

**GOVT.COLLEGE FOR WOMEN (A), SRIKAKULAM,
Srikakulam (DL), ANDHRA PRADESH.**

STATUTORY DECLARATION UNDER RTI

S. No.	TITLE	DETAILS
1	Name of the College	Government College for Women (A) Srikakulam
2	Address of the College	Opp. of LIC Building , Women's College Road , Srikakulma - 532001
3	Website	www.gcwskl.ac.in
4	e-Mail	gdcw.sklmjkc@gmail.com
	Affiliating University	Dr.B.R.Ambedkar university Etcherla
5	UGC Approval	Approved by UGC under 2 (f) 12 (b)
6	AISHE code	C-24876
7	Jnanabhumi code	12674
8	Principal	Dr. K.Surya Chandra Rao
9	Vice principal	Dr. N.Chinnarao
10	College Timings	10.00 AM to 05.00 PM
11	Courses Offered	
	Single Major system	Three Major system
	1. History 2. Economics 3. Special English 4. Political Science 5. Special Telugu 6. <u>B.Com</u> (General) 7. <u>B.Com</u> (Comp. applications) 8. Mathematics 9. 'Physics 10. Chemistry 11. Computer, Science. 12. Botany 13. Zoology	1. H.E.P 2. T.E.P 3. T.G.T 4. H.E.SW 5. E.H.P 6. <u>B.Com</u> (General) 7. <u>B.Com</u> (Computer applications) 8. M.P.0 9. M.P.CS 10.M.C.CS 11.M.P.WT 12.C.B.Z 13.C.B.MB 14.C.Z.BC
		P.6 Courses
		1. Telugu 2. Zoology 3. Organic Chemistry 4. Computer Science S
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 Dr.B.R.Ambedkar university Etcherla

**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. COLLEGE FOR WOMEN (A) SRIKAKULAM. The information is also available at college website www.gcwskl.ac.in

GOVT. COLLEGE FOR WOMEN (A) SRIKAKULAM 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 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 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 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. K.SuryaChandra Rao	Principal	9849137382 gdcw.sklmjkc@gmail.com
Public Information Officer	Dr. N.Chinnarao	Vice-Principal	9885962027 gdcw.sklmjkc@gmail.com
Assistant Public Information Officer	Smt.D.Swarnalatha	Sr. Asst.	9010942360 gdcw.sklmjkc@gmail.com

Organisation, Functions and Duties
[Section 4(1)(b)(01]

2.1 Particulars of the organization, functions and duties:

S. No.	Name of the Organization	Address	Functions	Duties
1	Govt. Degree College Women (A) Srikakulam	Opp. of LIC Building, Women's College Road, srikakulam - 532001	Instructions of the Director of Collegiate Education, Vijayawada, Andhra Pradesh & Regional Joint Director, Rajamahendravaram and the Affiliating University Dr.B.R.Ambedkar university Etcherla	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. K.Surya Chandra Rao	Principal	To perform all administrative duties as guided and instructed by the Director, Collegiate Education, Mangalagiri, A.P and the RJD Rajamahendravaram and the affiliating University	-
2	Dr. N.Chinnarao	Vice principal	Apart from Teaching and administrative work and attends to RI! work by forwarding the information in time	
3	Smt.D.Swarnalatha	Sr. Asst.	All Administrative works Assists the PIO in forwarding the information in time.	



[Signature]
PRINCIPAL
Govt. College (Women)
SRIKAKULAM