




Suo moto disclosure of Information under Sec 4 of the Right To Information Act, 2005 for the period 2023-24

Ministry Name: **Ministry of Education, Government of India**
Department Name: **Department of Higher Education**
Public Authority Name: **School of Planning and Architecture, Vijayawada (SPA Vijayawada)**

| S.No. | Details of disclosure | Information | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|-------|---|--|------------|-------------|----------|----------|--|------|----|---|-------------------|--------------------|------------|-----------|---|-------------------------|----------|------------|-------------|---|--------------------------------|-------------------|------------|------------|---|------------------------|----------|------------|------------|---|------------------------|-------------------|------------|------------|---|---------------------------|-------------------|------------|------------|---|-------------------------|----------|------------|------------|---|---------------------------|-------------------|------------|------------|
| 1 | Organization and Function | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 1.1 | Particulars of its organization, functions and duties [Section 4(1)(b)(i)] | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 1.1.1 | Name and address of the Organization | <p>School of Planning and Architecture Vijayawada, Survey No. 4/4, I.T.I Road, Vijayawada Pin Code: 520008, Andhra Pradesh, India. SPAV's permanent campus is located in the heart of Vijayawada city on a site admeasuring 9.66 Acre. URL: https://spav.ac.in/</p> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 1.1.2 | Head of the organization | <p>The Institute is headed by Director, appointed by the Government of India. The present Director is Prof. Dr. Ramesh Srikonda (23.09.2022 onwards) URL: https://spav.ac.in/director.html</p> <p>Details of former Heads of the organization are as follows:</p> <table border="1"><thead><tr><th rowspan="2">S.No.</th><th rowspan="2">Name</th><th rowspan="2">Position</th><th colspan="2">Duration</th></tr><tr><th>From</th><th>To</th></tr></thead><tbody><tr><td>1</td><td>Prof. H.D. Chhaya</td><td>Professor Incharge</td><td>10.11.2008</td><td>Dec. 2009</td></tr><tr><td>2</td><td>Prof. Dr. Shovan K Saha</td><td>Director</td><td>04.08.2009</td><td>26.10. 2012</td></tr><tr><td>3</td><td>Prof. Dr. Srinivasan Sundarraj</td><td>Director Incharge</td><td>27.10.2012</td><td>30.06.2013</td></tr><tr><td>4</td><td>Prof. Dr. N. Sridharan</td><td>Director</td><td>01.07.2013</td><td>30.08.2015</td></tr><tr><td>5</td><td>Prof. Dr. Uday B Desai</td><td>Director Incharge</td><td>31.08.2015</td><td>28.02.2016</td></tr><tr><td>6</td><td>Prof. Dr. Srikonda Ramesh</td><td>Director Incharge</td><td>29.02.2016</td><td>17.11.2016</td></tr><tr><td>7</td><td>Prof. Dr. Minakshi Jain</td><td>Director</td><td>18.11.2016</td><td>17.11.2021</td></tr><tr><td>8</td><td>Prof. Dr. N.V. Ramana Rao</td><td>Director Incharge</td><td>18.11.2021</td><td>22.09.2022</td></tr></tbody></table>  | S.No. | Name | Position | Duration | | From | To | 1 | Prof. H.D. Chhaya | Professor Incharge | 10.11.2008 | Dec. 2009 | 2 | Prof. Dr. Shovan K Saha | Director | 04.08.2009 | 26.10. 2012 | 3 | Prof. Dr. Srinivasan Sundarraj | Director Incharge | 27.10.2012 | 30.06.2013 | 4 | Prof. Dr. N. Sridharan | Director | 01.07.2013 | 30.08.2015 | 5 | Prof. Dr. Uday B Desai | Director Incharge | 31.08.2015 | 28.02.2016 | 6 | Prof. Dr. Srikonda Ramesh | Director Incharge | 29.02.2016 | 17.11.2016 | 7 | Prof. Dr. Minakshi Jain | Director | 18.11.2016 | 17.11.2021 | 8 | Prof. Dr. N.V. Ramana Rao | Director Incharge | 18.11.2021 | 22.09.2022 |
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| 2 | Prof. Dr. Shovan K Saha | Director | 04.08.2009 | 26.10. 2012 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 3 | Prof. Dr. Srinivasan Sundarraj | Director Incharge | 27.10.2012 | 30.06.2013 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| 7 | Prof. Dr. Minakshi Jain | Director | 18.11.2016 | 17.11.2021 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| 1.1.3 | Vision, Mission and Key objectives | <p>Vision To achieve academic excellence in Architecture and Planning through innovating, creating, acquiring and disseminating knowledge using sustainable local and global practices and enhancing the quality of society through responsible built environment. URL: https://www.spav.ac.in/vision.html</p> <p>Mission</p> <ul style="list-style-type: none"> • To comprehend contextual built environment related issues • To analyse physical, socio-economic, cultural, political and ecological dimensions of the human settlements. <p>URL: https://www.spav.ac.in/about.html</p> <p>Key objectives:</p> <ul style="list-style-type: none"> ▪ To create centre of excellence for imparting quality undergraduate, postgraduate, doctoral and post-doctoral education in Planning and Architecture and to provide for instruction and research in Architecture, Urban Design, Building, Town and Country Planning, Housing, Traffic and Transportation Planning, Landscape Architecture and other branches of studies pertaining to Human Settlements and the Environment ▪ To create national level Research and Development centres with special emphasis on Research and Consultancy work in the field of Planning and Architecture ▪ To create National level database centre and Decision Support centre for the preparation and implementation of Settlement and Habitat development programmes for the Government ▪ To create Nodal Centre for mentoring other architecture and spatial planning institutions in the regions ▪ To create a cadre of high caliber faculty members who will be devoted to teaching, research and consultancy in all disciplines that deal with Planning and Architecture. Also, School will be socially responsible institution providing research feedback to the Government for physical development of human settlement. |



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| 1.1.4 | Function and duties | <p>At SPA Vijayawada, academic degree programmes are designed to address physical, socio-economic and environmental challenges, so as to achieve future sustenance and hence to cater to the specific needs of the industry and academics. URL: https://www.spav.ac.in/courseoffered.html</p> <p>Presently, the school has two departments namely, Planning and Architecture. The Department of Planning at SPAV envisions the furthering of existing knowledge and creation of new frontiers in the field of Development and Planning through providing enabling education and training, cutting edge research and professional consultancy in the region.</p> <p>Since 2008, the Department of Planning is involved in shaping young minds through quality education towards making them technically equipped, socially responsible and ethical professionals in the field of Planning.</p> <p>Programmes/Courses offered:</p> <p>1. Undergraduate Programme (4 years full time): Bachelor of Planning</p> <p>2. Postgraduate Programmes (4 years full time):</p> <ol style="list-style-type: none">Master of Environmental Planning Management (MEPM)Master of Urban and Regional Planning (MURP)Master of Transport Planning (MTP) <p>3. PhD in Planning URL: https://www.spav.ac.in/planningdepartment.html</p> <p>The Department of Architecture offers Undergraduate, Postgraduate and Doctoral programmes for achieving excellence in the fields of Architecture. The key objective of these courses is to equip the students with adequate skills required to comprehend various built environment related issues and to analyse physical, socio-economic, cultural, political and ecological dimensions of the human settlements.</p> |



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| | | <p>Programmes/Courses offered:</p> <p>1. Undergraduate Programme (5 years full time): <i>Bachelor of Architecture</i></p> <p>2. Postgraduate Programmes (2 years full time):</p> <p>a. <i>Master of Architecture (Sustainable Architecture)</i> b. <i>Master of Architecture (Landscape Architecture)</i> c. <i>Master of Architecture (Architectural Conservation)</i> d. <i>Master of Building Engineering and Management</i> e. <i>Master of Urban Design</i></p> <p>3. PhD in Architecture URL: https://www.spav.ac.in/architecturedepartment.html</p> <p>The campus is green rated and is equipped with state-of-the art infrastructure such as hostels, central library, ICT enabled teaching atmosphere, high end digital surveillance systems, modern laboratories, spacious studios, classrooms, open air theatres, auditorium, cafeteria, outdoor sports facilities, etc. URL: https://spav.ac.in/library.html; https://spav.ac.in/computer_centre.html; URL: https://spav.ac.in/sports.html; https://spav.ac.in/spav_hostel.html; URL: https://spav.ac.in/lifespav.html</p> |
| 1.1.5 | Organization Chart | <p>The Director is the Principal Academic and Executive Officer of the Institution. The Director acts on the advice of the Registrar regarding the administrative matters and is advised by the respective Dean(s) for the matters on Academic, Research, Development, Faculty and Student affairs.</p> <p>The Building and Works committee regulates all the decisions related to building works, including maintenance and other undertakings. For the financial approvals above the delegation granted to the Director, are obtained through the Board of Governors through the Finance Committee.</p> <p>The Academic decisions are taken in the Senate. The Senate is advised by DUGC (Departmental Under Graduate</p> |



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| | | <p>Committee), DPGC (Departmental Post Graduate Committee) and Advisory Board of Studies. The Senate takes up all the academic matters put up by the Board of Studies of the Department. The Senate also takes up academic issues directly for consideration in certain cases with the approval of the Director and the Chairman. These Committees are approved by the Director.</p> <p>The members of staff of the School shall be classified as under, as per Statute 21:</p> <p>(i) Academic staff: Director, Professor, Associate Professor, Assistant Professor, Professor Training and Placement, and such other academic posts as may be decided by the Board from time to time;</p> <p>(ii) Technical Staff: Technical Officer, Graphic Designer, Senior Technical Assistant, Graphics Assistant, Technical Assistant, Workshop Supervisor/Superintendent, Workshop/Studio Assistant, Communication System Operator, Lab Attendant, and such other technical posts as may be decided by the Board from time to time;</p> <p>(iii) Administrative and other staff: Registrar, Deputy Registrar and Assistant Registrar, Accountant, Estate Officer, Finance Officer and other staff of Finance Wing, Executive Engineer Assistant and Junior Engineer, Medical Officer, Medical Assistant, Nursing Assistant, Section Officer, Private Secretary, Multi Skill Assistant, Personal Assistant, Junior Superintendent, Hindi Assistant, Junior Assistant, Library Assistant, Hostel Assistant-cum-Hostel Caretaker, Office Assistants, Data Entry Operators, and such other Administrative and other staff as may be decided by the Board from time to time. The detailed governance mechanism can be seen from The School of Planning and Architecture Act, 2014. Organisation chart can be seen at the following URL: https://spav.ac.in/2024/rti/Organisation%20Structure%20of%20SPAV2024.pdf</p> |



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| 1.1.6 | Any other details-the genesis, inception, formation of the department and the HoDs from time to time as well as the committees/ Commissions constituted from time to time have been dealt | <p>School of Planning and Architecture, Vijayawada, (SPAV or SPA Vijayawada or the School or the Institute or the Institution, used interchangeably in this document), was established on July 7, 2008 by the Ministry of Education (erstwhile known as Ministry of Human Resource Development), Government of India, as an autonomous institution. It is a premier Centrally Funded Technical Institution (CFTI) directly under the Ministry of Education, for delivering excellence in the fields of Planning and Architecture.</p> <p>The Government of India decided to set up more SPAs in order to meet the increasing need of Architects and Planners in India and spread excellence in architectural and planning education. As a result of various deliberations, the</p> |



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| | | <p>Government of India in the Ministry of Human Resource Development (Department of Higher Education), vide their letter No. F.3-17/2008-TS.VI dated 7th July 2008 conveyed its decision to set up two new Schools of Planning and Architecture during the 11th Five Year Plan (2008-2013), one at Bhopal (Madhya Pradesh) and another at Vijayawada (Andhra Pradesh) under the mentorship of MANIT, Bhopal and SPA, Delhi respectively.</p> <p>SPA Vijayawada was initially registered as School of Planning and Architecture (SPA) Vijayawada Educational Society with the Office of the Registrar of Societies Vijayawada under the Andhra Pradesh Society Registration Act 35 of 2001, on 4th November 2008. Prof. H.D. Chhaya, former Professor of Architecture at SPA New Delhi was appointed as Professor-in-Charge and Consultant for looking after day-to-day works in the SPA Vijayawada. Prof. Chhaya joined his duties w.e.f. 10th November 2008. The institution was temporarily located in the campus of the Acharya Nagarjuna University (ANU), Nagarjuna Nagar, Guntur District, Andhra Pradesh during 2008-11 and subsequently in a private campus at Nidamanuru, Vijayawada rural, during 2011-18.</p> <p>To begin with SPA Vijayawada offered two Undergraduate programmes namely, Bachelor of Architecture and Bachelor of Planning. Admissions to the above courses for the session were through All India Engineering Entrance Examination (AIEEE-2008) conducted by the Central Board of Secondary Education (CBSE), strictly on merit, as per All India Rank and through Central Counselling.</p> <p>In the year 2014, SPAV was declared as the Institution of National Importance in order to promote education and research in architectural and planning studies as per the School of Planning and Architecture Act, 2014 enacted by the Parliament in the Sixty-fifth Year of the Republic of India. From the academic year 2013-14 onwards, Postgraduate programmes and Doctoral degree programmes were introduced in Architecture, and Building Engineering and Management (from 2023-24 onwards). Admissions are through JEE Main exam, GATE exam and/or Direct admissions as per the norms of Government of India.</p> <p>The School has distinguished itself and has grown as a role model in the professional education offering Undergraduate, Post graduate and Doctoral programmes in the fields of Planning and Architecture, while at the same time fostering quality research in these domains. From June 2018 onwards, SPA Vijayawada was functioning from the permanent campus in the heart of Vijayawada city at Survey no. 4/4, I.T.I. Road, Vijayawada.</p> |



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| | | <p>Administrative support is provided by the Registrar of the school, who reports to the Director. Administrative decisions are made by different boards and committees namely, Building and Works Committee, Finance Committee and the Board of Governors. Within the institute, the Director is supported by Dean(s) such as Academic, Planning and Development, Student affairs, Faculty welfare and Research & Development for appropriate functioning of the School.</p> <p>Head of the Department (under Statute 19): Each Department and Centre of the School shall be placed in the charge of a Head, who shall be selected by the Director, from amongst the Professors and Associate Professors of that Department or Centre as per seniority on rotational basis. Provided that if a Department or Centre has no Professor or Associate Professor, the Director may give the additional charge to Head of the Department of other department which is most contemporary or related to that department.</p> <p>Each Academic Department is headed by Head of the Department who is appointed on a rotational basis for a period of 02 years amongst the Professors and Associate Professors of the Department. The Head of a Department or Centre shall hold his post for a term of two years. Provided that after the expiry of his term of office, he shall continue to hold office till the appointment of his successor. Provided further that no person shall head a Department or Centre continuously for a period exceeding three years unless he is specially appointed at least for a second term.</p> <p>URL: https://www.spav.ac.in/about.html URL: https://www.spav.ac.in/planningdepartment.html URL: https://www.spav.ac.in/architecturedepartment.html URL: https://www.spav.ac.in/spavact/Statutes.pdf</p> |
| 1.2 | Power and duties of its officers and employees [Section 4(1) (b)(ii)] | |
| 1.2.1 | Powers and duties of officers (administrative, financial and judicial) | <p>Authorities: The following (and such other authorities as may be declared by the Statutes to be the authorities of the School) shall be the authorities of the School:</p> <p>(i) the Board of Governors as constituted under section 13 of the Act; (ii) the Senate as constituted under section 16 of the Act; (iii) the Finance Committee as constituted under Statute 10; and (iv) the Building and Works Committee as constituted under Statute 12.</p> <p>URL: https://www.spav.ac.in/spavact.html; URL: https://www.spav.ac.in/spavact/Statutes.pdf</p> |



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| | | <p>Powers and functions of the Board of Governors:</p> <p>As per Section 15. (1) of the SPA Act, 2014, The Board shall be the principal executive body of that School. The Board shall be responsible for the general superintendence, direction and control of the affairs of the School and shall have all the powers of School not otherwise provided for by this Act, the Statutes and the Ordinances, and shall have the power to review the acts of the Senate.</p> <p>The powers and functions of the Board are detailed in Section 15 of the SPA Act, 2014.</p> <p>The term of office of the Chairperson or any other Members of the Board shall be five years from the date of his nomination; The term of office of an ex officio Member shall continue so long as he holds the office by virtue of which he is a Member; The term of office of a Member nominated under clause (h) of section 13 (one nominee from Department of Planning and Department of Architecture, by rotation, for a period of two years, in order of seniority) shall be two years from the date of nomination or till he holds the office whichever is earlier; Details are given in Section 14 of the SPA Act, 2014.</p> <p>The current composition of the Board of Governors of the Institute is available on Institute's website. URL: https://www.spav.ac.in/2023/rti/BOG.pdf</p> <p>Powers and functions of the Senate:</p> <p>The term of the Members of the Senate other than ex officio Members shall be two years. Subject to the provision of the SPA Act, 2014, the Statutes and the Ordinances, the Senate of a School shall be the principal academic body of the School and be responsible for the maintenance of standards of instruction, education and examination in the School and shall have such other powers and perform such other duties as may be conferred or imposed upon it by the Statutes.</p> <p>The powers and functions of the Senate are detailed in Sections 16 and 17 of the SPA Act, 2014. URL: https://www.spav.ac.in/spavact/SPAGazette.pdf</p> <p>The current composition of the Senate of the Institute is available on Institute's website. URL: https://www.spav.ac.in/2023/rti/senate.pdf</p> |



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| | | <p>Powers of the Finance Committee as constituted under Statute 10: The Finance Committee shall have the power to:</p> <ul style="list-style-type: none">(i). examine and scrutinise the annual budget of the School prepared by the Director and make recommendations to the Board;(ii). examine all proposals relating to revision of grade, upgradation of the scales and all those items which are not included in the budget, before they are considered by the Board;(iii). fix limits for the total recurring and non-recurring expenditure for the year, based on income and resources of the School;(iv). oversee that no expenditure shall be incurred by the School in excess of the limits so fixed; and(v). give its views and make its recommendations on any financial question affecting the School including all the proposals relating to Buildings and Works Committee of the School to the Board either on the initiative of the Board or of the Director, or on its own motion. <p>URL: https://www.spav.ac.in/spavact/Statutes.pdf</p> <p>The current composition of the Finance Committee is available on Institute's website. URL: https://www.spav.ac.in/2023/rTI/FC.pdf</p> <p>Powers and Functions of the Building and Works Committee as constituted under Statute 12:</p> <p>(1) The Building and Works Committee shall, -</p> <ul style="list-style-type: none">(i) under the directions of the Board, examine and execute all the construction related projects and activities of the School upon receiving the financial sanctions from the Finance Committee and final administrative approval from the Board;(ii) cause to prepare estimates of cost of buildings and other capital works, minor works, repairs, maintenance and the like;(iii) be responsible for making technical scrutiny of the design, estimates and specifications of the material as may be considered necessary;(iv) be responsible for acceptance of tenders and shall have the power to execute the departmental works wherever necessary as per extant rules of the Central Government or Central Public Works Department and relevant provisions of the General Financial Rules.(v) have the power to give necessary administrative approval and expenditure sanction for minor works pertaining to |



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| | | <p>repair and maintenance, etc., up to Rs. 10.00 Lacs, within the approved budgetary provision of the School.</p> <p>(2) If, in the opinion of the Chairman of the Building and Works Committee, any emergency has arisen which requires immediate action to be taken, he shall take such action and report the same to the Building and Works Committee, Finance Committee and the Board at their next meetings for ratification.</p> <p>(3) The Building and Works Committee shall also perform such functions and exercise such powers as may be entrusted by the Board, from time to time.</p> <p>URL: https://www.spav.ac.in/spavact/Statutes.pdf</p> <p>The current composition of the Building and Works Committee is available on Institute's website.</p> <p>URL: https://www.spav.ac.in/2023/rti/BWC.pdf</p> <p>Powers and functions of the Director: As per Section 19 of the SPA Act, 2014,</p> <p>(1) The Director shall be appointed by the Central Government with the prior approval of the Visitor, on such terms and conditions of service as may be provided by the Statutes.</p> <p>(2) The Director shall be the principal academic and executive officer of the School and shall be responsible for the implementation of the decisions of the Board and Senate and day-to-day administration of the School.</p> <p>(3) The Director shall exercise such other powers and perform such other duties as may be assigned to him by this Act or the Statutes or delegated by the Board or the Senate or the Ordinances.</p> <p>(4) The Director shall submit annual reports and audited accounts to the Board.</p> <p>The powers and functions of the Director are detailed in Statute 17.</p> <p>URL: https://www.spav.ac.in/spavact/Statutes.pdf</p> <p>URL: https://www.spav.ac.in/spavact.html; https://spav.ac.in/director.html</p> <p>Deans (under Statute 18): The School may have not more than five deanships. There may be following Deanships in School of Planning and Architecture with the approval of the Board of Governors:</p> <p>(i) Dean Academic; URL: https://spav.ac.in/dean_academic.html</p> <p>(ii) Dean Planning and Development; URL: https://spav.ac.in/Dean_p&d.html</p> <p>(iii) Dean Student Affairs; URL: https://spav.ac.in/dean_studentaffairs.html</p> <p>(iv) Dean Faculty Welfare; URL: https://spav.ac.in/dean_facultywelfare.html and</p> |



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| | | <p>(v) Dean Research; URL: https://spav.ac.in/dean_research.html</p> <p>Deanship is of functional position and not administrative one and such be discharged in its right spirit. Dean must be nominated by the Director only from amongst the Professors or Associate Professors, as the case may be, but should not be Head of the Department. 3. The Tenure of Deanship shall ordinarily be two years extendable by one more year, but Director with the approval of the Chairperson, Board of Governors may relieve any or all Deans before such period.</p> <p>(1) The School shall establish not more than five Deanships. (2) The Director shall appoint the Deans with intimation to the Chairperson, Board of Governors. (3) The Dean shall hold his post for two years extendable by one more year. (4) Only Professors or Associate Professors shall be eligible for becoming Deans. (5) The functions of Deans are as provided in Schedule B.</p> <p>URL: https://www.spav.ac.in/spavact/Statutes.pdf</p> <p>Powers and functions of the Registrar: As per Section 20 of the SPA Act, 2014, (1) The Registrar of every School shall be appointed on such terms and conditions as may be laid down by the Statutes and shall be the custodian of records, the common seal, the funds of the School and such other property of the School as the Board shall commit to his charge. (2) The Registrar shall act as the Secretary of the Board, Senate and such committees as may be prescribed by the Statutes. (3) The Registrar shall be responsible to the Director for the proper discharge of his functions. (4) The Registrar shall exercise such other powers and perform such other duties as may be assigned to him by this Act or the Statutes or by the Director.</p> <p>URL: https://www.spav.ac.in/spavact.html; https://www.spav.ac.in/registrar.html</p> |
| 1.2.2 | Power and duties of other employees | <p>Powers and Duties of other Officers and Employees of the SPAV</p> <p>(a) ADMINISTRATION <i>Deputy Registrar</i> Guide and supervise the work of Assistant Registrar/Section Officers dealing with Finance and Establishment matters.</p> |



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| | | <p><i>Assistant Registrars</i> Guide and supervise the work of Assistants & Accountants dealing with Finance, Admission, Examination and Establishment matters etc.</p> <p><i>Accountants/Multi-Skill Assistants</i> They work under the orders and supervision of the Assistant Registrars and are responsible for the work entrusted to them. Where the line of action on a case has already been identified by the higher officer, he will put up a note keeping in view the following points:</p> <ul style="list-style-type: none"> • to see whether all facts open to check have been correctly stated; • to point out any mistakes or incorrect statement of the facts; • to draw attention, wherever necessary, to precedents or Rules and Regulations on the subject; • to bring out clearly the question under consideration and suggest a course of action wherever possible. <p>(b) ACADEMIC</p> <p><i>Heads of Departments</i> They are responsible for overseeing the working of both academic and nonacademic staff of their department. They prepare and issue time table of the Courses, conducted by the department and forward them to the Director/Dean of Studies for inter-departmental co-ordination. All proposals and programmes including academic matters of the department are also forwarded by them to the Director/Dean for inter-departmental coordination. They arrange for monitoring and evaluation work and bring out periodically brochures of the department on the research activities in consultation with the Director.</p> <p><i>Professors/ Associate Professor /Assistant Professors</i> Teach and guide the undergraduate, post graduate students and also research scholars and are directly reporting to the respective Heads of the Department with regard to the academic activities and also progress of the students. Any other academic/administrative work may be assigned to them by the Competent Authority of the School.</p> <p><i>Librarian</i> Librarian is in-charge of the library of the School. He/ She is required to maintain catalogue of books, inventory of library materials, and issue of books to faculty, staff and students.</p> |



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| | | <p>The powers and duties of authorities and officers other than those mentioned above shall be determined by the Statutes. URL: https://www.spav.ac.in/spavact/Statutes.pdf</p> |
| 1.2.3 | Rules/orders under which powers and duty are derived and | <p>As per SPA Act and SPA statutes. URL: https://www.spav.ac.in/spavact.html; https://www.spav.ac.in/spavact/Statutes.pdf</p> |
| 1.2.4 | Exercised | Same as 1.2.3 above |
| 1.2.5 | Work allocation | <p>As per Section 19 of the SPA Act, 2014, The Director shall be the principal academic and executive officer of the School and shall be responsible for the implementation of the decisions of the Board and Senate and day-to-day administration of the School. The Director may, at his discretion, constitute such committees, as he may consider appropriate for smooth functioning of the School. The Building and Works committee regulates all the decisions related to building works, including maintenance and other undertakings. For the financial approvals above the delegation granted to the Director, are obtained through the Board of Governors through the Finance Committee. The Academic decisions are taken in the Senate. The Senate is advised by DUGC (Departmental Under Graduate Committee), DPGC (Departmental Post Graduate Committee) and Advisory Board of Studies. The Senate takes up all the academic matters put up by the Board of Studies of the Department. The Senate also takes up academic issues directly for consideration in certain cases with the approval of the Director and the Chairman. URL: https://www.spav.ac.in/spavact.html; https://www.spav.ac.in/committees.html</p> |
| 1.3 | Procedure followed in decision making process [Section 4(1)(b)(iii)] | |
| 1.3.1 | Process of decision making Identify key decision-making points | <p>As approved by the Director from time to time on all academic, administrative, financial, development, students, research, faculty and employee related decisions are taken by the Registrar, Deans, Heads of Departments and Assistant Registrars accordingly.</p> <p>The Director acts on the advice of the Registrar regarding the administrative matters and is advised by the respective Dean(s) for the matters on Academic, Research, Development, Faculty and Student affairs. Decisions will be taken appropriately duly following the required process as per the relevant Acts and directions of the Competent Authorities of the Institute. The duties and responsibilities assigned to each employee will be supervised by</p> |



| S.No. | Details of disclosure | Information |
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| | | the respective reporting/ controlling authorities, as per relevant orders and organization chart. URL: https://spav.ac.in/2024/rti/Organisation%20Structure%20of%20SPAV2024.pdf |
| 1.3.2 | Final decision-making authority | The Chairman, Board of Governors and Director of the Institute are the final decision-making authorities as per the delegation of powers at various levels. All the decisions are taken through a channel of authorities established vide various orders. |
| 1.3.3 | Related provisions, acts, rules etc. | The SPA Act, 2014, the SPA Statutes, 2016 and other decisions of the Board, Orders issued by the Competent Authority of the Institute as mentioned under 1.2.1, 1.2.3 above as the authorities by virtue of which the decisions are taken by the respective authorities at various levels. |
| 1.3.4 | Time limit for taking a decision, if any | The respective authorities will take decisions as per the provisions of SPA Act, 2014, SPA Statutes and other decisions of the Board, Orders issued by the Competent Authority of the Institute as mentioned under 1.2.1, 1.2.3 above, duly following the procedure specified in related orders. The decisions will be taken as early as possible to accomplish the task within the timelines for respective aspect. |
| 1.3.5 | Channel of supervision and accountability | All the authorities of the Institute exercise their powers and discharge their duties as per the laid down procedures within the limits of delegation of powers. The respective reporting/controlling authorities exercise due supervision, as per the organization chart. |
| 1.4 | Norms for discharge of functions [Section 4(1)(b)(iv)] | |
| 1.4.1 | Nature of functions / services offered | As per 1.1.3 above |
| 1.4.2 | Norms/ standards for functions/ service delivery | As per 1.1.3 and 1.3 above The School follows norms set up for various items of work as laid down in the SPA Act, 2014 and the SPA Statutes, 2016 and orders/circulars released from time to time by Ministry of Education, Ministry of Personnel, Public grievances and Pensions, CVC, and other guidelines, circulars, instructions laid down by the School, Board of Governors, Building and Works Committee and various other committees set up by the Board. For day to day functioning of various units in the School, the time limits for disposal of important receipts are fixed by the senior officials at each stage wherever needed. The time limit for disposal of cases depends upon their nature and various levels involved in taking necessary decisions. The Board of Governors frame regulations for dealing various aspects which are generally followed in disposing of cases. |
| 1.4.3 | Process by which these services can be accessed | The services offered by the Institute will be published on the institute website and in local, national newspapers as per the nature of service required and as per decision of the Competent Authority(s). Anyone willing to avail these services can approach the Institute, as indicated thereon, through post/personal/email correspondence. Using 'Contact' on the institute website, a user can correspond with the Institute easily. |



| S.No. | Details of disclosure | Information |
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| | | <p>URL: https://www.spav.ac.in/contact.html</p> <p>Applications will be invited from the eligible candidates for admission into various courses offered by the Institute and relevant links will be provided. The short advertisements for the same will be published in the leading newspapers on all India basis.</p> <ul style="list-style-type: none"> • Tender notices will be published on website, Central Public Procurement Portal/GeM, etc, as per the applicable rules. Qualified bidders will be invited for submitting the bids • Notifications for employment will be published on the Institute's website. Advertisements will be published in the leading newspapers an Employment News on all India basis for wider publicity. Online links will be created and made available on website. |
| 1.4.4 | Time-limit for achieving the targets | The decisions will be taken as per the laid down procedure and established channels of authorities and communicated to the concerned, within the prescribed time limits, as per the applicable guidelines in this regard. |
| 1.4.5 | Process of redress of grievances | <p>A provision for complaints and suggestions is made for all the stake holders in their respective department. Any complaint or suggestion received will be dealt with accordingly through appropriate Grievance Cell;</p> <p>Contact details of all the Committees/Cells and Grievance Redressal Officer, Liaison Officers are available on the institute website for easy access of all the stakeholders.</p> <p>URL: https://www.spav.ac.in/committees.html; https://www.spav.ac.in/fic.html</p> <p>Using 'Contact' on the institute website, a user can correspond with the Institute easily.</p> <p>URL: https://www.spav.ac.in/contact.html</p> <p>The grievance submitted to any other authority of the Institute also will be attended to by the concerned authority and redressal will be rendered accordingly.</p> |
| 1.5 | Rules, regulations, instructions manual and records for discharging functions [Section 4(1)(b)(v)] | |
| 1.5.1 | Title and nature of the record/ manual /instruction. | <p>Institute follows the Acts / Regulations/ Rules / Guidelines / Notifications of MoE and / or GoI, CAG, Board and Committees, issued from time to time.</p> <p>a. The School of Planning and Architecture Act, 2014</p> <p>b. The Schools of Planning and Architecture Statutes, 2016</p> <p>(URL: https://www.spav.ac.in/spavact/Statutes.pdf)</p> |



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| | | c. General Financial Rules – 2017 d. Admissions (URL: https://www.spav.ac.in/spavadmissions.html) e. Academic ordinances (URL: https://spav.ac.in/academic_ordinances.html) f. Approvals and resolutions of Board of Governors g. All other OMs issued by DoPT/Gol/MoE as applicable to SPAV, and Board' approvals h. Office Orders issued by the Competent Authority (URL: https://spav.ac.in/officeorders.html) |
| 1.5.2 | List of Rules, regulations, instructions manuals and records. | Same as 1.5.1 above |
| 1.5.3 | Acts/ Rules manuals etc. | Same as 1.5.1 above |
| 1.5.4 | Transfer policy and transfer orders | SPA Vijayawada is an institute of national importance by an Act of Parliament under the Ministry of Education, Gol. The Institute has no other branches anywhere in India as on date, hence, transfer policy is not applicable. There are no Transfers from SPAV to another institution. Transfers are only within the institution between various departments, on need basis. |
| 1.6 | Categories of documents held by the authority under its control [Section 4(1)(b) (vi)] | |
| 1.6.1 | Categories of documents | Records relating to Academics, Academic Staff, Exams, Academic Ordinances, Administration & Administration Staff all related to the wellbeing of Students and all stakeholders. 1. The School of Planning and Architecture Act, 2014 URL: https://www.spav.ac.in/spavact/SPAGazette.pdf 2. The School of Planning and Architecture Act, 2014 (CORRIGENDUM) dt. 09/03/2015 URL: https://www.spav.ac.in/spavact/SPAGazette2.pdf 3. The School of Planning and Architecture Act, 2014 (Amendment in Subsection 1 of section 40) dated 12/01/2016 URL: https://www.spav.ac.in/spavact/Gazette_amendment_1.pdf 4. SPA Act, 2014 (Amendment in section 4) dt. 12/01/2016 URL: https://www.spav.ac.in/spavact/Gazette_amendment_2.pdf 5. The Schools of Planning and Architecture Statutes, 2016 URL: https://www.spav.ac.in/spavact/Statutes.pdf 6. SPAV Institutional Consultancy Rules URL: https://www.spav.ac.in/pdf/consultancyrules.pdf 7. SPAV Cumulative Professional Development Allowance (CPDA) Guidelines 2021-24 URL: https://www.spav.ac.in/2021/officeorder/cpda_guidelines.pdf 8. SPAV Direct Admissions to Courses |



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| | | <p>URL: https://www.spav.ac.in/spavadmissions.html</p> <p>9. SPAV PG Admissions through Centralized Counselling - (CCMT 2024) URL: https://spav.ac.in/ccmt.html</p> <p>10. SPAV Forms and Formats URL: https://spav.ac.in/downloads.html</p> <p>11. SPAV Newsletters of Planning and Architecture Departments URL: https://spav.ac.in/plannewsletter.html; https://spav.ac.in/archnewsletter.html</p> <p>12. SPAV Students Annual Magazine URL: https://www.spav.ac.in/students_magazine.html</p> <p>13. SPAV Student Clubs and activities URL: https://www.spav.ac.in/clubs.html</p> <p>14. Memoranda of Understanding (MoUs) URL: https://www.spav.ac.in/mous.html</p> <p>15. SPAV Faculty and Staff Research Publications URL: https://www.spav.ac.in/publications.html</p> <p>16. Conferences, Seminars/Webinars and Workshops/FDPs conducted by SPAV URL: https://www.spav.ac.in/confereces.html, https://www.spav.ac.in/webinar.html and https://www.spav.ac.in/ws.html</p> <p>17. SPAV Annual Reports URL: https://www.spav.ac.in/annualreports.html</p> <p>18. SPAV Office Orders / Circulars / Office Memorandum URL: https://www.spav.ac.in/officeorders.html</p> <p>19. SPAV Tenders URL: https://www.spav.ac.in/tender.html</p> <p>20. SPAV Committees URL: https://www.spav.ac.in/committees.html</p> <p>21. Minutes of SPAV Boards and Committees URL: https://www.spav.ac.in/minutes.html</p> <p>22. SPAV Exams and Schedule URL: https://www.spav.ac.in/exams.html</p> <p>23. SPAV Fee Structure URL: https://www.spav.ac.in/feesstructure.html</p> <p>24. Training and Placements URL: https://www.spav.ac.in/tp.html</p> |



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| | | <p>25. SPAV Central Library resources URL: https://www.spav.ac.in/library.html</p> <p>26. SPAV activities under Ek Bharat Shrestha Bharat URL: https://www.spav.ac.in/ebsb.html</p> <p>27. SPAV Students activities URL: https://www.spav.ac.in/studentactivities.html</p> <p>28. SPAV Research Projects and Consultancy Projects URL: https://www.spav.ac.in/rprojects.html and https://www.spav.ac.in/cprojects.html</p> <p>29. SPAV International Journal of Planning and Architectural Science URL: https://www.spav.ac.in/spav_journal.html</p> <p>30. Rules relating to service of employees: The Institute follows the Government of India rules (issued by the MoE/DoPT/MoF) as applicable to the Institute/approved by the BoG.</p> <p>31. SPAV Recruitment Rules (RRs) for Faculty and Non-Faculty. URLs: https://www.spav.ac.in/2024/recruit/SPAV%20Faculty%20RRs%20Signed%20Final.pdf and https://www.spav.ac.in/2024/recruit/RRs_MoHRD%20Letter.pdf</p> <p>32. SPAV Events and documentation URL: https://www.spav.ac.in/gallery.html</p> <p>33. SPAV Academic Ordinances URL: https://spav.ac.in/academic_ordinances.html</p> |
| 1.6.2 | Custodian of documents/categories | <p>Registrar, as per The SPA Act, 2014 and the SPA Statutes, 2016. URL: https://www.spav.ac.in/spavact.html, https://www.spav.ac.in/administration.html</p> |
| 1.7 | Boards, Councils, Committees and other Bodies constituted as part of the Public Authority [Section 4(1)(b)(viii)] | |
| 1.7.1 | Name of Boards, Council, Committee etc. | <p>(i) the Board of Governors as constituted under section 13 of the Act; (ii) the Senate as constituted under section 16 of the Act; (iii) the Finance Committee as constituted under Statute 10; and (iv) the Building and Works Committee as constituted under Statute 12. URL: https://www.spav.ac.in/spavact.html; https://www.spav.ac.in/spavact/Statutes.pdf</p> <p>Committees constituted by the Director</p> <ul style="list-style-type: none"> ▪ Alumni Committee ▪ Anti-Ragging Committee |



| S.No. | Details of disclosure | Information |
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| | | <ul style="list-style-type: none"> ▪ Anti-Ragging Squad ▪ Campus Development Committee ▪ Central Library Advisory and Purchase Committee ▪ Classroom Furniture Committee ▪ Clean & Green Institute ▪ CPP Portal Team ▪ Cultural Committee ▪ EBSB Cell ▪ GeM Portal ▪ Grievance Cell ▪ Hindi Cell ▪ Hostels Inspection Committee ▪ Institute Purchase Committee (IPC) ▪ Internal Complaints Committee ▪ Internal Complaints Committee ▪ Mental Health Well-being Committee ▪ NAD Cell ▪ NIRF cell ▪ Placement Cell ▪ Research & Consultancy cell ▪ Research, Collaboration & IPR ▪ SC/ST Cell, Other Backward Classes Cell ▪ Selection Committee ▪ Sports committee ▪ Student Disciplinary Matters Committee ▪ Students Grievance Cell ▪ Swachh Bharat Mission ▪ Unnat Bharat Abhiyan (UBA) ▪ Website Monitoring Committee (WMC) ▪ Women's Empowerment Cell |



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| | | <ul style="list-style-type: none"> ▪ Yoga and Health Club URL: https://spav.ac.in/committees.html; <i>And Other committees as required from time to time.</i> |
| 1.7.2 | Composition | <p>The current composition of the Board of Governors of the Institute is available on Institute's website. URL: https://www.spav.ac.in/2023/rti/BOG.pdf</p> <p>The current composition of the Senate of the Institute is available on Institute's website. URL: https://www.spav.ac.in/2023/rti/senate.pdf</p> <p>The current composition of the Finance Committee of the Institute is available on Institute's website. URL: https://www.spav.ac.in/2023/rti/FC.pdf</p> <p>The current composition of the Finance Committee of the Institute is available on Institute's website. URL: https://www.spav.ac.in/2023/rti/FC.pdf</p> <p>The current composition of the Building and Works Committee of the Institute is available on Institute's website. URL: https://www.spav.ac.in/2023/rti/BWC.pdf</p> <p>The current composition of the Building and Works Committee of the Institute is available on Institute's website. URL: https://www.spav.ac.in/2023/rti/BWC.pdf</p> <p>Composition of Selection Committee of the Institute is available on Institute's website. URL: https://www.spav.ac.in/pdf/selection.pdf</p> <p>other committees for smooth functioning of the Institute is available on Institute's website. URL: https://www.spav.ac.in/committees.html</p> |
| 1.7.3 | Dates from which constituted | <p>Most of the Committees/Cells above are formed since inception of the Institute and they are reconstituted from time to time as per the provisions of the relevant Acts/Statutes.</p> <ul style="list-style-type: none"> ▪ Office Orders related to constitution of the above Committees/Cells are placed on the Institute's website. URL: https://www.spav.ac.in/officeorders.html and https://www.spav.ac.in/committees.html |
| 1.7.4 | Term/ Tenure | <p>The Term/Tenure of these Committees/Cell will be as per The SPA Act, 2014 and the SPA Statutes, 2016. URL: https://www.spav.ac.in/spavact.html, https://www.spav.ac.in/administration.html.</p> <p>They will be reconstituted as and when necessary, as per the provisions therein.</p> |
| 1.7.5 | Powers and functions | <p>Powers and functions of the Board of Governors are as per Section 15. (1) of the SPA Act, 2014 and as per Statute 4,5,6 of the SPA Statutes, 2016.</p> <p>Powers and functions of the Senate are as per Sections 16 and 17 of the SPA Act, 2014.</p> <p>Powers and functions of the Finance Committee are as per Statute 10,11 of the SPA Statutes, 2016</p> <p>Powers and Functions of the Building and Works Committee are as per Statute 12,13 of the SPA Statutes, 2016.</p> |



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| | | URL: https://www.spav.ac.in/spavact.html , https://www.spav.ac.in/spavact/Statutes.pdf Intent of all other Committees/Cells are as per the relevant Office Orders available on the website and as approved by the Competent Authority of SPAV. URL: https://www.spav.ac.in/officeorders.html and https://www.spav.ac.in/committees.html |
| 1.7.6 | Whether their meetings are open to the public? | No |
| 1.7.7 | Whether the minutes of the meetings are open to the public? | Yes |
| 1.7.8 | Place where the minutes if open to the public are available? | URL: https://www.spav.ac.in/minutes.html |
| 1.8 | Directory of officers and employees [Sec 4(1)(b)(ix)] | |
| 1.8.1 | Name and designation | URL: https://www.spav.ac.in/2024/rti/Directory%20of%20Office%20employees%20of%20SPAV..pdf |
| 1.8.2 | Telephone, fax and email ID | URL: https://www.spav.ac.in/2024/rti/Directory%20of%20Office%20employees%20of%20SPAV..pdf |
| 1.9 | Monthly Remuneration received by officers & employees including system of compensation [Section 4(1) (b) (x)] | |
| 1.9.1 | List of employees with Gross monthly remuneration | URL: https://www.spav.ac.in/2024/rti/R-Monthly%20Gross%20Salary%20Details%20of%20the%20Employees%20of%20SPA%20Vijayawada%20as%20on%20031.03.2024.pdf |
| 1.9.2 | System of compensation as provided in its regulations | <ul style="list-style-type: none"> ▪ All the regular employees are appointed in applicable Pay Levels as per 7th CPC pay matrix applicable to the Teaching and Non-Teaching as per the MHRD/MoE Orders. ▪ The monthly compensation includes Basic Pay, Dearness Allowance, House Rent Allowance and Transport Allowance as per Gol rules and regulations in this regard. Other allowances if any, are as per the Institute norms are admissible as in force. ▪ The staff appointed on contract basis are eligible to draw a monthly consolidated pay as per the terms of appointment. |
| 1.10 | Name, designation and other particulars of public information officers [Section 4(1) (b) (xvi)] | |
| 1.10.1 | Name and designation of the public information officer (PIO), Assistant Public Information officer (APIO) & Appellate Authority | At S.No. 16 on the page, URL: https://www.spav.ac.in/rti.html First Appellate Authority: Shri K V Uma Maheswara Rao - 08.04.2022 onwards Registrar |



| S.No. | Details of disclosure | Information |
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| | | <p>Central Public Information Officer (CPIO)- 07.12.2021 onwards Dr. Venkata Krishna Kumar Sadhu Associate Professor of Architecture</p> <p>Nodal Officer Shri S. Sai Diwakar Naik - 29.09.2020 onwards Assistant Registrar</p> <p>Assistant Public Information Officer -Admin (APIO)-07.02.2024 onwards Shri P V S Shyamkumar Assistant Registrar</p> <p>Assistant Public Information Officer - Acad (APIO)-10.04.2021 onwards Mr. Bhagwat Jayeshkumar Maheshkumar Assistant Professor</p> |
| 1.10.2 | Address, telephone numbers and email ID of each designated official. | <p>At S.No. 16 on the page, URL: https://www.spav.ac.in/rti.html</p> <p>First Appellate Authority: Shri K V Uma Maheswara Rao - 08.04.2022 onwards Registrar Tel.No. +91 866 2469446 E-mail. registrar@spav.ac.in</p> <p>Central Public Information Officer (CPIO)- 07.12.2021 onwards Dr. Venkata Krishna Kumar Sadhu Associate Professor of Architecture Tel.No. +91 9490751501 E-mail: krishnakumar.sv@spav.ac.in</p> <p>Nodal Officer Shri S. Sai Diwakar Naik - 29.09.2020 onwards</p> |



| S.No. | Details of disclosure | Information |
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| | | <p>Assistant Registrar Tel.No. +91 96034 83901 E-mail: saidiwakar@spav.ac.in</p> <p>Assistant Public Information Officer -Admin (APIO)-07.02.2024 onwards Shri P V S Shyamkumar Assistant Registrar Tel.No. +91 81062 10312 E-mail: spavapio@spav.ac.in</p> <p>Assistant Public Information Officer - Acad (APIO)-10.04.2021 onwards Mr. Bhagwat Jayeshkumar Maheshkumar Assistant Professor Tel.No. +91 99752 42428 E-mail : apioacad@spav.edu.in</p> <p>Address for Communication The Central Public Information Officer (CPIO) School of Planning and Architecture, Vijayawada Survey No.4/4, ITI Road, Vijayawada - 520008, Andhra Pradesh, India Tel.No. +91 866 2469 446 www.spav.ac.in</p> |
| 1.11 | No. Of employees against whom Disciplinary action has been proposed/ taken(Section 4(2)) | |
| 1.11.1 | No. of employees against whom disciplinary action has been (i) Pendingfor Minor penalty or major penalty proceedings | NIL |
| 1.11.2 | (ii) Finalized for Minor penalty or major penalty proceedings | NIL |
| 1.12 | Programs to advance understanding of RTI (Section 26) | |
| 1.12.1 | Educational programs | Institute encourages the officers to participate in Programmes to advance understanding of RTI available off-line and |



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| | | on-line. Brainstorming sessions are also held within the RTI Section involving FAA, CPIO and the APIOs |
| 1.12.2 | Efforts to encourage public authority to participate in these programs | <ul style="list-style-type: none"> ▪ Notification of Training programs communicated to RTI section from time to time. ▪ Institute encourages and sponsors to participate training programs under RTI conducted by reputed organizations. |
| 1.12.3 | Training of CPIO/APIO | <ul style="list-style-type: none"> ▪ Through reading of the RTI Act and related Circulars, interacting with staff dealing with RTI matters in nearby institute/s and reading 2nd Appeal cases; ▪ Brainstorming sessions within the RTI Section involving FAA, CPIO and the APIOs; ▪ Reading the ppts or content shared by the CIC via email, etc. ▪ FAA and CPIO participated in the CIC Annual Convention 2022. |
| 1.12.4 | Update & publish guidelines on RTI by the Public Authorities concerned | At S.No. 23, URL:: https://spav.ac.in/rti.html ; and https://spav.ac.in/guide-on-the-RTI-Act-2005.html |
| 1.13 | Transfer policy and transfer orders [F No. 1/6/2011- IR dt. 15.4.2013] | |
| 1.13.1 | Transfer Policy and Transfer Orders [F No. 1/6/2011- IR Dt. 15.4.2013] | SPA Vijayawada is an institute of national importance by an Act of Parliament under the Ministry of Education, Gol. There are no Transfers from SPAV to another institution. Transfers are only within the institution between various departments, on need basis. |
| 2 | Budget and Programme | |
| 2.1 | Budget allocated to each agency including all plans, proposed expenditure and reports on disbursements made etc. [Section 4(1)(b)(xi)] | |
| 2.1.1 | Total Budget for the public authority | Budget allocated is available at URL: https://spav.ac.in/2024/rti/BE%20RE%20for%202023-24.pdf and https://spav.ac.in/2024/rti/SPAV_AA_2022-23_Signed_Softcopy-1.pdf The budget, income and expenditure of the Institute are made available to public in Annual Reports available on Institute's website. URL: https://www.spav.ac.in/annualreports.html ; https://www.spav.ac.in/2024/rti/Annual%20Report%202022-23%20Print%20Version.pdf |
| 2.1.2 | Budget for each agency and plan & programs | URL: https://spav.ac.in/2024/rti/BE%20RE%20for%202023-24.pdf |
| 2.1.3 | Proposed expenditures | URL: https://spav.ac.in/2024/rti/BE%20RE%20for%202023-24.pdf and URL: https://spav.ac.in/2024/rti/SPAV_AA_2022-23_Signed_Softcopy-1.pdf |
| 2.1.4 | Revised budget for each agency, if any | URL: https://spav.ac.in/2024/rti/BE%20RE%20for%202023-24.pdf and URL: https://spav.ac.in/2024/rti/SPAV_AA_2022-23_Signed_Softcopy-1.pdf |
| 2.1.5 | Report on disbursements made and place where the related reports are available | URL: https://spav.ac.in/2024/rti/SAR%20SPAV%202022-23%20(1).pdf |
| 2.2 | Foreign and domestic tours (F.No. 1/8/2012- IR dt. 11.9.2012) | |



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|--------------------|--|--|--|----------------------|--|--|----------------|------|----|--|----------------------|--------------|------------|------------|---|----------|-------|------------|------------|---|----------|---------------|------------|------------|---|----------|-------------------|------------|------------|---|----------|-------------------|------------|------------|---|----------|----------------|------|----|--|----------------------|-----------|------------|------------|---|--------|-----------|------------|------------|---|--------|-----------|------------|------------|---|--------|-----------|------------|------------|---|--------|--------------------|------------|------------|---|--------|-----------|------------|------------|---|-----|-----------|------------|------------|---|--------|-------------|------------|------------|---|--------|-------------|------------|------------|---|--------|---------|------------|------------|---|-----|---------|------------|------------|---|-----|
| 2.2.1 | Budget | The expenses for Foreign and domestic tours are met out of General Budget | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 2.2.2 | Foreign and domestic Tours by ministries and officials of the rank of JointSecretary to the Government and above, as well as the heads of the Department. - (a) Places visited, (b) The period of visit, (c) The number of members in the official delegation, (d) Expenditure on the visit. | <p>Foreign Tours:</p> <table border="1" data-bbox="882 336 1960 679"> <thead> <tr> <th>Places Visited</th> <th>From</th> <th>To</th> <th>No.of members in the official delegation</th> <th>Expenditure (in INR)</th> </tr> </thead> <tbody> <tr> <td>Cairo, Egypt</td> <td>23-02-2024</td> <td>25-02-2024</td> <td>1</td> <td>1,63,377</td> </tr> <tr> <td>Dubai</td> <td>04-02-2024</td> <td>07-02-2024</td> <td>1</td> <td>1,34,489</td> </tr> <tr> <td>Paris, France</td> <td>24-10-2023</td> <td>29-10-2023</td> <td>1</td> <td>1,41,650</td> </tr> <tr> <td>Stockholm, Sweden</td> <td>27-09-2023</td> <td>02-10-2023</td> <td>1</td> <td>2,05,660</td> </tr> <tr> <td>Sydney, Australia</td> <td>28-08-2023</td> <td>01-09-2023</td> <td>1</td> <td>1,21,790</td> </tr> </tbody> </table> <p>Domestic Tours:</p> <table border="1" data-bbox="882 754 1960 1337"> <thead> <tr> <th>Places Visited</th> <th>From</th> <th>To</th> <th>No.of members in the official delegation</th> <th>Expenditure (in INR)</th> </tr> </thead> <tbody> <tr> <td>Ahmedabad</td> <td>13-12-2023</td> <td>15-12-2023</td> <td>1</td> <td>57,746</td> </tr> <tr> <td>Ahmedabad</td> <td>20-12-2023</td> <td>22-12-2023</td> <td>1</td> <td>20,422</td> </tr> <tr> <td>Bangalore</td> <td>14-02-2024</td> <td>17-02-2024</td> <td>1</td> <td>17,566</td> </tr> <tr> <td>Bangalore</td> <td>14-02-2024</td> <td>17-02-2024</td> <td>1</td> <td>22,761</td> </tr> <tr> <td>Bangalore & Mysore</td> <td>10-02-2024</td> <td>18-02-2024</td> <td>1</td> <td>46,033</td> </tr> <tr> <td>Bengaluru</td> <td>03-07-2023</td> <td>04-07-2023</td> <td>1</td> <td>Nil</td> </tr> <tr> <td>Bengaluru</td> <td>12-07-2023</td> <td>15-07-2023</td> <td>1</td> <td>31,069</td> </tr> <tr> <td>Bhubaneswar</td> <td>20-08-2023</td> <td>22-08-2023</td> <td>1</td> <td>22,329</td> </tr> <tr> <td>Bhubaneswar</td> <td>27-08-2023</td> <td>28-08-2023</td> <td>1</td> <td>30,641</td> </tr> <tr> <td>Chennai</td> <td>15-08-2023</td> <td>16-08-2023</td> <td>1</td> <td>Nil</td> </tr> <tr> <td>Chennai</td> <td>20-02-2024</td> <td>23-02-2024</td> <td>1</td> <td>Nil</td> </tr> </tbody> </table> | | | | | Places Visited | From | To | No.of members in the official delegation | Expenditure (in INR) | Cairo, Egypt | 23-02-2024 | 25-02-2024 | 1 | 1,63,377 | Dubai | 04-02-2024 | 07-02-2024 | 1 | 1,34,489 | Paris, France | 24-10-2023 | 29-10-2023 | 1 | 1,41,650 | Stockholm, Sweden | 27-09-2023 | 02-10-2023 | 1 | 2,05,660 | Sydney, Australia | 28-08-2023 | 01-09-2023 | 1 | 1,21,790 | Places Visited | From | To | No.of members in the official delegation | Expenditure (in INR) | Ahmedabad | 13-12-2023 | 15-12-2023 | 1 | 57,746 | Ahmedabad | 20-12-2023 | 22-12-2023 | 1 | 20,422 | Bangalore | 14-02-2024 | 17-02-2024 | 1 | 17,566 | Bangalore | 14-02-2024 | 17-02-2024 | 1 | 22,761 | Bangalore & Mysore | 10-02-2024 | 18-02-2024 | 1 | 46,033 | Bengaluru | 03-07-2023 | 04-07-2023 | 1 | Nil | Bengaluru | 12-07-2023 | 15-07-2023 | 1 | 31,069 | Bhubaneswar | 20-08-2023 | 22-08-2023 | 1 | 22,329 | Bhubaneswar | 27-08-2023 | 28-08-2023 | 1 | 30,641 | Chennai | 15-08-2023 | 16-08-2023 | 1 | Nil | Chennai | 20-02-2024 | 23-02-2024 | 1 | Nil |
| Places Visited | From | To | No.of members in the official delegation | Expenditure (in INR) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Cairo, Egypt | 23-02-2024 | 25-02-2024 | 1 | 1,63,377 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Dubai | 04-02-2024 | 07-02-2024 | 1 | 1,34,489 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Paris, France | 24-10-2023 | 29-10-2023 | 1 | 1,41,650 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Stockholm, Sweden | 27-09-2023 | 02-10-2023 | 1 | 2,05,660 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Sydney, Australia | 28-08-2023 | 01-09-2023 | 1 | 1,21,790 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Places Visited | From | To | No.of members in the official delegation | Expenditure (in INR) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Ahmedabad | 13-12-2023 | 15-12-2023 | 1 | 57,746 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Ahmedabad | 20-12-2023 | 22-12-2023 | 1 | 20,422 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Bangalore | 14-02-2024 | 17-02-2024 | 1 | 17,566 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Bangalore | 14-02-2024 | 17-02-2024 | 1 | 22,761 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Bangalore & Mysore | 10-02-2024 | 18-02-2024 | 1 | 46,033 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Bengaluru | 03-07-2023 | 04-07-2023 | 1 | Nil | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Bengaluru | 12-07-2023 | 15-07-2023 | 1 | 31,069 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Bhubaneswar | 20-08-2023 | 22-08-2023 | 1 | 22,329 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Bhubaneswar | 27-08-2023 | 28-08-2023 | 1 | 30,641 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Chennai | 15-08-2023 | 16-08-2023 | 1 | Nil | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Chennai | 20-02-2024 | 23-02-2024 | 1 | Nil | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |



| S.No. | Details of disclosure | Information | | | | |
|-------|-----------------------|---------------------------|------------|------------|---|----------|
| | | Chennai | 26-03-2023 | 28-03-2023 | 1 | Nil |
| | | Goa | 29-09-2023 | 01-10-2023 | 1 | 18,249 |
| | | Hyderabad | 11-02-2024 | 17-02-2024 | 1 | 37,026 |
| | | Hyderabad | 15-03-2024 | 17-03-2024 | 1 | 6,550 |
| | | IIT Jammu | 14-03-2024 | 20-02-2024 | 1 | 47,685 |
| | | Kadapa | 25-08-2023 | 01-09-2023 | 1 | 42,070 |
| | | Kakinada | 01-07-2023 | 02-07-2023 | 1 | 2,036 |
| | | Kanyakumari | 22-08-2023 | 27-08-2023 | 1 | 33,313 |
| | | Karaikkudi and Madurai | 12-02-2024 | 20-02-2024 | 1 | 41,323 |
| | | Lucknow | 05-01-2024 | 07-01-2024 | 3 | 1,17,606 |
| | | Mangalagiri | 08-02-2024 | 14-02-2024 | 1 | Nil |
| | | Mumbai | 06-10-2023 | 07-10-2023 | 1 | 54,885 |
| | | Mysuru | 07-02-2024 | 14-02-2024 | 1 | 71,208 |
| | | New Delhi | 06-11-2023 | 08-11-2023 | 2 | 44,820 |
| | | New Delhi | 17-01-2024 | 19-01-2024 | 2 | 39,454 |
| | | New Delhi | 04-06-2023 | 06-06-2023 | 1 | 20,352 |
| | | New Delhi | 23-05-2023 | 27-05-2023 | 1 | 53,202 |
| | | New Delhi | 09-07-2023 | 12-07-2023 | 1 | 35,997 |
| | | New Delhi | 06-11-2023 | 08-11-2023 | 1 | 19,610 |
| | | New Delhi | 13-02-2024 | 14-02-2024 | 1 | 29,197 |
| | | Rajamahendravaram | 07-02-2024 | 08-02-2024 | 1 | 10,989 |
| | | Rajamahendravaram | 10-02-2024 | 14-02-2024 | 1 | 19,128 |
| | | Thiruvananthapuram | 02-11-2023 | 03-11-2023 | 1 | Nil |
| | | Tirupati | 12-09-2023 | 12-09-2023 | 1 | 11,473 |
| | | Tirupati | 12-09-2023 | 12-09-2023 | 1 | 12,039 |
| | | Tirupati | 12-09-2023 | 12-09-2023 | 1 | 20,626 |



| S.No. | Details of disclosure | Information | | | | | |
|------------|--|--|------------|------------|---|--------|--|
| | | | | | | | |
| | | Visakhapatnam | 13-04-2023 | 15-04-2023 | 1 | 4,584 | |
| | | Visakhapatnam | 07-06-2023 | 11-06-2023 | 1 | 25,640 | |
| | | Visakhapatnam | 11-03-2024 | 15-03-2024 | 2 | 14,403 | |
| 2.2.3 | Information related to procurements- (a) Notice/tender enquires, and corrigenda if any thereon, (b) Details of the bids awarded comprising the names of the suppliers of goods/ services being procured, (c) The works contracts concluded – in any such combination of the above-and, (d) The rate/ rates and the total amount at which such procurement or works contract is to be executed. | Information related to open tender enquiries is made available to public through GEM Portal and on Institute's website, including Corrigenda etc., if any. URL: https://spav.ac.in/tender.html URL: https://spav.ac.in/2024/rti/Details%20of%20the%20bids%20placed%20and%20awarded%20during%20April%202023-March%202024.pdf | | | | | |
| 2.3 | Manner of execution of subsidy programme [Section 4(i)(b)(xii)] | | | | | | |
| 2.3.1 | Name of the programme of activity | School of Planning and Architecture, Vijayawada, awards / facilitates scholarships for Undergraduate and Postgraduate students in Architecture and Planning under following categories: Tuition Fee / Institute Fee Concession for SC/ST/PwD students; URL: https://www.spav.ac.in/2024/rti/Fee%20Structures%20for%202023-24.pdf PM Young Achievers Scholarship Award Scheme for Vibrant India (PM YASASVI) for OBC, EBC, and DNT Students; Top Class Education for SC Students; National Fellowship and Scholarship for higher education of ST Students; URL: https://www.spav.ac.in/2024/rti/SC,ST%20beneficiaries%20data%20for%202023-24.pdf URL: https://www.spav.ac.in/2021/pdf/scholarship.pdf a) GATE Scholarship based on valid GATE score card as per norms. b) Merit Scholarship / Award Scheme based on performance only. Besides the above, the School co-ordinate grant of scholarship from the following agencies/Schemes: a) Central Government Scholarship Scheme for Top Class Education to Schedule Castes (SC) students of Under Graduate programmes b) Central Government Scholarship Scheme for Top Class Education to Schedule Tribes (ST) students of Under | | | | | |



| S.No. | Details of disclosure | Information |
|-------|--|---|
| | | Graduate programmes c) Fee reimbursement for the students of domicile of Andhra Pradesh under Government of Andhra Pradesh Scheme. d) Merit cum means Scholarship for Minority communities Students (Govt. of Kerala, Minority Welfare Ministry) e) Merit cum means Scholarship for Minority communities Students (Govt. of Maharashtra, Minority Welfare Ministry) f) Post-Matric scholarship Scheme of Govt. of Assam g) Prime Minister Scholarship for wards of Ex- servicemen h) Applications for N.E.C. Stipend of APST scholarship (Itanagar) i) Applications for Indian Oil educational Scholarship j) Applications for Japanese Government Scholarship k) Applications for Scholarship Scheme of National Handicapped Finance and Development Corporation l) Applications for Scholarship Scheme for Children of BSF serving/Deceased personnel Scholarship |
| 2.3.2 | Objective of the programme | To support the academic interests of Students of varying socio-economic strata, for pursuing higher education. |
| 2.3.3 | Procedure to avail benefits | As per Gol rules, Category certificate, etc. Component I: The Scholarship amount payable for Computer & accessories, Books and Stationery, stipend etc. will be released to students through PFMS-Direct Benefit Transfer (DBT) mode into their Aadhaar seeded bank account. Component II: The Scholarship amount payable towards Tuition fee; Admission fee and non-Refundable fee will be released to the Institute through PFMS. In case the student has already paid the tuition fee, admission fee and non-refundable fee at the time of admission, it will be reimbursed to the student by the University in his Aadhaar seeded bank account on submission of receipt/vouchers. |
| 2.3.4 | Duration of the programme/ scheme | As per the duration of the Academic program and as per the scheme guidelines |
| 2.3.5 | Physical and financial targets of the programme | As per Gol annual Grant-in-Aid; URL: https://www.spav.ac.in/2024/rti/SC,ST%20beneficiaries%20data%20for%202023-24.pdf |
| 2.3.6 | Nature/ scale of subsidy /amount allotted | Based on the evaluation of the application along with other documents submitted by the student, applicants are provided up to 100%, 80%, 60%, 40%, or 20% financial aid covering the tuition fee and other expenditure varying from one scheme to the other; URL: https://www.spav.ac.in/2021/pdf/scholarship.pdf |
| 2.3.7 | Eligibility criteria for grant of subsidy | SC/ST/OBC/PwD category supported by valid certificate as per Gol rules and / or as per the scheme guidelines from time to time. |
| 2.3.8 | Details of beneficiaries of subsidy programme (number, profile etc.) | Details of the beneficiaries of 'Financial Aid' and 'Scholarships' are available on Institute's website URL: https://www.spav.ac.in/2024/rti/SC,ST%20beneficiaries%20data%20for%202023-24.pdf |
| 2.4 | Discretionary and non-discretionary grants | [F. No. 1/6/2011-IR dt. 15.04.2013] |



| S.No. | Details of disclosure | Information |
|------------|---|--|
| 2.4.1 | Discretionary and non-discretionary grants/ allocations to State Govt./ NGOs/ other institutions | Not Applicable, as SPAV is an Institute of National Importance |
| 2.4.2 | Annual accounts of all legal entities who are provided grants by public authorities | Not Applicable, as SPAV is an Institute of National Importance |
| 2.5 | Particulars of recipients of concessions, permits of authorizations granted by the public authority [Section 4(1) (b) (xiii)] | |
| 2.5.1 | Concessions, permits or authorizations granted by public authority | Necessary approvals granted for Faculty Development, Academic Tours, LTC, Medical Facility, etc. Reimbursement as per norms of Cumulative Professional Development Allowance for Faculty members, T.A/D.A, LTC and access to empaneled Hospitals at CGHS rates respectively. |
| 2.5.2 | For each concession, permit or authorization granted - (a) Eligibility criteria, (b) Procedure for getting the concession/ grant and/ or permits of authorizations, (c) Name and address of the recipients given concessions/ permits or authorizations, (d) Date of award of concessions/ permits of authorizations. | Eligibility and Procedure is as per MoE/Gol/Institution rules from time to time. |
| 2.6 | CAG & PAC paras [F No. 1/6/2011- IR dt. 15.4.2013] | |
| 2.6.1 | CAG and PAC paras and the action taken reports (ATRs) after these have been laid on the table of both houses of the parliament. | Details of CAG paras and action taken reports are available under relevant section in Annual Reports available on Institute's website at URL: https://spav.ac.in/2024/rti/SPAV_SAR%20Replies_2022-23.pdf , URL: https://www.spav.ac.in/2024/rti/SAR%20SPAV%202022-23%20(1).pdf and URL: https://www.spav.ac.in/annualreports.html |
| 3 | Publicity Band Public interface | |
| 3.1 | Particulars for any arrangement for consultation with or representation by the members of the public in relation to the formulation of policy or implementation thereof [Section 4(1)(b)(vii)] [F No 1/6/2011-IR dt. 15.04.2013] | |
| 3.1.1 | Relevant Acts, Rules, Forms and other documents which are normally accessed by citizens | The Board of Governors of the School consists of two experts from the professions of Architecture, Town Planning, Landscape Architecture and Urban Design nominated by the Govt. of India. Two representatives of the Teachers also represent SPAV on the Board. Further, as an Autonomous Institution, the policy instructions are generally issued by the Ministry of Education through due process of consultation with necessary Government machinery and public consultation system. |



| S.No. | Details of disclosure | Information |
|-------|--|--|
| | | <p>Institute is open for public to contact, through phone, email and physically using the contact details available on the website. The program information brochures, Annual Reports and Newsletters, Acts, Rules and Regulations etc., are available with relevant links on Institute's website. URL: https://spav.ac.in/</p> <p>The Acts, Rules, Regulations and other documents/information normally accessed by the Citizens is also made available on Institute's website as given above at 1.6.1. / as part of the Mandatory Disclosure document.</p> |
| 3.1.2 | <p>Arrangements for consultation with or representation by - (a) Members of the public in policy formulation/ policy implementation, (b) Day & time allotted for visitors, (c) Contact details of Information & Facilitation Counter (IFC) to provide publications frequently sought by RTI applicants</p> | <p>SPAV is an educational institution under Ministry of Education, Government of India. The direct involvement of public in policy formulation and implementation is not applicable, other than suitable representation on the Boards and Committees (like in the case of Anti-ragging Committee).</p> <p>Details of the Institute and its functions are available on Institute's website. URL: https://spav.ac.in/</p> <p>The visitors can visit the Institute during office hours on all working days. Visits to any authorities of the Institute are recommended with prior appointments.</p> <p>The contact details of the Institute are available on Institute's website. URL: https://spav.ac.in/contact.html</p> <p>The Information about the Institute is made available on the Institute's website for easy access to the RTI applicants.</p> |
| 3.1.3 | <p>Public- private partnerships (PPP)- Details of Special Purpose Vehicle (SPV), if any</p> | <p>Not Applicable.</p> <p>As on date there are no projects undertaken by the Institute under Public Private Partnership model. The details if any will be uploaded on the Institute's website</p> |
| 3.1.4 | <p>Public- private partnerships (PPP)- Detailed project reports (DPRs)</p> | <p>Not Applicable. Same as 3.1.3 above</p> |
| 3.1.5 | <p>Public- private partnerships (PPP)- Concession agreements.</p> | <p>Not Applicable. Same as 3.1.3 above</p> |
| 3.1.6 | <p>Public- private partnerships (PPP)- Operation and maintenance manuals</p> | <p>Not Applicable. Same as 3.1.3 above</p> |
| 3.1.7 | <p>Public- private partnerships (PPP) - Other documents generated as part of the implementation of the PPP</p> | <p>Not Applicable. Same as 3.1.3 above</p> |
| 3.1.8 | <p>Public- private partnerships (PPP) - Information relating to fees, tolls, or the other kinds of revenues that may be collected</p> | <p>Not Applicable. Same as 3.1.3 above</p> |



| S.No. | Details of disclosure | Information |
|------------|---|--|
| | under authorization from the government | |
| 3.1.9 | Public- private partnerships (PPP) - Information relating to outputs and outcomes | Not Applicable. Same as 3.1.3 above |
| 3.1.10 | Public- private partnerships (PPP) - The process of the selection of the private sector party (concessionaire etc.) | Not Applicable. Same as 3.1.3 above |
| 3.1.11 | Public- private partnerships (PPP) - All payment made under the PPP project | Not Applicable. Same as 3.1.3 above |
| 3.2 | Are the details of policies / decisions, which affect public, informed to them [Section 4(1) (c)] | |
| 3.2.1 | Publish all relevant facts while formulating important policies or announcing decisions which affect public to make the process more interactive - Policy decisions/ legislations taken in the previous one year | SPAV is an educational institution under Ministry of Education. The institute makes policies and guidelines for the effective discharge of its duties towards achieving the functions as mandated by the SPA Act, 2014 and the SPA Statutes, 2016. https://www.spav.ac.in/minutes.html , www.spav.ac.in , https://www.spav.ac.in/rti.html As part of SPAV outreach and its commitment for excellence, Students of nearby institutions are allowed to utilize Library and Laboratories free of cost by showing their Identity Card. |
| 3.2.2 | Publish all relevant facts while formulating important policies or announcing decisions which affect public to make the process more interactive - Outline the Public consultation process | Subject to the provisions of the SPA Act, 2014, the Board shall be responsible for the general superintendence, direction and control of the affairs of the School and shall have all the powers of School not otherwise provided for by this Act, the Statutes and the Ordinances, and shall have the power to review the acts of the Senate. The Board is vested with the power to take decisions on questions of policy relating to the administration and working of the School; to make Statutes governing the administration, management and operations of the School; Hence, there is no public consultation process. |
| 3.2.3 | Publish all relevant facts while formulating important policies or announcing decisions which affect public to make the process more interactive- Outline the arrangement for consultation before formulation of policy | Same as 3.2.2 above |
| 3.3 | Dissemination of information widely and in such form and manner which is easily accessible to the public [Section 4(3)] | |
| 3.3.1 | Use of the most effective means of | Available on Institute's website. |



| S.No. | Details of disclosure | Information |
|------------|--|--|
| | communication - Internet (website) | URL: https://spav.ac.in/ , https://www.spav.ac.in/rti.html |
| 3.4 | Form of accessibility of information manual/ handbook[Section 4(1)(b)] | |
| 3.4.1 | Information manual/handbook available in electronic format | Available on Institute's website. URL: https://spav.ac.in/ , https://www.spav.ac.in/rti.html |
| 3.4.2 | Information manual/handbook available in Printed format | On need basis or on payment of stipulated fee. Program Handbook / academic information is handed over to the students enrolled in the corresponding program, in hard copy. |
| 3.5 | Whether information manual / handbook available free of cost or not [Section 4(1)(b)] | |
| 3.5.1 | List of materials available Free of cost | Available on Institute's website. URL: https://spav.ac.in/ , https://www.spav.ac.in/rti.html |
| 3.5.2 | List of materials available at a reasonable cost of the medium | Prescribed fees is charged for any information sought in the form of hard copy documents , as per provisions of the RTI Act, 2005. No other material is sold by the Institute. |
| 4 | E-Governance | |
| 4.1 | Language in which Information Manual/Handbook Available [F No. 1/6/2011-IR dt. 15.4.2013] | |
| 4.1.1 | English | All the Information Manuals and Handbooks are available in English. Annual Reports, Acts and Regulations, etc., are available in Hindi also. |
| 4.1.2 | Vernacular/ Local Language | Information received from Gol like Awareness weeks, Pledges, etc. are propagated in local language also from time to time. The Institute's website is 'Hindi enabled' i.e., the content can be read in Hindi also. The information to be shared with public is published in local newspapers and media in vernacular language also. |
| 4.2 | When was the information Manual/Handbook last updated? [F No. 1/6/2011-IR dt 15.4.2013] | |
| 4.2.1 | Last date of Annual updation | The information is updated from time to time on the institute website (approximately on a fortnightly basis) RTI page for 2023-24 was updated last on 15 April 2024. |
| 4.3 | Information available in electronic form [Section 4(1)(b)(xiv)] | |
| 4.3.1 | Details of information available in electronic form | Annual Report, Faculty and Staff details, Minutes of Meetings, Tenders, Academic works, Event Photo Gallery, etc. URL for overall content: https://spav.ac.in/sitemap.html |
| 4.3.2 | Name/ title of the document/record/ other information | Same as 4.3.1 above |
| 4.3.3 | Location where available | URL: https://spav.ac.in/ , https://www.spav.ac.in/rti.html and at other relevant pages thereon The details of various events, projects and programmes will also be shared on Institute's social media accounts: URL: https://www.facebook.com/spav2008/ ; https://www.instagram.com/spav2008/ ; |



| S.No. | Details of disclosure | Information | | | | | |
|---|---|---|-------------------------------------|-------------------------------------|---|--------------------------|----------------|
| | | https://x.com/SPAVIJAYAWADA08 ; | | | | | |
| 4.4 | Particulars of facilities available to citizen for obtaining information [Section 4(1)(b)(xv)] | | | | | | |
| 4.4.1 | Name & location of the faculty | HELPLINE Centre available in case of admissions into Courses. Email for information URL: info@spav.ac.in ; https://spav.ac.in/help.html ; https://spav.ac.in/contact.html | | | | | |
| 4.4.2 | Details of information made available | Admissions, Fees, Research & Consultancy, MoUs, access to Library and Laboratories on production of Student Identity Card, etc. | | | | | |
| 4.4.3 | Working hours of the facility | 9:00 AM to 12.40 PM and 1.30 PM to 5.30 PM; (up to 7.00 PM in case of Library) | | | | | |
| 4.4.4 | Contact person & contact details (Phone, fax email) | URL: https://spav.ac.in/help.html ; https://spav.ac.in/contact.html | | | | | |
| 4.5 | Such other information as may be prescribed under Section 4(i) (b)(xvii) | | | | | | |
| 4.5.1 | Grievance redressal mechanism | Through relevant Grievance Committees as provided at https://spav.ac.in/committees.html | | | | | |
| 4.5.2 | Details of applications received under RTI and information provided | S.No. | Quarter of the Year / Period | No. of applications received | No. of cases transferred to other PAs u/s 6(3) | Rejected requests | Replied |
| | | 1 | Q1 – Apr – Jun 2023 | 37 | NIL | NIL | 32 |
| | | 2 | Q2 – Jul – Sep 2023 | 25 | NIL | NIL | 24 |
| | | 3 | Q3 – Oct – Dec 2023 | 22 | NIL | NIL | 26 |
| | | 4 | Q4 – Jan – Mar 2024 | 42 | NIL | NIL | 50 |
| | | | Total | 126 | NIL | NIL | 132* |
| * Includes opening balance of 6 RTIs by Q1 of 2023-24 URL: https://www.spav.ac.in/2024/rti/RTI%20report%202023-24_Quarterly%20Returns%20of%20RTI.pdf | | | | | | | |
| 4.5.3 | List of completed schemes/ projects/ Programs | Details of the events, programs etc., are available in the Annual Reports and SPAV Reports, Newsletters, etc. available on the Institute's website. URL: https://www.spav.ac.in/dic.html ; https://www.spav.ac.in/rprojects.html URL: https://www.spav.ac.in/icc.html , https://www.spav.ac.in/cprojects.html URL: https://www.spav.ac.in/mous.html , https://www.spav.ac.in/cii.html URL: https://www.spav.ac.in/webinar.html ; https://www.spav.ac.in/ws.html | | | | | |
| 4.5.4 | List of schemes/ projects/ programme underway | Same as 4.5.3 above | | | | | |
| 4.5.5 | Details of all contracts entered into including name of the contractor, amount of contract | Same as 2.2.3 above | | | | | |



| S.No. | Details of disclosure | Information | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|------------|---|--|--|------------------------------|------------------------------|--|-------------------|---------|---|---------------------|---|-----|-----|---|---|---------------------|---|-----|-----|---|---|---------------------|---|-----|-----|---|---|---------------------|---|-----|-----|---|--|--------------|-----------|------------|------------|-----------|
| | and period of completion of contract | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 4.5.6 | Annual Report | Annual Reports including Annual Accounts are available on the institute website. URL: https://www.spav.ac.in/annualreports.html | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 4.5.7 | Frequently Asked Question (FAQs) | URL: https://spav.ac.in | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 4.5.8 | Any other information such as - (a) Citizen's Charter, (b) Result Framework Document (RFD), (c) Six monthly reports on the, (d) Performance against the benchmarks set in the Citizen's Charter | The Citizen Charter (in the name of Right to Information – A Citizen Gateway) is available on Institute's website, in RTI tab. URL: https://www.spav.ac.in/rti.html | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 4.6 | Receipt & Disposal of RTI applications & appeals [F.No 1/6/2011-IR dt. 15.04.2013] | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 4.6.1 | Details of applications received and disposed | URL: https://www.spav.ac.in/2024/rti/FAA%20report.pdf | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 4.6.2 | Details of appeals received and orders issued | <table border="1"> <thead> <tr> <th>S.No.</th> <th>Quarter of the Year / Period</th> <th>No. of applications received</th> <th>No. of cases transferred to other PAs u/s 6(3)</th> <th>Rejected requests</th> <th>Replied</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Q1 – Apr – Jun 2023</td> <td>3</td> <td>NIL</td> <td>NIL</td> <td>1</td> </tr> <tr> <td>2</td> <td>Q2 – Jul – Sep 2023</td> <td>3</td> <td>NIL</td> <td>NIL</td> <td>5</td> </tr> <tr> <td>3</td> <td>Q3 – Oct – Dec 2023</td> <td>5</td> <td>NIL</td> <td>NIL</td> <td>5</td> </tr> <tr> <td>4</td> <td>Q4 – Jan – Mar 2024</td> <td>3</td> <td>NIL</td> <td>NIL</td> <td>3</td> </tr> <tr> <td></td> <td>Total</td> <td>14</td> <td>NIL</td> <td>NIL</td> <td>14</td> </tr> </tbody> </table> <p>URL: https://www.spav.ac.in/2024/rti/FAA%20report.pdf</p> | S.No. | Quarter of the Year / Period | No. of applications received | No. of cases transferred to other PAs u/s 6(3) | Rejected requests | Replied | 1 | Q1 – Apr – Jun 2023 | 3 | NIL | NIL | 1 | 2 | Q2 – Jul – Sep 2023 | 3 | NIL | NIL | 5 | 3 | Q3 – Oct – Dec 2023 | 5 | NIL | NIL | 5 | 4 | Q4 – Jan – Mar 2024 | 3 | NIL | NIL | 3 | | Total | 14 | NIL | NIL | 14 |
| S.No. | Quarter of the Year / Period | No. of applications received | No. of cases transferred to other PAs u/s 6(3) | Rejected requests | Replied | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 1 | Q1 – Apr – Jun 2023 | 3 | NIL | NIL | 1 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 2 | Q2 – Jul – Sep 2023 | 3 | NIL | NIL | 5 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 3 | Q3 – Oct – Dec 2023 | 5 | NIL | NIL | 5 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 4 | Q4 – Jan – Mar 2024 | 3 | NIL | NIL | 3 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | Total | 14 | NIL | NIL | 14 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 4.7 | Replies to questions asked in the parliament [Section 4(1)(d)(2)] | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 4.7.1 | Details of questions asked and replies given | As per the information received from the MoE from time | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 5 | Information as may be prescribed | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 5.1 | Such other information as may be prescribed [F.No. 1/2/2016-IR dt. 17.8.2016, F No. 1/6/2011-IR dt. 15.4.2013] | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 5.1.1 | Name & details of - (a) Current CPIOs & FAAs, (b) Earlier CPIO & FAAs from 1.1.2015 | <p>First Appellate Authority: Shri K V Uma Maheswara Rao - 08.04.2022 onwards Registrar</p> <p>Central Public Information Officer (CPIO)- 07.12.2021 onwards Dr. Venkata Krishna Kumar Sadhu Associate Professor of Architecture</p> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |



| S.No. | Details of disclosure | Information |
|-------|-----------------------|--|
| | | <p>Nodal Officer Shri S. Sai Diwakar Naik - 29.09.2020 onwards Assistant Registrar</p> <p>Assistant Public Information Officer -Admin (APIO)-07.02.2024 onwards Shri P V S Shyamkumar Assistant Registrar</p> <p>Assistant Public Information Officer - Acad (APIO)-10.04.2021 onwards Mr. Bhagwat Jayeshkumar Maheshkumar Assistant Professor</p> <p>Past Term: First Appellate Authority: Dr. R. Adinarayanane - (from Feb. 2019 to 07.04.2022) Associate Professor of Planning, Dean (Planning and Development) E-mail. adinarayanane@spav.ac.in</p> <p>Central Public Information Officer (CPIO) Dr. Amitava Sarkar - June 2019 to 06.12.2021 Associate Professor of Architecture E-mail: amitava.sarkar@spav.ac.in</p> <p>Assistant Public Information Officer - Admin. (APIO) - (from 05.02. 2020 to 06.02.2024) Shri S. Sai Diwakar Naik Assistant Registrar E-mail : saidiwakar@spav.ac.in spavapio@spav.ac.in URL: https://www.spav.ac.in/rti.html</p> |



| S.No. | Details of disclosure | Information | | | | | | | | | | | | | | |
|--|---|--|--|---------------|---|----------|--|----------|--|----------|--------------------------------------|----------|--------------------------------------|----------|--|----------|
| 5.1.2 | Details of third-party audit of voluntary disclosure - (a) Dates of audit carried out, (b) Report of the audit carried out | Audit was carried out by 05 September 2023 and the report is available on institute website. URL: https://www.spav.ac.in/2023/rti/Transparency%20Audit%20Report%20FY%202022-23.pdf | | | | | | | | | | | | | | |
| 5.1.3 | Appointment of Nodal Officers not below the rank of Joint Secretary/ Additional HoD - (a) Date of appointment, (b) Name & Designation of the officers | Details of appointment of Nodal Officer under RTI for the Institute are available on the Institute's website at S.No. 16 on the page: https://www.spav.ac.in/rti.html 29 September 2020, Shri S. Sai Diwakar Naik, Assistant Registrar | | | | | | | | | | | | | | |
| 5.1.4 | Consultancy committee of key stake holders for advice on suo-motu disclosure - (a) Dates from which constituted, (b) Name & Designation of the officers | Details of Consultancy committee for the Institute are available on the Institute's website. URL: https://www.spav.ac.in/2024/rti/Office%20Order_Conultancy%20Committee_RTI_12.06.2023.pdf Constituted on 12 June 2023 . <table style="width: 100%; border: none;"> <tr> <td style="width: 70%;">1) Shri K V Uma Maheswara Rao First Appellate Authority (FAA) (<i>Ex-officio</i>)</td> <td style="width: 30%; text-align: right;">- Chairperson</td> </tr> <tr> <td>2) Dr. S V Krishna Kumar Central Public Information Officer (CPIO) (<i>Ex-officio</i>)</td> <td style="text-align: right;">- Member</td> </tr> <tr> <td>3) Shri S Sai Diwakar Naik Nodal Officer & Asst. Public Information Officer (Admin.) (APIO) (<i>Ex-officio</i>)</td> <td style="text-align: right;">- Member</td> </tr> <tr> <td>4) Shri Bhagwat Jayeshkumar Maheshkumar Asst. Public Information Officer (Acad.) (APIO) (<i>Ex-officio</i>)</td> <td style="text-align: right;">- Member</td> </tr> <tr> <td>5) Dr. Adinarayanane R Former FAA</td> <td style="text-align: right;">- Member</td> </tr> <tr> <td>6) Dr. Amitava Sarkar Former CPIO</td> <td style="text-align: right;">- Member</td> </tr> <tr> <td>7) Sh. M Janardhana Reddy Multi Skill Assistant</td> <td style="text-align: right;">- Member</td> </tr> </table> | 1) Shri K V Uma Maheswara Rao First Appellate Authority (FAA) (<i>Ex-officio</i>) | - Chairperson | 2) Dr. S V Krishna Kumar Central Public Information Officer (CPIO) (<i>Ex-officio</i>) | - Member | 3) Shri S Sai Diwakar Naik Nodal Officer & Asst. Public Information Officer (Admin.) (APIO) (<i>Ex-officio</i>) | - Member | 4) Shri Bhagwat Jayeshkumar Maheshkumar Asst. Public Information Officer (Acad.) (APIO) (<i>Ex-officio</i>) | - Member | 5) Dr. Adinarayanane R Former FAA | - Member | 6) Dr. Amitava Sarkar Former CPIO | - Member | 7) Sh. M Janardhana Reddy Multi Skill Assistant | - Member |
| 1) Shri K V Uma Maheswara Rao First Appellate Authority (FAA) (<i>Ex-officio</i>) | - Chairperson | | | | | | | | | | | | | | | |
| 2) Dr. S V Krishna Kumar Central Public Information Officer (CPIO) (<i>Ex-officio</i>) | - Member | | | | | | | | | | | | | | | |
| 3) Shri S Sai Diwakar Naik Nodal Officer & Asst. Public Information Officer (Admin.) (APIO) (<i>Ex-officio</i>) | - Member | | | | | | | | | | | | | | | |
| 4) Shri Bhagwat Jayeshkumar Maheshkumar Asst. Public Information Officer (Acad.) (APIO) (<i>Ex-officio</i>) | - Member | | | | | | | | | | | | | | | |
| 5) Dr. Adinarayanane R Former FAA | - Member | | | | | | | | | | | | | | | |
| 6) Dr. Amitava Sarkar Former CPIO | - Member | | | | | | | | | | | | | | | |
| 7) Sh. M Janardhana Reddy Multi Skill Assistant | - Member | | | | | | | | | | | | | | | |
| 5.1.5 | Committee of PIOs/FAAs with rich experience in RTI to identify frequently sought information under RTI - (a) Dates from which constituted, (b) Name & Designation of the Officers | Details of Consultancy committee for the Institute are available on the Institute's website. URL: https://www.spav.ac.in/2024/rti/Office%20Order_RTI_PIO%20FAA%20committee_12.06.2023.pdf Constituted on 12 June 2023. <table style="width: 100%; border: none;"> <tr> <td style="width: 70%;">1) Shri K V Uma Maheswara Rao First Appellate Authority (<i>Ex-officio</i>)</td> <td style="width: 30%; text-align: right;">- Chairperson</td> </tr> <tr> <td>2) Dr. S V Krishna Kumar Central Public Information Officer (<i>Ex-officio</i>)</td> <td style="text-align: right;">- Member</td> </tr> </table> | 1) Shri K V Uma Maheswara Rao First Appellate Authority (<i>Ex-officio</i>) | - Chairperson | 2) Dr. S V Krishna Kumar Central Public Information Officer (<i>Ex-officio</i>) | - Member | | | | | | | | | | |
| 1) Shri K V Uma Maheswara Rao First Appellate Authority (<i>Ex-officio</i>) | - Chairperson | | | | | | | | | | | | | | | |
| 2) Dr. S V Krishna Kumar Central Public Information Officer (<i>Ex-officio</i>) | - Member | | | | | | | | | | | | | | | |



| S.No. | Details of disclosure | Information |
|------------|--|--|
| | | 3) Dr. Adinarayanane R Former FAA (<i>Ex-officio</i>) - Member 4) Dr. Amitava Sarkar Former CPIO (<i>Ex-officio</i>) - Member |
| 6 | Information Disclosed on own Initiative | |
| 6.1 | Item / information disclosed so that public have minimum resort to use of RTI Act to obtain information | |
| 6.1.1 | Item / information disclosed so that public have minimum resort to use of RTI Act to obtain information | All the pertinent information can be accessed through relevant and user-friendly tabs after visiting https://spav.ac.in/ (landing page from where requisite information can be accessed through further web pages). RTI related disclosures are at URL: https://www.spav.ac.in/rti.html ; https://spav.ac.in/2024/rti/Suo%20moto%20disclosure%20SPAV%202023-24 |
| 6.2 | Guidelines for Indian Government Websites (GIGW) is followed (released in February, 2009 and included in the Central Secretariat Manual of Office Procedures (CSMOP) by Department of Administrative Reforms and Public Grievances Ministry of Personnel, Public Grievances and Pensions | |
| 6.2.1 | Whether STQC certification obtained and its validity | 1) STQC Certification has been entrusted to Electronics Test and Development Center, Hyderabad, popularly known as ETDC Hyderabad, is one of the Leading laboratory of STQC Directorate, Ministry of Electronics and Information Technology, Government of India, on 13-03-2024. Work in progress 2) As on date, Secure Sockets Layer (SSL) Certification is in place. 3) Domain and Hosting of the website is by a Third Party. Requisite technical aspects like Firewall, Anti- Virus Enterprise Software pack are installed in all the official Desktops and Laptops of the institute. Valid till June 2024. Work on making provisions as per National Cyber Crisis Management Plan is in progress. |
| 6.2.2 | Does the website show the certificate on the Website? | SSL details can be viewed at URL: https://www.google.com/search?q=About+https://spav.ac.in/index.html&tbn=ilp&ctx=chrome |
| | Disclaimer: <i>While all efforts have been made to make this as authentic as possible, the institute will not be responsible for any loss to any person caused by any shortcoming, defect, or inaccuracy in the information available on "Website". Discrepancy if any, found may be brought to the notice of the institute.</i> | |

