



V.K.V. GOVERNMENT DEGREE COLLEGE, KOTHAPETA

(NAAC Accredited with 'B' Grade (2.13 CGPA))

(Affiliated to Adikavi Nannaya University, Rajamahendravaram)

**Koushik Road, Kothapeta-533223, Dr.B.R.Ambedkar Konaseema Dist., A.P.
An ISO 9001:2015 Certified College by HYM International Certifications Pvt. Ltd.**



RTI - INFORMATION HANDBOOK UNDER RIGHT TO INFORMATION ACT-2005

APPELLATE AUTHORITY

Dr. K. Peddi Raju

Principal

Email: jkcryec.kothapeta@gmail.com

PUBLIC INFORMATION OFFICER

PVVS Bramaramba

Superintendent

Email: jkcryec.kothapeta@gmail.com

Preamble

The Right to Information Act 2005 intends to set out the practical regime of Right to Information of citizens to enable them to access the information under the control of the public authority to promote transparency and accountability in the working of such authority. Section 2(h) of the Act defines "public authority" as any authority or body or institution of self-governance established or constituted –

1. by or under the Constitution;
2. by any other law made by the Parliament;
3. by any other law made by State Legislature;
4. by notification issued or order made by the appropriate Government and includes any
 - body owned, controlled or substantially financed;
 - Non-government organization substantially financed, directly or indirectly by funds provided by the appropriate Government.

Following the provisions contained in section 2(j) of the Act, "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 include the right to

1. Inspection of work, documents, records;
2. Taking notes, extracts or certified copies of documents or records;
3. Taking certified samples of material;

4. 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.

VKV Government Degree College 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 RTI Information Handbook deals with units of information as delineated under section 4(1) 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 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 of 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 the college for the discharge 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 its advise, and as to whether meetings of those boards, councils, committees of such meeting s 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 agencies, 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;

Section 4 b (xii) provides information on the manner of execution of subsidy programmes. This programme per sec is not applicable to VKV Government Degree College.

Section 4(1)(b)(i)

The particulars of the Organization, Functions and Duties

Name of the Organization	VKV Government Degree College
Address	Kowshik Road, Kothpeta, -533223 Dr BR Ambedkar Konaseema Dt Andhra Pradesh
Establishment	29-08 -1979
Working hours of the College	10 AM- 5 PM
Contact	0884-243440
Website	www.gdckothapeta.edu.in

V.K.V Government Degree College is affiliated college under the Adikavi Nannayya University. It is a co-educational Institute.

Brief History of College

VKV Govt. Degree College was established in 1979 in Kothapeta, East Godavari (District). The College is affiliated to adikavi Nannayya University, Rajamahendravaram. Since its inception, it has been working with a motto to ensure quality education and cater to the educational needs of the rural students. This institution is on the coastal belt and it is 20 kilometers near to the Bay of Bengal and is about three kilometers away from the holy river Godavari.

Situated in a rural location, Kothapeta the institution has completed 44 years of committed service and is marching towards the empowerment of rural youth by providing them access to higher education, better career opportunities and thus enabling them to develop as intellectually alive and socially responsible citizens.

This institution was started in the public interest and is having B.A, B.Com and B.Sc disciplines with 12 departments and 697 students. All the teaching staff of the college are qualified and are recruited by Andhra Pradesh State Service Commission. This institution had completed two cycles of accreditation by the NAAC, Bangalore during the years 2006 and 2015 and secured B grade both the times.

Along with the curricular and co-curricular activities, college also aims at the holistic development of the student. It lays emphasis on the physical, cultural and moral aspects of the students. College students are actively involved in various extension activities in and around Kothapeta through NSS. College has very renowned alumni in Government, politics, education and entrepreneurship.

Vision

"Functioning for the cause of empowerment of rural, poor and socially backward students providing them access to better career opportunities, and enabling them to develop as intellectual and socially responsible citizens"

Mission

"To provide higher education to all the students and give need based and skill oriented education."

"To provide equal access to all sections of students and help them to their all round development"

Objectives

- VKV Government Degree College offers undergraduate education in humanities, social sciences and basic sciences in accordance with the Adikavi Nannayya University curriculum.
- It aims for the holistic development of students, and their capacity building through carefully designed academic programs and extramural activities.

Duties of College

Organizing and implementing teaching and examinations for the award of Bachelor of Arts, Bachelor of Science, Bachelor of Commerce degrees in accordance with the Adikavi Nannayya University curricula.

- Providing opportunities for the holistic development of students.
- Providing opportunities for academic up gradation of faculty members
- Providing efficient management for students, teaching and non-teaching staff

Main activities/functions of the College include:

- Conducting teaching for students enrolled in various degree programmes approved by the Adikavi Nannayya University.
- Providing co-curricular activities, namely, sports and NSS.
- Providing opportunities for extra-curricular activities such as debating, music, dance, quiz, fine arts etc.
- Providing opportunities to faculty for professional development, undertaking research work.
- Providing internship opportunities to undergraduate students
- Providing and maintaining adequate infrastructure including building, library, laboratories, equipment, sports facilities.

Organization and Administrative Machinery

1. Principal: The Commissioner of Collegiate Education, A.P appoints a full-time principal as per the procedure in vogue.
2. Lecturers and Non Teaching staff: Appointment to the post of Lecturers and Non Teaching Staff are done by the Commissioner of Collegiate education.

Expectation of the College from the public for enhancing its effectiveness and efficiency: The College expects objective and considered support from citizens of the country as well as persons directly associated with the affairs of the college.

Mechanism available for monitoring the service delivery and public grievance resolution Management of the various activities of the college are supervised by the Principal and through the designated authorities and procedure. Monitoring of the affairs of the college is through the CCE and Adikavi Nannayya University.

Section 4(1)(b)(ii)

Powers and duties of the officers and employees:

- The Principal is the academic and executive officer of the college. He/ She is responsible for appropriate administration, organization, instruction and management of affairs of the college.
- Lecturers and other employees are appointed by the college in accordance with rules and regulations of Government of Andhra Pradesh. They discharge their official duties in accordance with the directions and instructions given in the APCCA rules or by instructions issued by the Adikavi Nannayya University from time to time.

Section 4(1)(b)(iii)

The procedure followed in the decision-making process, including channels of supervision and accountability

- Decisions in various matters are taken by The Chairperson, Members of the committee of the college as per the procedures laid down under various Ordinances, rules and regulations of the Government of Andhra Pradesh.

Section 4(1)(b)(iv)

Norms set by the college for the discharge of its functions:

- Norms and standards for various activities of the college are set by the competent authority, the Commissioner of Collegiate Education.
- The Internal Quality Assurance Cell (IQAC) of the college is responsible for initiating activities and programs for the enhancement of standards of higher education in college. Section.

4(1)(b)(v)

Rules, regulations and instructions used:

- Regulations/instructions for admission regarding all the Programmes (undergraduate) in accordance with Government of Andhra Pradesh and Adikavi Nannayya University notification.
- Various rules/instructions concerning personnel management for the teaching and nonteaching staff working in the college.
- Fundamental Rules and Supplementary Rules of Government of Andhra Pradesh with regard to teaching and non-teaching staff.

Section 4(1)(b)(vi)

Official documents and their availability:

- Handbook of Information/ College Prospectus
- RTI - Information Handbook Under Right to Information Act-2005
- Constitution of various committees of VKV Government Degree College
- IQAC Documents: IQAC Members, AQARs Reports, SOP, Annual Event Calendar, Minutes and Action Taken Reports.

These are available on the website: www.gdckothapeta.edu.in

- The College Timetable
- Course Details, Faculty Details, Society Details
- Academic Calendars
- Examination Schedules
- Examination Results
- Student Satisfaction Survey Link
- Alumni Registration Link

Section 4(1)(b)(vii)

Arrangements and methods made for seeking public participation /contribution:

College planning Development Committee comprise of eminent people from society and representatives of public who directly participate in the affairs of the College. The College CPDC has following representative from the public.

- One person is nominated by the Principal for CPDC from the various fields of public.
- Public involvement in the administration of the college is through nomination of people from various students, people of public life in IQAC.

Section 4(1)(b)(viii)

Councils, Committees, Faculties, Departments, etc. under the College:

- Staff Council.
- Admission Committee.
- Internal Complaint Committee (ICC)
- Anti-Ragging Committee
- Women Empowerment Cell

Section 4(1)(b)(ix)

Directory of officers and employees:

- It is available in digital form on College website.

Section 4(1)(b)(x)

Monthly remuneration received by each of its employee

- The pay scales of various teaching and non-teaching staff are as prescribed by the Government of Andhra Pradesh.

Section 4(1)(b)(xi)

Budget allocated to each agency

- The budget and the financial estimates are as approved by the Concerned Committee

Section 4(1)(b)(xii)

Manner of execution of subsidy programs

- Not applicable to the college.

Section 4(1)(b)(xiii)

Concessions granted by the college:

- Concessions that are available to various categories of students for admission to various courses are given in the Bulletin of Information.
- 22.5% of the total number of seats for candidates belonging to Scheduled Caste/Scheduled Tribes (15% for SCs and 7.5 % for STs)
- 27% seats are reserved for applicants belonging to Other Backward Classes (Non Creamy layer State List) and 4% for BC-E
- As per the Government of Andhra Pradesh notifications, Act No 15 of 2019. 10% seats are reserved for EWS Category
- 3% seats are reserved for candidates having minimum 40% (benchmark) disabilities.
- 2% of seats are reserved for Sports category.
- The college follows the steps as defined by the Government of Andhra Pradesh on its portal for admission under EWS quota.

Section 4(1)(b)(xiv)

Information available in electronic form:

- Information made publically available can be accessed at <https://gdckothapeta.edu.in>
- All the information about the college is available on the college website <https://gdckothapeta.edu.in>

Section 4(1)(b)(xv)

Means, methods and facilities available to citizens for obtaining information:

- Through the notice boards, relevant brochures, College Calendars and various other rules which are available in print as well as on the website: <https://gdckothapeta.edu.in>
- Unpriced information for the general public is disseminated occasionally through press• releases, advertisements etc. These are available on the college website: <https://gdckothapeta.edu.in>

Section 4(1)(b)(xvi)

Public Information Officer: Sri.R.Yesupadamu, Department of Chemistry, Sri ABR Government DegreeCollege,Repalle.

Appellate Authority:Dr.T.C.Ravi Chandra Kumar, Principal, Sri ABR Government DegreeCollege,Repalle.

Section 4(1)(b)(xvii)

- The college website (<https://gdckothapeta.edu.in>), is the repository of information.
- The person seeking the information may apply on a plain paper giving particulars of information being sought and his/her correct postal address, mobile no. and email address for communication. Separate applications for seeking information on different subjects are required. The application has to be accompanied with the prescribed fee (at present a fee of Rs. 10/-), (cash / DD payable to Principal, Sri ABR Government Degree College/Postal Order). The fee is payable with each application which is towards the cost of processing the request.

The schedule of fees can be obtained from the Public Information Officer of the College. For the time being the rates are as follows:-

1. Rs. 2/- per page of A-4 or A-5 size.
2. Actual cost for sizes bigger than A-4 or A-5.
3. In case of printed material, the printed copies could be had from the college sales counter.
4. In case of photo copies, the rate would be Rs. 2/- per page.
5. If information is needed on a disk or floppy subject to availability of information in soft form, the fee will be Rs. 50/- per disk/floppy.
6. Admissible records may be allowed to be inspected on payment of Rs.150/- per hour or part thereof, before the date and time of inspection of the same.