

THE RIGHT TO INFORMATION ACT - 2005

A.P. RESIDENTIAL DEGREE COLLEGE, VIJAYAPURI SOUTH, MACHERLA MANDAL, GUNTUR (DIST.) – 522439.

Public Information Officer :

| NAME OF OFFICE | NAME & DESIGNATION OF PIO | PHONE NO LAND | MOBILE NO | FAX NO | E-MAIL ADDRESS |
|---|--|---------------------------------|------------|-----------------|--|
| Office of the Principal APR Degree College, V.P.South, Guntur Dist.- 522439 | Sri P.Narayana Reddy, Principal (FAC) | 08642 242347(O) 278176(R) | 9440365707 | 08642 242347 | aprdc.nagarjunasagar@gmail.com |

Assistant Public Information Officer :

| NAME OF OFFICE | DESIGNATION OF PIO | PHONE NO LAND | MOBILE NO | FAX NO | E-MAIL ADDRESS |
|---|------------------------|--------------------|-----------|-----------------|--|
| Office of the Principal APR Degree College, V.P.South, Guntur Dist.- 522439 | Asst. to the Principal | 08642 242347(O) | | 08642 242347 | aprdc.nagarjunasagar@gmail.com |

Information under Section 4(1)(b) of Right to Information (RTI) Act

in respect of APRDC Office

| S.No | <u>Provision in the Act</u> | <u>Information in respect of APRDC</u> |
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| (i) | Particulars of its organization, functions and duties | This information is already available in college website. |
| (ii) | Power and duties of its officers and employees | A chart showing work allocation of all the officers of this office on the college website. |
| (iii) | Procedure followed in its decision making process, including channels of supervision and accountability. | The information on the website broadly gives the procedure followed in decision making process. The work allocation chart would cover the accountability part in the provision. |
| (iv) | Norms set by it for the discharge of its function | Under the control of Secretary, APREI Society, Hyderabad. |
| (v) | Rules, regulations, instructions, manuals and records used by its employees for discharging its functions. | Under the control of Secretary, APREI Society, Hyderabad. |
| (vi) | Statement of the categories of the documents held by it or under its control. | Office holds number of categories of Documents relating to various sections/departments under the discussion of Principal |
| (vii) | Particulars of any arrangement that exists for consultations with or representation by the members of the public, in relation to the formulation of policy or implementation thereof. | The public who are aggrieved in the delay of issue of orders at college level may approach the Principal. The Department's Staff are not allowed to entertain any visitors who come for their personal work. |
| (viii) | Statement of the boards, councils, committees and other bodies consisting of two or more persons constituted by it. Additionally, information as to whether the meetings of these are open to the public, or the minutes' of such meetings are accessible to the public. | The Society will constitute committees to deal in the matters of services of Employees. Services rendered to the public are in regard to admissions, recruitment etc., as and when required. |
| (ix) | Directory of its officers and employees. | This information is already available in college website. |
| (x) | Monthly remuneration received by each of its officers and employees, including the system of compensation as provided in its regulations. | This information is already available in college website. |

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| (xi) | Budget allocated to each of its agency, indicating the particulars of all plans, proposed expenditure and reports on disbursements made. | This information is already available in Society Website www.apresidential.gov.in |
| (xii) | Manner of execution of subsidy programmes, including the amounts allocated and the details and beneficiaries of such programmes. | -NIL- |
| (xiii) | Particulars of recipients of concessions, permits or authorizations granted by it. | -NIL- |
| (xiv) | Details of the information available to, or held by it, reduced in an electronic form. | This information is already available in Society Website www.apresidential.gov.in |
| (xv) | Particulars of facilities available to citizens for obtaining information, including the working hours of a library or reading room, if maintained for public use. | -NIL- |
| (xvi) | Names, designations and other particulars of the Public Information Officers. | This information is already available in college website. |