

**M.R.R. GOVT. DEGREE COLLEGE, UDAYAGIRI,  
NELLORE (Dt.), ANDHRA PRADESH.**

**STATUTORY DECLARATION UNDER RTI**



**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 M.R.R.GOVT.DEGREE COLLEGE, UDAYAGIRI. The information is also available at Colleges website [mrrgdc.ac.in](http://mrrgdc.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 M.R.R.GOVT.DEGREE COLLEGE, UDAYAGIRI. 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.

<b>Authority</b>	<b>Name of the officer</b>	<b>Designation</b>	<b>Contact Number &amp; Email ID</b>
1 <sup>st</sup> Appellate Authority	Dr. N.Srinivasa Rao	Principal	9885446519 <a href="mailto:udayagiri.jkc@gmail.com">udayagiri.jkc@gmail.com</a>
Public Information Officer	Dr.SK.Annar	Vice Principal	9491515750 <a href="mailto:Skannar1973@gmail.com">Skannar1973@gmail.com</a>
Assistant Public Information Officer	V.Nagaraju	Senior Assistant	9441699518 <a href="mailto:udayagiri.jkc@gmail.com">udayagiri.jkc@gmail.com</a>

**Organisation, Functions and Duties**  
[Section 4(1)(b)(i)]

**2.1 Particulars of the organization, functions and duties:-**

<b>S. N o</b>	<b>Name of the Organization</b>	<b>Address</b>	<b>Functions</b>	<b>Duties</b>
1	M.R.R. Govt. Degree College, Udayagiri.	S.R.Puram Road,Udayagiri, Nellore(Dt.)	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

**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>
1	Dr. N.Srinivasa Rao	Principal	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	
2	Dr.SK.Annar	Vice-Principal	Apart from Teaching and administrative work he attends to RTI work by forwarding the information in time	
3	V.Nagaraju	Administrative Officer	Administrative work and establishment. 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.**

<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

**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. 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, 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 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, too 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.

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

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

<b>S.N o.</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>
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	To Countersign on the monthly salary bills of teaching and non teaching staff	As per the rules	30 days	
5	Pension proposals of teaching & Non teaching staff	As per the rules	30 days	
6	To sanction GPF /GIS to the retired teaching and non teaching staff	As per the rules	30 days	
7	Disciplinary cases (not related to supervision)	As per the severity of case	07 days	
8	Counter signature on withdrawal & no allegation certificate	Upto the cadre of lecturer	03 days	