



**DE PAUL COLLEGE**

Mysore

(AICTE Approved)

**Statutory Declaration under Section 4  
(1) (b) of the RTI Act 2005**

Belagola P.O, Srirangapatna Taluk, Mandya Dist.  
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# **Preface**

De Paul College was established in 2013 by Vincentian Mysore Society of the South Indian Province of the Congregation of Mission (CM). The institute is offering under graduate courses with the affiliation of University of Mandya/Mysore

This document provides the required statutory disclosures under Section 4 (1) (b) of the RTI Act 2005 for citizens for securing access to information under the control of public authorities, in order to promote transparency and accountability.

## STATUTORY DECLARATION UNDER SECTION 4 (1) (B) OF THE RTI ACT 2005

Index	Description	Page No
1	Particulars of the Organization	
2	About the Institution	
3	Vision	
4	Mission	
5	Core Values	
6	Functions and Duties	
7	Organization Structure	
8	Location of the College	
9	Working Hours	
10	Governing Board Members	
11	Academic Advisory Body	
12	Directory of Officers	
13	Details of the Programs Offered	
14	Infrastructure Details	
15	Income and Expenditure Statements and Balance Sheet	
16	Managing Trust Details	
17	Information Officer for RTI	

## 1. Particulars of the Organization

SL No.	Title	Details
1	Name of the College	<b>De Paul College</b>
2	Address for Communication	<b>Belagola P.O, Srirangapatna Taluk, Mandya Dist. Mysore, Karnataka, India 571606</b>
3	Phone No.	<b>0821-2972047</b>
4	Email	<b>dpdcmysore@gmail.com</b>
5	Website	<b><a href="https://depaulcollege.in/">https://depaulcollege.in/</a></b>
6	Head of the Institution (Principal)	<b>Rev. Dr Baiju Antony CM Principal</b>
7	Mobile No.	<b>+91 8971397489</b>
8	Type of Institution	<b>Self Financing</b>
9	Name of the Trust Running the Institution	<b>De Paul College is founded and managed by the Vincentian Mysore Society of the South Indian Province of the Congregation of Mission (CM). The management of the institution is carried out through two administrative bodies, namely the Local Education Board and the College Governing Council.</b>
10	Address of the Trust	<b>St. Vincent Society Hale Kesare Mysuru Karnataka – 570003</b>
11	Registered With	<b>Government of Karnataka Vincentian Society</b>

12	Registration Date	<b>19/03/1996</b>
13	Name of the Affiliating University	<b>Mandya University, Mandya</b>
14	Address of the University	<b>M.C, Road, PES College Campus, Mandya, Karnataka 571401</b>
15	University Website	<a href="mailto:info@mandyauniversity.ac.in">info@mandyauniversity.ac.in</a>
16	Latest Affiliation Period	<b>2024-25</b>
17	AISHE Code	<b>C – 51080</b>

## 2. About the Institution

Saint Vincent de Paul is the Patron and the Inspiration of De Paul College. Born in Pouy, France in 1581, Saint Vincent had his early education with the Franciscans at Dax and was ordained as a Catholic priest in 1600. He completed his higher studies from the University of Toulouse in 1604 and began his services for both the spiritual and social development of the people.

Saint Vincent initiated a spiritual awakening in France with his discourses and sessions which came to be known as Popular Missions. To meet the overwhelming demand for these services, he founded a society of men called the **Congregation of the Mission** (Vincentians) in 1625 whose members, over 3500, are working today in nearly 90 countries in the world.

Another notable and imitable contribution of Saint Vincent de Paul to humanity is the organized services for the care of the poor and the underprivileged in the society. He organized these services through the Confraternities of Charity, an association of laywomen who used to visit, feed, and nurse the sick and the poor. The movement could motivate many noble and wealthy women who aided him in establishing hospitals and homes for the foundlings. The countless services undertaken by these **Confraternities of Charity** led to the founding of a religious society of women known as the **Daughters of Charity** in 1633 who dedicated their entire lives for the care of the sick and the poor. Saint Vincent's vision, services and political interventions also influenced public servants and social and spiritual leaders to be mindful of the less privileged while making policies and organizing programmes. He motivated millions to engage in community services and to contribute for the care of the economically backward sections of the society.

De Paul College upholds and teaches The Dignity of Human Beings, taught and practiced by its founder. The values of inclusivity, human dignity, service and professionalism, which are the essential ethos of Vincentian Personalism, shape the distinctive culture of the college.

### **3. Vision**

To create a world-class institution of Higher Education; bound by Practice and driven by Values.

### **4. Mission**

To provide a learner-centred environment to effect; Enlightening with Prudence, Cognition and Perception Empowering Self and Society Emerging with Spontaneity and Preparedness

### **5. Core Values Encourage**

- Integrity
- Justice
- Respect
- Empathy
- Service
- Teamwork

### **6. Functions and Duties**

#### **6.1 General Duties and Responsibilities**

##### **6.1.1 Commitment to Institutional Growth**

All staff members must be dedicated to academic excellence and actively contribute to the institution's development and reputation.

##### **6.1.2 Professional Responsibilities**

Faculty and staff must fulfill their professional duties in accordance with institutional policies, procedures, and guidelines.

##### **6.1.3 Adherence to Institutional Hierarchy**

All teaching and non-teaching staff must follow the established hierarchy in all official communications. Any deviation from this will be considered a serious violation of institutional discipline.

##### **6.1.4 Promoting Inclusivity and National Integration**

Staff must uphold unity and refrain from participating in any activity that fosters discrimination or enmity among communities. Instead, they should actively promote harmony and responsible citizenship.

#### **6.1.5 Attendance and Biometric Monitoring**

All employees are required to mark their attendance upon arrival and departure using the Biometric Attendance System.

#### **6.1.6 Check-in and Check-out Guidelines**

Faculty and staff must adhere to the designated working hours. Exceptions for medical visits or personal obligations (up to two hours, twice a month) require prior approval. Official assignments also warrant flexibility. Any other deviations will be addressed by the Principal.

#### **6.1.7 Special Work Timings**

Staff engaged in administrative, examination-related, or other institutional tasks shall follow the work schedule assigned by the HOD/Principal.

#### **6.1.8 Academic Calendar and Institutional Activities**

The college shall maintain the prescribed number of teaching days per year. Non-teaching days will focus on research, training, faculty development, examinations, seminars, and other academic advancements.

#### **6.1.9 Permission for Leaving Campus**

Employees wishing to leave campus during working hours (except during lunch breaks) must obtain permission from the HOD/Principal and record their exit and entry in the OUT-IN Register.

#### **6.1.10 Identification and Professional Conduct**

All faculty and staff must wear their College ID cards while on campus.

#### **6.1.11 Medium of Communication**

Faculty and staff should communicate with students and colleagues primarily in English, as per the instructional medium of the programs.

#### **6.1.12 Maintaining Discipline**

Faculty members must ensure discipline in classrooms, labs, and common areas. Any serious incidents must be reported to the HOD/Principal.

#### **6.1.13 Use of Mobile Phones**

Staff members are prohibited from using mobile phones in corridors or classrooms during instructional hours. However, they may use them inside their designated office spaces.

#### **6.1.14 Submission of Tax Details**

Staff must submit their investment details to the Accounts Section by April 15th each year to facilitate accurate tax deduction. Failure to comply will result in deductions as per statutory guidelines.

#### **6.1.15 Differentiation of Roles**

Teaching and non-teaching staff have distinct roles. Faculty responsibilities include teaching, research, student mentorship, industry collaboration, and organizing academic events.

#### **6.1.16 Additional Academic Responsibilities**

Faculty members must conduct remedial classes, advanced tutorials, and makeup tests as part of their academic duties.

#### **6.1.17 Student Mentorship**

Mentoring students is an integral responsibility of faculty members, ensuring personalized academic and professional guidance.

#### **6.1.18 Monitoring Teaching Faculty**

The HOD must oversee faculty adherence to institutional regulations. Faculty must update class progress and assigned schedules in the ERP system, which will be considered in their periodic performance evaluation.

#### **6.1.19 Efficient Utilization of Working Hours**

Faculty must ensure optimal productivity during their stipulated working hours by fulfilling assigned roles, academic targets, and institutional responsibilities.



**6.1.20** The workload of teaching staff is as per the UGC norms shown in table 6.2.

<b>Designation</b>	<b>Hours/Week</b>
Principal	4
Professor	8
Associate Professor	12
Assistant Professor	18

#### **6.1.21 Work Distribution for Non-Teaching Staff**

The allocation of work for non-teaching employees shall be determined solely by the Institution's authority, HOD, or the designated reporting officer.

#### **6.1.22 Mandatory Presence During Working Hours**

Both teaching and non-teaching staff must remain on campus during official working hours unless engaged in authorized institutional work outside the premises.

#### **6.1.23 Faculty's Academic and Personal Development**

Faculty members must continuously enhance their teaching methodologies to meet evolving academic challenges. They should actively engage in student personality development and extra-curricular activities assigned to them.

#### **6.1.24 Professional Growth through Academic Participation**

Faculty members are encouraged to attend seminars, workshops, and conferences with prior approval. Upon participation, they must submit a detailed report to claim financial incentives. Faculty must attend at least one academic event per semester.

#### **6.1.25 Research and Publications**

Faculty should strive to publish textbooks and research papers in UGC Care-listed International/Indian journals and conferences. Financial incentives may be claimed as per the institution's policy, detailed in Chapter 7 of this handbook.

#### **6.1.26 Constructive Peer Interaction**

Faculty and staff must engage in positive discussions with colleagues and refrain from spreading negativity that may harm the institution's reputation.

### **6.1.27 Confidentiality and Ethical Conduct**

Staff members must maintain confidentiality regarding sensitive information unless disclosure is necessary for parental involvement, administrative action, or legal requirements.

### **6.1.28 Professionalism in Workplace Conduct**

All staff must maintain professional relationships with colleagues, fostering a harmonious and respectful work environment.

### **6.1.29 Dress Code and Presentation**

Faculty and staff must adhere to professional dress codes, ensuring decent and appropriate attire while on campus.

### **6.1.30 Additional Duties as Assigned**

Employees shall undertake any other responsibilities assigned by the Institutional Authority in the interest of academic and administrative excellence.

## **6.2.1 Principal**

The duties of the Principal are documented below. He must carry out the duties subject to the supervision

### **Roles and Responsibilities of the Principal**

#### **1. Chief Academic and Administrative Head**

The Principal serves as the chief academic and administrative leader of the institution, overseeing all academic and operational functions.

#### **2. Policy Planning and Leadership**

Provides strategic direction by formulating and implementing policies for the institution's growth and excellence.

#### **3. Communication of Institutional Vision**

Ensures that the vision, mission, objectives, and policies of the institution are effectively communicated to all faculty and staff.

#### **4. Implementation of Institutional Directives**

Executes and enforces directives from the governing authority to maintain institutional standards and efficiency.

## **5. Setting Performance Benchmarks**

Defines goals and expectations for teaching and non-teaching staff to achieve institutional excellence.

## **6. Academic and Research Oversight**

Actively monitors and supports teaching, research, publications, and real-world knowledge applications to enhance academic quality.

## **7. Performance Evaluation and Appraisal**

Plays a key role in assessing and evaluating the performance of all employees, ensuring continuous improvement.

## **8. Committee Supervision and Issue Resolution**

Oversees the functioning of all college committees, ensuring timely resolution of issues in alignment with institutional interests.

## **9. Student Feedback Mechanism**

Supervises the student feedback system, ensuring responses are properly authenticated by respective HODs for continuous improvement.

## **10. Regulatory Compliance and Data Management**

Ensures that all necessary academic and administrative data are uploaded to the University and other statutory bodies' portals in a timely manner.

## **11. Quality Assurance and Accreditation**

Implements a culture of quality within the institution and initiates accreditation processes with NAAC, NIRF, and other national agencies.

## **12. Other Duties as Assigned**

Undertakes any additional responsibilities delegated by the Institutional Authority for institutional growth and development.

### **6.2.2 Vice Principal**

The duties of the Vice Principal are documented below. He must carry out the duties subject to the supervision.

1. Shoulders the responsibilities of the Principal in his absence.

2. Works directly under the Principal and helps coordinate, direct and plan the academic or auxiliary activities of the institution.

3. Any other responsibility assigned by the Authority/Principal.

### **6.2.3 Head of the Department**

The duties of the HOD are documented below. He must carry out the duties subject to the supervision.

#### **1. Supervision Requirement**

The Head of Department (HOD) is responsible for executing his duties while adhering to the oversight provided by higher management. This ensures that all actions align with the organization's goals and standards. The HOD must remain accountable to supervisory authorities.

#### **2. Documentation of Duties**

The specific responsibilities of the HOD are clearly outlined in official documentation. This serves as a reference for both the HOD and the supervisory team. Proper documentation helps maintain clarity and accountability in the execution of duties.

#### **3. Execution of Responsibilities**

The HOD is tasked with carrying out various functions essential to the department's operations. These responsibilities must be performed diligently and in accordance with established protocols. The HOD should prioritize effective communication and collaboration within the team.

#### **4. Adherence to Policies**

The HOD must ensure that all actions taken are in compliance with organizational policies and procedures. This includes following guidelines related to performance, conduct, and reporting. Adhering to these policies fosters a culture of integrity and professionalism.

#### **5. Performance Monitoring**

The HOD is responsible for monitoring the performance of the department and its staff. Regular assessments and evaluations should be conducted to ensure that objectives are being met. Feedback from supervisors can guide improvements and enhance overall effectiveness.

## **6. Data Management in ERP**

HOD has to ensure that required data are duly uploaded in ERP / University official portal by the faculty members.

## **7. Encouragement of Professional Development**

HOD shall encourage faculty members to update their academic and research knowledge.

### **6.2.4 Professor and Associate Professors**

The duties of the Professors and Associate Professors are documented below. He must carry out the duties subject to the supervision.

#### **1. Active Participation in Academic Activities**

Professors and Associate Professors are expected to engage actively in teaching, research, publication, and administrative tasks under the guidance of the HOD or Principal. Their involvement is essential for fostering a productive academic environment and achieving departmental goals.

#### **2. Support in Academics and Administration**

Professors and Associate Professors shall assist the HOD in the academic and administrative functions of the department. They will also contribute to policy planning, monitoring, evaluation, and promotional activities at both the departmental and institutional levels, ensuring alignment with overall objectives.

#### **3. Engagement in Departmental Committees**

In relation to academic affairs, Professors and Associate Professors are required to actively participate in departmental committees as assigned by the HOD.

#### **4. Knowledge Delivery to Students**

Professors and Associate Professors will impart knowledge to students by conducting regular classes, tutorials, and remedial sessions. They are also responsible for guiding faculty on laboratory development and enhancing the quality of lab classes to ensure a comprehensive learning experience

## **5. Implementation of Faculty Development Programs**

As part of their academic responsibilities, Professors and Associate Professors will implement faculty development programs, conduct departmental workshops and seminars, and monitor and evaluate academic activities.

## **6. Research Guidance and Program Development**

Professors and Associate Professors shall provide research guidance, including support for PhD programs, and ensure the publication of research findings. They will also be involved in designing and developing new programs that cater to student needs and industry demands.

## **7. Leadership in Revenue Generation**

Professors and Associate Professors are well-suited to apply real-world knowledge and provide leadership in generating external revenue through consultancy, sponsored projects, and contract research.

## **8. Guidance in Institutional Committees**

As senior members of the institution, Professors and Associate Professors are expected to provide valuable guidance in committees formed by the Principal. Their experience and insights will contribute to effective governance and strategic planning within the institution.

## **9. Contribution to Industry Readiness Program**

Professors and Associate Professors will contribute to the finishing school program and industry readiness initiatives.

## **10. Responsibility for Sponsored Projects**

Professors and Associate Professors shall take on the responsibility of securing sponsored research projects and industrial consultancy work. Their efforts in this area will help strengthen the department's research capabilities and foster industry collaboration.

## **11. Additional Responsibilities**

Professors and Associate Professors may also be assigned any other responsibilities by the HOD or Principal. Flexibility in taking on diverse tasks is important for supporting the overall mission of the department and institution.

### **6.2.5 Assistant Professors**

The duties of the Assistant Professors are documented below. He must carry out the duties subject to the supervision.

#### **1. Active Participation in Academic Activities**

Assistant Professors will engage actively in teaching, research, publication, and administrative tasks according to the work distribution model established by the HOD or Principal. They will also be closely involved in the examination process, following the guidance of the HOD to ensure academic integrity

#### **2. Involvement in Departmental Committees**

Assistant Professors are expected to take an active role in departmental committees as directed by the HOD. Their participation is essential for effective governance and the successful implementation of departmental initiatives.

#### **3. Teaching and Course Preparation**

Assistant Professors shall conduct regular classes, tutorials, and remedial sessions, focusing on laboratory development and lab tutorials. They are responsible for preparing lesson plans, teaching materials, and publications, as well as fully implementing online teaching and learning systems.

#### **4. Participation in Faculty Development**

As part of their academic responsibilities, Assistant Professors will participate in faculty development programs, departmental workshops, and seminars aimed at continuous quality improvement in the teaching and learning process.

#### **5. Research and Student Counseling**

Assistant Professors shall actively engage in research, project work, and publication efforts, as well as the design and development of new programs tailored to student needs. They are also expected to pursue sponsored industrial consultancy and research projects while dedicating significant time and energy to counseling students throughout the year.

## **6.2.6 Librarian**

The duties of the Assistant Professors are documented below. He must carry out the duties subject to the supervision. Librarian will be responsible for the smooth and effective operation of the college library.

### **1. Policy Implementation**

The Librarian will establish and implement library and information policies and procedures to ensure efficient operations. This includes creating guidelines that govern the use of library resources and services, promoting a conducive environment for learning and research.

### **2. Procurement Planning**

The Librarian shall be responsible for procurement planning in consultation with the Library Committee and the Principal. This collaborative approach ensures that the library acquires relevant materials and resources that meet the needs of the academic community.

### **3. Service Development**

The Librarian will develop and manage convenient and accessible library and information services. This involves creating user-friendly systems and resources that facilitate easy access to information for all library users.

### **4. Budget Management**

The Librarian is tasked with preparing and managing the budget for library and information services, technology, and media. Effective budget management is essential for maintaining and enhancing library resources and services.

### **5. Material Ordering and Record Maintenance**

The Librarian is responsible for ordering materials and maintaining records for the payment of invoices. Accurate record-keeping ensures transparency and accountability in the procurement process.

### **6. Reporting**

The Librarian will prepare reports related to library and information services, resources, and activities.



## **7. ERP Software Management**

The Librarian will oversee software implementation and upgrades to enhance library operations. Keeping technology up to date is crucial for improving service delivery and user experience.

### **6.2.7 Physical Education Director**

The duties of the Physical Education Director are documented below. He must carry out the duties subject to the supervision.

#### **1. Organization of Fitness Exercises**

He shall organize various physical fitness exercises for students periodically to promote their overall health and well-being. These activities will be designed to engage students and encourage a culture of fitness within the institution.

#### **2. Coaching Sessions**

He shall coach students either before or after class hours, in the morning and evening, to accommodate their schedules. This flexible approach ensures that all students have the opportunity to participate in coaching sessions and improve their physical fitness.

#### **3. Consistent Engagement**

By providing coaching sessions at different times, he aims to maintain consistent engagement with students. This commitment to their physical development fosters a supportive environment for achieving fitness goals and enhancing athletic skills.

#### **4. Data Preparation for Approval Processes**

The Physical Education Director (PED) should ensure that all necessary data is prepared and ready for upload as part of the approval process for the University, NAAC, NIRF, and other relevant organizations. This includes compiling accurate and comprehensive information to meet the requirements of these accrediting bodies.

#### **5. Additional Responsibilities**

The PED shall also undertake any other responsibilities assigned by the Authority or Principal. This flexibility is essential for supporting the institution's goals and adapting to the evolving needs of the academic environment

## **6.2.8 NSS Program Officer**

The duties of the Physical Education Director are documented below. He must carry out the duties subject to the supervision.

### **1. NSS Motto, Aims, and Objectives**

The National Service Scheme (NSS) motto is "Not Me But You," emphasizing selfless service to others. Its aims include fostering social responsibility, promoting community service, and developing a sense of discipline and leadership among students.

### **2. Cooperation and Coordination**

The NSS seeks cooperation and coordination from community members, agencies, government departments, and non-governmental organizations. This collaboration is essential for effectively implementing service projects and maximizing their impact on the community.

### **3. Selection of Service Projects**

Villages or slums are selected or adopted for service projects based on their utility and feasibility. This ensures that the chosen areas will benefit significantly from the services provided by NSS volunteers.

### **4. Orientation Program for Volunteers**

An orientation program will be prepared and conducted for NSS volunteers to explain the concept of social service.

### **5. Teaching Methods and Skills**

Volunteers will be taught the methods and skills necessary to achieve the objectives of the NSS scheme. This training equips them with the tools needed to effectively engage in community service and make a meaningful impact.

### **6. Promotion of Community Education**

Community education will be promoted through various means, including meetings, talks, news bulletins, and discussions. These activities aim to raise awareness and encourage active participation in community development initiatives.

## **7. Data Preparation for Approval Processes**

The NSS program officer should ensure that all necessary data is prepared and ready for upload as part of the approval process for the University, NAAC, NIRF, and other relevant organizations

## **8. Community Information Dissemination**

The program officer should inform the community about NSS programs through various media channels, including press reports, radio, and television programs.

## **9. Awareness Creation**

Awareness will be created through pamphlets, seminars, meetings, and other outreach activities. These efforts aim to educate the community about NSS programs and their benefits, fostering greater participation.

## **10. Image Building for NSS**

The program officer should initiate efforts to build a positive image of NSS to inspire and motivate volunteers.

### **6.2.9 System Administrator**

The duties of the System Administrator are documented below. He must carry out the duties subject to the supervision

1. Manages all the activities related the computer systems and networking.
2. Takes all necessary measures in upholding the internet usage policy of the Institution.
3. Looks after the repair and maintenance of computer and its networking.
4. Prepares a schedule for providing computer services to all concerned.
5. Arranges internet connection wherever and whenever required.
6. Arranges computer training /refresher courses for the staff to update their knowledge.
7. Develops e-learning and user-friendly e-institution concept with the help of faculty member.
8. Maintains and updates the Institution's website.

9. He is the member convener of the media cell and makes arrangements for periodical meeting of the cell and prepares the minutes of the meeting and follows up the decisions towards implementation.

### **6.2.10 PA to Principal**

The role of Personal Assistant to Principal is to provide invaluable clerical and administrative support in order to facilitate the effective and efficient discharge of the responsibilities attached to the role of Principal.

Subject to the supervision, direction and general control of the Principal, the duties of the post are prescribed below and considered but not exhaustive:

1. Provides administrative and clerical support, including preparing correspondence, reports, memoranda, circulars, and notices.
2. Ensures all papers related to GC meetings are organized and updates the agenda, meeting notices, proceedings, and actions on resolutions.
3. Refers matters to the In-charge for action in the Principal's absence.
4. Manages the day-to-day operations of the PA's Office, requiring knowledge of office procedures and interactions with pupils, staff, and visitors.
5. Maintains all related files and folders within the Principal's office for organization.
6. Undertakes additional duties as required by the Registrar to support efficient institutional services.
7. Provides confidential secretarial, clerical, and administrative services to the Principal.
8. Screens and manages the Principal's telephone calls for effective communication.
9. Receives and welcomes visitors to the Principal in a professional manner, offering refreshments as needed.
10. Handles incoming and outgoing correspondence for the Principal/Institution, drafting replies when necessary.
11. Communicates with parents, staff, students, the general public, university and government agencies, local authorities, and VIP visitors.
12. Keeps the Principal's diary and arranges appointments as required.

### **6.2.11 Admission Section**

Subject to the supervision, direction and general control of the Authority/Principal, the duties of the section are prescribed below:

1. All matters pertaining to the admission of students following to the Institution at all levels in line with the norms of the university.
2. Students requirements in relation to scholarships/Fee concession, etc.
3. Preparing reports and supply of information in relation to all statutory bodies.
4. To attend to any other work that is assigned by the Authority/Principal.

Note: Depending on the workload, number of office assistants shall assist the superintendent in discharging his responsibilities. The superintendent is responsible for admitting students in the beginning of the 1st year and forwarding the name list to the concerned departments. Attends to various inspection committees like Affiliation Committee, NAAC and furnishing all the details required by them.

### **6.2.12 Accounts Section**

Subject to the supervision, direction and general control of the Authority/Principal, the duties of the post are prescribed as under which are illustrated and considered.

1. Keeps all financial matters pertaining to the institution organized and updated.
2. Attends to financial matters related to the university, scholarships, and other funding sources.
3. Prepares budget statements and follows up on budget provisions.
4. Manages matters related to grants from state and central governments and other agencies.
5. Addresses issues pertaining to audits and compliance.
6. Handles AC/DC bills related to examinations.
7. Prepares the annual report of accounts for the institution.
8. Verifies financial registers, cash books, and general ledgers on a day-to-day basis.
9. Verifies and processes bills, vouchers, and other financial documents.
10. Manages financial matters related to the building section of the institution.

11. Completes any additional tasks assigned by the Registrar, AO, or Principal.
12. Prepares monthly salary statements as directed by the Authority or Principal.
13. Conducts regular checks on receipts and expenditures to ensure accuracy.
14. Attends to any other work assigned by the Authority or Principal.

### **6.2.13 Examination Section**

Subject to the supervision, direction and general control of the Authority/Principal, the duties of the post are prescribed below.

1. Attends to all matters related to the conduct of university examinations, both theory and practical.
2. Manages all aspects concerning students taking university examinations, including receiving and sending application forms to the university.
3. Prepares AC and DC bills for both theory and practical exams.
4. Handles all matters related to the results of university examinations.
5. Addresses issues pertaining to all types of examinations conducted by the institution.
6. Conducts results analysis to evaluate student performance.
7. Manages the entry of enrolled students and prepares the list to be sent to the university.
8. Supervises the work of office assistants to ensure efficient operations.
9. Reviews weekly pending cases and reports them to the immediate superior.
10. Provides opinions on all files by referencing relevant rules and regulations.
11. Completes any other tasks assigned by the Authority or Principal.

### **6.2.14 Establishment Section**

Subject to the supervision, direction and general control of the Authority/Principal, the duties of the section are prescribed below:

1. Ensures that all staff-related papers (teaching and non-teaching) are organized and updated regarding schedules, recruitments, leave matters, pay scales, promotions, seniority lists, and in-charge arrangements.

2. Takes necessary steps for issuing office orders and follows up on related matters.
3. Manages the schedule of establishment charges, classification registers, vacancies, advertisements, staff postings, GC and sub-committee meetings, appointment orders, study leave, staff deputation for higher studies, pay scales, office orders, personal file verification, service registers, payrolls, in-charge arrangements, cadre and recruitment rules, and promotion and seniority lists.
4. Reviews weekly pending cases and reports them to the immediate superior for action.
5. Provides opinions on all files by referencing relevant rules and regulations.
6. Completes any other tasks assigned by the Authority or Principal.

#### **6.2.15 Office Assistant**

Subject to the Supervision, direction and general control of the Authority the duties of the post are given below.

1. The Office Assistant is responsible for maintaining all institutional records under the directives of the Principal, Registrar, or Admin Officer, ensuring strict secrecy and confidentiality, and executing assignments as directed by the authority without handing over records to anyone without permission.
2. Under the instruction of the Registrar/Admin Officer, the Office Assistant shall maintain records and undertake any other responsibilities assigned by the Principal, Registrar, or Administrative Officer.

#### **6.2.16 Manager**

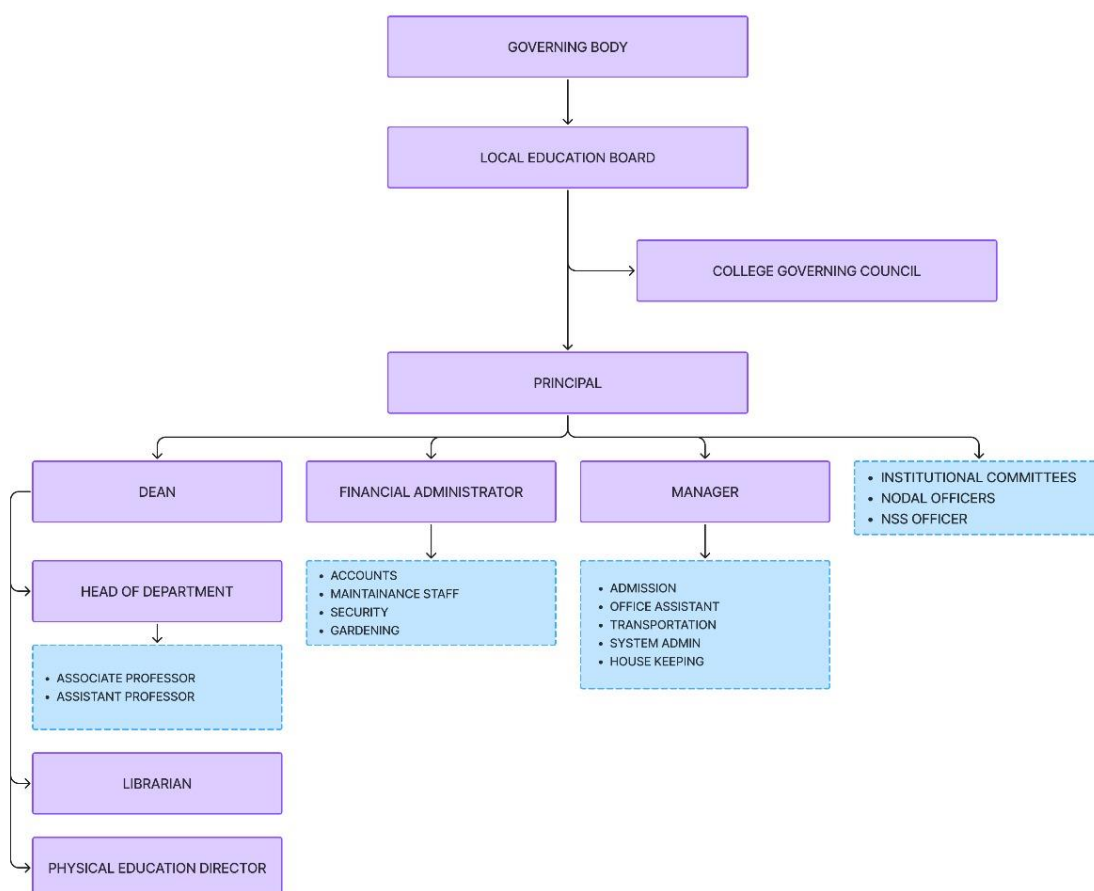
Subject to the Supervision, direction and general control of the Authority/Principal, the duties of the post are given below:

1. He shall be guided by the respective authority and carry out the decisions of the Principal, Registrar, or Administrator.
2. Allots duties to non-teaching staff and supervises their performance.
3. Responsible for the overall maintenance of institutional property.
4. Facilitates the procurement of goods and services for the institution with prior permission from higher authorities.
5. Maintains all documents related to the institution.

6. Manages transport services according to the institution's needs in consultation with the Principal.
7. Oversees housekeeping requirements and supervises housekeeping personnel to meet institutional standards.
8. Facilitates gardening and beautification services within the institution's estate.
9. Maintains the institution's good image through effective crisis management.
10. Completes any other work assigned by the Principal or Authority.

## 7. Organization Structure (Dr. Licy K G)

### ORGANIZATIONAL CHART





## 8. Location of the College



### Click to Google Map

<https://www.google.co.in/maps/place/DE+Paul+College/data=!4m2!3m1!1s0x0:0xeef65769b01bceda?sa=X&ved=1t:2428&ictx=111>

## 9. Working hour

Category	Day	Time
Teaching	Monday to Friday	9.00 am to 4.00 pm
	Saturday	9.00 to 1.00 pm
Non-Teaching	Monday to Friday	9.00 am to 4.30 pm
	Saturday	9.00to 1.30 pm
Students	Monday to Friday	9.00 am to 4.00 pm
	Saturday	9.00 am to 12.00 pm

### 10. College Governing Members:

Sl No	Name	Designation	Address	Contact No
1	Dr. Anil Thomas CM	President	President, Vincentian Society	8296682559
2	Dr. Baiju Antony CM	Secretary	Principal, De Paul College	7483203934
3	Fr. Sunny Kurian CM	Member	Councilor, Education, Vincentian Society	7012503451
4	Dr. Shijo Antony CM	Member	Dean, De Paul College	9526821793
5	Fr. Santoy Kurian CM	Member	Financial Administrator, De Paul College	8331002390
6	Dr. KS Rangappa	Member	Former Vice Chancellor, Mysore University	9945469955
7	Prof. Joseph Mathew	Member	Former Faculty, St. Philomenas College Mysore	8848200657
8	Dr. Augustine AC	Member	Management Consultant	7760788011
9	Mr. Gerald Castellino	Member	Advocate & Consultant	9845116747
10	Mr. Joshy PJ	Member	IQAC Coordinator & HOD, Management De Paul College	9972959400
11	Mr. Richard Ruban	Member	HR Manager, De Paul College	9886198622

### 11. Academic Advisory Body

#### ACADEMIC AUDIT COMMITTEE MEMBERS:

Rev. Dr. Baiju Antony Cm	Principal
Rev. Dr. Shijo Antony Cm	Dean Of Academics
Mr. Joshy Pj	Iqac Co-Ordinator
Dr. Licy K G	Staff Coordinator
Mr. Richard	Office Staff Coordinator

## 12. Directory of Officers (Telephone Directory from Website)

Sl. No	Title	Details
1.	Principal	Dr Baiju Antony C M Mob: 7483203934 E-mail: <a href="mailto:dpdcmysore@gmail.com">dpdcmysore@gmail.com</a>
2.	IQAC-Coordinator	Mr. Joshy P J Mob: 9972959400 E-mail: <a href="mailto:joshypjputhu@gmail.com">joshypjputhu@gmail.com</a>
3.	Librarian	<b>Sr. Joshna</b> Mob: 6364845992 E-mail:
4.	Placement Co-ordinator	Mr. Richard Ruben Mob: 9886198622 E-mail:
:5.	Physical Education Director	Ms. Angeline R Mob: 9741742704 E-mail: <a href="mailto:angelinefrancismary2621@gmail.com">angelinefrancismary2621@gmail.com</a>
6.	Grievance Redressal Committee	Mr. Joshy P J Mob: 9972959400 E-mail: <a href="mailto:joshypjputhu@gmail.com">joshypjputhu@gmail.com</a>
7.	Anti-Sexual Harassment Committee	Mr. Joshy P J Mob: 9972959400 E-mail: <a href="mailto:joshypjputhu@gmail.com">joshypjputhu@gmail.com</a>
8.	NSS Programme Officer	Mr. Ajay M Mob: 9886356651 E-mail: <a href="mailto:ajaymkumar344@gmail.com">ajaymkumar344@gmail.com</a>
9.	HR- Manager	Mr. Richard Ruben Mob: 9886198622 E-mail

### 13. Detail of the Program offered (From Website)

Sl. No	Program	Duration (Years)	Section	Approved Intake	Affiliation Type	Approval from AICTE	Year of Start
1	BBA	3	1	60	Permanent	Obtained	2015
2	BCOM	3	1	60	Permanent	NA	2013
3	BCA	3	1	60	Permanent	Obtained	2013
4	BA	3	1	30	Permanent	NA	2013
5	MCOM	2		60	Permanent	NA	2022

### 14. Infrastructure details (from Website)

Infrastructure Name	Dimension	Area in Sq. Ft
Built-Up Area		1942.416 Sq. Ft
Accounts Section	13 x 16	208 Sq. Ft
Principal's Office	25 x 16	400 Sq. Ft
Office	25 x 16	400 Sq. Ft
Library	25 x 30	750 Sq. Ft
Canteen	13 x 16	394.8 Sq. Ft
Function Hall	45 x 25	900 Sq. Ft
Computer Lab	22.5 x 25	562.5 Sq. Ft
Seminar Hall 1	30 x 25	750 Sq. Ft
Seminar Hall 2	29 x 25	725 Sq. Ft
Lecture Hall 3	25 x 14.9	372.5 Sq. Ft
Lecture Hall 4	25 x 14.9	372.5 Sq. Ft
Lecture Hall 5	25 x 16	400 Sq. Ft
Lecture Hall 6	22.5 x 25	562.5 Sq. Ft

Lecture Hall 7	22.5 x 25	562.5 Sq. Ft
Phycological Lab	25 x14.9	372.5 Sq. Ft
Lecture Hall 8	24 x 16	384 Sq. Ft
Boys Washroom	15 x 5	25 Sq. Ft
Girls Washroom	15 x 5	25 Sq. Ft
Security Room	10 x 15	150 Sq. Ft
Staff Room	22.5 x 25	562.5 Sq. Ft
Store Room	15 x 5	75 Sq. Ft

### 15. Library Details:

SL No	Category	Total Numbers
1	Total Number of Books	7539
2	Journals	11
3	Magazine	11
4	Newspaper (Eng, Kan, Mal)	7
5	Law Books	1125
6	Question Paper Bank	9 Years

### 16. Income and Expenditure Statements and Balance Sheet:

[Audited Report 2024-2025](#)

### 17. Managing Trust Details:

Sl. No	Name	Designation	Address	Contact No
1	Dr. Anil Thomas CM	President	President, Vincentian Society	8296682559
2	Dr. Baiju Antony CM	Secretary	Principal, De Paul College	7483203934
3	Fr. Sunny Kurian CM	Member	Councilor, Education, Vincentian Society	7012503451
4	Dr. Shijo Antony CM	Member	Dean, De Paul College	9526821793

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7	Prof. Joseph Mathew	Member	Former Faculty, St. Philomena's College, Mysore	8848200657
8	Dr. Augustine AC	Member	Management Consultant	7760788011
9	Mr. Gerald Castellino	Member	Advocate & Consultant	9845116747
10	Mr. Koshy PJ	Member	IQAC Coordinator & HOD, Management, De Paul College	9972959400
11	Mr. Richard Ruban	Member	HR Manager, De Paul College	9886198622

**18. Information Officer for RTI:**

Name:

Dr Baiju Antony C M

Designation:

Principal

Phone with STD code:

0821-2972047

Email:

[dpdcmysore@gmail.com](mailto:dpdcmysore@gmail.com)