

D.K. Govt. College for Women, Nellore

STATUTORY DECLARATION UNDER RTI

**OBLIGATIONS OF
PUBLIC AUTHORITIES**

INFORMATION HANDBOOK

[Refer to Chapter II Section 4(1) b of
RTI Act, 2005]

DKW COLLEGE

Chapter 1

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 D.K. Govt. College for Women. The information is also available at Colleges website dkwgdcnellore.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 D.K. Govt. College for Women 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.

| Authority | Name of the officer | Designation | Contact Number & Email ID |
|--------------------------------------|---|--|--------------------------------------|
| 1 st Appellate Authority | Dr.D. GIRI | Principal | 9948121701 nellore.jkc@gmail.com |
| Public Information Officer | 1. Dr. K.Karunasri 2. Sri. M.Venkata Rao | Lecturer in Telugu Lecturer in Telugu | 08612957569 nellore.jkc@gmail.com |
| Assistant Public Information Officer | N. Sudhakar | Administrative Officer | 08612957569 nellore.jkc@gmail.com |

Chapter 2

Organisation, Functions and Duties

[Section 4(1)(b)(i)]

2.1 Particulars of the organization, functions and duties:-

| S. No | Name of the Organization | Address | Functions | Duties |
|--------------|--|---|---|---|
| 1 | D.K. Govt. College for Women (Autonomous), Nellore | Opp. Police Parade Grounds, Darga Mitta, Nellore 524003 | To work under the 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 |

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:

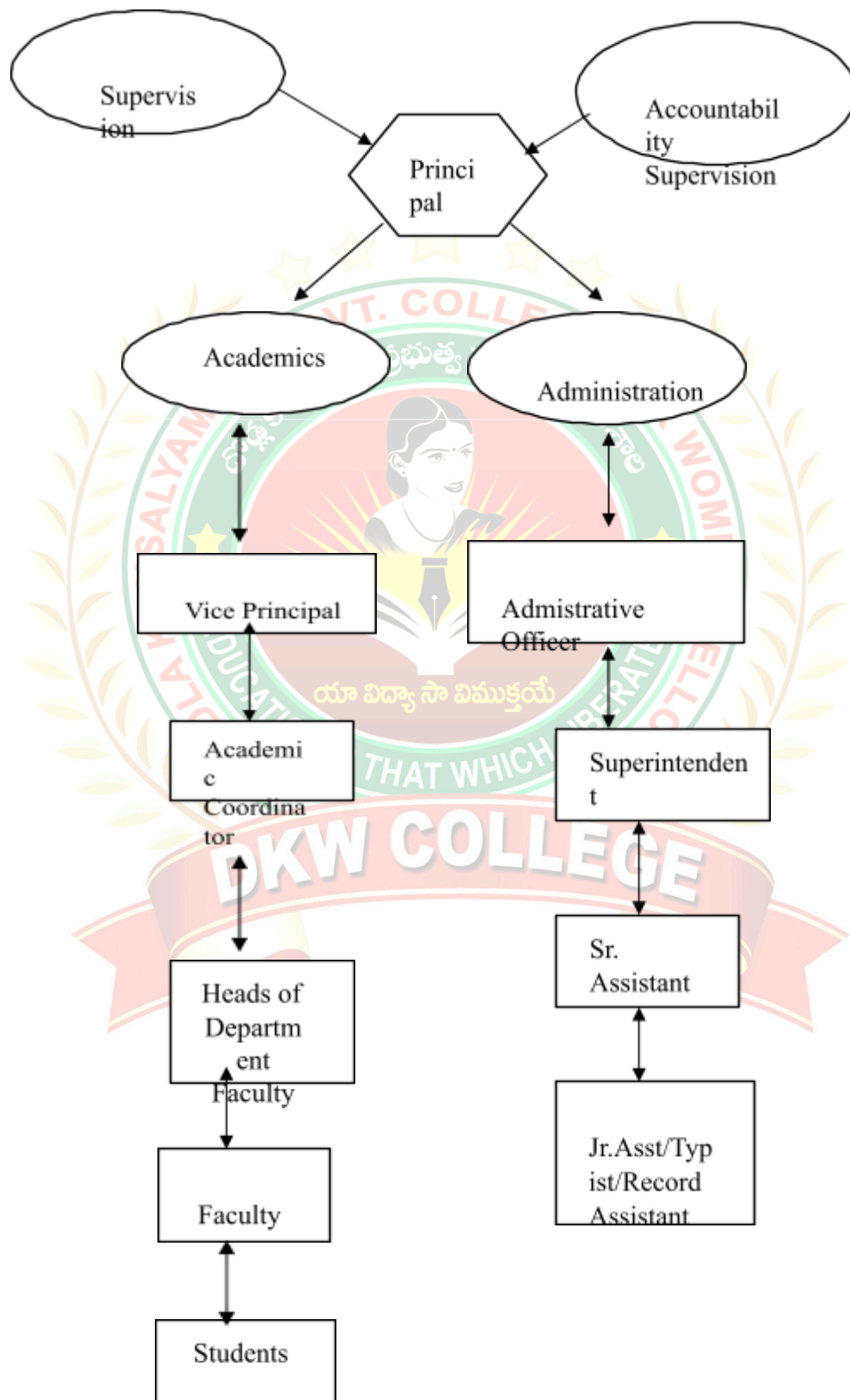
| S.No | Name of the officer/employee | Designation | Duties allotted | Powers |
|------|---|--|---|--------|
| 1 | Dr.D. GIRI | Principal | To perform all administrative duties as guided and instructed by the Commissioner, Collegiate Education, Vijayawada , A.P and the RJD Guntur and the affiliating University | |
| 2 | 1. Dr. K.Karunasri 2. Sri. M.Venkata Rao | Lecturer in Telugu Lecturer in Telugu | Apart from Teaching and administrative work he attends to RTI work by forwarding the information in time | |
| 3 | N. Sudhakar | Administrative Officer | Administrative work and establishment. Assists the PIO in forwarding the information in time. | |

Chapter 4
Procedure Followed in Decision-making Process
[Section 4(1)(b)(iii)]

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 | 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 |
| Gathering feedback from public | ### | ### | ### |
| Undertaking improvements | | | |

Prepare Flow charts to show channels of supervision and accountability.



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.



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.

| S.N o. | Function/service | Norms/standards of performance set | Time frame | Reference document prescribing the norms (Citizen's Charter, Service Charter etc) |
|---------------|---|---|--------------------------------------|--|
| 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 | |

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.

| S.No | Description | Gist of contents | Price of the publication if priced |
|--------------------------------|---------------------------------|--|------------------------------------|
| Rules & Regulations | | | |
| 1 | F.R. Financial code | As per guidelines | |
| 2 | Subordinate service rules of AP | As per guidelines | |
| ... | | | |
| Instructions | | | |
| 1 | F.R. Financial code | As per guidelines | |
| 2 | Subordinate service rules of AP | As per guidelines | |
| ... | | | |
| Manuals | | | |
| 1 | COE manual | Conduct of Examinations and release of results | |
| 2 | Autonomous college manual | As per guidelines | |
| 3 | RUSA manual | As per guidelines | |
| 4 | NAAC manual | As per guidelines | |
| 5 | Principal's Instruction Dairy | As per guidelines | |
| | | | |
| Records | | | |
| 1 | | | |
| 2 | | | |
| ... | | | |
| Publications | | | |
| 1 | | | |
| 2 | | | |
| ... | | | |

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.

| S.No | Category of document | Title of the document | Designation and address of the custodian (held by / under the control of whom) |
|------|---|--|--|
| 1 | D.D.O, Drawing& Disbursing officer | To Pay salaries of employees and pensioners, office bills and treasury related bills and arrears | N. Sudhakar A.O |
| 2 | T.B.R – Treasury Bill Register&CFMS online bills. | To prepare salary bills of employees &pensioners and submit in treasury | Sri SK. Mahaboob Bhasha Senior Asst. |
| 3 | General Cash book | Govt. Budget, Expenditure and refund of unspent amount of budget | P. Nagapadmavalli Superintendent |
| 4 | D.F.C Daily Fee collection | Entry of everyday fees collection in register | Noor Mohammed Jr. Asst |
| 5 | T.F.R | Entry of Tuition fees collection in register | Noor Mohammed Jr. Asst |
| 6 | Admissions | Entry of new admissions of students in register | Noor Mohammed Jr. Asst |
| 7 | Examinations | Seating and room plan of semester exams & competitive exams | Sk.Masthan basha Record Asst |
| 8 | U.G.C University grants commission | UGC grants ,Expenditure and return of unspent balance | N. Sudhakar A.O |
| 9 | Scholarship | SC,ST,BC,EBC& Minorities Etc | Sri M. Bala Kishore Kumar, Senior Asst. |

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 |
|------|-------------------|---|
| 1 | Governing Body | Industrialist, professional |
| 2 | Academic Council | Educationist, Medicine ,Engineering, Industry |
| 3 | Board of Studies | Industrialist, Alumni |
| 4 | Finance Committee | Financial Expert |
| 5 | CPDC | Philanthropist, parents, Alumni, Industrialist |
| 6 | IQAC | Industrialist. Academician |
| 7 | Examination Cell | No relation with public |
| 8 | Staff Council | No relation with public |

DKW COLLEGE

Chapter 9

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

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 |
|--|--|--|---|
| Governing Body | Chairman, Industrialist, professional senior, teachers of college, U.G.C. Nominee, State Govt. nominee, Principal of college | The governing body meets twice a year and take decisions regarding all the matters of Autonomous college The resolutions of academic Council, Examination Cell and Finance committee have to be approved in the G.B | Yes |
| Academic Council | Chairperson, member university nominee academic coordinator | The Academic council meeting under the Principal, Discussions and resolution on BOS resolution , COE Resolutions. | Yes |
| Board of studies | Head of the department, Members of department University nominee, Subject expert, Alumni, Industrialist & Student members | Framing of syllabus, Evaluation, Question papers and approve of paper setters | |
| Finance committee | Principal, Member secretary members, Financial expert | Allotment & Approval of the finances to Academic council, COE under Autonomy | Yes |
| C.P.D.C | Principal, Senior lecturer, parent, Philanthropist, industrialist, Alumni | Approval of all planning and developmental activities of college | Yes |

| | | | |
|----------------------|---|---|-----|
| IQAC | Principal Member secretary ,5 Senior teachers , industrialist, and academicians | Planning and approval of quality measures in terms of academics and administration | Yes |
| Examination cell COE | 1.Controler of examination 2.Asst .controllers | Planning and conduct of exams and release of results | Yes |
| Staff Council | Principal, In-charges of Dept | Planning and approval of all financial, academic and administrative activities of college | Yes |

If minutes of meetings are accessible to the public, describe the procedure as to how to access the minutes: contact point, hours of access, fee structure/cost of access and officer to be contacted.

| S.No | Name of Person | Designation | Telephone/Mobile |
|------|----------------|------------------------|-------------------------|
| 1 | Dr.D.GIRI | Principal | 0861 2957569/9948121701 |
| 2 | N. Sudhakar | Administrative officer | 0861 2957569 |

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/ administra tive unit | Name, Designation & Address of Officer/ Employee | Telephone & Fax Office Tel: Residence Tel: Fax: |
|-------------|---|---|--|
| 1 | DR D.GIRI | PRINCIPAL | 8008946963/9948121701 |
| 2 | DR. K. CHANDRA SEKHAR | ADDITIONAL PRINCIPAL | 9441767350 |
| 3 | DR CH. KRISHNA MURTHY | LEC. IN ENGLISH | 9912417780 |
| 4 | DR S. VINDHYAVALI | LEC. IN ENGLISH | 9492934524 |
| 5 | P. UMA MAHESWARI | LEC. IN ENGLISH | 9966260555 |
| 6 | DR Y. VENKATESWARLU | LEC. IN ENGLISH | 9030665477 |
| 7 | SK. TAMANNA | LEC. IN ENGLISH | 8096162902 |
| 8 | DR K. KARUNASRI | LEC. IN TELUGU | 9441540317 |
| 9 | M. VENKATA RAO | LEC. IN TELUGU | 9492875262 |

| | | | |
|----|--------------------------|------------------------------|-----------------------|
| 10 | DR K.V. SATYANARAYANA | LEC. IN TELUGU | 9440732210 |
| 11 | DR Y. DIVYA | LEC. IN TELUGU | 9848278788 |
| 12 | DR K. ESWARAMMA | LEC. IN TELUGU | 9705800817/8247052963 |
| 13 | S. SURENDRA | LEC. IN HINDI | 8522077060 |
| 14 | DR MD. MAHABOOB | LEC. IN URDU | 9849097916 |
| 15 | S. FATHIMUNNISSA | LEC. IN HISTORY | 8317618132 |
| 16 | DR K. SRAVANA KUMAR | LEC. IN HISTORY | 9989594694 |
| 17 | Dr V. CHENCHU RAMAIAH | LEC. IN ECONOMICS | 9441046474 |
| 18 | D. RAMA KRISHNA REDDY | LEC. IN ECONOMICS | 8074450074 |
| 19 | K. JOJI | LEC. IN POLITICAL SCIENCE | 9441220208 |
| 20 | DR T. RAMABABU | LEC. IN POLITICAL SCIENCE | 9963846939/9848828487 |
| 21 | M. LAKSHMI PRASANNA | LEC. IN COMMERCE | 9490143245 |
| 22 | DR R. VIJAYA BHASKAR | LEC. IN COMMERCE | 9440203138 |

| | | | |
|----|------------------|---------------------|-----------------------|
| 23 | J. SRUJANA | LEC. IN COMMERCE | 8297319671/8121905947 |
| 24 | N. PRABHAVATHI | LEC. IN MATHEMATICS | 9440857200 |
| 25 | DR K. SUVARNA | LEC. IN MATHEMATICS | 9985039953 |
| 26 | DRJ. KAVITHA | LEC. IN MATHEMATICS | 9949532851 |
| 27 | DR P.M.V. PRASAD | LEC. IN MATHEMATICS | 7989663765 |
| 28 | A.V. RAMANA RAO | LEC. IN PHYSICS | 9440090838 |
| 29 | C. SALMA | LEC. IN PHYSICS | 7075370890 |

| | | | |
|----|--------------------------------|-------------------|---------------------|
| 30 | T. MOUNIKA | LEC. IN PHYSICS | 8317590675 |
| 31 | N. SARATH BABU | LEC. IN CHEMISTRY | 9494667862 |
| 32 | D. SURENDRA | LEC. IN CHEMISTRY | 9490125530 |
| 33 | DR K. RAMESH BABU | LEC. IN CHEMISTRY | 7093234954 |
| 34 | DR T. RAVEENDRANATH BABU | LEC. IN CHEMISTRY | 9440506633 |
| 35 | DR M. MUNI PRASD | LEC. IN CHEMISTRY | 8978258391 |
| 36 | DR KPPR. MOHANA | LEC. IN CHEMISTRY | 9441146812/91105077 |

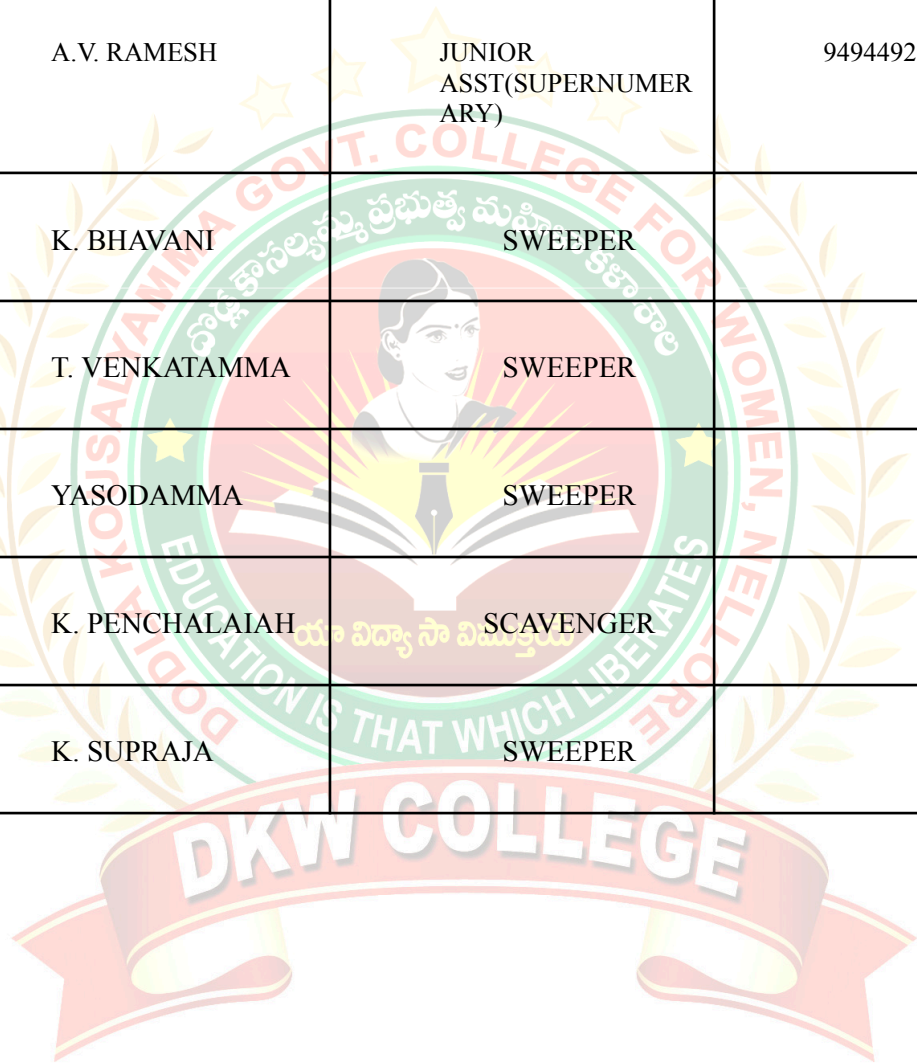
| | | | |
|----|-----------------------|--------------------------|------------|
| | REDDY | | 09 |
| 37 | P. VICTORIA RANI | LEC. IN BOTANY | 9494492589 |
| 38 | B. RAJA RAJESWARI | LEC. IN BOTANY | 9866904180 |
| 39 | E. KANYA KUMARI | LEC. IN MICROBIOLOGY | 9704691625 |
| 40 | K. SAI SUDHA | LEC. IN BIOTECHNOLOGY | 9493128470 |
| 41 | DR S. PRIYANKA | LEC. IN BIOTECHNOLOGY | 9959336164 |
| 42 | DR T. SRI RANJANI | LEC. IN ZOOLOGY | 9491321150 |
| 43 | K. NAGA RAJU | LEC. IN ZOOLOGY | 9493441321 |
| 44 | DR N. ANITHA | LEC. IN ZOOLOGY | 9849282108 |
| 45 | DR CH. LALITHA KUMARI | LEC. IN ZOOLOGY | 9908901789 |
| 46 | DR CH. RAMA DEVI | LEC. IN ZOOLOGY | 9032246532 |
| 47 | DR C. KALAPRIYA | LEC. IN HOMESCIENCE | 9290715595 |
| 48 | B. VIDYULLATHA | LEC. IN COMPUTER SCIENCE | 9849073645 |
| 49 | V. PADMAVATHI | LEC. IN COMPUTER SCIENCE | 7093624685 |

| | | | |
|----|----------------------|-----------------------------|------------|
| 50 | M.D. SAMEERA | LEC. IN COMPUTER SCIENCE | 8500618899 |
| 51 | K. ANUSHA DEVI | LEC. IN COMPUTER SCIENCE | 8142153631 |
| 52 | DR. K.SRINIVASULU | LEC. IN STATISTICS | 9948870696 |
| 53 | DR.CH.NARAYANA REDDY | LEC. IN LIBRARY SCIENCES | 9949086599 |
| 54 | DR C. VIJAYA KALA | LEC. IN PHYSICAL EDUCATION | 9398160236 |
| 55 | DR T. MAMATHA | CF IN HOME SCIENCE | 9494495494 |
| 56 | K. APARNA DEVI | CF IN HOME SCIENCE | 9182323406 |
| 57 | N. NAGA SYAMALA | CF IN STATISTICS | 9985034477 |
| 58 | K. VENKATA RAMANA | CF IN BOTANY | 8331808609 |
| 59 | K. LAKSHMI | CF IN ECONOMICS | 9182246440 |
| 60 | V.SAMATHA | CF IN COMPUTER APPLICATIONS | 9885143772 |
| 61 | B. MADHUSUDHANA RAO | GF IN COMMERCE | 9985301277 |

| | | | |
|----|------------------------|----------------------------|---------------------------|
| 62 | M.PREMANANDA BABU | GF IN COMMERCE | 9966119104 |
| 63 | DR.P. KEERTHI | GF IN COMMERCE | 9700658929 |
| 64 | H. SWATHI | GF IN ZOOLOGY P.G. | 8125434678 |
| 65 | S. RUKMINI | GF IN HOME SCIENCE | 8978154116 |
| 66 | N.SUDHAKAR | ADMIN ISTRATIVE OFFICER | 9959846407 |
| 67 | P. NAGAPADMAVALLI | SUPERINTENDENT | 9490809893/ 8074107102 |
| 68 | SK. MAHABOOB BASHA | SENIOR ASSISTANT | 9440114370 |
| 69 | SD. NOOR MOHAMMED | JUNIOR ASSISTANT | 7893709889 |
| 70 | B. HANUMAN BHUKYA | STOREKEEPER | 9502979484 |
| 71 | G. SITA RAMUDU | STOREKEEPER | 9640611427 |
| 72 | N. SREENIVASULU | HERBARIUM KEEPER | 7995179435 |
| 73 | M. HEMALATHA DANIEL | RECORD ASSISTANT | 9949647850 |

| | | | |
|----|----------------------|-----------------------|------------|
| 74 | T. PADMAVATHI | RECORD ASSISTANT | 7032968172 |
| 75 | CH. DHANAMMA | RECORD ASSISTANT | 7330781714 |
| 76 | P. RATHNAMMA | RECORD ASSISTANT | 9490246052 |
| 77 | D. VANAJA | RECORD ASSISTANT | 9493581709 |
| 78 | L. ARUNA KUMARI | RECORD ASSISTANT | 7729889845 |
| 79 | SK. MASTHAN BASHA | RECORD ASSISTANT | 7036337633 |
| 80 | I.V. RAMANAMMA | OFFICE SUBORDINATE | 9494641098 |
| 81 | J. HARI BABU | OFFICE SUBORDINATE | 9959133259 |
| 82 | S. VIJAYA | OFFICE SUBORDINATE | 9440938855 |
| 83 | B.PRABHAKAR | SWEEPER | 9908478008 |
| 84 | K. NARAI AH | GARDENER | 9440088233 |
| 85 | K. POLAMMA | SCAVENGER | 6300233472 |
| 86 | SK. MASTHANBASHA | WATCHMAN | 9949797807 |
| 87 | K. BAHADUR SINGH | WATCHMAN | 9985639675 |

| | | | |
|----|--------------------------|------------------------------------|------------|
| 88 | P.RANI | SWEEPER | 9121409025 |
| 89 | M.EDUKONDALU | WATERMAN | 9676233261 |
| 90 | M. BALA KISHORE KUMAR | SENIOR ASST.(SUPERNUMER ARY) | 9985480096 |
| 91 | A.V. RAMESH | JUNIOR ASST(SUPERNUMER ARY) | 9494492846 |
| 92 | K. BHAVANI | SWEEPER | |
| 93 | T. VENKATAMMA | SWEEPER | |
| 94 | YASODAMMA | SWEEPER | |
| 95 | K. PENCHALAIAH | SCAVENGER | |
| 96 | K. SUPRAJA | SWEEPER | |



Chapter 11

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 | Name of office/ administrative unit | Name, Designation & Address of Officer/ Employee | Monthly Remuner ation including its composition | System of compensati on to determine Remunerati o n as given in regulation |
|------|--|---|---|--|
| 1 | DR D.GIRI | PRINCIPAL | 282418 | As per the scales determi ned by the govern ment |
| 2 | DR. K. CHANDRA SEKHAR | ADDITIONAL PRINCIPAL | On Duty | |
| 3 | DR CH. KRISHNA MURTHY | LEC. IN ENGLISH | 164720 | |
| 4 | DR S. VINDHYAVALI | LEC. IN ENGLISH | 133951 | |
| 5 | P. UMA MAHESWARI | LEC. IN ENGLISH | 139274 | |
| 6 | DR Y. VENKATESWARLU | LEC. IN ENGLISH | 139349 | |
| 7 | SK. TAMANNA | LEC. IN ENGLISH | 96701 | |

| | | | | |
|----|--------------------------|------------------------------|--------|--|
| 8 | DR K. KARUNASRI | LEC. IN TELUGU | 159877 | |
| 9 | M. VENKATA RAO | LEC. IN TELUGU | 115475 | |
| 10 | DR K.V. SATYANARAYANA | LEC. IN TELUGU | 174628 | |
| 11 | DR Y. DIVYA | LEC. IN TELUGU | 112048 | |
| 12 | DR K. ESWARAMMA | LEC. IN TELUGU | 122478 | |
| 13 | S. SURENDRA | LEC. IN HINDI | 90756 | |
| 14 | DR MD. MAHABOOB | LEC. IN URDU | 133951 | |
| 15 | S. FATHIMUNNISSA | LEC. IN HISTORY | 96701 | |
| 16 | DR K. SRAVANA KUMAR | LEC. IN HISTORY | 159877 | |
| 17 | Dr V. CHENCHU RAMAIAH | LEC. IN ECONOMICS | 155258 | |
| 18 | D. RAMA KRISHNA REDDY | LEC. IN ECONOMICS | 146467 | |
| 19 | K. JOJI | LEC. IN POLITICAL SCIENCE | 178367 | |
| 20 | DR T. RAMABABU | LEC. IN POLITICAL SCIENCE | 142146 | |

| | | | | |
|----|-------------------------|------------------------|---------------|--|
| 21 | M. LAKSHMI PRASANNA | LEC. IN COMMERCE | 152760 | |
| 22 | DR R. VIJAYA BHASKAR | LEC. IN COMMERCE | 233781 | |
| 23 | J. SRUJANA | LEC. IN COMMERCE | 96701 | |
| 24 | N. PRABHAVATHI | LEC. IN MATHEMATICS | LONG LEAVE | |
| 25 | DR K. SUVARNA | LEC. IN MATHEMATICS | 155258 | |
| 26 | DRJ. KAVITHA | LEC. IN MATHEMATICS | 150639 | |
| 27 | DR P.M.V. PRASAD | LEC. IN MATHEMATICS | 272223 | |
| 28 | A.V. RAMANA RAO | LEC. IN PHYSICS | 247936 | |

| | | | | |
|----|----------------|----------------------|--------|--|
| 29 | C. SALMA | LEC. IN PHYSICS | 88506 | |
| 30 | T. MOUNIKA | LEC. IN PHYSICS | 88506 | |
| 31 | N. SARATH BABU | LEC. IN CHEMISTRY | 124428 | |
| 32 | D. SURENDRA | LEC. IN CHEMISTRY | 170661 | |

| | | | | |
|----|--------------------------------|------------------------------|--------|--|
| 33 | DR K. RAMESH BABU | LEC. IN CHEMISTRY | 102512 | |
| 34 | DR T. RAVEENDRANATH BABU | LEC. IN CHEMISTRY | 315682 | |
| 35 | DR M. MUNI PRASD | LEC. IN CHEMISTRY | 249128 | |
| 36 | DR KPPR. MOHANA REDDY | LEC. IN CHEMISTRY | 272223 | |
| 37 | P. VICTORIA RANI | LEC. IN BOTANY | 155258 | |
| 38 | B. RAJA RAJESWARI | LEC. IN BOTANY | 146318 | |
| 39 | E. KANYA KUMARI | LEC. IN MICROBIOLO GY | 88506 | |
| 40 | K. SAI SUDHA | LEC. IN BIOTECHNO LOGY | 108770 | |
| 41 | DR S. PRIYANKA | LEC. IN BIOTECHNO LOGY | 118902 | |
| 42 | DR T. SRI RANJANI | LEC. IN ZOOLOGY | 146318 | |
| 43 | K. NAGA RAJU | LEC. IN ZOOLOGY | 88506 | |

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|----|-----------------------|----------------------------|---------|--|
| 44 | DR N. ANITHA | LEC. IN ZOOLOGY | 152655 | |
| 45 | DR CH. LALITHA KUMARI | LEC. IN ZOOLOGY | 122478 | |
| 46 | DR CH. RAMA DEVI | LEC. IN ZOOLOGY | 262985 | |
| 47 | DR C. KALAPRIYA | LEC. IN HOMESCIENCE | 142146 | |
| 48 | B. VIDYULLATHA | LEC. IN COMPUTER SCIENCE | 96701 | |
| 49 | V. PADMAVATHI | LEC. IN COMPUTER SCIENCE | 96701 | |
| 50 | M.D. SAMEERA | LEC. IN COMPUTER SCIENCE | 88506 | |
| 51 | K. ANUSHA DEVI | LEC. IN COMPUTER SCIENCE | 96701 | |
| 52 | DR. K.SRINIVASULU | LEC. IN STATISTICS | On Duty | |
| 53 | DR.CH.NARAYANA REDDY | LEC. IN LIBRARY SCIENCES | 247936 | |
| 54 | DR C. VIJAYA KALA | LEC. IN PHYSICAL EDUCATION | 247936 | |

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|----|---------------------------|-----------------------------------|-------|--|
| 55 | DR T. MAMATHA | CF IN HOME SCIENCE | 61960 | |
| 56 | K. APARNA DEVI | CF IN HOME SCIENCE | 61960 | |
| 57 | N. NAGA SYAMALA | CF IN STATISTICS | 61960 | |
| 58 | K. VENKATA RAMANA | CF IN BOTANY | 61960 | |
| 59 | K. LAKSHMI | CF IN ECONOMIC S | 61960 | |
| 60 | V.SAMATHA | CF IN COMPUTER APPLICATIONS | 61960 | |
| 61 | B. MADHUSUDHANA RAO | GF IN COMMERCE | 14400 | |
| 62 | M.PREMANANDA BABU | GF IN COMMERCE | 14400 | |
| 63 | DR.P. KEERTHI | GF IN COMMERCE | 14400 | |
| 64 | H. SWATHI | GF IN ZOOLOGY P.G. | 14400 | |
| 65 | S. RUKMINI | GF IN HOME | 14400 | |

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|----|------------------------|-------------------------------|--------|--|
| | | SCIENCE | | |
| 66 | N.SUDHAKAR | ADMIN ISTRATIVE OFFICER | 149414 | |
| 67 | P. NAGAPADMAVALLI | SUPERINTEN DENT | 149444 | |
| 68 | SK. MAHABOOB BASHA | SENIOR ASSISTANT | 113457 | |
| 69 | SD. NOOR MOHAMMED | JUNIOR ASSISTANT | 52967 | |
| 70 | B. HANUMAN BHUKYA | STOREKEEPE R | 103572 | |
| 71 | G. SITA RAMUDU | STOREKEEPE R | 69935 | |
| 72 | N. SREENIVASULU | HERBARIUM KEEPER | 65632 | |
| 73 | M. HEMALATHA DANIEL | RECORD ASSISTANT | 60924 | |
| 74 | T. PADMAVATHI | RECORD ASSISTANT | 68074 | |
| 75 | CH. DHANAMMA | RECORD ASSISTANT | 52967 | |
| 76 | P. RATHNAMMA | RECORD ASSISTANT | 62638 | |

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|----|-------------------|--------------------|-------|--|
| 77 | D. VANAJA | RECORD ASSISTANT | 57618 | |
| 78 | L. ARUNA KUMARI | RECORD ASSISTANT | 54436 | |
| 79 | SK. MASTHAN BASHA | RECORD ASSISTANT | 43486 | |
| 80 | I.V. RAMANAMMA | OFFICE SUBORDINATE | 68074 | |
| 81 | J. HARI BABU | OFFICE SUBORDINATE | 87091 | |
| 82 | S. VIJAYA | OFFICE SUBORDINATE | 87091 | |
| 83 | B.PRABHAKAR | SWEEPER | 69910 | |
| 84 | K. NARAIAH | GARDENER | 69910 | |
| 85 | K. POLAMMA | SCAVENGER | 32546 | |
| 86 | SK. MASTHANBASHA | WATCHMAN | 68224 | |
| 87 | K. BAHADUR SINGH | WATCHMAN | 89403 | |
| 88 | P.RANI | SWEEPER | 28220 | |
| 89 | M.EDUKONDALU | WATERMAN | 29036 | |

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|----|--------------------------|------------------------------------|-------|--|
| 90 | M. BALA KISHORE KUMAR | SENIOR ASST.(SUPER NUMERARY) | 78017 | |
| 91 | A.V. RAMESH | JUNIOR ASST(SUPER NUMERARY) | 96870 | |
| 92 | K. BHAVANI | SWEEPER | 6000 | |
| 93 | T. VENKATAMMA | SWEEPER | 6000 | |
| 94 | YASODAMMA | SWEEPER | 6000 | |
| 95 | K. PENCHALAIAH | SCAVENGE R | 6000 | |
| 96 | K. SUPRAJA | SWEEPER | 6000 | |

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.) | |
|------------------|---|--|----------------------|--|--|
| U.G.C Schemes | CPE | 8,16,000 | 8,16,000 | Sri. A.V. Ramana Rao, Lecturer in Physics | |
| State Budget | Salaries & other budgets | (34374776+1070240 3) 4,50,77,179 | | N.Sudhakar (AO) | |
| Rusa Budget | College development | 50,00,000 | 50,00,000 | Dr.Md.Mahboob(Lecturer in Urdu) | |

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

| Agency | Program me/ Scheme/ Project/ Activity Purpose for which budget is allocated | Amount released: last year | Amount spent last year | Budget allocated current year | Budget released current year |
|------------------|--|---|---------------------------------------|--|---|
| U.G.C Schemes | CPE | 8,16,000 | 8,16,000 | | |
| State Budget | | 6,79,200 | 5,90,687 | 3,56,990 | 3,56,990 |
| Rusa | College development | 50,00,000 | 50,00,000 | 50,00,000 | |
| Scholarship | SC,ST,BC,EBC, Minorities | 4615142 | 4615142 | | |

Chapter 13

Manner of Execution of Subsidy Programmes

[Section 4(1)(b)xii]

Describe the activities/programmes/schemes being implemented by the public authority for which subsidy is provided.

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 |
|--|------------------------------------|--|--|
| Bus Pass | Travel | Student | Depot. Manager, APSRTC |
| Scholarship | R.T.F & M.T.F JVD | Students | District Officer Schedule Caste District Officer Scheduled Tribes District Officer Backward Classes Minority Welfare officer |

Describe the manner of execution of the subsidy programmes.

| Name of programme / activity | Application Procedure | Sanction Procedure | Disbursement procedure |
|---|----------------------------------|-------------------------------|--|
| Bus Pass | APSRTC form | On paper by APSRTC | On paper by APSRTC |
| Scholarship | Epass/Jnanabhoomi | Online | Online to the bank account of beneficiary |

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: | | | | |
|---------------------------|---|------------------------------------|---------------|--|
| S.No | Name & address of recipient institutions | Nature/ quantum of benefit granted | Date of grant | Name & Designation of granting authority |
| 1 | D.K.Govt. College for Women (Autonomous), Nellore | SC schemes | ---- | District Officer Schedule Caste |
| | | ST Schemes | ---- | District Officer Scheduled Tribes |
| | | BC Schemes | ---- | District Officer Backward Classes |
| | | EBC Schemes | ---- | District Officer Economically Backward Classes |
| | | Minorities | ---- | District Minority Welfare officer |

Chapter 15

Information Available in Electronic Form

[Section 4(1)(b)x(iv)]

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.) | Contents or title | Designation and address of the custodian of Information (held by whom?) |
|-------------------|--|------------------------------|---|
| Website | www.dkwgdcnellore.ac.in | College profile & Activities | Principal |
| Email | nellore.jkc@gmail.com | Webpage-Home-About us | Principal |

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.

| S.No | Department | Timings |
|-------------|-------------------|-------------------|
| 1 | Library | 9.30AM to 5.00PM |
| 2 | Office | 10.00AM to 5.00PM |
| 3 | College | 10.00AM to 5.00PM |
| 4 | J.K.C | 9.00AM to 5.00PM |
| 5 | Exam Cell | 10.00AM to 5.30PM |

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 | Waiting hall of office block | Student charter |
| News Paper Reports | IQAC, Library | Paper articles and reports about college activities |
| Public Announcements | Students assembly, Whatsapp, Facebook, Twitter | |
| Information Counter | Information counter | Admission scholarships, syllabus, courses, hostel etc., |
| Publications | Library, IQAC | Reports on MRPS, Published books and quality report annual. |
| Office Library | In the main college Buildings | Newspapers , Journals, Reference, Books, Text Rooms etc., |

| | | |
|-------------------------|--|---|
| Websites | www.dkwgdcnellore.ac.in | Details of departments ,Staff, Syllabus, Various cells, committees, AQAR's, IQAC and student activities and achievement |
| Other Facilities (name) | | |
| | | |
| | | |
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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 | D.K.Govt. College (Autonomous) for Women, Nellore | 1.Dr.K.Karunasri, Lecturer in Telugu 2.Sri. M.Venkata Rao,Lecturer in Telugu | 0861 - 2957569 | nellore.jkc@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 | D.K. Govt. College (Autonomous) for Women, Nellore | N. Sudhakar Administrative officer | 0861 - 2957569 | nellore.jkc@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 | D.K.Govt. College (Autonomous) for Women, Nellore. | Dr.D. GIRI Principal | 0861 - 2957569 | nellore.jkc@gmail.com |

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

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

1.

2.

3.

4.

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.

Name and Designation of the Officer

(Note): Information provided in these chapters should be updated from time to time and revised date should be mentioned.