

THE RIGHT TO INFORMATION ACT 2005

Akkineni Nageswara Rao College,
GUDIVADA-521301

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RTI BOOKLET

THE RIGHT TO INFORMATION ACT 2005

CHAPTER 1 - INTRODUCTION

Background

The Akkineni Nageswara Rao college is the result of the munificence and zeal for higher education of the people of Gudivada taluk and of the neighbouring taluks in Krishna district, Andhra Pradesh, situated in a rich agricultural area midway between Vijayawada and Machilipatnam, well connected by road, rail and canal with the leading towns and villages in the district. Gudivada has always been a center of great cultural and political activity and its citizens have played a prominent part in the life of the nation generally and in particular of Andhra Pradesh.

In the education sphere too, need for a seat of higher learning was felt, and to meet this need a strong committee of local leaders was formed early in 1950, and an appeal for funds was made in the name of the following as members:

Sri Parvataneni Venkataratnam (President)

Sri Kaza Venkataramaiah (Secretary)

Sri Vemulapalli Ramabrahmam (Joint Secretary)

Sri Uppalapati Veerabhadra Rao (Treasurer)

Sri Vadde Sobhanadri (Member)

Sri Lingam Venkata Krishnaiah (Member)

Sri Upadrasta Papanna Sastri (Member)

The College Organising Committee sought and obtained permission from Andhra University and the college was formally inaugurated under the name "**The Gudivada College**" by Prof. V.S.Krishna, the then Vice-Chancellor of Andhra University on 6th July 1950. The college was temporarily located in a fine building on the main road. The Secretary of the Organising Committee Sri Kaza Venkataramaiah became the Correspondent of the college and Sri A.F. Thyagaraju, M.A.(London) was deputed by the Vice-Chancellor, Andhra University, to be the First Principal.

Busts of Late Parvathaneni Venkata Ratnam, Founder President And Late Kaza Venkataramaiah, Founder Secretary of the College

Through out the fifties new courses, combinations and sections were opened and in July 1958 the Three Year Degree courses were started in the college in conformity with the national pattern of collegiate education. In 1958 philanthropic people of Pedaparupudi and Bhushanagulla donated 15 acres of land and Rs.1.00 lakh for construction of permanent buildings to which a sum of Rs.1.00 lakh was added by Dr. Akkineni Nageswara Rao and his admirers. As a result of his generous donation and interest in education the college was named after him from April 1959.

Sri Yerneni Venkateswara Rao, a philanthropist of Mudinepalli donated a sum of Rs.60,000

to construct a spacious auditorium in memory of his father Yerneni Chalamaiah.

The college shifted to its present location in July 1959. Sri A.F.Thyagaraju, our founder Principal, after having laid firm foundation for academic excellence, left the college on July 16, 1966 and Dr. Y.Venkateswara Rao, M.Sc., Ph.D., took over as Principal.

He took up the challenging task of construction of R.C.C. buildings with the active involvement and cooperation of three popular local doctors, A.V. Raghavaiah, T.L. Perumallu and P.L.Narasimha Rao, and handsome donations from the public and matching grants from the University Grants Commission. It is perhaps not out of place to say that even the academic and administration foundation of the college were laid under the leadership of Dr. Y.Venkateswara Rao who as Principal, had rendered yeoman service for the all round development of this college. The successive Principals followed the footsteps of the first two Principals of the college in maintaining the same standards of excellence.

Objective/purpose of this information handbook

The purpose of this handbook is for creating awareness on the standardized information for each access understanding in respect of different functions, duties, power of the officers and employees and the procedure followed in the making decisions in the college.

Who are the intended users of the handbook?

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.

Definitions of key terms

ANRC	--	Akkineni Nageswara Rao College
Admn,	--	Administration
Supdts.	--	Superintendents

Organization of information

Chapter-1	--	Introduction,
Chapter-2	--	Akkineni Nageswara Rao College Functions and Duties
Chapter-3	--	The Powers and Duties of the Officers of ANRC
Chapter-4	--	Procedure followed in decision-making process
Chapter-5	--	Norms set for the discharge of functions
Chapter-6	--	Rules, Regulations, Instructions Manuals and records for discharging functions
Chapter-7	--	Categories of Document held by the Public Authority under its control
Chapter-8	--	Arrangements for consultation with or Representation by the members of the Public Authority in relation to the formulation of Policy or implementation thereof
Chapter-9	--	Boards, Councils, Committees and other bodies of ANRC.

Chapter-10	--	Directory of officers and Employees of ANRC
Chapter-11	--	Monthly remuneration of Employees of ANRC
Chapter-12	--	Budget allocated
Chapter-13	--	Manner of execution of programmes
Chapter-14	--	Particulars of recipients of concessions etc.
Chapter-15	--	Information available in electronic format
Chapter-16	--	Particulars of facilities available to citizens for obtaining information
Chapter-17	--	Names, Designations and other particulars of Public Information Officers
Chapter-18	--	Other useful information

Getting additional information

For getting additional information to contact Public Information Officer and Additional Information Officer who are appointed by the Akkineni Nageswara Rao college , through phone numbers and website.

Names & addresses of key contact points

As per the Proceedings of the Commissioner of Collegiate Education, A.P., Hyderabad vide Proc.Rc.No.496/OP.I-1/05, dated 08-10-2007, the following persons have been nominated as Office Bearers of reconstituted body as Public Information Officers/Assistant Public Information Officers etc., under Section 5(1) of the Right to Information Act, 2005 in the A.N.R. College, Gudivada.

S.No.	Name and Designation	Nominated as	Subject	Contact Number
01	Dr. P.J.S. Kumar, Principal	Appellate Authority	Right to Information Act, 2005	08674-241449 9440535959
02	Smt. B.S.S. Padmaja Vice-Principal	College Public Information Officer	Right to Information Act, 2005	08674-241449 9949854254
03	Sri N.V. Krishna Prasad (office)Superintendent	College Assistant Public Information Officer	Right to Information Act, 2005	08674-243950 9490880977

Chapter 2
Organization, Functions and Duties

[Section 4(1)(b)(i)]

Particulars of the organization, functions and duties: -

Name of the Organization: Address:

Akkineni Nageswara Rao College, Gudivada-521301, Krishna Dt., Andhra Pradesh.

Post Box No. 20. Phone Nos. 08674-242145, 241449, Fax: 08674-242825

Functions & Duties

Akkineni Nageswara Rao College, Gudivada-521301

The following are the Powers, functions and objectives of the College:

Objectives:

1. Development of Undergraduate and Post Graduate Education.
2. Increasing Access to Higher Education.
3. Providing Higher Education for the under privileged sections of the society and women, particularly in rural areas.
4. Encouraging philanthropists in the expansion of Education
5. Development of infrastructure in the College.
6. Ensuring maintenance of high standards of education in the college.
7. Imparting Education for increasing employment potential.
8. Establishing linkages with industries and market.
9. Use of IT and modern technology for improvement of quality in academics and administration.
10. Promoting innovation and change.

Functions:

1. Imparting higher education through Intermediate, Degree and PG Courses.
2. Administrative control over these courses.
3. Financial functioning of the college – getting audited.
4. Assessing the developmental requirements of the Colleges and applying for various grants.
5. Regulation and sanction of various types of scholarships available in the college.
6. Applying for restructuring of courses by introducing need based courses.

7. Preparation of the college for assessment and accreditation by standard agencies like NAAC.
8. Encouraging Automation of College office functioning.
9. Conducting Training Programmes to the Staff for improving their knowledge and skills.
10. Formulation of schemes for the overall development of the departments academically and administratively.

Chapter 3

Powers and Duties of Officers and Employees

[Section 4(1)(b)(ii)]

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

Duties allotted / Powers

S1. Name of the

No. Officer /Employee Designation The following are the Powers and Duties of the Officers of the University -)

1. Dr. P.J.S. KUMAR, PRINCIPAL APPELLATE AUTHORITY

Dr. P.J.S. Kumar, the Principal of the College shall by virtue of his office, be the Head of the College and shall, when present, preside at all Meetings of the College. He shall exercise such other powers and perform such other duties as may be conferred on or vested in him by or under the provisions of this Act.

(2) He shall be entitled to be present at the address at any stage, any meeting of any Authority of the College.

(3) He shall have the power to convene meetings of the College Bodies.

(4) It shall be his duty to see that the provisions of this Act, the statutes, the ordinances and Regulations are duly observed and he may exercise all powers necessary for this purpose.

(5) He shall have power to interpret the provisions of this Act, the Statutes, the Ordinances and the Regulations. Any person or authority aggrieved may, within such time as may be prescribed by an Ordinance, appeal to the Principal.

2. SMT. B.S.S. PADMAJA

COLLEGE PUBLIC INFORMATION OFFICER

He shall preside over the meetings of the College in the absence of the Principal.

He shall be entitled to be present at the address at any stage, any meeting of any Authority of the College and perform all such duties of the Principal. He shall have such other powers as may be prescribed by the Principal.

3. SRI N.V. KRISHNA PRASAD

COLLEGE ASSISTANT PUBLIC INFORMATION OFFICER

There shall be an Assistant Public Information Officer in the college who shall exercise such powers and perform such duties as may be prescribed by the Statutes.

Procedure Followed in Decision-making Process

[Section 4(1)(b)(iii)]

Enclosed Separately in Excel Format: [Section 4(1)(b)(iii)]

4.2 FLOW CHART

PRINCIPAL

VICE-PRINCIPAL

HEADS OF THE DEPARTMENTS

SUPERINTENDENT

Chapter 5 and 6

Rules, Regulations, Instructions, Manual and Records, for Discharging Functions

[Section 4(1)(b)(v) & (vi)]

h,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.

These are printed and provided in the college calendar which is updated and printed every year for circulation to staff and students and others on need basis.

Chapter 7

Categories of Documents held by the Public Authority under its control

[Section 4(1)(b) (vi)]

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

S1. No.	Category of document	Title of the document	Designation and address of the custodian (held by / under the control of whom)
1		Grant-in –Aid Code	APO
2		Administrative Procedures	APO
3		Orders of the CCE	APO
4		Duties of Staff	APO

Chapter 8

Particulars of arrangement that exists for consultation with or representation by the members of public in relation to the formulation of its policy or implementation thereof

Chapter 9

Boards, Councils, Committees and other Bodies constituted as part of Public

Authority

[Section 4(1)(b) v (ix)]

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

Name of Board, Committee	Composition	Powers & Functions	Whether its Meetings Public / its Meetings accessible Public
Staff Council	All the HODs	Preparation of Academic Calendar	No
College Council	All The Staff Members	Academic and administrative matters which need the total participation of all the staff	No

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,

Chapter 10

Directory of Officers and Employees

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

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.)

Provided in Excel Format: [Section 4(1)(b)(x)]

Chapter 11

Monthly Remuneration received by Officers and Employees, including the System of Compensation as provided in Regulations

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

Provided in Excel Format from Salary Statement: [Section 4(1)(b)(x)]

11,1 Provide information on remuneration and compensation structure for officers and employees in the following format:

Enclosed vide Annexure 'B' of [Section 4(1)(b)(x)]

Chapter 12

Budget allocated to the college and to each department, etc.

[Section 4(1)(b)(xi)]

Enclosed vide Annexure 'C' of [Section 4(1)(b)(x)]

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:

Individual Beneficiaries

Sl. No.	Name & address of recipient institutions	Nature / quantum of benefit granted	Date of grant	Name & Designation of granting authority
1.	Supporting Staff (unto the cadre of Superintendent.	Bus Pass Reimbursement	Every month	Principal ANR College
2.	Supporting Staff and The Superintendent	Tuition Fee Reimbursement	Once in a year	Principal ANR College

Chapter 15

Information Available in Electronic Form

[Section 4(1)(b)(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.anrcollege.edu	AKKINENI NAGESWARA RAO COLLEGE	SUPERINTENDENT

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

All these details are provided in the College Calendar.

Chapter 16

Particulars of Facilities available to Citizens for Obtaining Information

[Section 4(1)(b)(i)]

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	Administrative Offices, ANRC	Information Relating to the various activities and events
News Paper Reports	--	--
Public Announcements	--	--
Information Counter	Enquiry Counter, Administrative Offices, ANRC	Examinations Enquiry etc.
Publications	Publications, ANRC	College Calendars / Handbooks / Magazine
Office Library	UG & PG Library,	Books of all faculties, journals, International Magazines and Newspapers, etc.
Websites	AKKINENI NAGESWARA RO COLLEGE, GUDIVADA	www.anrcollege.edu
Other Facilities (name)	--	--

Chapter 17

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

Public Information Officer(s): List enclosed vide Annexure 'D'

<http://anrcollege.edu>

Assistant Public Information Officer(s)

S.No.	Name and Designation	Nominated as	Subject	Contact Number
01	Smt. B.S.S. Padmaja Vice-Principal	College Public Information Officer	Right to Information Act, 2005	08674-241449 9949854254
02	Sri N.V. Krishna Prasad (office) Supdt.	College Assistant Public Information Officer	Right to Information Act, 2005	08674-243950 9490880977

Appellate Authority

Sl. No.	Name, Designation & Address of Appellate Officer	Jurisdiction of Appellate Officer (offices/ administrative units of the authority)	Office Tel: Residence Tel: Fax:	Email
1	Dr. P.J.S. Kumar, Principal	ANR COLLEGE, GUDIVADA	08674-241449 9440535959	anrcollege@rediffmail.com principalanrcollege@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,

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,