

## Right to Information Act 2005

### 1. About Act

**Name & Title of the Act**

**Right to Information Act 2005**

**RTI Guidelines**

**Meaning:**

Right to Information means the right to

1. inspection of work, documents, records
2. taking notes, extracts or, certified copies of documents or records;
3. taking certified samples of material;
4. obtaining information in the form of diskettes, floppies, tapes, video cassettes or in any other electronic mode or through printouts where such information is stored in a computer or in any other device subject to relevant provisions in this regard

**Objective of the Act**

To provide available information of the Institute as enshrined in RTI ACT to the Indian citizen on payment of prescribed fees.

**Users**

Citizens of India.

### 2. **Particulars of the Organization, its Functions and Duties**

As per Statute of the institute

### 3. **Powers and Duties of officers and employees of the ABV-IIITM Gwalior**

As per Statute of the institute

### 4. **Procedure followed in the decision-making process, including channels of supervision and accountability.**

As per Statute of the institute

**5. Norms set by ABV-IIITM Gwalior for the discharge of its functions**

As per statute of the institute

**5. The Rules, Regulations, Instructions, Manuals and Records held by ABV-IIITM Gwalior or under its control, or used by its employees, for discharging its functions**

As per Statute of the institute

**7. Statement of the categories of documents that are held by ABV-IIITM Gwalior or under its control**

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

- i. Statute
- ii. Memorandum Of Association
- iii. Recruitment Rules
- iv. Annual Accounts
- v. Annual Reports
- vi. Prospectus
- vii. Office Orders
- viii. All records relating to the operations of the organization

**8. The particulars of any arrangement that exists for consultation with, or representation by, the members of the public in relation to the formulation of ABV-IIITM Gwalior's policy or implementation thereof**

- (a) The Board of Governors is the apex decision making body of ABV-IIITM Gwalior and the Senate for academic and the Finance Committee for financial matters are represented by eminent persons from industry, academic community, professional bodies and the nominees of the Govt. of India etc. who help in the formulation and implementation of the policies and programmes.

(b) Different local committees are formed on need basis to advice technical/financial matter and other aspects even in routine functions of the Institute.

9. A statement of the boards, councils, committees and other bodies consisting of two or more persons constituted as its part or for the purpose of its advice, and as to whether meetings of those boards, councils, committees and other bodies are open to the public, or the minutes of such meetings are accessible for public.

Following are the Main Committees / Governing body of the Institute:-

### **Board of Governors**

The Board of Governors of the Institute is the principal authority responsible for academic, financial and administrative matters of the Institute. Besides, it also has the ultimate responsibility for all the long term policy formulation, planning and development for overall growth and governance of the Institute. The Board has the power to constitute other subordinate and subsidiary groups/committees, as felt necessary by it, to ensure free and fair discharge of its functions, as entrusted to it by Govt. of India, in the overall interest of the nation.

Current Chairman of the Board of Governors is Shri. Deepak Ghaisas, Gencoval Strategic Services Pvt. Ltd, Mumbai. Director, IIITM-G is the Ex-officio Member Secretary of the BOG.

### **Senate (Academic Body)**

Senate of the Institute is a body which is responsible for maintenance of standards of teaching, evaluation, research and consultancy in the Institute. It has the responsibility to lay down policy guidelines and the directions to further the academic growth and development of the Institute.

Director, IIITM-G is the Ex-officio Chairman of the Senate, while Registrar is the Member Secretary.

### **Finance Committee**

The Finance Committee of the Institute has the responsibility to look after resource mobilization, control of expenditure, etc. It is also responsible for stimulating resource generation from sources other than Government such as sponsored projects, research, consultancy, etc. and promotes Industry Institute Interaction.

Chairman of the Board of Governors is the Ex-officio Chairman of Finance Committee while Director, IIITM-G is the Ex-officio Member Secretary.

### **Building Works Committee**

BWC of the Institute comprises of various statutory members who advised upon the building & other infrastructural requirements of the Institute keeping in view its future plans and projections.

Director, IIITM-G is the Ex-officio Chairman of the Building & Works Committee.

### **Grievance Redressal Committee**

The Grievance Redressal Committee of the Institute looks after all grievances of students, employees and the public at large relation to the Institute. The Committee works as per directions issued by the Board of Governors/Govt.

### **Anti-Ragging Committee**

The committee has been formed prevent the ragging in the campus. The Committee works as per the directions of the competent authority.

### **Sexual Harassment Committee/ Institute Complaint Committee**

The committee has been formed to prevent the sexual harassment of women at workplace. The Committee works as per the directions issued by the Board of Governors/Govt.

### **Institute Dispensary**

The arrangement of the Para-Medical Staff is to be made for proper functioning of Health Center in the Institute.

**10. The contact numbers of the Faculty, Officers and the staff is available on our website.**

<b>S. No.</b>	<b>Name of Employee</b>	<b>Designation</b>	<b>Contact No</b>
1	Prof. S N Singh	Director	2449801
2	Prof. G K Sharma	Professor	2449809
3	Prof. Rajendra Sahu	Professor	2449804
4	Prof. S.Tapaswi	Professor	2449810
5	Prof. Anupam Shukla (on lien at NIT Surat)	Professor	2449811

6	Prof. Aditya Trivedi	Professor	2449806
7	Prof. M..Bhattacharya	Professor	2449828
8	Prof. Karmveer Arya	Professor	2779830
9	Prof. P.K.Singh	Professor	2449817
10	Prof. Joydeep Dhar	Professor	2449829
11	Prof. Manoj Patwardhan	Professor	2449817
12	Prof. Anurag Shrivastav	Professor	2449826
13	Prof. Pankaj Shrivastav	Professor	2449814
14	Prof. Naval Bajpai	Professor	2449819
15	Prof. Manisha Pattanaik	Professor	2449812
16	Prof. Gyan Prakash	Professor	2449834
17	Dr. Gaurav Agarwal	Associate Professor	2449805
18	Dr. Ajay Kumar	Associate Professor	2449624
19	Dr. K.K.Pattanaik	Associate Professor	2449626
20	Dr. W W Godfrey	Associate Professor	2449835
21	Dr. Manoj Kr. Dash	Assistant Professor G-I	2449818
22	Dr. Vinay Singh	Assistant Professor G-I	2449836
23	Dr. Vishal Vyas	Assistant Professor G-I	2449750
24	Dr. Anuraj Singh	Assistant Professor G-I	2449831
25	Dr. Saumya Bhadoria	Assistant Professor G-I	2449820
26	Dr Gaurav Kaushal	Assistant Professor G-I	2449633
27	Dr. Arun Kumar	Assistant Professor G-I	2449739
28	Dr. Santosh Singh Rathore	Assistant Professor G-I	2496358
29	Dr.Jeevaraj S.	Assistant Professor G-II	2449746
30	Dr. Somesh Kumar	Assistant Professor G-II	2496211
31	Dr. Sunil Kumar	Assistant Professor G-II	2449710

32	Dr. Debanjan Sadhya	Assistant Professor G-II	2496341
33	Dr.Binod Prasad	Assistant Professor G-II	2496330
34	Dr.Vinal Patel	Assistant Professor G-II	2449818
35	Dr.Pinku Ranjan	Assistant Professor G-II	2449741
36	Dr Alok K Kamal	Assistant Professor G-II	-
37	Dr Amandeep Kaur	Assistant Professor G-II	-
38	Dr Amnendra Singh Yadav	Assistant Professor G-II	-
39	Dr Pragya Shukla	Assistant Professor G-II	-
40	Dr Anuja Dixit	Assistant Professor G-II	-
41	Dr Avadh Kishor	Assistant Professor G-II	-
42	Dr Rakesh Chaudhary	Assistant Professor G-II	-
43	Dr Nalin Kumar Sharma	Assistant Professor G-II	-
44	Dr Mahendra Kumar Shukla	Assistant Professor G-II	-
45	Dr Kapil Kant	Assistant Professor G-II	-
46	Dr Praveen Kumar Singya	Assistant Professor G-II	-
47	Dr Sandesh Jain	Assistant Professor G-II	-
48	Dr Narinder Singh Punn	Assistant Professor G-II	-
49	Dr Anjali	Assistant Professor G-II	-
50	Dr Pragya Swami	Assistant Professor G-II	-
51	Mr. Pankaj K Gupta	Registrar I/c	2449720
52	Mr. D P Singh	Joint Registrar (Under Suspension)	-
53	Mr.Pankaj K. Gupta	Joint Registrar (Academics & Administration)	2449720
54	Mr. Anil Garg	Assistant Registrar	2449737
55	Dr. Ekta Sakwar	Assistant Registrar	2449622

56	Mr.Virendra Joshi	Assistant Registrar	-
57	Mr.Sanjay Kr.Soni	Assistant Registrar	2449708
58	Mr. Vijay Dwivedi	Junior Superintendent	2449737
59	Dr. Jai Prakash Sharma	Junior Superintendent	2449801
60	Mr. Narendra S Tomar	Junior Superintendent	2449704
61	Mrs. Deepa S Sisodiya	Senior Technician	2449703
62	Mr. Trepan Singh .Koundal	Cashier	2449737
63	Mr. Mahesh Dhakad	Senior Technician	2449734
64	Mr. N.P.S.Chauhan	Senior Technician	2449732
65	Mr.R.P.S.Kushwah	Senior Technician	2779815
66	Mr.Alok Singh.Jadon	Senior Technician	2449704

**11. The monthly remuneration received by each of its officers and employees, including the system of compensation as provided in its regulations.**

**Pay Structure of Institute's Faculty, Officers & Employees:**

S. No.	Name of Employee	Designation	Level of Pay
1	Prof. S N Singh	Director	15
2	Prof. G K Sharma	Professor	15
3	Prof. Rajendra Sahu	Professor	15
4	Prof. S.Tapaswi	Professor	15
5	Prof. Anupam Shukla (on lien at NIT Surat)	Professor	15
6	Prof. Aditya Trivedi	Professor	15
7	Prof..M..Bhattacharya	Professor	14A
8	Prof. Karmveer Arya	Professor	14A
9	Prof.P.K.Singh	Professor	14A

10	Prof..JoydeepDhar	Professor	14A
11	Prof..Manoj Patwardhan	Professor	14A
12	Prof.Anurag Shrivastava	Professor	14A
13	Prof.Pankaj Shrivastava	Professor	14A
14	Prof. Naval Bajpai	Professor	14A
15	Prof..Manisha Pattanaik	Professor	14A
16	Prof.Gyan Prakash	Professor	14A
18	Dr.Gaurav Agarwal	Associate Professor	13A2
19	Dr.Ajay Kumar	Associate Professor	13A2
20	Dr.K.K.Pattanaik	Associate Professor	13A2
21	Dr.W W Godfrey	Associate Professor	13A2
22	Dr. Manoj Kr. Dash	Assistant Professor G-I	12
23	Dr. Vinay Singh	Assistant Professor G-I	12
24	Dr. Vishal Vyas	Assistant Professor G-I	12
25	Dr. Anuraj Singh	Assistant Professor G-I	12
26	Dr Saumya Bhadoria	Assistant Professor G-I	12
27	Dr Gaurav Kaushal	Assistant Professor G-I	12
28	Dr.Arun Kumar	Assistant Professor G-I	12
29	Dr. Santosh Singh Rathore	Assistant Professor G-I	12
30	Dr.Jeevaraj S.	Assistant Professor G-II	11
31	Dr.Somesh Kumar	Assistant Professor G-II	11
32	Dr. Sunil Kumar	Assistant Professor G-II	11
33	Dr. Debanjan Sadhya	Assistant Professor G-II	11
34	Dr. Binod Prasad	Assistant Professor G-II	11
35	Dr.Vinal Patel	Assistant Professor G-II	11



36	Dr. Pinku Ranjan	Assistant Professor G-II	11
37	Dr Alok K Kamal	Assistant Professor G-II	10
38	Dr Amandeep Kaur	Assistant Professor G-II	10
39	Dr Amnendra Singh Yadav	Assistant Professor G-II	10
40	Dr Pragya Shukla	Assistant Professor G-II	10
41	Dr Anuja Dixit	Assistant Professor G-II	10
42	Dr Avadh Kishor	Assistant Professor G-II	10
43	Dr Rakesh Chaudhary	Assistant Professor G-II	10
44	Dr. Nalin Kumar Sharma	Assistant Professor G-II	10
45	Dr Mahendra Kumar Shukla	Assistant Professor G-II	10
46	Dr Kapil Kant	Assistant Professor G-II	10
47	Dr Praveen Kumar Singya	Assistant Professor G-II	10
48	Dr Sandesh Jain	Assistant Professor G-II	10
49	Dr Narinder Singh Punn	Assistant Professor G-II	10
50	Dr Anjali	Assistant Professor G-II	10
51	Dr Pragya Swami	Assistant Professor G-II	10
52	Mr. Pankaj K Gupta	Registrar I/c	13
53	Mr. D P Singh	Joint Registrar (Under Suspension)	13
54	Mr. Pankaj K. Gupta	Joint Registrar (Academics & Administration)	13
55	Mr. Anil Garg	Assistant Registrar	10
56	Mr. Sandeep Upadhayay	Assistant Registrar	10
57	Dr. Ekta Sakwar	Assistant Registrar	10
58	Mr. Virendra Joshi	Assistant Registrar	10
59	Mr. Sanjay Kr. Soni	Assistant Registrar	10

60	Mr. Vijay Dwivedi	Junior Superintendent	7
61	Dr. Jai Prakash Sharma	Junior Superintendent	7
62	Mr. Narendra S Tomar	Junior Superintendent	7
63	Mrs. Deepa S Sisodiya	Senior Technician	7
64	Mr. Trepan Singh Koundal	Cashier	7
65	Mr.Mahesh Dhakad	Senior Technician	6
66	Mr.N.P.S.Chauhan	Senior Technician	6
67	Mr.R.P.S.Kushwah	Senior Technician	6
68	Mr.Alok Singh.Jadon	Senior Technician	6

**12. Budget allocated to each of agencies, indicating the particulars of all plans, proposed expenditure and reports on disbursements made;**

The Annual Budget and Annual Accounts are finalized with the approval of Finance Committee/BOG. The disbursements are made by the ABV-IIITM Gwalior Head Quarters which is finally recorded in the Annual Accounts.

Financial Year	Plan Budget (in Rs.)	Non Plan Budget (in Rs.)
2022-23	4.00 Cr	34.91 Cr
2021-22	1.31 Cr	9.89 Cr
2020-21	-	26.35 Cr
2019-20	13.11 Cr	34.34 Cr

**13. Manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programmes.**

ABV-IIITM Gwalior does not operate any subsidy program.

**14. Particulars of recipients of concessions, permits or authorizations granted by the ABV-IIITM Gwalior**

No Such Scheme is established in ABV-IIITM Gwalior.

**15. Details in respect of the information available to or held by the ABV-IIITM Gwalior reduced in an electronic form**

Important information about functions and activities being performed is available in electronic form on the ABV-IIITM Gwalior website: [www.iiitm.ac.in](http://www.iiitm.ac.in). However, remaining is stored in the related files and documents and steps are being initiated to put it on the website.

**16. The particulars of facilities available to citizens for obtaining information, including the working hours of a library or reading room, if maintained for public use.**

Citizens have the facility to obtain information from the CPIO.ABV-IIITM Gwalior working hours are from 09.30 a.m. to 06.00 p.m. (Monday to Friday)

Library is maintained for students, faculty and employee of ABV-IIITM Gwalior only being highly technical library and it is not for public use.

**17. The names, designations and other particulars of the Public Information Officers and the Appellate authorities**

In terms of Section 5(1) of the Right to Information Act, 2005, the following officers of the IIITM-G have been designated as the Public Information Officers and the Appellate authorities:

**1) First Appellate Authority**

Prof. S N Singh  
Director  
ABV-Indian Institute of Information Technology and Management Gwalior  
Morena Link Road Gwalior-474015  
Tel No. 0751-2449801 (O)  
Email: [director@iiitm.ac.in](mailto:director@iiitm.ac.in)  
Fax: 0751-2449813

**2) Public Information Officer**

Mr. Pankaj K Gupta  
Joint Registrar  
ABV-Indian Institute of Information Technology and Management, Gwalior  
Morena Link Road Gwalior-474015  
Tel No. 0751-2449720 (O)  
Email: [pankaj@iiitm.ac.in](mailto:pankaj@iiitm.ac.in)  
Fax: 0751-2460313

All such information is updated time to time and available on the website of IIITM Gwalior website at [www.iiitm.ac.in](http://www.iiitm.ac.in)

**18. The rates of fees payable for obtaining information under RTI Act 2005 are as under:**

1. A request for obtaining information under sub-section (1) of section 6 shall be accompanied by an application fee of rupees ten by way of cash to be deposited between 09:30 hrs to 16:00 hrs except during lunch break of 13:30 hours to 14:30 hours on all working days with Registrar's Office against proper receipt or by demand draft or bankers cheque or IPO payable to the IIITM Gwalior.
2. For providing the information under sub-section (1) of section 7, the fee shall be charged by way of cash to be deposited with Finance & Accounts Division against proper receipt or by demand draft or bankers cheque payable to the IIITM Gwalior at the following rates:-
  - (i) Rupees two for each page (in A-4 or A-3 size paper) created or copied:
  - (ii) Actual cost or price for samples or models; and
  - (iii) For inspection of records, no fee for the first hour; and a fee of rupees five for each fifteen minutes or fraction thereof on each occasion for the same case.
3. For providing the information under sub-section (5) of section 7, the fee shall be charged by way of cash to be deposited between 11:30 hrs to 15:00 hrs except during lunch break of 13:30 hours to 14:30 hours on all working days, with Registrar's Office against proper receipt or by demand draft or bankers cheque payable to the ABV-IIITM Gwalior at the following rates:-
  - (i) For information provided in diskette, if available, rupees fifty per diskette: and for providing information in printed form at the price for such publication or rupees two per page of photocopy for extracts from the publication.