

**MOUNT CARMEL COLLEGE
(AUTONOMOUS)
No. 58, PALACE ROAD, BANGALORE - 560 052**

“Information as required under Sec. 4(1) (a)”

&

“Information as required under Sec 4(1) (b)”

Principals Office - General

Sl. NO.	Fl. No.	Names	Date of opening	Date of closing
1	01	Affiliation I Mysore University	08.02.48	15.06.64
2	02	Vocationalization of first degree courses	23.12.92	24.07.95
3	03	Affiliation II Bangalore University	18.05.66	1983
4	04	Affiliation III Bangalore University	12.10.83	19.09.88
5	05	Affiliation IV Bangalore University	14.09.88	21.09.2000
6	06	Affiliation V Bangalore University	08.01.93	23.04.2001
7	07	Affiliation VI Bangalore University	27.09.2001	Currently running file
8	08	Govt. orders compiled (bounded)	1969	1996
9	09	Govt. orders and promotion	15.11.1979	Currently running file
10	10	UGC X Plan	06.10.2004	11.05.2009
11	11	UGC XI Plan	28.01.2009	24.02.2010
12	11 A	UGC XI Plan	20.08.2005	Currently running file
13	12	UGC Pre Autonomy	21.12.2002	30.03.2005
14	14	UGC X / XI Plan Certificate courses/ Seminars/ Symposiums/ FIP Projects	20.11.2003	Currently running file
15	15	CPE	20.08.2003	Currently running file
16	16	Autonomy	19.08.2005	21.04.2010
17	17	Autonomy II	12.12.2007	Currently running file
18	18	Autonomy Academic Council	10.10.2006	Currently running file
19	19	Audit reports (Govt.)	20.12.2001	Currently running file
20	21	NAAC -1999	02.09.1999	24.09.1999
21	22	NANO - UGC	21.04.2008	Currently running file
22	23	NAAC - RAR Certificates	09.08.2002	2006
23	24	Income Tax	15.12.1971	Currently running file
24	25	Correspondence with Minority commission, Minority Certificates, Information on Minorities	18.03.2005	Currently running file
25	26	Human Rights	08.05.2006	Currently running file
26	27	DCE / JDCE	09.05.2000	Currently running file
27	28	Staff Leave Letters & Achievements	20.09.2006	Currently running file
28	28A	Staff Advance	09.08.2008	Currently running file
29	30	Governing Council	20.01.2001	Currently running file
30	31	KPTCL	17.07.2002	Currently running file
31	32	Generator	09.02.1986	Currently running file
32	33	KPCB (Karnataka Pollution control board)	16.02.2001	Currently running file
33	34	BBMP (Corporation)	23.12.2005	Currently running file

34	35	BWSSB	24.08.2005	Currently running file
35	36	Tie Up with other Institutions and organizations	18.10.2006	Currently running file
36	37	E.Cell	09.09.2008	Currently running file
37	38	Provincials letters	06.01.2004	Currently running file
38	39	Xavier Board	15.10.84	Currently running file
39	40	AIACHE	29.12.2000	Currently running file
40	41	Provident Fund	09.08.1982	Currently running file
41	42	Pension/ VRS/F.P	08.07.2003	Currently running file
42	43	Bangalore University - 2007	12.07.2000	2007
43	44	Bangalore University- 2000 - 06	04.01.2002	2008
44	45	Bangalore University- 2008 - A	15.03.2000	Currently running file
45	46	Bangalore University- 2008 - B	09.09.2005.	Currently running file
46	47	Bangalore University - 2008 - C	22.04.2006	Currently running file
47	48	NSS/ NCC	17.02.2001	Currently running file
48	49	Letters of Appreciation	26.07.2006	Currently running file
49	50	Students Achievement	01.02.2006	Currently running file
51	52	NAAC Work Shops	03.10.2006	Currently running file
52	53	UGC Women's Hostel	23.02.2007	Currently running file
53	54	SC/ ST Cell	11.08.2007	Currently running file
54	55	Principal's Association	08.09.2006	Currently running file
55	56	LIC Group Insurance	23.11.2007	Currently running file
56	57	Salary Pay Scale	07.2008	Currently running file
57	58	Tata AiG Insurance	29.05.2008	Currently running file
58	59	Home Science Building	29.11.2007	Currently running file
59	60	Business Research Centre	13.08.2007	Currently running file
60	61	Right to information act (RTI)	15.06.2005	Currently running file
61	62	Inventory / Building Measurements	07.12.2010	Currently running file
62	63	Staff Deputation	20.06.2004	Currently running file
63	64	Bifurcation	01.03.2002	Currently running file
64	65	PG Courses	04.07.1991	Currently running file
65	66	Govt. of Karnataka -Circulars	21.08.2000	Currently running file
66	67	General	16.02.2001	Currently running file
67	68	Students' Academic Council	09.03.2009	Currently running file
68	69	DRDO Project	05.02.2009	Currently running file
70	70	Promotion - Staff	29.06.2000	Currently running file

Sr. Marjorie - Finance Office

Sl. NO.	Fl. No.	Names	Date of opening	Date of closing
01.	1	UGC Vocational Courses vouchers	1995	1995
02.	2	UGC VI Plan (Kept in the record room)	1981	1992
03.	3	UGC VII Plan (Kept in the record room)	1986	1996
04.	4 &5	UGC VIII Plan - 2 Files (Kept in the Record room)	1992	1995
05.	6	UGC IX Plan (Kept in the record room)	1998	1999
06.	07.	Office Staff approval	29.10.77	11.01.85
07.	08	Approval of Appointments & Promotion	26.05.81	30.01.85

		File		
08.	09.	Approval of Salary Statement	01.01.86	14.05.90
09.	10.	Correspondence File	14.08.2002	Currently running file
10.	11.	Bangalore University	83-84	84-85
11.	12.	Inspection - University	05.01.2001	Currently running file
12.	13.	Government Papers	20.06.90	Currently running file
13.	14.	Service Approval	01.01.86	Currently running file
14.	15.	DCE - Audit file	1981	Currently running file
15.	16.	AG - Audit file	2006	Currently running file
16.	17.	AG - Audit file	1957	1991
17.	18.	AG Audit file	1992	Currently running file
18.	19.	Students and Teacher welfare details	03.07.91	Currently running file
19.	20.	Income Tax Details 2006	30.08.2006	Currently running file
20.	21.	Audit file	1992	2001
21.	22.	Audit File A/C No. 1759	2005	Currently running file
22.	23.	JDCE & AG Audit	2006	Currently running file
23.	24.	Profession Tax File	30.04.90	Currently running file
24	25.	Audit File - Mark D'Souza Company	2005	Currently running file
25	26.	TATA AiG General Insurance co.	2008	Currently running file
26	27	MCA Approval	01.01.98	Currently running file
27	28	P F Details	09.06.2008	Currently running file
28	29	Generator File		Currently running file

Ms. Patricia - Finance Section

Sl. NO.	Fl. No.	Names	Date of opening	Date of closing
1	01.	Prakash Electricals Quotation	27.06.2008	Currently running file
2	02.	General Quotation - 1	10.06.2007	Currently running file
3	03.	General Quotation - 2	15.02.2010	Currently running file
4	04.	MCA/M.A Eco. Salary	05.05.2008	Currently running file
5	05.	Professional Tax	01.04.2008	Currently running file
6	06.	Provident Fund	2007	Currently running file
7	07.	Income Tax	2008-09	Currently running file
8	08.	Form 16 A	2007-08	Currently running file

Ms. Geetha S - Admission Details

Sl. NO.	Fl. No.	Names	Date of opening	Date of closing
1	2.	Student Strength	2004	Currently running file
2	3.	Government Fee Structure	2004	Currently running file
3	4.	Bangalore University Correspondence - (N.S.S, UEIGB, Sports & Admission fees details)	2004	Currently running file
4	5.	D.C's office Correspondence - Tuition & Lab Fees, Student strength	2004	Currently running file
5	6.	P.G Admission	2008	Currently running file
6	7.	P.G Convocation	2008	Currently running file
7	8.	General Correspondence	2004	Currently running file

8	9.	Part Payment Letters	2006	Currently running file
9	10.	P.G Correspondence - Professional Tax, Fee Receipts etc.	2008	Currently running file

Ms. Geetha R - Office Superintendent - Student Scholarship

Sl. NO.	Fl. No.	Names	Date of opening	Date of closing
1	1.	Treasury Challans	1987	Currently running file
2	2.	Anglo Indian Scholarship	1997	Currently running file
3	3.	Private Scholarship	1993	Currently running file
4	4.	Sanchi Honnamma		Currently running file
5	5.	SC / ST - Scholarship - 1989-90 to 1995-96	1987	Currently running file
6	6.	Sir C.V Raman Scholarship		Currently running file
7	7.	SC / ST Fees Concession	1988	Currently running file
8	8.	National Merit Scholarship	1988	Currently running file
9	9.	Ex-service man Scholarship	1988	Currently running file
10	10.	Nagaland, Itanagar Scholarship	1997	Currently running file
11	11.	Hindi Scholarship	1988	Currently running file
12	12.	Backward Scholarship	1989	Currently running file
13	13.	Minority Scholarship (Christians, Muslims, Sikhs, Jains)	2009	Currently running file

Ms. Clara - Salary - Grant - in - Aid

Sl. NO.	Fl. No.	Names	Date of opening	Date of closing
1	1	LIC	01.04.2000	Currently running file
2	2	Income Tax	01.04.2000	Currently running file
3	3	Professional Tax	01.04.2000	Currently running file
4	4	Family Benefit Fund	01.04.2000	Currently running file
5	5	Provident Fund	01.04.1999	Currently running file
6	6	Salary Arrears - File I, II	01.04.1999	Currently running file
7	7	Bank Reports - File I, II	01.04.1999	Currently running file
8	8	D.A Arrears - File I, II	01.04.2000	Currently running file
9	9	LIC Authorization - File I, II	01.04.2000	Currently running file
10	10	Grant Received - File I, II, III, IV, V	01.04.1999	Currently running file
11	11	Annual Statement Approval - File I, II	01.04.2000	Currently running file
12	12	Salary Indent - File I, II, III	01.04.2000	Currently running file
13	13	Budget - File I, II	01.04.2000	Currently running file
14	14	ED - CIL (Educational Consultants India Ltd.)	2002	Currently running file
15	15	ICCR (Indian Council for Cultural Relations)	2002	Currently running file
16	16	General - (Old)	01.04.2000	Currently running file
17	17	General - (Old)	01.04.2000	Currently running file
18	18	Acquaintance Register	01.04.1999	Currently running file
19	19	Salary Bill	01.04.1999	Currently running file
20	20	NSC Register	1997	Currently running file

UGC Grants Section

Sl. NO.	Fl. No.	Names	Date of opening	Date of closing
1	1	UGC - College Eligibility Certificates	1999	2004
2	2	UGC - Utilization Certificate File	01.09.2006	Currently running file
3	3	UGC - Gen. Development Grants File	31.03.2007	Currently running file
4	4	UGC - Autonomous Grants file	01.09.2009	Currently running file
5	5	UGC - CPE Grants File	May 2006	Currently running file
6	6	UGC - BSR File		Currently running file
7	7	UGC - Eleventh Plan File	12.09.2007	Currently running file
8	8	UGC Add on Course File	09.08.2007	Currently running file
9	9	UGC Innovative Course File	28.10.2008	Currently running file
10	10	UGC Hostel Grant File	28.08.2007	2009
11	11	UGC Major Research Projects Files	22.01.2010	Currently running file
12	12	UGC Minor Research Projects Files	03.04..2009	Currently running file
13	13 - 17	UGC Human Rights Studies file	08.08.2006	Currently running file
14	14	UGC Seminar Grant Files	28.01.2009	Currently running file
15	15	Seminar / Symposium / Workshops	30.11.2009	Currently running file
16	16	Travel Grants	16.11.2007	Currently running file
17	17	UGC CPE - III	27.02.2008	Currently running file
18	18	NAAC	02.02.2006	Currently running file
19	19	Autonomous Grants	14.09.2007	Currently running file
20	20	CPE Grant II	22.07.2009	Currently running file