

TEEGALA KRISHNA REDDY ENGINEERING COLLEGE

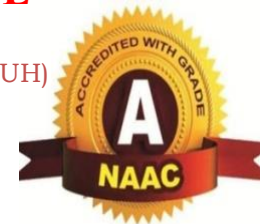
(UGC-Autonomous)

(Sponsored by TKR Educational Society, Approved by AICTE, Affiliated to JNTUH)

Accredited by NAAC- 'A' Grade. Accredited by NBA

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RIGHT TO INFORMATION (RTI) CELL

The RTI Cell is responsible for implementing and managing processes related to the Right to Information Act.

The committee is set to convene biannually, with additional meetings arranged when required.

The RTI CELL will consist of the following members:

S.No.	Name of the Staff	Designation	Position
1.	Dr. K VenkataMurali Mohan	Principal	Chairman
2.	Mr. G L N Reddy (AO)	AO	Member Secretary
3.	Mr B Chandra Shekar Reddy	AAO	Memembr

Functions and Responsibilities of the RTI CELL

- ❖ RTI Act Compliance: Ensure compliance with the provisions of the Right to Information Act, which allows citizens to access information held by public authorities.
- ❖ Information Requests: Receive and process requests for information from individuals or organizations, often referred to as "applicants."
- ❖ Documentation: Maintain records of all information requests, responses, and related communications.
- ❖ Information Dissemination: Provide requested information to applicants in a timely manner, ensuring transparency and accountability in government operations.
- ❖ Fees and Appeals: Determine any applicable fees for providing information, as per the RTI Act, and handle appeals and complaints from applicants who are dissatisfied with the responses received.
- ❖ Awareness and Education: Conduct awareness campaigns and educational programs to inform the public about their right to access information and the procedures for filing RTI requests.
- ❖ Data Protection: Ensure that sensitive or confidential information is appropriately protected and not disclosed in violation of the law.
- ❖ Response Time: Adhere to the stipulated timeframes for responding to RTI requests, as per the RTI Act.
- ❖ Annual Reporting: Prepare and submit annual reports on RTI activities, including the number of requests received and processed.