

GOVERNMENT DEGREE COLLEGE, CHEBROLE

Guntur district, Andhra Pradesh

Affiliated to Acharya Nagarjuna University

Pin 522212, Phone No. 08644-254221

Email id: jkc.chebrole@gmail.com

website: www.gdcchebrole.ac.in



RIGHT TO INFORMATION ACT, 2005
(Act No. 22 of 2005)

STATUTORY DECLARATION UNDER RTI

OBLIGATION OF PUBLIC AUTHORITIES

INFORMATION HANDBOOK

[Refer to Chapter II Section 4(1) b of
RTI Act, 2005]

Chapter 1

Introduction

The Right to Information Act 2005 (Act No. 22 of 2005) provides for setting out the practical regime of right to information for citizens to secure access to information under the control of public authorities in order to promote transparency and accountability in the working of each public authority.

Section 2(h) defines “public authority” as follows:

(h) “public authority” means any authority or body or institution of self-government established or constituted-

(a) by or under the Constitution;

(b) by any other law made by Parliament;

(c) by any other law made by State Legislature;

(d) by notification issued or order made by the appropriate Government.
and includes any-

(i) body owned, controlled or substantially financed;

(ii) non-Government organization substantially financed.

Section 2(i) defines “record” which includes-

(a) any document, manuscript and file;

(b) any microfilm, microfiche and facsimile copy of a document;

(c) any reproduction of image or images embodied in such microfilm (whether enlarged or not); and

(d) any other material produced by a computer or any other device.

Further, as per Section 2(j) “right to information”

(j) “right to information” means the right to information accessible under this Act which is held by or under the control of any public authority and includes the right to-

(i) inspection of work, documents, records;

(ii) taking notes, extracts or certified copies of documents or records;

(iii) taking certified samples of material;

(iv) obtaining information in the form of diskettes, floppies, tapes, video cassettes or in any other electronic mode or through printouts where such information is stored in a computer or in any other device;

Section 4(1)(b) requires every public authority to provide as much information SUO MOTO to the public at regular intervals through various means of communication, including internet, so that the public have minimum resort to the use of this Act to obtain information. The sub section 4(1)(b) provides for publication of information broadly mentioned under headings (i) to (xvii). In compliance with these provisions, this Information Handbook is published about **Government Degree College, Chebrole, Guntur district, Andhra Pradesh**. The information is also available at Colleges website www.gdcchebrole.ac.in

This Information Handbook will enable the citizens, civil society organizations, public representatives, officers and employees of public authorities including Public Information Officers and Assistant Public Information Officers and Appellate Officers, Central and State Information Commissions etc., to obtain information as to the provisions contained in various rules and regulations governing the **Government Degree College, Chebrole, Guntur district, Andhra Pradesh** and related information.

This Information Handbook is divided into 17 manuals.

Names & addresses of key contact points

Give the names of key contact persons in case somebody wants to get more information on topics covered in the handbook as well as other information also.

Authority	Name of the officer	Designation	Contact Number & Email ID
Appellate Authority	Dr Vidadala Sridevi	Principal	9440961086 jkc.chebrole@gmail.com
Public Information Officer	Dr. Patturi Sreenivasulu	Lecturer in Telugu	9494682690 jkc.chebrole@gmail.com
Assistant Public Information Officer	Sri P. Sankara Srinivasa Rao	Senior Assistant	9849223111 jkc.chebrole@gmail.com

Chapter 2
Organization, Functions and Duties
[Section 4(1)(b)(i)]

2.1 Particulars of the organization, functions and duties:-

S. No.	Name of the Organization	Address	Functions	Duties
1	Government Degree College, Chebrole, Guntur district, Andhra Pradesh	Main Road, Near Police Station, Chebrole, Chebrole mandal, Guntur district, Andhra Pradesh, Pin 522212	1. To work under the instructions of Commissioner, Collegiate Education, Government of Andhra Pradesh, Mangalagiri, Guntur district.	1. To admit students
				2.To conduct academic related activity
				3.To conduct exams
			2.To work under the instructions of Regional Joint Director of Collegiate Education, Sambasivapet, Guntur	4.To take up additional activity as and when guided by the superior authority
				5.To prepare the salary and other bills of teaching and non teaching staff
			3.To work under the instructions of affiliating university i.e., Acharya Nagarjuna University	6. To utilize the funds sanctioned by the State Government , UGC and other agencies for the related work

Chapter 3
Powers and Duties of Officers and Employees
[Section 4(1)(b)(ii)]

3.1 Please provide details of the powers and duties of officers and employees of the authority by designation as follows:

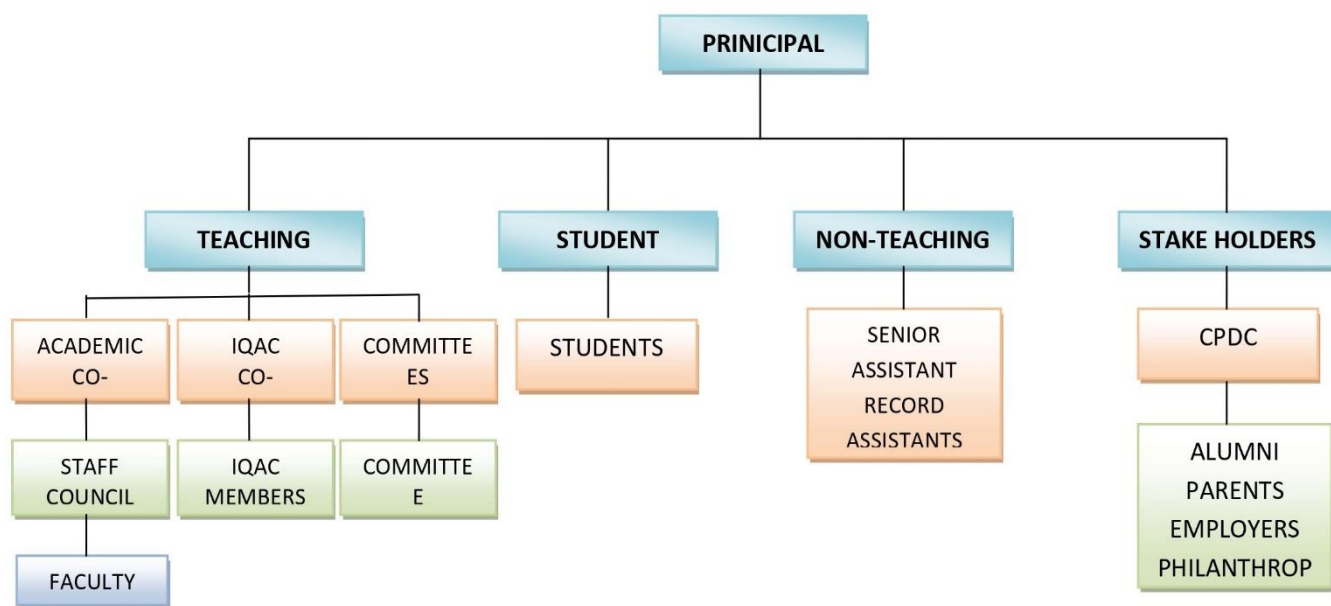
S. No	Designation	Duties allotted and powers
1	Principal	To perform all administrative duties as guided and instructed by (1) The Commissioner, Collegiate Education, Mangalagiri, Guntur district , Andhra Pradesh (2) the Regional Joint Director of Collegiate Education, Guntur and (3) the affiliating University
2	Lecturer	Teaching activity and to work under the guidance of the Principal of the college
3	Senior Assistant	Administrative work and establishment and work under the guidance of the Principal
4	Typist	Typing along with administrative work and establishment under the guidance of the Principal of the college
5	Record Assistant	Administrative work and establishment under the guidance of the Principal

Chapter 4
Procedure Followed in Decision-making Process
[Section 4(1)(b)(iii)]

Describe the procedure followed in decision-making by the public authority.

Activity	Description	Decision-making process	Designation of final decision- making authority
Goal-setting & Planning	Decision making as per F.R. Rules	As per the Rules & Regulations in practical force	Commissioner of collegiate education Vijayawada, AP
Budgeting	Decision making as per F.R. Rules	As per the Rules & Regulations in practical force	Commissioner of collegiate education Vijayawada, AP
Formulation of programmes, schemes and projects	Decision making as per F.R. Rules	As per the Rules & Regulations in practical force	Commissioner of collegiate education Vijayawada, AP
Recruitment/ hiring of personnel	Decision making as per F.R. Rules	As per the Rules & Regulations in practical force	Commissioner of collegiate education Vijayawada, AP
Release of funds	fee collections of current academic year	As per the Rules & Regulations in practical force	Commissioner of collegiate education Vijayawada, AP
Implementation/ delivery of service/utilization of funds	fee collections of current academic year	As per the Rules & Regulations in practical force	Commissioner of collegiate education Vijayawada, AP
Monitoring & evaluation	As per instructions of higher authorities	As per the Rules & Regulations in practical force	Commissioner of collegiate education Vijayawada, AP
Gathering feedback from public	From all stake holders	As per directions in force	Principal
Undertaking improvements	For academic purpose	As per instructions of higher authorities	Principal

Prepare Flow charts to show channels of supervision and accountability.



**Describe the mechanisms in place regarding participation
of the public in decision-making in respect of the functions
discharged / services delivered to citizens.**

The college enthusiastically involves the public participation in decision making at various levels. They are placed in different committees that deal with financial, managerial and academic matters. College Planning and Development Committee (CPDC) is one such mechanism where the parents, prominent citizens of the town are involved in the process of decision making. The committee plans development activities with regards to infrastructure, facilities and so on and also monitors the progress of the activity ensuring transparency. Similarly various committees like Internal Quality Assurance Cell and so on. They contribute the expertise for decision making in areas like introduction new courses and creation of academic facilities. They also suggest measures to be taken for improving the quality parameters and thus augment the pace of development. The alumni of the college, who become the major part of the main stream society, too and advise the college about need based courses and facilities that are essential for the success of students and thus that of the college.

Chapter 5
Norms set for the Discharge of Functions
[Section 4(1)(b)(iv)]

5.1 Please provide the details of the norms/standards set by the public authority for the discharge of its functions/delivery of services.

S. No.	Function/service	Norms/standards of performance set	Time frame	Reference document prescribing the norms (Citizen's Charter, Service Charter etc.,)
1	Supervision of college	Supervision of the educational and administrative matters of college	Continuous	Charter is displayed on the college notice board in the college premises
2	Supervision of college	Supervision of conduct of classes by faculty and attendance by students	Continuous	
3	Enquiry as per the orders of head of department and officials of the district	As per records /petitions	As per the instructions of officials	
4	Pension proposals of teaching & Non teaching staff	As per the rules	30 days	
5	To sanction GPF /GIS to the retired teaching and non-teaching staff	As per the rules	30 days	

Chapter 6

Rules, Regulations, Instructions, Manual and Records, for Discharging Functions [Section 4(1)(b)(v) & (vi)]

6.1 Please provide list and gist of rules, regulations, instructions, manuals and records, held by public authority or under its control or used by its employees for discharging functions in the following format.

S.No	Description	Gist of contents	Price of the publication if priced
Rules & Regulations			
1	F.R. Financial code	As per guidelines	
2	Subordinate service rules of AP	As per guidelines	
...			
Instructions			
1	F.R. Financial code	As per guidelines	
2	Subordinate service rules of AP	As per guidelines	
...			
Manuals			
1	COE manual	Conduct of Examinations and release of results	
2	Autonomous college manual	As per guidelines	
3	RUSA manual	As per guidelines	
4	NAAC manual	As per guidelines	
5	Principal's Instruction Dairy	As per guidelines	
....			
Records			
1			
2			
...			
Publications			
1			
2			
...			

Chapter 7

Categories of Documents held by the Public Authority under its Control [Section 4(1) (b) v (i)]

7.1 Provide information about the official documents held by the public authority or under its control.

S. No	Category of document	Title of the document	Designation and address of the custodian (held by / under the control of whom)
1	D.D.O, Drawing& Disbursing officer	To Pay salaries of employees and pensioners, office bills and treasury related bills and arrears	Sri P.Sankara Srinivasa Rao, Senior Assistant
2	T.B.R – Treasury Bill Register & CFMS online bills.	To prepare salary bills of employees & pensioners and submit in treasury	Sri P.Sankara Srinivasa Rao, Senior Assistant
3	General Cash book	Govt. Budget, Expenditure and refund of unspent amount of budget	Sri P.Sankara Srinivasa Rao, Senior Assistant
4	D.F.C Daily Fee collection	Entry of everyday fees collection in register	Smt. S. Padmavathi, Record Assistant
5	T.F.R	Entry of Tuition fees collection in register	Smt. S. Padmavathi, Record Assistant
6	Admissions	Entry of new admissions of students in register	Smt. S. Padmavathi, Record Assistant
7	Examinations	Seating and room plan of semester exams & competitive exams	Smt. V. Suhasini, Typist
8	Scholarship	SC,ST,BC,EBC& Minorities Etc	Smt. S. Padmavathi, Record Assistant

Chapter 8

Arrangement for Consultation with, or Representation by, the Members of the Public in relation to the Formulation of Policy or Implementation thereof [Section 4(1)(b)viii]

8.1 Describe arrangements by the public authority to seek consultation/participation of public or its representatives for formulation and implementation of policies.

S.No	Function/service	Arrangements for consultation with or representation of public in relations with policy formulation
1	CPDC	Philanthropist, parents, Alumni, Industrialist
2	Staff Council	No relation with public
3	IQAC	Industrialist. Academician
4	Examination Cell	No relation with public
5	Grievances and Redressal Cell	No relation with public
6	Women Empowerment Cell	No relation with public
7	Anti-Ragging Cell	No relation with public

Chapter 9

Boards, Councils, Committees and other Bodies constituted as part of Public Authority [Section 4(1)(b)v(iii)]

Please provide information on boards, councils, committees and other bodies related to the public authority in the following format.

Name of Board, Council, Committee, etc.	Composition	Powers & Functions	Whether its Meetings open to Public/ Minutes of its Meetings accessible for Public
C.P.D.C	Principal, Senior lecturers, parent, Philanthropist, industrialist, Alumni	Approval of all planning and developmental activities of college	Yes
IQAC	Principal, Senior lecturers, industrialist, and academicians	Planning and approval of quality measures in terms of academics and administration	Yes
Examination cell	Principal and Senior lecturers	Planning and conduct of exams and release of results	Yes
Staff Council	Principal, In-charges of all departments	Planning and approval of all financial, academic and administrative activities of college	Yes
Grievances and Redressal Cell	Principal and Senior lecturers	Redressal of all grievances received from student	Yes
Women Empowerment Cell	Principal and Senior lecturers	Planning and implementation of women empowerment activities	Yes
Anti-Ragging Cell	Principal and Senior lecturers	Conduct of awareness on anti-ragging activities	Yes

If minutes of meetings are accessible to the public, describe the procedure as to how to access the minutes: contact point, hours of access, fee structure/cost of access and officer to be contacted.

S.No	Name of Person	Designation	Telephone/Mobile
1	Dr Vidadala Sridevi	Principal	9440961086
2	Sri P Sankara Srinivasa Rao	Senior Assistant	9849223111

Chapter 10
Directory of Officers and Employees
[Section 4(1)(b)(ix)]

10.1 Please provide information on officers and employees working in different units or offices at different levels and their contact addresses in the following format (including officers in charge of grievances redressal, vigilance, audit, etc.,)

S. No	STAFF NAME	DESIGNATION	CONTACT NUMBER
1	Dr.V. Sri Devi	Principal	9440961086
2	Dr.N. Santhi Sri Devi	Lecturer in English	9848098471
3	Dr.P. Sreenivasulu	Lecturer in Telugu	9494682690
4	Sri.Ch. Suneel Kumar	Lecturer in Hindi	9440304989
5	Sri.A.J.Satya Murthy	Lecturer in Mathematics	7842306692
6	Sri.A.Ramakrishna Rao	Lecturer in Physics	9949400204
7	Sri.B. Koteswara Rao	Lecturer in Chemistry	9440824429
8	Dr.P. Prasada Rao	Lecturer in History	9441368594
9	Sri.M. Yedu Kondala Rao	Lecturer in Economics	9908971610
10	Smt.N. Subhashini	Lecturer in Political Science	9491893097
11	Dr.B. Sudhakara Reddy	Lecturer in Commerce	8500221375
12	Sri.A.V.Hanumantha Rao	Lecturer in Commerce	8790351917
13	Sri.K. Venu Gopal	Lecturer in Commerce	9652785095
14	Sri.P. Sampangi Rao	Lecturer in Library Science	9491674067
15	Sri.P. Ganesh	Lecturer in Physical Education	9703000066
16	Sri.P.S. Srinivasa Rao	Senior Assistant	9849223111
17	Smt.V. Suhasini	Typist	9390921265
18	Smt.S. Padmavathi	Record Assistant	9395140225
19	Sri.P.Venkateswar Rao	Office Subordinate	8500448309
20	Sri.V.Peda Narasimha Rao	Office Subordinate	9133501741

Chapter 11

Monthly Remuneration received by Officers and Employees, including the System of Compensation as provided in Regulations [Section 4(1)(b)(x)]

11.1 Provide information on remuneration and compensation structure for officers and employees in the following format:

S.No.	Name of the employee	Address of the employee	Monthly Remuneration including its composition (Rs.)	System of compensation to determine remuneration as given in regulation
1	Dr.V. Sri Devi	Principal	2,82,418	As per the Scales determined by the government
2	Dr.N. Santhi Sri Devi	Lecturer in English	1,45,748	
3	Dr.P. Sreenivasulu	Lecturer in Telugu	1,37,974	
4	Sri.Ch. Suneel Kumar	Lecturer in Hindi	96,701	
5	Sri.A.J.Satya Murthy	Lecturer in Mathematics	2,47,936	
6	Sri.A.Ramakrishna Rao	Lecturer in Physics	2,03,117	
7	Sri.B. Koteswara Rao	Lecturer in Chemistry	1,37,825	
8	Dr.P. Prasada Rao	Lecturer in History	2,40,784	
9	Sri.M. Yedu Kondala Rao	Lecturer in Economics	1,37,825	
10	Smt.N. Subhashini	Lecturer in Political Science	1,52,155	
11	Dr.B. Sudhakara Reddy	Lecturer in Commerce	1,55,258	
12	Sri.A.V.Hanumantha Rao	Lecturer in Commerce	1,41,997	
13	Sri.K. Venu Gopal	Lecturer in Commerce	1,55,258	
14	Sri.P. Sampangi Rao	Lecturer in Library Science	1,59,878	
15	Sri.P. Ganesh	Lecturer in Physical Education	1,55,263	
16	Sri.P.S. Srinivasa Rao	Senior Assistant	88,903	
17	Smt.V. Suhasini	Typist	52,667	
18	Smt.S. Padmavathi	Record Assistant	54,136	
19	Sri.P.Venkateswara Rao	Office Subordinate	62,338	
20	Sri.V.Peda Narasimha Rao	Office Subordinate	48,023	

Chapter 13

Manner of Execution of Subsidy Programmes

[Section 4(1)(b)xii]

Describe the activities/programmes/schemes being implemented by the Public authority for which subsidy is provided.

Provide information on the nature of subsidy, eligibility criteria for accessing subsidy and designation of officer competent to grant subsidy under various programmes/schemes.

Name of programme/activity	Nature/scale of subsidy	Eligibility criteria for grant of subsidy	Designation of officer to grant subsidy
Bus Pass	Travel	Student	Depot. Manager, APSRTC
Scholarship	R.T.F & M.T.F JVD	Students	District Officer Schedule Caste District Officer Scheduled Tribes District Officer Backward Classes Minority Welfare officer

Describe the manner of execution of the subsidy programmes.

Name of programme/activity	Application Procedure	Sanction Procedure	Disbursement procedure
Bus Pass	APSRTC form	On paper by APSRTC	On paper by APSRTC
Scholarship	Epass/Jnanabhoomi	Online	Online to the bank account of beneficiary

Chapter 14

Particulars of Recipients of Concessions, Permits or Authorization Granted by the Public Authority [Section 4(1)(b)xiii]

14.1 Provide the names and addresses of recipients of benefits under each programme/scheme separately in the following format.

Institutional Beneficiaries

Name of programme/scheme:				
S. No.	Name & address of recipient institutions	Nature/ quantum of benefit granted	Date of grant	Name & Designation of granting authority
1	Government Degree College, Chebrole, Guntur district, Andhra Pradesh	SC schemes	-	District Officer Schedule Caste
		ST Schemes	-	District Officer Scheduled Tribes
		BC Schemes	-	District Officer Backward Classes
		EBC Schemes	-	District Officer Economically Backward Classes
		Minorities	-	District Minority Welfare officer

Chapter 15

Information Available in Electronic Form

[Section 4(1)(b)x(iv)]

Please provide the details of information related to the various schemes of the department which are available in electronic formats. (Floppy, CD, VCD, Web Site, Internet etc.)

Electronic format	Description (site address/ location where available etc.)	Contents or title	Designation and address of the custodian of Information (held by whom?)
Website	www.gdcchebrole.ac.in	Webpage – Home - About us	Principal
Email	jkc.chebrole@gmail.com	for communication	Principal

Describe particulars of facilities available to citizens for obtaining information including the working hours of a library or information center or reading room maintained for public use where information relating to the department or records / documents are made available to the public.

S. No	Department	Timings
1	Office	10.00AM to 5.00PM
2	College	10.00AM to 5.00PM
3	Library	10.00AM to 5.00PM
4	J.K.C	10.00AM to 5.00PM

Chapter 16

Particulars of Facilities available to Citizens for Obtaining Information [Section 4(1)(b)xv]

16.1 Describe the particulars of information dissemination mechanisms in place/facilities available to the public for accessing of information:

Facility	Description (Location of Facility/Name etc.)	Details of Information made available
Notice Board	Near Principal chamber	Student charter
News Paper Reports	IQAC, Library	Paper articles and reports about college activities
Public Announcements	Students assembly, WhatsApp, Facebook, Twitter	
Information Counter	Information counter	Admission scholarships, syllabus, courses, hostel etc.,
Publications	Library, IQAC	Reports on MRPS, Published books and quality report annual.
Office Library	In the main college Buildings	Newspapers, Journals, Reference, Books, Text Rooms etc.
Websites	www.gdcchebrole.ac.in	Details of departments ,Staff, Syllabus, Various cells, committees, AQAR's,
Other Facilities (name)		

Chapter 17

Names, Designations and other Particulars of Public Information Officers [Section 4(1)(b)xvi]

17.1 Please provide contact information about the Public Information Officers and Assistant Public Information Officers designated for various offices/administrative units and Appellate Authority/Officer(s) for the public authority in the following format.

Public Information Officer(s)

S. No	Name of office/ administrative unit	Name & designation of PIO	Office Tel: Residence Tel: Fax:	Email
1	Government Degree College, Chebrole, Guntur district, Andhra Pradesh	Dr Patturi Srinivasa Rao, Lecturer in Telugu	9494682690	jkc.chebrole@gmail.com

Assistant Public Information Officer(s)

S. No	Name of office/ administration unit	Name & designation of APIO	Office Tel: Residence Tel: Fax:	Email
1	Government Degree College, Chebrole, Guntur district, Andhra Pradesh	Sri P. Sankara Srinivasa Rao, Senior Assistant	9849223111	jkc.chebrole@gmail.com

Appellate Authority

S.No	Name, Designation & Address of Appellate Officer	Jurisdiction of Appellate Officer (offices/ administrative units of the authority)	Office Tel: Residence Tel: Fax:	Email
1	Government Degree College, Chebrole, Guntur district, Andhra Pradesh	Dr Vidadala Sridevi, Principal	9440961086	jkc.chebrole@gmail.com

Chapter 18
Other Useful Information
[Section 4(1)(b)xvii]

Please give below any other information or details of publications which are of relevance or of use to the Citizens.

- 1.
- 2.
- 3.
- 4.

You may mention here information of your department which is excluded under section 8(1) of the Act and /or under Rules of the State Government as guidance to the public seeking information from your department.

Name and Designation of the Officer

(Note): Information provided in these chapters should be updated from time to time and revised date should be mentioned.