

SECTION 4(1)B IN THE RIGHT TO INFORMATION ACT

SERIAL NO.	REQUIREMENT AS PER ACT	DISCLOSURE
4(1)b (I)	Particulars of the organization functions and duties	<p>Aditya Degree College for Women, sambamurthynagar, Kakinada was established in the year 2000 and is presently affiliated to Adikavi Nannaya university, Rajamahendravaram, Andhra Pradesh. The college is recognized under UGC 2(f) and 12(B) act. The society is Aditya Academy, Kakinada established under the societies act no.167 of 1984. The society was established with an intension of eradication of illiteracy. Establishing institution from KG to PG giving preference to technical education.</p> <p>Functions and duties: This is a private self-financing institution established to serve the society in the field of education. It follows the academic calendar provided by the University in discharging its responsibilities. The decision making body is the governing body and the implementation is through the Principal of the college assisted by teaching and non-teachings staff</p>

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(ii)	Duties of employees and responsibilities.	<p>The college is at offering 11 courses in UG and 1 course in PG under affiliation to Adikavi Nannaya University. The College follows academic calendar provided by the university.</p> <ol style="list-style-type: none"> 1.A part from teaching duties teacher should be able to mentor students and supervise their projects. 2.Teacher is required to attend workshops and seminars, both as a participant and speaker. 3.Developing a curriculum and improving learning methods are also the responsibilities. 4.Planning, teaching, including lectures, seminars/tutorials and learning materials 5.Meeting students individually to discuss progress and assessing students' work pursuing research 6.Interviewing potential students 7.Out administration, such as attending faculty meetings and writing reports 8.Writing research proposals, papers and other publications supervising PhD students and research staff 9.Preparing bids for funding for departmental research project 10.Examination invigilation duties and paper correction Office staff: <ol style="list-style-type: none"> 1. Issue of study, conduct and transfer certificates 2. Issue of hall tickets 3. Intimation of attendance 4. Issue of provisional, marks sheets and original degrees

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(iii)	The procedure followed in the decision-making process including channels of supervision and accountability.	The Head of the institution supervises the academic programmes. Various committees are functioning to assist the principal in decision making.

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(iv)	Norms set by it for the discharge of its functions.	<ol style="list-style-type: none"> 1. Low student teacher ratio 30:1 2. 90% of success rate in every course offered by the college 3. Providing competitive examination and placement training such student leaves the institution with appointment order when he completes the course 4. Inculcating value system among students 5. Imparting global level competencies using ICT based education 6. Imparting experiential learning 7. Encouraging sports and cultural activities among students 8. Social responsibility through extension activities.

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(v)	The rules, regulations, manuals, records, held by it or under its control or used by its employees for discharging its functions.	Admissions are made as per the Online Admission Module of Degree College (OAMDC) of the State Government. Admission register. Grant of affiliation record and details of declarations made by college to the University are with the office.

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(vi)	Statement of categories of documents that are held by it or under its control.	(i) Admission records approved by the university. (ii) Details of teaching and non-teaching staff. (iii) Land documents. (iv) MOUs from some organisations.

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(vii)	Particulars of any arrangement that exists for consultation with or representation by the members of public in relation to the formulation of its policy or implementation thereof;	The IQAC committee includes members from alumni and social workers. They advise the college in decision making to improve quality of education. General public are involved in extension activities taken up by the National service scheme.

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(ix)	A statement of the boards, councils, committees and other bodies consisting of two or more persons constituted as part of 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 to public	This is self-financing institution as such there is no public involvement. Minutes of IQAC committee are made public through the college website. The courses offered and facilities and services provided to the students are published in the website. The college functions through its internal committees and decision making in some cases like introduction of new courses, recruitment of staff, augmentation of infrastructure and construction of new class rooms are taken by the Governing body of the college.

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(x)	A directory of its officers and employees	attached

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(xi)	Monthly remuneration received by each of its officers and employees including the system of compensation as provided by its regulations	As per State Government and UGC

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(xii)	The budget allocated to each of its agency, including the particulars of all plans, proposed expenditure and reports on disbursement made.	Audited statement enclosed.