



ABV-IIITM GWALIOR

RIGHT TO INFORMATION ACT

1. Particulars of the Organization, its Functions and Duties

As per Memorandum of Association & Rules of the Institute

2. Powers and Duties of officers and employees of the ABV-IIITMG

As per Memorandum of Association & Rules of the Institute

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

As per Memorandum of Association & Rules of the Institute

4. Norms set by ABV-IIITMG for the discharge of its functions

As per Memorandum of Association & Rules of the Institute and approved by Ministry of HRD

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

As per Memorandum of Association & Rules of the Institute

6. Statement of the categories of documents that are held by IIIT-G or under its control

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

- i. Memorandum of Association
- ii. Recruitment Rules & Bye Laws
- iii. Annual Accounts (2007-2008, 2008-2009)
- iv. Annual Reports

- v. Information Brochures
- vi. Office Orders/Circulars
- vii. All records relating to the operations of the organization

7. 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-IIITMG's policy or implementation thereof

(a) The Board of Governors is the apex decision making body of ABV-IIITMG 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 programs.

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

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

S.No.	Name	Designation	Gross Salary
1	Prof. S.G.Deshmukh	Director	106,250.00
2	Prof. G K Sharma	Professor	92,266.00
3	Prof. S. S. Rajput	Professor	85,827.00
4	Dr.S.Tapaswi	Asso. Prof.	98,347.00
5	Dr.M.Bhattacharya	Asso. Prof.	86,915.00
6	Dr.Anupam Shukla	Asso. Prof.	79,998.00
7	Dr.Aditya Trivedi	Asso. Prof.	98,347.00
8	Dr.Karmveer Arya	Asso. Prof.	85,531.00
9	Dr.Deepali Singh	Asso. Prof.	85,531.00
10	Dr.P.K.Singh	Asso. Prof.	74,757.00
11	Dr.P. Acharya	Asso. Prof.	74,757.00
12	Dr.Naval Bajpai	Asst. Prof.	69,306.00
13	Dr.Joydeep Dhar	Asst. Prof.	71,736.00

14	Dr.Manoj Patwardhan	Asst. Prof.	80,216.00
15	Dr.Pankaj Shrivastav	Asst. Prof.	70,936.00
16	Dr.Anurag Shrivastav	Asst. Prof.	64,672.00
17	Dr.Manisha Pattanaik	Asst. Prof.	70,936.00
18	Dr.Ritu Tiwari	Asst. Prof.	60,155.00
19	Dr.Pradip Swarnakar	Asst. Prof.	58,462.00
20	Dr.Jaidhar C D	Asst. Prof.	58,462.00
21	Dr. Avantika Singh	Asst. Prof.	20,473.00
22	Dr.Deleep Kumar	Registrar	80,361.00
23	Mr.A. Talegaonkar	FA & CAO	52,330.00
24	Dr.Gaurav Agarwal	Asst. Prof.	58,462.00
25	Dr.Gyan Prakash	Asst. Prof.	53,332.00
26	Dr.K.K.Pattanaik	Asst. Prof.	31,849.00
27	Dr.Ajay Kumar	Asst. Prof.	58,462.00
28	Mr. Raju G Sunder	Consultant	65,000.00
29	Dr. Nirmal Roberts	V. Faculty	45,000.00
30	Mr.B.P.Sharma	Asst.Engineer	34,619.00
31	Mr.S.K.Taneja	Asst.Engineer	21,482.00
32	Mr.Siddhartha Arjaria	Scientist/Eng.	30,553.00
33	Mr. Pankaj K. Gupta	Asst.Registrar	40,226.00
34	Mrs.Ekta Sakwar	Assistant	24,455.00
35	Mr.Virendra Joshi	Assistant	24,455.00
36	Mr.Anil Kr.Garg	Asst.(Audit)	21,337.00
37	Mr.Sanjay Kr.Soni	Library Asst.	21,337.00
38	Mr.Vijay Dwivedi	Office Asstt.	18,408.00
39	Mr.Mahesh Dhakad	Lab.Assistant	19,491.00
40	Mr.N.P.S.Chauhan	Lab.Assistant	19,281.00
41	Mr.R.P.S.Kushwah	D.E.Operator	19,281.00
42	Mr.Alok S.Jadon	D.E.Operator	19,281.00

9. 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-IIITMG Head Quarters, which is finally recorded in the Annual Accounts.

Financial Year	Plan Budget (in Lakhs)	Non Plan Budget (in lakhs)
2008-09	1350.00	859.50
2009-10	2900.00	1123.00
2010-11	2600.00	1165.00

10 Manner of execution of subsidy programs, including the amounts allocated and the details of beneficiaries of such programs.

ABV-IIITMG does not operate any subsidy program.

11 Particulars of recipients of concessions, permits or authorizations granted by the ABV-IIITMG

No Such Scheme is established in ABV-IIITMG.

12. Details in respect of the information available to or held by the ABV-IIITMG reduced in an electronic form

Important information about functions and activities being performed is available in electronic form on the ABV-IIITMG website: www.iitm.ac.in However, remaining is stored in the related files and documents and steps are being initiated to put it on the website.

13. 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 Dr M N Buch. Registrar, ABV-IIITMG 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, ABV-IIITMG 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 FA&CAO, ABV-IIITMG is the Ex-officio Member Secretary.

Building and 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, ABV-IIITMG is the Chairman of the Building & Works Committee and Institute Engineer is the ex-officio Secretary and Registrar is the Member Secretary of the Committee.

Grievance Redressal Committee

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

Anti Ragging Committee

Prohibition of Cigarette and Tobacco Products

Prevention of Sexual Harassment of Woman at Workplace Committee

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

14. Pay Structure & Directory of Institute's Officers, Faculty & Employees:

LIST OF FACULTY & STAFF

S. No	Name	Designation	Pay Scale	Grade pay	Contact No	Email ID
1	Dr. S. G. Deshmukh	Director	75000 (Fixed)	5000 (Spl. Pay)	2449807	director@iiitm.ac.in
2	Dr. G. K. Sharma	Professor	37400-67000	10500	2449809	gksharma@iiitm.ac.in
3	Dr. S. S. Rajput	Professor	37400-67000	10500	2449815	ssrajput@iiitm.ac.in
4	Dr. Rajendra Sahu	Associate Professor	37400-67000	9500	2449804	rsahu@iiitm.ac.in
5	Dr. Shashikala Tapaswi	Associate Professor	37400-67000	9500	2449810	stapaswi@iiitm.ac.in
6	Dr. Anupam Shukla	Associate Professor	37400-67000	9500	2449811	anupamshukla@iiitm.ac.in
7	Dr. Mahua Bhattacharya	Associate Professor	37400-67000	9500	2449828	mb@iiitm.ac.in
8	Dr. Aditya Trivedi	Associate Professor	37400-67000	9500	2449806	atrivedi@iiitm.ac.in
9	Dr. Deepali Singh	Associate Professor	37400-67000	9500	2449803	drdeepali@iiitm.ac.in
10	Dr. Pramod Kumar Singh	Associate Professor	37400-67000	9500	2449827	psingh@iiitm.ac.in
11	Dr. Padmanav Aachrya	Associate Professor	37400-67000	9500	2449823	pacharya@iiitm.ac.in
12	Dr. Karmveer Arya	Associate Professor	37400-67000	9500	2449830	kvarya@iiitm.ac.in
13	Dr. Manoj Patwardhan	Assistant Professor	37400-67000	9000	2449817	manojp@iiitm.ac.in
14	Dr. Naval Bajpai	Assistant Professor	37400-67000	9000	2449820	nbajpai@iiitm.ac.in
15	Dr. Pankaj Srivastava	Assistant Professor	37400-67000	9000	2449814	pankajs@iiitm.ac.in
16	Dr. Anurag Srivastava	Assistant Professor	37400-67000	9000	2449826	anurags@iiitm.ac.in
17	Dr. Joydip Dhar	Assistant Professor	37400-67000	9000	2449829	jdhar@iiitm.ac.in
18	Dr. Manisha Pattanaik	Assistant Professor	37400-67000	9000	2449812	manishapattanaik@iiitm.ac.in
19	Dr. Ritu Tiwari	Assistant Professor	15600-39100	8000	2449822	ritutiwari@iiitm.ac.in
20	Dr. P. Swarnakar	Assistant Professor	15600-39100	8000	2449625	ps@iiitm.ac.in
21	Dr. Jaidhar C.D.	Assistant Professor	15600-39100	8000	2449621	cdj@iiitm.ac.in
22	Dr. Gaurav Agrawal	Assistant Professor	15600-39100	8000	2449805	gaurav@iiitm.ac.in
23	Dr. Gyan Prakash	Assistant Professor	15600-39100	8000	2449834	gyan@iiitm.ac.in
24	Dr. Ajay Kumar	Assistant Professor	15600-39100	8000	2449624	ajayfma@iiitm.ac.in
25	Dr. K. K. Pattanaik	Assistant Professor	15600-39100	8000	2449626	kkpatnaik@iiitm.ac.in
26	Dr. Avantika Singh	Assistant Professor	15600-39100	6000	-	-
27	Dr Manoj K Dash	Assistant Professor	15600-39100	6000	-	-
28	Dr. Deleep Kumar	Registrar	37400-67000	10000	2449816	registrar@iiitm.ac.in
29	Mr. Avinash Talegaonkar	FA&CAO	15600-39100	7600	2449703	fa@iiitm.ac.in
30	Mr. Pankaj Kumar Gupta	Assistant Registrar	15600-39100	5400	2449720	pankaj@iiitm.ac.in
31	Mr. Mahesh Singh	Lab Technician	5200-20200	2400	2449739	-

15. 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 ABV-IIITMG have been designated as the Public Information Officers and the Appellate authorities:

1) Appellate Authority

Prof. S G Deshmukh,

Director

ABV-Indian Institute of Information Technology and Management,
Gwalior

Morena Link Road, Gwalior - 474010

Tel No. 0751-2449801 (O)

Email: director@iiitm.ac.in

Fax: 0751-2449813

2) Public Information Officer

Dr. Deleep Kumar

Registrar

ABV-Indian Institute of Information Technology and Management,
Gwalior

Morena Link Road, Gwalior - 474010

Tel No. 0751-2449816 (O)

Email: registrar@iiitm.ac.in

Fax: 0751-2460313

16. Such other information as may be prescribed information related to student admission procedures, academic programmers, examination schedules, results etc.

All such information is updated time-to-time and available on the website of www.iiitm.ac.in.

17. 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 PIO. Library is maintained for students, faculty and employee of IIITMG. Outside persons can avail the facilities of the library with the permission of the competent authority.

18. Office Orders/ Circulars

(i) Government Orders (www.education.nic.in)

(ii) Institute's Office Orders www.iiitm.ac.in

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

a) 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, five days a week with Finance & Account Section against proper receipt or by demand draft or bankers cheque or IPO payable to the ABV-IIITM Gwalior.

b) 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 ABV-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.

C) 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, five days a week with Finance & Accounts Section 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 or floppy, if available, rupees fifty per diskette or floppy: 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.

20. Format of the Application.

FORMAT OF APPLICATION FOR SEEKING INFORMATION UNDER THE RIGHT TO INFORMATION ACT, 2005

**To,
The Public Information Officer,
ABV-Indian Institute of Information Technology & Management, Gwalior
Morena Link Road Gwalior- 474010
Tele. : (0751) 2449816 (Office)
E-Mail: registrar@iiitm.ac.in Fax: (0751) 2460313**

PART-I

1. Name of the Applicant:
2. Address for correspondence with PIN CODE:
3. Whether belonging to the Below Poverty Line Category: YES/NO
(If yes, please attach proof)
4. Whether Citizen of India: YES/NO
(Certified copy of citizenship issued under Citizenship Act required)

PART-II

5. Information sought:
[Specify particulars of information sought.]
6. To the best of my knowledge, the information sought above pertains to ABV-Indian Institute of Information Technology & management Gwalior.
7. Whether ABV-IIITM Gwalior website www.iiitm.ac.in has been visited by you?
YES/NO
(If so, whether the information desired by you is not available on the website?)
8. Whether application fee of Rs 10/- is being paid by cash (please enclose copy of receipt) or Money Order or Demand Draft or Banker's Cheque or Postal Order payable in favour of the Director, ABV-IIITMG (Regulation of Fees & Cost) under RTI Rules 2005?

PLACE:

DATE: (SIGNATURE OF THE APPLICANT)
Telephone Number: