

## 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-IITM 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-IITM Gwalior for the discharge of its functions**

As per statute of the institute

## **6. The Rules, Regulations, Instructions, Manuals and Records held by ABV-IITM**

**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-IITM 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-IITM Gwalior's policy or implementation thereof**

(a) The Board of Governors is the apex decision making body of ABV-IITM Gwalior and the Senate for academic and the Finance Committee for financial matters 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 advise on technical/financial matters 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. 501, 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 advise 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 in relation to the Institute. The Committee works as per directions issued by the Board of Governors/Govt.

### **Anti-Ragging Committee**

### **Sexual Harassment 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.

## 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.

S. No.	Name of Employee	Designation	Contact No
1	Prof. RajendraSahu	Director I/c	2449801
2	Prof. G K Sharma	Professor	2449809
3	Prof.S.Tapaswi	Professor	2449810
4	Prof.Anupam Shukla (on lien at IIIT Pune)	Professor	-
5	Prof.Aditya Trivedi	Professor	2449806
6	Prof..M..Bhattacharya	Professor	2449828
7	Prof.Karmveer Arya	Professor	2779830
8	Prof.P.K.Singh	Professor	2449817
9	Prof.JoydeepDhar	Professor	2449829
10	Prof..ManojPatwardhan	Professor	2449817
11	Prof.AnuragShrivastav	Professor	2449826
12	Prof.PankajShrivastav	Professor	2449814
13	Prof. Naval Bajpai	Professor	2449819
14	Prof..ManishaPattanaik	Professor	2449812
15	Prof.Gyan Prakash	Professor	2449834
16	Dr.Ritu Tiwari (On lien at IIIT Pune)	Associate Professor	-
17	Dr.Gaurav Agarwal	Associate Professor	2449805
18	Dr.Ajay Kumar	Associate Professor	2449624
19	Dr.K.K.Pattanaik	Associate Professor	2449626
20	Dr. Manoj Kr. Dash	Assistant Professor G-I	2449818
21	Dr. Vinay Singh	Assistant Professor G-I	2449836
22	Dr. Vishal Vyas	Assistant Professor G-I	2449750

23	Dr. W W Godfrey	Assistant Professor G-I	2449835
24	Dr. Anuraj Singh	Assistant Professor G-I	2449831
25	Dr.SaumyaBhadoria	Assistant ProfessorG-II	2449820
26	Dr Gaurav Kaushal	Assistant ProfessorG-II	2449633
27	Dr.Arun Kumar	Assistant Professor G-II	2449739
28	Dr.Jeevaraj S.	Assistant Professor G-II	2449746
29	Dr.Somesh Kumar	Assistant Professor G-II	2496211
30	Dr. Sunil Kumar	Assistant Professor G-II	2449710
31	Dr.DebanjanSadhya	Assistant Professor G-II	2496341
32	Dr.Binod Prasad	Assistant Professor G-II	2496330
33	Dr.Vinal Patel	Assistant Professor G-II	2449818
34	Dr. Santosh Singh Rathore	Assistant Professor G-II	2496358
35	Dr.PinkuRanjan	Assistant Professor G-II	2449741
36	Dr Rajesh Rajgopalan	Assistant Professor G-II	2449822
37	Mr. D P Singh	Joint Registrar	-
38	Mr.Pankaj K. Gupta	Registrar Incharge&Joint Registrar	2449720
39	Mr. Anil Garg	Assistant Registrar	2449737
40	Mr. Sandeep Upadhayay	Assistant Registrar	2449625
41	Mrs.EktaSakwar	Junior Superintendent	2449622
42	Mr.Virendra Joshi	Junior Superintendent	-
43	Mr.SanjayKr.Soni	Junior Superintendent	2449708
44	Mr.VijayDwivedi	Junior Superintendent	2449737
45	Mr.Jai Prakash Sharma	Junior Superintendent	2449801
46	Mr.Narendra S Tomar	Junior Superintendent	2449704
47	Mrs.Deepa S Sisodiya	Senior Technician	2449703
48	Mr. Hemant Pratap Singh Verma	Senior Technician	2449744
49	Mr. Lokendra Singh Mawai	Senior Technician	2449744
50	Mr. TripanS.Kaundal	Cashier	2449737

51	Mr.MaheshDhakad	Senior Technician	2449734
52	Mr.N.P.S.Chauhan	Senior Technician	2449732
53	Mr.R.P.S.Kushwah	Senior Technician	2779815
54	Mr.AlokS.Jadon	Senior Technician	2449704
55	Mr.Arun Kumar	Driver	-
56	Mr.Ashok Sharma	Peon	-

#### ADJUNCT FACULTY

<b>Prof. H M Gupta</b> Ex-professor, IIT Delhi (Communication Systems, Computer Communications, Photonic Systems, Multimedia Information System)	<b>Prof. N K Sharma</b> Ex-professor, IIT Kanpur (Consumer Behavior, Marketing, Cognition)
<b>Prof. G S Singh</b> Ph D. (IIT Roorkee) (Condensed Matter Physics, Statistical Physics, Engineering Physics)	<b>Prof. PremPyara</b> Ex-professor , Dayalbagh Institute, Agra (Image Processing)
<b>Dr. VS R K Krishnaiah</b> Ph D. (IIT Delhi) (Public Systems, e-governance, Human Values)	<b>Dr. Awdhesh Singh</b> Ex-IRS , Ph D. (ABV-IIITM) (e-governance, General Management)
<b>Dr. Manish Gupta</b> Ph D. (University of Illinois, Urbana-Champaign, Illinois.) (Technologies for Learning, Machine Learning, Program Analysis, High Performance Computing.	

**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	Designation	Level of Pay
1	Professor. RajendraSahu	Interim Director	14 A
2	Professor. G K Sharma	Professor	15
3	Professor. S.Tapaswi	Professor	14A
4	Prof.Anupam Shukla (on lien at IIIT Pune)	Professor	14A
5	Professor. Aditya Trivedi	Professor	14A
6	Professor. M.Bhattacharya	Professor	14A
7	Professor. K.V.Arya	Professor	14A

8	Professor. P.K.Singh	Professor	14A
9	Professor. JoydeepDhar	Professor	14A
10	Professor. Manoj Patwardhan	Professor	14A
11	Professor. Anurag Srivastava	Professor	14A
12	Professor. Naval Bajpai	Professor	14A
13	Professor. Pankaj Srivastava	Professor	14A
14	Professor. Manisha Pattanaik	Professor	14A
15	Professor. Gyan Prakash	Professor	14A
16	Dr.Ritu Tiwari (On lien) at IIT Pune	Associate Professor	13A2
17	Dr. Gaurav Agarwal	Associate Professor	13A2
18	Dr.K.K.Pattanaik	Associate Professor	13A2
19	Dr. Ajay Kumar	Associate Professor	13A1
20	Dr Manoj Dash	Assistant Professor G-I	12
21	Dr. Vinay Singh	Assistant Professor G-I	12
22	Dr. W.W Godfrey	Assistant Professor G-I	12
23	Dr.Anuraj Singh	Assistant Professor G-I	12
24	Dr. Vishal Vyas	Assistant Professor G-I	12
25	Dr.SaumyaBhadauria	Assistant Professor G-II	11
26	Dr. Gaurav Kaushal	Assistant Professor G-II	11
27	Dr.Arun Kumar	Assistant Professor G-II	11
28	Dr.Jeevaraj S.	Assistant Professor G-II	10
29	Dr.Somesh Kumar	Assistant Professor G-II	10
30	Dr. Sunil Kumar	Assistant Professor G-II	10
31	Dr.DebanjanSadhya	Assistant Professor G-II	10
32	Dr.Binod Prasad	Assistant Professor G-II	10
33	Dr.Vinal Patel	Assistant Professor G-II	10
34	Dr. Santosh Singh Rathore	Assistant Professor G-II	10
35	Dr.PinkuRanjan	Assistant Professor G-II	10
36	Dr. Rajesh Rajgopal	Assistant Professor G-II	10
37	Mr. Pankaj Kumar Gupta	Joint Registrar	13
38	Mr. D P Singh	Joint Registrar	13
39	Mr.Anil Kumar Garg	Assistant Registrar	10
40	Mr. Sandeep Upadhayay	Assistant Registrar	10
41	Mrs.EktaSakwar	Junior Superintendent	7
42	Mr.Virendra Joshi	Junior Superintendent	7

43	Mr.Sanjay Kumar Soni	Junior Superintendent	7
44	Mr.Jai Prakash Sharma	Junior Superintendent	7
45	Mr.Narendra Singh Tomar	Junior Superintendent	6
46	Mr.VijayDwivedi	Junior Superintendent	6
47	Mrs.Deepa Singh Sisodiya	Senior Technician	5
48	Mr. Trepan Singh Kaundal	Cashier	5
49	Mr. Hemant Pratap Singh Verma	Senior Technician	5
50	Mr. Lokendra Singh Mawai	Senior Technician	5
51	Mr.MaheshDhakad	Senior Technician	5
52	Mr.NarendraPratap Singh Chauhan	Senior Technician	5
53	Mr.Rampal Singh Kushwah	Senior Technician	5
54	Mr.Alok Singh Jadon	Senior Technician	5
55	Mr.Arun Kumar	Driver	2
56	Mr.Ashok Sharma	Peon	1

**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 of the institute are finalized with the approval of Finance Committee/BOG. The disbursements made are finally recorded in the Annual Accounts.

Financial Year	Plan Budget (inRs.)	Non Plan Budget (inRs.)
2021-22	1.31 Cr	9.89 Cr
2020-21	-	26.35 Cr
2019-20	13.11 Cr	34.34 Cr
2018-19	20.00 Cr	34.00 Cr
2017-18	30.15 Cr	29.25 Cr
2016-17	20.65 Cr	17.54 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 with 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. The working hours are from 09.30 a.m. to 06.00 p.m. (Monday to Friday)

Library services are only available to students, faculty and employee of ABV-IIITM Gwalior being highly technical library.

**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**

Professor Manisha Pattanaik  
ABV-Indian Institute of Information Technology and Management Gwalior  
Morena Link Road Gwalior-474015  
Tel No. 0751-2449812 (O)  
Email: [manishapattanaik@iiitm.ac.in](mailto:manishapattanaik@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 14:00 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 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.