



ST. ANN'S COLLEGE OF EDUCATION

(A Unit of the Sisters of St. Ann of Providence, Central Province)
An Autonomous College Affiliated to Osmania University, Hyderabad
Accredited by NAAC with 'A' Grade (3rd Cycle)

SAROJINI DEVI ROAD, SECUNDERABAD - 500 003, T.S.

Telefax: 27804604 E-mail: stanns_college@yahoo.com www.stannscoe.com

Lr.No.06/SACE/RTI Act/2019

Ref. No.....

26.07.2019

Date

ORDERS

Sub: RTI Act in Educational Institutions- Appointment of PIO and APIO-orders issued St. Ann's College of Education, (Autonomous) Sarojini Devi Road, Secunderabad-500003.

Ref: RTI Act 12th October, 2005.

Right to Information Act, 2005 is to understand the powers and functions of the CIC under the RTI Act and relevant rules. The college has constituted the PIO and APIO committee with the following members.

S. No	Name of the Staff	Designation	Position	Tele Phone No.
1	Sr. Mary Lithwin	Correspondent	Secretary	8179742576
2	Prof. Dr.Sr.Marry Kutty P.J.	Principal	Joint Secretary	8333043723
3	Sr. Regi Jose	Vice Principal	Addl. Secretary	9849977162
4	Dr.K.Veena Latha	Assoc. Professor	PIO	9866682930
5	Dr.T.Diana Jacob	Asst. Professor	APIO	9848820389



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Objectives of the Committee:

1. To monitor the day-to-day functioning of the Institution.
2. To identify work practices which are conducive to the efficient functioning of the institution.
3. To examine the availability of financial resources, human resources and infrastructure.
4. To provide for setting out the practices, regime or right to information for citizens to secure access to information.
5. To promote accountability and transparency in the smooth and effective functioning of the institution.

Powers and Duties of the Committee Members:

1. Correspondent: She is the Chief Representative of the management. She looks into the whole functioning of the institution and is responsible for the overall affairs of the college.
2. Principal: She is the Head and Executive of the college who takes the responsibility of inquiry and decision making in declaring the information sought by anyone.
3. Vice-Principal: She is the In-charge who co-ordinates with the Principal and helps anyone seeking information as per the need in the absence of the Principal.
4. PIO- Public Information Officer: All citizens shall have the right to information accessible and hence the PIO attends to the rights of the applicant, scrutinizes the information sought, examines its urgency and ensures the disposal of the request within prescribed time period. She also forwards it to the higher officers for the right decision at the earliest.
5. APIO: Assistant Public Information Officer co-ordinates with the PIO by all means in receiving and forwarding the applications of the seekers and ensures the delivery of the information to the applicants.


Signature of the Principal
St. Ann's College of Education
Autonomous
Sarojini Devi Road
Secunderabad - 500 003, T.S
(A unit of The Sisters of St. Ann of Providence
Central Province, Reg. No. 67 of 1958)