



योजना तथा वास्तुकला विद्यालय, विजयवाड़ा
School of Planning and Architecture, Vijayawada
An Institute of National Importance, Ministry of Education, Govt. of India

Suo motu disclosure of Information under Sec 4 of the Right To Information Act, 2005 for the period 2025-26

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	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/																																															
1.1.2	Head of the organization	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 Details of former Heads of the organization are as follows: <table><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><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 Sundarajan</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></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 Sundarajan	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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1.1.3	Vision, Mission and Key objectives	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 Mission • To comprehend contextual built environment related issues • To analyse physical, socio-economic, cultural, political and ecological dimensions of the human settlements. URL: https://www.spav.ac.in/about.html Key objectives: ▪ 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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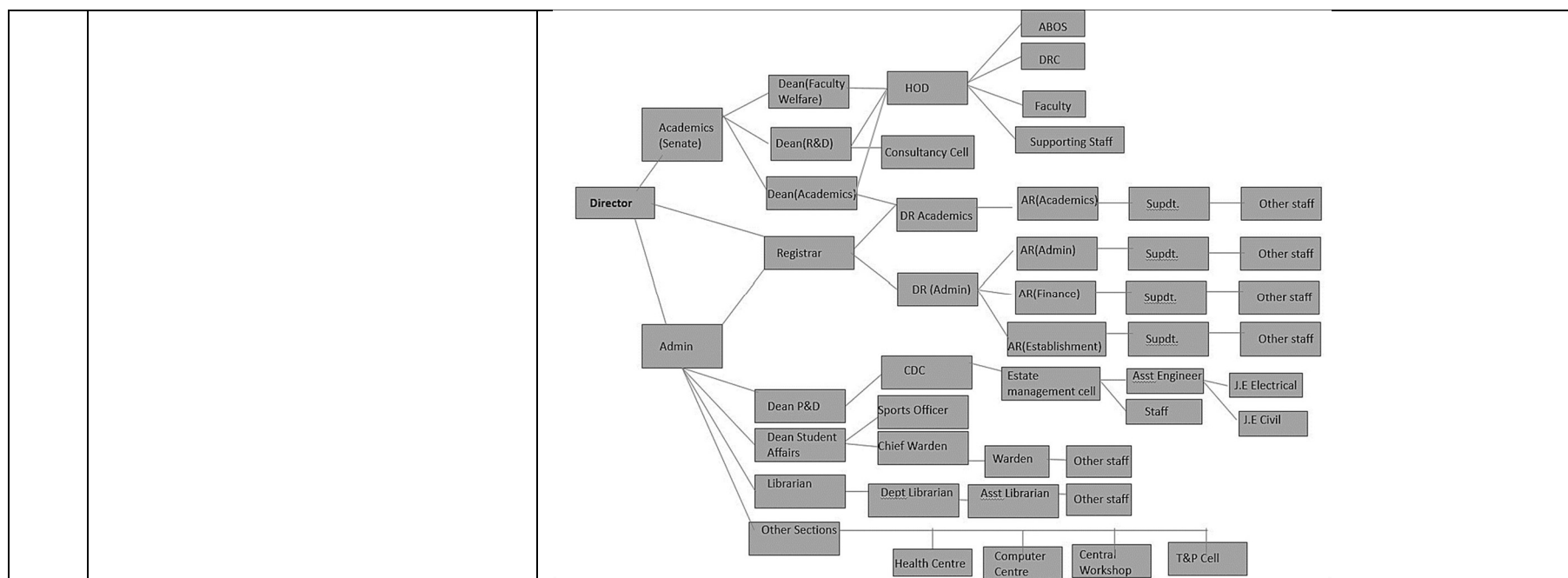
1.1.4	Function and duties	At SPA Vijayawada, academic degree programmes are designed to address physical, socio-economic and environmental challenges, so as to achieve future sustenance and hence to cater to the specific needs of the industry and academics. URL: https://www.spav.ac.in/courseoffered.html 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. 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. Programmes/Courses offered: 1. Undergraduate Programme (4 years full time): Bachelor of Planning 2. Postgraduate Programmes (4 years full time): a. Master of Environmental Planning Management (MEPM) b. Master of Urban and Regional Planning (MURP) c. Master of Transport Planning (MTP) 3. PhD in Planning URL: https://www.spav.ac.in/planningdepartment.html 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.
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		Programmes/Courses offered: 1. Undergraduate Programme (5 years full time): <i>Bachelor of Architecture</i> 2. Postgraduate Programmes (2 years full time): 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> f. <i>Master of Design</i> 3. PhD in Architecture URL: https://www.spav.ac.in/architecturedepartment.html 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
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1.1.5	Organization Chart	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. 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. These Committees are approved by the Director. The members of staff of the School shall be classified as under, as per Statute 21: (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; (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; (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
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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	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. 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 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. 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. 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.
1.2	Power and duties of its officers and employees [Section 4(1) (b)(ii)]	

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1.2.1	Powers and duties of officers (administrative, financial and judicial)	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: (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; URL: https://www.spav.ac.in/spavact/Statutes.pdf Powers and functions of the Board of Governors: 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. The powers and functions of the Board are detailed in Section 15 of the SPA Act, 2014. 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. The current composition of the Board of Governors of the Institute is available on Institute's website. URL: https://spav.ac.in/bog.html Powers and functions of the Senate: 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. 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 The current composition of the Senate of the Institute is available on Institute's website. URL: https://spav.ac.in/senate.html Powers of the Finance Committee as constituted under Statute 10: The Finance Committee shall have the power to: (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. URL: https://www.spav.ac.in/spavact/Statutes.pdf The current composition of the Finance Committee is available on Institute's website. URL: https://spav.ac.in/fc.html
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1.2.2	Power and duties of other employees	Powers and Duties of other Officers and Employees of the SPAV (a) ADMINISTRATION <i>Deputy Registrar</i> Guide and supervise the work of Assistant Registrar/Section Officers dealing with Finance and Establishment matters. <i>Assistant Registrars</i> Guide and supervise the work of Assistants & Accountants dealing with Finance, Admission, Examination and Establishment matters etc. <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: • 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. (b) ACADEMIC <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. <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. <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. 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
1.2.3	Rules/orders under which powers and duty are derived and exercised	As per SPA Act and SPA statutes. URL: https://www.spav.ac.in/spavact.html; https://www.spav.ac.in/spavact/Statutes.pdf

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1.2.4	Work allocation	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
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	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. 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 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

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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. URL: https://www.spav.ac.in/contact.html 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. • 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	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; 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. URL: https://www.spav.ac.in/committees.html; https://www.spav.ac.in/fic.html Using 'Contact' on the institute website, a user can correspond with the Institute easily. URL: https://www.spav.ac.in/contact.html 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.
1.5	Rules, regulations, instructions manual and records for discharging functions [Section 4(1)(b)(v)]	

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1.5.1	Title and nature of the record/ manual /instruction.	Institute follows the Acts / Regulations/ Rules / Guidelines / Notifications of MoE and / or Gol, CAG, Board and Committees, issued from time to time. a. The School of Planning and Architecture Act, 2014 b. The Schools of Planning and Architecture Statutes, 2016 (URL: https://www.spav.ac.in/spavact/Statutes.pdf) 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
1.6	Categories of documents held by the authority under its control [Section 4(1)(b) (vi)]	

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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 URL: https://www.spav.ac.in/spavadmissions.html 9. SPAV PG Admissions through Centralized Counselling - (CCMT 2024) URL: https://spav.ac.in/ccmt.html 10. SPAV Forms and Formats URL: https://spav.ac.in/downloads.html 11. SPAV Newsletters of Planning and Architecture Departments URL: https://spav.ac.in/plannewsletter.html; https://spav.ac.in/archnewsletter.html 12. SPAV Students Annual Magazine URL: https://www.spav.ac.in/students_magazine.html 13. SPAV Student Clubs and activities URL: https://www.spav.ac.in/clubs.html 14. Memoranda of Understanding (MoUs) URL: https://www.spav.ac.in/mous.html 15. SPAV Faculty and Staff Research Publications URL: https://www.spav.ac.in/publications.html 16. Conferences, Seminars/Webinars and Workshops/FDPs conducted by SPAV URL: https://www.spav.ac.in/conferences.html, https://www.spav.ac.in/webinar.html and https://www.spav.ac.in/ws.html 17. SPAV Annual Reports URL: https://www.spav.ac.in/annualreports.html 18. SPAV Office Orders / Circulars / Office Memorandum URL: https://www.spav.ac.in/officeorders.html 19. SPAV Tenders URL: https://www.spav.ac.in/tender.html 20. SPAV Committees URL: https://www.spav.ac.in/committees.html 21. Minutes of SPAV Boards and Committees URL: https://www.spav.ac.in/minutes.html 22. SPAV Exams and Schedule URL: https://www.spav.ac.in/exams.html
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1.6.2	Custodian of documents/categories	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
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.	(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 Committees constituted by the Director (v) Alumni Committee (vi) Anti Ragging Squad & Committee (vii) Campus Development Committee (viii) Central Library Advisory and Purchase Committee (CLAPC) (ix) Central Library Advisory and Purchase Committee (CLAPC) (x) Classroom Furniture Committee (xi) Clean & Green Institute (xii) Constitution of SC/ST Cell (xiii) CPP Portal Team (xiv) Cultural Committee (xv) DIC & Incubation Centre (xvi) Digital India/E-Class rooms/ Video Conference (xvii) Drug Prevention Committee (xviii) EBSB Cell (xix) GeM Portal (xx) Grievance Cell (xxi) Hindi Cell (xxii) Institute Magazine/News letter/ Calendars/ Dairy (xxiii) Institute Purchase Committee (IPC) (xxiv) Internal Complaints Committee (xxv) Mental Health Well-being Committee (xxvi) MOOCs courses (xxvii) NAD Cell (xxviii) NIRF cell (xxix) Placement Cell (xxx) Research & Consultancy cell (xxxi) Research, Collaboration & IPR (xxxii) Sports committee (xxxiii) Student Grievance Redressal Committee (SGRC) (xxxiv) Student Service Centre (SSC) (xxxv) Swachh Bharat Mission (xxxvi) Testing & Consultancy (xxxvii) Unnat Bharat Abhiyan (UBA) (xxxviii) Vigilance Officer (xxxix) Website Monitoring Committee (WMC) (xl) Yoga and Health Club ▪ URL: https://spav.ac.in/committees.html;
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1.7.2	Composition	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 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 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 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 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 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 Composition of Selection Committee of the Institute is available on Institute's website. URL: https://www.spav.ac.in/pdf/selection.pdf (xli) other committees for smooth functioning of the Institute is available on Institute's website. URL: https://www.spav.ac.in/committees.html
1.7.3	Dates from which constituted	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. 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	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. They will be reconstituted as and when necessary, as per the provisions therein.
1.7.5	Powers and functions	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. Powers and functions of the Senate are as per Sections 16 and 17 of the SPA Act, 2014. Powers and functions of the Finance Committee are as per Statute 10,11 of the SPA Statutes, 2016 Powers and Functions of the Building and Works Committee are as per Statute 12,13 of the SPA Statutes, 2016. 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, all Minutes are uploaded on the on RTI Webpage of SPAV.
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/rti.html

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1.8.2	Telephone, fax and email ID	URL: https://www.spav.ac.in/rti.html
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/2026/rti/Monthly%20Gross%20Salary%20Details%20of%20the%20Employees%20of%20SPAV%20as%20on%2031.03.2026.pdf
1.9.2	System of compensation as provided in its regulations	▪ 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 MoE Orders. ▪ The monthly compensation includes Basic Pay, Dearness Allowance, House Rent Allowance and Transport Allowance as per GoI 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. ▪ Honorarium shall be paid to the employees who work in the teams deployed for central counselling and admissions to UG, PG programmes (operated by CSAB, DASA and CCMT as per rules of GoI) ▪ Honorarium shall be paid to the employees who work in the teams deployed for Institutional Consultancy Projects, as per Institutional Consultancy Rules of SPAV.
1.10	Name, designation and other particulars of public information officers [Section 4(1) (b) (xvi)]	

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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 PVS Shyam Kumar - 12.11.2025 onwards Deputy Registrar / Registrar i/c Central Public Information Officer (CPIO): Dr. Srinivas Daketi (26.05.2026 onwards) Professor of Architecture Email: cpio.rti@spav.ac.in Central Public Information Officer (CPIO): Dr. Venkata Krishna Kumar Sadhu (07.12.2021 to 25-05-2026) Professor of Architecture Email: cpio.rti@spav.ac.in Nodal Officer Shri S. Sai Diwakar Naik - 29.09.2020 onwards Assistant Registrar Assistant Public Information Officer -Admin (APIO)-12.11.2025 onwards Shri Amancha Rakesh Section Officer (Establishment) Assistant Public Information Officer - Acad (APIO)-03.12.2024 onwards Dr. Anil Kumar Chilakapati Professor of Architecture
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1.10.2	Address, telephone numbers and email ID of each designated official.	At S.No. 16 on the page, URL: https://www.spav.ac.in/rti.html First Appellate Authority: Shri PVS Shyam Kumar - 12.11.2025 onwards Deputy Registrar / Registrar I/C Tel.No. +91 8106210312 E-mail: shyamkumar@spav.ac.in Central Public Information Officer (CPIO)- 07.12.2021 onwards Dr. Venkata Krishna Kumar Sadhu Professor of Architecture Tel.No. +91 9490751501 E-mail: cpio.rti@spav.ac.in Nodal Officer Shri S. Sai Diwakar Naik - 29.09.2020 onwards Assistant Registrar Tel.No. +91 96034 83901 E-mail: saidiwakar@spav.ac.in Assistant Public Information Officer -Admin (APIO)- 12.11.2025 onwards Shri Amancha Rakesh Section Officer (Establishment) Tel.No. +91 7799525361 E-mail: spavapio@spav.ac.in Assistant Public Information Officer - Acad (APIO)-03.12.2024 onwards Dr. Anil Kumar Chilakapati Professor of Architecture Tel.No. +91 866 2469 458 E-mail: anil.ch@spav.ac.in 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
1.11	No. Of employees against whom Disciplinary action has been proposed/ taken (Section 4(2))	

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1.11.1	No. of employees against whom disciplinary action has been (i) Pending for 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 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	▪ 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	▪ 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://www.spav.ac.in/2026/rti/BE%20RE_2026-27.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://www.spav.ac.in/2026/rti/BE%20RE_2026-27.pdf
2.1.2	Budget for each agency and plan & programs	URL: https://www.spav.ac.in/2026/rti/BE%20RE_2026-27.pdf
2.1.3	Proposed expenditures	URL: https://www.spav.ac.in/2026/rti/BE%20RE_2026-27.pdf and https://www.spav.ac.in/2026/rti/SPAV_ANNUAL%20ACCOUNT_2024-25_SOFTCOPY.pdf
2.1.4	Revised budget for each agency, if any	URL: https://www.spav.ac.in/2026/rti/BE%20RE_2026-27.pdf and URL: https://www.spav.ac.in/2026/rti/SPAV_ANNUAL%20ACCOUNT_2024-25_SOFTCOPY.pdf
2.1.5	Report on disbursements made and place where the related reports are available	URL: https://spav.ac.in/2025/rti/SAR%20SPAV%2023-24%20(2).pdf

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2.1.6	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://www.spav.ac.in/2026/rti/GeM%20Purchase%20details%20%20January%202025-May%202026.pdf https://spav.ac.in/2025/rti/GeM%20Bid%20Ordered%20Data%20from%20January%202023%20-to%20date.pdf
2.2	Foreign and domestic tours (F.No. 1/8/2012- IR dt. 11.9.2012)	
2.2.1	Budget	The expenses for Foreign and domestic tours are met out of General Budget or from the Budget of the sponsoring organization applicable in case of invitations to attend any events or programmes.

2.2.2	Foreign and domestic Tours by ministries and officials of the rank of Joint Secretary 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.	Foreign and Domestic Tours:				
		Quarter 1: April to June 2025				
		Places Visited	From	To	No. of members in the official delegation	Budget (in INR)
		IISER Tirupati	17.05.2025	19.05.2025	1	Borne by IISER Tirupati
		Shimla	27.05.2025	29.05.2025	1	30,923
		Vizianagaram	05.06.2025	06.06.2025	1	Borne by CTUAP
		Trivandrum	06.06.2025	09.06.2025	1	33,427
		New Delhi	15.06.2025	18.06.2025	1	19,949
		Tiruchirapalli	24.06.2025	26.06.2025	1	Borne by NIT Trichy
		Ranchi, Jharkhand	03.07.2025	06.07.2025	1	Borne by ITPI
		Tirupati	09.07.2025	10.07.2025	1	17,281
		Roorkee	14.07.2025	16.07.2025	1	Borne by IIT Roorkee
		New Delhi	15.06.2025	22.06.2025	24	80000
		New Delhi	15.06.2025	22.06.2025	1	102657
		Quarter 2: July to September 2025				
		Tirupati	04.08.2025	07.08.2025	3	19650
		Hyderabad	22.08.2025	24.08.2025	1	Borne by ITPI
		Haryana	15.09.2025	17.09.2025	1	Borne by DCRUST Murthal
		Koraput	29.09.2025	02.10.2025	1	Borne by CU Odisha
		Thiruvananthapuram	17.09.2025	21.09.2025	1	34758
		Chennai & Tirupati	22.08.2025	01.09.2025	1	37530
		New Delhi	14.09.2025	16.09.2025	1	58860
		New Delhi	14.09.2025	16.09.2025	3	25177
		Quarter 3: October to December 2025				
		Bhopal	02.11.2025	04.11.2025	1	Borne by ITPI
		Tirupati	07.11.2025	10.11.2025	1	NIL
		Hyderabad	15.10.2025	16.10.2025	1	22702.52
		Hyderabad	31.10.2025	01.11.2025	1	19189
		Visakhapatnam	21.12.2025	21.12.2025	1	NIL
		Calicut	18.11.2025	21.11.2025	3	27594
		Quarter 4: January to March 2026				
		Ahmedabad	05.02.2026	08.02.2026	1	Borne by ITPI
		Hyderabad	12.03.2026	14.03.2026	1	31223
		Shivamogga	02-02-2026	08-02-2026	1	64030
		Nandyal	03-02-2026	09-02-2026	1	33135
		New Delhi	09-03-2026	10-03-2026	1	29102
		Hyderabad	02.02.2026	08.02.2026	1	32622

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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/2026/rti/Fee%20Structure%20(including%20Hostel%20fees)%20for%20UG,PG%20%20PhD%20students%20to%20be%20admitted%20in%20the%20A.Y.%202025-26.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/2026/rti/Details-of-beneficiaries-of-subsidy-programme-List-of-SC-ST-Students-admitted-in-the-2025-26.pdf URL: https://spav.ac.in/2024/notices/Notice%20for%20SC%20scholarship.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-ordinates 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 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 m) Blue Star foundation n) Kotak Kanya 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, Income Certificate, Academic credentials y-o-y, etc. Component I: The Scholarship amount payable for Computer & accessories, Books and Stationery, stipend etc. will be released to students through PFMS-Direct BenefitTransfer (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 her/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 guidelines of the respective scheme/scholarship.

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2.3.5	Physical and financial targets of the programme	As per Gol annual Grant-in-Aid; URL: https://www.spav.ac.in/2026/rti/Details-of-beneficiaries-of-subsidy-programme-List-of-SC-ST-Students-admitted-in-the-2025-26.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%, financial aid covering the tuition fee and other expenditure. The same varies from one scheme to the other; URL: https://www.spav.ac.in/2026/rti/Fee%20Structure%20(including%20Hostel%20fees)%20for%20UG,PG%20%20PhD%20students%20to%20be%20admitted%20in%20the%20A.Y.%202025-26.pdf and https://www.spav.ac.in/2026/rti/Details-of-beneficiaries-of-subsidy-programme-List-of-SC-ST-Students-admitted-in-the-2025-26.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/2026/rti/Details-of-beneficiaries-of-subsidy-programme-List-of-SC-ST-Students-admitted-in-the-2025-26.pdf
2.4	Discretionary and non-discretionary grants [F. No. 1/6/2011-IR dt. 15.04.2013]	
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/2025/rti/SARDRAFT_REPLIES%20FY23-24.pdf , URL: https://spav.ac.in/2025/rti/SAR%20SPAV%2023-24%20(2).pdf and URL: https://www.spav.ac.in/2026/rti/SPAV_ANNUAL%20ACCOUNT_2024-25_SOFTCOPY.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]	

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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. 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/ 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.
3.1.2	Arrangements for consultation with or representation by - (a) Members of the public in policy formulation/ policy implementation,	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).
	(b) Day & time allotted for visitors, (c) Contact details of Information & Facilitation Counter (IFC) to provide publications frequently sought by RTI applicants	Details of the Institute and its functions are available on Institute's website. URL: https://spav.ac.in/ 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. The contact details of the Institute are available on Institute's website. URL: https://spav.ac.in/contact.html The Information about the Institute is made available on the Institute's website for easy access to the RTI applicants.
3.1.3	Public- private partnerships (PPP)- Details of Special Purpose Vehicle (SPV), if any	Not Applicable. 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
3.1.4	Public- private partnerships (PPP)- Detailed project reports (DPRs)	Not Applicable. Same as 3.1.3 above
3.1.5	Public- private partnerships (PPP)- Concession agreements.	Not Applicable. Same as 3.1.3 above
3.1.6	Public- private partnerships (PPP)- Operation and maintenance manuals	Not Applicable. Same as 3.1.3 above
3.1.7	Public- private partnerships (PPP) - Other documents generated as part of the implementation of the PPP	Not Applicable. Same as 3.1.3 above
3.1.8	Public- private partnerships (PPP) - Information relating to fees, tolls, or the other kinds of revenues that may be collected under authorization from the government	Not Applicable. Same as 3.1.3 above
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

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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 Institute of National Importance under the Ministry of Education, Gol. 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 communication - Internet (website)	Available on Institute's 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 Academic manuals/Ordinances are also available on Institute's website. URL: https://www.spav.ac.in/academic_ordinances.html
3.4.2	Information manual/handbook available in Printed format	On need basis or on payment of stipulated fee. Programme Syllabus 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	Hindi	The Institute's website is 'Hindi enabled' i.e., the content can be read in Hindi also. Office Circulars are available in Hindi also. Annual Reports, Acts and Regulations, etc., are available in Hindi also.
4.1.2	English	All the Information Manuals and Handbooks are available in English.
4.1.3	Vernacular/ Local Language	Information received from Gol like Awareness weeks, Pledges, etc. are propagated in local language also from time to time. The information to be shared with public is published in local newspapers and media in vernacular language also.

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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 2024-25 was updated last on 15 April 2026.
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/ ; 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	Academic programmes, Admissions, Fees, Research & Consultancy, MoUs, Access to Library and Laboratories on production of Student Identity Card, Outreach programmes, 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	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
4.5.3	List of schemes/ projects/ programme underway	Same as 4.5.3 above
4.5.4	Details of all contracts entered into including name of the contractor, amount of contract and period of completion of contract	Same as 2.1.6 above
4.5.5	Annual Report	Annual Reports including Annual Accounts are available on the institute website. URL: https://www.spav.ac.in/annualreports.html
4.5.6	Frequently Asked Question (FAQs)	URL: https://spav.ac.in
4.5.7	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]	

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4.6.1	Details of applications received under RTI and information provided	<table><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><tr><td>1</td><td>Q1 – Apr – Jun 2025</td><td>44</td><td>NIL</td><td>NIL</td><td>45</td></tr><tr><td>2</td><td>Q2 – Jul – Sep 2025</td><td>42</td><td>NIL</td><td>NIL</td><td>40</td></tr><tr><td>3</td><td>Q3 – Oct – Dec 2025</td><td>76</td><td>NIL</td><td>NIL</td><td>57</td></tr><tr><td>4</td><td>Q4 – Jan – Mar 2026</td><td>48</td><td>NIL</td><td>NIL</td><td>67</td></tr><tr><td colspan="2">Total</td><td>210</td><td>NIL</td><td>NIL</td><td>209*</td></tr></table> * Includes opening balance of 7 RTIs by Q1 of 2025-26 URL: https://www.spav.ac.in/2026/rti/Quarterly%20Returns%20Q4%20-%202025%20-%202026.pdf	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 2025	44	NIL	NIL	45	2	Q2 – Jul – Sep 2025	42	NIL	NIL	40	3	Q3 – Oct – Dec 2025	76	NIL	NIL	57	4	Q4 – Jan – Mar 2026	48	NIL	NIL	67	Total		210	NIL	NIL	209*
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 2025	44	NIL	NIL	45																																	
2	Q2 – Jul – Sep 2025	42	NIL	NIL	40																																	
3	Q3 – Oct – Dec 2025	76	NIL	NIL	57																																	
4	Q4 – Jan – Mar 2026	48	NIL	NIL	67																																	
Total		210	NIL	NIL	209*																																	
4.6.2	Details of appeals received and orders issued	<table><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><tr><td>1</td><td>Q1 – Apr – Jun 2025</td><td>NIL</td><td>NIL</td><td>NIL</td><td>NIL</td></tr><tr><td>2</td><td>Q2 – Jul – Sep 2025</td><td>NIL</td><td>NIL</td><td>NIL</td><td>NIL</td></tr><tr><td>3</td><td>Q3 – Oct – Dec 2025</td><td>NIL</td><td>NIL</td><td>NIL</td><td>NIL</td></tr><tr><td>4</td><td>Q4 – Jan – Mar 2026</td><td>NIL</td><td>NIL</td><td>NIL</td><td>NIL</td></tr><tr><td colspan="2">Total</td><td>0</td><td>NIL</td><td>NIL</td><td>0</td></tr></table> URL: https://www.spav.ac.in/2026/rti/FAA%20Report%202025-26.pdf	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 2025	NIL	NIL	NIL	NIL	2	Q2 – Jul – Sep 2025	NIL	NIL	NIL	NIL	3	Q3 – Oct – Dec 2025	NIL	NIL	NIL	NIL	4	Q4 – Jan – Mar 2026	NIL	NIL	NIL	NIL	Total		0	NIL	NIL	0
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 2025	NIL	NIL	NIL	NIL																																	
2	Q2 – Jul – Sep 2025	NIL	NIL	NIL	NIL																																	
3	Q3 – Oct – Dec 2025	NIL	NIL	NIL	NIL																																	
4	Q4 – Jan – Mar 2026	NIL	NIL	NIL	NIL																																	
Total		0	NIL	NIL	0																																	
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	<u>Current CPIOs and FAAs</u> First Appellate Authority: Shri PVS Shyam Kumar - 12.11.2025 onwards Deputy Registrar & Registrar I/C URL: https://www.spav.ac.in/rti.html Central Public Information Officer (CPIO) Dr. Venkata Krishna Kumar Sadhu - - 07.12.2021 onwards Professor of Architecture Nodal Officer Shri S. Sai Diwakar Naik - 29.09.2020 onwards Assistant Registrar Assistant Public Information Officer - Admin (APIO) Shri Amancha Rakesh Section Officer - (Establishment) Assistant Public Information Officer - Acad (APIO) Dr. Anil Kumar Chilakapati - -03.12.2024 onwards Professor of Architecture <u>Past Term:</u> First Appellate Authority: Shri K V Uma Maheswara Rao - (from April. 2022 to 30.10.2025) Registrar E-mail. kvumarao@yahoo.co.in 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 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 URL: https://www.spav.ac.in/rti.html Assistant Public Information Officer - Acad (APIO) Mr. Bhagwat Jayeshkumar Maheshkumar - (from Dec. 2021 to 17.12.2024) Assistant Professor of Planning E-mail : apioacad@spav.edu.in
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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 the date 24 June 2025 and the report is available on institute website. URL: https://www.spav.ac.in/2025/rti/Transparency%20Audit%20Report%20FY%202024-25.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%20Consultancy%20Committee%20RTI%2012.11.2024.pdf Constituted on 12 November 2025 . 1) Shri P V S Shyam Kumar Deputy Registrar / Registrar I/C First Appellate Authority (<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) Dr. Anil Kumar Chilakapati Asst. Public Information Officer (Acad.) (APIO) (<i>Ex-officio</i>) - 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/2025/rti/Office%20Order%20RTI%20PIO%20FAA%20committee%2012.11.2025.pdf Constituted on 12 November 2025 . 1) Shri P V S Shyam Kumar Deputy Registrar / Registrar I/C / First Appellate Authority (<i>Ex-officio</i>) - Chairperson 2) Dr. S V Krishna Kumar Central Public Information Officer (<i>Ex-officio</i>) - Member 3) Shri Rakesh Amancha Assistant Public Information Officer (Admin.) - Member 4) Dr. Anil Kumar Chilakapati Asst. Public Information Officer (Acad.) (APIO) (<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/2025/rti/Suo%20moto%20disclosure%20of%20Information%20under%20Sec%204%20foe%20the%20period%20of%202024-25%20(1).PDF
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	

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6.2.1	Whether STQC certification obtained and its validity	VAPT (Vulnerability Assessment and Penetration Testing) certificate as per CERT-In Guidelines is issued for this year, VALID TILL 21 st May 2026. STQC Certification for Website Quality is under process – Procedure and Quotation from ETDC Hyderabad is awaited. URL: https://spav.ac.in/2025/rti/VAPT%20Audit%20Certificate%20of%20SPA%20Vijayawada.pdf
6.2.2	Does the website show the certificate on the Website?	STQC Certificate is to be obtained. However, The Website has a valid SSL Certificate. SSL details can be viewed at URL: https://www.google.com/search?q=About+https://spav.ac.in/index.html&tbm=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>	