

Chapter 2
Organization, Functions and Duties
[Section 4(1)(b)(i)]

RTi Act - 4(1) b.....College Info..

Sl No	Name of the Organization	Address	Function	Duties
1	<i>S.V.R.M. College, Nagaram</i>	<i>Main Road, Nagaram</i>	<i>Teaching</i>	<i>Class room teaching work</i>

Chapter 3
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:

Sl. No.	Name of the officer/employee	Designation	Duties allotted	Powers
1	<i>M. Sudhakara Rao</i>	Statutory : <i>Principal</i>	<i>Head</i>	Ensures
		Administrative: <i>Principal</i>		Conduct of classes
		Financial:	----	
		Other: <i>Head of college Admn</i>		
2	<i>Sri Goli Srinivasa Rao</i>	Statutory: <i>Lecturer</i>	<i>Teaching</i>	<i>Class Engage</i>
		Administrative:	-----	-----
		Financial:	-----	-----
		Other	-----	-----

Chapter 4
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	<i>Syllabus completion</i>	<i>Conduct of classes</i>	<i>Principal</i>
Budgeting	<i>Salary from ATG</i>	<i>Advance Teaching Grant</i>	<i>CCE,Hyderabad, AP</i>
Formulation of programmes, schemes and projects	<i>Class-room teaching Punctuality</i>	<i>Co-ordination with Teachers</i>	<i>Principal</i>
Recruitment/ hiring of personnel	<i>SC,ST Backlog Vacancies</i>	<i>CCE/RJDCE Guntur</i>	<i>CCE/RJDCE/ College Correspondent</i>
Release of funds	<i>From UGC</i>	<i>UGC & CCE</i>	<i>University Grants Commission & Government of A.P</i>
Implementation/ delivery of service/ utilization of funds	<i>Completion of Syllabus Class room Teaching</i>	<i>Class Maintenance</i>	<i>Principal</i>
Monitoring & evaluation	<i>Imparting Teaching</i>	<i>Class room Teaching</i>	<i>Principal</i>
Gathering feedback from public	<i>Taking Feedback From Lecturers & Students</i>	<i>PIO, APIO, Collecting Info.</i>	<i>PIO</i>

4.2 Prepare Flow charts to show channels of supervision and accountability. You may also provide additional flow charts to indicate how each function is discharged or service is delivered by the authority from the stage of planning/ application for getting service to reaching the target group/ delivering the service to the beneficiary.

You may provide flow charts as to how each function is discharged or service is delivered by the authority from the stage of planning/ application for getting service to reaching the target group/ delivering the service to the beneficiary.

- 4.3 Describe the mechanisms in place regarding participation of the public in decision-making in respect of the functions discharged/services delivered to citizens.

Chapter 5
Norms set for the Discharge of Functions
[Section 4(1)(b)(iv)]

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

Sl. No.	Function/service	Norms/standards of performance set	Time frame	Reference document prescribing the norms (Citizen's Charter, Service Charter etc)
1	Class room Teaching	Maintaining Discipline & Punctuality	During College Timings From 10:00 am to 5:00 pm	----

Chapter 6
Rules, Regulations, Instructions, Manual and Records, for Discharging Functions
[Section 4(1)(b)(v) & (vi)]

- 6.1 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.

Sl. No	Description	Gist of contents	Price of the publication if priced
Rules & Regulations			
1	Rules Displayed in Notice Board	Punctuality & Maintaining Discipline	----
Instructions			
1	Rules Displayed in Notice Board	Strictly Following College Timings	----
Manuals			
1	----	----	----
Records			
1	Taking Attendance	Maintaining Records	----
Publications			
1	----	----	----

Chapter 7
Categories of Documents held by the Public Authority under its Control
[Section 4(1) (b) v (i)]

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

Sl. No.	Category of document	Title of the document	Designation and address of the custodian (held by / under the control of whom)
1.	<i>College Records</i>	<i>Office Records Class Registers</i>	<i>Principal S.V.R.M. College, Nagaram</i>

Chapter 8
Arrangement for Consultation with, or Representation by, the Members of the Public in relation to the Formulation of Policy or Implementation thereof
[Section 4(1)(b)viii]

8.1 Describe arrangements by the public authority to seek consultation/participation of public or its representatives for formulation and implementation of policies?

S. No.	Function/service	Arrangements for consultation with or representation of public in relations with policy formulation	Arrangements for consultation with or representation of public in relations with policy implementation
1	<i>Providing College Information as per Requirement</i>	<i>Conducting Staff Meeting for better performance .</i>	<i>Taking Decisions after Staff Meeting.</i>

Chapter 9
Boards, Councils, Committees and other Bodies constituted as part of Public Authority
[Section 4(1)(b)v(iii)]

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

Name of Board, Council, Committee, etc.	Composition	Powers & Functions	Whether its Meetings open to Public/ Minutes of its Meetings accessible for Public
<i>Public Information Committee</i>	<i>PIO, APIO & AA</i>	<i>Supplying Information as per requirement</i>	<i>Open to Public</i>

Chapter 10
Directory of Officers and Employees
[Section 4(1)(b)(ix)]

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)

S No	Name of office/ administrative unit	Name, Designation & Address of Officer/ Employee	Telephone & Fax Office Tel: Residence Tel: Fax:	Email
1	<i>Public Information Officer</i>	<i>Sri Goli Srinivasa Rao, Lect. in Chemistry</i>	9885671565	sr1960goli@gmail.com
2.	<i>Asst. Public Information Officer</i>	<i>Sri D.Ravi Teja, Jr. Asst..</i>	9052235808	ravitejamicrob@gmail.com
3.	<i>Appellate Authority</i>	<i>Sri M. Sudhakara Rao, Principal</i>	9849641461	principal@svrmc.edu.in

Monthly Remuneration received by Officers and Employees, including the System of Compensation as provided in Regulations
[Section 4(1)(b)(x)]

11.1 Provide information on remuneration and compensation structure for officers and employees in the following format:

S No	Designation	Monthly Remuneration including its composition	System of compensation to determine Remuneration as given in regulation
1	<i>Principal – GIA AA</i>	<i>Rs.1,33,450/- pm</i>	<i>Grant-in-Aid Salary from CCE, A.P.</i>
2	<i>Lecturer - Under Management PIO</i>	<i>Rs. 1,33,450/- pm</i>	<i>Grant-in-Aid Salary from CCE, A.P.</i>
3.	<i>Jr.Assistant - APIO</i>	<i>Rs. 18,400/- pm</i>	<i>Grant-in-Aid Salary from CCE, A.P. (Appointed recently on 10-10-2014)</i>

Chapter 12

Budget Allocated to Each Agency including Plans etc.

[Section 4(1)(b)xi]

12.1 Provide information about the details of the plans, programmes and schemes undertaken by the public authority for each agency.

Agency	Plan/Programme/ Scheme/Project/ Activity/Purpose for which budget is allocated	Proposed expenditure	Expected Outcomes	Report on disbursements made or where such details are available (web site, reports, notice board etc.)
<i>Aided College</i>	<i>Teaching</i>	<i>Salary</i>	<i>Good Result</i>	---

12.2 Provide information on the budget allocated for different activities under different programmes/schemes/projects etc. in the given format

Agency	Programme/ Scheme/Project/ Activity Purpose for which budget is allocated	Amount released: last year 2013-14	Amount spent last year	Budget allocated current year	Budget released current year
<i>Aided College</i>	<i>Aided Teaching and Non – Teaching Staff</i>	<i>2,09,23,289</i>	<i>2,03,24,965</i>	<i>2,03,24,965</i>	<i>Rs. 98,46,673/- Advance Teaching Grant</i>

Chapter 13
Manner of Execution of Subsidy Programmes
[Section 4(1)(b)xii]

- 13.1 Describe the activities/programmes/schemes being implemented by the public authority for which subsidy is provided.
- 13.2 Provide information on the nature of subsidy, eligibility criteria for accessing subsidy and designation of officer competent to grant subsidy under various programmes/schemes.

Name of programme/ activity	Nature/scale of subsidy	Eligibility criteria for grant of subsidy	Designation of officer to grant subsidy
Nil	Nil	Nil	Nil

- 13.3 Describe the manner of execution of the subsidy programmes.

Name of programme/ activity	Application Procedure	Sanction Procedure	Disbursement procedure
Nil	Nil	Nil	Nil

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.

Institutional Beneficiaries

Name of programme/scheme:				
Sl. No	Name & address of recipient institutions	Nature/ quantum of benefit granted	Date of grant	Name & Designation of granting authority
-	-	-	-	-
-	-	-	-	-

Name of programme/scheme:				
Sl. No	Name & address of recipient institutions	Nature/ quantum of benefit granted	Date of grant	Name & Designation of granting authority
-	-	-	-	-
-	-	-	-	-

Individual Beneficiaries

Sl. No	Name & Address of recipient beneficiaries	Nature/ quantum of benefit granted	Date of grant	Name & Designation of granting authority
<i>SC, ST, OBC, EBC, Muslim Minority Scholarships issued to the students Fresh and Renewal students for the Academic Year 2013-14.</i>				

Name of programme/scheme:				
Sl. No	Name & address of recipient institutions	Nature/ quantum of benefit granted	Date of grant	Name & Designation of granting authority
-	-	-	-	-
-	-	-	-	-

Chapter 15 Information Available in Electronic Form [Section 4(1)(b)(iv)]

- 15.1 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.) www.svrmc.edu.in	Contents or title	Designation and address of the custodian of Information (held by whom?) A.A
<i>S.V.R.M. College, Nagaram, Guntur has been expelling darkness of ignorance from the minds of young men by providing real education on the basis of divine principles. The College should afford latest UMS, LCD Projector, and Internet facility throughout college camps etc....</i>			

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

Chapter 16
Particulars of Facilities available to Citizens for Obtaining Information
[Section 4(1)(b)xv]

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	<i>Flex Banners – at College.</i>	<i>Details of information officers given</i>
News Paper Reports	Yes	---
Public Announcements	---	---
Information Counter	At College Office	APIO - Desk
Publications	---	---
Office Library	College Library & Departmental libraries	----
Websites	College Website:	www.svrmc.edu.in
Other Facilities (name)	College Email - ID	info@svrmc.edu.in

Chapter 17
Names, Designations and other Particulars of Public Information Officers
[Section 4(1)(b)xvi]

17.1 Please provide contact information about the Public Information Officers and Assistant Public Information Officers designated for various offices/administrative units and Appellate Authority/Officer(s) for the public authority in the following format.

Public Information Officer(s)

S No	Name of office/ administrative unit	Name & designation of PIO	Office Tel: Residence Tel: Fax:	Email
1	<i>PIO</i>	<i>Sri Goli Srinivasa Rao, Lect. in Chemistry</i>	9885671565	sr1960goli@gmail.com

Assistant Public Information Officer(s)

S No	Name of office/ administration unit	Name & designation of APIO	Office Tel: Residence Tel: Fax:	Email
1	APIO	Sri D. Ravi Teja, Jr. Asst.	9052235808	ravitejamicrob@gmail.com

Appellate Authority

S No	Name, Designation & Address of Appellate Officer	Jurisdiction of Appellate Officer (offices/ administrative units of the authority)	Office Tel: Residence Tel: Fax:	Email
1.	Sri M. Sudhakara Rao, Principal, S.V.R.M. College, Nagaram	S.V.R.M. College, Nagaram	08648-256724 9849641461	info@svrmc.edu.in

Chapter 18 Other Useful Information [Section 4(1)(b)xvii]

18.1 Please give below any other information or details of publications which are of relevance or of use to the Citizens.

1. ----

2. ----

18.2 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.


PRINCIPAL
S.V.R.M. COLLEGE
NAGARAM - 522 268
Guntur (Dist.)

Place: Nagaram
Date: 30.10.2014

Name and Designation of the Officer
Sri M. Sudhakara Rao, Principal
Department : S.V.R.M. College, Nagarm