second General Council meeting of SEA Degree College for the academic year 2014-15 was held on 17th October, 2014.

Principal and all the Members were present in the meeting.

The Secretary stated that most of the issues which arouse in the absence of our Founder Chairman have been resolved and hence forth he would be concentrating more on the Degree College. He also stated that since Chairman was taking care of everything, other Members were able to work without facing any type of problem. However, now that almost all issues which came up with the sudden demise of our Founder Chairman have been resolved, hence forth he would visit the Degree College daily and improve the academic activities.

In the absence of University nominated Members, who did not attended this meeting due to some reasons, the Secretary had a separate meeting with the Teaching faculty of Degree college. He stated that as the semester syllabus has already been completed and the practical exams are approaching, to ensure that proper arrangements are made. CEO Smt. Poornima advised the Principal and Teaching Faculty to pay more concentration towards provision of basic facilities to the students.

Following are the major points discussed in this meeting :

1. Since the College has to get NAAC Accreditation, to get ready will all necessary arrangements.
2. Submission of Application for UGC 2F(12B);
3. To invite University Nominees for the meeting;
4. Preparations for the forthcoming examination;
5. To meet and discuss with the Companies and arrange for interviews for the passed out students;

The meeting was concluded with vote of thanks by the Principal, Dr. Muthe Gowda.

The First General Council meeting of SEA Degree College for the academic year 2015-16 was held in 5th July 2015

The Chairman, Secretary and other Trustees and also the General Council Members were present in the meeting.

The Principal, Dr. Muthe Gowda, inaugurated the meeting by welcoming the Secretary, Joint secretary, CEO and other Trustees and Council Members.

Agenda for the meeting:

1. Improving of the admissions;
2. Commencement of Degree classes for the academic year 2015-16;
3. Appointment of Lecturers;
4. Payment of Tuition Fee by II & III year Degree students;
5. Encourage the students to take part in the sports activities as Sports activities improves the physical and mental strength of the students;

All the above points were discussed in the meeting in detail.

Secretary Mr. Srinivasa discussed with the members and stated that in addition to improving the admissions of the students, we must also pay more attention towards improving the discipline and results. For the academic year 2015-16, since all the existing vacancy for various subjects have already been completed and now it is the responsibilities of the Lecturers to see that students, apart from their regular academics, also participate in various sports activities.

Joint Secretary, Mrs. Anupama stated that the II and III year students are not paying the tuition fee on time and therefore, the Principal to take necessary action to see that the fee payment is made on time by the II and III year students.

The meeting concluded with the vote of thanks by Smt. Usha Rajagopalachary, Administrative Officer.

The Second General Council meeting of SEA Degree College for the academic year 2015-16 was held on 12.12.2015.

The Chairman, Secretary and other Trustees and the General Council Members were present in the meeting.

The following important points were discussed in this meeting.

1. Payment of balance fee by the students
2. Quality of Lecturers;
3. Admission of Foreign students;
4. Cultural activities;
5. Prohibition of use of Mobile phones inside the campus.

Sri D.T. Srinivas, Secretary spoke in the meeting and suggested few points applicable to all the Principals of the Institution. He stated that even though the academic year is coming to an end still most of the students have not cleared the balance fee payments which may lead to the financial problem. Therefore he advised the Principals to send letters to the parents immediately asking them to clear the pending fee payments within one month and ensure that the payments are made accordingly.

CEO, Smt. Poornima stated that she has received complaints from few students regarding the quality of teaching of few Lecturers. She advised the Principal to discuss with such Lecturers and improve their Teaching quality.

She mentioned that it is necessary to improve the admissions from other states and other countries. She nominated Joint Secretary Mrs. Anupama for the admission work and asked her to make all necessary arrangements and start the Admissions. She also asked the Principal to conduct Cultural activities for the students.

Secretary expressed concern over the use of mobile phones by the students inside the campus. He stated even though the use of mobiles has been completely banned, and many a times students have been cautioned on this, still the students continue to use mobiles in the class rooms and their attention is diverted from studies to other activities. This is not only harming the students and parents but causing damage to the Society. Therefore, take strict action to stop use of mobile phones in the campus.

Dr. Muthe Gowda, Principal, rendered Vote of Thanks and concluded the meeting.

First Governing Council Meeting 2016-2017

Minutes of the 1st Meeting of governing body of SEA COLLEGE OF SCIENCE, COMMERCE AND ARTS was held on 16th May 2016.

Members present:

1. Mr .D.T.Srinivas , Secretary , Sea Group of Institution.
2. Mrs .Poornima, CEO , Member, Treasurer.
3. Mrs.Anupama , Joint Secretary.
4. Dr.Muthegowda ,Principal , Sea College.
5. Mrs.Usha Rajagopalachary, Administrator of Sea Group of Institution.
6. Mrs.Venkanna Finance Manager of Sea Group of Institution.

The Meeting of the governing body was presided by the secretary Mr. D. T.Srinivas continue the practices of the predecessors for the development of the Institution in the capacity of the chairman. He expressed confidence in getting the co-operation and support from other member of the governing body. The principal of Degree College DR. Muthegowda at the outset, extended his cordial welcome to all the members of the governing body. He also informed the names of those who have granted leave of absence.

The principal presented the activities to be taken place during this period.

(May-October-2016)

Admission :

1. To take steps to increase the admission
2. To provide Academic support for weak students.
3. To provide of blue book to conduct internals.

The governing body resolved to express his satisfaction upon the admission into UG AND PG for the academic year 2016-17 under the prevailing conditions and suggested to take necessary steps for the improvement of UG and PG students.

The governing body noted and appreciated the conduct of the pre-degree bridge course of the aspiring degree students for B.Com and B.C.A during the academic year.

The governing body approved for the purchase of blue books to conduct the Internal Examination.

The vote of thanks was given by Dr. S.Raji, vice principal of Sea College

Second Governing Council Meeting 2016-2017

Minutes of the 2nd meeting of governing body of SEA COLLEGE OF SCIENCE COMMERCE AND ARTS was held on 16Nov 2016.

Members preset:

- 1.Mr.D.T.Srinivas ,Secretary, Sea Group of Institutions
- 2.Mrs.Anupama, Joint secretary.
- 3.Dr. Muthegowda ,principal, Sea College.

The 2nd Meeting was welcomed by Dr.Shiva kumar, HOD ,Kannada Department .

He presented the following activities to be taken place during the period Nov-Dec and also given the review over previous meeting.

- 1.To stat new UG and PG Courses
- 2.Updating software in the computer lab
- 3.To purchase electronics tools for electronic laboratory.
- 4.To provide additional Computers, printer ,copies and Internal facilities.
- 5.To present the result of the previous batch.

The governing body is pleased to note that the following course B.Sc Biotech, sanctioned during the academic year 2016-2017

The governing body reviewed the result of UG and PG and also approved the purchase of software and electronic tools for the laboratory.

The vote of thanks was given by Mr.Chowdappa, Assistant Professor Commerce Department.

First Governing Council Meeting 2017-2018

Minutes of the 3rd Meeting of governing body of Sea College was held on Jan 30th 2017

Member present:

- 1.Mrs.Poornima, CEO , Member, Treasure
2. Dr.Muthe gowda , Principal, Sea College.
- 3.Mrs.Usha Rajagopalachary ,Administrator of Sea Group of Institution
4. Mr.Venkanna ,Finance Manager of Sea Group of Institution.

The Meeting was welcomed by Mrs.Hemavathi, HOD Commerce Department. She presented the following activities to be taken places during the period April 2017.

To Conduct the activities for the this period

- 1.Work shops
- 2.Conference
- 3.Industrial visit
4. Cultural fest
- 5.NSS Camp
- 6.Sports Camp
- 7.Celebration of festivals
8. Recruitment.

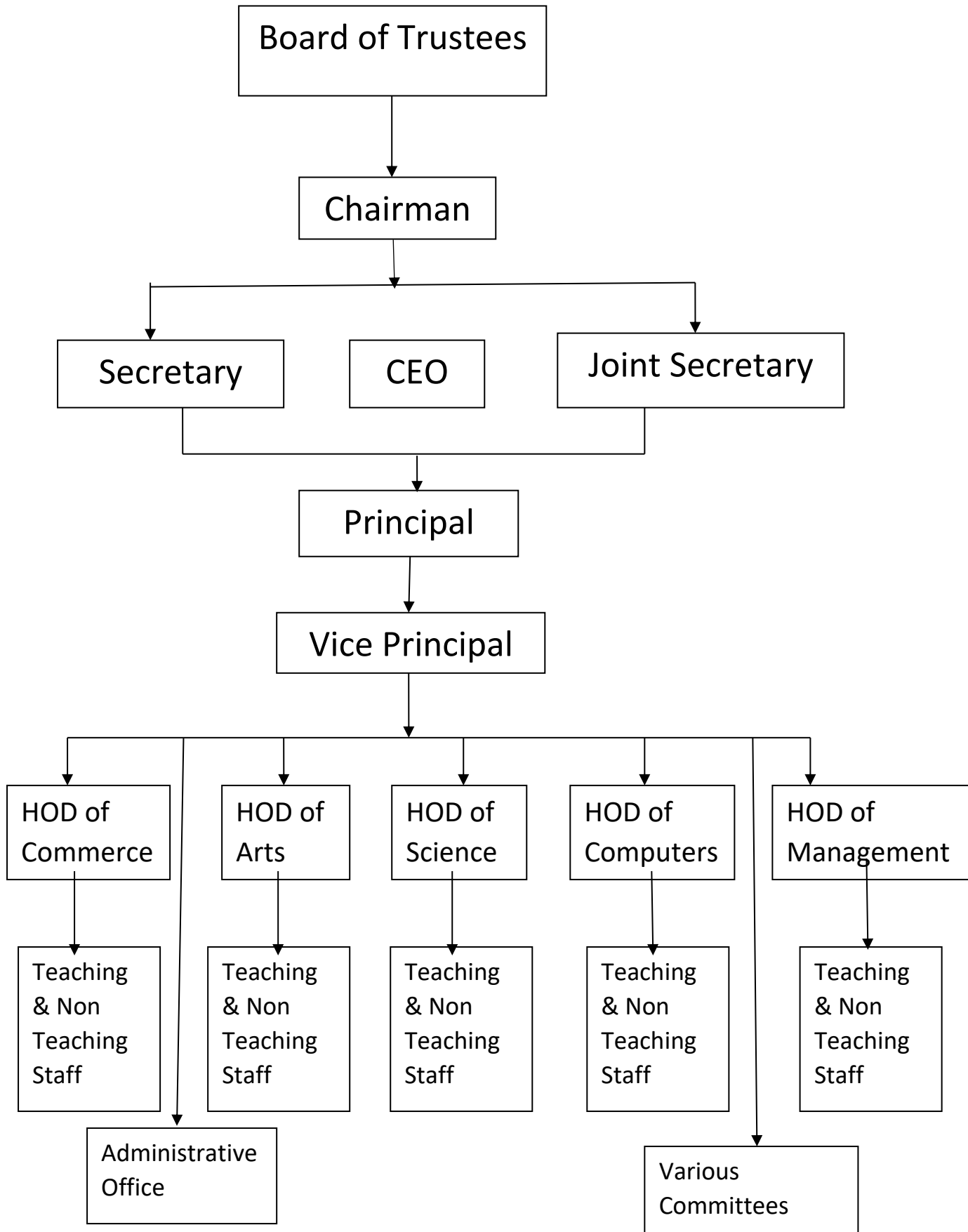
The governing body approved for the organising of the above activities.

The governing body is pleased to note that the recruitment drive was conducted in the college and most of the students were placed and also complimented the staff for conducting workshop, fest, industrial visit for the students.

The governing body while expressing its satisfaction about the publication by the faculty suggested to encourage the faculty for more publication and reputed journals.

The Meeting was conducted with vote of thanks by Mr.Shylaja , coordinator of PG Department.

ORGANISATION CHART



ii. The Powers and Duties of its Officers and Employees

Principal:

1. The Principal should consult the colleagues in discharging his functions. The democratic and participative type of functioning is best suited for academic leaders.
2. The Principal should see that the long term and short term plans are prepared for the growth of the institution. Long term perspective plans should be prepared for 5 to 10 years. It includes building up of infrastructural facilities in the college keeping in view the future growth. The development plans of the institution should also take into consideration the manpower requirement based on appropriate surveys, introduction of Vocational/Job oriented courses in the college may also be based on local manpower needs as revealed by the survey. Short term plan is the annual plan prepared by setting up of goals to be achieved during the year. This goals of the long and short term plans should be achieved by effective implementation of the programmes with the help of the academic and administrative machinery existing in the college.
3. The Principal, at the beginning of the academic year, should convene the General Staff Meeting, discuss and finalize academic plan for the year.
4. The Principal should also convene the meeting of the staff council consisting of all in-charges of subject departments, Physical Director and Librarian.
5. The staff council will plan all important activities to be performed during the year; like academic calendar, Internal examinations, extracurricular and co-curricular activities etc. The staff council will also identify 5 optional holidays to be declared as general holidays during the year. All important decisions regarding the functioning of the college are to be taken after the discussion in the staff council.
6. The Principal should advise the Lecturer in-charge of the department to convene their departmental meeting and prepare annual academic plans. He/she will scrutinize the plans and approve them.
7. The Principal should insist on the submission of month wise syllabus completion reports of every lecturer. The defaulters should be motivated to adhere to the academic schedule. The incomplete portion of the syllabus scheduled for a month should be completed in the succeeding month by proper planning.
8. The Principal should involve himself in classroom teaching at least for 6 periods per week in his subject.
9. The Principal should go round the college at least twice a day to supervise the academic work in the college.
10. The staff and students should be properly motivated by the principal for their effective involvement in the teaching learning programmes.
11. Periodical staff meetings should be conducted to discuss various aspects of college management. The staff should be involved in different activities and

programmes of the college. They should be made to feel their participation in the programmes.

12. The Principal should plan for the periodic tests of short term duration during the year. At the end of the academic year, preparatory examinations on the model of the Bangalore University examination should be conducted.

13. The Principal will advise the lecturers to identify slow learners in each class for organizing special coaching classes for them.

14. The results of the Semester examination should be analyzed subject wise and lecturer-wise and the reasons for low percentage of results should be analyzed and measures should be taken to improve the results in the succeeding year. 16. The Principal should plan for the use of alternative, innovative teaching methods and the teachers should be motivated to adopt them in the classrooms for better results.

15. The Principal should encourage the talented students in the field of co-curricular and extracurricular activities by providing- necessary facilities in the college.

16. The N.C.C. and N.S.S. wings of the college should be properly strengthened by giving them required accommodation and infrastructure. For better results.

17. Regular activities of N. S.S. should be planned as per the guidelines given by the University and State Liaison Officer.

18. The Principal should get feedback from the students and staff on all important items of academic functioning especially the classroom instruction.

19. The State Government sanctions Vocational and job oriented courses from time to time, as recommended by the Bangalore University and University Grants Commission.

20. University Grants Commissions gives assistance to college during successive plan periods. The Principal should be in constant touch with the College Development Council of the Bangalore University and should plan to get maximum financial assistance from the U.G.C. for the development of the college.

21, The Principal shall also encourage old students to form an Alumni Association and get it registered. He shall also take measures to provide all the facilities and necessary guidance in their activities.

22. Constant contact with parents and general public is also desired and the Principal along with staff take measures to extension contact and conduct meetings periodically.

23. As the academic leader, the Principal should be a source of inspiration to students and staff regarding knowledge, character and culture. He must so conduct himself that both staff and students look up to him for guidance. He should be an example in punctuality,

Vice Principal:

Vice Principal will assist the Principal in discharging the duties as assigned by Principal.

2. Vice Principal will assist in administrative matters and decision-making process to principal.
3. Vice principal will supervise the conduction of classes and curriculum of different courses offered by the college.
4. In the absence of Principal she will act as in charge principal and discharge the duties of principal.

Teaching Staff:

The Faculty is the main pillar on which the system of collegiate education rests. Teaching is the most important function of the lecturer which should be undertaken with utmost dedication and sincerity. The functions of lecturers are detailed below.

1. The lecturer has the primary duty to disseminate the knowledge in his/her subject to all the students.
2. At the beginning of the academic year, the lecturer in-charge of the department should distribute syllabus to the members of the department, by convening the meeting of all staff members In the department.
3. Taking into consideration the number of working days and periods available for each subject, the month-wise wise annual plan should be prepared for each lecturer in the department. Provision should be made for revision of the syllabus before the end of the academic year.
4. The lecturer should follow the month-wise annual plan and complete the syllabus allotted to him/her. In case case of any dislocation in working days, either due to disturbances or due to his/her own absence in the college, the syllabus should be completed by taking extra classes.
5. The lecturer should inform the students regarding the schedule of coverage of syllabus.
6. The lecturer-in-charge of the department should review the progress of coverage of syllabus at the end of every month and inform the Principal. If the schedule is not completed, he should discuss with the concerned lecturer and plan for the completion of the backlog in the succeeding month
7. The lecturer concerned should also plan for the seminars, tutorial and assignments and such other academic activities.
8. Along with the lecture method, the lecturer should also motivate the students and enliven the process of learning by adopting other methods of instruction like group discussions, question-answer session. The session shall be made interesting with the extensive use of Information and Communication Technology (ICT).

9. To achieve the best results, it is necessary for the lecturer to give regular assignments to the students, preferably every fortnight. He/ She shall also focus exclusively on the slow-learners.

10. The lecturer should compulsorily take the help of audio-visual methods of teaching by using over-head projector, slide projector, charts, etc.

12. The lecturer should maintain the teaching work diary in the given Proformae. This should be submitted to the Principal, through In-charge of department every month.

13. The lecturer should attend to all examination duties without fail.

14. The lecturer should assist the Principal in the maintenance of the discipline in the college.

Librarian:

Librarian shall be the in-charge of all learning materials.

1. Maintain reference section/ Book Bank/ Rare Books separately.
2. He shall issue books to the teaching, non-teaching staff and students and collect it back.
3. He shall maintain necessary records/ registers in the library etc.,
4. To arrange for annual stock verification of the library books and to send annual stock verification report to the concerned officers etc
5. He shall also take measures for digitalization and e-resources.

Physical Instructor:

1. 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 consultation with the Principal
2. To assist the Principal in the maintenance of discipline and healthy atmosphere in the college etc.

Non-Teaching Staff:

The Office Assistants shall be primarily responsible for the efficiency of his sections.

These shall scrutinize all the papers/files before they are submitted to the higher officers. The Superintendent shall personally handle all important and complicated cases and shall guide his subordinates in all respects and make them put up the cases in accordance with the rules.

He shall maintain his section neat and clean. He shall take all steps to maintain order and discipline in the section.

He shall control the movement officials.

He shall ensure that all registers, diaries and files are maintained properly by the subordinates on his office.

He shall supervise his section and submit reports to his immediate officers.

He shall sign and issue acknowledgment letters

iii) The procedure followed in the decision-making process and the norms set for the discharge of its functions.

The College is under the management SEA Educational Trust Act, 1881. Following the provisions of the Act, a Board of trustees (BOT) is constituted, which is the highest decision-making body as far as the management of the college is concerned. The BOT meets periodically. Next to BOT, college has the Governing council, constituted as per the guidelines of the university. Governing Council (GC) meets periodically to review and recommend on the functioning of the college. The GC is recommendatory in nature. Nevertheless, the recommendations are valued and given effect by the BOT.

All academic and administrative decisions are taken by the Director in consultation with the Principal and Vice Principal and ratified by the BOT as far as practicable for smooth functioning of the institution. The Principal is accountable to the University, the State Government and the Governing Body of the College. The decision process as outlined in the University Statutes on Autonomy are followed.

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

The norms set by the Affiliated College as ratified by the Management Board of the College for the discharge of functions are followed. These norms are displayed on the website of the College and in its handbook as far as they pertain to the students and general public. The norms of the Recruitment Process are as per Bangalore University and as per UGC.

v. The Rules, Regulations, Instructions, Manuals, Records and Documents

The Principal and staff working in the College under him are bound by the rules, regulations, orders and circulars issued from time to time by the UGC Department of Higher Education, Government of Karnataka, and directions issued by the Bangalore University.

The Following files are kept for the permanent record as per Government of Karnataka Civil Services Rules.

Sl.No	Particulars
1	Salary Register
2	Stock Register
3	General Register
4	Consolidated Annual Results
5	Admission Forms
6	College Handbooks
7	Student Blue Books
8	Book Accession Register
9	Return Book Register
10	Daily Reference Book Register
11	Periodical / Journal Register
12	Donated Books Accession Register
13	Cash Book

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

1. Minute Books of the meetings of Board of Trustees
2. Minute Books of Governing Council
3. Service Register
4. Disciplinary Rules and Regulations
5. Procedure for purchase of equipment, Furniture and other articles
6. Construction of building procedure for processing of tender.
7. Service Rules
8. Cash books and other Account books
9. Record of events happening in the SEA Group of Institutions.

vii. Particulars of arrangements that exists for consultation with the members of the public in relation to the formation of its policies and implementation

A detailed website which includes information of the various courses and programmes conducted by the College are available on the College website www.seadegree.ac.in. There is also an email-id of the College priseadegree@gmail.com where clarifications on various College educational programmes are responded to.

2. The members of the public, Parents, Alumni and students can meet the Principal with grievances. The Principal either can act himself or instruct subordinates to solve problems. The resolutions/suggestions/recommendations of the stakeholders are examined acted upon from time to time.

viii. A statement of Boards of Studies, Executive Council, Finance Committee & Academic Senate, etc.

For administrative and academic work of College following Boards/Committees are formed as per the Statutes of the Bangalore University.

Admission Committee Cell

Attendance Committee

IQAC Committee

Sports & Cultural Committee

Career & Course Guidance

Anti- Ragging Cell

Library

Handbook & Magazine Committee

Examination Committee

Women's Cell

Student Grievance Redressal Cell

The minutes of meetings of the Statutory Boards, Councils and Committees wherever applicable are maintained by the College. The decisions taken in these meetings are incorporated into the Rules of the College under Autonomy and in other sections and are displayed on the website and in the College handbook.

ix. A directory of its Officers and employees

A directory of its officers and employees of SEA College of Science, Commerce and Arts is prepared and circulated, as of the following:

Sl.no	Name of the Employee	Designation-Subject	Contact Numbers
1	Dr.Muthegowda TN	Principal	9900732511
2	Dr. Raji S	Vice principal	9482518212
3	Dr.Shivkumar GN	PG- Coordinator & HOD OF kannada Dept	9448853335
4	Mr. Mahalingiah GK	ASST. Prof	9741413822
5	Mr. Vijaykumar MC	ASST. Prof	9980876594
6	Mrs. Nethra S	ASST. Prof	9743437476
7	Mrs. Bharthi A	ASST. Prof	9986361126
8	Mr. Manjunath S	ASST. Prof	7026048948
9	Mr. Murulidhara K	ASST. Prof	9036363638
10	Mr. Dhruva NR	ASST. Prof	9740717931
11	Mr. Chowdappa CB	ASST. Prof	9242826950
12	Mrs.Ajitha kumari K D	ASST. Prof	9900378544
13	Mr.Jaganathan P	ASST. Prof	9448853989
14	Mr. Kantharaja R	ASST. Prof	9071025275
15	Mrs. Chandana AS	ASST. Prof	8884673132
16	Mrs. Ester T Asangi	ASST. Prof	9535189961
17	Mrs. Ameena	ASST. Prof	8867329190
18	Mr.Javeed pasha	ASST. Prof	8971766389
19	Mrs. Beryl E	ASST. Prof	8971952640
20	Ms. Megha HR	ASST. Prof	9008335108
21	Mrs. Marry Sushma	ASST. Prof	7406011365
22	Mr.Anil Kumar N	ASST. Prof	7795167312
23	Mr.Manjunath T	ASST. Prof	7411124986
24	Ms. Lavanya IS	ASST. Prof	7353766216
25	Mrs. Priya meshram	ASST. Prof	9731396095
26	Mrs. Shruthi CS	ASST. Prof	9164984306
27	Mrs.Sarala M	ASST. Prof	9740363853
28	Mr. Kishore Kumar V	ASST. Prof	8050146960

29	Mrs. Nagashilpa	ASST. Prof	9739411188
30	Mrs. Swathi N	ASST. Prof	8296631804
31	Mrs. Karobidas	ASST. Prof	9706448840
32	Mrs. Durga rani	ASST. Prof	8792885775
33	Mr.Mohammed Mazharuddin	ASST. Prof	9738690779
34	Mrs. Amrutha GN	ASST. Prof	7353462171
35	Mr. Dhananjaya T	ASST. Prof	9008009830
36	Dr. O. Maanvizhi	ASST. Prof	9042995659
37	Mrs. Jinsha jinadevan	ASST. Prof	9916079991
38	Mrs. Rupsha gosh	ASST. Prof	8478080059
39	Mrs. Sojimon CC	ASST. Prof	8606222660
40	Mr.Naresh MK	ASST. Prof	9972737736
41	Mrs. Shanthi theja P	ASST. Prof	9620113418
42	Mrs. Shruthi SK	ASST. Prof	9036304011
43	Mrs. Hemavathi M	ASST. Prof	9590132139
44	MS. Shirly	ASST. Prof	8105762102
45	Mrs. Anandi	ASST. Prof	8939897219

x. Monthly remuneration received by employees

The monthly remuneration received by each of its officers and employees, including the system of compensation as provided in its regulations

SL NO	Existing		Revised		Academic Grade Pay Rs.
	Category	Pay Scale Rs.	Category	New Pay Band Rs.	
1	Lecturer	8000 -13500	Assistant Professor	15600-39100	6000
2	Lecturer(Senior Scale)	10000-15200	Assistant Professor	15600-39100	7000
3	Lecturer(Selection Grade / Reader with less than 3 years)	12000-18300	Assistant Professor	15600-39100	8000
4	Lecturer(Selection Grade / Reader with 3 years of service)	12000-18300	Associate Professor	37400-67000	9000
5	Professor	--	Professor	37400-67000	9000
6	Principal Grade-I	12000-18300	A Principal of UG college	37400-67000	10000

xi. The Budget Allocations -Budget 2016-17

Name of the Institution: SEA College of Science, Commerce and Arts

Budget for the year 2016-17

Major Heads of Expenditure	Budget 2016-17	Major Heads of Income	Budget 2016-17
Admission Fees		26,000,000.00	
Salary	9,500,000.00		10,500,000.00
Infrastructure	200,000.00		250,000.00
Library Books, journals, magazines	100,000.00		150,000.00
Departmental Expenses	14,000,000.00		14,500,000.00
Minor building Maintenance	200,000.00		200,000.00
Electricity charges	600,000.00		800,000.00
Advertisements	200,000.00		200,000.00
Sports materials	200,000.00		200,000.00
Total	25,000,000.00	26,000,000.00	26,800,000.00

xii. Execution of subsidy programs and recipients of concessions.

Concessions for travel to their places by SEA transport are provided by the College. As per the college norms, our students are getting fee concession and as well as some fee benefit for value added course and Career Counselling etc. Government scholarships to the SC/ST and Backward Group students are processed through the college and disbursed to the students.

A list of beneficiaries of such scholarships for the Academic year 2016-17 is provided hereunder:

Sl.No	Name of the Student	Course	Category	Amount received
1				

Note: Details of the Government Scholarship to the SC/ST and Backward Group students attached.

2016-17 ನೇ ಸಾಲಿನ ಬಂಡವಾಳ ವೆಚ್ಚ ವೆಚ್ಚಗಳ
ವೆಚ್ಚಗಳ ವಿವರವು ಇಲ್ಲಿಂದ ತಿಳಿಯುತ್ತದೆ.
(ಶೇ. 100 ರಿಂದ)

ಕ್ರ. ಸಂ.	ವೆಚ್ಚಗಾರರ ಹೆಸರು	ಆದಾಯ ಸಂಖ್ಯೆ	ವೆಚ್ಚಗಾರರ ಹೆಸರು	ವೆಚ್ಚಗಾರರ ಹೆಸರು
01	Dinupashree	201601652866	RS. 8570/-	Signed in previous page Sl. no. 3
02	Remuka. N	201600559871	RS. 8500/-	Remuka. N
03	Chandrasekharth A. R.	201600587736	RS. 1500/-	Chandrasekharth
04	Vishnu. S. Nayak	201601142320	RS. 1665/-	Vishnu. S. Nayak
05	Rangamatha. M. K.	201601409259	RS. 1915/-	Rangamatha. M. K.
06	Devaraj B. N.	20160058834	RS. 10070/-	Devaraj B. N.
07	Murali. G.	20160058212	RS. 8500/-	Murali. G.
08	Nandini. K. B.	201600586592	RS. 8500/-	Nandini. K. B.
09	Madhusudan J. V.	201600260353	RS. 8500/-	Madhusudan
10	Anu. M.	201601022649	RS. 2033/-	Anu. M.
11	Chaitra. M.	201601671566	RS. 2033/-	Chaitra. M.
12	Kiran H. V.	201601665267	RS. 1902/-	Kiran H. V.
13	Pallavi. B.	201601671990	RS. 1665/-	Pallavi. B.
14	Shashidhar. J.	201601398787	RS. 1665/-	Shashidhar. J.

15	Divyastree K.	201600238081	Rs 1000/-	Divyastree K.
		cheque: 575951		
16	Ramesh G.	201600904317		Ramesh G.
		cheque: 575952	Rs. 8500/-	
17	Chaitanya	201600251500	2500/-	Chaitanya
		cheque: 575953		
18	Pavani B.V	201600209310	Rs. 8500/-	Pavani B.V
		cheque: 575954		
19	Prakash G.V	20160067777	Rs. 8500/-	Prakash G.V
		cheque: 575955		
20	Mohankumar A	201600915743	Rs. 8500/-	Mohankumar A
		575956		
21	Suma L.A	201600385340	Rs. 8500/-	Suma L.A
		575957		
22	Chandana D.U	201600613901	Rs. 2033/-	Chandana D.U
		575958		
23	Vivek S.N	201600981509	Rs. 2270/-	Vivek S.N
		575959		
24	Lokanatha Reddy S	201600820413	1902/-	Lokanatha Reddy S
		575960		
25	Lakshmi Narayan A	201601620853	1665/-	Lakshmi Narayan A
		201601530785	1665/-	
26	Pavan Kumar M.K	611665		Pavan Kumar M.K
27	Ravi K.V	201600970917	Rs. 1665/-	Ravi K.V
		cheque: 575961		
28	Govardhan N.	201601366594	Rs. 1665/-	Govardhan N.
		cheque: 575962		
29	Naveen Kumar H.M	201601678769	1665/-	Naveen Kumar H.M
		575963		
30	Devaraju V		1902/-	Devaraju V
		575964		

1	manuella V	575941	4541/-	
2	manohar m.v			
	மனோஹர் ம.வ	575941	4541/-	
	மனோஹர் ம.வ	575941	4541/-	
31	Sachin Kumar V	575965	1665/-	Sachin
32	Vinay m.N	575966	2033/-	Vinay m.N
33	Tejashree	575967	Rs. 1665/-	Tejashree
34	Swathi S. 201600974813	575968	Rs. 2033/-	Swathi
35	manoj V	575969	Rs. 2033/-	Manoj V
36	Jyothi R	575970	Rs. 2033/-	Jyothi R
37	Pallavi	575971	1902/-	Pallavi
38	mohan Kumar S	575972	Rs. 1902/-	moham
39	Vanitha yadav	cheq. No. 575973	8500/- (Fee)	Vani
40	Suresha N	cheq. No. 575974	8500/-	Suresha
41	Pawan Kalyan	cheq. 575975	Rs. 2033/-	Pawan
42	Chithra C	575976	1915/-	Chithra

(11)

43 Shwetha-G

575977

Rs. 1915/-

✓ Shwetha-G

44 priyanka-BN

575978

Rs. 1902/-

✓ ~~Priyanka-BN~~

45. Niveditha.
DC

575979

Rs. 1665

✓ Niveditha

56

2016-17 24 Dec 2016 22° 20' 20" N

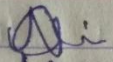
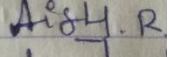
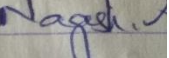

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	Name	Cheque No	Amount	Signature	
1	Shanthi Kumar R	613061	7138	Shanthi R	1
2	Prathivraj B	613062	7136	Prathivraj B	2
3	Manjunath C	613063	21,250/-	Manjunath C	3
4	Anil Kumar N	613064	7786	Anil Kumar	4
5	SRINIVASA B.V.	613129	7136	Srinivas B.V.	
6	NEMAJI SOHAN	613066	14134	Nemaji	
7	Vijay Kumar R	613067	7136	Vijay R	
8	Manoj R	618127	6818	Manoj R	
9	Shalini R	613069	11814	Shalini R	
10	Vasanth Kumar C	613070	6820	Vasanth Kumar C	
11	Sushma S	613071	7138	Sushma S	
12	Angeli R	613072	6820	Angeli R	
13	PIVVA M	613122	7541/-	Pivva M	
14	BHAVYA M	613074	6734/-	Bhavya M	
15	NAVENA M	613075	6820	Navena M	
16	Praveenkumar E.S	613076	7138	Praveen	
17	ASHWINI M	613077	21250/-	Ashwini M	
18	mamatha R.N	613078	21250/-	Mamatha R.N	
19	Manjunatha K.R	613079	21640/-	Manjunatha K.R	
20	Swathi	613080	21250/-	Swathi	
21					
22	Malay	613104	21640/-	Malay	
23	Vijay Kumar V	613083	21640	Vijay	
24	Manjunatha B	613084	21640/-	Manjunatha B	
25	SHIVAKUMAR A.N	613131	6820/-	Shivakumar A.N	
26	SHOBHA N	613086	7136/-	Shobha N	
27	Shashi Kumar S	613087	6820	Shashi 3/4/14	
28	Amrutha V	613081	21,640/-	Amrutha V	

2016-17
SC/ST scholarship

R3. 42414/-

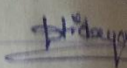
No - 718847. 30/3/17.

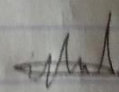
- 1) ABILASH.R BA 613151 6818/- 
- 2 AISHWARYA. B.com 613125 7138/- 
- 3 NAGESHA. m.com 613099 21640/- 
- 4 PUSHPA R. BA. 613124 6818/- 

~~5~~ ~~SWAPNA~~

- 1
- 2 011620004000996 murulis. B.com 3538/801201.
- 3

minorities

- 1) HIDAYATH. m.com. 613101. P345000/
ATRAN P17041952257010 

2. Zabiulla Khan. BCA. 613107 - 10000/
P17082391263612 

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

As per the Government norms our students are eligible for travel concessions by local buses.

xiv. Details of the information made available in an electronic form

SEA College of Science, Commerce and Arts has an official website on internet. For further information can be viewed by logging on to: www.seadegree.ac.in Information about the college, various courses, admissions, fee structure, hostel accommodation etc. is available on the college website.

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:

1. Visiting time for the Principal: 10.30 a.m. to 12.30 p.m. and 2.30 p.m. to 3.30 p.m.
2. Website: www.seadegree.ac.in
3. Telephone Nos.: 8065470229
4. Library Time: 8:30am to 4:00pm

Generally, the Library facility is available only to students of the College but a person coming from outside the College can access the Library facility with the permission of the Principal.

xvi. The names, designation and other particulars of the Public Information Officers.

Sl.No	Public Information Officers	Name & Designation	Address
1	Public Information Officer	Dr. S. Raji Vice Principal	SEA College of Science, Commerce and Arts, K.R. Puram, Bangalore
2	Assistant Public Information Officer	Mr. Mahalingaiah Asst. Professor	
3	1st Appellate Authority	Dr. Muthe Gowda Principal	

xviii. Such Other Information as may be prescribed. Information prescribed.

Information prescribed by Government and Bangalore university would be furnished from time to time. The college is having Feedback system, code of ethics, Audit Reports etc.