

A.P. STATE COUNCIL OF HIGHER EDUCATION
P.O.Box # 34, Opp. Mahavir Hospital, Mahavir Marg, Masab Tank, Hyderabad - 28

RIGHT TO INFORMATION ACT 22 OF 2005
RIGHT TO INFORMATION AND OBLIGATION OF PUBLIC AUTHORITIES
(publish within one hundred and twenty days i.e. 22.09.2005)

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

Sl.No	SUBJECT	INFORMATION
1.	The particulars of its organization, functions and duties	Annexure - I
2.	The powers and duties of its officers and employees	Annexure - II
3.	The procedure followed in the decision making process, including channels of supervision and accountability	Annexure - III
4.	The norms set by it for the discharge of its functions	Annexure - IV
5.	The rules, regulations, instructions manuals and records, held by it or under its control or used by its employees for discharging its functions	Annexure - V
6.	A statement of the categories of documents that are held by it or under its control	Annexure - VI
7.	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	Annexure - VII
8.	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.	Annexure - VIII
9.	A directory of its officers and employees;	Annexure - IX
10.	The monthly remuneration received by each of its officers and employees, including the system of compensation' s provided in its regulations;	Annexure - X
11.	The budget allocated to each of its agency, indicating the particulars of all plans, proposed expenditures and reports on disbursements made;	Annexure - XI
12.	The manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programmes;	Annexure - XII
13.	Particulars of recipients of concessions, permits or authorizations granted by it	Annexure - XIII
14.	Details in respect of the information, available to or held by it, reduced in an electronic form;	Annexure - XIV
15.	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;	Annexure - XV
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17.	Such other information as may be prescribed and thereafter update these publications every year;	Annexure - XVII

Annexure – 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 or Research and

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:
FUNCTIONS OF THE COUNCIL

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 over all 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 where ever 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 re-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.

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 of teachers in Colleges and Universities.
5. To develop programmes for greater academic cooperation and inter-action 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 State and to furnish a copy of the report to the University Grants Commission.

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.

The following are the Duties of APSCHE

1. Sanction of new Private Unaided Degree Colleges, UG and PG Courses.
2. Undertakes restructuring of courses at UG and PG level.
3. Conduct of Common Entrance Tests for all professional courses like Engineering, Medical, Agricultural, Planning and Architecture, Physical Education, Bachelor of Education, MCA, MBA and Law courses. .
4. Supervises online admission process into Engineering, MCA, MBA and B.Ed. Courses through six centers in the State, viz., Hyderabad, Warangal, Visakhapatnam, Guntur, Tirupati and Kadapa.
5. Conduct of Vice-Chancellors meetings regularly to discuss academic issues.
6. Conduct of Vice-Chancellors meeting with the Governor.
7. Introduction of security features in Degree certificates for the degrees awarded by Universities..
8. Authentication of Degrees and Diplomas by developing Olive Data Base for US & Other Consulates.
9. Formation of A.P. Consortium of Universities.
10. Joint Academic Network based on collaboration with foreign universities.
11. Co-ordinating issues relating to block grants to the universities.

12. Introduction of e-Learning programme in Data Warehousing and Data Mining.
13. Re-examining and updating common core UG syllabus.
14. Restructuring the Course content by incorporating soft skills and personality development required for employability.
15. Promoting Teacher Training Programmes in core areas.
16. Conducting Seminars & Workshops on issues related to Higher Education.
17. Publication of 'Profile of Higher Education : Andhra Pradesh'.
18. Encourage Youth Cultural Festivals in the universities.
19. Promoting expansion of Autonomous Colleges.
20. Conducting Academic Audit of select Engineering and Degree colleges.
21. Publication of 'Profile of Higher Education : Andhra Pradesh'.
22. Conducting Academic Inspections of all Degree Colleges offering PG Courses
23. Promoting expansion of Autonomous Colleges.
24. Conducting Academic Audit of select Engineering and Degree colleges.
25. Conducting Academic Inspections of all Degree Colleges offering PG Courses
26. Conducting Baseline survey in the State for the purpose of identification of potential areas for establishment of New Degree Colleges
27. Establishment of Institute of Information Technology Enabled Services Training (IITEST) to train the students to enhance their communication skills and for placement in various Multi National Companies and conducting 'Graduate Employability Test (GET)' to train the qualified candidates to acquire skills of employability.
28. Entering into MOU with the companies for developing programmes useful to the students and teachers
29. Working in collaboration with Institute of Electronic Governance and IT & C Departments in establishing Knowledge Centres like JKC in order to provide & make engineering students employable in multinational companies.
30. Introduction of Communication Skill component in the syllabi of Degree programmes.
31. Accreditation of Institutes for promoting communication skills.
32. Establishment of Institute of Service Management (ISM).

Annexure - II

POWERS AND DUTIES OF ITS OFFICERS AND EMPLOYEES

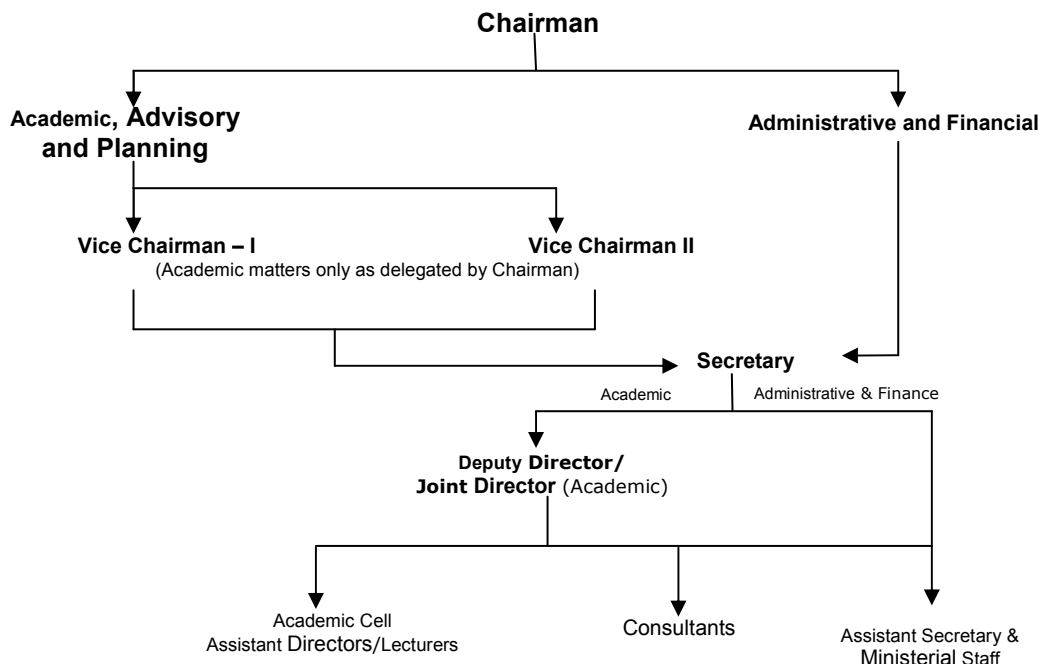
Sl.No	DESIGNATION	DUTIES AND RESPONSIBILITIES
1.	Chairman	<ol style="list-style-type: none"> 1. HEAD OF THE DEPARTMENT 2. Chairman shall, by virtue of his office be the Chairman of the Council. 3. He shall have the power to convene meetings of the Council and of Vice-chancellors. 4. All orders and decisions of the Council are authenticated by the signature of the Chairman. 5. It shall be his duty to see that the provisions of APSCHE Act, the Statutes, the ordinances and Regulations are duly observed and he may exercise all powers necessary for this purpose. 6. He shall have power to interpret the provisions of the Act. 7. He shall assign any work to any of the employees of the Council.
2.	Vice-Chairman	<ol style="list-style-type: none"> 1. Vice-Chairman shall, by virtue of his office be a member of the Council. 2. Assists Chairman in all activities. 3. Look after and guide all academic matters relating to the Council.
3.	Secretary	<ol style="list-style-type: none"> 1. Secretary shall be the custodian of all reports and other properties of the Council. 2. He shall conduct official correspondence of the Council and responsible for the proper maintenance of all the records of the Council. 3. He shall attend the meetings of the Council and record the Minutes of Proceedings. 4. He shall be responsible for the preparation of the financial estimates and annual accounts. 5. He operates all the accounts of the Council 6. He performs such other work as may be desired by the Chairman, under whose direction and control, he shall function and assists the Chairman in all activities.
4.	Joint Director	<ol style="list-style-type: none"> 1. Looks after all the Academic Matters and performs such other duties assigned by the Chairman.

5.	Asst. Directors / Lecturers (Academic Cell)	Deals the academic matters assigned to him/her by the Chairman, such as: <ol style="list-style-type: none"> 1. Processing of the proposals for starting new degree colleges / new courses /PG Courses / shifting of colleges/law colleges etc., under private sector. 2. Issues relating to Autonomous Colleges in the Sate. 3. All academic matters relating to Universities in the State. 4. Release of grants to Universities. 5. Any other academic matter assigned by the authorities of the Council.
6.	Asst. Secretary	He is involved in the : <ol style="list-style-type: none"> 1. Preparation of Budget proposals of APSCHE every year to submit the same to Government. 2. Preparation of Annual Accounts of APSCHE. 3. Maintenance of Cash Books/Registers of all Accounts wings in accordance with the norms prescribed by the Government / State Audit Department. 4. Auditing of the Accounts by State Audit Department / Accountant General 5. Other financial matters assigned by the Secretary and the Chairman.

Annexure - III

Procedure: The following procedure shall be followed while seeking information from A.P. State Council of Higher Education.

- The applicant has to pay ` 10/- in the form of D.D/ Postal Order drawn in favour of The Public Information Officer, APSCHE along with the details of information sought.
- White card holders need not pay any fee.
- The information will be provided within 30 days of receipt of application.
- In case the information to be provided runs into several pages, the applicant is required to pay additional amount to the extent of ` 2/- per page in addition to postal charges.



Annexure - IV

NORMS SET BY APSCHE FOR THE DISCHARGE OF DUTIES

The AP State Council of Higher Education works as per norms prescribed by the Council and the Government from time to time.

Annexure - 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 Rule – Books / Reports, Manuals are available in the office:

1. Act No.16 of 1988
2. Rules for starting of New Private Unaided Degree Colleges
3. Rules for starting of New UG Unaided courses in existing Private Colleges
4. Rules for starting of New PG Courses in existing Private Degree Colleges
5. Rules for starting of New Private Unaided Law Colleges
6. Rules for starting of New Private Unaided Oriental Colleges
7. Rules for shifting of the Colleges, conversion of colleges from women to co-education and vice-versa, change of management and change of name.
8. A.P. Educational Act 1982
9. The A.P. State & Subordinate Service Rules
10. The A.P. T.A. Rules including LTC Rules
11. The A.P. Fundamental Rules & Leave Rules
12. The A.P. Financial Code
13. The A.P. District Office Manual.
14. The A.P. C.C.A. & Conduct Rules
15. The A.P. Budget Manual
16. Annual reports of the Council
17. APSCHE – Over a Decade
18. Profile of Higher Education book containing list of Engineering, MCA, MBA, Medical, Dental, Nursing, Pharmacy, B.Ed., Law, Post Graduate, Degree and Oriental Colleges, University profiles, fee structure of different courses – University wise, Approved combinations – University wise.
19. Course material of e-Learning programme in Data Warehousing and Data Mining
20. Book on 'Communications-Proficiency Enhancement Programme (C-PEP)'
21. Soft skills course for 1st year Degree students

Annexure - VI

A STATEMENT OF CATEGORIES OF DOCUMENTS THAT ARE HELD BY IT OR UNDER ITS CONTROL

1. A Book on 'Profile of Higher Education in A.P.'
2. A Book on "Speaking and Listening Skills" by Foundation Books (P) Ltd.,
3. A Book on Last Rank of candidates admitted in Engineering and Pharmacy Colleges in AP.
4. Report of the High Power Committee on "The Pattern of EAMCET"
5. Report of the High Power Committee on "Rationalization of Staffing pattern in Universities of AP"
6. Report of the Committee on Preparation of Guidelines for "Standardized Curriculum at UG and PG levels"
7. Report of the Committee on " Implementation on Environmental Studies Programme in the Colleges
8. Report of the Committee on " Uniformity in Service Rules of Teachers working in the Universities of A.P."
9. Annual Report of APSCHE – 2008-09
10. APSCHE ' OVER A DECADE' (1988-1998)

Annexure - VII

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

Representations from the public and other stakeholders shall be taken into consideration as and when necessary while formulating policies.

Annexure - 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.

AP State Council of Higher Education has appointed several committees to make reforms in Higher Education. The following are the committees and their terms of reference.

SCIENTIFIC STUDY ON RATIONALIZATION OF STAFFING PATTERN IN AP STATE UNIVERSITIES

The AP State Council of Higher Education has constituted a **High Power Committee to conduct a scientific study on rationalization of staffing pattern** in the AP State Universities. The Members of the Committee are :

1.	Dr. M. Ananda Krishnan Former Vice-Chancellor, Anna University	Chairman
2.	Prof. M.I. Savadatti Former Member, University Grants Commission Former Vice-Chancellor, Mangalore University	Member
3.	Prof. Jandyala B.G. Tilak Senior Fellow & Head, Educational Finance Unit, National Institute of Educational Planning & Administration, New Delhi – 110016	Member
4.	Prof. Bhanoji Rao Formerly Professor of University of Singapore	Member

The objective of constituting this Committee is :

1. To assess the staff requirement.
2. To identify strengths and potential areas of excellence in each university.
3. To lay down the basis for fixing block maintenance grants.
4. To apportion appropriate resources for development expenditure.

Committee visited all Universities in the State and collected required data and submitted its report to the Council. The report of the Committee is beneficial in the allocation of block grants and in the recruitment of desired number of faculty and also useful to improve quality in teaching and to focus training and research towards the societal requirements.

The Report of the Committee was discussed in the meeting of the Vice-Chancellors and the final recommendations will be sent to the Government.

Study on the pattern of EAMCET

The AP State Council of Higher Education has constituted a **High Power Committee to examine the pattern of existing system of EAMCET**. The Members of the Committee are :

1.	Dr. P. Dayaratnam Former Vice-Chancellor, JNT University	Chairman
2.	Dr. G. Shamsunder Former Vice-Chancellor NTR University of Health Sciences	Member

3.	Dr. I. V Subba Rao Former Vice-Chancellor Acharya NG Ranga Agricultural University	Member
4.	Sri T. Venka Reddy, IAS (Retd.) Former Director of Collegiate Education, Govt. of AP	Member
5.	Sister Romana Fernandes Former Principal, St. Francis College for Women	Member

Terms of Reference of the EAMCET Committee :

1. To formulate procedure for conducting the Workshops in the identified cities in the State.
2. To obtain the views and to elicit the opinion from different cross sections of the public including parent associations and student bodies.
3. To suggest suitable criteria and formats for an appraisal and analysis of the views of the participants in Workshops.
4. To examine whether EAMCET be continued in the present form.
5. To suggest reforms to improve upon the existing EAMCET pattern.
6. To prepare a report with recommendations within six months.

Committee interacted with the Conveners, Regional Coordinators of EAMCET and the Vice-Chancellors, Officials of Board of Intermediate etc. Committee also Designed a questionnaire and kept in the Website and circulated at the work- shops to get opinion from the stakeholders.

The Committee conducted workshops at 6 places i.e. Vijayawada, Warangal, Tirupati, Anantapur, Vizag and Hyderabad to receive opinion from the stake holders and also examined the pattern of EAMCET system in other states. The Committee submitted its report to the State Council on 31st March, 2005.

The Recommendations of the Committee were placed before the stake holders through press with a view to receive valuable inputs from the stake holders and different sections of the society.

The AP State Council of Higher Education has conducted a feed back meeting with the eminent academicians, selected Managements of the Colleges, Selected Media Persons, Selected Political Leaders etc. and recorded their opinion.

Further, the Council also convened a round table meeting with the Teachers of Junior Colleges, Association of Junior Colleges and other eminent academicians and sought their opinion on "steps for improvement the Intermediate Education" in AP State. The Recommendations of the roundtable was intimated to the Government for constitution of a high level Committee.

Implementation of Environmental Studies program in the Colleges

The AP State Council of Higher Education has constituted an **Expert Committee to examine the implementation of Environmental studies program** in the colleges of AP State and its content. The Members of the Committee are :

1.	Prof. T. Shivaji Rao Prof. of Environmental Studies, Andhra Univ. (Retd.)	Chairman
2.	Prof. K. Purushotham Reddy Prof. of Environmental Studies, Osmania Univ. (Retd.)s	Member
3.	Prof. B. Sudhakar Reddy Professor in Environmental Studies & Dean of Research, Indira Gandhi Institute of Development Research Mumbai-400 065	Member
4.	Prof. U. Tataji Vice-Chairman, AP State Council of Higher Education.	Convener

Committee prepared separate syllabi for Engineering and Non-Engineering streams in Environmental Studies. Revised syllabi intimated to all universities for implementation w.e.f. 2005-2006. A two day workshop was convened with the Experts on the Course Material prepared by the Members of the Committee. The Council is planning to convene a training program in each university area to the Teachers teaching the subject of Environmental Studies.

Introduction of Communication skills (Oral and Aural skills) component into I & II year General English curriculum of UG Program with an aim .

The AP State Council of Higher Education has introduced Communication skills (Oral and Aural skills) component into I & II year General English curriculum of UG Program with an aim.

1. To train young graduates
2. To capture employment opportunities at global level.

Steps are taken to introduce the component from the ensuing academic year 2005-06 in all Colleges of the State.

Preparation of guidelines for standardized curriculum at UG and PG level courses :

The AP State Council of Higher Education has constituted a **High Power Committee to prepare standardized guidelines for updating syllabi at UG and PG level courses.** The Members of the Committee are :

1.	Prof. R.V. R. Chandrasekhara Rao Former Vice-Chancellor, Dr. BR Ambedkar Open University	Chairman
2.	Prof. M. Malla Reddy Former Vice-Chancellor, Osmania University	Member
3.	Prof. P. R. Naidu Former Vice-Chancellor, Sri Krishnadevaraya University	Member
4.	Dr. I.V. Subba Rao Former Vice-Chancellor, Acharya NG Ranga Agrl. University	Member
5.	Prof. Rammohan Rao Dean, Indian School of Business	Member
6.	Prof. Govindarajulu Dean, Academic, International Institute of Information Technology	Member
7.	Prof. P. Reddanna Professor of Animal Sciences School of Life Sciences, University of Hyderabad	Member
8.	Prof. Ghanta Subba Rao State Chief Information Officer President, Institute of Electronic Governance Department of IT & C, Govt. of AP	Member
9.	Prof. U. Tataji Vice-Chairman, AP State Council of Higher Education	Convener

The objective for constituting the Committee is :

- To examine the existing pattern of course structure
- To suggest guidelines to prepare standardized curriculum at UG & PG level courses.

Committee met 3 times and reviewed the developments at National and Global levels. Recognized the importance to bring changes with an objective –

- To introduce element of flexibility and lab/filed work into curriculum
- To make soft skills, computer skills as an important part of curriculum.

Council is taking steps to constitute subject expert Committees with academia and industry and eminent persons in the public life.

- To design job – industry oriented syllabi.
- to incorporate Research component in the syllabi.

The Committee submitted its report to the Council and it will be discussed in the meeting of the Vice-Chancellors on 9.9.2005.

Study to bring uniformity in the service rules of the teachers working in the universities

The AP State Council of Higher Education has constituted an expert Committee

- To examine the existing rules in each university.
- To prepare common draft rules applicable to all teachers working in the universities to avoid anomalies .
- To examine the implementation of academic calender etc.

Expert Committee with the following Members :

1.	Prof. M. Gopalakrishna Reddy Former Vice-Chancellor, Andhra University 9-6-43, Shivaji Palem, Visakhapatnam - 530017	Chairman
2.	Prof. L. Venugopal Reddy Vice-Chancellor, Andhra University Visakhapatnam - 530003	Member
3.	Sri IYR Krishna Rao. IAS	Member

	Principal Secretary to Govt. Finance Department, Govt. of AP	
4.	Dr. K. Laxminarayana, IAS Director of Collegiate Education Govt. of Andhra Pradesh	Member
5.	Prof. M. Mutha Reddy Registrar, Osmania University Hyderabad - 7	Member
6.	Prof. B.C. Jinaga Registrar, JNT University Kukatpally, Hyderabad	Member
7.	Prof. E. Satyannarayana Former Registrar, Professor of Statistics SV University, Tirupati	Member

The Committee met various times and also interacted with the Representatives of APFUTA. The Committee finalized and submitted Report to the Council. The Council will initiate action on the Recommendations of the Report.

Establishment of Private Universities in A.P. State

The Government has constituted an expert committee:

- To examine the need and issues for establishment of new universities.
- To evolve a regulatory mechanism on the Educational Institutions functioning in the State with a view to improve quality in Higher Education.
- To obtain required information on the available facilities in the PG Centres. Committee examined the data on the available
- Infrastructural and academic facilities in the PG centres of the Universities and functioning of study centres of other state universities located in AP.

Members of the Committee

1. **Prof. K.C. Reddy**
Chairman, AP State Council of Higher Education
2. **Prof. A.Gnamam**
Former Director, NAAC, 31-III Cross Sheet, Kaveri Nagar, Reddiar Palyam, PONDICHERY – 605 010
3. **Dr.D.Swaminadham**
Vice-Chairman, State Planning Board, Former VC, JNTU and Former Member, Planning Commission, Plot No.207, Shamkaram Road, Ameerpet, Hyderabad – 016.
4. **Justice A. Gopala Rao**
Retd., High Court Judge, Plot No.207, JB Apartment Gagan Mahal, Hyderabad – 029
5. **Prof. C.Subba Rao**
Former Chairman, APSICHE 502, Siva Sai Sannidhi, Hindinagar, Punjagutta Hyderabad – 034.
6. **Dr.G. D. Sharma**
Director, Consortium for Education Communications, PB No.10502, NSC Campus, Aruna Asaf Ali Marg, New Delhi – 67.
7. **Prof. A.Prasanna Kumar**
Former Rector, Andhra University 74/8, MVP Colony, Visakhapatnam – 22.

Committee is examining the need and feasibility of establishing universities in the State including private universities and to evolve a suitable and appropriate mechanism for all institutions of higher learning located in the State.

Committees suggested by His Excellency the Governor of AP and Hon'ble Chancellor of AP State Universities

His Excellence the Governor of AP and Hon'ble Chancellor of AP State Universities has suggested to constitute following High Power Committees to work on (1) Common Academic Calendar in all Universities and other Educational Institutions (2) to evolve format for quarterly performance reports of the Universities and (3) to define the infrastructural facilities required in the Colleges that are being run in the State of Andhra Pradesh.

(1) High Power Committee on Common Academic Calendar for the Universities and Colleges in the State of Andhra Pradesh:

- (i) Chairman, A.P. State Council of Higher Education, Hyderabad
- (ii) Principal Secretary to Govt., Higher Education Dept.,
- (iii) Commissioner of Collegiate Education, Govt., of A.P., Hyderabad
- (iv) Vice-Chancellor, Osmania University, Hyderabad.
- (v) Vice-Chancellor, Andhra University, Visakhapatnam

- (vi) Vice-Chancellor, Sri Venkateswara University, Tirupati.
- (vii) Vice-Chancellor, Palamuru University, Mahabubnagar.
- (viii) Prof.Mohd.Suleman Siddiqui, Ex.Vice-Chancellor, Osmania University.
- (ix) Prof.Vishnuvardhan Reddy, Director, Academic Audit Cell, Osmania University.

(2) High Power Committee to evolve format for quarterly performance reports of the Universities:

- (i) Chairman, A.P. State Council of Higher Education, Hyderabad
- (ii) Principal Secretary to Govt., Higher Education Dept.,
- (iii) Vice-Chancellor, Acharya Nagarjuna University, Guntur.
- (iv) Vice-Chancellor, Kakatiya University, Warangal.
- (v) Vice-Chancellor, Yogi Vemana University, Kadapa.
- (vi) Vice-Chancellor, Vikrama Simhapuri University, Nellore.
- (vii) Vice-Chancellor, Rajiv Gandhi Univ. Of Knowledge Technologies.
- (viii) Prof.Kannan, Pro-Vice-Chancellor, University of Hyderabad.
- (ix) Prof.B.C.Jinega, former Rector, JNT University, Hyderabad

(3) High Power Committee to define the infrastructural facilities required in the Colleges:

- (i) Chairman, A.P. State Council of Higher Education, Hyderabad
- (ii) Principal Secretary to Govt., Higher Education Dept.,
- (iii) Commissioner of Technical Education, Govt. of A.P., Hyderabad.
- (iv) Vice-Chancellor, JNT University, Hyderabad.
- (v) Vice-Chancellor, JNT University, Kakinada.
- (vi) Vice-Chancellor, JNT University, Anantapur.
- (vii) Vice-Chancellor, Rayalaseema University, Kurnool.
- (viii) Prof.P.Dayaratnam, former Vice-Chancellor, JNT University, Hyderabad.
- (ix) Prof.Bhaskar Rao, former Registrar, Kakatiya University Warangal.

The above committees have submitted the reports. The reports of the Committee were put for discussion in the meeting of the Vice-Chancellors' with His Excellency the Governor of A.P and the Chancellor of A.P. State Universities. The Hon'ble Governor have directed all the Universities to implement the recommendations of the Committees.

OTHER PROGRAMMES UNDERTAKEN BY AP STATE COUNCIL OF HIGHER EDUCATION (APSCHE)

Institute of Service Management (ISM)

ISM aims to establish and implement practices and standards in education in the State in order to impart knowledge to empower youth through improved employability with the support and involvement of stakeholders. Programs of ISM aim at enhancing graduate employability.

Activities of ISM

Career Awareness and Recruitment Drive (CARD) program:

CARD creates a platform where the companies can interact with the students and create awareness among them. The companies can simultaneously recruit students possessing the requisite skill sets.

Towards this end, the Institute of Service Management (ISM), APSCHE has initiated a drive to create awareness about the various jobs available in various sectors and help enable campus placements.

Objectives:

- The CARD is designed to give students, faculty, managements of Colleges and Universities an idea on how to help improve the employability of students through appropriate skill enrichment by bridging the educational rural-urban divide.
- It is also aimed to empower the teaching community by creating an awareness of the important skill sets required by students in the current scenario.
- The CARD is expected to give first hand information to the teachers and the students about the expectations and availability of jobs and the required job profiles for which students have to prepare.

Train the Trainer Programs:

The ISM, APSCHE has devised training programs for English teachers to enable them to impart the Speaking and Listening Skills component of the *UG I and UG II* English effectively to students. About 2200 UG English teachers pertaining to 1000 Unaided Colleges have been trained in the use of the new text books developed for the English Language lab. This program has been extended to

Environmental Studies wherein already 500 Undergraduate teachers have been trained.

Train the Trainers Programs in English

From	To	University	No. attended
13.07.09	17.07.09	SVU, Tirupati	44
27.07.09	31.07.09	SKDU Anantapur	44
17.08.09	21.08.09	ANU, Guntur	45
25.08.09	29.08.09	KU, Warangal	53
14.09.09	18.09.09	AU, Visakhapatnam	40
Total			226

Training Institutes (Foundation Course in Communication Skills - FCCS)

To address the needs of the students, APSICHE has accredited some private organizations to promulgate Soft Skills and Professional Skills in them. It has also trained and accredited mentors to act as facilitators at these APSICHE accredited Centers. It has also designed and developed self-instructional multimedia courseware for the Foundation Course in Communication Skills to be used at all these Training Institutes. The examinations for this course are in an online format.

Finishing Schools

The need for skilled manpower has become one of the major challenges for employers. The graduates and post-graduates have difficulty in finding employment in the job market because there is a considerable skill gap between the academic knowledge gained by them in conventional courses and the skill set required of the industry. In order to bridge this gap APSICHE has taken up the initiative in bringing the Universities and Industry together to launch courses, which address specific skill requirements of companies. These are **add on** courses, which are open to the students as well as unemployed youth.

The courses include PG Diploma in Financial Services, Medical Transcription, Banking & Insurance, Tourism & Hospitality, Certificate courses in Radio and Television and Retail Management. The courses are of different duration – ranging from three months to one year depending on the complexity of the course. Admissions into these courses will be made on entrance test followed by interview. Initially the following two courses were introduced in the Universities

Name of the course introduced	Universities at which introduced	Intake
Post Graduate Diploma in Financial Services	Andhra Univ., Kakatiya University and Sri Venkateswara Univ.	180
Post Graduate Diploma in Medical Transcription	Osmania University and Andhra University	80

21st CENTURY GURUKULAMS

21st century gurukulams are administered by the universities in AP given in the list below through a Consortium known as Consortium of Institutions of Higher Learning (CIHL) which is one of the arms of the Andhra Pradesh State Council for Higher Education (APSICHE). The following are the universities that are part of the consortium.

- Andhra University
- Acharya Nagarjuna University
- Dravidian University
- Kakatiya University
- JNT University
- Osmania University
- Sri Venkateshwara University
- Sri Krishnadevaraya University
- Telugu University

VISION

The 21st Century Gurukulam (21CG) is a new educational program designed to provide enhanced opportunities for gifted rural youth of Andhra Pradesh. A 21CG is envisioned as a self-sustaining, self-governing, and self-supporting community, modeled after the ancient Gurukulam and the modern-day Kibbutz. Its primary purpose is to provide remedial education and IT training leading to a postgraduate degree in IT for the current top 1% of the rural youth. A secondary goal is to enable them to succeed in national entrance examinations, such as IIM and UPSC examinations.

ACADEMIC PROGRAMMES

Information Technology (IT) Certificate

The duration of IT Certificate is 4 months. After successful completion of the IT Certificate students will be able to:

- Assemble Computer Hardware
- Install System and Application Software

- Use MS Word to create documents, letters, etc...
- Use MS Excel to create spreadsheets, financial reports, etc...
- Use MS Power Point to create effective presentations
- Develop simple computational algorithms
- Use simple data structures to organize data in algorithms
- Analyze algorithm correctness and efficiency

IT Certificate Courses

Post Graduate Diploma in Information Technology (PGDIT)

The typical duration of PGDIT is 8 months after the IT Certificate. After successful completion of PGDIT students will be able to:

- Develop object oriented programs using Java technology
- Implement simple data structures and algorithms using Java technology
- Develop simple and effective user interfaces for software systems
- Design and develop simple database applications
- Design simple software systems using UML
- Develop programming scripts using PERL and Python
- Design and Troubleshoot simple computer networks
- Apply simple data mining techniques to analyze data and discover knowledge from it

Master of Science in Information Technology

The typical duration of MSIT is 2 years after PGDIT. After successful completion of MSIT students will be able to:

- Troubleshoot computer hardware and software problems
- Use complex features of MS Office
- Analyze complex software programs
- Implement advanced data structures and algorithms to solve complex computational problems
- Develop effective user interfaces for complex software systems
- Develop advanced database applications
- Design large scale software systems using design patterns
- Rapidly develop software prototypes using PERL and Python
- Design and Troubleshoot campus wide area network
- Implement network programs
- Specialize in one of the following domains:
 - Software Engineering
 - e-Commerce Technologies
 - Computer Networks
 - Language Technologies

Annexure - IX

A DIRECTORY OF OFFICERS AND EMPLOYEES

Sl. No.	Designation	Name of the Officer	Directory	
			Office	Residence
1.	Chairman	Prof. P. Jayaprakash Rao	040-23311879	040-27113089
2.	Vice-Chairman	Vacant	040-23311877	
3.	Vice-Chairman	Vacant	040-23311593	
4.	Secretary	Dr. P. Sathi Reddy. I/c	040-23311875 040-23311470 (F)	040-27070966
5.	Joint Director	-	040-23311469	040-23320248
6.	Assistant Director	Dr. P Sathi Reddy	040-23300437 (ext-32)	
7.	Assistant Director	Sri T.V. Sri Krishna Murthy	040-23310395 (est-51)	
8.	Assistant Director	Vacant	---	
9.	Lecturers	Sri. G. Bhanumurthy	040-23300437 (ext-31)	
10.	Lecturers	Ms. B. Rajani	040-23300437 (ext-36)	
11.	Lecturers	Sri. P Venugopal Rao	040-23300437 (ext-33)	
12.	Lecturers	Smt P Syama	040-23300437 (ext-35)	
13.	Asst. Secretary	Sri Ch. Surya Prakash	040-23311594 (Ext-40)	
14.	Standing Counsel	Sri.C.Sudesh Anand		
15.	Consultant	Sri S.P.V. Sarabhaiah		
16.	Consultant	Sri. K. Yada Reddy		
17.	Consultant	Vacant	---	
18.	Superintendent	Sri B. Rambabu	040-23311594 (ext-42)	
19.	Private Secretary	Smt.V.Anjana Devi	040-23311594 (ext-50)	
20.	P.A. (Sr.Steno)	Smt.N.Anjani Devi	040-23311594 (ext-37)	
21.	Sr.Accountant	Smt.K.Kavitha	040-23310395 (ext-46)	
22.	Sr.Accountant	Sri.B.C.Ramakrishna	040-23311594 (ext-39)	
23.	Sr.Accountant	Smt. K.Bhanureka	040-23311594 (ext-41)	
15.	Computer Operator	Sri. T.V.Gangadhar	---	
16.	Data Entry Operator	Sri. D.Sreenatha Reddy	---	
17.	Jr. Stenographer	Smt.K.Sunitha	---	
18.	Jr. Stenographer	Smt. B.V.Sarala	---	
19.	Clerk-cum-Typist	Smt. V.Sasikala	---	
20.	Junior Assistant	Kum.B.V.Ashoka Rani	---	
21.	Typist-cum-Assistant	Mr.T.Narsing Rao, Office Subordinate	---	
22.	Roneo Operator	Sri. M.V.S.N.Raju	---	
23.	Record Assistant	Sri. N.Anjaneyulu	---	
24.	Driver	Sri. M.Rambabu	---	
25.	Driver	Sri. M.Ramulu	---	
26.	Driver	Sri. B.Anil Kumar Singh	---	
27.	Officer Subordinate	Sri Md.Nazeer	---	
28.	Officer Subordinate	Sri P.Sri Hari	---	
29.	Officer Subordinate	Sri. D.Mallesham	---	
30.	Officer Subordinate	Smt.P.Geetanjali	---	
01.	Director ISM	Dr. P. Sathi Reddy - I/c	040-23310328 (ext - 48)	040-27110111
02.	Co-ordinator, 21st Century Gurukulam	Sri. B.N.V. Satyanarayana	040-23390225	

Annexure – XI

THE BUDGET ALLOCATED TO EACH OF ITS AGENCY, INDICATING THE PARTICULARS OF ALL PLANS, PROPOSED EXPENDITURES AND REPORTS ON DISBURSEMENTS MADE

FINANCIAL YEAR 2004-2005

(in lakhs)

Sl. No.	Head of Account	Estimates	Sanctions	Actual Releases	Actual Expenditure incurred
NON – PLAN (APSCHE)					
01.	310/311 Grant in aid towards salaries	52.28	45.90	45.90	56.83
02.	310/312 Other Grant in aid	62.00	-	-	32.71
	TOTAL	114.28	45.90	45.90	89.54
PLAN (APSCHE)					
01.	310/311 Grant in aid towards salaries	12.79	10.00	10.00	10.33
02.	310/312 Other Grant in aid	35.00	10.00	10.00	11.91
	TOTAL	47.79	20.00	20.00	22.24

FINANCIAL YEAR 2005-2006

(in Lakhs)

Sl. No.	Head of Account	Estimates	Sanctions	Actual Releases	Actual Expenditure incurred
NON – PLAN (APSCHE)					
01.	310/311 Grant in aid towards salaries	53.12	50.80	50.80	5336969.00
02.	310/312 Other Grant in aid	64.25	-	-	3003760.00
	TOTAL	117.37	50.80	50.80	8340729.00
PLAN (APSCHE)					
01.	310/311 Grant in aid towards salaries	13.02	10.00	10.00	1307570.00
02.	310/312 Other Grant in aid	38.00	10.00	10.00	1017021.50
	TOTAL	51.02	20.00	20.00	2324591.50

FINANCIAL YEAR 2006-2007

(in Lakhs)

Sl. No.	Head of Account	Estimates	B.E for 2006-07	Actual Releases	Actual Expenditure incurred
NON – PLAN (APSCHE)					
01.	310/311 Grant in aid towards salaries		60.65	60.65	8127384.00
02.	310/312 Other Grant in aid		-	-	4973118.00
	TOTAL		60.65	60.65	13100502.00
PLAN (APSCHE)					
01.	310/311 Grant in aid towards salaries		10.00	10.00	1049033.00
02.	310/312 Other Grant in aid		10.00	10.00	1000653.00
	TOTAL		20.00	20.00	2049686.00

FINANCIAL YEAR 2007-2008

(in Lakhs)

Sl. No.	Head of Account	Estimates	B.E for 2007-08	Actual Releases	Actual Expenditure Incurred
NON – PLAN (APSCHE)					
01.	310/311 Grant in aid towards salaries	82.39	64.29	64.29	7826583.00
02.	310/312 Other Grant in aid	79.00	-	-	4119000.00
	TOTAL	161.39	64.29	64.29	11945583.00
PLAN (APSCHE)					
01.	310/311 Grant in aid towards salaries	22.03	10.00	10.00	1482849.00
02.	310/312 Other Grant in aid	50.00	10.00	10.00	1103401.50
	TOTAL	72.03	20.00	20.00	2586250.50

FINANCIAL YEAR 2008-2009

(in Lakhs)

Sl. No.	Head of Account	Estimates for 2008-09	B.E for 2008-09	Actual Released	Actual Expenditure Incurred
NON – PLAN (APSCHE)					
DDO : CCE					
01.	310/311 Grant in aid towards salaries	82.97	69.43	69.43	7809930.00
02.	310/312 Other Grant in aid	60.58	10.00	10.00	3411000.00
	TOTAL	143.55	79.43	79.43	11220930.00

PLAN (APSCHE)				DDO : CCE	
03.	310/311 Grant in aid towards salaries	20.14	15.00	15.00	1542592.00
04.	310/312 Other Grant in aid	1268.85	10.00	10.00	1076423.00
	TOTAL	1288.99	25.00	25.00	2619015.00

FINANCIAL YEAR 2009-2010

(in Lakhs)

Sl. No.	Head of Account	Estimates for 2009-10	B.E for 2009-10	Actual Releases during 2009-10	Actual Expenditure Incurred
NON – PLAN (APSCHE)				DDO : CCE	
01.	310/311 Grant in aid towards salaries	115.33	83.32	83.32	10814249.00
02.	310/312 Other Grant in aid	44.80	10.00	10.00	4177351.00
	TOTAL	160.13	93.32	93.32	14991600.00
PLAN (APSCHE & AFRC)				DDO : CCE	
03.	310/311 GIA towards salaries of APSCHE	34.41	30.00	30.00	4456030.00
	310/311 GIA towards salaries of AFRC	32.25			
04.	310/312 Other GIA - APSCHE	17.25	20.00	20.00	1455478.00
	310/312 Other GIA - AFRC	16.20			
	TOTAL	100.11	50.00	50.00	5911508.00
A F R C (PLAN)				DDO : CCE	
06.	310/311 GIA towards implementation of arrears on RPS 2006 of GOI	28.10	00.00	28.10	2549402.00
				<i>Govt. specially sanctioned the grant to implement new PRC of GOI 2006 to two Chairpersons.</i>	
	TOTAL	28.10	00.00	28.10	2549402.00

DETAILS OF BUDGET ESTIMATES SUBMITTED BY APSCHE, SANCTIONED BY THE GOVERNMENT, ACTUAL RELEASES MADE AND ACTUAL EXPENDITURE INCURRED DURING THE YEAR 2010-2011:

FINANCIAL YEAR 2010-2011

(in Lakhs)

Sl. No.	Head of Account	Estimates for 2010-11	B.E for 2010-11	Actual Releases during 2010-11	Actual Expenditure Upto Sep. 10
NON – PLAN (APSCHE)				DDO : CCE	
01.	310/311 Grant in aid towards salaries	120.31	99.98	50.00	91.86
02.	310/312 Other Grant in aid	57.80	10.00	5.00	26.72
	TOTAL	178.11	109.98	55.00	118.58
PLAN (APSCHE)				DDO : CCE	
03.	310/311 Grant in aid towards salaries	24.20	40.00	20.00	18.73
04.	310/312 Other Grant in aid	12.60	25.00	12.50	4.87
	TOTAL	36.80	65.00	32.50	23.60
A F R C (PLAN)				DDO : CCE	
05.	310/311 Grant in aid towards salaries	38.50	00.00	00.00	17.21
06.	310/312 Other Grant in aid	12.85	00.00	00.00	9.58
	TOTAL	51.35			26.79

Note: Expenditure of ` 26.79 lakhs of the O/o AFRC also met out of the grant sanctioned to APSCHE due to non-allocation of grant separately to AFRC.

Annexure - XII

THE MANNER OF EXECUTION OF SUBSIDY PROGRAMMES, INCLUDING THE AMOUNTS ALLOCATED AND THE DETAILS OF BENEFICIARIES OF SUCH PROGRAMMES

NIL

Annexure – XIII

PARTICULARS OF RECIPIENTS OF CONCESSIONS, PERMITS OR AUTHORIZATIONS GRANTED BY IT

NIL

Annexure - XIV

DETAILS IN RESPECT OF THE INFORMATION, AVAILABLE TO OR HELD BY IT, REDUCED IN AN ELECTRONIC FORM

Entire information available is in the form of hard copy and certain information in electronic form.

Annexure - XV

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.

Annexure - XVI

THE NAMES, DESIGNATIONS AND OTHER PARTICULARS OF THE PUBLIC INFORMATION OFFICERS.

1.	State Public Information Officer (Appellate authority)	Prof. P. Jayaprakash Rao (Chairman) AP State Council of Higher Education	Ph: 23311879
2.	Public Information Officer	Dr. P Sathi Reddy, Secretary I/c AP State Council of Higher Education	Ph Office: 23311875 Ph Res: 27070966 Fax: 23311470

Annexure - XVII

SUCH OTHER INFORMATION AS MAY BE PRESCRIBED AND THEREAFTER UPDATE THESE PUBLICATIONS EVERY YEAR

The information available with APSCHE will be updated every year.

PROCEDURE TO OBTAIN INFORMATION FROM THE A.P. STATE COUNCIL OF HIGHER EDUCATION

A person who desires to obtain any information under "Right to Information Act - 2005" shall make a request in writing or through electronic means in any official language of the area to the Public Information Officer and the Secretary, APSCHE.

A .P. State Council of Higher Education has formulated the following norms to answer the representations received from different sections of the people. The representations are classified as follows based on the Information required by a citizen.

1. Service matters
2. Student Admission issues
3. Management issues
4. Legal matters
5. General issues

Disposal of the Representations:

1. The request for information by a person shall generally be answered as expeditiously as possible and in any case within 30 days of the receipt of the request, either to provide information or reject the request.
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.

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.

The A.P. State Council of Higher Education has prescribed the following fee based on the information required by the applicant. 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.

Sl. No.	Particulars	In `
1.	General Information (Information Regarding Universities, Colleges, UG and PG Courses)	150.00
2.	Service Matters	200.00
3.	Student Admission Issues	100.00
4.	Management Issues	1000.00
5.	Rules for starting New Degree Colleges, UG Courses and PG Courses (Each 200/-)	200.00
6.	Rules for shifting of the Colleges, Change of Management etc.,	200.00
7.	Rules for Starting New Law Colleges	200.00
8.	Annual Report of APSCHE	250.00
9.	Committee Reports	1000.00
10.	Book on Profile of Higher Education in A.P.	500.00

Information which is Exempt from disclosure:

As per Section 8 (1) of the "Right to Information Act – 2005", certain information shall not be disclosed to the applicant, as per the conditions prescribed in the section.

1. All the Committee Reports before the decision is taken by the Government and the matter is complete.
2. Personal information, the discloser of which has no relationship to any public activity or interest.
3. Joint Inspection Committee reports of New Degree Colleges, UG and PG Courses.