

**K.R.K. Govt. Degree College, Addanki, Bapatla(dt)**



**STATUTORY DECLARATION UNDER RTI**

**OBLIGATIONS 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 the 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 an 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 SUMOTO 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 subsection 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 **K.R.K. Govt. Degree College**. The information is also available at the College's website, [www.krkgdcaddanki.ac.in](http://www.krkgdcaddanki.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 **K.R.K Govt. Degree College** and related information.

This Information Handbook is divided into 17 manuals.

## 1.6 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
1 <sup>st</sup> Appellate Authority	Dr. V. Mohana Rao	Principal	9441518793 <a href="mailto:gdcaddanki@gmail.com">gdcaddanki@gmail.com</a>
Public Information Officer	1. Sri D. Kondaiah Sarma	Lecturer in Mathematics	9440980146 <a href="mailto:gdcaddanki@gmail.com">gdcaddanki@gmail.com</a>
Assistant Public Information Officer	M.Khadar Chandu	Senior Assistant	7702023347 <a href="mailto:gdcaddanki@gmail.com">gdcaddanki@gmail.com</a>

## 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	K.R.K. Govt. Degree College Addanki Bapatla District	Near Singarakonda Addanki  Bapatla District	To work under the instructions of Commissioner, Collegiate Education, Vijayawada, Andhra Pradesh & Regional Joint Director, Guntur and the Affiliating University	1. To admit students  2.To conduct exams  3.To conduct academic related activity 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 6. To utilize the funds sanctioned by the State Govt. And UGC 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:**

<b>S. No</b>	<b>Name of the officer/employee</b>	<b>Designation</b>	<b>Duties allotted</b>	<b>Powers</b>
<b>1</b>	<b>Dr. V. Mohana Rao</b>	<b>Principal</b>	<b>To perform all administrative duties as guided and instructed by the Commissioner, Collegiate Education, Vijayawada, A.P and the RJD Guntur and the affiliating University.</b>	
<b>2</b>	<b>Sri D. Kondaiah Sarma</b>	<b>Lecturer in Mathematics</b>	<b>Apart from Teaching and administrative work, he attends to RTI work by forwarding the information in time.</b>	
<b>3</b>	<b>M.Khadar Chandu</b>	<b>Senior Assistant</b>	<b>Administrative work and establishment. Assists the PIO in forwarding the information in time.</b>	

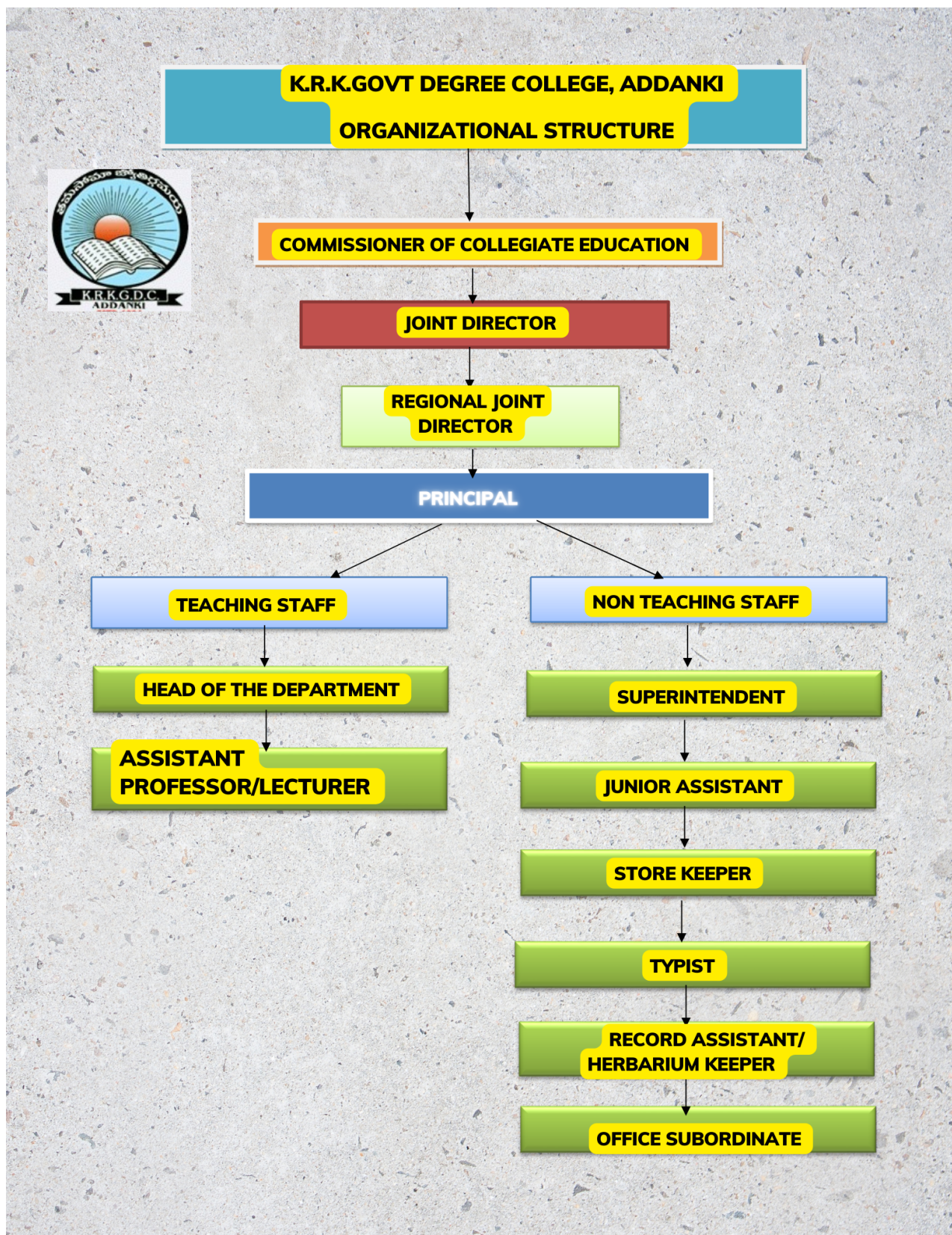
**Chapter 4**  
**Procedure Followed in Decision-making Process**  
**[Section 4(1)(b)(iii)]**

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

<b>Activity</b>	<b>Description</b>	<b>Decision-making process</b>	<b>Designation of final decision-making authority</b>
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	Nil	As per the Rules & Regulations in practical force	Commissioner of collegiate education Vijayawada, AP
Implementation/delivery of service/utilization of funds	Nil	As per the Rules & Regulations in practical force	Commissioner of collegiate education Vijayawada, AP
Monitoring & evaluation	Nil	As per the Rules & Regulations in practical force	Commissioner of collegiate education Vijayawada, AP
Gathering feedback from public	###	###	###
Undertaking improvements			



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 regard to infrastructure, facilities and so on and also monitors the progress of the activity, ensuring transparency. Similarly, various committees like Internal Quality Assurance Cell, Academic Council, Boards of Studies of various subjects have the public representation in the form of experts from various fields, from industry and so on. They contribute the expertise for decision-making in areas like introduction of new courses, curriculum framing, 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, to participate in many of the committees 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.

<b>S.No.</b>	<b>Function/service</b>	<b>Norms/standards of performance set</b>	<b>Time frame</b>	<b>Reference document prescribing the norms (Citizen's Charter, Service Charter etc)</b>
<b>1</b>	<b>Supervision of college</b>	<b>Supervision of the educational and administrative matters of the college.</b>	<b>Continuous</b>	<b>Charter (is displayed on the college notice board in the college premises)</b>
<b>2</b>	<b>Supervision of college</b>	<b>Supervision of conduct of classes by faculty and attendance by students</b>	<b>Continuous</b>	
<b>3</b>	<b>Enquiry as per the orders of head of department and officials of the district</b>	<b>As per records /petitions</b>	<b>As per the instructions of officials</b>	
<b>4</b>	<b>To Countersign on the monthly salary bills of teaching and non teaching staff</b>	<b>As per the rules</b>	<b>30 days</b>	
<b>5</b>	<b>Pension proposals of teaching &amp; Non teaching staff</b>	<b>As per the rules</b>	<b>30 days</b>	
<b>6</b>	<b>To sanction GPF /GIS to the retired teaching and non teaching staff</b>	<b>As per the rules</b>	<b>30 days</b>	
<b>7</b>	<b>Disciplinary cases (not related to supervision)</b>	<b>As per the severity of case</b>	<b>07 days</b>	
<b>8</b>	<b>Counter signature on withdrawal &amp; no allegation certificate</b>	<b>Up to the cadre of lecturer</b>	<b>03 days</b>	

## 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
<b>Rules &amp; Regulations</b>			
1	F.R. Financial code	As per guidelines	
2	Subordinate service rules of AP	As per guidelines	
...			
<b>Instructions</b>			
1	F.R. Financial code	As per guidelines	
2	Subordinate service rules of AP	As per guidelines	
...			
<b>Manuals</b>			
1	Examination manual	Conduct of Examinations.	
2	College manual	As per guidelines	
3	RUSA manual	As per guidelines	
4	N.A.A.C manual	As per guidelines	
5	Principal's Instruction Dairy	As per guidelines	
<b>Records</b>			
1			
2			
...			
<b>Publications</b>			
1	News Letter	Represents various activities in the College.	
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.**

<b>S. No</b>	<b>Category of document</b>	<b>Title of the document</b>	<b>Designation and address of the custodian (held by / under the control of whom)</b>
1	D.D.O, Drawing Disbursing officer	To Pay salaries of employees and pensioners, office bills and treasury related bills and arrears	Sri M. Khadar Chandu Senior Assistant
2	T.B.R – Treasury Bill Register & CFMS online bills.	To prepare salary bills of employees & pensioners and submit in treasury	Sri M. Khadar Chandu Senior Assistant.
3	General Cash book	Govt. Budget, Expenditure and refund of unspent amount of budget	Sri M. Khadar Chandu Senior Assistant
4	D.F.C Daily Fee collection	Entry of everyday fees collection in register	Sri P Ramesh Record Asst
5	T.F.R	Entry of Tuition fees collection in register	Sri P Ramesh Record Asst
6	Admissions	Entry of new admissions of students in register	Sri P Ramesh Record Asst
7	Examinations	Seating and room plan of semester exams & competitive exams	Sri P Ramesh Record Asst
8	U.G.C University grants commission	UGC grants, Expenditure and return of unspent balance	Sri B.Ashok Kumar Lecturer in Zoology
9	Scholarship	SC, ST, BC, EBC & Minorities Etc	Sri V . Nageswara Rao Typist

## **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	IQAC	Industrialist. Academician
3	Examination Cell	No relation with public
4	Staff Council	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.**

SNO	NAME OF THE COMMITTEE	CONVENER/CO-ORDINATOR	MEMBERS OF COMMITTEES
01	Students Union	Sri.K.Prabhakar Lect. in Chemistry cum Vice Principal	1.Sri A.Sikhamani, Lect. in Commerce 2. Sri. M. Sri Ramaseshu Lect. in Pub. Admn 3. Dr Ch. Anitha Lect. in Telugu 4. Dr P.V.Hemalatha Lect. in Chemistry
02	Internal Exams, Central Marks Register & Central Attendance Register	Sri M.V.Satyanarayana Lect. in Hindi	All the Department In charges
03	Disciplinary and Anti Ragging Committee	Dr. V. Prasad Lect. in Physics	1. Sri K.Prabhudas Lect. in Pol. Science 2. Sri B. Ashok Kumar Lect. in Zoology 3. Sri M.Gangadhar C.F in Commerce 4. Dr P.V.Hemalatha Lect. in Chemistry 5. Dr Ch.Anitha Lect. in Telugu
04	UGC	Sri B. Ashok Kumar Lecturer in Zoology	1. Sri V.B.V.S. Ramakrishna Lect. in Chemistry 2. Sri K. Nageswara Rao Lect. in Physics 3. Sri P. Ramesh Record Assistant
05	Grievance & Redressal Cell	Sri D. Rajasekhar Lect. in Botany	1. Sri K.Prabhakar Lect. in Chemistry 2. Dr K.Bhanu Prakash Lect. in Zoology 3. Dr Sk.Md. Nayeem Lect. in Physics 4. Sri D. Gangaiah Lect. in Economics
06	Time Table	Sri K.Ravindra Lect. in Computer Science	1. Sri M. Sriramaseshu Lect. in Pub.Admn, (BA) 2. Sri B. Rangaiah C.F in English (B.Com) 3. Dr Ch.Suresh Kumar Lect. in Maths (B.Sc)

07	Fine Arts & Literacy	Dr. Ch. Anitha Lect. in Telugu	1. Sri M.V. Satyanarayana Lect. in Hindi 2. Sri D.Rajasekhar Lect. in Botany 3. Sri A.Sikhamani Lect. in Commerce 2. Sri B. Rangaiah C.F in English
08	Scholarships	Sri B. Ashok Kumar Lect. in Zoology	1. Sri Ch. Prasad Lect. in Computer Science 2. Sri D. Gangaiah Lect. in Economics 3. Sri V. Nageswara Rao Typist
09	Library and Poor Boys Fund	Sri M.Sriramaseshu Lect. in Pub.Admn.,	1. Sri K.Prabhudas Lect. in Pol. Science 2. Sri D. Kondaiah Sarma Lect. in Maths 3. Sri K.Sudheer Kumar, Junior Assistant
10	Games and Sports	Sri Ch. Prasad Lect. in Computer Science	1. Sri K. Nageswara Rao Lect. in Physics 2. Dr. V. Prasad Lect. in Physics 3. Sri A. Sikhamani Lect. in Commerce
11	N.S.S Unit –I	Sri K.Prabhudas Lect. in Pol. Science	1. Sri D. Gangaiah Lect. in Economics 2. Sri M.Sriramaseshu Lect. in Pub.Admn 3. Sri P.Ramesh Record Assistant 4. Sri K.Ramakrishna, O.S
12	N.S.S Unit –II	Dr. Ch.Anitha Lect. in Telugu	1. Dr P.V Hemalatha Lect. in Chemistry 2. Dr V. Prasad Lect. in Physics 3. Sri M. Gangadhar Lect. in Commerce 4. Sri K.Ramakrishna, O.S
13	Income Tax	Sri A. Sikhamani Lect. in Commerce	1. Dr Ch.Suresh Kumar Lect. in Maths 2. Dr Sk.Md. Nayeem Lect. in Physics
14	Field Trips, Rallies and Survey	Sri B. Ashok Kumar Lect. in Zoology	1. Sri D.Rajasekhar Lect. in Botany 2. Sri K. Prabhudsu Lect. in Pol. Science 3. Sri A. Sambasiva Rao Store Keeper



15	Audio Visual	Dr Sk. Md. Nayeem Lect. in Physics	1. Sri D.Rajasekhar Lect. in Botany 2. Sri K. Ravindra Lect. in Computer Science
16	Consumer Club	Sri A. Sikhamani Lect. in Commerce	1. Sri M.Gangadhar C.F in Commerce 2. Sri Ch.V.Narayana G.F in Commerce 3. Sri V.Nageswara Rao Typist
17	Magazine / Calendar	Dr. Ch.Anitha Lect. in Telugu	1. Dr P.V Hemalatha Lect. in Chemistry 2. Sri B. Rangaiah C.F in English
18	Career Guidance Cell	Dr P.V.Hemalath Lect. in Chemistry	1. Sri D.Kondaiah Sarma Lect. in Maths 2. Dr V. Prasad Lect. in Physics 3. Sri M. Sriramaseshu Lect. in Pub.Admn
19	Eco Club	Sri D. Rajasekhar Lect. in Botany	1. Sri K. Nageswara Rao Lect. in Physics 2. Sri K Prabhakar Lect. in Chemistry 3. Sri K. Prabhudsu Lect. in Pol. Science
20	Red Ribbon Club	Dr K. Bhanu Prakash Lect. in Zoology	1. Sri B. Ashok Kumar Lect. in Zoology 2. Sri K. Prabhudsu Lect. in Pol. Science 3. Dr Ch.Anitha Lect. in Telugu
21	Ward counseling	Sri D. Kondaiah Sarma Lect. in Maths	All the Department In charges
22	Women Empowerment Cell	Dr P.V Hemalatha Lect. in Chemistry	1. Dr. Ch. Anitha Lect. in Telugu 2. Sri D.Rajasekhar Lect. in Botany
23	Other Office Expenditure /State Govt. Budget Purchase & Science Equipment Purchase	Sri K.Prabhakar Lect. in Chemistry	1. Sri M.V. Satyanarayana Lect. in Hindi 2. Sri D.Rajasekhar Lect. in Botany
24	RUSA	Sri Ch. Prasad Lect. in Computer Science	1. Dr Ch.Suresh Kumar Lect. in Maths 2. Sri V. Vijay Record Assistant 3. Sri V. Ramesh JKC Mentor

25	University Exams	Dr V.Prasad Lect. in Physics	1. Sri M. Sriramaseshu Lect. in Pub. Admn 2. Sri Ch. Prasad Lect. in Computer Science 3. Sri P. Ramesh Record Assistant
26	Addl. Special Fee & Special Fee	Sri Ch.Prasad Lect. in Computer Science	1. Sri K.Ravindra Lect. in Computer Science 2. Sri K.Sudheer Kumar Junior Assistant
27	Mana TV / LMS	Dr. Sk.Md.Nayeem Lect. in Physics	1. Sri K.Prabhudasu Lect. in Pol. Science 2. Sri V.B.V.S Ramakrishna Lect. in Chemistry 3. Sri V.Ramesh, JKC Mentor
28	Alumni	Sri K. Prabhudas Lect. in Pol. Science	1. Sri M. Sriramaseshu Lect. in Pub.Admin 2. Sri M.V.Satyanarayana Lect. in Hindi 3. Sri A. Sambasiva Rao Store Keeper
29	CPDC	Dr V.Mohana Rao Principal cum Chairman	As per Proceeding Rc.No001/CPDC/KRKGDC/A/20 21, Date:14.12.2021.
30	MOOCs, Biometric, TLPMS, Virtual, Skill Development and Web Site Maintenance	Sri K.Ravindra Lect. in Computer Science	1. Dr. Ch. Suresh Kumar Lect. in Maths 2. Sri V.Vijay, Record Assistant 3. Sri V.Ramesh, JKC Mentor
31	Public Relations and Press	Sri K.Prabhudas Lect. in Pol.Science	1. Sri M. Sriramaseshu Lect. in Pub. Admn 2. Sri P.Ramesh Record Assistant
32	JKC	Dr. N. Venkata Ramana Lect. in Botany	1. Sri D. Kondaiah Sarma Lect. in Maths 2. Sri B. Rangaiah C.F in English 3. Sri V.Ramesh, JKC Mentor
33	AISHE / APSCHE	Sri Ch. Prasad Lect. in Computer Science	1. Dr Sk. Md. Nayeem Lect. in Physics 2. Sri K. Ravindra Lect. in Computer Science 3. Sri K.Sudheer Kumar Junior Assistant
34	NADU-NEDU	Sri M.Sriramseshu Lect. in Pub.Admn	1. Dr Ch.Suresh Kumar Lect. in Maths 2. Sri V. Vijay Record Assistant 3. Sri V. Ramesh, JKC Mentor
35	Admissions	Sri K.Nageswara Rao Lect. in Physics	All the Department In charges

37	NAAC & IQAC	Dr N.V Ramana Lect. in Botany cum Co-ordinator	As per Proceedings of the Principal 001/IQAC/NAAC/A/2021, Date:20.11.2021
38	RTI	Sri. M. Sri Rama Seshu Lecturer in Pub.Admn	1. Dr K. Bhanuprakash Lect. in Zoology 2. Sri K.Khader Chandu Senior Assistant
39	DRC	Dr Ch. Suresh Kumar Lect. in Maths	1. Dr P.V. Hemalatha Lect. in Chemistry 2. Sri D. Rajasekhar Lect. in Botany
40	NIRF	Dr. Sk. Md Nayeem Lect. in Physics	1. Sri. M. Sri Rama Seshu Lect. in Pub. Admn 2. Sri K. Ravindra Lect. in Comp Science
41	Furniture Stock Verification	Sri V.B.V.S Ramakrishna Lect. in Chemistry	1. Dr Sk.Md.Nayeem Lect. in Physics 2. Sri Ch. Prasad Lect. in Computer Science 3. Sri T. Pramod Office Subordinate

**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. V. MohanaRao	Principal	9441518793
2	Sri M.Khadar Chandu	Senior Assistant	7702023347

**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)**

<b>S.No</b>	<b>Name of office/ administrative unit</b>	<b>Name, Designation &amp; Address of Officer/ Employee</b>	<b>Telephone &amp; Fax Office Tel: Residence Tel: Fax:</b>
1	DR V.MOHANA RAO	PRINCIPAL	9441511873
2	DR S.DASS	LEC. IN ENGLISH	9490742553
3	SMT N.SHARMILA RANI	LEC. IN ENGLISH	
4	DR CH ANITHA	LEC. IN TELUGU	9849370225
5	SRI .M.V.SATYANARAYANA	LEC. IN HINDI	7780419016
6	SRI D.GANGAIAH	LEC. IN ECONOMICS	9603727126
7	DR K.PRABHUDAS	LEC. IN POLITICAL SCIENCE	9849849403
8	SRI M.SRIRAMASESHU	LEC. IN PUBLIC ADMISTRATION	9490752322
9	SRI A.SIKHAMANI	LEC. IN COMMERCE	9032191578
10	SRI D.KONDAIAH SARMA	LEC. IN MATHEMATICS	9440980146
11	DR CH.SURESHKUMAR	LEC. IN MATHEMATICS	9440172171
12	DR V.PRASAD	LEC. IN PHYSICS	9441010441
13	DR SK.MAHAMMAD NAYEEM	LEC. IN PHYSICS	9866374987

14	SRI K.NAGESWARA RAO	LEC. IN PHYSICS	8317590675
15	SRI K.PRABHAKAR	LEC. IN CHEMISTRY	9177765842
16	DR PV HEMALATHA	LEC. IN CHEMISTRY	9490112700
17	SRI VBVS RAMAKRISHNA	LEC. IN CHEMISTRY	9391301012
18	SRI D.RAJASEKHAR	LEC. IN BOTANY	9704261926

19	DR NV RAMANA	LEC. IN BOTANY	7382244344
20	DR K.BHANUPRAKASH	LEC. IN ZOOLOGY	9848651662
21	SRI B.ASHOK KUMAR	LEC. IN ZOOLOGY	9652929696
22	DR CH PRASAD	LEC. IN COMPUTER SCIENCE	8247776974
23	SRI K RAVINDRA	LEC. IN COMPUTER SCIENCE	8595004002
24	DR G. SIVAPRASAD	LEC. IN LIBRARY SCIENCES	9441452411
25	SRI CH SUBBA RAO	LEC. IN PHYSICAL EDUCATION	9866802290
26	SRI M.GANGADHARA RAO	CF IN COMMERCE	8125664293
27	SRI K.VENUBABU	GF IN HISTORY	9346110519
28	SRI M KHADAR CHANDU	SENIOR ASSISTANT	7702023347
29	SRI K.SUDHEERKUMAR	JUNIOR ASSISTANT	9295509550
30	SRI A.SAMBASIVA RAO	STOREKEEPER	9177054266
31	SRI V.NAGESWARA RAO	TYPIST	9440716217
32	SRI A. NARASINGARA RAO	RECORD ASSISTANT	7981370103
33	SRI V.VIJAY	RECORD ASSISTANT	8555973090
34	SRI P. RAMESH	RECORD ASSISTANT	8686368689
35	SRI T. PRAMOD KUMAR	OFFICE SUBORDINATE	9553555902
36	SRI P.SAMELU	OFFICE SUBORDINATE	9553323811
37	SRI G. VYKUNTAM	OFFICE SUBORDINATE	9866417333
38	SRI M.ANJIAH	PART TIME SWEEPER	8106261640

## 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 office/ administrative unit	Name, Designation & Address of Officer/ Employee	Monthly Remuneration including its composition	System of compensation to determine Remuneration as given in regulation
1	DR V.MOHANA RAO	PRINCIPAL	191420	<b>As per the scales determined by the Government</b>
2	DR S.DASS	LEC. IN ENGLISH	226240	
3	SMT N.SHARMILA RANI	LEC. IN ENGLISH	219660	
4	DR CH ANITHA	LEC. IN TELUGU	118580	
5	SRI .M.V.SATYANARAYANA	LEC. IN HINDI	137620	
6	SRI D.GANGAIAH	LEC. IN ECONOMICS	141540	
7	DR K.PRABHUDAS	LEC. IN POLITICAL SCIENCE	133420	
8	SRI M.SRIRAMASESHU	LEC. IN PUBLIC ADMISTRATION	137480	
9	SRI A.SIKHAMANI	LEC. IN COMMERCE	102482	
10	SRI D.KONDAIAH SARMA	LEC. IN MATHEMATICS	142905	
11	DR CH.SURESHKUMAR	LEC. IN MATHEMATICS	137480	
12	DR V.PRASAD	LEC. IN PHYSICS	150155	
13	DR SK.MOHAMMAD NAYEEM	LEC. IN PHYSICS	137620	
14	SRI K. NAGESWARA RAO	LEC. IN PHYSICS	232960	
15	SRI K.PRABHAKAR	LEC. IN CHEMISTRY	195810	



16	DR P.V. HEMALATHA	LEC. IN CHEMISTRY	241080
17	SRI V.B.V.S RAMAKRISHNA	LEC. IN CHEMISTRY	226240
18	SRI D.RAJASEKHAR	LEC. IN BOTANY	111860
19	DR N.V. RAMANA	LEC. IN BOTANY	115080
20	DR K.BHANUPRAKASH	LEC. IN ZOOLOGY	137620
21	SRI B.ASHOK KUMAR	LEC. IN ZOOLOGY	108500
22	DR CH PRASAD	LEC. IN COMPUTER SCIENCE	105280
23	SRI K RAVINDRA	LEC. IN COMPUTER SCIENCE	90860
24	DR G. SIVAPRASAD	LEC. IN LIBRARY SCIENCES	247175
25	SRI CH SUBBA RAO	LEC. IN PHYSICAL EDUCATION	132656
26	SRI M.GANGADHARA RAO	CF IN COMMERCE	61960
27	SRI K.VENUBABU	GF IN HISTORY	28000
28	SRI M KHADAR CHANDU	SENIOR ASSISTANT	76296

29	SRI K.SUDHEERKUMAR	JUNIOR ASSISTANT	34741
30	SRI A.SAMBASIVA RAO	STOREKEEPER	102482
31	SRI V.NAGESWARA RAO	TYPIST	37085
32	SRI A. NARASINGARA RAO	RECORD ASSISTANT	84981
33	SRI V.VIJAY	RECORD ASSISTANT	37875
34	SRI P. RAMESH	RECORD ASSISTANT	50344
35	SRI T. PRAMOD KUMAR	OFFICE SUBORDINATE	38980
36	SRI P.SAMELU	OFFICE SUBORDINATE	38980
37	SRI G. VYKUNTAM	OFFICE SUBORDINATE	33727
38	SRI M.ANJIAH	PART TIME SWEEPER	20000

## Chapter 12

### Budget Allocated to Each Agency, including Plans etc. [Section 4(1)(b)xi]

**12.1 Provide information about the details of the plans, programmes, and schemes undertaken by the public authority for each agency.**

Agency	Plan/Program me/ Scheme/Project/ Activity/Purpose for which budget is allocated	Proposed expenditure	Expected Outcomes	Report on disbursements made or where such details are available (website, reports, notice board etc.)	
U.G.C Schemes	CPE			Sri. B.Ashok Kumar Lecturer in Zoology	
State Budget	Salaries & other budgets			SRI M.KHADAR CHANDU	
Rusa Budget	College development			Dr CH. PRASAD Lecturer in COMPUTER SCIENCE)	

**12.2 Provide information on the budget allocated for different activities under different programmes/schemes/projects etc. in the given format**

<b>Agency</b>	<b>Programme/ Scheme/Project/ Activity Purpose for which budget is allocated</b>	<b>Amount released: last year</b>	<b>Amount spent last year</b>	<b>Budget allocat ed curren t year</b>	<b>Budget released current year</b>
U.G.C Schemes	CPE	8,16,000	8,16,000		
State Budget		244000	186021	183000	183000
Rusa	College development	50,00,000	50,00,000	50,00,000	
Scholarship	SC,ST,BC,EBC,Minor ities	4615142	4615142		

## 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	K.R.K.Govt. Degree College Addanki Bapatla District.	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.)**

<b>Electronic format</b>	<b>Description (site address/ location where available etc.)</b>	<b>Contents or title</b>	<b>Designation and address of the custodian of Information (held by whom?)</b>
Website	<a href="http://www.krkgdcaddanki.ac.in">www.krkgdcaddanki.ac.in</a>	College profile & Activities	Principal
Email	<a href="mailto:gdcaddanki@gmail.com">gdcaddanki@gmail.com</a>	Webpage-Home-About us	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.**

<b>S. No</b>	<b>Department</b>	<b>Timings</b>
1	Library	9.30AM to 5.00PM
2	Office	10.00AM to 5.00PM
3	College	10.00AM to 5.00PM
4	J.K.C	9.00AM to 5.00PM
5	Exam Cell	10.00AM to 5.30PM

# 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	Waiting hall of office block	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	<a href="http://www.krkgdcaddanki.ac.in">www.krkgdcaddanki.ac.in</a>	Details of departments ,Staff, Syllabus, Various cells, committees, AQAR's, IQAC and student activities and achievement
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	K.R.K GOVT.DEGREE COLLEGE ADDDANKI BAPATLA DISTRICT	1.SRI KONDAIAH SARAMA	9440980146	gdcaddanki@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	KRK GOVT.DEGREE COLLEGE ADDDANKI BAPATLA DISTRICT	SRI M.KHADAR CHANDU SENIOR ASSISTANT	7702023347	gdcaddanki@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	KRK GOVT.DEGREE COLLEGE ADDDANKI BAPATLA DISTRICT	Dr. V. MOHANA RAO Principal	9441518793	gdcaddanki@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.