

THE RIGHT TO INFORMATION ACT, 2005

OBLIGATIONS OF PUBLIC AUTHORITIES

INFORMATION HAND BOOK

(As on 01-11-2017)

(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.	V.Krishna Mohan, M.Com., Principal (FAC) 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.

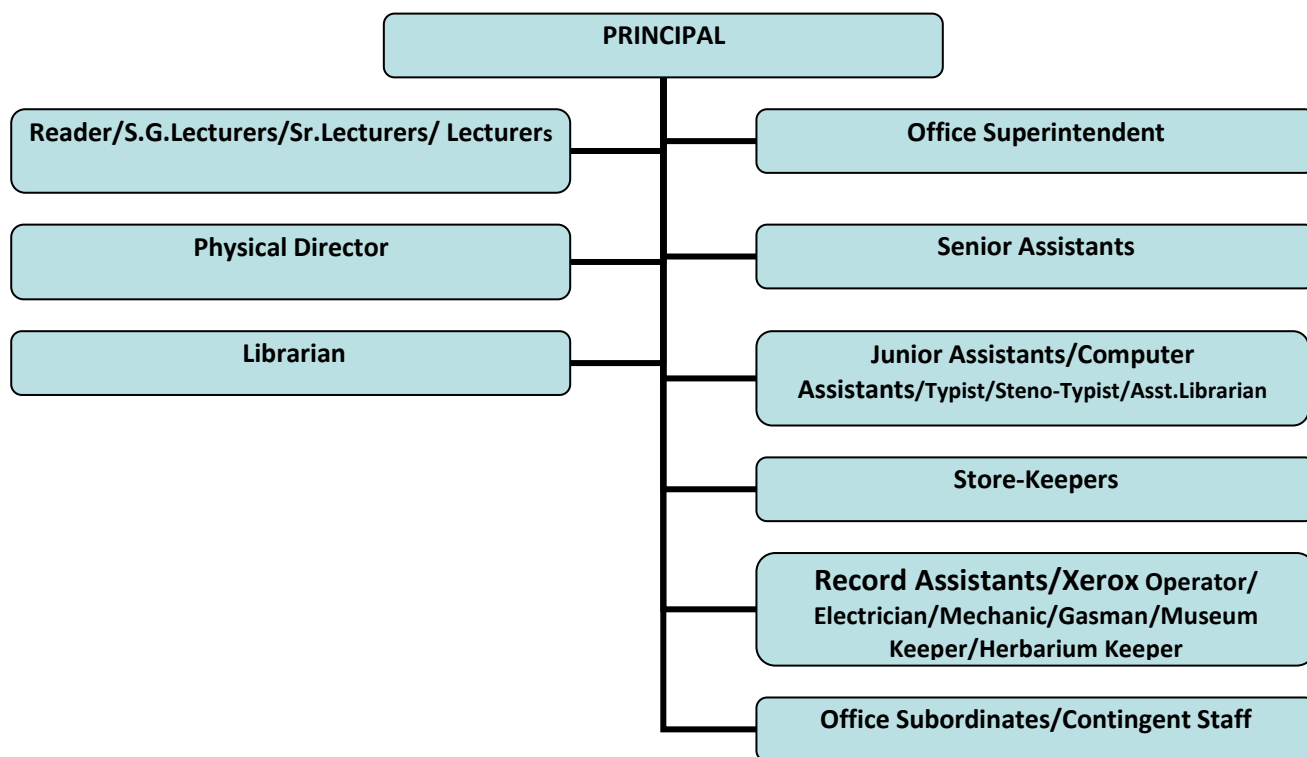
Establishment of the College:

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	0	1`	
Lecturers	115	18	96	1-Lecturer
Physical Director	2	1	1	
Librarian	1	0	1	
Office Superintendent	1	1	0	
Senior Assistant	3	2	1	
Junior Assistant	4	3	1	
Steno-Typist	1	0	1	
Typist	1	0	1	
Asst. Librarian	1	0	1	
Store-Keeper	2	1	1	
Mechanic	1	0	1	
Gasman	1	0	1	
Herbarium Keeper	1	1	0	
Museum Keeper	1	0	1	
Record Assistant	16	3	13	
Office Subordinates	14	4	10	
Women Off. Subordinates	2	0	2	
Converted Class-IV	12	0	12	

ORGANOGRAM



FUNCTIONS:

1. To impart General education to the students as per the selected syllabus by Adikavi Nannayya University, Rajamahendravaram 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 Adikavi Nannayya University, Rajamahendravaram and Board of Intermediate Education, Hyderabad time schedules.
6. Proper utilization of funds according to rules prescribed by Govt. from time to time.

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	V.Krishna Mohan Principal (FAC)		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.N.V.Ramana (working on Redeployment at MR College,Peddapuram)	S.G.Lecturer		
	Mathematics Department			
7	D.Ch.Papa Rao	Sr.Lecturer		
	(Vacant 8 Posts)	Lecturer		
	Physics Department			
8	P.Himakar	Lecturer		
	(Vacant 13 Posts)	Lecturer		
	Chemistry Department			
9	P.Krishna Kishore	Sr.Lecturer		
10	Dr.Ch.China Satyanarayana	S.G.Lecturer		
11	Dr.A.Venkateswara Rao	S.G.Lecturer		
12	Smt.P.Surya Sunitha	Lecturer		
13	V.Lakshmana Rao	Lecturer		
	(Vacant 7 Posts)			
	Botany Department			
	(Vacant 8 Posts)			
	Zoology Department			
	(Vacant 8 Posts)			

	Commerce Department		<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>	
14	R.S.N.Raju	S.G.Lecturer		
15	Dr.K.Satyanarayana	Sr.Lecturer		
	(Vacant 14 Posts)			
	Economics Department			
16	Dr.M.Bala Swamy	Sr.Lecturer		
17	J.Nehru Naik	Lecturer		
	(Vacant 5 Posts)	Lecturer		
	History Department			
18	Dr.K.Daya Sagar Babu (He is under Suspension from Dt.28.09.2017 as per Proc. of the Governing Body, S.K.B.R. College, Amalapuram Dt.25-09-17)	Sr.Lecturer		
	(Vacant 3 Posts)	Lecturer		
	Politics Department			
	(Vacant 5 Posts)	Lecturer		
	Physical Education			
19	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 expeditions 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 5 6	T.Murali Krishna K.Rambabu B.Ramesh Naik (Jr.Asst -Vacant 1 Posts)	Jr.Asst. Jr.Asst. 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. Assit. 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.	
7	K.V.S.Ganesh (Store Keeper – Vacant 1 Post)	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)	
8.	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		
9 10 11	S.V.Vinayaka Rao Ch.Naga Surya Rao M.Srinivasu (Record Asst.-Vacant 13 Posts)	Record Asst. Record Asst. Record Asst.	To assist the Junior Assistants and to maintain Records properly	
12 13 14 15	M.Phani Kumar G.Venkatesh R.V.R.K.Raju A.Brahmananda Rao (Office Subordinate Vacant 10 posts)	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		
	Vacant 12 Posts)	Conv.Class-IV Staff (Sweeper)	They shall maintain the un-keep 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,ANUR, Rajamahendravaram	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 **2017-18** to assist the Head of the Institution in various aspects to run the College smoothly & effectively.

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. MAGAZINE COMMITTEE

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

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. Dr.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. Dr.M.Bala Swamy, LIC, Dept. of Economics
3. Dr.S.V.Kumara Sastry, Lec. in Physics
4. Lt.Dr.A.V.S.Sarma, Lec.in Sanskrit
5. Dr.S.R.S.Kolluri, Lecturer in Telugu

VI. N.C.C,

1. S.Lt.Dr. D.Ch.Papa Rao, Naval Wing
2. Major P.Sarada, Lec.in English
3. Lt.Dr.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. Sri P.Krishna Kishore, LIC, Dept. of Chemistry
2. Sri R.S.N.Raju, Lec.in Commerce
3. Dr.Ch.Ch.Satyanarayana, Lec. in Chemistry
4. Dr.S.N.Madduleti, LIC, Dept.of English
5. Dr. D.Ch.Papa Rao, LIC, Dept.of Maths
6. Sri D.V.Ramana, Lec.in Phy.Edn.
7. Dr.K.Satyanarayana, Lec.in Commerce
8. Sri. P.Himakar, LIC, Dept. of Physics
9. Dr.B.Aseesh Babu, Lec.in English
10. Dr.A.Venkateswara Rao, Lec. in Chemistry
11. Smt.Ch.Naga Rani, Lecturer in English
12. Sri N.Nehru Naik, Lec. in Economics
13. Dr.S.V.Kumara Sastry, Lec.in Physics
14. Major P.Sarada, Lec. in English
- 15.Lt.Dr.A.V.S.Sarma, Lec.in Sanskrit
16. Sri V.S.V.S.Narayana Murthy, Lec. in History
17. Sri T.Sundara Ramayya, Lec. in Commerce

IX. ANTI-RAGGING COMMITTEE

1. Sri P.Krishna Kishore, LIC, Dept.of Chemistry
2. Dr.A.Venkateswara Rao, Lec.in.Chemistry
3. Dr S.Prasada Rao, Lec.in English
4. Sri D.V.Ramana, Lec-in-Phy.Edn
5. Dr.B.Aseesh Babu, Lec. in English
6. Smt.N.Gayathri Devi, LIC, Dept. of Botany
7. Smt.Ch.Naga Rani, Lec. in English
8. Major P.Sarada, Lec.in English
9. Lt.Dr. A.V.S.Sarma, Lec.in Sanskrit
10. Smt.N.S.Parvathi, Lec.in Economics

X. WOMEN EMPOWERMENT CELL

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

XI. I.Q.A.C

- Chairman: Sri V.Krishna Mohan, Principal
Coordinator: Sri R.S.N.Raju, Co-ordinator
Members: Sri D.S.N.Raju, Member, S.K.B.R.College Governing Body.
Dr.Ch.China Satyanarayana, Lec. in Chemistry
Dr.D.Ch.Papa Rao, LIC, Dept. of Maths
Dr.B.Aseesh Babu, Lec. in English.
Sri.P.Himakar, LIC, Dept.of Physics
Sri.M.Bala Swamy, LIC, Dept.of Economics
Sri J.Nehru Naik, Lec. in Economics
Sri N.Srinivas, LIC, Dept. of C.S.
Sri B.Bulleyya, Lec. in C.S.
Sri R.Mohan Syam, Sr.Asst.

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

XII. ATTENDANCE COMMITTEE

B.Sc. & Intermediate

1. Sri P.Krishna Kishore, LIC, Dept.of Chemistry & Convenor
2. Dr.Ch.China Satyanarayana, Lec. in Chemistry
3. Sri J.Nehru Naik, Lec. in Economics
4. Sri G.S.D.Prasada Rao, Lec. in Commerce
5. Sri A.V.S.K.Ravindra, Lec. in Zoology
6. Sri K.Naga Varma, Member
7. Sri B.Bulleyya, Lec. in Comp.Science
8. Sri V.Subba Rao, Lec. in Physics

B.Com., & B.A

1. Sri R.S.N.Raju, LIC, Dept. of Commerce
2. Dr.M.Bala Swamy, LIC, Dept. of Economics
3. Sri N.Srinivas, Convenor
4. Sri V.Gurava Raju, Member
5. Sri Y.K.S.N.Murthy, Member
6. Sri Ch.N.V.S.S.K.Bhaskara Rao, Member
7. Sri N.V.V.S.N.Murthy, Member

XIII.ACADEMIC COMMITTEE

1. Dr.B.Aseesh Babu, Lec. in English & Academic Co-ordinator
2. Sri R.S.N.Raju, LIC, Dept. of Commerce
3. Dr.D.CH.Papa Rao, LIC, Dept of Maths
4. Dr.S.N.Madduleti, LIC, Dept. of English
5. Sri P.Himakar, LIC, Dept of Physics
6. Sri M.Bala Swamy, LIC, Dept. of Economics
7. Smt.N.Naga Rani, Lec. in English
8. Sri N.Srinivas, LIC, Dept.of C.S
9. Sri Y.K.S.N.Murthy, LIC, Dept. of Politics
10. Smt.N.Gayathri Devi, LIC, Dept. of Botany
11. Dr.S.R.S.Kolluri, LIC, Dept. of Telugu
12. Lt. Dr.A.V.S.Sarma, Lec. in Sanskrit

XIV. UGC COMMITTEE

1. Sri P.Krishna Kishore, LIC, Dept.of CHEMISTRY & Co-ordinator
2. Sri R.S.N.Raju, Lec. in Commerce
3. Dr.D.CH.Papa Rao, LIC, Dept of Maths
4. Dr.S.N.Madduleti, LIC, Dept. of English
5. Sri P.Himakar, LIC, Dept of Physics
6. Dr. M.Bala Swamy, LIC, Dept. of Economics
7. Sri D.V.Ramana, Lec. in Phy.Edn.
8. Sri N.Srinivas, LIC, Dept.of C.S
9. Sri Y.K.S.N.Murthy, LIC, Dept. of Politics
10. Dr.S.R.S.Kolluri, LIC, Dept. of Telugu
11. Lt. Dr.A.V.S.Sarma, Lec. in Sanskrit

XV. ADMISSION COMMITTEE:

1. Dr.Ch.China Satyanarayana, Lec. in Chemistry & Convenor
2. Dr.K.Satyanarayan, Lec.in Commerce
3. Sri N.Srinivas, LIC, Dept. of Comp. Science
4. Sri V.Gurava Raju, Lec. in Comp.Science
5. Sri B.Bulleyya, Lec. In Comp.Science
6. Sri P.S.Gopal, Lec. in Telugu
7. Dr. S.V.Kumara Sastry, Lec. in Physics
8. Sri V.Radha Krishna, Lec. in Physics
9. Sri S.Srinivas, Lec. In Physics
10. Sri G.S.D.Prasada Rao, Lec. in Commerce
11. Sri Ch.N.V.S.S.K.Bhaskara Rao, Lec. in History
12. Sri V.S.V.S.N.Murthy,Lec. in History
13. Sri S.V.S.Subrahmanyam, Lec. in Maths
14. Lt.A.V.S.Sarma, Lec. in Sanskrit
15. Lt.Dr.A.V.S.K.Ravindra, Lec. In Zoology
16. Sri K.Appa Rao, Lec. in Zoology
17. Sri T.Prasad, Lec. in Economics

XVI. J.K.C.

1. Dr.Ch.China Satyanarayana, Co-ordinator & Lec. in Chemistry
2. Sri B.Bulleyya, Lec. in Computer Science
3. Sri D.Arunkumar, Lec. in Comp.Science

XVII. TIME-TABLE COMMITTEE

1. Dr.A.Venkateswara Rao,Lec.in Chemistry & Convenor
2. Dr. S.Prasada Rao, Lec.in English
3. Dr. D.Ch.Papa Rao, LIC, Dept. of Maths
4. Dr. 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

XVIII. CAREER GUIDANCE & PLACEMENT CELL:

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

XIX. RED RIBBON CLUB:

1. Dr. K.Satyanarayana, Lec. in Commerce & Co-ordinator

XX. RED CORSS SOCIETY:

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

XXI. EXAMINATION COMMITTEE:

1. Sri P.Krishna Kishore, LIC, Dept. of Chemistry
2. Sri R.S.N.Raju, LIC, Dept. of Commerce
3. Dr.Ch.China Satyanarayana, Lec. in Chemistry
4. Dr.B.Aseesh Babu, Lec. in English
5. Sri J.Nehru Naik, Lec. in Economics
6. Dr.S.V.Kumara Sastry, Lec. in Physics
7. Sri N.Srinivas, LIC, Dept. of Comp. Science
8. Sri V.Radha Krishna, Lec. in Physics
9. Sri G.S.D.Prasada Rao, Lec. in Commerce
- 10.Sri V.Gurava Raju, Lec. in C.S.

XXII. SCHOLARSHIP COMMITTEE:

1. Dr.Ch.China Satyanarayana, Lec. in Chemistry
2. Sri D.V.Ramana, Lec. in Phy.Edn.
3. Sri N.Srinivas, LIC, Dept. of Comp. Science
4. Sri Ch.N.V.S.S.K.Bhaskara Rao, Lec. in History
5. Sri D.Arunkumar, Lec. in Comp. Science
6. Sri P.Siva Ramakrishna, Lec. in Comp. Science

XXIII. Aamani Literary Club:

1. Dr.S.R.S.Kolluri, LIC, Dept. of Telugu
2. Sri P.S.Gopal, Lec. in Telugu

XXIV. ALUMNI ASSOCIATION:

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

XXV. Staff Recreation Club:

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

XXVI. Sudheer Charitable Trust (Student Oganisation):

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

XXVII. Mythri Mahila Seva Samstha:

1. Smt. K.S.Hiranmai, Lec. in Politics

XXVIII. Consumer club:

1. Sri J.Nehru Naik, Lecturer in Economics

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

Sl.No.	Name of the Employee	Designation	Phone No./Cell No.
1	V.Krishna Mohan	Principial (FAC)	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 10 posts)	Lecturer	--
	Telugu Department		
	(Vacant 13 posts)	Lecturer	--
	Sanskrit Department		
	(Vacant 2 Posts)	Lecturer	--
	Hindi Department		
6	Dr.N.V.Ramana (working on Redeployment at MRcollege,Peddapuram)	S.G.Lecturer	9849373773
	Mathematics Department		
7	D.Ch.Papa Rao	Sr.Lecturer	9989027808
	(Vacant 8 Posts)	Lecturer	--
	Physics Department		
8	P.Himakar	Lecturer	9849712317
	(Vacant 13 Posts)	Lecturer	--
	Chemistry Department		
9	P.Krishna Kishore	Sr.Lecturer	9849200242
10	Dr.Ch.China Satyanarayana	S.G.Lecturer	9000058736
11	Dr.A.Venkateswara Rao	S.G.Lecturer	9440338816
12	Smt.P.Surya Sunitha	Lecturer	9492782348
13	V.Lakshmana Rao	Lecturer	9866736616
	(Vacant 7 Posts)	Lecturer	--
	Botany Department		
	(Vacant 8 Posts)	Lecturer	--
	Zoology Department		
	(Vacant 8 Posts)	Lecturer	
	Commerce Department		
14	R.S.N.Raju	S.G.Lecturer	9441294824
15	Dr.K.Satyanarayana	Sr.Lecturer	9490186830
	(Vacant 14 Posts)	Lecturer	--
	Economics Department		
16	Dr.M.Bala Swamy	Sr.Lecturer	9441481707
17	J.Nehru Naik	Lecturer	8790090029
	(Vacant 5 Posts)	Lecturer	--
	History Department		
18	Dr.K.Daya Sagar Babu (He is under Suspension from Dt.28.09.2017 as per Proc. of the Governing Body, S.K.B.R. College, Amalapuram Dt.25-09-17)	Sr.Lecturer	9441208805
	(Vacant 3 Posts)	Lecturer	--
	Politics Department		
	(Vacant 5 Posts)	Lecturer	--

	Physical Education		
19	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
5	K.Rambabu	Jr.Asst.	9949922657
6	B.Ramesh Naik	Jr.Asst.	9704337692
	(Vacant 1 Posts)	Jr.Asst.	Post Vacant
7	K.V.S.Ganesh	Store-Keeper	7306857333
	(Vacant 1 Post)	Store-Keeper	Post Vacant
	(Vacant 1 Post)	Steno-Tpist	Post Vacant
	(Vacant 1 Post)	Asst.Librarian	Post Vacant
	(Vacant 1 Post)	Typist	Post Vacant
	(Vacant 1 Post)	Mechanic	Post Vacant
	(Vacant 1 Post)	Gasman	Post Vacant
8	N.Naga Raju	Herb'Keeper	9390956481
	(Vacant 1 Post)	Museum Keeper	Post Vacant
9	S.V.Vinayaka Rao	Record Asst.	7893841235
10	Ch.Naga Suryarao	Record Asst.	9959841938
11	M.Srinivas	Record Asst.	9390307410
	(Vacant 13 Posts)	Record Asst.	Posts Vacant
12	M.Phani Kumar	Office Subordinate	9347677761
13	G.Venkatesh	Office Subordinate	9573222573
14	R.V.R.K.Raju	Office Subordinate	9959927147
15	A.Brahmananda Rao	Office Subordinate	9396807607
	(Vacant 10 Posts)	Office Subordinate	Posts Vacant
	(Vacant 2 Post)	Women Attendent	Posts Vacant
	(Vacant 12 Posts)	Class-IV Contingent	Posts Vacant

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	V.Krishna Mohan	Principial (FAC)	69,480/-	1,68,142/-
	English Department			
2	Dr.S.N.Madduleti	Lecturer	63,010/-	86,013/-
3	Dr.S.Prasada Rao	Lecturer	63,010/-	86,013/-
4	Dr.B.Aseesh Babu	Sr.Lecturer	34,350/-	90,024/-
5	Smt.Ch.Naga Rani	Lecturer	61,450/-	83,884/-
	(Vacant 10 posts)	Lecturer		
	Telugu Department			
	(Vacant 13 posts)	Lecturer		
	Sanskrit Department			
	(Vacant 2 Posts)	Lecturer		
	Hindi Department			
6	Dr.N.V.Ramana (working on Redeployment at MRcollege,Peddapuram)	S.G.Lecturer	53,820/-	1,30,244/-
	Mathematics Department			
7	D.Ch.Papa Rao	Sr.Lecturer	35,120/-	92,250/-
	(Vacant 8 Posts)	Lecturer		
	Physics Department			
8	P.Himakar	Lecturer	41,723/-	56,955/-
	(Vacant 13 Posts)	Lecturer		
	Chemistry Department			
9	P.Krishna Kishore	Sr.Lecturer	36,560/-	88,475/-
10	Dr.Ch.China Satyanarayana	S.G.Lecturer	53,820/-	1,30,244/-
11	Dr.A.Venkateswara Rao	S.G.Lecturer	53,820/-	1,30,244/-
12	Smt.P.Surya Sunitha	Lecturer	64,670/-	88,280/-
13	V.Lakshmana Rao	Lecturer	63,010/-	86,013/-
	(Vacant 7 Posts)	Lecturer		
	Botany Department			
	(Vacant 8 Posts)	Lecturer		
	Zoology Department			
	(Vacant 8 Posts)	Lecturer		
	Commerce Department			
14	R.S.N.Raju	S.G.Lecturer	53,820/-	1,30,244/-
15	Dr.K.Satyanarayana	Sr.Lecturer	34,350/-	89,588/-
	(Vacant 14 Posts)	Lecturer		
	Economics Department			
16	Dr.M.Bala Swamy	Sr.Lecturer	35,500/-	93,243/-
17	J.Nehru Naik	Lecturer	63,010/-	86,013/-
	(Vacant 5 Posts)	Lecturer		
	History Department			
18	Dr.K.Daya Sagar Babu (He is under Suspension from Dt.28.09.2017 as per Proc. of the Governing Body, Amalapuram Dt.25-09-17)	Sr.Lecturer	36,570/-	92,637/-
	(Vacant 3 Posts)	Lecturer		

	Politics Department			
	(Vacant 5 Posts)	Lecturer		
	Physical Education			
19	D.V., Ramana	Lecturer	64,670/-	88,280/-
	(Vacant 1 Post)	Asst.P.D.		
	Library			
	(Vacant 1 Post)	Librarian		
	Non-Teaching Staff			
1	S.Rama Murty	Supdt.	35,120/-	47,941/-
2	N.B.Trinath	Sr.Asst.	30,580/-	41,744/-
3	R.Mohan Syam	Sr.Asst.	27,360/-	37,348/-
	(Vacant 1 Post)	Sr.Asst.		
4	T.Murali Krishna	Jr.Asst.	22,460/-	30,660/-
5	K.Rambabu	Jr.Asst.	27,360/-	37,348/-
6	B.Ramesh Naik	Jr.Asst.	21,820/-	29,786/-
	(Vacant 1 Posts)	Jr.Asst.		
7	K.V.S.Ganesh (Vacant 1 Post)	Store-Keeper	25,840/-	35,274/-
	(Vacant 1 Post)	Steno-Tpist		
	(Vacant 1 Post)	Asst.Librarian		
	(Vacant 1 Post)	Typist		
	(Vacant 1 Post)	Mechanic		
	(Vacant 1 Post)	Gasman		
8	N.Naga Raju	Herb' Keeper	40,270/-	54,972/-
	(Vacant 1 Post)	Museum Keeper		
9	S.V.Vinayaka Rao	Record Asst.	33,220/-	45,348/-
10	Ch.Naga Suryarao	Record Asst.	14,600/-	19,930/-
11	M.Srinivasu	Record Asst.	21,820/-	29,786/-
	(Vacant 13 Posts)	Record Asst.		
12	M.Phani Kumar	Office Subordinate	25,140/-	34,318/-
13	G.Venkatesh	Office Subordinate	21,820/-	29,786/-
14	R.V.R.K.Raju	Office Subordinate	27,360/-	37,348/-
15	A.Brahmananda Rao	Office Subordinate	9,470/-	23,453/-
	(Vacant 10 posts)	Office Subordinate		
	(Vacant 2 Posts)	Women Office Subordinate		
	(Vacant 12 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
2015-16	“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 “	3,42,24,593.00	3,41,79,784.00
2016-17	“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 “	3,46,01,197.00	3,41,40,904.00

Statement showing the Aided Staff Salaries account remittances and expenditure

Financial Year	Bank Account Number	Amount remitted in the A/c	Expenditure for salaries
2015-16	34227241346	3,82,257.00	3,75,630.00
2016-17	34227241346	4,10,837.00	4,57,000.00

Statement showing the U.G.C.Grants released and actual expenditure for the year 2016-17

Sl.No.	Head of Account	Grant Sanctioned	Expenditure incurred	Amount remitted back to U.G.C.
1	U.G.C.Grants	45,000.00	17,85,801.00	Nil
2	Research Projects	69,378.00	69,378.00	Nil

Statement showing the U.G.C.Grants released and actual expenditure for the year 2017-18 (Up to 01-11-2017)

Sl.No.	Head of Account	Grant Sanctioned	Expenditure incurred	Balance as on 01-11-2017
1	U.G.C.Grants	13,54,640.00	8,90,000.00	4,97,000.00
2	Research Projects	Nil	Nil	Nil

Statement showing the 17 Heads actual expenditure for the years 2015-16 and 2016-17

Sl.No.	Name of the Head	Expenditure incurred 2015-16	Expenditure incurred 2016-17
1	Taxes	2,500.00	2,500.00
2	Repairs& Upkeep	1,79,493.00	1,06,275.00
3	Stationary & Printing	46,850.00	12,925.00
4	Postage &Telegram	10,400.00	7,000.00
5	Telephone charges	44,048.00	38,271.00
6	Livery to Office peons	2,121.00	2,615.00
7	Electricity Charges	1,22,319.00	99,883.00
8	Water Charges	Nil	Nil
9	Advertisement Charges	8,400.00	Nil
10	Sanitary Charges	57,294.00	55,661.00
11	Lights to Watchman	250.00	Nil
12	Travelling Allowances	68,832.00	30,854.00
13	Conveyance Charges	2,000.00	2,000.00
14	Affiliation fee	24,500.00	24,500.00
15	Servicing charges to Type Writer & other machines	77,057.00	15,895.00
16	Audit fee	50,000.00	10,000.00
17	Hot&Cold weather charges	Nil	Nil

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	P.Krishna Kishore, Lecturer in Chemistry	9849200242(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	V.Krishna Mohan, Principal (FAC)	9491852656(Cell) 08856-233656(Off)

ITEM-XVII

Other useful information

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

NIL