

Template for the Information Handbook under Right to Information Act

**KAKATIYA MEDICAL COLLEGE,
TELANGANA STATE, WARANGAL.**

- Prepared by: 1) Dr. S.Sandhya,
Principal**
- 2) Sri. S. Nagarjuna,
Asst. Director (Admn)**
- 3) Sri. K. Navin Kumar,
Sr. Assistant**

Introduction

1. Please throw light on the background of this hand-book (Right to Information Act – 2005).
2. Objective / purpose of this hand-book
3. Who are the intended users of this hand-book?
4. Organization of the information in this hand-book
5. Definitions (Please provide definitions of various terms used in the hand - book).
6. Contact person in case some body wants to get more information on topics covered in the hand-book as well as other information also.
7. Procedure and fee Structure for getting information not available in the hand-book.

Chapter – 1

Particulars of Organization, Functions and Duties

[Section 4(1) (b)(1)]

.1. Objective / purpose of the public authority.-

- a) Possess a high standard of medical knowledge and skills.
- b) Conversant with medical ethics and develop positive attitudes towards the profession.
- c) Think logically and creatively and be able to make decisions based on available information.
- d) Are committed to lifelong learning.
- e) Are able to work with the community.
- f) To strengthen and bring up the rural community to the main stream of Nations Growth through health education, awareness and screening programs.
- g) To Provide Medical Education to the Under Graduate and PG Students and Para Medical students.
- h) Implement strict anti ragging measures & arranging for the maintenance of security of hostelites
- i) Improving the facilities for the UG & PG students like in academics, digitalization of lecture halls.
- j) Conduct counseling session for the students by faculty of Psychiatry department.
- k) Convergent with good communication skills.
- l) Encourage programs like continues medical education (CME) & integrated teaching.
- m) Conduct various development programs with the help of department of community Medicine.
- n) Encourage the faculty by involving them in various upcoming projects like VRDL, Skill centre and MDRU.
- o) Working in coordination with KNRUHS for smooth conduct of academics in the college.

Under Graduate - MBBS seats 250 Per Year – 4 Years 6 Months Course

Year wise duration & Subjects

Year	Duration	Subjects
First MBBS	13 Months	Anatomy, Physiology and Biochemistry
Second MBBS	1Year	Pathology, Pharmacology & Microbiology
Final MBBS Part I	1 Year	ENT, SPM, Ophthalmology, Forensic Medicine
Final MBBS Part II	1 Year	General Medicine, General Surgery, Pediatrics, Obstetrics & Gynecology

Eligibility:- Intermediate (Bi. P.C) Pass, Rank in (NEET) National Eligibility cum Entrance Test. Seats are allotted as per Existing rule of Reservations.

Fee Structure of the MBBS Student:

Rs. 10,250 Per Year collected as

- i. Rs. 3,000 in College Development Society.
- ii. Rs. 7,000 in Government
- iii. Rs. 250 in to Special Fee.

Post Graduate - PG Degree & PG Diploma Courses

Duration of PG Course PG Degree – 3 Years,

PG Diploma – 2 Years.

Eligibility:-

MBBS Completed.

Rank in P.G NEET Exam.

50% Seats are allotted to Central Pool.

50% Seats are allotted to Local State.

Subject wise PG Seats are available in Kakatiya Medical College.

S.No	Subjects	No of Seats 2018 -19 till to date
MEDICAL GROUP : DEGREES		
1.	MD (General Medicine)	22
2.	MD (Pediatrics)	12
3	MD (Anesthesiology)	16
4	MD(T.B)/Pulmonary	04
5	MD DVL	04

6	MD (Radiology)	04
7	MD PSYCHIATRY	04
MEDICAL GROUP : DIPLOMA		
8	DIPLOMA IN CHILD HEALTH	0
9	DIPLOMA IN ANAESTHESIA	0
10	DTCD	0
11	DDVL	0
12	DMRD	01
SURGERY GROUP : DEGREES		
13	MS General Surgery	19
14	MS Orthopedics	12
15	MS Ophthalmology	06
16	MS ENT	05
SURGERY GROUP : DIPLOMA		
17	Diploma in Ophthalmology	04
18	DLO	02
OBST.GYNAEC. GROUP		
19	MS Obstics & Gynecology	19
20	DGO	0
NON-CLINICAL GROUP DEGREES		
21	MD Anatomy	03
22	MD Physiology	03
23	MD Bio-chemistry	10
24	MD Pathology	08
25	MD Micro Biology	03
26	MD Pharmacology	04
27	MD Forensic Medicine	03
28	MD SPM	03
29	Diploma in clinical pathology	0
30	Diploma in Public Health	01
Total		172

BSC MLT Course - (3) Years Course 20 Seats per Year

Year wise Subjects

1 st Year	English, Anatomy, Physiology & Clinical Laboratory
2 nd Year	Pathology, Microbiology, Biochemistry
3 rd Year	Pathology, Microbiology, Biochemistry

Fee Structure – 1st Year – Rs. 9500/-
2nd Year – Rs. 6,000/-
3rd Year - Rs. 6,000/-

Paramedical Courses – 2 Years Diploma courses

Course seats details

Sl. No.	Course Name	No. of Seats
01	Diploma in Medical Lab Technician	60
02	Diploma in Anesthesia Technician	40
03	Diploma in Ophthalmic Assistant	20
04	Diploma in Radio Graphic Assistant	06
05	Diploma in ECG Technician	08
06	Diploma in Cardio Technician	06
07	Diploma in Medical Imaging Technician	20
08	Diploma in Dark Room Assistant	06
09	Diploma in Respiratory therapy Technician	30
10	Diploma in Medical Sterilization Technician	30
11	Diploma in Audiometry Technician	10
12	Diploma in Hearing Language & Speech Therapy	10
13	Diploma in Dialysis Technician	10
14	Diploma in Emergency Paramedic Technician	30

Fee Structure – 1st Year – Rs. 6,000/-

2nd Year – Rs. 6,000/-.

LIST OF THE GOVT. HOSPITALS ALLIED TO KMC, WARGAL.

- a) Mahathma Gandhi Memorial Hospital, Warangal
- b) Government Maternity Hospital, Hanamkonda. In a report published by the National AIDS Control Organisation (NACO), India, the Government Maternity Hospital (GMH), Hanamkonda, was recognised as the only hospital in south India.
- c) Chandra Kanthaiyah Memorial Maternity Hospital, (CKM) Warangal.
- d) Regional Eye Hospital, (REH) Warangal.
- e) Regional [TB] and Chest Hospital.

b) To Improve the Academic Activities at the college level.

Conducting CME's (Continue Medical Education) and Integrated Teaching (Horizontal & Vertical) every month and Orientation classes conducted under Medical Education Unit like Research Methodology, Teaching & Learning skills, ECG Workshop, How to proceed with Dissertation from selection of topic to write up of the same.

- c) To Produce Research Papers in Various Medical Parameters.

.2. Mission / Vision Statement of the public authority.-

- a) To Provide Global leadership in human development, excellence in education and health care.
- b) To Train competent, compassionate and caring physicians through excellence in teaching, patient care and medical research to adequate Research Infrastructure.
- c) To improve evidence based, humanistic care in a manner that is efficient, equitable and always intending the advance in the field of medicine through leadership in education, research and innovation.
- d) To Produce quality Doctors and provide quality treatment to the Public at large and Improve the health parameters (QoL & life expectancy).
 - Excellence and health care, education.
 - Respect for life.
 - Academic freedom, Freedom of speech and right to the defer.
 - Tolerance of diversity and respect for different ideologies.
 - Openness, transparency and democratic decision making.

.3. Brief history of the public authority and context of its formation.

Kakatiya Medical College was founded in 1959 by the Warangal Regional Medical Education society with the active support of the then Chief Minister of Andhra Pradesh Neelam Sanjiva Reddy, the Director of Medical Services of A.P. and the Warangal District Collector to provide medical education for register of the Telangana region of the state.

The College was inaugurated on 23 July 1959 by the Honourable Sri P. Karmarkar, Minister of Health, Government of India. It was originally located in a building donated by the Pingale family at Waddepally and it moved into the make-shift buildings constructed at the permanent site in November 1961.

152.17 acres (0.6158 km²) of land was acquired for the medical college in Warangal and the permanent building of the college was constructed at an estimated cost of about Rs. 47 lakhs. Mrs. Indira Gandhi, the then Prime Minister of India, inaugurated the permanent campus in 1966.

The temporary sheds which were constructed earlier at cost of Rs.10.70 Lakhs ,in 1961 had been remodeled to the boys hostel. Permanent building for the girls hostel was also constructed and Inaugurated by Sri J.Chokka Rao, Chairman A.P

Regional Committee in 1970. A hostel for boys was inaugurated by Sri.H.C.Sarin I.C.S then advisor to Governor A.P. on 20-06-1973

An Impressive Auditorium with an open air stage was constructed at cost of Rs. 4 Lakhs behind the College with Cinematographic equipment, accommodates 500 capacity.

The A.P Housing board constructed staff quarters with a guest house in the college campus which fulfils the residential needs of staff. On either side of college building there are two buildings having cloak room , canteen, Andhra Bank, Post office & Engineering Depts.

In addition R.M.E.S have constructed O.P. Block, T.B. Block, Lecture Hall ,Clinical lab, and Mortuary in the premises of Mahatma Gandhi Memorial Hospital, Warangal.

The A.P Govt. took over the college from R.M.E.S. in Feb 1977. in the same year The college affiliation was transferred to Kakatiya University from that of Osmania University . With effect from 1-03-87 the College was affiliated University of Health Sciences, now NTR University of Health Sciences, Vijayawada.

The P.G. Courses were started in 1972 and the college is conducting P.G. courses in all the Depts. The present status college owes entirely to the great architect with broad future vision of Late Prof. T. Lakshmi narayana, the Dynamic Principal of the College (1960-1965).

All the P.G. Courses are recognized by M.C.I, Medical Council of India.

In the year 2006-2007 Intermedics sports meet was conducted in our college with NTR U.H.S sponsoring for medical colleges& dental colleges in the state.The new N.M.H hostel was inaugurated by Hon"ble C.M, Dr. Y.S Rajasekhar Reddy.

1.4 Duties of the Public authority.

- Possess a high standard of medical knowledge and skills.
- Conversant with medical ethics and develop positive attitudes towards the profession.
- Think logically and creatively and be able to make decisions based on available information.
- Are committed to lifelong learning.
- Are able to work with the community.
- To strengthen and bring up the rural community to the main stream of Nations Growth through health education, awareness and screening programs.
- To Provide Medical Education to the Under Graduate and PG Students

- and Para Medical students.
- Implement strict anti ragging measures & arranging for the maintenance of security of hostelites
- Improving the facilities for the UG & PG students like in academics, digitalization of lecture halls.
- Conduct counseling session for the students by faculty of Psychiatry department.
- Convergent with good communication skills.
- Encourage programs like continues medical education (CME) & integrated teaching.
- Conduct various development programs with the help of department of community Medicine.
- Encourage the faculty by involving them in various upcoming projects like VRDL, Skill centre and MDRU.
- Working in coordination with KNRUHS for smooth conduct of academics in the college.

1.5 Main activities / functions of the public authority.

- Possess a high standard of medical knowledge and skills.
- Conversant with medical ethics and develop positive attitudes towards the profession.
- Think logically and creatively and be able to make decisions based on available information.
- Are committed to lifelong learning.
- Are able to work with the community.
- To strengthen and bring up the rural community to the main stream of Nations Growth through health education, awareness and screening programs.
- To Provide Medical Education to the Under Graduate and PG Students
- and Para Medical students.
- Implement strict anti ragging measures & arranging for the maintenance of security of hostelites

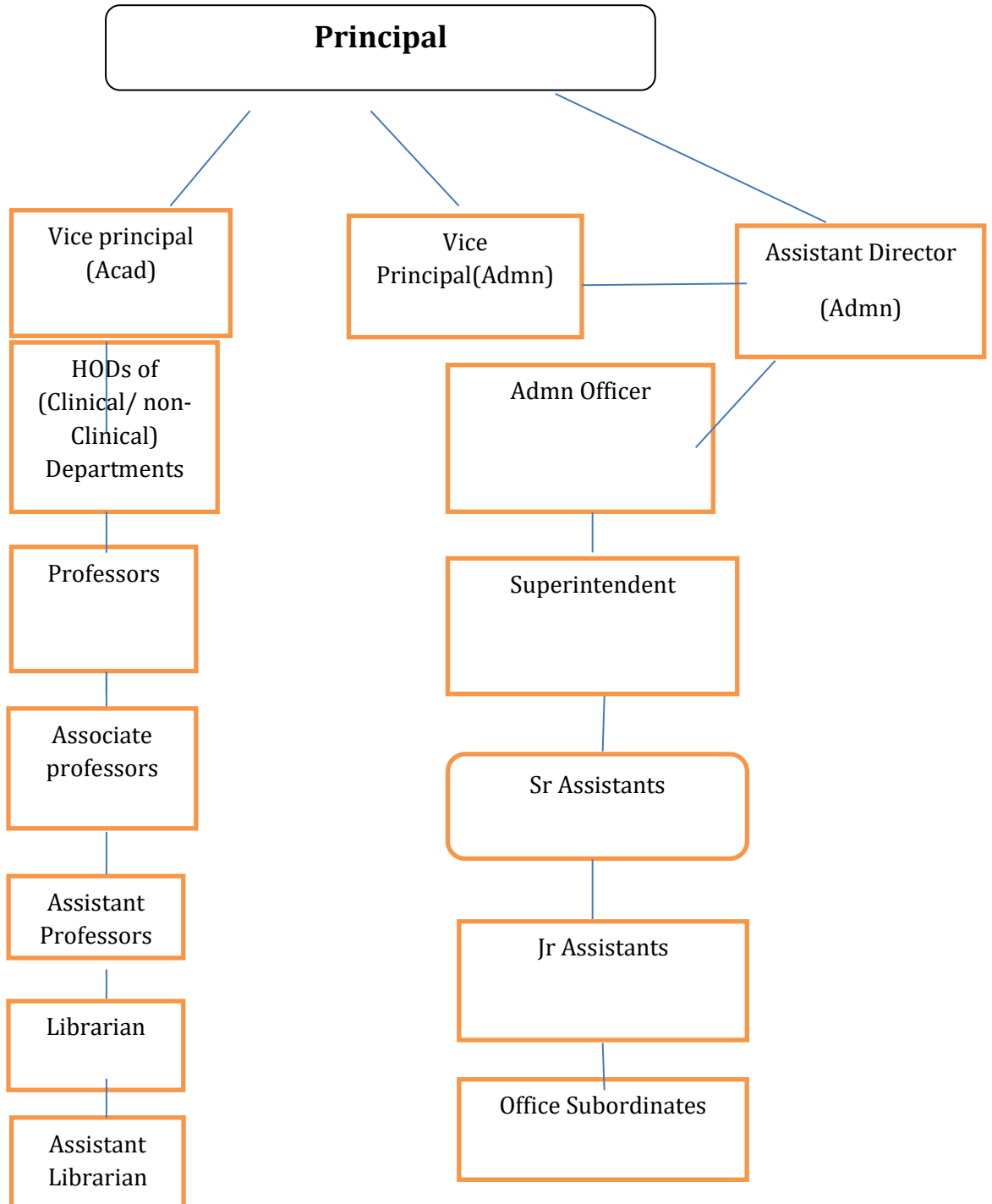
- Improving the facilities for the UG & PG students like in academics, digitalization of lecture halls.
- Conduct counseling session for the students by faculty of Psychiatry department.
- Convergent with good communication skills.
- Encourage programs like continues medical education (CME) & integrated teaching.
- Conduct various development programs with the help of department of community Medicine.
- Encourage the faculty by involving them in various upcoming projects like VRDL, Skill centre and MDRU.
- Working in coordination with KNRUHS for smooth conduct of academics in the college.

1.6 List of services being provided by the public authority with a brief write-up on them.

- a) To Give Academic Training to Under Graduate Students (MBBS) And PG Students.
- b) To Give Academic Training to Para Medical.
- c) Clinical Staff give health treatment in attached hospitals.
- d) To Produce (250) Doctors every year.

1.7.1 Organizational Structure Diagram at various levels namely State, directorate, region district, block etc (whichever is applicable).

Directorate level Organogram



1.7 Expectation of the public authority from the public for enhancing its effectiveness and efficiency.

- a) Improvement of Quality Medical Education.
- b) Produce Best Doctors with good ethics

1.9. Arrangements and methods made for seeking public participation /Contribution.

- a) Not Applicable.

1.10. Mechanism available for monitoring the service delivery and public grievance resolution.

- a) Not Applicable

1.11. Addresses of the main office and other offices at different levels. (Please categories the addresses district wise for facilitating the understanding by the user).

Address:

Kakatiya Medical College
Rangampet Street, Warangal 506007,
Telangana, India
Email : pwarangal@gmail.com ,
Phone No : 0870-2446355,
Fax No : 0870 - 2420244.

1.12.1 Morning hours of the office: 10.30 AM to 5.00 pm & College working hours 9.00 am to 4.00 pm

1.12.2 Closing hours of the office: 5.00 PM

Chapter –2

Powers and Duties of Officers and Employees

[Section 4(1)(b)(2)]

2.1 Please provide details of the powers and duties of officers and employees of the organization.

Sl. No	Name of the Officer	Designation	Duties
1	Dr. S.Sandhya	Principal	1) Overall Authority of Administration and Financial Issues. 2) All Official Correspondence passes through the principal. 3) Guides all the teaching faculty. 4) Monitors all the students' affairs. 5) Makes Periodical Inspections of Institutions affiliated to the college. 6) Sanction of Expenditure under All Head of Accounts. 7) Monitors all Examinations of U.G & P.G. 8) Vice Chairman of college development society.
2.	Dr. Punam Kumari Jha	Vice Principal(Admn)	1) Assists the Principal in all Activities.
3.	Dr.G.Vijay Kumar	Vice Principal (Acad)	1) Plays important role in smooth conduction of UG & PG theory and Practical Examinations. 2) He is the nodal officer of the Para Medical Board.
4.	Sri. S. Nagarjuna	Assistant Director (Admn)	1) He Assists the Principal in Administrative and Financial Matters. 2) He acts as a Drawing and Disbursing Officer. 3)He acts as a Public Information officer for RTI Act 2005. 4) He Monitors all Court cases. 5) All Admn. And Financial files rooted through Asst. Director.

Chapter – 3

Procedure followed in Decision Making Process

[Section 4(1)(b)(3)]

3.1. **What is the procedure followed to take a decision for various matters? (A reference to Secretariat Manual and Rule of Business Manual, and other rules/ regulations etc can be made).**

- Sr. Asst / Jr. Asst -- O/ Supdt --- Admn. Officer --- Asst. Director --- Principal.

Administrative officer, Assistant Director, Principal are involved in decision making as per existing rules provided by Government.

Final Decision making Authority is Principal.

3.2. **What are the documented procedures / laid down procedures / Defined Criteria / Rules to arrive at a particular decision for important matters? What are different levels through which a decision process moves?**

- A) Service and Fundamental Rules & Financial Code for Administrative and Financial Matters.
- B) CCA Rules for code of conduct 1991.
- C) Government GOs and Amendments for Various Important Decision.

3.3. **What are the arrangements to communicate the decision to the public?**

- a) Through Notice Board.
- b) Official Web Site.
- c) Some Times News Papers.

3.4. **Who are the officers at various levels whose opinions are sought for the process of decision making?**

- a) Principal, Vice Principal (Admn), Vice Principal (Acad), Assistant Director (Admn), Admn. Officer (Acad).
- b) Various Committees Constituted by Principal.

3.5. **Who is the final authority that wets the decision?**

- a) Principal of the College.

3.6. **Please provide information separately in the following format for the important matters on which the decision is taken by the public authority.**

Sl. No	Activity	Description	Decision Making Process	Designation of Final Decision making Authority.
1.	Planning	<p>a) For Strengthening of Academic Activities.</p> <p>b) For Smooth Running of Examination of UG & PG and Para Medical Courses.</p> <p>c) For Improving the Teaching Facilities.</p>	Principal Vice Principal (Acad), Vice Principal (Admn)	PRINCIPAL
2.	Budget Matters	a) All financial Matters i.e Procurement of Purchasing and Expenditure matters.	Principal and Assistant Director (Admn)	PRINCIPAL
3.	Programs Schemes and Projects	<p>a) Development of research papers.</p> <p>b) Implementation of various projects.</p>	Principal and HODs of Various Departments.	PRINCIPAL
4.	Recruitment or Appointments	a) Compassionate Appointments and Out Sourcing.	Principal and HODs of Various Departments.	PRINCIPAL

Chapter – 4

Norms set by it for the discharge of its functions

[Section 4(1)(b)(4)]

4.1 Please provide the details of the Norms / Standards set by the department for execution of various activities / Programmes.

Sl. No	Functions or Services	Norms or Standards	Reference Documents
1.	Service ,Matters of All Doctors, Ministerial Staff, IV th Class Employees	Fundamental, Financial and Service Rules	All Existing rules issued by Government.
2.	Medical Reimbursement Bills	As per Govt. Norms	As Per Government GOs
3.	Conducting UG and PG, theory, Practical, Para Medical Examinations	As per Health University Guidelines	University and MCI Norms.

Chapter – 5

Rules, Regulations, Instructions, Manual and Records for Discharging Functions.

[Section 4(1)(b)(5)]

- 5.1. **Please provide list of rules, regulations, instructions, manual and records, held by public authority or under its control or used by its employees for discharging functions as per the following format. This format has to be filled for each type of documents.**

Sl. No	Name / title of the document	Type of the document	
1.	TS Fundamental Rules	Framed by Government	Padala Rama Reddy
2.	TS Leave Rules	Framed by Government	Padala Rama Reddy
3.	TS CCA Rules	Framed by Government	Padala Rama Reddy
4.	Financial Code	Framed by Government	Padala Rama Reddy
5.	AP Treasury Code	Framed by Government	Padala Rama Reddy
6.	MCI Rules	Framed by MCI	
7.	Departmental Manual	Compelled by MCRHRD.	

From where one can get a copy of rules, regulations, instructions, manual and records

Address: ASIA LAW HOUSE, SHOP NO: 10, Aiya nagar Plaza, Bank Street, Koti, HYDERABAD – 500095.

Telephone No: 24742324 -040

Fax: -----

Email: -----

Others:

Fee charged by the department for a copy of rules, regulations, instructions, manual and records (If any)

Chapter – 6

**A statement of the categories of documents that
are held by it or under its control**

[Section 4(1) (b)(6)]

- 6.1. Use the format given below to give the information about the official documents. Also mention the place where the documents are available for e.g. at secretariat level, directorate level, others (Please mention the level in place of writing "Others").

Sl. No.	Category of the document	Name of the document and its introduction in one line	Procedure to obtain the document	Held by / under control of
01	Marks Statements	Under Graduate and Post Graduate Marks statements	From the University	Registrar of KNR University
2.	Provisional and original Degree Certificates	Original Certificates of UG & PG Students.	From the University	Registrar of KNR University.
3.	Study, TC, Bono fide Certificates.	Study Certificates of UG & PG Students.	From the college	PRINCIPAL.

Chapter – 7

Particulars of any arrangement that exists for consultation with, or representation by, the members of the public in relation to the formulation of its policy or implementation thereof

[Section 4(1)(b)(7)]

Formulation of Policy

7.1. **Whether there is any provision to seek consultation / participation of public or its representatives for formulation of policies? If there is, please provide details of such policy in following format.**

SI.No.	Subject / Topic	Is it mandatory to ensure public participation (Yes / No)	Arrangements for seeking public participation
01.	----NIL----	----NIL----	----NIL----

This will help a citizen understand on what basis public participation in formulation and implementation of policy matters is decided upon.

Implementation of Policy

7.2. Whether there is any provision to seek consultation / participation of public or its representatives for implementation of policies? If there is, please provide details of provision in following format.

Sl. No.	Subject / Topic	Is it mandatory to ensure public participation (Yes / No)	Arrangements for seeking public participation
01.	----NIL----	----NIL----	----NIL----

Chapter – 8

A statement of boards, council, committees and other bodies constituted as its part

[Section 4(1) (b)(8)]

8.1. Please provide information on Boards, Councils, Committees and Other Bodies related to the public authority in the following format:

Sl. No	Name of the Committee	Members of the committee	Functions of the Committee
1.	Ethics Committee	1.Dr.S.Sandhya, Principal, Addl/DME, KMC, Wgl 2.Dr.B.Srinivas Rao, Superintendent, MGMH -Clinician 3. Dr.G.Vijaykumar, Vice Principal (Acad.) - 4.Dr.Punam Kumari Jha, , Vice Principal (Admn.) 5. Dr.V.Chandra Sekhar, Professor of General Medicine - 6.Dr.Raju Devde, Prof.of Pharmacology-Basic Medial Scientist.	
2.	Medical Education Unit	1) Dr. G. Vijay Kumar, Prof & HOD, Pediatrics& (Coordinator). 2) Dr. V. Janaki, Associate Prof, Anatomy. 3) Dr.Raju Devde, Prof & HOD, Pharmacology. 4) Dr. S.Sreedevi, I/c Prof & HOD of Microbiology. 5) Dr. N. Purshuram, I/c Prof & HOD of ENT. 6) Dr. M. Pavan Kumar, Associate Prof of General Medicine. 7) Dr. G. Vanadana, Associate Prof of Pathology.	Give training to faculty in different medical aspects.
3.	Academic Committee	1) Dr. G. Vijay Kumar, Vice Principal (Acad.). 2) D. Mohan Das Prof & HOD of General Surgery. 3) Dr.J.Venkateshwarlu, Prof. & HOD of Orthopedics 4) Dr. Ch. Madhu Babu, Prof & HOD of Dermatology. 5) Dr. YSSR. Rao, Prof & HOD of Psychiatry. 6) Dr. Raju Devde, Prof & HOD, Pharmacology. 7) Dr. Nirmala, Prof & HOD, Community Medicine.	To Take Decisions regarding Academic Activities.
4.	Library Committee	1)Dr.G.Vijay Kumar, Vice Principal (Acad.) 2)Dr.Punam Kumari Jha, Vice Principal (Admn.) 3)Dr.M.Shravan Kumar, Superintendent, TB & CDH 4)Dr.YSSR Rao, Professor & HOD of Psychiatry 5)Dr.Raju Devde, Professor of Pharmacology 6)Dr.G.Chandrasekhar, Professor of General Medicine 7)Dr.G.R.Bharath Kumar, Associate Professor of Ophthalmology 8)Dr.M.Pavan Kumar, Associate Professor of General Medicine 9)Dr.K.Surender, Associate Professor of Paediatrics 10)Dr.V.Janakai, Associate Professor of Anatomy 11)Dr.S.Sreedevi, Associate Professor of Microbiology 12)Dr.G.Vandana, Associate Professor of Pathology 13)Dr.Ch.Swapna, Assistant Professor of Radiology 14)Sri.S.Ramesh, Librarian, KMC, Warangal	1) Selecting of Books for Library. 2) Take decision regarding procurement of books for Library. 3) Selection of Journals

5.	Purchase Committee	<p>1)Dr.G.Vijay Kumar, Vice Principal (Acad.) 2)Dr.Punam Kumari Jha, Vice Principal (Admn.) 3)Dr.D.Mohandas, Porfessor & HOD of General Surgery 4)Dr.YSSR Rao, Professor & HOD of Psychiatry 5)Dr.K.Nagarjuna Reddy, Professor & HOD of Anesthesiology 6)Dr.Ch.Madhubabu, Professor & HOD of DVL 7)Dr.K.Ramkumar Reddy, Professor of Orthopedics 8)Dr.MD. Anwar Miya, Assoc. Prof. of Pathology 9)Dr.D.Surekha, I/c HOD of Physiology 10)Dr.N.Parashuram, I/c HOD of ENT 11)Dr.M.Damodaribai, Associate Professor Pharmacology 12)Dr.K.Jyothi, Assistant Professor of Microbiology 13)Sri.S.Nagarjuna, Assistant Director (Admn.),</p>	To take Decision regarding Procurement of Different items for Development of College.
6.	Student welfare committee	<p>1)Dr. D. Mohandas, Professor & HOD. of General Surgery 2)Dr.Vani, Professor of Biochemistry 3)Dr.Dr.G.R.Bharath Kumar, Assoc. Prof.of Ophthal. 4)Dr. G.Chandrasekhar, Professor of General Medicine 5)Dr.Md. Anwar Miya, Associate Professor of Pathology 6)Dr.Razamalik Khan, Asst. Professor. of Forensic Medicine 7)Dr. Ramkumar Reddy, Warden, Men's Hostel 8)Dr.M.Damodari Bai, Warden, Ladies Hostel 9)Mr.Nagaraju – 8187850068 10)Miss Chandana -8333937551</p>	Take Decision regarding student's welfare activities and Uthkarsha.
7.	Committee against sexual harassment	<p>1) Dr. Punam Kumari Jha, Vice Principal (Admn.) 2) K.Sudha Rani, Prof. & HOD of Anatomy 3) Dr.P. Rajendra Prasad, Supdt CKM, Hospital. 4) Dr. R. Sarala Devi, Prof. & HOD of Obstetrics & Gynecology. 5)Dr. T. Nirmala Kumari, Prof. f Obst & Gynecology</p>	To Prevent General Description and sexual harassment in college campus.
8.	Sports Committee	<p>1) Dr. D. Praveen Kumar, Prof of Anesthesiology. 2) Dr. K. Ram Kumar Reddy, Prof of Ortho & Sports Advisor 3) Dr. B.Rajaram, Prof of General Surgery. 4) Sri. S. Nagarjuna, Asst. Director (Admn). 5) Dr. T. Prabhakar Reddy, Physical Director.</p>	To take Decision regarding sports activities at college.
9.	Condemnation Committee	<p>1)Dr.Punam Kumari Jha, Vice Principal (Admn.), 2)Dr.J.Madhavilatha, Professor & HOD of Biochemistry 3)Dr.K.Ramkumar Reddy, Professor of Orthopedics, 4)Dr.V.Janaki, Associate Professor of Anatomy, 5)Sri.S.Nagarjuna, Assistant Director (Admn.),</p>	<p>a) To Take Decision regarding condemnation of Old Scrap and Buildings. b) To Take Decision regarding auction of old scrap.</p>
10.	Hostel Development Committee	<p>Dr.G.Vijay Kumar, Vice Principal (Acad.) Dr. PunamkumariJha, Vice Principal (Admn.) Dr. Raju Devde, Professor of Pharmacology Dr. K. Ramkumar Reddy, Warden, U.G.Men's Hostel Dr. M.Damodari Bai, Warden, U.G.Ladies' Hostel Sri S.Nagarjuna, Asst. Director (Admn)</p>	To Take Decision regarding hostel development activities.

Chapter – 9

Directory of Officers and

Employee

[Section 4(1)(b)(9)]

9.1 Please provide information district wise in following format

Sl. No	Name of the Officer/ Employee	Designation	Official Number	Remarks
1.	Dr. S.Sandhya	PRINCIPAL	9849903029	
2.	Dr.Punam Kumari Jha	Vice Principal (Admn)	9849903028	
3.	Dr.G.Vijay Kumar	Vice Principal (Acad)	9849903035	
4.	Sri. S. Nagarjuna	Assistant Director(Admn)	9849903027	
5.	Dr. Aruna BMK	I/c Professor & HOD, Physiology	9885079216	
6.	Dr .J. Madhavi Latha	Professor& HOD Biochemistry	9848090771	
7	Dr. Raju Devde	Professor & HOD Pharmacology	9346935968	
8	Dr. Razamalik Khan	I/c Professor & HOD Forensic Medicine	8801284004	
9	Dr.S.Sandhya	Prof & HOD Pathology	9849659690	
10	Dr. Nirmala	Professor& HOD Community Medicine Department.	9885618676	
11	Dr. K. Sudharani	Prof & HOD Anatomy	9490475300	
12	Dr. S.Sreedevi	I/c Prof & HOD Micro Biology	9848409171	

CHAPTER - 10

The Monthly Remuneration Received By Each of its Officers and Employees, Including the System of Compensation as Provided in Regulations

[Section 4(1)(b)(10)]

Template for Information Handbook Version 1.0

10.1 Please provide information in following format

Chapter – 11

The Budget Allocated to each Agency

**(Particulars of all plans, proposed expenditures and reports on
disbursement made)**

[Section 4(1)(b)(11)]

**For Public Authorities responsible for
Developmental, construction, technical works**

11.1. Please provide information about the details of the budget for different activities under different schemes in the given format.

Sl. No.	Name of the Scheme /Head	Activity	Amount Proposed	Estimated Amount	Amount released/ disbursed (No.of installments)	Actual expenditure for the last year	Responsible officer for the quality and the complete execution of the work
1	PMSSY	Construction of Super Specialty Hospital.		150.00 Crores	---	---	HITES, Central Government Corporation organization.
2.	Construction of Boys and Girls Hostel	For PG & UG Students		668.00 Lakhs			Executive Engineer, TSMSIDC, WARANGAL DIVISION.
3.	Construction of Internee Hostel	For PG & UG Students		1460.00			Executive Engineer, TSMSIDC, WARANGAL DIVISION
4.	Construction of the Examination or Lecture Hall	For PG & UG Students		1175.00			Executive Engineer, TSMSIDC, WARANGAL DIVISION

For other Public Authorities

Sl. No	Name of the Drawing and Disbursing officer.	DDO Code	Head of Account	Amount in Rs.
1.	Kakatiya Medical College, Waranagal	1201-0902-002	111- TA	20,000/-
			130/131/SPTTC	11,000/-
			130/133, Water & Electricity	80,00,000/-
			240/POL	1,00,000/-
			Total Rs.	81,31,000/-

NOTE: 1) 1ST Quarter Budget Released.

Chapter – 12

The Manner of Execution of Subsidy Programmes

[Section 4(1)(b)(12)]

12.1 Please provide the information as per the following format:

- o Name of Programme / Scheme
- Duration of the Programme / Scheme
- Objective of the Programme
- Physical and financial targets of the programme (for the last year)
- Eligibility of Beneficiary
- Pre-requisites for the benefit
- Procedure to avail the benefits of the programme
- Criteria for deciding eligibility
- Detail of the benefits given in the programme (also mention the amount of subsidy or other help given)
- Procedure for the distribution of the subsidy
- Where to apply or whom to contact in the office for applying
- Application Fee (where applicable)
- Other fees (where applicable)
- Application format (where applicable. If the application is made on plain paper please mention it along with what the applicant should mention in the application)
- List of attachments (certificates / documents)
- Format of Attachments

Chapter – 13

Particulars of Recipients of Concessions, permits or authorization granted by it

[Section 4(1)(b)(13)]

13.1. Please provide the information as per the following format:

- Name of Programme
- Type (Concession / Permits / Authorization)
- Objective
- Targets set (For the last year)
- Eligibility
- Criteria for the eligibility
- Pre-requisites
- Procedure to avail the benefits
- Time limit for the concession / Permits / Authorization
- Application fee (where applicable)
- Application format (where applicable)
- List of attachments (certificates / documents)
- Format of Attachments

- List of beneficiaries in the format given below:

Sl. No./ code	Beneficiary Name	Validity Period	Parent/ Guardians	Address			
				District	City	Town/ Village	House No.
01.	--- NIL---	--- NIL---	--- NIL---	--- NIL---	--- NIL---	--- NIL---	--- NIL---

Also provide the following information for Concession

- Detail of the benefit given
- Distribution of benefits

Chapter – 14

Information available in an electronic form

[Section 4(1)(b)(14)]

14.1 Please provide the details of the information related to the various schemes, which are available in the electronic format.

Chapter – 15

Particulars of the facilities available to citizens for obtaining information

[Section 4(1)(b)(15)]

15.1 Means, methods or facilitation available to the public, which are adopted by the department for dissemination of information.

Like

- Office Library
- Drama and Shows
- Through News Paper
- Exhibition
- Notice Board
- Inspection of Records in the Office
- System of issuing of copies of documents
- Printed Manual Available
- Website of the Public Authority
- Other means of advertising

Chapter – 16

The names, designations and other particulars of the Public Information Officers

[Section 4(1)(b)(16)]

- 16.1. Please provide contact information about the Public Information Officers, Assistant Public Information Officers and Departmental Appellate Authority of the Public authority in the following format.

Name of the Public Authority:

Assistant Public Information Officers:

Sr. No.	Name	Designation	Ph. No. Office	Address
1.	Md. Sajeed Ali	Office Superintendent	9989701555	Pochamaiden, Near Ratna Hotel, Warangal.

Public Information Officers:

Sr. No.	Name	Designation	Ph. No. Office	Address
1.	S. Nagarjuna	Assistant Director (Admn)	9849903027	TNGOs Colony, Road No.44, Hanamkonda, Warangal.

Department Appellate Authority:

Sr. No.	Name	Designation	Ph. No.	Fax	Email	Address
1.	Dr. S.Sandhya	Principal, KMC, Warangal.	9849903029	0870 2420244	pwarangal@gmail.com	South North V P Road, Nizampura, Rangam Peta, Telangana 506007

Chapter – 17

Other Useful Information

[Section 4(1)(b)(17)]

17.1 Frequently Asked Questions.**1) Address of the college:**

- A)** Kakatiya Medical College
Rangampet Street, Warangal 506007,
Telangana, India
Email : pwarangal@gmail.com ,
Phone No : 0870-2446355,
Fax No : 0870 - 2420244

2) How can I get MBBS seat in Kakatiya Medical College, Warangal.

- A)** Intermediate (Bi. P.C) Pass and Rank in (NEET) National Eligibility cum Entrance Test. Seats are allotted as per Existing rule of Reservations.

3) How many hostels are existing in KMC, Warangal.**A) Ladies Hostel**

Old Hostel -- 81 Rooms + 2 Reading Rooms.
Laki Reddy – 33 rooms
Rudhrama Devi -- 27 rooms
Name of the Hostel Warden: Dr. M.Damodari Bai, Assoc. Prof. Pharamcology
Jr.Asst/ Typist : S.Manjuda Devi.

B) Boys Hostel –

Rayudu – 16 Rooms
Ramappa Hostel – 26.Rooms.
New Men's Hostel 1 - 81 rooms
New Men's Hostel 2 - 34 rooms.
Name of the Hostel Warden: Dr. K. Ram Kumar Reddy, Prof & HOD of
Orthopedics.
Jr.Asst: Sri. B. Ram Prasad.

C) PG Hostels.

Government PG Hostel : 75 rooms.
Name of the Hostel Warden: Dr. Punam Kumari Jha, Prof & HOD of
Community Medicine Department.

4) How can I get Hostel room in Kakatiya Medical College, Warangal.

- A)** Through MBBS & PG Admission.

5) Is any anti ragging Toll Free Number existing in KMC, WARANGAL.

- A)** Yes – Anti Ragging Toll Free No: 1800 425 4330.

6) Is there any Library Facility in KMC, Warangal.

A) Yes ---- Centralized Library facility is Available With 24x7 Library Reading Halls in KMC, WARANGAL.

- e- Libarary (20) No. of Computers.
- Issue counter.
- 35,000/- Total Books.
- 2 old + 3 New reading rooms.
- 1500 New Books.

7) Is any Transport facility to the KMC, Warangal.

A) Yes, Road and Railways.

Road

From Waranagal Bus station – 10 Minutes.

From Hanamkonda Bus station – 15 Minutes.

Railway Station.

From Waranagal Railway Station – 10 Minutes.

From Kazipet Railway station- 35 Minutes.

8) Is there any bus facility in KMC, Warangal.

A) Yes, there are 3 new buses for college students.

9) How many attached hospitals to KMC, WARANGAL.

A) M.G.M Hospital – 1200 Bedded.

REH Hospital ---

CKM Hospital ---

GMH Hospital----

TB & CD Hopsital, Hanmkonda ----

10) How do I get information under RTI Act 2005.

A) Address a letter to Public Information officer, KMC, Waranagl.

11) How much stipend is given to the PG Students.

- 1st year – 44075
- 2nd year – 46524
- 3rd year – 48973

12) How Much scholarship is given to MBBS Students.

A)

13) Is any sports activities in KMC, Waranagal.

A) Yes Big open ground is available at college back side, generally students Play cricket and football in ground.

Basket ball court.

Volley ball Court.

Indoor Auditorium (Shuttle court).

Physical Director looks after all the sports activities.

14) Is there any NSS Wing available in KMC, Warangal.

A) Yes – (NSS) National Service Scheme Program is conducted by Ministry of youth affairs and Sports of the Government of India.
NSS Coordinator- Dr. Ram Kumar Reddy, Prof of Orthopedics,
Mens Hostel Warden.

15) Which type of security measures up for students in KMC, Warangal.

A) security measures is Monitored by Sergeant with (15) security.

17.2 Related to seeking Information

- Application form (a copy of filled application form for reference)
- Fee
- How to write a precise information request – Few Tips
- Right of the Citizen in case of denial of information and procedure to appeal
-

17.3 With relation to training imparted to public by Public Authority

- Name of training programme with brief description
- Time period for Training Programme / Scheme
- Objective of training
- Physical and Financial Targets (Last Year)
- Eligibility for training
- Prequisite for training (If any)
- Financial and other form of help (If any)
- Description of help (Mention the amount of Financial Help, If any)
- Procedure of giving help
- Contact Information for applying
- Application Fee (Wherever applicable)
- Other Fees (Wherever applicable)

- Application Form (In case the application is made on plain paper, please mention the details which the applicant has to provide)
- List of enclosures / documents
- Format of enclosures / documents
- Procedure of application

- Selection Procedure
- Time table of training programme (In case available)
- Process to inform the trainee about the training schedule
- Arrangement made by the Public Authority for creating public awareness about the training programmes.
- List of Beneficiary of the training programme at various levels like district level, block level etc.

17.4 With relation to Certificate, No objection certificate etc issued by the Public Authority not included in Manual – 13

- Name and description of the certificates and NOCs
- Eligibility for applying
- Contact Information for applying
- Application Fee (Wherever applicable)
- Other Fees (Wherever applicable)
- Application Form (In case the application is made on plain paper, please mention the details which the applicant has to provide)
- List of enclosures / documents
- Format of enclosures / documents
- Procedure of application
- Process followed in the Public Authority after the receipt of application
- Normal time taken for issuance of certificate
- Validity period of certificate (if applicable)
- Process of renewal (if any)

17.5 With relation to registration process

- Objective
- Eligibility for registration
- Pre-requisites (If any)

- Contact Information for applying
- Application Fee (Wherever applicable)
- Other fees (Wherever applicable)
- Application Form (In case the application is made on plain paper, please mention the details which the applicant has to provide)
- List of enclosures /documents
- Format of enclosures / documents
- Procedure of application
- Process followed in the Public Authority after the receipt of application
- Validity period of registration (If applicable)
- Process of renewal (If any)

17.6 With relation to collection of tax by Public authority (Municipal Corporation, Trade Tax Entertainment Tax etc)

- Name and description of tax
- Purpose of tax collection
- Procedure and criteria for determination of tax rates
- List of major defaulters

17.7 With relation to issuing new connection electricity / water supply, temporary and permanent disconnection etc. (This will be applicable to local bodies like Municipal Corporation/Municipalities / UPCL)

- Eligibility for connection
- Pre-requisites (If any)
- Contact Information for applying
- Application Fee (Wherever applicable)
- Other Fees / Charges (Wherever applicable)

- Application Form (In case the application is made on plain paper, please mention the details which the applicant has to provide)
- List of enclosures / documents
- Format of enclosures / documents
- Procedure of application
- Process followed in the Public Authority after the receipt of application
- Brief description of terms used in the bills
- Contact information in case of problems regarding Bills or service
- Tariff and Other Charges

17.8 Details of any other public services provided by the Public Authority