

**GOVT. DEGREE COLLEGE, URAVAKONDA,  
ANANTHAPURAMU (Dt.), ANDHRA PRADESH.**



**STATUTORY DECLARATION UNDER RTI**

<b>S. No.</b>	<b>TITLE</b>	<b>DETAILS</b>
1	Name of the College	Government Degree College
2	Address of the College	Bellary Bypass Road, Uravakonda 515 812 Ananthapuramu District
3	Website	<a href="http://www.gdcuravakonda.ac.in">www.gdcuravakonda.ac.in</a>
4	e-Mail	gdc.uravakonda@gmail.com
	Affiliating University	S.K.University, Ananthapuramu
5	UGC Approval	Approved by UGC under 2 (f) 12 (b)
6	AISHE code	C-30929
7	Jnanabhumi code	12593
8	Principal	Dr. G. Ramakrishna
9	Vice principal	Smt. N. K. Arunajyothi
10	College Timings	10.00 AM to 05.00 PM
11	Courses offered	UG Courses BA(HEP) BCom (Gen) BCom (CA) BSc (BZC) BSc (MPCs) BSc (MSCs)
12	Holidays	The college shall remain closed on Second Saturday, Sundays and Public Holidays as declared by Government of AP. & as per Academic calendar of SKUniversity

**OBLIGATIONS OF  
PUBLIC AUTHORITIES**

**INFORMATION HANDBOOK**

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

## **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 organisation 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 GOVT. DEGREE COLLEGE, URAVAKONDA. The information is also available at college website [www.gdcuravakonda.ac.in](http://www.gdcuravakonda.ac.in)

GOVT. DEGREE COLLEGE, URAVAKONDA Information Handbook will enable the citizens to obtain information as to the provisions contained in various rules and regulations governing the college and related information. This Information Handbook is divided into 17 sections. Each section deals with unit of information as delineated under section 4 (1) (b). For ease of reference, this is given below.

4. (1) Every public authority shall

a. Maintain all its records duly catalogued and indexed in a manner and from which facilitates the right to information under this Act and ensure that all records that are appropriate to be computerized are, within a reasonable time and subject to availability of resources, computerized and connected through a network all over the country on different systems so that access to such records is facilitated;

b. Publish within one hundred and twenty days from the enactment of this Act,

i. The particulars or its organization, functions and duties;

ii. The powers and duties of its officers and employees;

iii. The procedure followed in the decision making process, including channels of supervision and accountability;

iv. The norms set by it for the discharge of its of its functions;

v. The rules, regulations, instructions, manuals and records, held by it or under its control or used by its employees for discharging its functions;

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

vii. The particulars of any arrangement that exist for consultation with, or representation by, the members of the public in relation to the formulation of its policy or implementation thereof;

- viii. A statement of the boards, councils, committees and other bodies consisting of two or more persons constituted as its part or for the purpose of its advice, and as to whether meetings of those boards, councils, committees of such meetings are accessible for public;
- ix. A directory of its officers and employees;
- x. The monthly remuneration received by each of its officers and employees, including the system of compensation as provided in its regulations;
- xi. The budget allocated to each of its agency, indicating the particulars of all plans, proposed expenditures and reports on disbursements made;
- xii. The manner of execution of subsidy programmes including the amounts allocated and the detail of beneficiaries of such programmes;
- xiii. Particulars of recipients of concessions, permits or authorizations granted by it;
- xiv. Details in respect of the information, available to or held by it, reduced in an electronic form;
- xv. The particulars of facilities available to citizens for obtaining information, including the working hours of a library or reading room, if maintained for public use;
- xvi. The names, designations and other particulars of the Public Information Officers
- xvii. Such other information as may be prescribed;

### **Names & addresses of key contact points**

AUTHORITY	NAME OF THE OFFICER	DESIGNATION	CONTACT NUMBER AND e-MAIL
Appellate Authority	Dr. G. Ramakrishna	Principal	9948098811 gdc.uravakonda@gmail.com
Public Information Officer	Smt. N.K. Arunajyothi	Vice-Principal	9440071908 gdc.uravakonda@gmail.com
Assistant Public Information Officer	-	Sr. Asst.	gdc.uravakonda@gmail.com

**Organisation, 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	Govt. Degree College URAVAKONDA	Bellary Bypass Road Uravakonda- 515 812	Instructions of Commissioner, Collegiate Education, Vijayawada, Andhra Pradesh & Regional Joint Director, Kadapa and the Affiliating University S.K. University, Ananthapuramu	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

**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.	Name of the Officer	Designation	Duties allotted	Powers
1	Dr. G. Ramakrishna	Principal	To perform all administrative duties as guided and instructed by the Commissioner, Collegiate Education, Vijayawada , A.P and the RJD Kadapa and the affiliating University	
2	Smt. N.K. Arunajyothi	Vice principal	Apart from Teaching and administrative work and attends to RTI work by forwarding the information in time	
3	-	Sr. Asst.	All Administrative works Assists the PIO in forwarding the information in time.	

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

**4.1 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	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

**4.2 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. 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. Parents' meetings and college alumni play a vital role in providing the institution with input concerning need-based programmes and facilities that are essential to both the success of the students and the college.