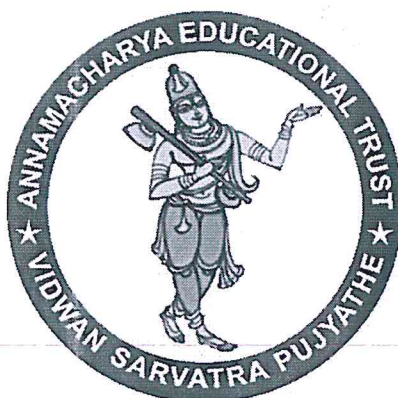


**Statutory Declaration under
Section 4(1)(b) of the RTI Act 2005**



**ANNAMACHARYA INSTITUTE OF
TECHNOLOGY AND SCIENCES
KADAPA**

Address of the Institute

Name of the College : Annamacharya Institute of Technology and Sciences,
Kadapa

Address : Utukur (P), C.K.Dinne (V&M), Kadapa,
Andhra Pradesh – 517102.

Contact No : +91 9603999591

Fax No. : +91 8562-201005

Email ID : aitskadapa@gmail.com

I. The Particulars of Organization, Functions and Duties

Particulars of Organization:

Annamacharya Institute of Technology and Sciences was established in the year of 2010 at kadapa. The college is affiliated to Jawaharlal Nehru Technological University Anantapur, Ananthapuramu. Annamacharya Institute of Technology and Sciences, Kadapa was founded by Sri Choppa Gangi Reddy garu, under the auspices of Annamacharya Educational Trust. He put in all his heart and sinew to raise technocrats and managers of high academic standards and character. In his leadership, Annamacharya Group, consequently, founded three engineering colleges located at different parts in Andhra Pradesh and Telangana.

Annamacharya Institute of Technology and Sciences, Kadapa is an exemplary institution of higher learning with a mission of pursuing excellence in education and research. Having made a humble beginning in 2010 with an annual intake of 300 in five streams, AITS Kadapa now offers graduate engineering degree in Civil, Mechanical, EEE, ECE, CSE and AI&DS. Post graduate programmes in Structural Engineering, Thermal Engineering, VLSI System Design, EPS, and CSE are offered. For this academic year around 1350 students are studying in the campus.

Since its inception, AITS Kadapa is committed to develop and nurture technological education and intends to produce technical manpower of high quality, comparable to the best in the world.

Functions and Duties of the College:

(i) To provide for the advancement of learning and knowledge in engineering, technology, physical and social sciences by teaching, research, experimentation or practical training.

(ii) To provide that form of education which allows students to spend periods of intramural work so that upon graduation not only they possess a range of academic learning but know

- Thinking on new concepts, techniques, practices, in the relevant fields of knowledge and their application to indigenous conditions
- Research relevant to the economic growth of the Country
- Entrepreneurship among the students

Core Values of AITS Kadapa:

Excellence	: Commitment to continuous improvement and innovation in Teaching, Learning, research and extension
Ethics	: Pledge to honesty, integrity, mutual respect, transparency and accountability
Diversity	: Respect to all aspects of diversity
Student First	: Student centric planning and development

Working hours of the office:

Monday to Saturday:

For office: 09:00 AM to 05:00 PM

Lunch Time: 01.00 PM to 02.00 PM

Visiting hours for Public : 9:30 AM to 4:00 PM of every working day.

Duties and Powers of Principal of a College

The Principal shall be the Executive Head of the Institution appointed by the Governing Body of the College and shall exercise general supervision and control over the affairs of the Institution and implement the decisions of all authorities of the Institution. The Principal, unless otherwise provided, shall be the Ex-officio Member Secretary of the Governing Body, Chairman of the Academic Council and the Finance Committee. The responsibilities of the principal are:

1. To ensure that the Memorandum of Association, the Rules, Bye-laws and Regulations of the Institution are duly observed and implemented.
2. To re-delegate some of his powers to any of his subordinate officers with the Concurrence and approval of the Governing Body.
3. To exercise general control over the affairs of the Institution and be responsible implementation of recommendations of the various committees of the Institution.
4. To convene meetings of the various bodies of the Institution.
5. To prepare the agenda items, coordinate the conduct of meetings, record the minutes and arrange for follow-up actions for the development of the Institution.
6. To apply to AICTE (for extension of approval, sanction of new programs and courses and variation in intake).
7. To apply to JNTUA, Ananthapuramu for affiliation.
8. To apply for accreditation to different agencies like NBA, NAAC etc
9. To ensure timely correspondence with APSCHE, Commissioner of Technical Education, Convener EAMCET, Convener ECET, Convener PGECET for Student admissions and other relevant matters.
10. To correspond with Social Welfare Department (for submission of scholarship applications for students of AITS Kadapa), and all other relevant Govt. offices (like office of the District Collector for attending meetings on anti-ragging).
11. To send statistical data to State Government and University Grants Commission, New Delhi etc. and other apex agencies.
12. To comply with all statutory obligations pertaining to the Institution.
13. To conduct internal, end and other examinations.
14. To maintain student discipline and orderly functioning of AITS Kadapa and for Taking all the decisions in this regard with the help of the disciplinary Committee.

15. To inculcate discipline, decency, decorum and dignity among the faculty and staff of AITS Kadapa.
16. To be responsible for the general amenities and arrangements for students and employees of AITS Kadapa.
17. Any other work assigned by the Chairman/Special Officer connected with the development of AITS Kadapa.

About Right to Information Act 2005

Right to Information Act 2005 mandates timely response to citizen requests for government information. It is an initiative taken by Department of Personnel and Training, Ministry of Personnel, Public Grievances and Pensions to provide a RTI Portal Gateway to the citizens for quick search of information on the details of first Appellate Authorities, PIOs etc. amongst others, besides access to RTI related information / disclosures published on the web by various Public Authorities under the government of India as well as the State Governments.

Appellate Authority the Institution:

Dr. A. Sudhakara Reddy

PRINCIPAL

Annamacharya Institute of Technology & Sciences, Kadapa

Utukur(P), C.K.Dinne(V&M)-516003

Kadapa (Dist)

Ph. +919603999591

E-mail: aitskadapa@gmail.com

Public Information/Relation Officer:

M. Prasad

Account Officer, Administration office

Annamacharya Institute of Technology & Sciences, Kadapa.

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Kadapa (Dist)

Ph.+91-7013053305