

ANNEXURE

Right to Information (RTI)

Statutory Declaration Under Section 4(1) (b) of the RTI Act 2005

Section 4(1) (b) of RTI Act 2005 covers the statutory declaration on the website of Geethanjali Institute of Science and Technology, Nellore. It covers the rules and regulations which are implemented by Govt. of Andhra Pradesh.

Information updated as on 14.06.2023

Geethanjali Institute of Science and Technology, Nellore, is run by Ushodaya Educational Society, Nellore, is a “College of co - education”, and affiliated to JNTUA, Ananthapur. The College has a Governing Body and runs as per rules and regulations made by the Govt. of Andhra Pradesh/AICTE//UGC/University from time to time.

The College comes under “Self Financing Institution” category. The financial transactions are audited by the CA. The College has different Bodies to maintain all types of disciplines on the campus.

All the committees of the institution are under Statutory Bodies and comes under section 4(1) (b) of RTI Act 2005. The applications under the RTI Act along with a postal order / demand draft for Rs.10.00 obtained in favour of Principal, Geethanjali Institute of Science and Technology, Nellore, or may be sent to the Public Information Officer (PIO) or handed over to his office. All information about the college under Section 4(1) (b) of RTI Act 2005 are open for the public domain and it can be obtained at any time by a citizen of India.

RTI -Disclosure under Section 4(1)(b)

1. The particulars of the Organisation Functions and Duties

Quality Education plays the most important role in building a progressive society & thereby a strong nation. Education not only enables students to earn livelihood but helps to removes illiteracy, poverty, superstitions and backwardness in society. Naturally higher education remained a privilege of a few well to do people and many constitutes of the society like farmers, workers & backward communities like SC, ST, OBC and Minorities were deprived of higher education. The Visionary people like Sri D.B. Ravi Reddy, Sri P. Audisesha Reddy, Sri. V. Sudhakar Reddy, Sri J. Ranganayakulu and others members of EC of Ushodaya Educational Society, Nellore, had a concern for total upliftment of people in the surroundings took initiative in this direction by establishing Geethanjali Institute of Science and Technology, Nellore.

This College is situated on a beautiful campus of 13 Acres on the Nellore-Bombay Highway. The College is now a premier education institution in Nellore District. Apart from providing quality education in their respective subjects, the college provides all facilities to the students for building their character. The college now runs UG degree courses in Engineering and Diploma courses in Engineering.

The Management, Principal & Staff members are committed to their aim of building youth generation having strong knowledge & skills base, character & concern for down trodden people in the society. Facilities such as N.S.S, Games and Sports, Hostels are provided for the students.

Our students have topped in University Examinations and got Awards from the Govt. of AP for their academic merit. Our students have played at University and Inter University level sports like Cricket, Volley Ball, Kabaddi etc., We the Management, Principal & Staff Member of the College can definitely claim that our college has played & playing an important role in social, educational, economical and political development of Nellore District. Dear visitors you have now visited our website, now we request you to visit our college campus personally & have a feel of eco friendly atmosphere here.

Objective:

- To make students competent to face the challenges posed by the competitive era.
- To Provide need-based quality education ensuring employment.
- To motivate faculty members for the research and extension activities in their respective disciplines

Vision:

To emerge as a leading Engineering institution imparting quality education

Mission and Goal:

- IM₁ Implement Effective teaching-learning strategies for quality education
- IM₂ Build Congenial academic ambience for progressive learning
- IM₃ Facilitate Skill development through Industry-Institute initiatives
- IM₄ Groom environmentally conscious and socially responsible technocrats

Duties of the college:	Providing quality education.
Main activities / function:	Teaching-Learning & Research
Monitoring Agent:	Governing Body Under Ushodaya Educational Society, Nellore
Address of the college:	3 rd Mile, Nellore-Bombay Highway, Gangavaram (Village), Kovur (Mandal), SPSR Nellore Dt., Andhra Pradesh - 524137
Office hours:	09.00 a.m. to 5.0 p.m. (Lunch Break – 1.30 p.m. to 2.00 p.m.)

2. The Power & Duties of Officers and Employees

The Principal of the College is the Academic and Administrative Head of the College. Administrative office is headed by the Administrative Officer and supported by Senior and Junior Clerks who support the Principal.

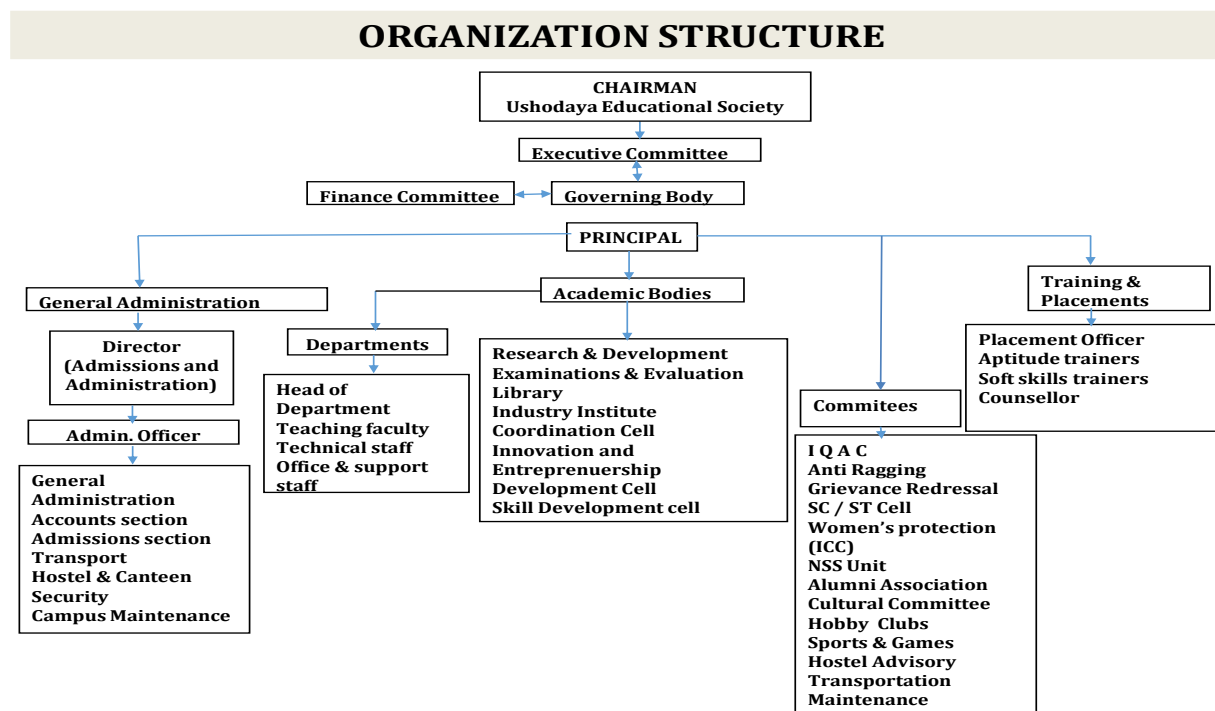
Teachers of various departments under the supervision of senior teacher as the Head of the Department support the Principal in Academic activities.

3. The Procedure Followed In the Decision Making Process, Including Channels Of Supervision And Accountability.

The Principal in consultation with Governing Council, various committees constituted in the college and in support of the office makes suitable decisions for the proper conduct of the college under the control of The Chairperson, Ushodaya Educational Society, Nellore and Coordinates the Academics and Administration. The rules framed by APSICHE, Government of Andhra Pradesh, AICTE, New Delhi, UGC, New Delhi & Statutes

of the affiliating University are also strictly followed in this regard. The individual employee of the college is accountable for one's duties.

Organogram of the Institution



4. The Norms Set By the College for the Discharge of Its Functions

The functions of the Geethanjali Institute of Science and Technology, Nellore are discharged in accordance with the various rules and regulations constituted for the purpose. All the functions are discharged under the supervision and control of AICTE / UGC / State Government/ University/ Management / Principal as per assignment of functions. Issues are dealt with on priority basis, expeditiously taking into account, the various instructions issued from time to time.

5. The Rules, Regulations, Instructions, Manuals and Records Held by it or under its Control or used by its Employees for Discharging its Functions.

- The Constitution of India
- Andhra Pradesh State Service Rules
- Andhra Pradesh Education Act & Rule
- Statutes of the JNTUA, Ananthapur as amended from time to time.
- Rules for the conduct of Classes/ Library/Labs/ Hostel/ Committees and code of conduct Cells of the college as amended from time to time

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

S. No	Category of the Document	Name of the document and its introduction in one line	Procedure to obtain the document	Held by/under control of
1	Non-confidential	College Bye-Laws	To approach the Information Officer	Principal
2	Non-confidential	Memorandum of Understanding and Rules & Regulations	- do -	- do -
3	Non-confidential	Notes on Agenda placed in Governing Body	- do -	- do -
4	Non-confidential	Minutes of various meetings like Governing Body / Academic committee	- do -	- do -
5	Confidential	Employees Confidential Report (CR)	- do -	- do -

7. **Particulars of any arrangement that exists for consultation with or representation by, the members of the public in relation to the formulation of its policy or implementation thereof:**

There is no arrangement to solicit the views of the members of the public in relation to the formulation of policies or implementation thereof in the College.

8. **Statement of boards, councils, committees and other bodies consisting of two or more persons constituted as its part or for the purpose of its advice 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.**

The following committees and cells have been constituted by the Principal for its functioning. Meetings of these committees are not open to the public. Minutes of the meetings will be made available to the public on request, subject to the provisions of the RTI act, 2005:

- RTI
- Anti Ragging Cell
- ICC
- Mentor Mentee Committee
- Discipline Committee
- Library Committee
- IQAC Committee
- Research Cell
- Sports and Cultural Cell
- Student Grievance Redress Cell

9. Directory/ Details of Officers

The Right to Information Act, 2005 (22 of 2005) has been enacted by the Parliament and has come into force from 15 June, 2005. This Act provides for right to information for citizens to secure access to information under the control of public authorities in order to promote transparency and accountability in the working of every public authority. According to UGC guidelines all Universities and Colleges established by law made by Parliament or by State Legislature or by notification by the appropriate Government or owned, controlled or substantially financed directly or indirectly by funds provided by the Government shall come within the purview of a Public Authority under this Act. The statutory declaration is displayed on college website.

The College has a Governing Body which runs as per rules and regulations made by the Govt. of Andhra Pradesh from time to time.

All the cells or committees of the institution are under Statutory Bodies and comes under section 4(1) (b) of RTI Act 2005. The applications under the RTI Act along with a postal order/demand draft for Rs.10/- drawn in favor of Principal, Geethanjali Institute of Science and Technology, Nellore or may be sent to the Public Information Officer (PIO) or handed over to his office. All the information about the college under section 41(1)(b) of RTI Act 2005 is available for the public and it can be obtained by any citizen of India.

Sr. No.	Name	Designation	Mobile No.
1	Dr. K. Sundeep Kumar	Public Information Officer	9845225038
2	Dr. P. Babu	Asst. Public Information Officer	9989041346
3	Mr. P. Suresh Kumar	Asst. Public Information Officer	9912445846

10. Monthly remuneration received by officers and employees

Having regard to the number of employees working in the College, it is not feasible to publish on web as the monthly remuneration received by each of its officers and employees. Moreover, the monthly remuneration is likely to change depending on the grant of increments and variation in the dearness allowance sanctioned by the government from time to time.

11. Budget allocated to each of its agency, indicating the particulars of all plans, proposed expenditures and disbursements made.

The college is not financially supported by any grants or aid from the State / Central Government. The college is wholly self financed institution and all the accounts are duly audited every year.

12. Manner of execution of subsidy programmes, including the amounts allocated and details of beneficiaries of such programmes.

No subsidy programmes are executed by the College and no amount has been allocated for the same.

13. Particulars of recipients of concessions, permits or authorisations granted by the College

Students are given fee concessions by the Management upon need based from time to time. Annual merit scholarships are given to students and the details are available in the office upon request.

14. Information held by / available to the College, reduced in an electronic form:

Visit our website www.gist.edu.in

Statutes of the affiliating University as amended from time to time.

- Rules for the conduct of Classes/ Library /Laboratories/ Hostel/ Code of Conduct Committees of the college as amended from time to time.
- Manual of Office Procedure.

The college library has been computerized and the search facility is not available to the public.

15. Facilities available to citizens for obtaining information including the working hours of a library or reading room, if maintained for public use

Public can directly access the information from the Office / Principal and the Departments during working hours of the college. Information on other matters can be obtained from the PIO as per provisions of the RTI ACT, 2005. Library is not available for public use.

16. Name, designation and other particulars of the appellate authority and Public Information Officer

Sr. No.	Name	Designation	Mobile No.
1	Dr. K. Sundeep Kumar	Public Information Officer	9845225038
2	Mr. V. Ramu	Asst. Public Information Officer	9042662401
3	Mr. Suresh Kumar	Asst. Public Information Officer	9912445846

17. Such other information as may be prescribed.

- NIL