

HINDU COLLEGE :: GUNTUR



RTI Act, 2005

(Statutory Declaration under Section 4(1)(b))

THE RIGHT TO INFORMATION ACT, 2005

OBLIGATIONS OF PUBLIC AUTHORITIES

**A Draft Template for
INFORMATION HANDBOOK**
[Refer to Chapter II Section 4(1) b of
RTI Act, 2005]



HINDU COLLEGE, GUNTUR – 522 003
(Main Road, Opp. Sri Venkateswara Vignan Mandir)

CERTIFICATES

Certified that we are maintaining certain forms containing the Register as per the RTI Act.2005 under Section 4(1)(b) regularly and the register is kept in the college Principal's office.

Principal (FAC)

Principal (FAC)

HINDU COLLEGE

GUNTUR

Chapter 1

Introduction

- 1.1 Background
Please throw light on the background of this handbook – Right to Information Act and its key objectives.
- 1.2 Objectives / Purpose of this information handbook
Describe the provisions of Section 4(1)(b) of the Act regarding mandatory *suo motu* disclosure of certain information by every public authority and how this guide is aimed at such disclosure and creating standardized information for easy access and understanding by the public.
- 1.3 Who are the intended users of the handbook?
Citizens, civil society organizations, public representatives, officers and employees of public authorities including Public Information Officers and Assistant Public Information Officers and Appellate Officers, Central and State Information Commissions etc.
- 1.4 Definitions of key terms
Please provide definitions of keys terms used in this handbook
- 1.5 Organization of information
Describe how information is organized in this handbook and what is contained in different chapters.
- 1.6 Getting additional information
Describe the sources, procedures and fees structure for getting information not available in this handbook.
- 1.7 Names & addresses of key contact points
Give the names of key contact persons in case somebody wants to get more information on topics covered in the handbook as well as other information also.

Chapter 2
Organization, Functions and Duties
[Section 4(1)(b)(i)]

2.1 Particulars of the organization, functions and duties:-

Sl. No.	Name of the Organization	Address	Functions	Duties
1.	Hindu College, Guntur	Opp. Sri Venkateswara Vignan Mandir, Guntur	Teaching	Class Room Teaching Work

Chapter 3
Powers and Duties of Officers and Employees
[Section 4(1)(b)(ii)]

3.1 Please provide details of the powers and duties of officers and employees of the authority by designation as follows:

Sl. No.	Name of the officer / employee	Designation	Duties allotted	Powers
1.	Sri P.M. Prasad	Statutory: Principal (FAC)	Head	Ensures Conduct of Classes
		Administrative: Principal		
		Financial:		
		Other: Head of College Admn.		
2.	---	Statutory: ---	---	---
		Administrative: ---		
		Financial: ---		
		Other: ---		
3.	---	Statutory: ---	---	---
		Administrative: ---		
		Financial: ---		
		Other: ---		
4.	---	Statutory: ---	---	---
		Administrative: ---		
		Financial: ---		
		Other: ---		

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

Activity	Description	Decision-making process	Designation of financial decision-making authority
Goal-setting & Planning	Syllabus completion	Conduct of Classes	Principal
Budgeting	Salary ATG	ATG release	Commissioner of Collegiate Education, Andhra Pradesh
Formulation of programmes, schemes and projects	Punctuality class-room Teaching	Co-ordination with Teachers	Principal
Recruitment hiring of personnel	Lecturers	Commissioner of Collegiate Education, Andhra Pradesh / Regional Joint Director of Collegiate Education, Guntur	Commissioner of Collegiate Education, Andhra Pradesh / Correspondent, Hindu College, Guntur
Release of funds			
Implementation delivery of service / utilization of funds	Class room Teaching completion of syllabus	Class maintenance	Principal
Monitoring & evaluation	Imparting Teaching	Class room Teaching	Principal
Gathering feedback from public	Taking Feedback from parents	PIO, APIO collecting information	PIO
Undertaking improvements	---	---	---

4.2 Prepare Flow charts to show channels of supervision and accountability. You may also provide additional flow charts to indicate how each function is discharged or service is delivered by the authority from the stage of planning / application for getting service to reaching the target group / delivering the service to the beneficiary.

You may provide flow charts as to how each function is discharged or service is delivered by the authority from the stage of planning / application for getting service to reaching the target group / delivering the service to the beneficiary.

4.3 Describe the mechanisms in place regarding participation of the public in decision-making in respect of the functions discharged / services delivered to citizens.

Chapter 5
Norms set for the Discharge of Functions
[Section 4(1)(b)(iv)]

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

Sl. No.	Function / Service	Norms / Standards of performance set	Time frame	Reference document prescribing the norms (Citizen's Charter, Service Charter etc)
1.	Class Room Teaching	Punctuality and Maintaining discipline	During College Timings 10.00 AM to 4.40 PM with a recess of 50 minutes	---

Chapter 6
Rules, Regulations, Instructions, Manual and Records, for Discharging
Functions
[Section 4(1)(b)(v) & (vi)]

6.1 Please provide list and gist of rule, 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.

Sl. No.	Description	Gist of contents	Price of the publication if priced
Rules & Regulations			
1.	Rules displayed in Notice Board	Maintaining & Discipline, Punctuality both for students and staff in attending to class work by displaying notice in Notice Board and keeping copy in Staff Attendance Registers	---
Instructions			
1.	Rules displayed in Notice Board	Strictly following College Timings	---
Manuals			
1.	---	---	---
Records			
1.	Taking Attendance	Maintaining Students Attendance Registers	
Publications			
1.	---	---	---

Chapter 7
Categories of Documents held by the Public Authority
under its Control
[Section 4(1)(b)v(i)]

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

Sl. No.	Category of documents	Title of the document	Designation and address of the custodian (held by / under the control of whom)
1.	College Records	Office Records, Class Registers	Principal Hindu College, Guntur

Chapter 8

Arrangement for Consultation with, or Representation by, Member of the Public in relation to the formulation of Policy or Implementation thereof [Section 4(1)(b)(viii)]

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

Sl. No.	Function / Service	Arrangements for consultation with or representation of public in relations with policy formulation	Arrangements for consultation with or representation of public in relations with policy implementation
1.	Providing college information as per requirement	Conducting parents meet, for consultation	Taking decision in due consultation with parents meet

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.

Name of Board, Council, Committee, etc.	Composition	Powers & Functions	Whether its Meetings open to Public / Minutes of its Meetings accessible for Public
Public information committee	PIO, APIO & AA	Supplying information as per requirement	Open to Public

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

Chapter 10
Director 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.	Public Information Officer	Sri K.V.S. Durga Prasad, Vice-Principal	2227649	hindu_gtr@rediffmail.com
2.	Asst. Public Information Officer	Sri M.V. Rama Sarma Senior Assistant	2227649	---DO---
3.	Appellate Authority	Sri P.M. Prasad, Principal (FAC)	2227649	---DO---

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 composition	System of compensation to determine Remuneration as given in regulation
1.	Principal AA	---	Grant-in-aid Salary from Commissioner of Collegiate Education, Andhra Pradesh
2.	PIO	---	Grant-in-aid Salary from Commissioner of Collegiate Education, Andhra Pradesh
3.	APIO	---	Grant-in-aid Salary from Commissioner of Collegiate Education, Andhra Pradesh

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 (website, reports, notice board etc.)
Aided College	Teaching	Salary	Good Result	---

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

Agency	Programme / Scheme / Project / Activity Purpose for which budget is allocated	Amount released: last year (2021-22)	Amount spent last year (2021-22)	Budget allocated current year	Budget released current year
Aided College	Teaching & Contract Lecturers	---	---	---	---

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 the programme / activity	Nature / scale of subsidy	Eligibility criteria for grant of subsidy	Designation of officer to grant subsidy
Nil	Nil	Nil	Nil

13.3 Describe the manner of execution of the subsidy programmes.

Name of the programme / activity	Application Procedure	Sanction Procedure	Disbursement Procedure
Nil	Nil	Nil	Nil

Chapter 14
Particulars of Recipients of concessions, Permits or
Authorization Granted by the Public Authority
[Section 4(1)(b)xiii]

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

Institutional Beneficiaries

Name of the programme / scheme:				
Sl. No.	Name & address of recipient institutions	Nature / quantum of benefit granted	Date of grant	Name & Designation of granting authority
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Name of the programme / scheme:				
Sl. No.	Name & address of recipient institutions	Nature / quantum of benefit granted	Date of grant	Name & Designation of granting authority
---	---	---	---	---

Individual Beneficiaries

Sl. No.	Name & address of recipient beneficiaries	Nature / quantum of benefit granted	Date of grant	Name & Designation of granting authority
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Name of the programme / scheme:				
Sl. No.	Name & address of recipient institutions	Nature / quantum of benefit granted	Date of grant	Name & Designation of granting authority
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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, Web Site, Internet etc.)

Electronic Format	Description (site address / location where available etc.)	Contents or title	Designation and address of the custodian of Information (held by whom?)
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15.2 Describe particulars of facilities available to citizens for obtaining information including the working hours of a library or information center or reading room maintained for public use where information relating to the department or records / documents are made available to the public.

Persons mentioned in Chapter 10.1 are available in college working hours for obtaining any information

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	Flexi Banner at College, Guntur	Details of information officers given
News Paper Reporters	---	---
Public Announcements	---	---
Information Counter	At College	AA – Desk
Publications	---	---
Office Library	College Library	---
Websites	---	---
Other Facilities (Name)	hindu_gtr@rediffmail.com	---

Chapter 17
Names, Designations and other Particulars of Public Information Officers
[Section 4(1)(b)xvi]

17.1 Please provide contact information about the Public Information Officers and Assistant Public Information Officers designated for various offices / administrative units and Appellate Authority / Officer(s) for the public authority in the following format.

Public Information Officer(s)

S. No.	Name of the office / administrative unit	Name & Designation of PIO	Office Tel: Residence Tel: Fax:	Email
1.	PIO	Sri K.V.S. Durga Prasad, Vice Principal	2227649	hindu_gtr@rediffmail.com

Assistant Public Information Officer(s)

S. No.	Name of the office / administrative unit	Name & Designation of PIO	Office Tel: Residence Tel: Fax:	Email
1.	APIO	Sri M.V. Rama Sarma, Senior Assistant	2227649	hindu_gtr@rediffmail.com

Appellate Authority


S. No.	Name, Designation & Address of Appellate Officer	Jurisdiction of Appellate Officer (officers / administrative units of the authority)	Office Tel: Residence Tel: Fax:	Email
1.	AA	Sri P.M. Prasad Principal (FAC)	2227649	hindu_gtr@rediffmail.com

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

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

1. Nil
2. Nil
3. Nil
4. Nil

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.



(P.M. PRASAD)
Principal (FAC)
HINDU COLLEGE
GUNTUR

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