

# SGK. GOVT. DEGREE COLLEGE, VINUKONDA, PALNADU.DT

## CHAPTER-1 PRELIMINARY

### Government Degree College, Vinukonda, RTI-2005 information

#### Definitions:

- **Appropriate Government** – Refers to either the Central or State Government depending on the authority in question.
- **Competent Authority** – Includes entities such as the President, Governors, Supreme Court, High Courts, and Parliament.
- **Information** – Covers any material in any form, including records, documents, memos, emails, opinions, reports, etc.
- **Public Authority** – Any organization or body established by the Constitution, laws made by Parliament or State Legislatures, or any government notification.
- **Right to Information** – The right to access information under public authorities, including records, documents, and electronic data.
- **State Information Commission & Central Information Commission** – Bodies established to oversee and ensure transparency under the Act.
- **Third Party** – Any person other than the citizen requesting the information and the public authority.

**Appellate Authority** : Appellate Authority at College Level  
Dr. K.Srinivasarao, Principal  
Head of the Institution,

**PIO** : Public Information Officer,  
Sri Ch.Hari babu  
Vice Principal & Lecturer in Hindi

**APIO** : Asst Public Information Officer  
Sri. M. Koteswara Rao  
Store - Keeper

Appellate Authority at Zonal Level : Regional Joint Director of Collegiate Education, Zone-III  
Guntur

Appellate Authority at State Level : Director of Collegiate Education, A.P. Mangalagiri.

**CHAPTER-2**  
**ORGANISATION, FUNCTIONS AND DUTIES**  
**SECTION 4(1)(B)(i)**

Sl.No	Name of the Organization	Address	Functions	Duties
1	Govt. Degree College, Vinukonda Palnadu Dt  522 647	Vinukonda, Palnadu District, Andhra Pradesh.	To impart Education as per the curriculum designed by Acharya Nagarjuna University Guntur	1) Admissions of the Students  2) To Run the classes as per the Time Table  3) Conduct of internal/University examinations  4) To provide all-round development of student as per the instructions of AP Government  5) Proper utilization of the Govt Budget for College Development  6) To fulfill the requirements of the staff as per rules in vogue.

**CHAPTER 3**  
**POWERS AND DUTIES OF OFFICERS AND EMPLOYEES**  
**SECTION 4(1)(b)(ii)**

Sl.No	Name of the Officer/Employee	Designation	Duties allotted	Powers
1	Dr. K. Srinivasa Rao Principal	Administrative	All administrative duties related to class work and staff duties and as per the instructions of the Regional Joint Director of Collegiate Education, Zone-III Guntur and Commissioner of Collegiate Education, AP, Mangalagiri from time to time.	
		Financial	Drawl of salary Bills of self, Teaching and Non-teaching staff And Proper utilization of the Govt. Budget for College . Check the accounts every day to see that his subordinates do not commit fraud , misappropriation or any other irregularity. Responsible for any loss that may be found due to any neglect of the duties laid upon him by the provisions of the financial code.	
2	Sri V. Saidulu Senior Assistant	Administrative	Supervision of the NT Staff working in the college  Maintenance of Service Registers of all teaching and non teaching staff, maintenance of all cash books,	
		Financial	No financial powers	
		Other		
3	Sri . M. Koteswara Rao. Store Keeper	Administrative	Admissions, and Issue of Certificates	
		Financial	Scholarship and Fee Collection	
		Other		

**CHAPTER 4**  
**PROCEDURE FOLLOWED IN DECISION-MAKING PROCESS**  
**SECTION 4(1)(b)(iii)**

Activity	Description	Decision-making process	Designation of final decision making authority
College Planning & Development	Decision Making in implementation of Government Policies, Developmental Activities and Development Planning of the college	As per rules in vogue.	Chairmen: Principal Secretary: Sri. M.V. Apparao, Senior Advocate Members include 2Senior Lecturers of the College
Staff Council	Academic Policy implementation, Budget and other funds Utilization and decision making on other academic issues	As per rules in vogue.	Chairman: Principal Members: All the Teaching Faculty members of the college
Parent Teachers Association	Decisions and Implementation of Academic and Parental Guidance Issues	As per rules in vogue.	Chairmen: Principal Members: 3parents nominated
Budgeting	Budget is released from the government	Budget is utilized as per the norms	Principal
Formulation of Programmes, schemes and projects	All programmes are being formulated by the Staff council in accordance with APCCE	Implemented by the college administration with the guidance of APCCE	Principal and staff council
Recruitment/hiring of personnel	Services of Guest faculty is being taken at college level	As per the guidelines of the APCCE	Principal and Committee designated for the purpose
Release of funds	Funds released by the APCCE		
Implementation/delivery of service/utilization of funds	Budget is utilized as per the norms	Principal and staff council take decision	Principal & Office
Monitoring & evaluation			
Gathering feedback from public	Feed back is being collected from all stake holders for improvement of academic and administrative matters	Analysis is being done and action is being taken for improvement at staff council	

**Chapter-5**  
**Norms set for the discharge of Functions**  
**Section 4(1)(b)(iv)**

S.No	Function/Service	Norms/Standards of Performance	Time frame	Reference document prescribing the norms (Citizen's Charter Service Charter etc.)
<b>1</b>	<b>Admissions</b>			
a	Admission procedures & Time frame for Admissions	As per the Guidelines of the University concerned	Same Day	Admissions in charge Sri Ch. Haribabu, Lecturer in Hindi Ph.No: 9848328270
b	Grievance Redressal	As per Norms	Concerned 3 days	
<b>2</b>	<b>Facilities and Fee</b>			
a	The Courses infrastructure facilities faculty position counselling and fee structure	As per the OAMDC	Same Day	Academic Incharge Sri B.R.K. Kishore Behra, Lecturer in Zoology Ph.No: 9666804463
b	Grievance Redressal	As per Norms	Same Day	
<b>3</b>	<b>Academic Programmes</b>			
a	No of Working Days and No. of teaching hours(Theory and Practical)Taken up for each subject	As per the guidelines of Acharya Nagarjuna University	Same Day	Academic Incharge Sri B.R.K. Kishore Behra, Lecturer in Zoology Ph.No: 9666804463
b	Grievance Redressal	As per Norms	3 days	
<b>4</b>	<b>Extra Circular Activities</b>			
a	Games and Sports	As given in the Prospectus		Sri M. Jagadeesh, Lecturer in Commerce
b	NCC/NSS	As per Norms		
c	Literary and Cultural Activities	As per Norms		Sri M. Anjaiah Lecturer in Economics
d	Carrier Guidance Programmes	As per Norms		Smt. N. Vasanthi Lecturer in English
e	Guest Lecturers/Extension Lecturers	As per Norms	2 days	All HoDs
f	Grievance Redressal	As per Norms		Dr. G. Swarnalatha Lecturer in Telugu
<b>5</b>	<b>Issue of Certificates for Regular Students</b>			
a	Transfer Certificate	As per Norms	2 days	Sri M. Koteswara Rao, Store Keeper Ph.No: 7981613727
b	Bonafied and Conduct Certificate	As per Norms	2 days	Sri M. Koteswara Rao, Ph.No: 7981613727
c	Migration Certificate( if Issue of College leavel)	As per Norms	3 days	Sri M. Koteswara Rao, Ph.No: 7981613727
d	Grievances redressal	As per Norms	3 days	
<b>6</b>	<b>Scholarships(JVD)</b>			
a	Fresh and Renewal Application Process	As per Norms	Within 7 days after amount received by the bank	Sri M. Koteswara Rao, Ph.No: 7981613727
b	Grievance redressal	As per Norms	3 days	

**CHAPTER 6**  
**RULES, REGULATIONS, INSTRUCTIONS, MANUAL AND RECORDS**  
**DISCHARGING FUNCTIONS**  
**SECTION 4(1)(B)(V) & (VI)**

Sl.No	Description	Gist of contents	Price of the publication if priced
Rules & Regulations			
1	F.R, Financial Code	Nil	NA
2	AP State & Subordinate Service Rules etc.	Nil	NA
Instructions			
1	F.R, Financial Code	Nil	NA
2	AP State & Subordinate Service Rules etc.	Nil	NA
Manuals			
1			
2			
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)**

Sl.No	Category of document	Title of the document	Designation & address of the custodian (held by/under the control of whom)
1	Administration	Service Registers	Sri. V. Saidulu Senior Assistant
		Attendance Registers	Sri Ch. Ramanjaneyulu Record Assistant
2	Financial	Cash Books & Cheque Books	Sri. V. Saidulu Senior Assistant
		Playbill Register & Acquaintances	Sri. V. Saidulu Senior Assistant
		Treasury Bill Register s	Sri. V. Saidulu Senior Assistant
3	Academic	Admission Register	Sri M. Koteswara Rao, Store Keeper Ph.No: 7981613727
		Central Marks Register	
		U.G. Marks Register	Sri Ch. Ramanjaneyulu Record Assistant

**ARRANGEMENT FOR CONSULTATION WITH, OR REPRESENTATION BY  
THE MEMBERS OF THE PUBLIC IN RELATION TO THE FORMULATION OF  
POLICY OR IMPLEMENTATION THEREOF.**

[illegible]



**CHAPTER 9**  
**BOARDS, COUNCILS, COMMITTEES AND OTHER BODIES CONSTITUTED**  
**AS PART OF PUBLIC AUTHORITY**  
**SECTION 4(1)(B)(V)(iii)**

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

<b>Name of Board, Council, Committee etc.</b>	<b>Composition</b>	<b>Powers &amp; Functions</b>	<b>Whether its meetings open to Public/Minutes of its meetings accessible for public</b>
College Planning & Development	Chairmen: Principal Secretary: Sri. M.V. Apparao, Senior Advocate  Members: 2Senior Lecturers of the College	Decision Making in implementation of Government Policies, Developmental Activities and Development Planning of the college	Yes
Staff Council	Chairman: Principal Members: All the Teaching Faculty members of the college	Academic Policy implementation, Budget and other funds Utilization and decision making on other academic issues	Yes
Parent Teachers Association	Chairmen: Principal Members: 3parents nominated	Decisions and Implementation of Academic and Parental Guidance Issues	Yes

9.2 :Documents can be access to the public as per the norms stipulated by the commissions.

**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)

Sl.No	Name of Office/administrative Unit	Name, Designation & address of officer/employee	Telephone & Fax Office Tel, Residence Tel, Fax,	Email
1	Teaching Staff	Dr. K. Srinivasa Rao, Principal	9866456431	<a href="mailto:ksrao69@gmail.com">ksrao69@gmail.com</a>
2		Sri. Ch. Hari Babu, Vice Principal/Lecturer in Hindi	9848328270	<a href="mailto:hcherukuri1972@gmail.com">hcherukuri1972@gmail.com</a>
3		Dr. G. Swarna Latha, Lecturer in Telugu	9951095636	<a href="mailto:gottimukkala636@gmail.com">gottimukkala636@gmail.com</a>
4		Dr. K.V.S. Koteswara Rao, Lecturer in Chemistry	9182489092	<a href="mailto:kvskoti@gmail.com">kvskoti@gmail.com</a>
5		Sri. G. Anjaiah, Lecturer in Economics	9704471963	<a href="mailto:anjaiah2012@gmail.com">anjaiah2012@gmail.com</a>
6		Sri. Rama K. Kishore Behara, Lecturer in Zoology	9666804463	<a href="mailto:kishorevikki39@gmail.com">kishorevikki39@gmail.com</a>
7		Sri. D. Siva Phanindra, Lecturer in Computer Science	9290930917	<a href="mailto:daggubatisivaphanindra@gmail.com">daggubatisivaphanindra@gmail.com</a>
8		Sri. B. Nageswara Rao, Lecturer in Physics	9494662510	<a href="mailto:bandlanageswararao78@gmail.com">bandlanageswararao78@gmail.com</a>
9		Sri. V. Bala Yesu, Lecturer in Chemistry	8886771033	<a href="mailto:balayesuv@gmail.com">balayesuv@gmail.com</a>
10		Smt. N. Vasanthi, Lecturer in English	9000074594	<a href="mailto:nvasanthi8@gmail.com">nvasanthi8@gmail.com</a>
11		Sri. M. Jagadeesh, Lecturer in Commerce	9491948154	<a href="mailto:cajagadeesh.m@gmail.com">cajagadeesh.m@gmail.com</a>
12		Sri. S. Srinivasa Rao, Lecturer in English	9491665685	<a href="mailto:srsontineni@gmail.com">srsontineni@gmail.com</a>
13		Dr. Ch. Srimannarayana, Lecturer in Mathematics	9440751623	<a href="mailto:csnrt@gmail.com">csnrt@gmail.com</a>
14		Sri. R. Srinivas, Lecturer in Mathematics	9948343942	<a href="mailto:srinurayala74@gmail.com">srinurayala74@gmail.com</a>
15		Smt.K. S. Kavtha, Lecturer in Political Science	9177651225	<a href="mailto:Kskavitha1971@gmail.com">Kskavitha1971@gmail.com</a>
16	Teaching Staff	Smt. Ch. Vijaya Kalpana, CF in Commerce	7569557277	<a href="mailto:krupag41@gmail.com">krupag41@gmail.com</a>
17		Sri. K. Koteswara Rao, Guest Faculty in Commerce	9966598540	<a href="mailto:k.kr7722@gmail.com">k.kr7722@gmail.com</a>
18		Sri. G. Manikumar, Guest Faculty in Botany	9573934333	<a href="mailto:maniamby07@gmail.com">maniamby07@gmail.com</a>

19		Sri. M. Peekna Naik, Guest Faculty in Librarian	9381776898	<a href="mailto:mudavathupeeknanaik@gmail.com">mudavathupeeknanaik@gmail.com</a>
20		Sri. M. Pitchaiah, JKC Mentor	8074870504	<a href="mailto:martha.pitchaiah@gmail.com">martha.pitchaiah@gmail.com</a>
21		Sri. G. Venkatachari, Guest Faculty in P.D	8142425592	<a href="mailto:gvachari5@gmail.com">gvachari5@gmail.com</a>
22		Sri. A. Ramana Babu, Guest Faculty in Computer Applications	8639909759	<a href="mailto:rbcs715@gmail.com">rbcs715@gmail.com</a>
23	Non-Teaching Staff	Sri.V. Saidulu , Senior Assistant	9704472910	<a href="mailto:nagarjunavasimalla49@gmail.com">nagarjunavasimalla49@gmail.com</a>
24		Sri.N.Ramesh, Store Keeper	9346764231	<a href="mailto:rameshnuthalapati2@gmail.com">rameshnuthalapati2@gmail.com</a>
25		Smt.N. Ramalakshamma, Muesum Keeper	8985234905	<a href="mailto:nuneramakshamma27@gmail.com">nuneramakshamma27@gmail.com</a>
26		Sri.H. koteswara Rao, Record Assistant	9866715155	<a href="mailto:koteswararaohari344@gmail.com">koteswararaohari344@gmail.com</a>
27		Sri.P.Paul, Record Assistant	7386364460	<a href="mailto:paluchurisunitha@gmail.com">paluchurisunitha@gmail.com</a>
28		Sri. M. Ramaswamy, Record Assistant	8897774355	<a href="mailto:musukuchinnaraju@gmail.com">musukuchinnaraju@gmail.com</a>
29		Sri. Nagendra Babu, Office Subordinate	6303715395	
30		Sri. M.Koteswara Rao, Store Keeper	7981613727	<a href="mailto:koteswararaomannava3@gmail.com">koteswararaomannava3@gmail.com</a>
31		Sri.Ch. Ramanjeneyulu, Record Assistant	9848713258	<a href="mailto:chramanjaneyulu223@gmail.com">chramanjaneyulu223@gmail.com</a>
32		Sri.K. Sudhakar , Office Subordinate	9550865340	<a href="mailto:mailto:sudhakarkanda67@gmail.com">mailto:sudhakarkanda67@gmail.com</a>
33		Sri.B.Prakasam, Office Subordinate	8790933149	<a href="mailto:prakasamb1966@gmail.com">prakasamb1966@gmail.com</a>
34		Smt.P.Dhanalakshmi, Office Subordinate	7842511101	<a href="mailto:thokaladhanalakshmi4@gmail.com">thokaladhanalakshmi4@gmail.com</a>
35		Sri.R. Srinivasa Rao, Office Subordinate	9347245227	<a href="mailto:srinuraprolu148@gmail.com">srinuraprolu148@gmail.com</a>
36		Smt.M.Madhu lakshmi, Office Subordinate	9849616820	<a href="mailto:madhulaksmi000@gmail.com">madhulaksmi000@gmail.com</a>

**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.

Sl.No	Designation	Monthly remuneration including its compensation	System of compensation to determine remuneration has given in regulation
1	Dr. K. Srinivasa Rao, Principal	224580	
2	Sri. Ch. Hari Babu, Vice Principal/Lecturer in Hindi	186930	
3	Dr. G. Swarna Latha, Lecturer in Telugu	198245	
4	Dr. K.V.S. Koteswara Rao, Lecturer in Chemistry	152365	
5	Sri. G. Anjaiah, Lecturer in Economics	123845	
6	Sri. Rama K. Kishore Behara, Lecturer in Zoology	106640	
7	Sri. D. Siva Phanindra, Lecturer in Computer Science	106640	
8	Sri. B. Nageswara Rao, Lecturer in Physics	97650	
9	Sri. V. Bala Yesu, Lecturer in Chemistry	97650	
10	Smt. N. Vasanthi, Lecturer in English	94860	
11	Sri. M. Jagadeesh, Lecturer in Commerce	97650	
12	Sri. S. Srinivasa Rao, Lecturer in English	265670	
13	Dr. Ch. Srimannarayana, Lecturer in Mathematics	274970	
14	Sri. R. Srinivas, Lecturer in Mathematics	176390	

15	Smt. K.S. Kavtha, Lecturer in Political Science	163256	
16	Smt. Ch. Vijaya Kalpana, Contract Faculty in Commerce	61960	
17	Sri. K. Koteswara Rao, Guest Faculty in Commerce	28000	
18	Sri. G. Manikumar, Guest Faculty in Botany	28000	
19	Sri. M. Peekna Naik, Guest Faculty in Librarian	28000	
20	Sri. M. Pitchaiah, JKC Mentor	25500	
21	Sri. G. Venkatachari, Guest Faculty in P.D	28000	
22	Sri. A. Ramana Babu, Guest Faculty in Computer Applications	28000	
23	Sri.V. Saidulu , Senior Assistant	89781	
24	Sri.N.Ramesh, Store Keeper	90287	
25	Smt.N. Ramalakshamma, Muesum Keeper	85480	
26	Sri.H. koteswara Rao, Record Assistant	80876	
27	Sri.P.Paul, Record Assistant	61386	
28	Sri. M. Ramaswamy, Record Assistant	61386	
29	Sri.Nagendra Babu,Office Subordinate	23000	
30	Sri. M.Koteswara Rao, Store Keeper	70563	
31	Sri.Ch. Ramanjeneyulu, Record Assistant	106062	
32	Sri.K. Sudhakar , Office Subordinate	72529	
33	Sri.B.Prakasam, Office Subordinate	66761	
34	Smt.P.Dhanalakshmi, Office Subordinate	66761	
35	Sri.R. Srinivasa Rao, Office Subordinate	61386	
36	Smt.M.Madhu lakshmi, Office Subordinate	31756	

**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)
State Budget	110/111 T.A			Paid Travelling allowances to the staff who attended for various works
	130/131 SPT			
	130/132 OOE			
	130/133 Electricity Charges			
	280/284 Utility Payment			
	520/521 Machinery Equipment			
	300 OCS			
	Plan Salaries			
	Non Plan Salaries			

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

Agency	Plan/Programme/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
State Budget	110/111 T.A				
	130/131 SPT				
	130/132 OOE				
	130/133 Electricity Charges				
	280/284 Utility Payment				
	520/521 Machinery Equipment				
	300 OCS				
	210/211				
	Salaries				
	Scholarships				

**CHAPTER 13**  
**MANNER OF EXECUTION OF SUBSIDY PROGRAMMES**  
**SECTION 4(1)(B)(XII)**

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

13.2 Provide information on the nature of subsidy, eligibility criteria for accessing subsidy and designation of officer competent to grant subsidy under various programmes/schemes.

Name of Programme/activity	Nature/Scale of Subsidy	Eligibility criteria for grant of subsidy	Designation of officer to grant subsidy
<b>NIL</b>	<b>NIL</b>	<b>NIL</b>	<b>NIL</b>

13.3 Describe the manner of execution of the subsidy programmes.

Name of Programme/activity	Application procedure	Sanction procedure	Disbursement procedure
<b>NIL</b>	<b>NIL</b>	<b>NIL</b>	<b>NIL</b>



**CHAPTER 14**  
**PARTICULARS OF RECEPTIONISTS OF CONCESSIONS, PERMITS OR**  
**AUTHORISATION GRANTED BY THE PUBLIC AUTHORITY**  
**SECTION 4(1)(B)(XIII)**

14.1 Provide the names and addresses of receiptents of benefits under each programme/scheme separately in the following format.

**INSTITUTIONAL BENEFICIARIES**

NAME OF THE PROGRAMME/SCHEME				
Sl.No	Name & address of receiptent institutions	Nature/quantum of benefit granted	Date of grant	Name & Designation of granting authority
	<b>NIL</b>	<b>NIL</b>	<b>NIL</b>	<b>NIL</b>

NAME OF THE PROGRAMME/SCHEME				
Sl.No	Name & address of receiptent institutions	Nature/quantum of benefit granted	Date of grant	Name & Designation of granting authority
	<b>NIL</b>	<b>NIL</b>	<b>NIL</b>	<b>NIL</b>

**INDIVIDUAL BENEFICIARIES**

NAME OF THE PROGRAMME/SCHEME				
Sl.No	Name & address of receiptent beneficiaries	Nature/quantum of benefit granted	Date of grant	Name & Designation of granting authority
	<b>NIL</b>	<b>NIL</b>	<b>NIL</b>	<b>NIL</b>

  

NAME OF THE PROGRAMME/SCHEME				
Sl.No	Name & address of receiptent beneficiaries	Nature/quantum of benefit granted	Date of grant	Name & Designation of granting authority
	<b>NIL</b>	<b>NIL</b>	<b>NIL</b>	<b>NIL</b>

**CHAPTER 15**  
**INFORMATION AVAILABLE IN ELECTRONIC FORM**  
**(SECTION 4(1)(B)X (IV))**

15.1 Please provide the details of information related to the various schemes of the Department which are available in Electronic formats (Floppy, CD, VCD, Website, Internet etc)

Electronic format	Description (site address/location where available etc)	Contents or tile	Designation & Address of the custodian of information (held by whom?)
Website	www.gdcrazole.org.in	Academic Issues	Dr M.Syam Babu, Lecturer In Commerce & Website In charge
CD,V.C.D & Internet	Office	Any college related information	

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

Source	Description (site address/location where available etc)	Contents or tile	Designation & Address of the custodian of information (held by whom?)
Library Information	College General Library	Information regarding availability, timings, scripts, copies	Smt V.Ananthalakshmi, Lecturer in Mathematics & Library In charge

**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	At the Portico Entrance	Citizen Charter, Display of Names of Employees
News Paper Reports		
Public Announcements	Students Circulars	Notice Board and Students Notice Register
Information Counter	Available, Admission information and admission process to public  Sri Ch. Ramanjaneyulu Record Assistant Office	Information provided to the Public whenever approached.
Publications		
Office Library	General Library Notice board	Students in and outward register
Web sites	<a href="http://www.sgkgdcvinukonda.ac.in">www.sgkgdcvinukonda.ac.in</a>	All academic matters
Other facilities (name)		

**CHAPTER 17**  
**NAMES, DESIGNATIONS AND OTHER PARTICULARS OF PUBLIC**  
**INFORMATION OFFICERS**  
**SECTION 4(1)(B)XVI)**

**17. PUBLIC INFORMATION OFFICER(S)**

Sl. No	Name of Office/Administrative Unit	PIO	Office Tel, Residence Tel, Fax	Email.
1	Govt. Degree College, Vinukonda, Palnadu.Dist.	Sri Ch.Hari Babu, Lecturer in Hindi Public Information Officer	9848328270	<a href="mailto:hcherukuri1972@gmail.com">hcherukuri1972@gmail.com</a>
2	Gov.Degree College, Vinukonda, Palnadu.Dt.	Sri. M. Koteswara Rao Store – Keeper Asst Public Information Officer	7981613727	<a href="mailto:koteswararaomannava3@gmail.com">koteswararaomannava3@gmail.com</a>

**APPELLATE AUTHORITY**

Sl. No	Name, designation & address of appellate officer	Jurisdiction of appellate officer (officers/administrative units of the authority)	Office Tel, Residence Tel, Fax	Email.
1	Dr. K.Srinivasa Rao, Principal	At College Level	9866456431	<a href="mailto:ksrao69@gmail.com">ksrao69@gmail.com</a>

**CHAPTER 18**  
**OTHER USEFUL INFORMATION**  
**SECTION 4(I) (B) Xvii)**

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

- 1.
- 2.
- 3.
- 4.

18.2 You may mention here information of your department which is excluded under section 8(1) of the act and/or under Rules of the State Government as guidance to the Public seeking information from your department.

PLACE: VINUKONDA

DATE: 23 -12-2024

Principal  
Govt. Degree College  
Vinukonda, Palnadu.Dist.

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