

**P.S.GOVERNMENT DEGREE COLLEGE ::
PENUKONDA :: SRI SATYA SAI (DIST)., A.P**



**RIGHT TO INFORMATION ACT, 2005
MANUAL u/s 4 (1)(b) Act, 2005**

**GOVERNMENT OF ANDHRA PRADESH
COMMISSIONER OF COLLEGIATE EDUCATION A.P
VIJAYAWADA**

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**PARITALA SRIRAMULU GOVERNMENT DEGREE
COLLEGE :: PENUKONDA, Sri Satyasai Dt., AP**

Right to Information Act 22 of 2005

Introduction

The Right to Information Act intends to set out the practical regime of Right to Information for citizens to enable them to access the information under the control of public authority in order to promote transparency and accountability in the working of such authority. Section 2 (h) of the Act defines “public authority” as any authority or body or institution of self-governance established or constituted by or under the constitution or by law made by the Parliament or any state legislature or by notification issued by the appropriate government. It includes body owned, compelled or substantially financed by the government. In accordance with the provisions contained in section 2(j) of the Act, Right to Information means right to information accessible under this Act which is held by or under control of a public authority. This Information Handbook will enable the citizens to obtain information as to the provisions contained in various rules and regulations governing the college and related information. This Information Handbook is divided into 17 manuals. Manual – 12 provides for information on the manner of execution of subsidy programmes. This programme of subsidy is not applicable to the college.

Address of the Office:

PS Govt Degree College,
Near Railway Station
PO Penukonda
Dist Sri Satyasai
PIN 515110

Point wise reply of section 4 (I)(bi) of right to information Act, 2005

Chapter 1

1. Particulars of the organization, functions and duties: RTI-4(1b)

a. Brief history of the public authority :

The college started as Government Degree College, Penukonda on 1982 and was renamed as a Paritala Sriramulu Government Degree College. The College is affiliated with the SK University and get results in degree (UG) courses offered under non-semester pattern as given below. (wef 2023-24)

<u>SL No</u>	<u>Course Offered</u>	<u>Duration</u>	<u>Intake</u>
1	BA.,(HEP)	3 Years	50
2	BA.,(HEJ)	3 Years	30
3	BCom., (CA)	3 Years	60
4	BCom., (Gen)	3 Years	40
5	BSc.,(MPC)	3 Years	40
6	BSc.,(MPCs)	3 Years	30
7	BSc., (BZC)	3 Years	50

b. Main objective of the public authority :

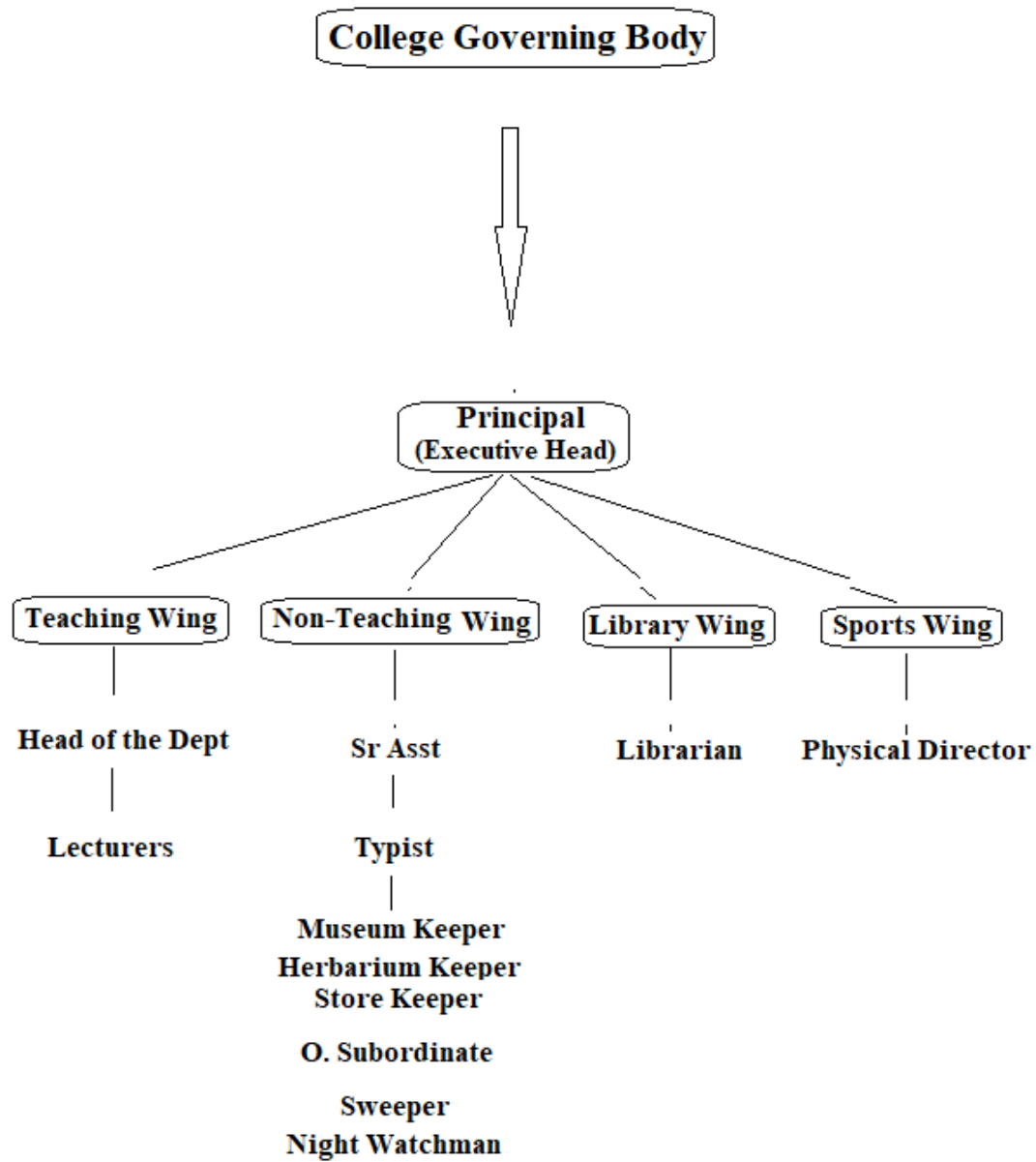
The main objectives of the Institution are

1. To promote quality learning and creativity among student
2. To inculcate love for learning among the students
3. To make the learners grow mentally, morally and physically fit human beings
4. To train the students to be creative and competitive to face the challenge of the new millennium
5. To enable them to find access into their spheres of interest enjoying equal opportunities.

c. Working hours

Opening hours : 10:00 a.m (Monday to Saturday)
Closing hours : 5:00 p.m (Monday to Saturday)

d. The organizational chart



Chapter 2

Section 4(1)(b)

(ii) Powers and duties of the officers and employees

Principal

1. The Principal shall exercise such administrative powers as are delegated under various acts, rules regulations, orders, instructions of the Govt., Department of Collegiate Education and other competent authorities. He shall be both administrative and academic head of the college. He shall take all steps for smooth and efficient functioning of the college.
2. To ensure that the scholarship applications of the concerned students are sent to the sanctioning departments viz social welfare department, Backward classes and minorities department and Dept of Collegiate Education etc.
3. To ensure that the proposal for renewal of affiliation/ accoradal of permanent affiliation is sent to the concerned University well in time.
4. To ensure that the accreditation from the NAAC is obtained and to ensure if already accorded is upgraded after five years
5. To take necessary action to bring the college under 2(f) and 12(b) of the U G C act, 1956. This can be done by sending proposal to the U G C, New Delhi.
6. The Principal shall handle 6 hrs of teaching work in a week in the relevant subject etc.

Lecturers

The Lecturer is the main pillar on which the system of Collegiate Education rests. Teaching is the most important function of the lecturer which should be undertaken with utmost dedication and sincerity. The functions of lecturers are detailed below.

1. The lecturer has the primary duty to disseminate knowledge in his/ her subject to all the students.
2. At the beginning of the academic year, the lecturer in-charge of the department should distribute syllabus to the members of the department, by convening the meeting of all staff members in the department.
3. Taking into consideration the number of working days and periods available for each subject, the month-wise annual plan should be prepared for each lecturer in the department. Provision should be made for revision of the syllabus before the end of the academic year.

4. The lecturer should follow the month-wise annual plan and complete the syllabus allotted to him/her. In case of any dislocation in working days, either due to disturbances or due to his/her own absence in the college, the syllabus should be completed by taking extra classes.
5. The lecturer should inform the students regarding the schedule of coverage of syllabus.
6. The lecturer-in-charge of the department should review the progress of coverage of syllabus at the end of every month and inform the Principal. If the schedule is not completed, he should discuss with the lecturer concerned and plan for the completion of the backlog in the succeeding month.
7. The lecturer concerned should also plan the seminars, tutorial and assignments and such other academic activities.
8. Along with the lecture method, the lecturer should also motivate the students and enliven the process of learning by adopting student centered methods of instruction like group discussions, question-answer session etc.,
9. To achieve the best results, it is necessary for the lecturer to give regular assignments to the students, preferably every fortnight.
10. The lecturer should necessarily take the help of audio-visual methods of teaching by using over-head projector, slide projector, charts, etc.
11. He/She should also organise screening of educational films wherever/ whenever possible.
12. The lecturer should maintain the teaching diary in the given proforma. This should be submitted to the Principal, through In-charge of department every month.
13. The lecturer should maintain synopsis of each lesson prepared by him/ her. As far as possible, a copy of the synopsis should be provided to the students. The record of synopsis maintained by the lecturer will be checked by the Principal every month.
14. The lecturer should conduct periodic tests in the subject and motivate the slow-learners to bring them on par with other students in the class. A record of marks obtained at monthly, quarterly and half-yearly test should be maintained in the department. Incentives in the form of prizes may be provided to those who get higher ranks. The progress of the students should be submitted to the Principal through in-charge lecturer, so that a consolidated progress report can be sent to the parents.
15. Remedial coaching: Remedial coaching should be arranged for academically backward students, outside the college hours, the UGC grants meant for this purpose can be utilized. The in-charge of the department should plan for remedial coaching and submit it to the Principal, who should plan the finances for the programme. The teaching staff of the department or the bright students of senior classes may be involved in this programme on payment basis. This will

be in accordance with the programme of "Earn while you learn". G.O.No.129Edn. Dt.23-2-1977 provides the rules regarding this programme. (More details are provided at the end of this chapter).

16. The lecturer should participate in Students Counseling Programmes organized by the Principal. He/ she should give necessary counseling to 20 to 30 students allotted to him/her. Guidance should be given on opportunities in the field of collegiate education and the employment opportunities. As a Counselor, the lecturer should act as a liaison between college administration and his wards. He/she should enlighten the wards about the facilities available in library; games etc., and orient them to the traditions, rules and regulations of the college.

17. The lecturer working in Science subjects should see that practical classes are conducted immediately after the theory class of a particular topic is completed. There should be a perfect co-ordination of theory and practical classes. In practical classes, the lecturer should bestow personal attention on every student and verify his/her work. The practical class should be continued till the end of the specified period.

18. The lecturer should co-operate and participate in all co-curricular and extra-curricular activities in the college.

19. He/she should accept the membership of the Committees to which he/ she is nominated by the Principal and discharge the duties with commitment.

20. The lecturer should attend to all examination duties without fail.

21. The lecturer should assist the Principal in the maintenance of the discipline in the college.

22. He/she should remain in the college premises during the college working hours and even beyond the working hours, if required.

23. The lecturer should also as a community service, conduct such programmes such as useful seminars, interface-discussions, etc. involving local experts, and the users for the benefit of the community. The lecturer of the subject concerned can act as moderator.

24. The lecturers should attend to any duty assigned to him/her by the Principal or any other higher authority.

25. As per the orders of the Government and the concerned University from time to time, the lecturers have to adhere to the work load prescribed.

26. The lecturer is accountable to the Principal of the College.

Physical Director

1. He/she ensures the regular functioning of the department by organizing games and sports in college.
2. He/she shall be available in the college till sunset on all working days and organise the practice of all games available in the college in consultation with the games committee of the college and the Principal.
3. He/she as the convener of the games committee of the college organises meetings of the committee at the beginning of year to plan the Physical Education programmes for the year, which is to be reviewed every term.
4. He/she should coach the students, with the correct techniques of various games and sports. Top players shall be kept as captains of the team/college.
5. Expert coaches of different games are invited to guide the students to learn superior techniques. A provision for the honorarium of the coaches may be planned while preparing the Annual Budget.
6. He/she has to conduct coaching camps in the college to train students in various games and sports.
7. He/she will plan and invite experts in various games and sports to enable the students to learn correct techniques of various games.
8. He/she is responsible for inculcating general discipline among the players in particular and students of the college in general.
9. He/she should encourage the students to develop sportsman spirit.
10. He/she will prepare the lists of games material, to be purchased every year, keeping in view the stocks available in the college and stocks required for the current year. The lists are to be placed before the games committee for approval.
11. For making purchases of games and sports material the Physical Director should follow the purchase procedures prescribed by the Government from time to time. He should verify the samples before placing the orders, for the supply of material.
12. The Physical Director should follow the prescribed procedures while fixing the conveyance charges, training allowances, refreshments to the competitors taking part in games and sports competitions conducted outside the college.
13. The Physical Director should maintain all records pertaining to the stocks and purchases of the department. The stock registers of consumable and non-consumable material should be

maintained separately and the stock registers should be submitted to the Principal for verification once in every term.

14. He/she should help the annual stock verification of the department conducted by the committee appointed for the purpose by the Principal.

15. He/she will be Head of the Department of Physical Education in the college and is responsible for maintaining the stocks and accounts of the Department.

16. Physical Director should conduct annual games and sports of the college during the 2nd half of the academic year.

17. He/she should organize the annual games and sports day much before the commencement of annual examination.

18. The Physical Director is accountable to the Principal of the College.

19. While sending the teams to participate in tournaments, the Physical Director has to take care of the following.

- * The well-trained teams will be sent to participate in the Inter-College tournaments.

- * The participating teams / players should be provided with proper uniforms, playing material (sports kit), and refreshment amount and conveyance charges.

- * The teams are instructed to maintain dignity, decency and decorum, at the venue of the tournaments.

- * They should participate with a "will to win", respecting the rules and regulations.

20. To improve General Knowledge on Sports and Games, a Sports Quiz may be conducted in the college and prizes be awarded at the Annual Day function.

21. Sports persons of high caliber shall be invited for Sports Day functions to inspire the students.

22. Annual Stock Verification must be completed before 31" March of every Academic Year.

Librarian

Library is the store house of knowledge. The library holdings in terms of titles of books, journals and other learning materials and technology aided learning mechanism, will enable the students to acquire information, knowledge and skills required for their study. A good library should provide the following facilities. a. Text book section b. Reference section c. Reading Room d. Periodicals section e. Journals section and f. E- library section with Internet g. Reprography (copying)

The Librarian is the convener of the College Library Committee nominated by the Principal of the college. He is responsible for properly administering the library grants in consultation with the Library Committee. The Committee shall allot funds to the various subject departments of the college.

1. The Librarian will ensure that an amount not exceeding 20% of the grant is normally utilized for purchase of reference books.
2. The Librarian will take necessary steps for the purchase of books as per the orders of the Principal. Books can be purchased directly from the publishers and their sole distributors by taking usual discount or from reputed and outstanding firms in the book trade after calling for quotations for terms of supply and the discount they offer.
5. The librarian should maintain a catalogue of the books available in the library.
6. The library fee collect under special fee funds can be utilized for the purpose with the prior approval of the Commission Director of Collegiate Education.
7. The Librarian should frame the rules and get the approval of the Principal regarding the issue of books, time limit for return of books and number of books to be issued to the students and the staff.
8. The Librarian should ensure that as far as possible, the concerned subject books only be issued staff and students.
9. The Librarian should fully co-operate with the annual stock verification committee appointed by the Principal.
10. As per the report of the annual stock verification committee, the Librarian should prepare the list books lost and books damaged after annual stock verification and submit the same for condemnation to the Principal, who will take appropriate action as per existing rules. .
11. The Librarian is responsible for maintaining all records pertaining to the library like records relating catalogues, accession registers issue registers, stock registers, etc,

12. The Librarian should see that the annual stock verification of books in the library is done before the end of each academic year. For the purpose of the stock verification, it should be seen that all staff and student's return to the library all the copies borrowed by them, before the stock verification commences

13. Fine (to be decided by the Librarian) is to be collected from the students for late return of copies

14. List of journals and newspapers for library shall be prepared by the Librarian in consultation with lecturers.

15. Cost of books lost by students or staff is to be recovered from them. Disposal of old magazines is done by the Librarian in accordance with the existing rules.

16. The Librarian is accountable to the Principal of the college.

The library shall be kept open at least one hour before and one hour after the regular College timings for the benefit of students.

A good book is the precious life — blood of a master spirit, embalmed and treasured up in purpose to a life beyond life

Sr Asst

The Sr Asst shall be responsible for the efficiency of his section and conform to the rules and procedure. He shall scrutinize all the papers/files before they are submitted to the higher officers.

The Sr Asst shall handle all important and complicated cases. He shall guide his subordinates in all respects and make them put up in accordance with the rules. He shall take all steps to maintain order and discipline in the section. He shall arrange for distribution of work among the case workers in consultation with the concerned officer. He shall maintain guard file in his office section. He shall ensure that all registers, diaries and files are maintained properly by the case workers of his section. He shall mark the tappals to the concerned case workers. He shall supervise his sections and submit reports to his immediate officers, he shall sign and issue acknowledgement letters.

Jr Asst/Typist

The FDA/SDA works under the guidance of the superintendent. He is responsible for the work entrusted to him. Each assistant will be allotted certain subjects to deal with. His duties mainly are as follows

1. To maintain the case diary

2. To examine and put up notes and drafts promptly to the Sr Asst, after recording paging index.
3. To maintain the various registers prescribed under the rules of office procedure
4. To ensure that the notes submitted in the files are neat and tidy and as per rules.
5. He shall assist the Sr Asst in the discharges of his duties.

Storekeeper/ Museum Keeper/ Herbarium keeper

1. To assist the concerned lecturers in the labs
2. To maintain the lab rooms clearly and neatly
3. To maintain the lab records upto date

Attender

1. Carrying a file from one section to another or from one caseworker to another etc.
2. Stitching the files / exam bundles
3. Carrying and distribution of stationery and making envelopes whenever necessary
4. Arranging of furniture
5. Keeping office premises clean.

Sweeper

To keep the college premises clean

Night watchman

To safeguard the property of the College

Chapter 3

Procedure Followed in Decision making Process

(Section 4(1) (b)(iii))

Describe the procedure followed in decision making by the public authority

Decisions in matters regarding admissions, sports, extra-curricular activities, preparation of college timetable, allocation of extra-curricular work to teachers not involving payment of remuneration and laying guidelines for purchase of Library books and lab. Equipments are taken by the Staff Council, through its committees subject to the provisions of the Act, Statutes and Ordinances of the University. The decisions regarding institution, suspension or abolition of teaching and non-teaching posts is taken by the Governing body. The college functions under the general supervision and control of the Principal.

Activity	Description	Decision making process	Designation of final decision authority
Educational	College Activities	Office Procedure	Principal

Chapter 4

Norms set for the Discharge of Function

(Section 4(1)(b)(iv))

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

Norms and standards for various academic activities of the college are set by the Principal in accordance with rules, regulations and instructions given by S.K University, Anantapur and CCE, AP., Hyderabad. Principal of the College monitors the progress and achievements of the performance

Chapter 5

Rules, Regulations, Instructions, Manual and Records, for Discharging Functions

(Section 4(1)(b)(v) & (vi))

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.

SI NO	RULES, REGULATIONS INSTRUCTIONS MANUALS, AND RECORDS USED
1	AP Fundamental Rules
2	AP Educational Service rules
3	AP Education subordinate service rules
4	AP General subordinate service rules
5	AP State & General subordinate service rules 1996 AP
6	Ministrial Service Rules 1998
7	AP Last grade Service Rules 1992
8	AP Leave Rules 1933
9	AP Govt Service Conduct Rules, 1964
10	AP revised Pension Rules, 1980
11	AP Civil Service (CC&A) Rules 1991
12	AP finance code
13	AP treasury code
14	AP Pension code
15	Manual of special pay and allowance including TA rules
16	Budget Manual
17	General provident fund rules
19	JURISDICTIONAL , UNIVERSITY REGULATIONS , BYLAWS AND EXAMINATION MANUALS

Chapter 6

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

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

SLNO	CATEGORIES OF DOCUMENTS THAT ARE HELD BY IT OR UNDER CONTROL
1	ATTENDANCE REGISTER
2	CASUAL LEAVE REGISTER
3	LETTERS INWARD REGISTER
4	LETTERS OUTWARD REGISTER
5	POSTAL STAMP ACCOUNT REGISTER
6	TAPPAL ISSUE ACKNOLEDGEMENREGISTER
7	FILES SENDING REGISTERS(SISNGLE FILE SYSTEM)
8	CASH BOOK
9	GRANT RELEASE REGISTER
10	SALARY DISBURSEMENT REGISTER
11	ADVANCE SANCTION REGISTER
12	STOCK REGISTER

Chapter 7

Arrangements for Consultation with, or Representation by, The Members of the Public in relation to the Formulation of Policy or Implementation there of (Section 4(1)(b) viii)

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

SL. No	Function/ Service	Arrangements for consultation with or representation of public in relation with policy formulation	Arrangements for consultation with or representation of public in relations with policy implementation
1	Policy	Commissioner & Principal Secretary	Policy Through letter correspondence

Chapter 8

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.

•

S N O	Name of Board, Council Committee, etc	Composit ion	Powers & Functions	Whether its Meetings open to Public/ Minutes of its Meetings accessible for Public
1	Admission Committee	All Committ ee headed by Principal with respectiv e staff members as co- ordinates and members	Admit students to college (Fresh and	----Yes----
2	Examination Committee & I.A		Conduct Examination	----Yes----
3	Student discipline Committee		Maintain Discipline in Campus	----Yes----
4	Student Cultural Forum		Cultural Activities	----Yes----
5	Sports Committee		Conducting Sports	----Yes----
6	N.S.S. Committee		Conduct NSS Activities	----Yes----
7	Student Welfare Committee		Welfare of Students	----Yes----
8	Library Committee, RR. I.D		Library rules regulations	----Yes----
9	Employment Information and Guidance Bureau		Guiding Students about job	----Yes----
10	IQAC and NAAC Committee,		Quality of Education	----Yes----
11	Innovation Club Committee		Innovative program implementation	----Yes----
12	CDF Committee		Discussing about development of	----Yes----
13	Press Committee		Providing information of College activities to Press	----Yes----
14	Administrative Development Committee		Suggesting about administrative reforms	----Yes----
15	Students Counseling Cell Committee		Counsel the students who are in need of	----Yes----
16	Alumni Committee		Old students association	----Yes----
17	Women atrocity Redressal		Women Empowerment	----Yes----
18	Students Grievance Committee		Taking	----Yes----
19	Human rights Committee		Creating Awareness about Human rights	----Yes----
20	Mobile banning Committee		Creating Awareness about Mobiles	----Yes----
21	SC/ST development Committee		Creating Awareness about SC/ST welfare schemes	----Yes----
22	Furniture purchase Committee		While purchasing furniture, talking decision about the Quality	----Yes----
23	Students attendance monitoring Committee		Students attendance data	----Yes----

Chapter 9

Directory of Officers and Employees (Section 4(1)(b) (ix))

Please provide information on officers and employees working in different units or offices at different levels and their contact

i) Regular

SL. No	Name of the Officers/ Employees	Designation	Office Address	Contact Number/ E-mail ID
1	Dr J.V.V.N Kesava Rao	Principal	PS Government Degree college, Penukonda, Anantapur Dist	9440165007
2	G Chenna Reddy	Lecturer		9441765354
3	Dr. K Sreedevi	Lecturer		9440165748
4	Dr B.Yasoda Rani	Lecturer		9704575721
5	Dr K Jayappa	Lecturer		9989375369
6	Dr K Harish Babu	Lecturer		9493366220
7	N Hari Prasad	Lecturer		8985084800
8	B Srinivasulu	Librarian		9849613913

ii) Contract Basis

9	Dr.M Nagaraju	Lecturer (Maths)	PS Government Degree college, Penukonda, Anantapur Dist	9494428732
10	Smt. E Sujatha	Lecturer (Botany)		9493164393
11	S Ranganayakulu	Lecturer (English)		9959224585
12	D Ramanna	Lecturer (Telugu)		9491363148
13	Dr. P.L.Kantha Rao	Lecturer (Political Science)		9491835679
14	V.Narayana	Lecturer (Commerce)		9908940373
15	Dr K Pratap	Lecturer (History)		7901415999
16	G Sanjeeva Reddy	Lecturer (Chemistry)		9493234151

iii) Guest faculty

17	B Nagaraju	Lecturer (Sanskrit)		9849687530
18	S Farnaz	Lecturer (Commerce)		9110580835
19	K Chandrasekhar	Lecturer (Economics)		9550803354
20	G Sayyed Hussain	PD		9000087363
21	D Vishnuvardhan	Computer Applications		7382792779
22	K Suvarna	Lecturer (Commerece)		6309078153

iv) Non-Teaching

1	B Narasimhulu	Sr Asst	PS Government Degree college, Penukonda, Anantapur Dis	9440243109
2	--	Typist		
3		Herbarium Keeper		
4	--	Museum Keeper		
5	-----	Store Keeper		
6	C.Chenna Kesavalu	O.Subordinate		6304812772
7	--	O.Subordinate		
8	--	O.Subordinate		
9	--	Sweeper		
10	--	Sweeper		
11	--	Night watchman		
A	D Kadirappa	<i>Supernumery</i>	9491980159	

Chapter 10

Monthly Remuneration received by Officer and Employees, including the System of Compensation as provided in Regulation

(Section 4 (1) (b) x)

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

SL No	Name of the Officers Working	Designation	UGC State	Scale	Remuneration/Month	Remarks
1	Dr J.V.V.N Kesava Rao	Principal	UGC	131400-217100	2,28,240	
2	G Chenna Reddy	Lecturer	State	State Scales	1,42,905	
3	Dr. K Sreedevi	Lecturer	State	State Scales	1,46,320	
4	Dr B Yasoda Rani	Lecturer	UGC	57700-182400	1,36,000	
5	Dr K Jayappa	Lecturer	UGC	57700-182400	1,08,500	
6	Dr K Harish Babu	Lecturer	UGC	57700-182400	1,45,740	
7	N Hari Prasad	Lecturer	UGC	57700-182400	88,200	
8	B Srinivasulu	Librarian	UGC	57700-182400	90,840	
Contract Lecturer						
9	Dr.M Nagaraju	Lecturer	State	Consolidated	61,960	
10	Smt. E Sujatha	Lecturer	State	Consolidated	61,960	
11	S Ranganayakulu	Lecturer	State	Consolidated	61,960	
12	D Ramanna	Lecturer	State	Consolidated	61,960	
13	Dr. P.L.Kantha Rao	Lecturer	State	Consolidated	61,960	
14	V.Narayana	Lecturer	State	Consolidated	61,960	
15	Dr K Pratap	Lecturer	State	Consolidated	61,960	
16	G Sanjeeva Reddy	Lecturer	State	Consolidated	61,960	
Guest Faculty (Lecturers)						
17	B Nagaraju	Lecturer	State	Consolidated	28800	
18	S Farnaz	Lecturer	State	Consolidated	28800	
19	K Chandrasekhar	Lecturer	State	Consolidated	28800	
20	S Sayyed Hussain	PD	State	Consolidated	28800	
21	K.Suvarna	Lecturer	State	Consolidated	28800	
Non-Teaching						
1	B Narasimhulu	Sr Asst	State	State Scales	82,771	
2	--	Typist	State	State Scales	0	
3		Herbarium Keeper	State	State Scales	0	
4	--	Museum Keeper	State	State Scales	0	

5	----	Store Keeper	State	State Scales	0	
6	C Chenna Kesavalu	O.Subordinate	State	State Scales	32,269	
7	--	O.Subordinate				
8	--	O.Subordinate				
9	--	Sweeper	State	State Scales	0	
10	--	Sweeper	State	State Scales	0	
11	--	Night watchman	State	State Scales	0	
A	----	<i>Supernumery</i>	State	State Scales		Jr Asst
B	D Kadirappa	<i>Supernumery</i>	State	State Scales		Rec Asst

Chapter 11

Budget Allocated to Each Agency including Plans etc.

(Section 4(1)(b) xi)

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

Sl No	Plan	Sanctioned	Released	Utilized	Remarks
1	UGC XII Plan	-	-	-	
			-	-	
2	IQAC	-	-	-	
3	Remedial Coaching	-	-	-	
4	Development Grants	-	

Chapter 12

Manner of Execution of Subsidy Programmes (Section 4(1)(b) xii)

1. Describe the activities/ programmes/ schemes being implemented by the public authority for which subsidy is provided.
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 grants of subsidy	Designation of officer to grant subsidy
-----NOT APPLICABLE -----			

Chapter 13

Particulars of Recipients of Concessions, Permits or Authorization Granted by the Public Authority (Section 4(1)(b) xiii)

**Provided the names and addresses of recipients of benefits under each programme/
scheme separately in the following format.**

Concessions granted by the college:

In admissions:

Various concessions that are available to various categories of students in admission to various courses are given in the bulletin of information.

* 22½ % of the total numbers of seats are reserved for candidates belonging to SC/ST (15% for SC and 7½ % for ST). Relaxation to the extent of 5% in the minimum marks is given to the candidates belonging to SC/ST to determine their eligibility and merit for admission to the concerned courses (except in courses having entrance tests). Further relaxation is given to the extent in order to fill up all the reserved seats. SC/ST candidates are required to register with the University, which forwards to the College the candidates to be submitted to the various courses.

* 3% seats are reserved for physically challenged candidates for admission to under-graduate courses. Relaxation to the extent of 5% in the minimum marks is given to the candidates belonging to SC/ST to determine their eligibility and merit for admission to the concerned courses (except in courses having entrance tests). Further relaxation is given to the extent in order to fill up all the reserved seats. SC/ST candidates are required to register with the University which forwards to the College the candidates to be submitted to the various courses.

* Fee Structure according to or as per rules of the SK University, Anantapur/ State Government.

The above reservations may vary with any decision taken by the University or directions from the State Government. 2. Details of such concessions are available in the admission brochures.

Chapter 14

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	Description (site address/ location where available etc.,)	Contents or title	Designation and address of the custodian of information held by whom?)
Web site e-mail	www.gdcpenukonda.ac.in	College Full Details	-

Chapter 15

Particulars of Facilities available to Citizen for Obtaining Information (Section 4(1)(b) x v)

Describe the particulars of information dissemination mechanisms in place/ facilities available to the public for accessing of information:

Through the Notice Boards, College Prospectus, University Calendars and the College website. Information for general public is disseminated occasionally through press releases, advertisements etc.

Chapter 16

Name Designation and other Particulars of public Information Officer (Section 4(1)(b) xvi)

Please provide contact information about the Public Information Officers and assistant Public Information Officers Designed for various

Officers/ administrative units and Appellate Authority/ Officer(s) for the public authority
in the following format.

Assistant Public information officer

Sri **B.Narasimhulu**, Senior Assistant, Assistant Public information officer, PS Govt. Degree
College Penukonda – 515110, Sri Satyasai Dt., AP. Mobile: 9440243109

Public information officer

Sri **B Srinivasulu**, Librarian, Public Information Officer, PS Govt. Degree College Penukonda –
515110 Sri Satyasai Dt., AP. Mobile: 9849613913

Appellate Authority

Dr.J.V.V.N. Kesava Rao, Principal, Public Information Appellate Authority, PS Govt. Degree
College Penukonda – 515110, Sri Satyasai Dt., AP. Mobile: 9440165007

Chapter 17

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.

Citizens can seek information regarding the Paritala Sriramulu Government Degree College, Penukonda by submitting a written request with details like Name, address, contact telephone number and particulars of the information sought. The reason for seeking information need not be given. Separate application for seeking information on different subjects is required. The application has to be accompanied with the prescribed fee i.e. Rs. 10/-. The fee is payable with each application which is towards the cost of processing the request. Schedule of additional fee can be had from the Public Information Officer of the college. For the time being the rates are as under:

- *Rs. 2/- per page of A-4 or A-3 size, created or copied or Actual cost for sizes bigger than A-4 or A-3.*
- *In case of printed material, the printed copies could be had from the college counter on payment of the actual price.*
- *For inspection of records, no fee for the first hour and a fee of rupees five for each subsequent hour (or fraction thereof)*
- *If information is needed on a compact disk, subject to availability of information in soft form, the fee will be Rs. 50/- per CD.*

Note: The above fee shall be payable by way of cash against proper receipt or by Demand Draft or Bankers Cheque or Indian Postal Order in the name of the Principal, PS GOVT DEGREE College.

CERTIFICATE:

1. This is to certify that the information given above in the format form 1 to 17 are true correct.
2. This is to certify that the information furnished above in the format from 1 to 17 are notified in the college notice board today i.e. on 16-04-2022