

TELANGANA SOCIAL WELFARE RESIDENTIAL DEGREE & PG

COLLEGE FOR WOMEN, BUDVEL

STATUTORY DECLARATION UNDER RTI



OBLIGATIONS OF PUBLIC AUTHORITIES

INFORMATION HANDBOOK

[Refer to Chapter II Section 4(1) b of RTI Act, 2005]

Introduction

The Right to Information Act 2005 (Act No. 22 of 2005) provides for setting out the practical regime of 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 each public authority.

Section 2(h) defines “public authority” as follows.

(h) “public authority” means any authority or body or institution of self-government established or constituted-

- (a) by or under the Constitution;
- (b) by any other law made by Parliament;
- (c) by any other law made by State Legislature;
- (d) by notification issued or order made by the appropriate Government.

and includes any-

- (i) body owned, controlled or substantially financed;
- (ii) Non-Government organisation substantially financed. Section 2(i) defines “record” which includes-
 - (a) Any document, manuscript and file;
any microfilm, microfiche and facsimile copy of a document;
 - (b) Any reproduction of image or images embodied in such microfilm (whether enlarged or not); and
 - (c) Any other material produced by a computer or any other device.

Further, as per Section 2(j) *right to information”

(j) "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 includes the right to-

- (i) inspection of work, documents, records;
- (ii) taking notes, extracts or certified copies of documents or records;
- (iii) taking certified samples of material;
- (iv) 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;

Section 4(1)(b) requires every public authority to provide as much information SUO MOTO to the public at regular intervals through various means of communication, including internet, so that the public have minimum resort to the use of this Act to obtain information. The sub section 4(1)(b) provides for publication of information broadly mentioned under headings (i) to (xvii). In compliance with these provisions, this Information Handbook is published about Telangana Social Welfare Residential Degree & PG College, Budvel. The information is also available at Colleges website.

This Information Handbook will enable the 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. to obtain information as to the provisions contained in various rules and regulations governing the Telangana Social Welfare Residential Degree & PG College, Budvel and related information.

This Information Handbook is divided into 17 manuals.

1.6 Names & addresses of key contact points

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.

Position	Name of the officer	Designation	Contact Number & Email ID
Appellate Authority	Sri. C. Jagadeeshwar Reddy	District Coordinator	Cell: 7989584017
Public Information Officer	Sri M. Venkateshwarlu	Principal	Cell: 9121004523 Prl-rdc-bdl-swrs@telangana.gov.in
Assistant Public Information Officer	Dr. R. Krishna Priya	DL in English	Cell: 9000284453
Member	Dr. M. Sripriya	DL in Statistics	Cell: 7659888097

Organisation, Functions and Duties
[Section 4(1)(b)(i)]

2.1 *Particulars of the organization, functions and duties:*

S. N	Name of the Organization	Address	Functions	Duties
1	Telangana Social Welfare Residential Degree & PG College, Budvel	Princeton Engineering College, Ankushapur Ghatkesar. PIN code:505101	Instructions of Secretary, TSWREIS, Hyderabad, Affiliating University	1. To admit students 2.To conduct exams 3.To conduct academic related activity 4.To take up additional activity as and when guided by the superior Authority 5.To prepare the salary and other bills of teaching and non teaching staff 6. To utilize the funds sanctioned by the State Govt. for the related works

**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:

S.No	Name of the officer/employee	Designation	Duties allotted
1.	Sri. M. Venkateshwarlu	Principal	To perform all administrative duties as guided and instructed by the Secretary, TSWREIS, Hyderabad and the affiliating University
2	Dr. R. Krishna Priya	DL in English	Apart from Teaching she attends to RTI work by forwarding the information in time
3	Dr. M. Sripriya	DL in Statistics	Administrative work and establishment. Assists the PIO in forwarding the information in time.