

**RIGHT TO INFORMATION ACT, 2005**

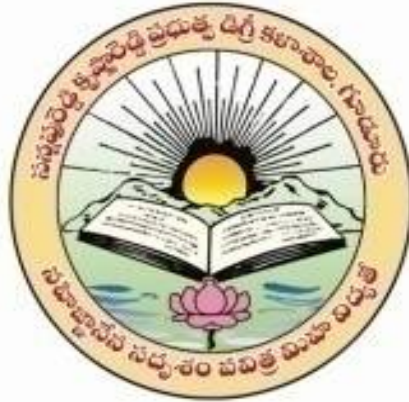
**INFORMATION OF 4(1) (b)**

**Of**

**S.K.R. GOVERNMENT DEGREE COLLEGE**

**GUDUR**

**2015-16**



**S.K.R. GOVERNMENT DEGREE COLLEGE**  
(Re-accredited by NAAC with 'B' Grade)  
Affiliated to Vikrama Simhapuri University, Nellore  
**GUDUR, S. P. S. R. NELLORE DISTRICT, ANDHRA PRADESH**  
Contact No:08624-251609, E-mail Id: [gudur.jkc@gmail.com](mailto:gudur.jkc@gmail.com)

**Right to Information Act, 2005**

Name of the Office: **S.K.R. Govt. Degree College, Gudur, S. P. S. R. Nellore District**

**Information of 4(1) (b)**

**I. Particulars of organization, functions and duties:**

- |      |                              |   |  |
|------|------------------------------|---|--|
| i.   | Name of the office           | : | S.K.R. Govt. Degree College, Gudur,<br>S. P. S. R. Nellore Dt.                     |
| ii.  | Address                      | : | Tilak Nagar<br>Gudur- 524 102,<br>S. P. S. R. Nellore dt.                          |
| iii. | Head of the office           | : | Principal  |
| iv.  | Govt. Department             | : | Department of Higher<br>Education, Govt. of A.P.,<br>Hyderabad.                    |
| v.   | Administrative<br>Department | : | Commissionerate of Collegiate<br>Education, Govt. of Andhra Pradesh,<br>Hyderabad. |
| vi.  | Functions                    | : | As laid down below.  |

## RIGHT TO INFORMATION ACT 2005

### INFORMATION OF 4(1)(b)

#### S.K.R.GOV.T.DEGREE COLLEGE,GUDUR,SPSR NELLORE DISTRICT.

##### **i. The particulars of its organisation, functions and duties**

Name of the organisation: S.K.R. Govt. Degree College, Gudur, SPSR Nellore District.

- Impart education to Under Graduate (Degree) courses.
- To serve the higher educational needs of society.
- To promote employment related knowledge and skills.
- To build capabilities, competencies and confidence.
- To promote scientific temper.
- To bridge the rural urban divide.
- To provide equal access.
- To train students in serving the community
- To inculcate values for a better society.

The following Degree Courses are offering in the college with intake capacity mentioned against each course.

Course	Combination	Medium of instruction	Intake strength
B.A	History Economics Politics	Telugu	50
B.Com	General	Telugu	50
B.Com	Computer Applications	English	50
B.Sc	Maths Physics Chemistry	Telugu	40
B.Sc	Botany Zoology Chemistry	Telugu	40
B.Sc	Maths Physics Comp. Science	English	40
B.Sc	Microbiology Zoology Chemistry	English	40

The organisation comes under the Department of Collegiate Education, Andhra Pradesh, Hyderabad and affiliated to Vikrama Simhapuri University, Nellore.

##### **Head of the Department: Commissioner of Collegiate Education, A.P, Hyderabad:**

Appointing and promoting authority for Office Superintendents, Lecturers, Principals. He will look after all the service matters of the above cadres and academic activities in the colleges in the State.

##### **Regional Authority: Regional Joint Director of Collegiate Education, Guntur (Zone III) :**

Appointing authority and promoting authority for the cadres from Class IV to Senior Assistant. He will look after all the service matters of the above cadres. Pension sanctioning authority. He will also look after the academic activities in the college.

##### **Vice Chancellor, Registrar and Controller of Examinations, V.S University, Nellore:**

The above Officers are look after academic activities i.e issue of Admission guide lines, Academic schedules, Examination schedules and conduct of Examinations. The Examinations will be conducted in 3 times in a Academic year i.e March/April , May/June

(Instant Examination) and September/October(Supplementary Examinations)

The organizational setup of the college consists of the

1. Principal
2. Faculty (Teaching staff of difference subjects)
3. Non- Teaching staff (Consisting of supdt./Sr. Asst./Jr. Asst./Typist/Rec. Asst./Other class four employees)

## **ii. The powers and duties of its officers and employees**

### **Principal:**

The Principal Academic and Administrative head of the college. He plans and supervisors the execution of the academic activities of the teaching faculty as well as the administrative work of the non teaching staff.

### **Lecturers:**

1. The Lecturer has the primary duty to disseminate knowledge in his subject to all the students.
2. He should follow the month wise Annual plan and complete the syllabus allotted to him.
3. Lecturer should inform the students regarding schedule of coverage of syllabus
4. The lecturer concerned plan seminars, tutorials and assignments and such other academic activities.
5. The lecturer should maintain the teaching dairies and submitted to the principal every month.
6. The lecturers working in science subject should see that practical class are conducted immediately after the theory class of a particular tropic is completed
7. He should participant in all co-curricular and extracurricular activities in the college.
8. He should attend to all examination duties without fail.
9. The Lecturer should assistant the principal in the maintenance of the discipline in the college.
10. 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.

### **Non Teaching staff:**

#### **Superintendent**

1. He monitor the movement of files going to the principal and coming back from them
2. He should guide the principal with correct and late rule position. He should assign current Nos. To each and every paper.
3. He offer his remarks on the note initiated by assistant and submit the same to the principal .
4. The superintendents working in the college should also supervise the service registers, leave accounts of the staff working in the college and guide the principal in proper disposal of the issues.
5. He will assist the Principal in the preparation of budget and also spending the budget.
6. He will Guide the Principal in the operation of the Government budget and special fee collection etc.,
7. He will attend the inspection parties and audit parties visiting the college etc.,

**Senior Assistant/Junior Assistant**

1. They have to attend academic and administrative work under the supervision of superintendent and control of the Principal.
2. Admissions
3. Fee collections and maintenance of connected records.
4. Issues of TCs' and Study Certificates
5. Conduct of examinations
6. Distribution of Certificates to the students on completion of their course issued by the University .
7. Preparation of pay bills
8. Budget
9. Preparation of pension proposals etc., of the retired staff.
10. Maintenance of personal files.
11. Maintenance of cash books.
12. Preparation of GPF loans, leaves, FA, increments, etc.,

**Record Assistants/Lab Assistants**

1. Assistants in laboratories in conduct of practicals to the students.
2. Attending thapal duties, Bank duties and treasury duties entrusted by the Principal or office in-charge etc.,

**Class IV and contingent employees**

Duties assigned to the concerned staff i.e., attender duties, sweeping, providing drinking water etc.,

**iii. The procedure followed in the decision making process, including channels of supervision and accountability.**

The procedure followed in decision making involves consulting higher authorities in various levels and conducting staff meetings.

**iv. The norms set by it for the discharge of its duties.**

--NIL --

**v. The rules, regulations, instructions, manuals and records held by it or under its control or used by its employees for discharging its functions.**

1. AP Finance code, AP Treasury code, fundamental rules, leave rules etc.,
2. Govt. orders
3. Guide lines issued by CCE and RJDCE from time to time on administration and academic matters
4. Guide lines issued by the University for making admissions, academic matters and conduct of Examinations

**vi. A statement of the categories of documents that are held by it or under its control.**

1. Admission files
2. Admission register
3. Fee collection register
4. Examination result registers
5. Provisional certificates and Convocation certificates issue register (Issued by the university)
6. Transfer certificates
7. Bonafide certificates
8. Scholarship issue registers
9. Scholarship cash books
10. Special fee registers with cash books
11. DDO account registers
12. Pay bill registers
13. Office copies of pension proposals of retired staff, GIS,FBF,GPF claims
14. State Govt. Budget registers
15. Stamp accounts
16. UGC Accounts
17. RTI Registers
18. Files relating to service matters
19. Service Register of the staff
20. Office copies of GPF Loans, festival advances, APGLI Loans, increments etc.,
21. Stock Register in science departments, Computer Labs, Stationery, Furniture etc.,
22. Inspection and audit reports
23. Resolution Registers
24. Inward, Outward & Related Registers etc.,

**vii. The particulars of any arrangement that exists for consolidation with or representation by the members of the public in relation to the formulation of its policy or implementation there of**

In consultation with the Commissioner of Collegiate Education, Regional Joint Director of Collegiate Education, Guntur and university authorities.

**viii. A statement of the Boards, councils, Committees and other bodies consisting of two or more persons constituted as its part or for the purpose of its advise, and as to whether meetings of those boards, Councils, Committees and other bodies are open to the public or the minutes of such meetings are accessible for public.**

1. College Planning and Development Council consisting academicians, Industrialists, Businessman, Alumni, philanthropists, parents of students and staff members of the college.
2. Various Committees at college level constituted with staff members of the college ( copy enclosed ).
3. Minutes of the meetings of above committees are accessible for public.

**ix. A directory of its officers and employees.**

Prepare separately and enclosed to this statement.

**x. The monthly remuneration received by each of its officers and employees, including the system of compensation as provided its regulations.**

The monthly remuneration received by the staff of this college is prepared as on 1-4-2015 and enclosed to this statement.

**xi. The budget allocated each of its agency, indicating the particulars of all plans, proposed expenditures and reports on disbursement made.**

The Government will provide budget other than salaries and other benefits for every financial year to meet expenditure on various heads and the same will be utilized as per the guidelines issued by the Government.

2014-15

Sl.No.	Item of budget	Allotment	Expenditure
1.	Travelling Allowance	10,500-00	7,852-00
2.	Electricity Charges	71,000-00	66,600-00
3.	Telephone Charges	14,500-00	12,238-00
4.	Other office Expenses	74,000-00	69,640-00
5.	Contract Faculty salaries	1,30,878-00	1,30,878-00
6.	SC Book Bank Scheme	61,500-00	61,447-00

**xii. The manner of execution of subsidy programmes, including the amounts allocated and the beneficiaries of such programmes.**

--NIL--

**xiii. Particulars of recipients of conisations, permits or authorisations granted by it.**

The departments of Social Welfare, Tribal welfare, BC Welfare, Minority Welfare and Physically Handicapped will sanction Post metric scholarships to the students of the college. The details of amounts sanctioned and utilized for the year **2013-14** are furnished here under.

Sl.No.	Nature of Scholarships	No. of beneficiaries	Amount sanctioned	Amount utilized	Balance returned to Government
1.	SC	37	1,51,985.00	73,520.00	78,465.00
2.	ST	06	24,740.00	12,740.00	12,000.00
3.	BC	20	1,54,555.00	64,555.00	90,000.00
4.	Minority	02	20,000.00	8,000.00	12,000.00

**xiv. Details in respect of the information available to or held by it, reduced in an electronic form**

College website: [www.skrgcdgudur.com](http://www.skrgcdgudur.com)  
Email address : [gudur.jkc@gmail.com](mailto:gudur.jkc@gmail.com)

**xv. The particulars facilities available to citizens for obtaining information, including the hours of a library, reading room, if maintained for public use.**

Students and public may visit the office from 10.00 A.M. to 5.00.P.M. on all working days. The public information officer is available from 10.00 A.M. to 5.00 P.M.

**xvi. The names, designations and other particulars of the public information officers.**

1. Appellate authority; Smt. G. Sarala Kumari, Principal, Mobile No. 9908297607
2. Public information officer; Sri. P. Lakshmi Narayana, Vice Principal & Lecturer in Political Science , Mobile No. 9963825971
3. Assistant public information officer ; Sri. A.V.N.S. Ramachandrudu, Superintendent, Mobile No. 9441235867

**xvii. Such other information as may be prescribed and their after update these publications every year.**

**ENROLLMENT 2015-16**

Course	Group	Year	Students strength
B.A	HEP	I	12
		II	07
		III	06
B.Com	Computers	I	23
		II	10
		III	10
B.Sc	MPC	I	03
		II	01
		III	00
	MiZC	I	07
		II	04
		III	00
	MPCS	I	09
		II	03
		III	01
		<b>Total</b>	<b>96</b>



## EXAMINATION RESULTS MARCH 2015

S.No.	Course, Year & Combination	No. of students appeared	No. of students passed	Percentage of pass
1	III B.A.,(H.E.P.)	02	02	100
2	III B.Com.,(C.A.)	05	00	0
3	III B.Sc.,(M.P.C.)	03	03	100
4	III B.Sc.,(M.P.Cs.)	01	00	0
5	III B.Sc.,(Mi.Z.C.)	02	01	50
6	II B.A.,(H.E.P.)	06	06	100
7	II B.Com.,(C.A.)	10	03	30
8	II B.Sc.,(M.P.Cs.)	01	01	100
9	I B.A.,(H.E.P.)	06	03	50
10	I B.Com.,(C.A.)	08	00	0
11	I B.Sc.,(M.P.Cs.)	02	01	50
12	I B.Sc.,(Mi.Z.C.)	04	02	50
<b>Total</b>		<b>50</b>	<b>22</b>	<b>44</b>

## MONTHLY REMUNERATION RECEIVED BY EACH OF ITS OFFICERS AND EMPLOYEES

As on 01-04-2015

S.No	Name of the employee SARVASREE	Designation	Salary
1.	G.Saralukumari	Principal	146432/-
2.	P.Lakshmi Narayana	Lect.in Politics	135090/-
3.	M.Bhulokam	Lect.in Chemistry	131502/-
4.	A.V.Ramana Rao	Lect.in Physics	110062/-
5.	Dr.K.V.Satyanarayana	Lect.in Telugu	60738/-
6.	I.S.Chakrapani	Lect.in Zoology	52774/-
7.	S.Kiranmaiye	Lect.in Maths	55943/-
8.	Md.Maqsood Ahmad	Lect.in Microbiology	58959/-
9.	Dr.Ch.Tarakeswara Rao	Lect.in Telugu	45800/-
10.	Dr.K.Rama Prasad	Lect.in Commerce	57548/-
11.	P.S.Sridhara Sarma	Lect.in Physics	48283/-
12.	E.Kiran Kumar	Lect.in Library Sci.	48283/-
13.	D.Prabhakar Reddy	Lect.in Phy Education	91195/-
14.	S.C.Srinivasulu	Lect.in Commerce	56240/-
15.	M.V.Rama Mohan Rao	Lect.in Economics	82563/-
16.	Y.Venkateswarlu	Lect.in English	56315/-
17.	A.V.N.S.Rama Chandrudu	Superintendent	45402/-
18.	V.Sucharitha	Sr.Asst	28324/-
19.	B.Naga Raju	Jr.Asst	33525/-
20.	N.R.Vijaya Kumari	Typist	34646/-
21.	P.Gousekhan	Herbarium Keeper	39562/-
22.	M.Ranga Raju	Record Assistant	29114/-
23.	B.Tiruvengalaiah	Record Assistant	29114/-
24.	P.L.Prasad	Record Assistant	23915/-
25.	D.Sivasankar	Record Assistant	21369/-
26.	A.Nagasatish	Record Assistant	26745/-
27.	Ch.Dhanamma	Record Assistant	20755/-
28.	K.Usha	Sweeper	20184/-
29.	P.Srinivasulu	Night Watchman	23915/-