



**RTI - INFORMATION HANDBOOK UNDER RIGHT TO
INFORMATION ACT-2005**

PUBLIC INFORMATION OFFICER

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Preamble

The Right to Information Act 2005, intends to set out the practical regime of Right to Information of citizens to enable them to access the information under the control of the public authority to promote transparency and accountability in the working of such authority. Section 2(h) of the Act defines "public authority" as any authority or body or institution of self-governance established or constituted-

1. by or under the Constitution;
2. by any other law made by the Parliament;
3. by any other law made by State Legislature;
4. by notification issued or order made by the appropriate Government and includes any
 - body owned, controlled or substantially financed;
 - Non-government organization substantially financed, directly or indirectly by funds provided by the appropriate Government.

Following the provisions contained in section 2(j) of the Act, "Right to Information" means the right to information accessible under this Act which is held by or under the control of any public authority and include the right to

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1. Inspection of work, documents, records;
 2. Taking notes, extracts or certified copies of documents or records;
 3. Taking certified samples of material;
 4. obtaining information in the form of diskettes, floppies, tapes, video cassettes or in any other electronic mode or through printouts where such information is stored in a computer or in any other device.



KVR, KVR & MKR COLLEGE: KHAJIPALEM

KHAJIPALEM - 522329 , Bapatla District (A.P)

(Re- Accredited by NAAC "B++" Grade With CGPA: 2.81
E-Mail: kvrkvr_mkrcollege@yahoo.co.in , kvrkvrmkrc@gmail.com



Ph: 08643-258745

KVR, KVR & MKR College Information Handbook will enable the citizens to obtain information as to the provisions contained in various rules and regulations governing the college; and related information.

This RTI Information Handbook deals with units of information as delineated under section 4(1) For ease of reference, this is given below.

4. (1) Every public authority shall

- a. Maintain all its records duly catalogued and indexed in a manner which facilitates the right to information under this Act and ensure that all records that are appropriate to be computerized are, within a reasonable time and subject to availability of resources, computerized and connected through a network all over the country on different systems so that access to such records is facilitated;
- b. Publish within one hundred and twenty days from the enactment of this Act,
 - i. The particulars of its organization, functions and duties;
 - ii. The powers and duties of its officers and employees;
 - iii. The procedure followed in the decision-making process, including channels of supervision and accountability;
 - iv. The norms set by the college for the discharge of its functions;
 - v. The rules, regulations, instructions, manuals and records, held by it or under its control or used by its employees for discharging its functions;
 - vi. A statement of the categories of documents that are held by it or under its control;
 - vii. The particulars of any arrangement that exist for consultation with, or representation by, the members of the public in relation to the formulation of its policy or implementation thereof;
 - viii. A statement of the boards, councils, committees and other bodies consisting of two or more persons constituted as its part or for its advise, and as to whether meetings of those boards, councils, committees of such meeting s are accessible for public;
 - ix. A directory of its officers and employees;
 - x. The monthly remuneration received by each of its officers and employees, including the system of compensation as provided in its regulations;
 - xi. The budget allocated to each of its agencies, indicating the particulars of all plans, proposed expenditures and reports on disbursements made;
 - xii. The manner of execution of subsidy programmes including the amounts allocated and the detail of beneficiaries of such programmes;
 - xiii. Particulars of recipients of concessions, permits or authorizations granted by it;
 - xiv. Details in respect of the information, available to or held by it, reduced in an electronic form;



- XV. The particulars of facilities available to citizens for obtaining information, including the working hours of a library or reading room, if maintained for public use;
- XVI. The names, designations and other particulars of the Public Information Officers;
- XVII. Such other information as may be prescribed;

Section 4 b (xii) provides information on the manner of execution of subsidy programmes. This programme per se is not applicable to KVR, KVR & MKR College.

Section 4(1)(b)(i)

The particulars of the Organization, Functions and Duties

Name of the Organization	KVR, KVR & MKR College
Address	Vidya Marg, Khajipalem, Pittalavanipalem Mandal, Bapatla District-522329 Andhra Pradesh
Establishment	02-10-1981
Working hours of the College	10 AM- 5 PM
Contact	08643258745
Website	www.kvrkvrmkrc.in

KVR, KVR & MKR College is affiliated college under the Acharya Nagarjuna University. It is a co-educational Institute.

Brief History of College:

KVR, KVR and MKR College was established in 1981 in Khajipalem, Andhra Pradesh, by the late Sri Manthana Krishnam Raju Garu, President of Sri Aravinda Society, Khajipalem, and other visionary leaders with the aim of providing higher education to poor, weaker sections and rural girls of the region.

They started a Service Society Sri Manthana Venkata Raju Seva Samithi, to commemorate the services of Freedom Fighter, resident of Manthana Vari Palem village, EX. MLA of Bapatla Assembly Constituency of United Madras state, Late Sri. Manthana Venkata Raju on 30 April 1981 and under this Society the college was established. The college is situated 2 KM away from NH 216 in Khajipalem Village of old Guntur District and Present Bapatla District of Andhra Pradesh. It was established as a private unaided and co-educational college which is recognized under sections 2(f) and 12(B) of the UGC Act and is affiliated with Acharya Nagarjuna University, Guntur.



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ESTD: 1981

Initially, it was named as KVR and KVR College, Khajipalem in memory of the primary donors Sri Kusmapudi Vishnu Vardhan Raju and Sri Kanumuri Venkata Raju. Later, to honour the services rendered by Sri. Manthena Krishnam Raju in developing the college, The then Management of the college decided to add his name to the existing college name and the college was renamed as KVR, KVR and MKR College on 20 May 1987. Many eminent personalities have been part of the Management since the establishment of the college and worked for the development of the college. As a result of their constant support, the college stands out among its peers with quality education and well-equipped infrastructure.

The present President of the college Sri Manthena Narasa Raju Garu, has been in the chair for 11 years and has made significant contributions in the development of college. The support and Guidance of the President and other members of the Management is visible in every corner of the college. KVR, KVR and MKR College started its journey on October 2nd, 1981, with B.A. and B.COM programs in temporary shelters with the motto "Tamasoma Jyothirgamaya" which reflects its commitment to enlightenment through education. Over the years, it has expanded its offerings to include seven programs, including a postgraduate program in M.Sc. Organic Chemistry. It started offering B.Sc. in the year 1991 and introduced some more groups of B.Sc. in the academic year 2000 - 2001 and started M.Sc. in 2002. Around 6500 students from neighboring villages are part of Alumni of the college who have been placed well in various sectors like industries, politics, sports etc.,

Though it was initially established as an unaided institution, but eventually, it became an aided college. Over the years, the college received around Rupees 2.5 Crores as funds in the form of grants from UGC - VIII, X and XI plans, Telugu Grameena Kranthi Pathamu, Educationally Backward Districts Plan and donations from various Philanthropists and Donors. Additionally, the college has received around 2 crore rupees from the RUSA Scheme in 2016-17. Under the adaptable, accountable and inspiring leadership of the Management, the funds received were used to develop the infrastructure of the college like constructing an Auditorium, indoor stadium, outdoor stadium, and 400M running track, Commerce Block, Arts Block, Science Block, Laboratories and Library.

The college has undergone two accreditation cycles by NAAC Bangalore, earning a commendable Grade of B++ in 2007 and a B grade with a CGPA of 2.81 in 2016. The college has adopted the Choice Based Credit System (CBCS) since 2015-2016. In collaboration with the Andhra Pradesh Skill Development Corporation, the college actively fosters industry partnerships, enhancing students' practical skills and employability. Moreover, through initiatives like NSS, NCC, YRC, and WEC, students are instilled with a sense of social responsibility, participating in outreach programs to address societal needs. With 43 years of dedicated service, the college boasts a proud alumni network, empowering students with higher education opportunities, career advancement, and a sense of civic duty. KVR, KVR and MKR College, Khajipalem, continue to provide quality education thereby shaping the future leaders of tomorrow.



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Vision

- The vision of the college is expressed in its emblem, which was established with a lofty ideal by the founders of the college.
- The emblem signifies its aims and aspirations.
- The emblem carries the motto "Tamasoma Jyothirgamaya". It means "Lead us from darkness to light".
- The flame denotes the spread of knowledge from the portals of this institution.

Mission

- To create excellent human resources through integration of course curricular with human values such that the students can withstand the test of time and be of utmost benefit to society.
- To provide higher education to the youth of all sections at affordable cost especially to those belonging to marginalized sections of the Society.
- The Mission Status amply the concern of the institution to address not only the needs of the society but also the academic traditions, value orientations and also its vision for future.

Objectives

- KVR, KVR & MKR College offers undergraduate education in humanities, social sciences, basic sciences and Computer Science and Post Graduation in Organic Chemistry in accordance with the Acharya Nagarjuna University curriculum.
- It aims for the holistic development of students, and their capacity building through carefully designed academic programs and extramural activities.

Duties of College

Organizing and implementing teaching and examinations for the award of Bachelor of Arts, Bachelor of Science, Bachelor of Commerce degrees and Master of Sciences in accordance with the Acharya Nagarjuna University curricula.

- Providing opportunities for the holistic development of students.
- Providing opportunities for academic upgradation of faculty members
- Providing efficient management for students, teaching and non-teaching staff

Main activities/functions of the College include:

- Conducting teaching for students enrolled in various degree programmes approved by the Acharya Nagarjuna University.
- Providing co-curricular activities, namely, sports, NCC for boys as well as girls and NSS.
- Providing opportunities for extra-curricular activities such as dramatics, debating, music, dance, quiz, fine arts etc.



- Providing opportunities to faculty for professional development, undertaking research projects.
- Providing internship opportunities to undergraduate students
- Providing and maintaining adequate infrastructure including building library, laboratories, equipment, sports and recreational facilities.

Organization and Administrative Machinery

1. **Principal:** The Commissioner of Collegiate Education, A.P appoints a full-time principals per the procedure in vogue.
2. **Lectures and Non Teaching Staff:** Appointment to the post of Lecturer and Non Teaching Staff are done by the Commissioner of Collegiate Education and College Management.

Expectation of the College from the public for enhancing its effectiveness and efficiency:

The College expects objective and considered support from citizens of the country as well as persons directly associated with the affairs of the college.

Mechanism available for monitoring the service delivery and public grievance resolution:

Management of the various activities of the college are supervised by the Principal and through the designated authorities and procedure. Monitoring of the affairs of the college is through the CCE and Acharya Nagarjuna University.

Section 4(1)(b)(ii)

Powers and duties of the officers and employees:

- The Principal is the academic and executive officer of the college. He/ She is responsible for appropriate administration, organization, instruction and management of affairs of the college.
- Lecturers and other employees are appointed by the college in accordance with rules and regulations of Government of Andhra Pradesh. They discharge their official duties in accordance with the directions and instructions given in the APCCA rules or by instructions issued by the Acharya Nagarjuna University from time to time.

Section 4(1)(b)(iii)

The procedure followed in the decision-making process, including channels of supervision and accountability

- Decisions in various matters are taken by The Chair person, Members of the committee of the college as per the procedures laid down under various Ordinances, rules and regulations of the Government of Andhra Pradesh.



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Section 4(1)(b)(iv)

Norms set by the college for the discharge of its functions:

- Norms and standards for various activities of the college are set by the competent authority, the Commissioner of Collegiate Education.
- The Internal Quality Assurance Cell (IQAC) of the college is responsible for initiating activities and programs for the enhancement of standards of higher education in college.

Section 4(1)(b)(v)

Rules, regulations and instructions used:

- Regulations/instructions for admission regarding all the Programmes (under Graduate and Post Graduate) in accordance with Government of Andhra Pradesh and Acharya Nagarjuna University notification.
- Various rules/instructions concerning personnel management for the teaching and nonteaching staff working in the college.
- Fundamental Rules and Supplementary Rules of Government of Andhra Pradesh with regard to teaching and non-teaching staff.

Section 4(1)(b)(vi)

Official documents and their availability:

- Handbook of Information/ College Prospectus
- RTI - Information Handbook Under Right to Information Act-2005
- Constitution of various committees of Sri KVR,KVR & MKR College
- IQAC Documents: IQAC Members, AQARs Reports, Annual Event Calendar, Minutes and Action Taken Reports.

These are available on the website: <https://kvrkvrmkrc.in>

- The College Timetable
- Course Details, Faculty Details, Society Details
- Academic Calendars
- Examination Schedules
- Examination Results
- Student Satisfaction Survey Link
- Alumni Registration Link



Section 4(1)(b)(vii)

Arrangements and methods made for seeking public participation /contribution:

College planning Development Committee comprise of eminent people from society and representatives of public who directly participate in the affairs of the College. The College CPDC has following representative from the public.

- Public involvement in the administration of the college is through nomination of people from various students, people of public life in IQAC.

Section 4(1)(b)(viii)

Councils, Committees, Faculties, Departments, etc. under the College:

- Staff Council.
- Admission Committee.
- Internal Complaint Committee (ICC)
- Anti-Ragging Committee
- SC/ST/OBC Cell
- Women Empowerment Cell

Section 4(1)(b)(ix)

Directory of officers and employees:

- It is available in digital form on College website.

Section 4(1)(b)(x)

Monthly remuneration received by each of its employee

- The pay scales of various teaching and non-teaching staff are as prescribed by the Government of Andhra Pradesh and College Management.

Section 4(1)(b)(xi)

Budget allocated to each agency

- The budget and the financial estimates are as approved by the Concerned Committee



Section 4(1)(b)(xii)

Manner of execution of subsidy programs

- Not applicable to the college.

Section 4(1)(b)(xiii)

Concessions granted by the college:

- Concessions that are available to various categories of students for admission to various courses are given in the Bulletin of Information.
- 22.5% of the total number of seats for candidates belonging to Scheduled Caste/Scheduled Tribes (15% for SCs and 7.5 % for STs)
- 25% seats are reserved for applicants belonging to Other Backward Classes (Non Creamy layer State List) and 4% for BC-E
- As per the Government of Andhra Pradesh notifications, Act No 15 of 2019. 10% seats are reserved for EWS Category
- 3% seats are reserved for candidates having minimum 40% (benchmark) disabilities.
- 2% of seats are reserved for Sports category.
- The college follows the steps as defined by the Government of Andhra Pradesh on its portal for admission under EWS quota.

Section 4(1)(b)(xiv)

Information available in electronic form:

- Information made publically available can be accessed at <https://kvrkvrmkrc.in>
- All the information about the college is available on the college website <https://kvrkvrmkrc.in>

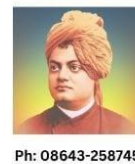
Section 4(1)(b)(xv)

Means, methods and facilities available to citizens for obtaining information:

- Through the notice boards, relevant brochures, College Calendars and various other rules which are available in print as well as on the website: <https://kvrkvrmkrc.in>
- Unpriced information for the general public is disseminated occasionally through press releases, advertisements etc. These are available on the college website: <https://kvrkvrmkrc.in>



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Section 4(1)(b)(xvi)

Public Information Officer: Sri.V.Narayana Reddy, Department of Political Science,
KVR, KVR & MKR College, Khajipalem.

Appellate Authority: Dr.T.Siva Prasad, Principal, KVR, KVR & MKR College, Khajipalem.

Section 4(1)(b)(xvii)

- The college website (<https://kvrvkrmkrc.in>), is the repository of information.
- The person seeking the information may apply on a plain paper giving particulars of information being sought and his/her correct postal address, mobile no. and email address for communication. Separate applications for seeking information on different subjects are required. The application has to be accompanied with the prescribed fee (at present a fee of Rs. 10/-), (cash / DD payable to Principal, K V R , K V R & M K R College / Postal Order). The fee is payable with each application which is towards the cost of processing the request.

The schedule of fees can be obtained from the Public Information Officer of the College. For the time being the rates are as follows:-

1. Rs. 2/- per page of A-4 or A-5 size.
2. Actual cost for sizes bigger than A-4 or A-5.
3. In case of printed material, the printed copies could be had from the college sales counter.
4. In case of photo copies, the rate would be Rs. 2/- per page.
5. If information is needed on a disk or floppy subject to availability of information in soft form, the fee will be Rs. 50/- per disk/floppy.
6. Admissible records may be allowed to be inspected on payment of Rs.150/- per hour or part thereof, before the date and time of inspection of the same.