



**GOVERNMENT DEGREE COLLEGE,**  
**RAYACHOTY, ANNAMAYYA DISTRICT, A.P.516269**  
(Accredited with C grade by NAAC)



Dr. P. HARSHA LATHA, M.Sc.M.Phil.Ph.D  
PRINCIPAL

[rayachoti.jkc@gmail.com](mailto:rayachoti.jkc@gmail.com)  
Phone:9949632906

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# **Statutory Declaration Under Section 4 (1) (b) of the RTI Act, 2005**

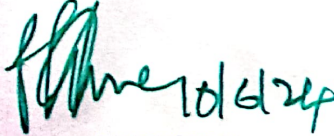
## PARTICULARS OF THE ORGANIZATION

S.No	Title	Details
1	Name of the Organization	Government College, Rayachoty, Annamayya Dist. 516269, Andhra Pradesh
2	Postal Address	NH-18, CHITTOOR ROAD, SYAMALAVARI PALLI, RAYACHOTY, Annamayya Dist. 516 269, Andhra Pradesh
3	Website	<a href="http://www.rayachoty.ac.in">www.rayachoty.ac.in</a>
4	E-mail	<a href="mailto:rayachoti.jkc@gmail.com">rayachoti.jkc@gmail.com</a>
5	Affiliation	Yogi Vemana University, Kadapa, Andhra Pradesh
6	Name of the Principal	Dr P. HARSHALATHA, M.Sc., M.Phil, Ph.D
7	Working Hours	10:00 AM to 5:00 PM

The following officers are designated as P.I.O and A.P.I.O, respectively for the Government College, Rayachoty, Annamayya Dist. 516269, Andhra Pradesh

Authority	Name of the Officer	Designation	E-mail id
1 <sup>st</sup> Appellate Authority	Dr P. HARSHA LATHA	Principal	<a href="mailto:rayachoti.jkc@gmail.com">rayachoti.jkc@gmail.com</a>
2 <sup>nd</sup> Appellate Authority	Dr.P. BABU	Regional Joint Director of Collegiate Education	<a href="mailto:rjdce.kadapa1@gmail.com">rjdce.kadapa1@gmail.com</a>
Public Information Officer	U. Prasad	Lecturer in Commerce	<a href="mailto:rayachoti.jkc@gmail.com">rayachoti.jkc@gmail.com</a>
Assistant Public Information Officer	Kesava Reddy	Junior Assistant	<a href="mailto:rayachoti.jkc@gmail.com">rayachoti.jkc@gmail.com</a>

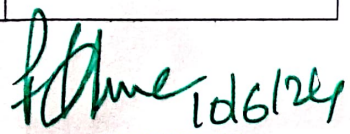


  
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RAYACHOTY

## STUDENT CHAPTER

S.No.	SERVICE		DESCRIPTION	TIME LINE FOR COMPLETION	RESPONSIBLE PERSONS
1	Issue of TCs	A	Current Year	Within 03 working days	Smt. C.Obulamma, Record Assistant
		B	Above 3 years	03 working days	
		C	Above 5 years	07 working days	
		D	Duplicate TC's	15 Days (with production of Police Complaint and notarized affidavit and procedure)	
2	Study cum Conduct certificates	A	Current year	On the sameday	
		B	Beyond current year	03 days	
3	Scholarships (JVD for SC, ST, BC, minority & merit etc.)	--	Disbursement After receipt of sanction orders from the concerned Welfare Department	Within 01 month (JVD procedure to be followed)	Sri Kesava Reddy, Junior Assistant
4	Bus passes Verification	--	(Student shall submit filled-in application for verification in proper form) After Verification, student shall get the signatures of the Principal/Vice-Principal for authentication	1 day	For Verification C Obulamma, Record Assistant For Authentication Principal & Vice - Principal
5	Grievance Redressal	A	Finance Related (Grievance on Payment of Scholarships)	2-7 days (basing on the gravity of the issue)	Sri. Kesava Reddy, Junior Assistant
		B	Academic related issues		Vice-Principal
6	Admissions:	A	Admission Procedure and time frame for admissions	As per the guidelines of the affiliating university concerned 03 Days	Vice-Principal



  
 10/6/24  
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