



ANDHRA PRADESH STATE COUNCIL OF HIGHER EDUCATION
(A Statutory Body of the Government of A.P)
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RIGHT TO INFORMATION ACT 22 OF 2005
RIGHT TO INFORMATION AND OBLIGATION OF PUBLIC AUTHORITIES

As per Section 4(1) (b) of RTI Act – 2005

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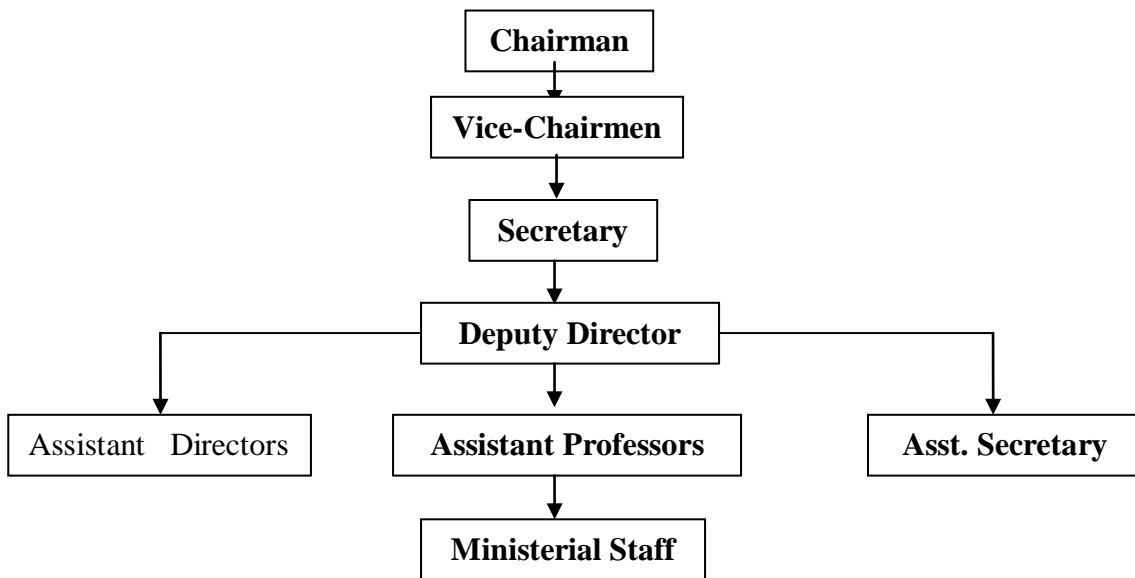
I. **The Particulars of its Organization, Functions and Duties**

The Andhra Pradesh State Council of Higher Education (APSCHE) came into existence on 20th May, 1988 through an Act (No. 16 of 1988) of the State Legislature to advise the Government in matters relating to Higher Education in the State and to oversee its development with perspective planning and for matters connected therewith.

The Andhra Pradesh State Council of Higher Education, the first of its kind in the Country, set up as per the recommendations of the National Education Policy 1986, is primarily a coordinating body between the University Grants Commission, the State Government and the Universities.

It is the general duty of the Council to coordinate and determine standards in institutions of Higher Education, Research, Scientific and Technical Institutions in accordance with the guidelines issued by the University Grants Commission from time to time. Hence, the APSCHE Act envisages the following three distinct functions:

1. **Organization structure**



2. Functions of the Council

1.1. Planning and Coordination:

1. To prepare consolidated programmes in the sphere of Higher Education in the State in accordance with the guidelines that may be issued by the University Grants Commission from time to time, and to assist in their implementation, keeping in view the overall priorities and perspectives of Higher Education in the State.
2. To assist the University Grants Commission in respect of determination and maintenance of standards and suggest remedial action wherever necessary.
3. To evolve perspective plans for development of Higher Education in the State.
4. To forward the Developmental programmes of Universities and Colleges in the State to the University Grants Commission along with its comments and recommendations.
5. To monitor the progress of implementation of such developmental programmes.
6. To promote cooperation and coordination of the Educational Institutions among themselves and explore the scope for interaction with industry and other related establishments.
7. To formulate the principles as per the guidelines of the Government and to decide upon, approve and sanction New Educational Institutions by according permission keeping in view the various norms and requirements to be fulfilled.
8. To suggest ways and means of augmenting additional resources for Higher Education in the State.

1.2. Academic Functions:

1. To encourage and promote innovations in curricular development, restructuring of Courses and updating of syllabi in the University and the Colleges.
2. To promote and coordinate the programme of Autonomous Colleges and to monitor its implementation.
3. To devise steps to improve the standards of Examinations conducted by the Universities and suggest necessary reforms.
4. To facilitate training for teachers in Colleges and Universities.
5. To develop programmes for greater academic cooperation and interaction between University teachers and College teachers and to facilitate mobility of students and teachers within and outside the State.

6. To conduct entrance examinations for admission to institutions of higher education and render advice on admissions.
7. To encourage sports, games, physical education and cultural activities in the universities and colleges.
8. To encourage extension activities and promote interaction with concerned agencies with regional planning and development.
9. To prepare an overview report on the working of the universities and the colleges in the State and to furnish a copy of the report to the University Grants Commission.

1.3. Advisory Functions:

To advise the Government:

1. In determining the block maintenance grants and to lay down the basis for such grants.
2. On setting up a State Research Board so as to link research work of educational institutions with that of the research agencies and industry, keeping in view the overall research needs of the State.
3. On the statutes and Ordinances to various Universities in the State (excluding Central Universities) and on the statutes proposed by the Universities in the State.
4. To work in liaison with the Southern Regional Committee of the All India Council for Technical Education in the formulation of the schemes in the State.
5. To make new institutions self sufficient and viable.
6. On the policy of 'earning while learning'.
7. To perform any other functions necessary for the furtherance of Higher Education in the State.

2. Duties of APSCHE

1. Conduct of survey on the need of Educational Institutions by the localities in all parts of the state, notifying such localities/mandals for sanction of new private unaided degree colleges.
2. According approval to new private unaided degree colleges, private unaided UGC and PG courses in the existing private aided and unaided colleges.
3. Scrutinizing the proposals of shifting of colleges, change of Management etc.
4. According to approvals to new private unaided law colleges and law courses.
5. Undertakes restructuring of courses, updating syllabi at UG and PG level.

6. Conduct of Common Entrance Tests for all professional courses like Engineering, Medical, Agricultural, Planning and Architecture, Physical Education, Bachelor of Education, MCA, MBA, Law courses and PG Professional courses. .
7. Conduct meetings of Vice-Chancellors to discuss academic issues from time to time.
8. Conduct Training Programmes to University / College Teachers, to promote teaching and research
9. Rendering views to the Government on the academic and administrative matters of the Universities and Colleges
10. Ratification of admissions under Category-B quota in Professional Colleges.

II. Powers and Duties of its Officers and Employees

1. Chairman

The Chairman is the official head of the Department. The Chairman shall, by virtue of their office, be a full time member of the Council. It shall be his duty to implement the provisions of APSCHE Act and other Regulations in its functioning. The Chairman may take decision as he may deem necessary on any matter within the purview of the functions of the APSCHE and report the same at the following meeting of the Council. All orders and decisions of the Council are authenticated by the signature of the Chairman. He exercises general supervision and control over the staff under him and he is responsible for seeing that the members of the staff attend to the work allotted to them efficiently and expeditiously. The Vice-Chairmen / Secretary / Deputy Director assist the Chairman.

2. Vice-Chairmen

Vice-Chairmen shall, by virtue of their office be a full time member of the Council. Assist the Chairman and attend the files on the subjects allotted to them.

3. Secretary

The Secretary exercises control over the Sections placed in his charge with regard to Business and Functions of the Council. He / she is responsible for the processing of all the files to the officers concerned. He/she performs such other work as may be desired by the Chairman, under whose direction and control, he/she shall function and assists the Chairman in all activities. In all suits and other legal proceedings by or against the State Council the proceedings shall be signed and verified by the Secretary. The Secretary shall sign the notices of the Meetings of the Council. In the

absence of the Finance Officer, the Chairman authorized the Secretary of the Council to operate the accounts.

4. Deputy Director

The Deputy Director is responsible for all the files relating to the subjects allotted to other officers and staff under him. He/she is directly responsible to the officers under whom he works for the efficient and expeditious dispatch of files. He/she shall perform such other duties assigned by the higher Officers.

5. Assistant Secretary / Assistant Director / Lecturer

The Assistant Secretary / Assistant Director / Lecturer is responsible for all the files relating to the subjects allotted to other staff under him. He/she is directly responsible to the officers under whom he works for the efficient and expeditious dispatch of files. He shall perform such other duties assigned by the higher Officers. He/she should maintain discipline in the sections.

The monthly remuneration received by each of its officers and employees, including the system of compensation as provided in its regulations;

Sl. No.	Designation	Name of the Officer	Monthly Emoluments (in Rs.)
1.	Chairman	Prof. S.Vijaya Raju	1,58,350/-
2.	Vice-Chairman	Prof. P. Narasimha Rao	1,46,885/-
3.	Vice-Chairperson	Prof.V.Valli Kumari	1,79,369
4.	Secretary	Dr. S. Varadarajan	1,67,153
5.	Deputy Director	Sri T.V. Sri Krishna Murthy	87,557
6.	Lecturer	Smt. B.S. Selina	73,827

6. Superintendents / Sr. Assistants / Sr. Accountants

The main duties are to supervise and channelize the files properly and submit along with relevant material to the higher officer and assist the Officers in dealing with cases pertaining to his / her section. He / she is responsible to maintain personal register and dispatching the draft fair copies after comparing the same. He / she is basically the custodian of all files pertaining to their subjects.

7. Private Secretary / Sr. Stenographer

The main duties are to attend to dictations given by the Officers, receives files from sections, maintain secrecy of the Peshi and such other items of work entrusted by the Officer including maintaining the movement of files and tappals.

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

The procedure involved in decision making is by way of consulting the Universities, Council, Government, Committees etc., and convening the meetings wherever necessary. The Chairman disposes of the cases / issues based on the delegation of powers as per the provisions of the APSCHE Act.

IV. The norms set by it for the discharge of its functions

The AP State Council of Higher Education will discharge its functions as per provisions of APSCHE Act and the Regulations made thereon duly obtaining the approvals from the Council, wherever necessary, by placing such proposals before the Government, from time to time, for approval, wherever required.

V. The rules, regulations, instructions manuals and records, held by it or under its control or used by its employees for discharging its functions

The following dealt with by the Council in discharging its functions.

1. Act No.16 of 1988
2. Rules for starting of New Private Unaided Degree Colleges / Law Colleges / Oriental Colleges
3. Rules for starting of New UG & PG Unaided courses in existing Private Colleges
4. Rules for shifting of the premises of Colleges, conversion of colleges from women to co-education and vice-versa, change of management and change of name.
5. A.P. Educational Act 1982
6. APSCHE Regulations and Service & Disciplinary Rules
7. GOs on the conduct of various Common Entrance Tests
8. GOs on the conduct of admissions into various professional courses
9. UGC Regulations on various aspects.

VI. A statement of the categories of documents that are held by it or under its control

Same as above.

VII. The 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 implementation thereof

1. Conducting meetings of the Vice-Chancellors of the Universities which helps in taking policy decisions on the issues common to all the Universities.
2. Conducting the Councils meeting once in three months which helps to review and take policy decisions on issues and challenges of Higher Education.
3. Conducting meetings with the service associations i.e. managements of the colleges, teaching associations, non-teaching associations, students associations etc., in formulation of policies.

VIII. A statement of the 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.

1. The Council used to constitute committees on academic and administrative issues so as to render the views to the Government. The views of the committees are accessible to the public. The details of the committees constituted for various purposes will be placed in the website of the Council from time to time.
2. The Council used to conduct the meeting of the Vice-Chancellors and the Council once in three months to discuss various issues from time to time and the decisions on the issues are accessible to the public.

IX. A directory of its officers and employees;

AP State Council of Higher Education -			
General No.	Fax No.	Email	Website
08645-274477	-	secretaryapsche@gmail.com	www.apsche.org

Sl. No.	Designation	Name of the Officer	Office
1.	Chairman	Prof. S.Vijaya Raju	08645-274455
2.	Vice-Chairman-I	Prof. P. Narasimha Rao	08645-274499
3.	Vice-Chairman-II	Prof.V.Valli Kumari	08645-274466
4.	Secretary	Dr. S. Varadarajan	08645-274477
5.	Deputy Director	Sri T.V. Sri Krishna Murthy	08645-274479
6.	Lecturer	Smt. B.S. Selina	08645-274467

- X. The monthly remuneration received by each of its officers and employees, including the system of compensation as provided in its regulations;

Sl. No.	Designation	Name of the Officer	Monthly Emoluments (in Rs.)
1.	Chairman	Prof. S.Vijaya Raju	1,58,350/-
2.	Vice-Chairman	Prof. P. Narasimha Rao	1,46,885/-
3.	Vice-Chairman	Prof.V.Valli Kumari	1,79,369
4.	Secretary	Dr. S. Varadarajan	1,67,153
5.	Deputy Director	Sri T.V. Sri Krishna Murthy	87,557
6.	Lecturer	Smt. B.S. Selina	73,827

- XI. The budget allocated to each of its agency, indicating the particulars of all plans, proposed expenditures and reports on disbursements made;

Allocation of the Budget Financial Year 2017-18

(i)	Salaries and Maintenance	:	Rs. 1,78.11
(ii)	Other than Salaries	:	Rs. 35.25
			<u>Rs. 2,13.36</u>

- XII. The manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programmes;

NIL

- XIII. Particulars of recipients of concessions, permits or authorizations granted by it

NIL

- XIV. Details in respect of the information, available to or held by it, reduced in an electronic form;

The details of the information of the Council will be posted in the website of the Council from time to time.

- 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;

Information can be obtained from concerned sections during visiting hours between 4.00 PM to 5.00 PM on all working days.

XVI. The names, designations and other particulars of the Public Information Officers.

1.	First Appellate authority	Prof.S.Varadarajan Secretary AP State Council of Higher Education	08645-274477
2.	Public Information Officer (PIO)	T.V. Sri Krishna Murthy Deputy Director AP State Council of Higher Education	08645-274479

Procedure to obtain information from the A.P. State Council of Higher Education

A person who desires to obtain information as defined under section 2(f) of “Right to Information Act - 2005” shall make a request in writing or through electronic means in any official language to the Public Information Officer, APSCHE.

Section 2 (f) of RTI Act – on ‘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.*

Disposal of the applications submitted under RTI Act:

1. The request for information by a person shall generally be answered under RTI Act as follows

Transfer of application to another Public Authority	:	5 days
Answering RTI Application	:	30 days

2. Where an application is made for an information
 - Which is held by another authority; or
 - The subject matter of which is more closely connected with the functions of another public authority, the application shall be transferred to appropriate authority and inform the applicant as soon as practicable but in no case later than 5 days from the receipt of application .
 - Where a request has been rejected, the information officer shall communicate to the person (a) the reasons for such rejection (b) the period within which an appeal against such rejection may be preferred (c) the particulars of the appellate authority.
 - Information shall ordinarily be provided in the form in which it is sought unless it would disproportionately divert the resources of the public authority or would be detrimental to the safety or preservation of the record in question.

Fee Prescribed

As per section 7 (5) of “Right to Information Act-2005”, the applicant has to pay the prescribed fee along with the application. The fee prescribed varies with the type of information a person requires.

Application fee to accompany request for obtaining information

(i)	in respect of PIOs at village level	:	no cost
(ii)	in respect of PIOs at mandal level	:	Rs. 5/- per application
(iii)	in respect of PIOs at other than above	:	Rs.10/- per application

Fee to be charged for providing information

(i)	Printed material A4 or A3	:	Rs. 2/-
(ii)	Printed material other than above	:	Actual cost
(iii)	Material in 1.44 MB Floppy	:	Rs. 50/-
(iv)	Material in 700 MB CD	:	Rs. 100/-
(v)	Material in DVD CD	:	Rs. 200/-
(i)	inspection of Records	:	Rs. 5/- from 2 nd hour
(ii)	Material to be sent by post	:	Actual postal charges
(vii)	White card holder	:	Free of cost

In case the information to be provided runs into several pages, the applicant is required to pay additional amount to the extent of Rs.2/- per page in addition to postal charges.

The fee is to be paid in the form of a Cheque / DD on any nationalize bank in the name of Secretary, APSCHE, payable at Hyderabad.

XVII. Such other information as may be prescribed and thereafter update these publications every year;

The information will be updated from time to time based on the changes taken place in such information.

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