

KAKARAPARTI BHAVANARAYANA COLLEGE (AUTONOMOUS)
Kothapeta, Vijayawada - 520001
NAAC – A Grade – Cycle 3

RIGHT TO INFORMATION ACT – 2005

INFORMATION HANDBOOK

(Under Section 4(I) (B) of the Right to Information Act, 2005)

**GOVERNMENT OF INDIA INFORMATION ACT-2005
PARTICULARS OF CLAUSE 4 (1) B**

BRIEF REPORT OF THE COLLEGE:

Kakaraparti Bhavanarayana College is a vivacious outcome of a century old renowned charitable organization, S.K.P.V.V. Hindu High Schools Society with “Tejaswina Vadheethamasthu” as its motto. Since its inception in 1965, it marked an epoch in innovative education, in an academically and economically impoverished area. The college with heightened social imagination and ardent zeal, shone like a lodestar led innumerable students towards the goal of an illustrious life.

The ever vibrant college grew by leaps and bounds and has evolved with times. It has been adorned with the Autonomous status by the UGC in the year 2010, and received “Best Laboratory”, “Best Academic Achievement”, “Best Library”, “Best NSS Unit” awards. The College has never rested on its laurels and has been relentlessly raising the bar. It is certified with ISO 9001-2015 which has been given for Quality Management Standard and accorded with CPE in 2016 by UGC. It has been reaccredited with “A” Grade by NAAC in 2019. ARIIA Band Performer by Ministry of Education, Govt. of India.

VISION:

- To reach the state of perfection through an ardent academic desire for excellence
- To bestow sincere and dedicated efforts to the cause of education
- To orient the student towards service through creative, constant, consistent involvement in the society.

MISSION:

- To produce knowledgeable, responsible, skilled, cultured, confident and competent citizens of India with a desire to develop its progress and development
- These students coming out of the portals of the institution shall have the abilities such as learning to know, learning to do, learning to live and learning to be a responsible citizen.

GOALS:

- To impart higher education to all segments of the society
- To make quality, the defining element of education
- To impart value based education
- To increase literacy level among women, leading to women empowerment
- To enhance the spirit of Nationality, National integrity and to inculcate high moral values.
- To guide the students in securing better employment and higher education opportunities through career guidance and placement services.

OBJECTIVES:

- To focus on a broad range of teaching strategies to support the student's learning
- To inculcate the spirit of hard work, work culture and social accountability in the young aspirants.
- To ensure value education and environmental awareness
- To build up strong belief among students and community towards holistic development
- To cater the aspirations of the average students and to guide them for setting goals.
- Offer a safe and secure learning environment for girl students
- To sense the latest trends in the job market and open new vistas of employment.
- To conduct extensive training programmes for advancement of students and institutional personnel.

**PARTICULARS OF CLAUSE 4(1) B OF THE GOVERNMENT OF INDIA
INFORMATION ACT– 2005**

SL NO.	CLAUSE	PARTICULARS
1	CLAUSE 4(1)B(i):	PARTICULARS OF THE ORGANISATION, FUNCTIONS AND DUTIES
2	CLAUSE 4(1)B (ii):	POWERS AND DUTIES OF ITS OFFICERS AND EMPLOYEES
3	CLAUSE 4(1)B(iii):	PROCEDURE FOLLOWED IN THE DECISION MAKING PROCESS, INCLUDING CHANNELS OF SUPERVISION AND ACCOUNTABILITY
4	CLAUSE 4(1)B(iv):	THE NORMS SET BY IT FOR THE NORMS SET BY IT FOR THE DISCHARGE OF ITS FUNCTIONS
5	CLAUSE 4(1)B(v):	THE RULES, REGULATIONS, INSTRUCTIONS MANUALS AND RECORDS, HELD BY IT OR UNDER ITS CONTROL OR USED BY ITS EMPLOYEES FOR DISCHARGING ITS FUNCTIONS
6	CLAUSE 4(1)B(vi):	A STATEMENT OF THE CATEGORIES OF DOCUMENTS THAT ARE HELD BY ITS OR UNDER ITS CONTROL
7	CLAUSE 4(1)B(vii):	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 ADMINISTRATION THERE OF
8	CLAUSE 4(1)B(viii):	A STATEMENT OF 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
9	CLAUSE 4(1)B(xiii):	PARTICULARS IF RECIPIENTS OF CONCESSIONS, PERMITS OR AUTHORISATION GRANTED BY IT
10	CLAUSE 4(1)B(xiv):	DETAILS IN RESPECT OF THE INFORMATION, AVAILABLE TO OR HELD BY IT, REDUCED IN AN ELECTRONIC FORM
11	CLAUSE 4(1)B(xv):	PARTICULARS OF FACILITIES AVAILABLE TO CITIZENS FOR OBTAINING INFORMATION, INCLUDING THE WORKING HOURS OF A LIBRARY OR READING ROOM IF MAINTAINED FOR PUBLIC USE
12	CLAUSE 4(1)B(xvi):	NAMES, DESIGNATIONS AND OTHER PARTICULARS OF THE PUBLIC INFORMATION OFFICERS
13	CLAUSE 4(1)B(xvii):	SUCH OTHER INFORMATION AS MAY BE PRESCRIBED

FORMAT- I

PARTICULARS OF THE ORGANIZATION, FUNCTIONS AND DUTIES AS PER CLAUSE 4(1) B OF THE RIGHT TO INFORMATION ACT 2005

Kakaraparti Bhavanarayana College (KBN) is a vivacious outcome of a century old renowned charitable organization, Sri S.K.P.V.V. Hindu High Schools Society, which for the last 108 years, has been providing education through its eight reputable academic institutions. It is one of the pioneer educational institutions in Vijayawada with the motto "TEJASWINAVADHITAMASTU" which means "Let us learn while enlightened" clearly portraying its unflappable and inexorable commitment to intellectually light up the unformed and unlettered minds. The College firmly believes in the maxim that service to man is service to God, especially with regard to education, which is truly the pathway for enlightenment. Our college makes information available to the public through our college website. www.kbncollege.ac.in

Organization

Kakaraparti Bhavanarayana College (Autonomous),

K.T. Road, Kothapeta, Vijayawada-520 001

Andhra Pradesh, India.

E-mail id: info@kbncollege.ac.in

Website: www.kbncollege.ac.in

Phone No. s: Principal's office: 0866-2565679

College Reception: 0866-2565679

Morning hours of the office: 09.00 A.M.

Closing hours of the office: 6.00 P.M.

PROGRAMMES OFFERED

UNDER-GRADUATE PROGRAMMES:

- B.Sc. (MPC)
- B.Sc. (CBZ)
- B.Sc. (MPCS)
- B.Sc. (MECS)
- B.Sc. (MSCS)
- B.Sc. (MCCS)
- B.Sc. (Data Science)
- B.Sc. (IoT)
- B.Com. (General)
- B.Com. (T.P)
- B.Com. (Computers)
- B.Com. (Logistics)
- BBA
- BCA
- B.Voc. (WT&SD)

POST-GRADUATE PROGRAMMES:

- MBA
- MCA
- M.Sc. (Organic Chemistry)
- M.Sc. (Analytical Chemistry)

DIPLOMA PROGRAMMES:

- Diploma in Yoga for Human Excellence
- Diploma in Event Management
- Diploma in Computer Science
- Diploma in Drone Technology
- Diploma in Data Analytics

FORMAT- II

POWERS AND DUTIES OF THE OFFICERS/ EMPLOYEES AS PER CLAUSE 4 (1) B (ii) OF THE RIGHT TO INFORMATION ACT 2005

DESIGNATION	POWERS AND DUTIES OF OFFICERS / EMPLOYEES
SECRETARY & CORRESPONDENT	<ol style="list-style-type: none">1. Supervise the maintenance of the Service Registers and the payment of salaries to the employees.2. Appointing the staff3. Supervise the maintenance of the campus and spiritual and moral growth of the staff and students.4. Foster and strengthen relationships between Alumnae and college5. Involved in overall administration and finance matters.
PRINCIPAL	<ol style="list-style-type: none">1. The Principal is involved in overall college administration, the curriculum, leadership, community relations, working relationships and various activities of the college in accordance with the guidelines, various acts, rules, regulations, orders and instructions of the Government, Commissioner of Collegiate Education and other competent authorities.2. He shall take all steps in consultation with the steering committee and HOD's of the college for smooth and efficient functioning of the college.3. To ensure effective and participatory management.4. To understand and meet the needs of the staff teaching and non- teaching, students and parents.5. To plan along with staff, students and parents for promoting high standards of learning and teaching and overall development of the staff, students and the institution.6. To ensure that the scholarship applications of the concerned students are sent to sanctioning Departments viz. Social Welfare Department, Backward Classes and Minorities department and Department of Collegiate Education, etc.,7. The Principal shall supervise and conduct regular assembly and meetings with students, staff and other committees for the enhancement of quality education.8. To ensure that the proposal for renewal of affiliation /permanent affiliation is sent to the concerned University well in time.9. To ensure that the reaccreditation of the NAAC is obtained and the preparation of SSR on time.
DIRECTOR, ACADEMICS & PLANNING	<ol style="list-style-type: none">1. He takes the charge of academic activities and research promotion in the college.2. He plans the academic calendar with the assistance of IQAC and Controller of examinations.3. Involved in Administration4. Doing regular teaching and sharing the responsibility of the Principal

<p style="text-align: center;">CONTROLLER OF EXAMINATIONS</p>	<ol style="list-style-type: none"> 1. The Controller of Examinations shall be responsible for the proper records, maintenance of marks list and valued answer scripts. The valued answer scripts shall be preserved for one year after the announcement of results and the re after dispose them off as per the procedure. 2. He shall arrange for the evaluation, tabulation and announcement of results and arrange for the distribution of the marks memos with the help of the college office superintendent. 3. With the help of the office staff he shall arrange to prepare the merit list & rank list. He shall be responsible for the proper custody and maintenance of marks registers and other valuable and permanent records of the sections. 4. He shall attend to the re-totalling of the valued answer scripts, challenge valuation, Redressal of grievances, make enquiries into mal-practices committed by students and lapses of examiners, etc., in consultation with the Principal as per the rules. 5. In coordination with the office staff, he shall arrange for printing of question papers well in advance. 6. He shall issue duplicate marks memos, consolidated marks memos and rank certificates to the college office to be distributed to the students. 7. He shall make an enquiry into the lapses/ mistakes committed by anyone involved in the conduct of examination under this manual and fix fine/penalty and issue an order to give effect to his
<p style="text-align: center;">TEACHING STAFF</p>	<ol style="list-style-type: none"> 1. The staff conducts the classes as per the time-table. 2. Complete the syllabus prescribed by the college well in time. 3. Extend their full co-operation to the heads of the departments in completing the syllabus before the commencement of the Semester End Examinations. 4. Co-operating with the Principal and Controller of Examinations to conduct the Mid and Semester End Exams successfully. 5. To maintain the attendance of the students of the respective classes. 6. The staff conducts the practical classes as per the time-table. 7. The Staff conducts mentoring and remedial classes for the failed and slow learners.
<p style="text-align: center;">LIBRARIAN</p>	<ol style="list-style-type: none"> 1. Issue books to the teaching, non- teaching staff and students and collect it back. 2. Maintain necessary records/registers etc., in the library. 3. Make arrangements for annual stock verification of the library books and send annual stock verification report to the concerned officers etc., 4. Conduct of Library week, Orientation classes and competitions to encourage and motivate the staff & students to cultivate reading habit.

<p style="text-align: center;">OFFICE SUPERINTENDENT</p>	<ol style="list-style-type: none"> 1. The Superintendent shall be primarily responsible for the efficiency of his section. The records must be accurate and conform to the rules and procedures. 2. He shall scrutinize all the papers/files before they are submitted to the higher officers. 3. The Superintendent shall personally handle all important and complicated cases. 4. He shall guide his subordinates in all respects and make them put up the records in accordance with the rules. 5. He shall maintain his section neat and clean. He shall supervise the section and submit reports to his immediate higher officers. 6. He shall sign and issue acknowledgement letters.
<p style="text-align: center;">NON-TEACHING STAFF</p>	<ol style="list-style-type: none"> 1. Maintain the various registers prescribed under the rules of office procedures. 2. Carrying a file from one section to another or from one case to another, etc. 3. Arranging of furniture keeping the office premises clean 4. They shall sweep or wipe, the room, verandas, steps, etc., with wet cloth, allotted to them, well before starting of office and also during office timings if need be. They shall carry the waste/ rubbish for disposal outside the department under the supervision.

FORMAT III

PROCEDURE FOLLOWED IN THE DECISION MAKING PROCESS, INCLUDING CHANNELS OF SUPERVISION AND ACCOUNTABILITY AS PER CLAUSE 4(1) B (iii) OF THE RTI ACT 2005

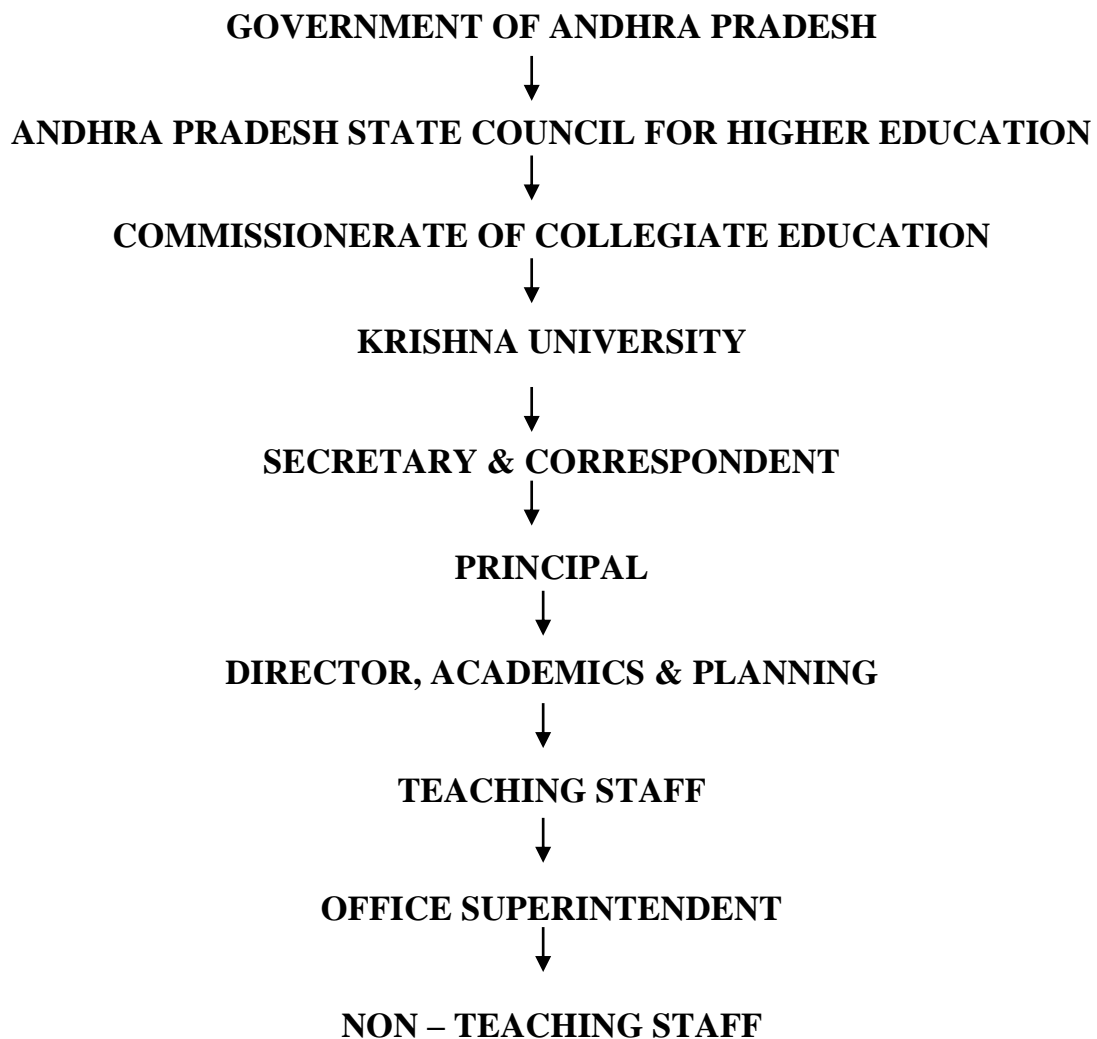
DESIGNATION	POWERS AND DUTIES OF OFFICERS/EMPLOYEES
SECRETARY & CORRESPONDENT	<ol style="list-style-type: none">1. Supervise the maintenance of the Service Registers and the payment of salaries to the employees.2. Appointing the staff3. Involved in overall administration and finance matters.
PRINCIPAL	<ol style="list-style-type: none">1. The Principal shall exercise all administrative powers as are delegated under various acts, rules, regulations, orders and instructions of the government, Department of Collegiate Education and other competent authorities. He shall take all steps for smooth and efficient functioning of the College.
DIRECTOR, ACADEMICS & PLANNING	<ol style="list-style-type: none">1. He shares the responsibilities of the Principal.
CONTROLLER OF EXAMINATIONS	<ol style="list-style-type: none">1. The Controller of Examinations shall be responsible for the proper records, maintenance of marks list and valued answer scripts. The valued answer scripts shall be preserved for one year after the announcement of results and the re after dispose them off as per the procedure.2. He shall arrange for the evaluation, tabulation and announcement of results and arrange for the distribution of the marks memos with the help of the college office superintendent.
STATUTORY & NON STATUTORY COMMITTEE	<ol style="list-style-type: none">1. The committees have been constituted under the convener- ship of senior teachers for the smooth functioning of the college. Planning & Evaluation, Examination and Finance Committees involved in the decision making process.

FORMAT-IV

**NORMS SET BY IT FOR THE DISCHARGE OF ITS FUNCTIONS AS PER
CLAUSE
4(1) B (iv) AS PER RTI ACT 2005**

KAKARAPARTI BHAVANARAYANA COLLEGE

Organization Chart



FORMAT – V

RULES, REGULATIONS, INSTRUCTIONS, MANUALS AND RECORDS, HELD BY IT OR UNDER CONTROL OR USED BY ITS EMPLOYEES FOR DISCHARGING ITS FUNCTIONS AS PER CLAUSE 4(1) B (v) AS PER RTI ACT 2005

The rules and regulations applicable to the college and its employees are:

1. The Ordinance and regulations approved by the Government of A.P from time to time for teaching and non-teaching staff.
2. A.P Education Code
3. Rules and regulations approved by the Governing Body

FORMAT - VI

**Statement of the Categories of Documents that are held by it
or under control as per Clause 4 (1) (B) (VI) of the Right To Information Act
2005**

SL. NO.	CATEGORIES OF DOCUMENTS THAT ARE HELD BY IT OR UNDER CONTROL
1	Attendance Registers
2	Movement Registers
3	Casual Leave Registers
4	Letters Inward Registers
5	Postal Stamps Account Registers
6	Letter outward Registers (RC Numbers)
7	Files Sending Registers (Signal Files System)
8	Cash Books
9	Day Books
10	Grant Release Registers
11	Salary Disbursement Registers (Acquittance)
12	Stock Registers of Stationery items
13	A. G. Audit Observation Compliance Report Registers
14	Subject Diary
15	Scholarship Register
16	Staff Notice Register
17	Governing Body Register
18	Log Register
19	Late Comers Register

FORMAT - VII

**PARTICULARS OF ANY ARRANGEMENTS THAT EXISTS FOR
CONSULTATION WITH, OR REPRESENTATION BY, THE MEMBERS OF THE
PUBLIC IN RELATION TO THE FORMULATION OF ITS POLICY OR
ADMINISTRATION THERE OF TO GET HER AS PER CLAUSE 4 (1) B (vii) AS
PER RTI ACT 2005**

- **Governing body**
- **Executive Officer (EO)**
- **College Alumni**
- **Anti-Ragging Committee**

FORMAT-VIII

Statement of 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 as per clause 4(1) B (VIII) as per RTI Act 2005.

LIST STATUTORY & NON-STATUTORY COMMITTEES

STATUTORY COMMITTEES		NON-STATUTORY COMMITTEES
PLANNING, EVALUATION & STANDING COMMITTEE	RESEARCH PROMOTION & MONITORING CELL	GRIEVANCES & REDRESSAL CELL
ADMISSION COMMITTEE	RESULTS COMMITTEE	ANTI-RAGGING CELL
INTERNAL QUALITY ASSURANCE CELL	LIBRARY COMMITTEE	SC & ST CELL COMMITTEE
EXAMINATION COMMITTEE	UGC - WOMEN'S STUDIES CENTRE	OBC CELL
EXAMINATION GRIEVANCES COMMITTEE	STUDENTS COUNCIL	MINORITY CELL
WARD COUNSELING COMMITTEE	TIME-TABLE COMMITTEE	INTERNAL COMPLAINTS COMMITTEE
KBN COLLEGE CONSUMER CLUB	COLLEGE MAGAZINE & HANDBOOK COMMITTEE	
PLACEMENT CELL	NSS & UNNAT BHARAT ABHIYAN (UBA) COMMITTEE	
RED RIBBON CLUB	NCC COMMITTEE	
KBN COLLEGE OLD STUDENTS ASSOCIATION (KOSA)	DEBATING & QUIZ CLUB	
DRAMATIC ASSOCIATION	SPORTS & GAMES COMMITTEE	
ECO-CLUB COMMITTEE		

FORMAT– XIII
PARTICULARS OF RECEIPTS OF CONCESSIONS, PERMITS OR
AUTHORIZATION GRANTED BY IT AS PER CLAUSE 4(1) B (XIII) OF
RTI ACT 2005

Scholarships are given to the needy and deserving students as per the College Freeships Policy
which is provided in the College Website.

FORMAT– XIV
DETAILS IN RESPECT OF THE INFORMATION AVAILABLE TO OR
HELD BY IT, REDUCED IN AN ELECTRONIC FORM AS PER
CLAUSE 4(1) B (XIV) OF RTI ACT 2005

1. Attendance
2. Marks
3. Staff List
4. Students Information
5. Management Information (College Website: www.kbncollege.ac.in)
6. Fee Structure
7. Bio-metric Machine

FORMAT- 15

PARTICULARS OF FACILITIES AVAILABLE TO CITIZENS FOR OBTAINING INFORMATION INCLUDING THE WORKING HOURS OF A LIBRARY OR READING ROOM, IF MAINTAINED FOR PUBLIC USE AS PER CLAUSE 4(1) B (XV) OF RTI ACT 2005

1. Library Hours Displayed- 7.30 A.M. to 6.30 P.M.
2. Library Notice Board
3. Digital Library Facility
4. Access to E-Books & E-Journals in Campus and Remote Access
5. Open Access System
6. Display of New Arrivals of Books
7. Internet Facility for Students & Faculty.

FORMAT- 16

NAMES, DESIGNATIONS AND OTHER PARTICULARS OF THE PUBLIC INFORMATION OFFICERS AS PER CLAUSE 4(1) B (XVI) OF RTI ACT 2005

S. No	Designation	Nominated as	Mobile No.
1	Dr. V. Narayana Rao Principal	Appellate Authority	98858 39320
2	Sri P L Ramesh	College Public Information Officer	98488 50252
3	Sri A. Pardhasaradhi Office Manager	College Asst. Public Information Officer	74165 56311

FORMAT-17

SUCH OTHER INFORMATION AS MAY BE PRESCRIBED AS PER CLAUSE 4 (1) B (XVII) OF RTI ACT 2005

The other information about the policies, procedures and services of a college, admissions, academics, student life, student organizations, clubs, and activities is provided to each and every student through College Handbook.