

# DADI INSTITUTE OF ENGINEERING & TECHNOLOGY

## An Autonomous Institute

Approved by A.I.C.T.E., New Delhi & Permanently Affiliated to JNTU GV  
Accredited by NAAC with 'A' Grade and Inclusion u/s 2(f) & 12(B) of UGC Act  
An ISO 9001:2015, ISO 14001:2015 & ISO 45001:2018 Certified Institute.

NH-16, Anakapalle – 531002, Visakhapatnam, A.P.

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## Public Information Officer and members:

A Public Information Officer (PIO) is designated to handle requests under the RTI Act.. The college also has a PIO and may have additional members such as an Appellate Authority (AA), who are responsible for ensuring compliance with RTI rules by providing requested information or justifying any rejection. While specific "members" are not defined, the Principal often serves as the PIO or Appellate Authority and is responsible for the college's compliance with the act.

### Role and responsibilities of the Public Information Officer (PIO)

- **Processing information requests:** The PIO's main duty is to receive and process requests for information from citizens under the RTI Act.
- **Assisting applicants:** The PIO must provide reasonable assistance to those seeking information, and if a request is made orally, help the applicant put it into writing.
- **Providing information:** The PIO is responsible for providing the requested information after the appropriate fee is paid. The information should be provided in the form requested by the applicant, unless it would disproportionately divert resources or be detrimental to the record's safety.
- **Rejecting requests:** The PIO can reject a request but must provide justification under the Act.
- **Maintaining records:** The PIO is responsible for keeping a register of all RTI applications received and disposed of.

### Role and responsibilities of other members (e.g., Appellate Authority, Principal)

- **Handling appeals:** An Appellate Authority (AA) is a designated official who hears appeals against the PIO's decision. The Principal is often the AA.
- **Ensuring compliance:** The PIO and AA ensure the college complies with all the provisions of the RTI Act.
- **Oversight:** The PIO, often supported by the Principal and other administrative staff, is responsible for overseeing the college's adherence to the RTI Act.

### Compliance and implementation:

- **Designated officials:** Colleges are required to designate a PIO and an AA to handle RTI matters.
- **Application process:** Citizens must submit a written application with the prescribed application fee to the PIO.

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- **Information availability:** The College must be transparent and make information available to the public through the designated PIO.
- **Compliance with the law:** The College and its officials must adhere to the RTI Act, 2005, which grants citizens the right to information under the control of public authorities.

Public Information Officer:

Mr. V. Govinda Raju

Appellate Authority:

DR. R. Vaikunta Rao, Principal

Members:

Dr. K.S. Eswara Rao, Dean Administration

Mr. M. Padmakar, Associate Dean Administration



Dr. R. Vaikunta Rao  
Principal  
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