

Self appraisal report for Year (2021-22)

Auditor Agency: Venkata Krishna Kumar Sadhu

Ministry Name: Ministry of Education

Department Name: Department of Higher Education

Public Authority Name: School of Planning and Architecture (SPA), Vijayawada

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
1	Organisation and Function							
1.1	Particulars of its organisation, functions and duties[Section 4(1)(b)(i)]							
1.1.1	Name and address of the Organization	Fully Met	1.28	1.28	https://www.spav.ac.in/ , https://www.spav.ac.in/contact.html	Fully Met	1.28	Ok https://www.spav.ac.in/ , https://www.spav.ac.in/contact.html
1.1.2	Head of the organization	Fully Met	1.28	1.28	https://www.spav.ac.in/director.html	Fully Met	1.28	Ok https://www.spav.ac.in/director.html
1.1.3	Vision, Mission and Key objectives	Fully Met	1.28	1.28	https://www.spav.ac.in/vision.html , https://www.spav.ac.in/about.html	Fully Met	1.28	Ok https://www.spav.ac.in/vision.html , https://www.spav.ac.in/about.html
1.1.4	Function and duties	Fully Met	1.28	1.28	https://www.spav.ac.in/about.html , https://www.spav.ac.in/architecturedepartment.html	Fully Met	1.28	Ok https://www.spav.ac.in/planningdepartment.html , https://www.spav.ac.in/courseo

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					tml, https://www.spav.ac.in/planningdepartment.html , https://www.spav.ac.in/courseoffered.html , https://www.spav.ac.in/fic.html , https://www.spav.ac.in/deans.html , https://www.spav.ac.in/administration.html , https://www.spav.ac.in/exams.html , https://www.spav.ac.in/fic.html , https://www.spav.ac.in			
1.1.5	Organization Chart	Fully Met	1.28	1.28	https://www.spav.ac.in/pdf/Organizational.pdf	Fully Met	1.28	Ok https://www.spav.ac.in/pdf/Organizational.pdf
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	Fully Met	1.28	1.28	https://www.spav.ac.in/vision.html , https://www.spav.ac.in/about.html , https://www.spav.ac.in/cam	Fully Met	1.28	Ok https://www.spav.ac.in/vision.html , https://www.spav.ac.in/about.html

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
					pus1.html, https://www.spav.ac.in/committees.html , https://www.spav.ac.in/architecturedepartment.html , https://www.spav.ac.in/planningdepartment.html , https://www.spav.ac.in/courseoffered.html , https://www.spav.ac.in			
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)	Fully Met	1.54	1.54	As per SPA Act and SPA statutes. https://www.spav.ac.in/spavact.html	Fully Met	1.54	Ok https://www.spav.ac.in/spavact.html
1.2.2	Power and duties of other employees	Fully Met	1.54	1.54	https://www.spav.ac.in/administration.html , https://www.spav.ac.in/courseoffered.html , https://www.spav.ac.in/exa	Fully Met	1.54	Ok https://www.spav.ac.in/exams.html

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
1.2.3	Rules/ orders under which powers and duty are derived and	Fully Met	1.54	1.54	m s.html As per SPA Act and SPA statutes. https://www.spav.ac.in/spavact.html	Fully Met	1.54	Ok https://www.spav.ac.in/spavact.html
1.2.4	Exercised	Fully Met	1.54	1.54	As per SPA Act and SPA statutes. https://www.spav.ac.in/spavact.html	Fully Met	1.54	Ok https://www.spav.ac.in/spavact.html
1.2.5	Work allocation	Fully Met	1.54	1.54	As per SPA Act and SPA statutes. https://www.spav.ac.in/spavact.html	Fully Met	1.54	Ok https://www.spav.ac.in/spavact.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	Fully Met	1.54	1.54	As per SPA Act and SPA statutes. https://www.spav.ac.in/spavact.html , https://www.spav.ac.in/about.html , https://www.spav.ac.in/architecture department.ht	Fully Met	1.54	Ok https://www.spav.ac.in/spavact.html

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					ml, https://www.spav.ac.in/planningdepartment.html , https://www.spav.ac.in/courseoffered.html , https://www.spav.ac.in/fic.html , https://www.spav.ac.in/deans.html , https://www.spav.ac.in/administration.html , https://www.spav.ac.in/fic.html , http://www.spav.ac.in/			
1.3.2	Final decision making authority	Fully Met	1.54	1.54	As per SPA Act and SPA statutes. https://www.spav.ac.in/spavact.html , https://www.spav.ac.in/bog.html	Fully Met	1.54	Ok https://www.spav.ac.in/bog.html
1.3.3	Related provisions, acts, rules etc.	Fully Met	1.54	1.54	As per SPA Act and SPA statutes. https://www.spav.ac.in/spavact.html	Fully Met	1.54	Ok https://www.spav.ac.in/rti.html

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
					://www.spav.ac.in/spavact.html, https://www.spav.ac.in/rti.html			ml
1.3.4	Time limit for taking a decisions, if any	Fully Met	1.54	1.54	As per schedule from time to time	Fully Met	1.54	Ok https://www.spav.ac.in/rti.html
1.3.5	Channel of supervision and accountability	Fully Met	1.54	1.54	As per SPA Act and SPA statutes. https://www.spav.ac.in/spavact.html	Fully Met	1.54	Ok https://www.spav.ac.in/spavact.html
1.4	Norms for discharge of functions[Section 4(1)(b)(iv)]							
1.4.1	Nature of functions/ services offered	Fully Met	1.54	1.54	As per SPA Act and SPA statutes. https://www.spav.ac.in/spavact.html, https://www.spav.ac.in/vision.html, https://www.spav.ac.in/about.html	Fully Met	1.54	Ok https://www.spav.ac.in/spavact.html
1.4.2	Norms/ standards for functions/ service delivery	Partially Met	1.54	0.77	As per SPA Act and SPA statutes. https://www.spav.a	Fully Met	1.54	Ok https://www.spav.ac.in/spavact.html

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
					c .in/spavact.html, https://www.spav.ac.in/vision.html, https://www.spav.ac.in/about.html			
1.4.3	Process by which these services can be accessed	Fully Met	1.54	1.54	As per SPA Act and SPA statutes. https://www.spav.ac.in/spavact.html, https://www.spav.ac.in/vision.html, https://www.spav.ac.in/about.html, www.spav.ac.in	Fully Met	1.54	Ok https://www.spav.ac.in/spavact.html
1.4.4	Time-limit for achieving the targets	Fully Met	1.54	1.54	As per schedule from time to time	Fully Met	1.54	Ok
1.4.5	Process of redress of grievances	Fully Met	1.54	1.54	Through appropriate Grievance Cell; https://www.spav.ac.in/committees.html, https://www.spav.ac.in/fic.html	Partially Met	0.77	Full details are not available on website

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
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.	Fully Met	1.92	1.92	As per SPA Act and SPA statutes. https://www.spav.ac.in/spavact.html , https://www.spav.ac.in/rti.html	Fully Met	1.92	Ok https://www.spav.ac.in/rti.html
1.5.2	List of Rules, regulations, instructions manuals and records.	Fully Met	1.92	1.92	As per SPA Act and SPA statutes. https://www.spav.ac.in/spavact.html , https://www.spav.ac.in/rti.html	Fully Met	1.92	Ok https://www.spav.ac.in/rti.html
1.5.3	Acts/ Rules manuals etc.	Fully Met	1.92	1.92	As per SPA Act and SPA statutes. https://www.spav.ac.in/spavact.html	Fully Met	1.92	Ok https://www.spav.ac.in/spavact.html
1.5.4	Transfer policy and transfer orders	Fully Met	1.92	1.92	As per SPA Act and SPA statutes. https://www.spav.ac.in/spavact.html ,	Fully Met	1.92	Ok https://www.spav.ac.in/spavact.html
1.6	Categories of documents held by the authority under its control[Section 4(1)(b) (vi)]							

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
1.6.1	Categories of documents	Fully Met	3.85	3.85	Records relating to Academics, Academic Staff, Exams, Administration & Administration Staff of the School. statutes. https://www.spav.ac.in/spavact.html , https://www.spav.ac.in/rti.html	Fully Met	3.85	Ok https://www.spav.ac.in/rti.html
1.6.2	Custodian of documents/categories	Fully Met	3.85	3.85	Registrar, as per SPA Act and SPA statutes. https://www.spav.ac.in/spavact.html , https://www.spav.ac.in/administration.html	Fully Met	3.85	Ok https://www.spav.ac.in/spavact.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.	Fully Met	0.96	0.96	As per SPA Act and SPA statutes. https://www.spav.ac.in/bog.html	Fully Met	0.96	Ok https://www.spav.ac.in/bog.html

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
					c .in/spavact.html, https://www. spav.ac.in/bog.html, https://www.spav.ac.in/fc.html, https://www.spav.ac.in/bwc.html, http s://www.spav.ac.in/senate.html			
1.7.2	Composition	Fully Met	0.96	0.96	As per SPA Act and SPA statutes. https://www.spav.ac .in/spavact.html, https://www. spav.ac.in/bog.html, https://www.spav.ac.in/fc.html, https://www.spav.ac.in/bwc.html, http s://www.spav.ac.in/senate.html	Fully Met	0.96	Ok https://www. spav.ac.in/bog.html
1.7.3	Dates from which constituted	Fully Met	0.96	0.96	As per SPA Act and SPA statutes. https://www.spav.a	Fully Met	0.96	Ok https://www. spav.ac.in/bog.html

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
					c .in/spavact.html, https://www. spav.ac.in/bog.html, https://www.spav.ac.in/fc.html, https://www.spav.ac.in/bwc.html, http s://www.spav.ac.in/senate.html			
1.7.4	Term/ Tenure	Fully Met	0.96	0.96	The Term/Tenure varies from one Committee to the other. As per SPA Act and SPA statutes. https://www.spav.ac.in/spavact.html	Fully Met	0.96	Ok https://www. spav.ac.in/bog.html
1.7.5	Powers and functions	Fully Met	0.96	0.96	As per SPA Act and SPA statutes. https://www.spav.ac.in/spavact.html	Fully Met	0.96	Ok https://www.spav.ac.in/spavact.html
1.7.6	Whether their meetings are open to the public?	Fully Met	0.96	0.96	No	Fully Met	0.96	Ok
1.7.7	Whether the minutes of the meetings are open to	Fully Met	0.96	0.96	Yes	Partially Met	0.48	BoG Minutes

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
	the public?							need to update.
1.7.8	Place where the minutes if open to the public are available?	Fully Met	0.96	0.96	https://www.spav.ac.in/minutes.html	Partially Met	0.48	Updated BoG and other committees minutes are not available on website.
1.8	Directory of officers and employees[Section 4(1) (b) (ix)]							
1.8.1	Name and designation	Fully Met	3.85	3.85	https://www.spav.ac.in/pdf/directory.pdf	Fully Met	3.85	Ok https://www.spav.ac.in/pdf/directory.pdf
1.8.2	Telephone , fax and email ID	Fully Met	3.85	3.85	https://www.spav.ac.in/pdf/directory.pdf	Fully Met	3.85	ok https://www.spav.ac.in/pdf/directory.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	Fully Met	3.85	3.85	https://www.spav.ac.in/pdf/Paystructure.pdf	Fully Met	3.85	ok https://www.spav.ac.in/pdf/Paystructure.pdf
1.9.2	System of compensation as provided in its regulations	Fully Met	3.85	3.85	As per the rules laid down by the Ministry of Education from time to time. Honoraria will be paid to Guest Faculty,	Fully Met	3.85	Ok

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
					Members of various Boards and Committees.			
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	Fully Met	3.85	3.85	https://www.spav.ac.in/rti.html	Fully Met	3.85	ok https://www.spav.ac.in/rti.html
1.10.2	Address, telephone numbers and email ID of each designated official.	Fully Met	3.85	3.85	https://www.spav.ac.in/rti.html	Fully Met	3.85	ok https://www.spav.ac.in/rti.html
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) Pending for Minor penalty or major penalty proceedings	Fully Met	3.85	3.85	https://www.spav.ac.in/minutes.html	Partially Met	1.93	Details are not available on website.
1.11.2	(ii) Finalised for Minor penalty or major penalty proceedings	Fully Met	3.85	3.85	https://www.spav.ac.in/minutes.html	Partially Met	1.93	Court cases and other enquires are not available in website
1.12	Programmes to advance understanding of RTI(Section 26)							
1.12.1	Educational programmes	Not Met	1.92	0	empty	Not Met	0	NA
1.12.2	Efforts to encourage public authority to participate in these programmes	Not Met	1.92	0	empty	Not Met	0	NA
1.12.3	Training of CPIO/APIO	Not Met	1.92	0	empty	Not Met	0	NA
1.12.4	Update & publish guidelines on RTI by the Public Authorities concerned	Fully Met	1.92	1.92	https://www.spav.ac.in/rti.html	Fully Met	1.92	https://www.spav.ac.in/rti.html Ok https://www.spav.ac.in/rti.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.	Fully Met	7.69	7.69	SPAV is an	Fully Met	7.69	Ok

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	1/6/2011- IR Dt. 15.4.2013]				educational society and is a deemed stand alone and centrally funded university. There are no Transfers from SPAv to another. Transfers are only within the institution between various departments on need basis.			
Total			100	93		100	89	
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	Fully Met	10	10.00	https://www.spav.ac.in/annualreports.html	Fully Met	10.00	https://www.spav.ac.in/annualreports.html
2.1.2	Budget for each agency and plan & programmes	Fully Met	10	10.00	https://www.spav.ac.in/annualreports.html	Fully Met	10.00	https://www.spav.ac.in/annualreports.html
2.1.3	Proposed expenditures	Fully Met	10	10.00	https://www.spav.ac.in/annualreports.html	Fully Met	10.00	https://www.spav.ac.in/annualreports.html

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
					pav.ac.in/annualreports.htm 			pav.ac.in/annualreports.htm
2.1.4	Revised budget for each agency, if any	Fully Met	10	10.00	https://www.s pav.ac.in/ann ualreports.htm 	Fully Met	10.00	https://www.s pav.ac.in/ann ualreports.htm
2.1.5	Report on disbursements made and place where the related reports are available	Fully Met	10	10.00	https://www.s pav.ac.in/ann ualreports.htm 	Fully Met	10.00	https://www.s pav.ac.in/ann ualreports.htm
2.2	Foreign and domestic tours(F.No. 1/8/2012- IR dt. 11.9.2012)							
2.2.1	Budget	Fully Met	16.67	16.67	https://www.s pav.ac.in/ann ualreports.htm 	Fully Met	16.67	https://www.s pav.ac.in/ann ualreports.htm
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	Fully Met	16.67	16.67	https://www.s pav.ac.in/ann ualreports.htm 	Fully Met	16.67	https://www.s pav.ac.in/ann ualreports.htm
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.	Fully Met	16.67	16.67	https://www.s pav.ac.in/tend er.html	Fully Met	16.67	https://www.s pav.ac.in/tend er.html
2.3	Manner of execution of subsidy programme [Section 4(i)(b)(xii)]							

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
2.3.1	Name of the programme of activity	Fully Met	6.25	6.25	Institute Fee Concession for SC/ST students.	Fully Met	6.25	OK
2.3.2	Objective of the programme	Fully Met	6.25	6.25	To support the academic interests	Fully Met	6.25	OK
2.3.3	Procedure to avail benefits	Fully Met	6.25	6.25	As per Gol rules, Category certificate	Fully Met	6.25	OK
2.3.4	Duration of the programme/ scheme	Fully Met	6.25	6.25	As per the duration of the Academic Course	Fully Met	6.25	OK
2.3.5	Physical and financial targets of the programme	Fully Met	6.25	6.25	As per Gol annual Grant-in-Aid	Fully Met	6.25	OK
2.3.6	Nature/ scale of subsidy /amount allotted	Fully Met	6.25	6.25	50% concession in Institute Fee	Fully Met	6.25	OK
2.3.7	Eligibility criteria for grant of subsidy	Fully Met	6.25	6.25	SC/ST category supported by valid certificate as per Gol rules	Fully Met	6.25	OK
2.3.8	Details of beneficiaries of subsidy programme (number, profile etc)	Fully Met	6.25	6.25	https://www.s pav.ac.in	Fully Met	6.25	OK
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	Fully Met	25	25.00	https://www.s pav.ac.in/ann	Fully Met	25.00	https://www.s pav.ac.in/ann

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
					ualreports.htm 			ualreports.htm
2.4.2	Annual accounts of all legal entities who are provided grants by public authorities	Fully Met	25	25.00	https://www.s pav.ac.in/ann ualreports.htm 	Fully Met	25.00	https://www.s pav.ac.in/ann ualreports.htm
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	Fully Met	25	25.00	Necessary approvals granted for Academic Tours, LTC, Medical Facility and R eimbursement as per CGHS norms, Cumulative Professional Development Allowance for Faculty members	Fully Met	25.00	OK
2.5.2	For each concessions, 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	Fully Met	25	25.00	Eligibility and Procedure is as per MoE/Gol rules from time to time.	Fully Met	25.00	OK
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	Fully Met	50	50.00	https://www.s	Fully Met	50.00	https://www.s

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
	(ATRs) after these have been laid on the table of both houses of the parliament.				pav.ac.in/annualreports.html			pav.ac.in/annualreports.html
Total			300	300		300	300	
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 there of [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	Fully Met	12.5	12.50	https://www.spav.ac.in/minutes.html, www.spav.ac.in, https://www.spav.ac.in/rti.html	Fully Met	12.50	https://www.spav.ac.in/minutes.html
3.1.2	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	Fully Met	12.5	12.50	https://www.spav.ac.in/minutes.html, www.spav.ac.in, https://www.spav.ac.in/rti.html	Fully Met	12.50	https://www.spav.ac.in/minutes.html
3.1.3	Public- private partnerships (PPP)- Details of Special Purpose Vehicle (SPV), if any	Not Applicable	0	0	empty	Not Applicable	0	NA
3.1.4	Public- private partnerships (PPP)- Detailed project reports (DPRs)	Not Applicable	0	0	empty	Not Applicable	0	NA
3.1.5	Public- private partnerships (PPP)- Concession agreements.	Not Applicable	0	0	empty	Not Applicable	0	NA
3.1.6	Public- private partnerships (PPP)- Operation and maintenance manuals	Not Applicable	0	0	empty	Not Applicable	0	NA
3.1.7	Public- private partnerships (PPP) - Other documents generated as part of the implementation of the PPP	Not Applicable	0	0	empty	Not Applicable	0	NA
3.1.8	Public- private partnerships (PPP) - Information	Not Applicable	0	0	empty	Not Applicable	0	NA

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
	relating to fees, tolls, or the other kinds of revenues that may be collected under authorisation from the government							
3.1.9	Public- private partnerships (PPP) -Information relating to outputs and outcomes	Not Applicable	0	0	empty	Not Applicable	0	NA
3.1.10	Public- private partnerships (PPP) - The process of the selection of the private sector party (concessionaire etc.)	Not Applicable	0	0	empty	Not Applicable	0	NA
3.1.11	Public- private partnerships (PPP) - All payment made under the PPP project	Not Applicable	0	0	empty	Not Applicable	0	NA
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	Fully Met	16.67	16.67	https://www.spav.ac.in/minutes.html , www.spav.ac.in, https://www.spav.ac.in/rti.html	Fully Met	16.67	https://www.spav.ac.in/minutes.html
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	Fully Met	16.67	16.67	https://www.spav.ac.in/minutes.html , www.spav.ac.in, https://www.spav.ac.in/rti.html	Fully Met	16.67	https://www.spav.ac.in/minutes.html
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	Fully Met	16.67	16.67	https://www.spav.ac.in/minutes.html , www.spav.ac.in, https://www.spav.ac.in/rti.html	Fully Met	16.67	https://www.spav.ac.in/minutes.html
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)	Fully Met	50	50.00	Institution Website https://www.spav.ac.in	Fully Met	50.00	https://www.spav.ac.in

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
					//www.spav.ac.in www.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	Fully Met	25	25.00	www.spav.ac.in , https://www.spav.ac.in/rti.html	Partially Met	12.50	More electronic/digital format of information may be made available on website for the stakeholders.
3.4.2	Information manual/handbook available in Printed format	Fully Met	25	25.00	On need basis	Fully Met	25.00	OK
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	Fully Met	25	25.00	www.spav.ac.in , https://www.spav.ac.in/rti.html	Fully Met	25.00	https://www.spav.ac.in/rti.html
3.5.2	List of materials available At a reasonable cost of the medium	Fully Met	25	25.00	www.spav.ac.in , https://www.spav.ac.in/rti.html	Fully Met	25.00	https://www.spav.ac.in/rti.html
Total			225	225		225	213	
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	Fully Met	14.29	14.29	https://www.spav.ac.in/minutes.html , www.spav.ac.in	Fully Met	14.29	https://www.spav.ac.in/minutes.html

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
					.spav.ac.in, https://www.spav.ac.in/rti.html			
4.1.2	Vernacular/ Local Language	Fully Met	14.29	14.29	English	Fully Met	14.29	OK, local/Vernacular language content may help stake holders.
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	Not Applicable	0	0	empty	Not Applicable	0	NA
4.3	Information available in electronic form[Section 4(1)(b)(xiv)]							
4.3.1	Details of information available in electronic form	Fully Met	9.52	9.52	Annual Report, Faculty and Staff, Minutes of Meetings, Tenders, Academic works, Event Photo Gallery, etc.	Fully Met	9.52	OK
4.3.2	Name/ title of the document/record/ other information	Fully Met	9.52	9.52	Same as above Annual Report, Faculty and Staff, Minutes of Meetings, Tenders, Academic works, Event Photo Gallery,	Fully Met	9.52	OK

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
					etc.			
4.3.3	Location where available	Fully Met	9.52	9.52	https://www.spav.ac.in	Fully Met	9.52	https://www.spav.ac.in
4.4	Particulars of facilities available to citizen for obtaining information[Section 4(1)(b)(xv)]							
4.4.1	Name & location of the faculty	Fully Met	7.14	7.14	http://www.spav.ac.in/architecturefaculty.html , http://www.spav.ac.in/planning_faculty.html ,	Fully Met	7.14	http://www.spav.ac.in/architecturefaculty.html
4.4.2	Details of information made available	Fully Met	7.14	7.14	http://www.spav.ac.in/architecturefaculty.html , http://www.spav.ac.in/planning_faculty.html ,	Fully Met	7.14	http://www.spav.ac.in/architecturefaculty.html
4.4.3	Working hours of the faculty	Fully Met	7.14	7.14	9 AM to 5.30 PM	Fully Met	7.14	http://www.spav.ac.in/architecturefaculty.html
4.4.4	Contact person & contact details (Phone, fax email)	Fully Met	7.14	7.14	http://www.spav.ac.in/architecturefaculty.html , http://www.spav.ac.in/planning_faculty.html ,	Fully Met	7.14	http://www.spav.ac.in/architecturefaculty.html
4.5	Such other information as may be prescribed under Section 4(i) (b)(xvii)							
4.5.1	Grievance redressal mechanism	Fully Met	3.57	3.57	http://www.spav.ac.in/comm	Fully Met	3.57	http://www.spav.ac.in/comm

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
					ittees.html, http://www.spav.ac.in/committees.html			ittees.html
4.5.2	Details of applications received under RTI and information provided	Fully Met	3.57	3.57	Through RTI MIS Portal	Fully Met	3.57	OK
4.5.3	List of completed schemes/ projects/ Programmes	Fully Met	3.57	3.57	http://www.spav.ac.in/dic.html, http://www.spav.ac.in/rprojects.html, http://www.spav.ac.in/icc.html, http://www.spav.ac.in/cprojects.html, http://www.spav.ac.in/mous.html, http://www.spav.ac.in/cii.html, http://www.spav.ac.in/webinar.html, http://www.spav.ac.in/w s.html	Fully Met	3.57	http://www.spav.ac.in/dic.html
4.5.4	List of schemes/ projects/ programme underway	Fully Met	3.57	3.57	http://www.spav.ac.in/dic.html, http://www.spav.ac.in/rprojects.html, http://www.spav.	Fully Met	3.57	http://www.spav.ac.in/dic.html

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
					ac.in/icc.html, http://www.spav.ac.in/cprojects.html, http://www.spav.ac.in/mous.html, http://www.spav.ac.in/cii.html, http://www.spav.ac.in/webinar.html, http://www.spav.ac.in/ws.html			
4.5.5	Details of all contracts entered into including name of the contractor, amount of contract and period of completion of contract	Fully Met	3.57	3.57	https://spav.ac.in, https://spav.ac.in/tender.html,	Fully Met	3.57	https://spav.ac.in/tender.html
4.5.6	Annual Report	Fully Met	3.57	3.57	http://www.spav.ac.in/annual reports.html	Fully Met	3.57	http://www.spav.ac.in/annual reports.html
4.5.7	Frequently Asked Question (FAQs)	Not Met	3.57	0	empty	Not Met	0	FAQ for different departments and sections are required.
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	Not Applicable	0	0	empty	Not Met	0	Citizen charter for students and other stake holders will be helpful.
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	Fully Met	14.29	14.29	Through RTI-	Fully Met	14.29	http://www.sp

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
					MIS portal and offline, http://www.spav.ac.in/rti.html			av.ac.in/rti.html
4.6.2	Details of appeals received and orders issued	Fully Met	14.29	14.29	Through RTI MIS Portal' FAA	Fully Met	14.29	OK
4.7	Replies to questions asked in the parliament[Section 4(1)(d)(2)]							
4.7.1	Details of questions asked and replies given	Fully Met	28.57	28.57	As per the information received from MoE from time to time and Replies sent by Email or Post	Fully Met	28.57	OK
Total			168	164		171	164	
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	Fully Met	20	20.00	http://www.spav.ac.in/rti.html	Fully Met	20.00	http://www.spav.ac.in/rti.html
5.1.2	Details of third party audit of voluntary disclosure - (a) Dates of audit carried out , (b) Report of the audit carried out	Fully Met	20	20.00	Thrid Part Audit awaited for the year 2020-21	Partially Met	10.00	Need to upload/reason on website
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	Fully Met	20	20.00	http://www.spav.ac.in/rti.html	Fully Met	20.00	http://www.spav.ac.in/rti.html
5.1.4	Consultancy committee of key stake holders for advice on suo-motu disclosure - (a) Dates from	Fully Met	20	20.00	http://www.spav.ac.in/rti.html	Fully Met	20.00	http://www.spav.ac.in/rti.html

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
	which constituted, (b) Name & Designation of the officers				ml			ml
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	Fully Met	20	20.00	http://www.spav.ac.in/rti.html	Fully Met	20.00	http://www.spav.ac.in/rti.html
Total			100	100		100	90	
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	Fully Met	25	25.00	http://www.spav.ac.in/rtl.html, https://www.spav.ac.in	Fully Met	25.00	http://www.spav.ac.in/rtl.html
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, Publ							
6.2.1	Whether STQC certification obtained and its validity	Not Applicable	0	0	empty	Partially Met	6.25	It is desired for CFI like SPA Vijayawada.
6.2.2	Does the website show the certificate on the Website?	Not Applicable	0	0	empty	Not Applicable	0	NA
Total			25	25		38	31	
Grand Total			918	908		934	887	