



Compliance under Section 4(1) (b) of the Right to Information Act, 2005

The particulars of the Organization, Functions and Duties;

- i. The powers and Duties of its officers and employees;
- ii. The procedure followed in the decision making process, including channels of supervision and accountability;
- iii. The norms set by it for the discharge of its functions;
- iv. The rules, regulations, instructions, manuals and records, held by it or under its control or used by its employees for discharging its functions;
- v. A statement of the categories of documents that are held by it or under its control;
- vi. The 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 ;
- vii. 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;
- viii. A directory of its officers and employees;
- ix. The monthly remuneration received by each of its officers and employees, including the system of compensation as provided in its regulations;
- x. The budget allocated to each of its agency, indicating the particulars of all plans, proposed expenditures and reports on disbursements made;
- xi. The manner of execution of subsidy programs, including the amounts allocated and the details of beneficiaries of such programs;
- xii. Particulars of recipients of concessions, permits or authorizations granted by it;
- xiii. Details in respect of the information, available to or held by it, reduced in an electronic form;
- xiv. 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;
- xv. The names, designations and other particulars of the Public Information Officers;
- xvi. Such other information as may be prescribed; and thereafter update these publications every year;





INFORMATION UNDER SECTION 4(1) (b) OF THE ACT

(i) The particulars of its organization, functions and duties:

Name of the Organization	Aditya Institute of Technology And Management (AITAM) (A Private Unaided Engineering College)
Establishment	Registered as Sri Aditya Educational Society Under the Societies Registration Act, XXI of 1860 (Society No. 370 of 2000) Government of Andhra Pradesh.
Address	K.Kotturu, TEKKALI-532201 Srikakulam Dist Andhra Pradesh
Contact	Phone: 09440195534
Website	www.adityatekkali.edu.in

For attainment of its objectives, the AITAM, Tekkali may carry out the following functions:

1. To establish, administer, and manage the Aditya Institute of Technology And Management (AITAM) and to provide all kinds of facilities for its efficient functioning and growth.
2. To make, amend, and modify the rules and regulations, and Byelaws framed under them for Efficient and effective management and administration of the Society.
3. To provide, establish, and train young talent for career in education, research and development activities in Technology and Management including Basic Sciences & Humanities.
4. To conduct test and examinations for the award of degrees, diplomas, and such other distinctions to the candidates so trained and having attained set standards of proficiency.
5. To institute and award, scholarships, prizes, medals and such other distinctions in accordance with the rules and Bye-laws drawn thereof.
6. To fix such fees and other charges as may be laid down in the Bye-laws made under the Rules of the Society and Andhra Pradesh Fee Regulation Committee.
7. To establish, maintain and manage the land and buildings and the other assets of the Institute.





8. To create academic research, administrative, technical, ministerial and other posts under the Society to determine their numbers, qualifications, scales of pay, terms and conditions of service and to make appointments thereof, with provision that the posts so created are in the cadre and scales of pay as approved by the AICTE and UGC from time to time.
 9. To establish well equipped library, computer, and information centres, workshop and resource centres for support function to the educational, research and development activities and dissemination of information.
 10. To provide and promote effective linkages between AITAM and other Institutions in India and abroad in various branches of Engineering, Technology and Management.
 11. To receive grants, gifts and donations, in cash or otherwise or of movable or immovable property of all descriptions.
 12. To file patents and generate, register and secure intellectual property and to take decisions about commercialization of the same in pursuance of the objectives of the Society.
 13. To prepare and maintain accounts and other relevant records and to prepare an annual statement of accounts including the balance sheet of the Society in such forms as may be prescribed by the Government.
 14. To do all such things as may be necessary, incidental or conducive to the attainment of all or any of the objectives of the AITAM, Tekkali.
- (ii) **The powers and duties of its officers and employees**
 The Power and duties of its officers and employees are contemplated in Memorandum of Association of AITAM, Tekkali.
- (iii) **The procedure followed in the decision making process including channels of supervision and accountability:**
 The procedure followed in the decision making process including channels of supervision and accountability is as per Government of India, Government of Andhra Pradesh including AICTE and UGC norms.
- (iv) **The norms set by it for the discharge of its function:**
 Sri Aditya Educational Society rules (amended time to time as per JNTUK, Kakinada, BoG, Academic Council and Board of Studies suggestions) applied and all papers are





dealt accordingly. No delays. Immediately on receipt of the paper within 6 days it will be disposed.

- (v) **Acts, rules, regulations, instructions, manuals and records, held by it or under its control or used by its employees for discharging its functions:**
 Admission rules, regulations set by the AICTE & JNTUK, Kakinada on academic matters. Students discipline and administrative matters as per Government of India and Government of Andhra Pradesh norms.
- (vi) **A statement of the categories of documents that are held by it or under its control:**
1. Correspondence with AICTE, UGC, DST, MHRD, GoI and Government of Andhra Pradesh.
 2. Approval letters of AICTE, UGC and Accreditation letters of NBA & NAAC.
 3. Annual Report of the college.
 4. Audited Statements of Accounts.
 5. Utilization Certificates for the grants-in-aid received.
 6. AICTE Mandatory Disclosure
 7. Students results
 8. Research and Development activities
 9. NSS & Student Activity Centre activities
 10. Memoranda of Understanding/Contracts/Agreements executed with various organisations.
- (vii) **The 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:**
 Not applicable
- (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:**
 Minutes of the Governing Body, Academic Council, Board of Studies and other Committee meetings are not accessible to the public
- (ix) **A directory of its officers and employees:**
 The details are displayed on Institute's Website www.adityatekkali.edu.in
- (x) **The monthly remuneration received by each of its officers and employees including the system of compensation as provided in its regulations:**
 As per AICTE, UGC and Institute Rules
- (xi) **The budget allocated to each of its agency indicating the particulars of all plans, proposed expenditures and reports on disbursements made:**





Every year, BoG approves the Budget depending upon the requirements and recommendations of the various committees, HoDs, Deans, Director & Principal.

- (xii) **The manner of execution of subsidy programmes including the amounts allocated and the details of beneficiaries of such programmes:**
Not applicable
- (xiii) **Particulars of recipients of concessions, permits or authorizations granted by it:**
Not applicable.
- (xiv) **Details in respect of the information available to or held by it reduced in an electronic form:**
Not applicable.
- (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:**
From this website or by making a request to the PIOs by post or by e-mail, the citizens can obtain the accessible information.
- (xvi) **The names, designations and other particulars of the Public Information Officers; In pursuance of Section 5(1) of the Right to Information Act, 2005, Public Information Officer and Appellate Authority:**

Dr. K.B.Madhu Sahu, Principal is designated as Public Information Officer and his contact details are as under:

Aditya Institute of Technology And Management
K.Kotturu, Tekkali-532201
Srikakulam Dist. Andhra Pradesh
Phone : 08945 245666
email: aditya_tekkali@yahoo.com

Prof V.V. Subba Rao, Registrar is designated as Appellate Authority and his contact details are as under:

JNTUK, Kakinada
KAKINADA, East Godavari Dist.



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ADITYA INSTITUTE OF
TECHNOLOGY AND MANAGEMENT



An Autonomous Institution

Approved by AICTE, New Delhi
Affiliated to JNTUK
Recognised by UGC under sections 2(f) & 12(b)
Recognised by Scientific & Industrial Research Organisations (SIROs)
TEQIP Funded College

Andhra Pradesh
Phone : 0884 - 2300900
email: registrar@jntuk.edu.in



Counseling Code

ADIT

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