

THE RIGHT TO INFORMATION ACT, 2005

OBLIGATIONS OF PUBLIC AUTHORITIES

INFORMATION HAND BOOK

(As on 01-09-2015)

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

SREE KONASEEMA BHANOJI RAMARS COLLEGE
AMALAPURAM
(A Grant-in-Aid Institution)

(Under Department of Higher Education, A.P.Hyderabad.)

INTRODUCTION

Background:

The Right to information act has replaced the freedom of information Act, 2002, 2005 (Central Act 22 of 2005). The Right to information Act, 2005 has received the assent of the President of India on 15-06-2005.

Objectives / Purpose of this Information hand book:

Subject to the provisions of the Right to information act, 2005 all citizens have the right to information and Section 4(1)(b) of the Act casts an obligation on each public authority to publish a manual on the functioning of each department.

Key objectives:

1. To keep the citizens informed about the various activities of the **Institution.**
2. To provide transparency of information.
3. To prevent corruption and to hold this Institution and its instrumentalities accountable to the public.

About Manual:

- This manual gives a comprehensive idea about the particulars, functions Of **S.K.B.R.College, Amalapuram** and also powers and duties of the employees including the channels of supervision and accountability.
- This manual is intended for use of Public Information Officers, Assistant Public Information Officers and to the General Public.
- The information is organized as per the model template developed by Center for Good Governance for “Information Handbook”.
- This manual Contains 17 items in all, which gives information about the functioning of **S.K.B.R.College, Amalapuram** in a nutshell.
- For any additional information, which is not available in this handbook, the Principal, **S.K.B.R.College, Amalapuram** may be contacted.

Names and addresses of key contact persons for more information on topics covered in this Handbook as well as any other information.

Sl.No	Name & Designation	Office Telephone
1.	Capt.N.Lakshmana Rao, M.Sc., M.Phil., Principal Functioning of College	08856-233656 08856-233053

ITEM-I

ORGANISATIONS FUNCTIONS AND DUTIES

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

Particulars of the Organisation, functions and duties.

Sl.No.	Name of the Organisation	Address
1.	Sree Konaseema Bhanoji Ramars College, Amalapuram	D.No:10-511 K.N.F.Road, Amalapuram, East Godavari District, A.P., Pincode:533201.

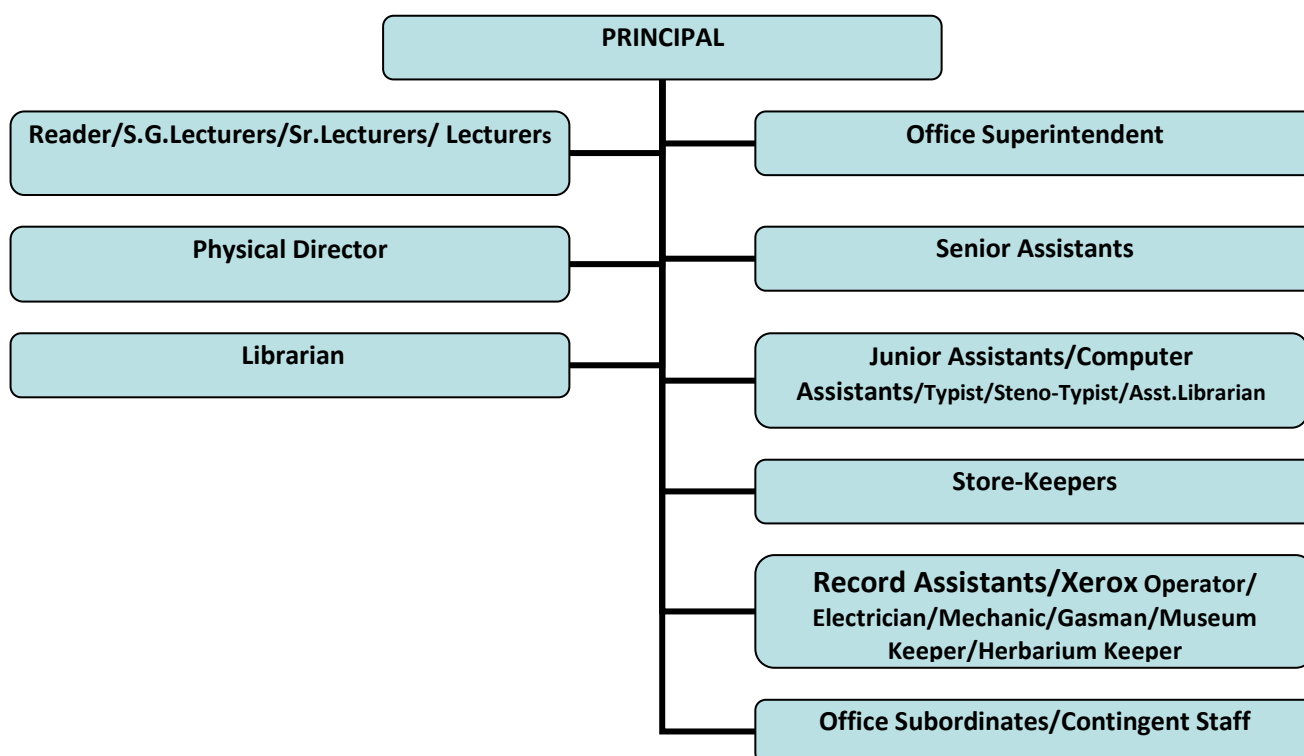
Establishment of the College:

Sree Konaseema Bhanoji Ramars College was established in 1951. This was the only college in the entire KONASEEMA in those days, and the third college in the EAST GODAVARI DISTRICT. The college was named after the grand father of Late. J.V.B. Ramars, Zamindar of Peruru and Chief Donor, whose munificent donation of Rs.1,00,000/- (Rupees One Lakh) helped in establishing the college. It was started with Intermediate Classes in the Zilla Parishad High School, Amalapuram temporarily and affiliated to Andhra University. The Management made efforts to acquire a site in Amalapuram and succeeded in purchasing the present site, where the college is situated. In the second year of the establishment, the College acquired about 4 acres of land and started classes in its own premises from 1-8-1952 where there was an old rice mill shed. In 1953, the college started the Degree Classes with B.A., and attained full status of a Degree College. Gradually, it started courses in B.Sc., B.Com., etc. Successive Managements from time to time made efforts to develop the college under the stewardship of Sri. N. Ramabhadra Raju, the Founder President. The college made great strides in development and progress. The college attained the reputation of being one of the best Colleges in the State in Discipline, Instruction and results. In accordance with the modern educational policy and needs, the college introduced restructured courses in Computer Science, Electronics, Fisheries, Local-Self Government and Management studies in 1980. Recognized by U.G.C. and Andhra University, this College has several buildings vast play-ground by a compound wall in about 23 acres of land. This College students always stood first/Second in Intercolleigate competitions and in Games and Sports at the State level, particularly in Basket Ball, Kabaddi and Shuttle Badminton. The College Zoology Museum is well known and appreciated by NAAC Peer team as the 'Best'.

Particulars posts sanctioned to the College:

Name of the Post	Posts Sanctioned	At Present Working	Vacant	Working in other College on Redeployment
Principal	1	1	0	
Lecturers	115	21	94	1-Reader, 1-Lecturer 1-Lecturer leave on Lien on his post
Physical Director	2	1	1	
Librarian	1	0	1	
Office Superintendent	1	1	0	
Senior Assistant	3	2	1	
Junior Assistant	4	1	3	
Steno-Typist	1	0	1	
Typist	1	0	1	
Asst. Librarian	1	0	1	
Store-Keeper	2	2	0	
Mechanic	1	0	1	
Gasman	1	0	1	
Herbarium Keeper	1	1	0	
Museum Keeper	1	0	1	
Record Assistant	16	2	14	
Office Subordinates	14	6	8	
Women Off. Subordinates	2		2	
Converted Class-IV	12	1	11	

ORGANOGRAM



FUNCTIONS:

1. To impart General education to the students as per the selected syllabus by Andhra University, Visakhapatnam and Adikavi Nannayya University, Rajahmundry in the under Graduate level course (i.e. Degree course) & Intermediate course as prescribed by Board of Intermediate Education.
2. To ensure proper functioning of College to keep up the values of Education as prescribed by Department of Higher Education/Govt. of A.P.

DUTIES:

1. The Head of the Institution shall project a powerful image of the Institution, play a dynamic role, maintain successful public relations and be a leader in organizing academic literary and cultural activities.
 2. The Head of the Institution shall exercise effective supervision by devising suitable means and setting up targets, watching the progress of work of Teaching Staff, maintain discipline and punctuality.
 3. The Head of the Institution shall ensure the regular implementation of academic and other Programmes in accordance with the academic directives of the Commissioner of Collegiate Education/Board of Intermediate education/University
 4. The Head of the Institution shall maintain a special register and record his observations about the work and conduct of his staff and issue suitable instructions to them whenever necessary. The Head of the Institution shall enter special praise or adverse comments on the work and conduct of the Teachers in their personal files based on these observations
 5. Conduct of Examinations as per Andhra University, Visakhapatnam, Adikavi Nannayya University, Rajahmundry and Board of Intermediate Education, Hyderabad time schedules.
 6. Proper utilization of funds according to rules prescribed by Govt. from time to time.
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ITEM-II**Powers and duties of Officers and Employees**

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

Sl.No.	Name of the employee	Designation	Duties allotted	Powers
1	N.Lakshmana Rao Principal		He is responsible for proper functioning of the College. He is responsible for planning and Execution of various Programmes relating to the college and assist the Management of the college for effective progress of the Institution	As mentioned in 4,1 (b) I . duties, responsibilities
	English Department			
2	Dr.S.N.Madduleti	Lecturer	1) It is the duty to discover new knowledge maintain high professional standards, strive for the academic excellence and serve the cause of education with spirit of dedication and with interest in work and environment. 2) To disseminate the knowledge he has in his subject to all the students, making use of available audio visual aids and techniques for effective teaching. 3) To conduct Tutorials, Seminars, Group discussions, Essays and Home assignments. 4) To complete the prescribed syllabus as per the academic plan and to conduct periodical examinations as per the annual plan 5) To assist the Head of the Department/ Institution and to maintain strict discipline in the institution.	
3	Dr.S.Prasada Rao	Lecturer		
4	Dr.B.Aseesh Babu	Sr.Lecturer		
5	Smt.Ch.Naga Rani	Lecturer		
	(Vacant 10 posts)	Lecturer		
	Telugu Department			
	(Vacant 13 Posts)	Lecturer		
	Sanskrit Department			
	(Vacant 2 Posts)	Lecturer		
	Hindi Department			
6	Dr.Ch.Bhaskara Menon (working on Redeployment at PR Govt.Degree college,Kakinada)	Reader		
7	Dr.N.V.Ramana (working on Redeployment at MRcollege,Peddapuram)	S.G.Lecturer		
	Mathematics Department			
8	D.Ch.Papa Rao	Sr.Lecturer		
9	Dr.Ch.S.Sundar Raj He is on leave on lien w.e.f. 19.12.13	Sr.Lecturer		
	(Vacant 7 Posts)	Lecturer		
	Physics Department			
10	P.Himakar	Lecturer		
	(Vacant 13 Posts)	Lecturer		
	Chemistry Department			
11	N.Lakshmana Rao	S.G.Lecturer		
12	P.Krishna Kishore	Sr.Lecturer		
13	Dr.Ch.China Satyanarayana	S.G.Lecturer		
14	Dr.A.Venkateswara Rao	S.G.Lecturer		
15	Smt.P.Surya Sunitha	Lecturer		
16	V.Lakshmana Rao	Lecturer		
	(Vacant 7 Posts)			
	Botany Department			
	(Vacant 8 Posts)			
	Zoology Department			
17	Dr.P.V.B.K.R.L.Saibaba	Sr.Lecturer		
	(Vacant 7 Posts)			

	Commerce Department			
18	V.Krishna Mohan	S.G.Lecturer	<p>1) It is the duty to discover new knowledge maintain high professional standards, strive for the academic excellence and serve the cause of education with spirit of dedication and with interest in work and environment.</p> <p>2) To disseminate the knowledge he has in his subject to all the students, making use of available audio visual aids and techniques for effective teaching.</p> <p>3) To conduct Tutorials, Seminars, Group discussions, Essays and Home assignments.</p> <p>4) To complete the prescribed syllabus as per the academic plan and to conduct periodical examinations as per the annual plan</p> <p>5) To assist the Head of the Department/Institution and to maintain strict discipline in the institution.</p>	
19	R.S.N.Raju	S.G.Lecturer		
20	Dr.K.Satyanarayana	Sr.Lecturer		
	(Vacant 14 Posts)			
	Economics Department			
21	Dr.M.Bala Swamy	Sr.Lecturer		
22	J.Nehru Naik	Lecturer		
	(Vacant 5 Posts)	Lecturer		
	History Department			
23	Dr.K.Daya Sagar Babu	Sr.Lecturer		
	(Vacant 3 Posts)	Lecturer		
	Politics Department			
	(Vacant 5 Posts)	Lecturer		
	Physical Education			
24	D.V.,Ramana	Lecturer		
	(Vacant 1Posts)	Asst.P.D.		
	Library			
	(Vacant 1Post)	Librarian	To prepare the indent of the books at the beginning of the Academic year in consultation with the concerned subject Teacher and the Head of the Institution. To prepare the catalogue of the books subject-wise. To maintain stock register up to date with full details of books purchased.	

	Non-Teaching Staff			
1	S.Rama Murty	Superintendent.	He has to take initiative and advise the Principal, whenever necessary, to prevent financial irregularities. He has to maintain Service Registers of the staff. To review monthly expenditure with reference to release of funds. To ensure maintenance of accounts of the college property To send Utilization certificates for the grants released by Government. Disposal of Audit reports/ Inspection reports. To see that the Sr. Assit's, Jr. Assit's and Typist working in the college office are regular and prompt. He is responsible to the officers under Whom he works, for the efficient and expeditious dispatch of business in all stages in the college office.	
2 3	N.B.Trinath R.Mohan Syam (Sr.Asst -Vacant 1 Post)	Sr.Asst. Sr.Asst. .	To attend all the subjects allotted to them duly applying the Acts / rules and directions of the court it any. They have to put up succinct and lucid notes, cogent drafts efficiently and expeditiously. They has to render necessary assistance when ever needed to the Office Superintendent. They have to attend the other works entrusted by the Principal.	
4	T.Murali Krishna (Jr.Asst -Vacant 3 Posts)	Jr.Asst. .	To secure all the tappals marked to sections and send by the Office Superintendent and add to the concerned file and pass on to the Sr. Assist. Responsible to maintain required registers. Has to render assistance to the Sr.Asst. and Office Superintendent. Has to attend the other works entrusted by the Principal.	
5 6	Smt.P.Rama Lakshmi K.V.S.Ganesh	Store-Keeper Store-Keeper	1)To keep the laboratory clean and tidy. 2)They shall be responsible for dusting of equipment and apparatus and should be done carefully at least once in 3 days 3) They shall see that the apparatus is kept at the proper place after use either by the Teacher or by the pupil 4) They shall see that the students do not take away the apparatus or the material from the laboratory 5) They shall also see that the students do not touch the acids and other dangerous chemicals. 6)They shall arrange the apparatus for conducting experiments.	

	(Vacant 1 Post)	Steno-Tpist	Stenography and Typing	
	(Vacant 1 Post)	Asst.Librarian	To assist the Librarian. To see that the books are not eaten away by the white – ants. To prepare the catalogue of the books. To issue books to the students and see that they are circulated and returned in time. To maintain the account of periodicals and their circulation among the staff members and students of the Institution.	
	(Vacant 1 Post)	Typist	Typing	
	(Vacant 1 Post)	Mechanic	To keep the Machines in good condition	
	(Vacant 1 Post)	Gasman	(The post is not in existence)	
7	N.Naga Raju	Herb' Keeper	1)To keep the laboratory clean and tidy. 2)They shall be responsible for dusting of equipment/Specimens/Aids and should be done carefully at least once in 3 days 3) They shall see that the equipment/Specimens/Aids is kept at the proper place after use either by the Teacher or by the pupil 4) They shall see that the students do not take away the equipment/Specimens/Aids or the material from the laboratory 5)They shall arrange the equipment/Specimens/Aids for conducting experiments.	
	(Vacant 1 Post)	Museum Keeper		
8 9	S.V.Vinayaka Rao K.Rambabu (Record Asst.-Vacant 14 Posts)	Record Asst. Record Asst.	To assist the Junior Assistants and to maintain Records properly	
10 11 12 13 14 15	M.Phani Kumar G.Venkatesh R.V.R.K.Raju A.Brahmananda Rao B.Ramesh Naik Ch.Naga Suryarao (Office Subordinate Vacant 8 posts)	Office Subordinate Office Subordinate Office Subordinate Office Subordinate Office Subordinate Office Subordinate	They shall maintain the upkeep of the Institution and its premises namely, laboratory, library, staff rooms, toilets and play ground etc.	
	(Vacant 2 Posts)	Women Office Subordinate		
16	M.Srinivasu (Conv.Class-IV -Vacant 11 Posts)	Conv.Class-IV Staff (Sweeper)	They shall maintain the upkeep of the Institution and its premises namely, laboratory, library, staff rooms, toilets and play ground etc.	

ITEM-III

Procedure followed in Decision making Process, including channels of supervision and accountability
[Section 4 (1)(b)(iii)]

On receipt of tapal, the concerned Sr. Assistant / Jr. Assistant makes an entry in the personal register and puts the same in shape of a file with relevant extracts of Acts & Rules and submit the file to the Office Superintendent. Office Superintendent will scrutinize the file and writes his remarks and forward to the Secretary & Correspondent of the college through principal .

ITEM-IV

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

Function/ Service	Time frame Prescribing the norms	Reference document
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Establishment Section.

A) Sanction of Annual Grade Increment	Before 10 th every month	Service chart
B) Sanction of Leaves	10 days	
C) Court cases	3 days	
D) Forwarding of Pension papers	15 days	
E) Forwarding of applications	4 days	
F) Attending of the current	5 days	
G) Forwarding of Pay fixations/ Annual Salary Statements	7 days	
F) Proposals of ATG Budget Claims	7 days	

Account Section.

A) Preparation & submission of pay bills	10 th to 20 th of every month
B) Preparation supplementary pay bills	25 th to 30 th of every month
C) Submission of Number statement	31 st of May every year
D) Closing up Cash Book, & D.D.O A/C	Every Day
E) Attending of Audit Para's	3 days
F) Attending of Currents	5 days
G) Forwarding of Annual Financial Statements	30 days

Academic Section.

A) Issue of Study and Bonafide Conduct Certificate	2 days
B) Issue of Identity Cards	2 days
C) Return of Original Certificates and T.C after Completion of course	3 days
D) Issue of Marks Memos	5 days

ITEM-V

Rules, Regulations, Instructions, Manuals and Records, held by it or under its control or used by its employees for discharging, functions.

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

While discharging the functions , the college follows the following Acts, Rules and orders of Govt. issued from time to time on the subject which are enunciated as follow.

Acts/G.O's

1. A.P Education Act. 1982.
2. A.P Fundamental Rules
3. A.P Sub-ordinate Service Rules.
4. A.P Last Grade Service Rules.
5. A.P Financial Code
6. A.P Treasury Code.
7. A.P Account Code.
8. A.P. Pension Rules 1980

In the Academic/Administrative matters:-

The Principal of the college will follow the regulations / Guidelines of the Governing Body of the College as well as Commissioner of Collegiate Education, A.P., Hyderabad./Regional Joint Director of Collegiate Education/Board of Intermediate Education/University. He shall observe changes/amendments in rules/policies of Government and bring to the notice of the Governing Body for co-ordination in execution.

ITEM-VI

Categories of documents held by the Public Authority under its control.

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

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

Sl.No.	Category of documents	Title of the documents	Designation and address of the custodian (held by / under the control of whom)
1	Government Order/Memo		Principal, S.K.B.R.College, Amalapuram
2	CCE.Proceedings		-do-
3	RJDCE, Proceedings		-do-
4	AU/AKNU/BIE circulars		-do-
5	G.B.Resolutions		-do-
6	Secretary&Correspondent Proceedings		-do-
7	Office Order		-do-
8	Letter		-do-
9	Registers/Acquittances		-do-

ITEM-VII

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

The Governing Body of the college shall hold meetings to take decisions and to implement new policies for the progress of the Institution within the rules framed by the Government and to make plans for the development of the Institution. The Governing Body consists of one representative from Government, one representative from University, One representative from the local Municipal Administration and one representative from the Teaching Staff and invite advices/suggestions in different directions.

ITEM-VIII

Boards, Councils, committees and other Bodies constituted as part Public Authority
[Section 4(1) (b) (viii)]

Governing Body with the following members elected by the General Body of the college for the development of the Institution and to administer according to the needs of education.

List of Members of Governing Body:-

1.Sri.N.Subba Raju	Life Member & President
2.Sri.J.V.G.R.Bhano	Hereditary Member & Secretary & Correspondent
3.Sri.B.V.Bangarraju	Life Member & Vice-President
4.Sri.Peri.Kameswara Rao	Life Member & Treasurer
5.Sri.T.R.Avadhani	Hereditary Member
6.Dr.G.Saraswathi	Life Member
7.Sri.A.Satyanarayana Raju	Life Member
8.Sri.S.B.Ranga Raju	Life Member
9.Sri.N.V.V.Sita Rama Raju	Life Member
10.Sri.J.V.S.Krishnaji Bhano	Life Member
11.Sri.J.V.S.Srinivasa Ramars	Life Member
12.Sri.J.V.S.Bhanoji Ramars	Life Member
13.Dr.Garimelle.V.S.Rayudu,USA	Life Member
14.Amalapuram Municipality (Represented by Sri Ch.Vinayaka Rao) Amalapuram Municipal Counsellor	Municipal Representative
15.Sri.N.Srinivasa Raju	Life Member
16.Sri.N.Satyanarayana Raju	Life Member
17.Sri.A.Vyghreswara Satish	Member
18.Sri.Dokka.Jagannadham	Member
19.Sri.R.V.S.Suryanarayana Raju	Member
20.Dr.S.B.B.V.P.Raju	Member
21.Sri.D.Satyanarayana Raju	Co-Opted Member
22.Principal, S.K.B.R.College	Member
23.Sri.P.Krishna Kishore	Staff Representative
24.Principal,VKV Govt.Degree College, Kothapeta	Govt. Representative
25.Dean,AKNU, Rajahmundry	University Representative
26. Principal, P.G.College	Special Invitee
27. Principal, B.Ed. College	Special Invitee
28. Principal, D.Ed.College	Special Invitee

The following Committees are constituted for the year 2014-15 to Asst the Head of the Institution in various aspects to run the college smoothly & effectively.

I .A.V.E COMMITTEE

1. Dr.S.V.Kumara Sastry, Lec-in-Physics & AVE in-charge
2. Sri N.V.V.S.N.Murthy, Lecturer in Physics

II. MAGZINE COMMITTEE

1. Sri V.Krishna Mohan, LIC, Dept.of Commerce & Convenor
2. Dr.S.N.Maddulati, LIC, Dept.of English
3. Dr. K.Daya sagar babu, LIC, Dept. of History
4. Dr.Ch.China Satynarayana, Lec.in Chemistry
5. Dr.A.Venkateswara Rao, Lec.in.Chemistry
6. Sri J.Nehru Naik, Lec.in Economics
7. Dr. B.Aseesh Babu,Lec.in English
8. Sri D.V.Ramana, Lec.in Physical Education
9. Sri N.Srinivas, Lec-in-charge, Dept.of C.S
10. Dr.S.R.S.Kolluri, Lec-in-Telugu
11. Sri V.Radha Krishna, Lec.in Physics
12. Sri A.B.S.S.R.N.Sarma, Librarian

Student Representatives

1. R.Swathi Santhoshi, III B.Com No.1462
2. P.Sai Krishna, II B.Sc. A2 No.35

III. GAMES & TOURNAMENT FUND COMMITTEE

1. Sri.D.V.Ramana, Lecturer in Physical Education.
2. Sri.K.N.Prasad, Lecturer in Physical Education.
3. Lt. A.V.S.Sarma, Lecturer in Sanskrit

IV. P.S.A.F COMMITTEE

1. Sri.P.Krishna Kishore , LIC, Dept. of Chemistry
2. Sri R.S.N.Raju, Lec. in Commerce
3. Dr.S.V.Kumara Sastry, Lec-in-Physics
4. Sri.N.Srinivas, LIC, Dept. of Computer Science.

V. LIT.&CUL.ACTIVITIES,

1. Dr.A.Venkateswara Rao,Lec.in Chemistry & Convenor
2. Sri M.Bala Swamy, LIC, Dept. of Economics
- 3 Dr.S.V.Kumara Sastry, Lec. in Physics
- 4 Lt.A.V.S.Sarma, Lec.in Sanskrit
5. Dr.S.R.S.Kolluri, Lecturer in Telugu

VI. N.C.C,

- 1.Sri D.Ch.Papa Rao, Naval Wing, Care-Taker
- 2.Capt.P.Sarada, Lec.in English
- 3.Lt.A.V.S.Sarma, Lecturer in Sanskrit

VII. N.S.S,

1. Dr.A.Venkateswara Rao,Lec.in Chemistry
2. Dr.K.Satyanarayana,Lec.in Commerce
- 3.Sri T.Sundara Ramayya, Lec.in Commerce.
- 4.Sri V.S.V.S.Narayana Murthy, Lec. In History

VIII. DISCIPLINE COMMITTEE

1. Dr. P.V.B.K.R.L.Saibaba, LIC,Dept.of Zoology
2. Sri R.S.N.Raju,Lec.in Commerce
3. Dr.S.N.Madduleti,LIC, Dept.of English
4. Sri D.Ch.Papa Rao, LIC, Dept.of Maths
5. Sri D.V.Ramana, Lec.in Phy.Edn.
6. Dr.K.Satyanarayana,Lec.in Commerce
7. Sri J.Nehru Naik, Lec.in Economics
8. Sri. P.Himakar, LIC, Dept. of Physics
9. Sri V.Lakshmana Rao, Lec.in Chemistry
10. Dr.B.Aseesh Babu, Lec.in English
11. Smt.P.Surya Sunitha, Lec.in Chemistry
12. Smt.Ch.Naga Rani, Lecturer in English
- 13.Sri S.V.Kumara Sastry, Lec.in Physics
14. Capt.P.Sarada, Lec. in English
- 15.Sri.A.V.S.Sarma, Lec.in Sanskrit

IX. ANTI-RAGGING COMMITTEE

1. Sri V.Krishna Mohan, LIC, Dept.of Commerce
2. Dr K.Daya sagar babu, LIC, Dept.of History
3. Dr.A.Venkateswara Rao, Lec.in.Chemistry
4. Dr S.Prasada Rao, Lec.in English
5. Sri D.V.Ramana, Lec-in-Phy.Edn
6. Dr.B.Aseesh Babu, Lec. in English
7. Smt.Ch.Naga Rani, Lec. in English
8. Smt. P.Surya Sunitha, Lec. in Chemistry
9. Sri V.Lakshmana Rao, Lec. in Chemistry
10. Capt.P.Sarada, Lec.in English
11. Lt.A.V.S.Sarma, Lec.in Sanskrit
12. Smt.N.S.Parvathi,Lec.in Economics

X. WOMEN EMPOWERMENT CELL

1. Smt.P.Surya Sunitha, Co-ordinator
2. Smt.Ch.Naga Rani, Lec-in-English
3. Capt.P.Sarada, Lec.in English
4. Smt.N.S.Parvathi, Lec.in Economics
5. Smt. N.Gayathri Devi, LIC, Dept. of Botany
6. Smt. S.Hiranmayee, Lec. in Politics
7. Smt. K.T.Padmaja, Lec. in Telugu
8. Smt. V.V.V.S.S.N.B.Suparna, Lec. in Chemistry
9. Smt. Y.V.Jyothi, Lec. in Commerce

XI. I.Q.A.C

Chairman: Capt.N.Lakshman Rao, Principal

Coordinator: Dr.E.R.Subrahmanyam

Members: Sri D.S.N.Raju, Member, S.K.B.R.College Governing Body.

Sri R.S.N.Raju, Lec.in Commerce

Dr.P.V.B.K.R.L.Saibaba,LIC, Dept. of Zoology

Dr.Ch.China Satyanarayana Lec. in Chemistry

Dr.D.Ch.Papa Rao, LIC, Dept. of Maths.

Sri.P.Himakar, LIC, Dept.of Physics

Sri.M.Bala Swamy, LIC, Dept.of Economics

Sri N.Srinivas, LIC, Dept. of C.S.

Sri B.Bulleyya, Lec. in C.S.

Sri K.Bhujanga Rao, Accounts Section

.External Experts: Dr.K.V.Ramana Rao, Principal, Govt.Degree College, Ravulapalem.
Sri Anand Deshmukh, Plant Head, Dr.Reddy's Labs, Hyderabad.

XII. NAAC COMMITTEE

1. Principal
2. Dr.E.R.Subrahmanyam, Convenor & IQAC Co-ordinator
3. Sri V.Krishna Mohan, LIC, Dept. of Commerce
4. Sri P.Krishna Kishore, LIC, Dept. of Chemistry
5. Dr.K.Dayasagar Babu, LIC, Dept. of History
6. Dr.S.Prasada Rao, Lec. in English
7. Sri N.Srinivas, LIC, Dept. of C.S.
8. Sri B.Bulleyya, Lec. in Comp.Science
9. Smt.G.V.N.D.Mahalakshmi, Comp.Asst.

XIII. ATTENDANCE COMMITTEE

B.Sc. & Intermediate

1. Sri P.Krishna Kishore, LIC, Dept.of Chemistry & Convenor
2. Sri G.S.D.Prasada Rao, Member
3. Sri A.V.S.K.Ravindra, Member
4. Sri K.Naga Varma, Member
5. Sri K.V.Rajesh, Member
6. **Sri V.Subba Rao, Member**

B.Com., & B.A

1. Sri N.Srinivas, Convenor
2. Sri V.Gurava Raju, Member
3. Sri Y.K.S.N.Murthy, Member
4. Sri Ch.N.V.S.S.K.Bhaskara Rao, Member
5. Sri N.V.V.S.N.Murthy, Member

XIV. ACADEMIC COMMITTEE

1. Sri P.Krishna Kishore, LIC, Dept.of Chemistry & Academic Co-ordinator
2. Sri R.S.N.Raju, Lec. in Commerce
3. Dr. P.V.B.K.R.L.Saibabu, LIC, Dept of Zoology
4. Dr.K.Daya Sagar Babu, Lecturer in History
5. Dr.D.CH.Papa Rao, LIC, Dept of Maths
6. Dr.S.N.Madduleti, LIC, Dept. of English
7. Sri P.Himakar, LIC, Dept of Physics
8. Sri M.Bala Swamy, LIC, Dept. of Economics
9. Sri N.Srinivas, LIC, Dept.of C.S
10. Sri Y.K.S.N.Murthy, LIC, Dept. of Politics
11. Dr.S.R.S.Kolluri, LIC, Dept. of Telugu
12. Lt. A.V.S.Sarma, Lec. in Sanskrit

XV. UGC COMMITTEE

1. Sri V.Krishna Mohan, LIC, Dept.of Commerce & UGC Co-ordinator
2. Sri R.S.N.Raju, Lec. in Commerce
3. Dr. P.V.B.K.R.L.Saibabu, LIC, Dept of Zoology
4. Dr.K.Daya Sagar Babu, Lecturer in History
5. Dr.D.CH.Papa Rao, LIC, Dept of Maths
6. Dr.S.N.Madduleti, LIC, Dept. of English
7. Sri P.Himakar, LIC, Dept of Physics
8. Sri M.Bala Swamy, LIC, Dept. of Economics
9. Sri N.Srinivas, LIC, Dept.of C.S
10. Sri Y.K.S.N.Murthy, LIC, Dept. of Politics
11. Dr.S.R.S.Kolluri, LIC, Dept. of Telugu
12. Lt. A.V.S.Sarma, Lec. in Sanskrit

XVI. **ADMISSION COMMITTEE:**

1. Dr.Ch.China Satyanarayana, Convenor
2. Sri D.Ch.Papa Rao, LIC, Dept. of Maths
3. Sri Y.K.Satyanarayana Murty, LIC, Dept. of Politics
4. Sri K.V.V.Satyanarayana, Lec. in Commerce
5. Sri N.Srinivas, LIC, Dept. of Comp. Science
6. Dr.S.R.S.Kolluri, LIC, Dept. of Telugu
7. Sri S.V.Kumara Sastry, Lec. in Physics
8. Sri V.Radha Krishna, Lec. in Physics
9. Sri G.S.D.Prasada Rao, Lec. in Commerce
10. Sri N.V.V.Satyanarayana Murty, Lec. In Physics
11. Sri Ch.N.V.S.S.K.Bhaskara Rao, Lec. in History
12. Sri V.S.V.S.N.Murty,Lec. in History
13. Smt. P.Sarada, Lec. in English
14. Smt. N.Sridevi Parvathi, Lec. in Economics
15. Sri S.V.S.Subrahmanyam, Lec. in Maths
16. Sri G.Rajeev Gandhi, Lec. in Botany
17. Lt.A.V.S.Sarma, Lec. in Sanskrit
18. Sri A.Appa Rao, Lec. in Zoology
19. Sri T.Prasad, Lec. in Economics

XVII. J.K.C.

1. Dr.Ch.China Satyanarayana, Co-ordinator & Lec. in Chemistry
2. Sri K.V.Rajesh, Lec. in C.S.
3. Sri B.Bulleyya, Lec. in C.S.

XVIII. TIME-TABLE COMMITTEE

1. Dr.A.Venkateswara Rao,Lec.in Chemistry &Convenor
1. Sri S.Prasada Rao, Lec.in English
2. Sri D.Ch.Papa Rao, LIC, Dept. of Maths
3. Sri J.Nehru Naik, Lecturer in Economics
4. Sri S.V.Kumara Sastry, Lec.in Physics
5. Sri N,Srinivas, LIC, Dept.of Copm.Science
6. Sri V.S.Srinivas, LIC, Dept.of Botany
7. Sri V.Subba Rao, Lec. in Physics
8. Sri G.S.D.Prasada Rao, Lec.inCommerce
- 9.Sri A.V.S.K.Ravindra, Lec.in Zoology
- 10.Dr.S.R.S.Kolluri, Lec.in Telugu
- 11.Sri V.S.V.S.Narayana Murthy, Lec.in History
12. Sri B.Bulliyya, Lec.in Comp.Science

XIX. CAREER GUIDANCE CELL:

1. Dr.S.Prasada Rao, Co-ordinator
2. Sri E.Durga Prasad, Lec. in Chemistry
3. Sri K.Appa Rao, Lec. in Zoology.

XX. **RED RIBBON CLUB:**

1. Dr. K.Satyanarayana, Lec. in Commerce
2. Sri V.Lakshmana Rao, Lec. in Chemistry

XXI. **RED CORSS SOCIETY:**

1. Dr.B.Aseesh Babu, Lec. in English
2. Sri G.S.D.Prasada Rao, Lec. in Commerce.

XXII. **Aamani Literary Club:**

1. Dr.S.R.S.Kolluri, Lec. in Telugu

XXIII. **ALUMNI ASSOCIATION:**

1. Sri D.V.Ramana, Lec. in Phy.Edn.
2. Sri K.N.Prasad, Lec. in Phy.Edn.

XXIV. **Staff Recreation Club:**

1. Dr.Ch.Ch.Satyanarayana, Lec. in Chemistry

XXV. **Sudheer Charitable Trust(Student Organisation):**

1. Sri A.V.S.K.Ravindra, Lec. in Zoology

XXVI. **Mythri Mahila Seva Samstha:**

1. Smt. N.Sridevi Parvathi, Lec. in Economics

ITEM -IX
 Directory of Officers and Employees
 [Section 4(1) (b) (ix)]

Sl.No.	Name of the Employee	Designation	Phone No./Cell No.
1	N.Lakshmana Rao	Principial	9491852656
	English Department		
2	Dr.S.N.Madduleti	Lecturer	9491862954
3	Dr. S.Prasada Rao	Lecturer	7382523736
4	Dr. B.Aseesh Babu	Sr.Lecturer	9949595933
5	Smt.Ch.Naga Rani	Lecturer	9912808123
	(Vacant 9 posts)	Lecturer	--
	Telugu Department		
	(Vacant 13 posts)	Lecturer	--
	Sanskrit Department		
	(Vacant 2 Posts)	Lecturer	--
	Hindi Department		
6	Dr.Ch.Bhaskara Menon (working on Redeployment at PR Govt.Degree college,Kakinada)	Reader	9440652114
7	Dr.N.V.Ramana (working on Redeployment at MRcollege,Peddapuram)	S.G.Lecturer	9849373773
	Mathematics Department		
8	D.Ch.Papa Rao	Sr.Lecturer	9989027808
9	Dr.Ch.S.Sundar Raj	Sr.Lecturer	9440697270
	(Vacant 7 Posts)	Lecturer	--
	Physics Department		
10	P.Himakar	Lecturer	9849712317
	(Vacant 13 Posts)	Lecturer	--
	Chemistry Department		
11	P.Krishna Kishore	Sr.Lecturer	08856-235803
12	Dr.Ch.China Satyanarayana	S.G.Lecturer	9000058736
13	Dr.A.Venkateswara Rao	S.G.Lecturer	9440338816
14	Smt.P.Surya Sunitha	Lecturer	9492782348
15	V.Lakshmana Rao	Lecturer	9866736616
	(Vacant 7 Posts)	Lecturer	--
	Botany Department		
	(Vacant 8 Posts)	Lecturer	--
	Zoology Department		
16	Dr.P.V.B.K.R.L.Saibaba	Sr.Lecturer	9441025877
	(Vacant 7 Posts)	Lecturer	--
	Commerce Department		
17	V.Krishna Mohan	S.G.Lecturer	9490712287
18	R.S.N.Raju	S.G.Lecturer	9441294824
19	Dr.K.Satyanarayana	Sr.Lecturer	9490186830
	(Vacant 14 Posts)	Lecturer	--

	Economics Department		
20	Dr.M.Bala Swamy	Sr.Lecturer	9441481707
21	J.Nehru Naik	Lecturer	8790090029
	(Vacant 5 Posts)	Lecturer	--
	History Department		
22	Dr.K.Daya Sagar Babu	Sr.Lecturer	9441208805
	(Vacant 3 Posts)	Lecturer	--
	Politics Department		
	(Vacant 5 Posts)	Lecturer	--
	Physical Education		
23	D.V.,Ramana	Lecturer	9949922069
	(Vacant 1 Post)	Asst.P.D.	--
	Library		
	(Vacant 1 Post)	Librarian	--
	Non-Teaching Staff		
1	S.Rama Murty	Supdt.	9491849656
2	N.B.Trinath	Sr.Asst.	9390114670
3	R.Mohan Syam	Sr.Asst.	9247858285
	(Vacant 1 Post)	Sr.Asst.	Post Vacant
4	T.Murali Krishna	Jr.Asst.	9951678760
	(Vacant 3 Posts)	Jr.Asst.	--
5	Smt.P.Rama Lakshmi	Store-Keeper	9290569560
6	K.V.S.Ganesh	Store-Keeper	08856-237322
	(Vacant 1 Post)	Steno-Tpist	--
	(Vacant 1 Post)	Asst.Librarian	--
	(Vacant 1 Post)	Typist	--
	(Vacant 1 Post)	Mechanic	--
	(Vacant 1 Post)	Gasman	--
7	N.Naga Raju	Herb' Keeper	9390956481
	(Vacant 1 Post)	Museum Keeper	--
8	S.V.Vinayaka Rao	Record Asst.	7893841235
9	K.Rambabu	Record Asst.	9949922657
	(Vacant 14 Posts)	Record Asst.	--
10	M.Phani Kumar	Office Subordinate	9347677761
11	G.Venkatesh	Office Subordinate	08856-233053
12	R.V.R.K.Raju	Office Subordinate	9959927147
13	A.Brahmananda Rao	Office Subordinate	9396807607
14	B.Ramesh Naik	Office Subordinate	9704337692
15	Ch.Naga Suryarao	Office Subordinate	9959841938
	(Vacant 8 posts)	Office Subordinate	--
	(Vacant 2 Posts)	Women Office Subordinate	--
16	M.Srinivas	Class-IV Staff (Sweeper)	9390307410
	(Vacant 11 Posts)	Class-IV Staff	--

ITEM-X

Monthly Remuneration received by Officers and employees , including the system of compensation as provided in regulations (August' Salary)

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

Sl.No.	Name of the Employee	Designation	Monthly remuneration including its compensation (Basic Pay)	Gross Salary
1	N.Lakshmana Rao	Principial	66480/-	146337/-
	English Department			
2	Dr.S.N.Madduleti	Lecturer	28450/-	62418/-
3	Dr.S.Prasada Rao	Lecturer	28450/-	62418/-
4	Dr.B.Aseesh Babu	Sr.Lecturer	32370/-	70243/-
5	Smt.Ch.Naga Rani	Lecturer	27000/-	59237/-
	(Vacant 9 posts)	Lecturer		
	Telugu Department			
	(Vacant 13 posts)	Lecturer		
	Sanskrit Department			
	(Vacant 2 Posts)	Lecturer		
	Hindi Department			
6	Dr.Ch.Bhaskara Menon (working on Redeployment at PR Govt.Degree college,Kakinada)	Reader	62420/-	135526/-
7	Dr.N.V.Ramana (working on Redeployment at MRcollege,Peddapuram)	S.G.Lecturer	50720/-	110062/-
	Mathematics Department			
8	D.Ch.Papa Rao	Sr.Lecturer	33090/-	35406/-
9	Dr.Ch.S.Sundar Raj	Sr.Lecturer	He was sanctioned leave on Lien	
	(Vacant 7 Posts)	Lecturer		
	Physics Department			
10	P.Himakar	Lecturer	28450/-	62418/-
	(Vacant 13 Posts)	Lecturer		
	Chemistry Department			
11	P.Krishna Kishore	Sr.Lecturer	34450/-	74757/-
12	Dr.Ch.China Satyanarayana	S.G.Lecturer	50720/-	110062/-
13	Dr.A.Venkateswara Rao	S.G.Lecturer	50720/-	110062/-
14	Smt.P.Surya Sunitha	Lecturer	28450/-	62418/-
15	V.Lakshmana Rao	Lecturer	28450/-	62418/-
	(Vacant 7 Posts)	Lecturer		
	Botany Department			
	(Vacant 8 Posts)	Lecturer		
	Zoology Department			
16	Dr.P.V.B.K.R.L.Saibaba	Sr.Lecturer	49240/-	106851/-
	(Vacant 7 Posts)	Lecturer		

	Commerce Department			
17	V.Krishna Mohan	S.G.Lecturer	65480/-	142092/-
18	R.S.N.Raju	S.G.Lecturer	50720/-	110062/-
19	Dr.K.Satyanarayana	Sr.Lecturer	32370/-	76037/-
	(Vacant 14 Posts)	Lecturer		
	Economics Department			
20	Dr.M.Bala Swamy	Sr.Lecturer	33450/-	72587/-
21	J.Nehru Naik	Lecturer	28450/-	62418/-
	(Vacant 5 Posts)	Lecturer		
	History Department			
22	Dr.K.Daya Sagar Babu	Sr.Lecturer	34460/-	80963/-
	(Vacant 3 Posts)	Lecturer		
	Politics Department			
	(Vacant 5 Posts)	Lecturer		
	Physical Education			
23	D.V.,Ramana	Lecturer	29200/-	64,064/-
	(Vacant 1 Post)	Asst.P.D.		
	Library			
	(Vacant 1 Post)	Librarian		
	Non-Teaching Staff			
1	S.Rama Murty	Supdt.	15700/-	34446/-
2	N.B.Trinath	Sr.Asst.	13660/-	29970/-
3	R.Mohan Syam	Sr.Asst.	12190/-	26745/-
	(Vacant 1 Post)	Sr.Asst.		
4	T.Murali Krishna	Jr.Asst.	9740/-	21369/-
	(Vacant 3 Posts)	Jr.Asst.		
5	Smt.P.Rama Lakshmi	Store-Keeper	12550/-	27535/-
6	K.V.S.Ganesh	Store-Keeper	11530/-	25296/-
	(Vacant 1 Post)	Steno-Tpist		
	(Vacant 1 Post)	Asst.Librarian		
	(Vacant 1 Post)	Typist		
	(Vacant 1 Post)	Mechanic		
	(Vacant 1 Post)	Gasman		
7	N.Naga Raju	Herb' Keeper	18030/-	39557/-
	(Vacant 1 Post)	Museum Keeper		
8	S.V.Vinayaka Rao	Record Asst.	14860/-	32602/-
9	K.Rambabu	Record Asst.	11860/-	26020/-
	(Vacant 14 Posts)	Record Asst.		
10	M.Phani Kumar	Office Subordinate	11200/-	24572/-
11	G.Venkatesh	Office Subordinate	9740/-	21369/-
12	R.V.R.K.Raju	Office Subordinate	12190/-	26745/-
13	A.Brahmananda Rao	Office Subordinate	8940/-	19614/-
14	B.Ramesh Naik	Office Subordinate	9460/-	20755/-
15	Ch.Naga Suryarao	Office Subordinate	6900/-	15139/-
	(Vacant 8 posts)	Office Subordinate		
	(Vacant 2 Posts)	Women Office Subordinate		
16	M.Srinivasu	Class-IV Staff (Sweeper)	9200/-	20184/-
	(Vacant 11 Posts)	Class-IV Staff		

ITEM-XI

Budget allocated for different activities under different programmes/Schemes/Projects etc.

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

Statement showing the Advance Teaching Grant Budget released and expenditure

Financial Year	Head of Account	Budget/Grant released	Expenditure for salaries
2013-14	“2202 General Education-03 University and Higher education- M.H.104 Assistance to Non-Government colleges and Institutes-S.H.06 Assistance to Aided colleges – 310 Grant-in-Aid – 311 Grant-in-Aid towards salaries “	47745517-00	47479754.00
2014-15	“2202 General Education-03 University and Higher education- M.H.104 Assistance to Non-Government colleges and Institutes-S.H.06 Assistance to Aided colleges – 310 Grant-in-Aid – 311 Grant-in-Aid towards salaries “	31640731-00	28692974.00

Statement showing the Aided Staff Salaries account remittances and expenditure

Financial Year	Bank Account Number	Amount remitted in the A/c	Expenditure for salaries
2013-14	34227241346	5,04,000-00	5,04,000.00
2014-15	34227241346	4,00,000.00	4,00,000.00

Statement showing the U.G.C.Grants released and actual expenditure for the year 2013-14

Sl.No.	Head of Account	Grant Sanctioned	Expenditure incurred	Amount remitted back to U.G.C.
1	U.G.C.Grants	22,20,000.00	19,50,000.00	2,70,000.00
2	Research Projects	5,07,800.00	5,07,800.00	--

Statement showing the U.G.C.Grants released and actual expenditure for the year 2014-15

Sl.No.	Head of Account	Grant Sanctioned	Expenditure incurred	Balance as on 31.03.2014.
1	U.G.C.Grants	74,09,736.00	52,18,510.00	21,91,226.00
2	Research Projects	2,00,000.00	2,00,000.00	

Statement showing the 17 Heads actual expenditure for the years 2012-13 and 2013-14

Sl.No.	Name of the Head	Expenditure incurred 2013-14	Expenditure incurred 2014-15
1	Taxes	2,500.00	2500.00
2	Repairs & Upkeep	422148.00	464004.00
3	Stationary & Printing	19193.00	30420.00
4	Postage & Telegram	9000.00	7000.00
5	Telephone charges	21227.00	31805.00
6	Livery to Office peons	29176.00	23220.00
7	Electricity Charges	--	--
8	Water Charges	--	--
9	Advertisement Charges	13801.00	12218.00
10	Sanitary Charges	42980.00	37136.00
11	Lights to Watchman	60.00	250.00
12	Travelling Allowances	42972.00	93837.00
13	Conveyance Charges	2000.00	2000.00
14	Affiliation fee	89450.00	47000.00
15	Servicing charges to Type Writer & other machines	--	28615.00
16	Audit fee	10000.00	--
17	Hot & Cold weather charges	--	--

ITEM-XII

The manner of execution of subsidy Programmes
[Section 4 (1) (b) (xii)]

NIL

ITEM-XIII

Particulars of recipients of concessions, permits or authorizations granted by it
[Section 4 (1) (b) (xiii)]

NIL

ITEM-XIV

Information available in electronic form
[Section 4 (1) (b) (xiv)]

Electronic format	Contents or title	Designation and address of the custodian of information
College Website	Hand Book of Information	Principal, S.K.B.R.College, Amalapuram

ITEM-XV

Particulars of facilities available to citizens for obtaining Information.

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

Facility	Description (Location of facility/Name etc.)	Details of information made available
Notice Board	Principal chamber and Office Room	All public related matters

ITEM-XVI

Names, Designations and other particulars of Public Information Officer

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

Public Information Officer :

S.No.	Name of the Administrative Unit	Name & Designation	Office Telephone No.
1	S.K.B.R.College, Amalapuram	V.Krishna Mohan, S.G.Lecturer in Commerce	9490712287 (cell) 08856-233656(Off)

Asst. Public Information Officer :

S.No.	Name of the Administrative Unit	Name & Designation	Office Telephone No.
1	S.K.B.R.College, Amalapuram	S.Rama Murthy Superintendent	9491849656 (cell) 08856-233656(Off)

Appellate Authority :

S.No.	Name of the Administrative Unit	Name & Designation	Office Telephone No.
1	S.K.B.R.College, Amalapuram	N.Lakshmana Rao, Principal	9491852656(cell) 08856-233656(Off)

ITEM-XVII

Other useful information

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

NIL