

A FRAMEWORK FOR TRANSPARENCY AUDIT

The RTI Act under section 4 provides a comprehensive framework for promoting openness in the functioning of the public authorities.

While Section 4(1) (a) provides a general guideline for record management, so that the information could be easily stored and retained, the sub-sections b,c and d of Section 4 relate to the organizational objects and functions. Sub-sections (b), (c) and (d) of Section 4 of the RTI Act and other related information can be grouped under six categories; namely, 1-organisation and function, 2- Budget and programmes, 3- Publicity and public interface, 4-E. governance, 5-Information as prescribed and 6. Information disclosed on own initiative.

1. Organisation and Function

S.No.	Item	Details of disclosure	Remarks/ Reference Points (Fully met/partially met/ not met- Not applicable will be treated as fully met/partially met)
1.1	Particulars of its organisation, functions and duties [Section 4(1)(b)(i)]	(i) Name and address of the Organization Indian Institute of Tourism and Travel Management (An Autonomous Body under Ministry of Tourism, Govt. of India), Govindpuri, Gwalior (M.P.) - 474 011	Fully Met
		(ii) Head of the organization Director	Fully Met
		(iii) Vision, Mission and Key objectives Mission: To be the most admired tourism school in South Asia Vision: To carry out state-of-the-art research and impart world class tourism education Objectives:	Fully Met

		<ul style="list-style-type: none"> •To contribute to creation of knowledge related to tourism and allied areas (Research) • To disseminate knowledge and impart necessary skills related to tourism and allied areas (Academics) • To contribute directly to society by reaching out directly to community (Extension) • To make efforts to grow as an institution of national importance (Institutional growth) •To make efforts to be more efficient in internal operations (Administration) 	
		(iv) Function and duties Attached (Annexure - 1)	Fully met
		(v) Organization Chart Attached (Annexure - 2)	Fully met
		(vi) 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 Attached (Annexure - 3)	Fully met
1.2	Power and duties of its officers and employees [Section 4(1) (b)(ii)]	(i) Powers and duties of officers (administrative, financial and judicial) Attached (Annexure - 4)	Fully met
		(ii) Power and duties of other employees Attached (Annexure - 5)	Fully met

		(iii) Rules/ orders under which powers and duty are derived Bye-laws of IITTM or the decisions of BOG-IITTM / constitution of IITTM	Fully met
		(iv) Exercised By the Chairman / Vice -Chairman- BOG-IITTM/Director-IITTM	Fully met
		(v) Work allocation As per duties / powers allocated to the posts	Fully met
1.3	Procedure followed in decision making process [Section 4(1)(b)(iii)]	(i) Process of decision making Identify key decision making points Chairman/ Vice-Chairman, BOG-IITTM/ Director-IITTM	Fully met
		(ii) Final decision making authority Chairman/Vice-Chairman, BOG-IITTM	Fully met
		(iii) Related provisions, acts, rules etc. Constitution /Bye -laws of IITTM	Fully met
		(iv) Time limit for taking a decisions, if any Immediate basis	Fully met
		(v) Channel of supervision and accountability All the centers of IITTM are headed by the Nodal Officers under the overall supervision of Director-IITTM. who is responsible to the Chairman/ Vice-Chairman of BOG-IITTM	Fully met
1.4	Norms for discharge of functions [Section 4(1)(b)(iv)]	(i) Nature of functions/ services offered As provided in the constitution of IITTM	Fully met
		(ii) Norms/ standards for functions/ service delivery As per the regulations of Govt. of India	Fully met
		(iii) Process by which these services can be accessed By visiting the website of IITTM as well as Ministry of Tourism, GoI	Fully met
		(iv) Time-limit for achieving the targets As prescribed in the directions of Govt. of India	Fully met
		(v) Process of redress of grievances As mentioned in the manual on office procedure (DoPT)	Fully met

1.5	Rules, regulations, instructions manual and records for discharging functions [Section 4(1)(b)(v)]	(i) Title and nature of the record/ manual /instruction. Bye –laws of IITTM	Fully met
		(ii) List of Rules, regulations, instructions manuals and records. Bye –laws of IITTM	Fully met
		(iii) Acts/ Rules manuals etc. Bye –laws of IITTM	Fully met
		(iv) Transfer policy and transfer orders As per requirement	Fully met
1.6	Categories of documents held by the authority under its control [Section 4(1)(b) (vi)]	(i) Categories of documents Service records of employees, accounts records, documents related to academics and the documents related to projects	Fully met
		(ii) Custodian of documents/categories Administrative Officer, Accounts Officer, Programme Officer and Officer-in-charge project	Fully met
1.7	Boards, Councils, Committees and other Bodies constituted as part of the Public Authority [Section 4(1)(b)(viii)]	(i) Name of Boards, Council, Committee etc. Board of Governors, Executive cum Finance Committee of IITTM	Fully met
		(ii) Composition Chairman, Vice-Chairman, 17 members, Member Secretary	Fully met
		(iii) Dates from which constituted Five experts members are nominated after every five years, one IITTM member after every two years, 11 members are permanent members excluding Chairman, Vice-Chairman and member secretary.	Fully met
		(iv) Term/ Tenure As in item no. (iii) above.	Fully met
		(v) Powers and functions Absolute powers	Fully met
		(vi) Whether their meetings are open to the public?	Fully met

		No	
		(vii) Whether the minutes of the meetings are open to the public? The need does not arise	Fully met
		(viii) Place where the minutes if open to the public are available? IITTM-Gwalior	Fully met
1.8	Directory of officers and employees [Section 4(1) (b) (ix)]	(i) Name and designation Attached (Annexure - 6)	Fully met
		(ii) Telephone, fax and email ID Attached (Annexure -7)	Fully met
1.9	Monthly Remuneration received by officers & employees including system of compensation [Section 4(1) (b) (x)]	(i) List of employees with Gross monthly remuneration Attached (Annexure - 8)	Fully met
		(ii) System of compensation as provided in its regulations As per GoI Regulations	Fully met
1.10	Name, designation and other particulars of public information officers [Section 4(1) (b) (xvi)]	(i) Name and designation of the public information officer (PIO), Assistant Public Information (s) & Appellate Authority PIO – Dr. Vinay Kumar Rai, Programme Officer APIO – Mr. Gagan Chaturvedi, Accounts Officer Appellate Authority - Prof. (Dr.) Alok Sharma , Director	Fully met
		(ii) Address, telephone numbers and email ID of each designated official.	Fully met

		<p>PIO – Address: IITTM, Gwalior, Phone: 0751-2345821, Email ID: vinayiittm@gmail.com</p> <p>APIO- gaganiittm@gmail.com</p> <p>Appellate Authority – Address: IITTM, Gwalior, Phone: 0751 2344214, Email ID: alok.sharma@iittm.ac.in</p>	
1.11	No. Of employees against whom Disciplinary action has been proposed/ taken (Section 4(2))	No. of employees against whom disciplinary action has been	Fully met
		(i) Pending for Minor penalty or major penalty proceedings Nil	
		(ii) Finalised for Minor penalty or major penalty proceedings One official has been imposed major penalty under CCS (CCA) Rules	Fully met
1.12	Programmes to advance understanding of RTI (Section 26)	(i) Educational programmes Nil	Fully met
		(ii) Efforts to encourage public authority to participate in these Programmes Need did not arise	Fully met
		(iii) Training of CPIO/APIO No training programme order / circular received by IITTM	Fully met
		(iv) Update & publish guidelines on RTI by the Public Authorities concerned Provided	Fully met
1.13	Transfer policy and transfer orders [F No. 1/6/2011- IR dt. 15.4.2013]	As and when required (very small establishment	Fully met

2. Budget and Programme

S. No.	Item	Details of disclosure	Remarks/ Reference Points (Fully met/partially met/ not met- Not applicable will be treated as fully met/partially met)
2.1	Budget allocated to each agency including all plans, proposed expenditure and reports on disbursements made etc. [Section 4(1)(b)(xi)]	(i) Total Budget for the public authority Attached (Annexure -9)	Fully met
		(ii) Budget for each agency and plan & programmes Attached (Annexure -10)	Fully met
		(iii) Proposed expenditures Attached (Annexure -11)	Fully met
		(iv) Revised budget for each agency, if any Attached (Annexure - 12)	Fully met
		(v) Report on disbursements made and place where the related reports are available Attached (Annexure - 13)	Fully met
2.2	Foreign and domestic tours (F.No. 1/8/2012- IR dt. 11.9.2012)	(i) Budget No Budget for foreign tours. Provision for domestic tours mentioned in BE of every F/Y.	Fully met
		(ii) 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 As an when required for domestic project work b) The period of visit As per requirement c) The number of members in the official delegation Nil d) Expenditure on the visit As per TA Rules	Fully met

		<p>(iii) Information related to procurements</p> <p>a) Notice/tender enquires, and corrigenda if any thereon, As provided in GFRs</p> <p>b) Details of the bids awarded comprising the names of the suppliers of goods/ services being procured As per GFRs</p> <p>c) The works contracts concluded – in any such combination of the above-and Nil</p> <p>d) The rate /rates and the total amount at which such procurement or works contract is to be executed. Nil</p>	Fully met
2.3	Manner of execution of subsidy programme [Section 4(i)(b)(xii)]	(i) Name of the programme of activity N/A	Fully met
		(ii) Objective of the programme N/A	Fully met
		(iii) Procedure to avail benefits N/A	Fully met
		(iv) Duration of the programme/ scheme N/A	Fully met
		(v) Physical and financial targets of the programme N/A	Fully met
		(vi) Nature/ scale of subsidy /amount allotted N/A	Fully met
		(vii) Eligibility criteria for grant of subsidy N/A	Fully met
		(viii) Details of beneficiaries of subsidy programme (number, profile etc) N/A	Fully met
2.4	Discretionary and non-discretionary	(i) Discretionary and non-discretionary grants/ allocations to State Govt./ NGOs/other institutions	Fully met

	grants [F. No. 1/6/2011-IR dt. 15.04.2013]	N/A	
		(ii) Annual accounts of all legal entities who are provided grants by public authorities N/A	Fully met
2.5	Particulars of recipients of concessions, permits of authorizations granted by the public authority [Section 4(1) (b) (xiii)]	(i) Concessions, permits or authorizations granted by public authority N/A	Fully met
		(ii) For each concessions, permit or authorization granted a) Eligibility criteria N/A b) Procedure for getting the concession/ grant and/ or permits of authorizations N/A c) Name and address of the recipients given concessions/ permits or authorisations N/A d) Date of award of concessions /permits of authorizations N/A	Fully met
2.6	CAG & PAC paras [F No. 1/6/2011- IR dt. 15.4.2013]	CAG and PAC paras and the action taken reports (ATRs) after these have been laid on the table of both houses of the parliament. Nil	Fully met

3. Publicity Band Public interface

S.No.	Item	Details of disclosure	Remarks/ Reference Points (Fully met/partially met/ not met- Not applicable will be treated as fully met/partially met)
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 thereof [Section 4(1)(b)(vii)] [F No 1/6/2011-IR dt. 15.04.2013]	Arrangement for consultations with or representation by the members of the public (i) Relevant Acts, Rules, Forms and other documents which are normally accessed by citizens Nil	Fully met
		(ii) Arrangements for consultation with or representation by a) Members of the public in policy formulation/ policy implementation Not required b) Day & time allotted for visitors Any time they can met the Director-IITTM c) Contact details of Information & Facilitation Counter (IFC) to provide publications frequently sought by RTI applicants Provided	Fully met
		Public- private partnerships (PPP) (i) Details of Special Purpose Vehicle (SPV), if any Nil	Fully met
		(ii) Detailed project reports (DPRs) Nil	Fully met
		(iii) Concession agreements. Nil	Fully met
		(iv) Operation and maintenance manuals Nil	Fully met

		(v) Other documents generated as part of the implementation of the PPP Nil	Fully met
		(vi) Information relating to fees, tolls, or the other kinds of revenues that may be collected under authorization from the government Nil	Fully met
		(vii) Information relating to outputs and outcomes Nil	Fully met
		(viii) The process of the selection of the private sector party (concessionaire etc.) Nil	Fully met
		(ix) All payment made under the PPP project Nil	Fully met
3.2	Are the details of policies / decisions, which affect public, informed to them [Section 4(1) (c)]	Publish all relevant facts while formulating important policies or announcing decisions which affect public to make the process more interactive; (i) Policy decisions/ legislations taken in the previous one year Nil	Fully met
		(ii) Outline the Public consultation process Nil	Fully met
		(iii) Outline the arrangement for consultation before formulation of policy Nil	Fully met
3.3	Dissemination of information widely and in such form and manner which is easily accessible to the public [Section 4(3)]	Use of the most effective means of communication (i) Internet (website) IITTM's website	Fully met

3.4	Form of accessibility of information manual/ handbook [Section 4(1)(b)]	Information manual/handbook available in (i) Electronic format IITTM's website	Fully met
		(ii) Printed format Yes	Fully met
3.5	Whether information manual/ handbook available free of cost or not [Section 4(1)(b)]	List of materials available (i) Free of cost All	Fully met
		(ii) At a reasonable cost of the medium Nil	Fully met

4. E. Governance

S.No.	Item	Details of disclosure	Remarks/ Reference Points (Fully met/partially met/ not met- Not applicable will be treated as fully met/partially met)
4.1	Language in which Information Manual/Handbook Available [F No. 1/6/2011-IR dt. 15.4.2013]	(i) English Yes	Fully met
		(ii) Vernacular/ Local Language -----	Fully met
4.2	When was the information Manual/Handbook last updated? [F No. 1/6/2011-IR dt 15.4.2013]	Last date of Annual updation March, 2022	Fully met
4.3	Information available in electronic form [Section 4(1)(b)(xiv)]	(i) Details of information available in electronic form Institute's charter of functions, academic information about all the centers of IITTM. The facilities being provided to the students, the project work and research studies undertaken and the achievements / targets of IITTM.	Fully met
		(ii) Name/ title of the document/record/ other information As provided in the institute's website,	Fully met
		(iii) Location where available As provided in the institute's website,	Fully met
4.4	Particulars of facilities available to	(i) Name & location of the faculty Dr. C. S. Barua, Assistant Professor, IITTM-Gwalior	Fully met

	citizen for obtaining information [Section 4(1)(b)(xv)]	(ii) Details of information made available All information concerning the academics in the institute	Fully met
		(iii) Working hours of the facility 9:30 AM to 6:00 PM (on all working days)	Fully met
		(iv) Contact person & contact details (Phone, fax email) Dr. C. S. Barua, Mob. 9425407607	Fully met
4.5	Such other information as may be prescribed under section 4(i) (b)(xvii)	(i) Grievance Redressal mechanism It is in place	Fully met
		(ii) Details of applications received under RTI and information provided Information has been provided in annexure-	Fully met
		(iii) List of completed schemes/ projects/ Programmes N/A	Fully met
		(iv) List of schemes/ projects/ programme underway N/A	Fully met
		(v) Details of all contracts entered into including name of the contractor, amount of contract and period of completion of contract N/A	Fully met
		(vi) Annual Report Being published every year	Fully met
		(vii) Frequently Asked Question (FAQs) Nil	Fully met
		(viii) Any other information such as a) Citizen's Charter N/A	Fully met
		b) Result Framework Document (RFD) N/A	Fully met
		c) Six monthly reports on the N/A	Fully met

		d) Performance against the benchmarks set in the Citizen's Charter N/A	Fully met
4.6	Receipt & Disposal of RTI applications & appeals [F.No 1/6/2011-IR dt. 15.04.2013]	(i) Details of applications received and disposed (Details available in annexure-14)	Fully met
		(ii) Details of appeals received and orders issued (Details available in annexure-15)	Fully met
4.7	Replies to questions asked in the parliament [Section 4(1)(d)(2)]	Details of questions asked and replies given As mentioned in the applications and replies issued by IITTM	Fully met

5. Information as may be prescribed

S. No.	Item	Details of disclosure	Remarks/ Reference Points (Fully met/partially met/ not met- Not applicable will be treated as fully met/partially met)
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]	(i) Name & details of (a) Current CPIOs & FAAs CPIO – Dr. Vinay Kumar Rai, Programme Officer APIO – Mr. Gagan Chaturvedi, Accounts Officer Appellate Authority - Prof. (Dr.) Alok Sharma , Director Dr. Amit Tiwari (Nodal Officer RTI)	Fully met
		(ii) Details of third party audit of voluntary disclosure (a) Dates of audit carried out ----- (b) Report of the audit carried out -----	Fully met
		(iii) Appointment of Nodal Officers not below the rank of Joint Secretary/ Additional HoD (a) Date of appointment 14.04.2023 (b) Name & Designation of the officers Dr. Saurabh Dixit, Nodal Officer	Fully met
		(iv) Consultancy committee of key stake holders for advice on	Fully met

		<p>suo-motu disclosure</p> <p>(a) Dates from which constituted -----</p> <p>(b) Name & Designation of the officers -----</p>	
		<p>(v) Committee of PIOs/FAAs with rich experience in RTI to identify frequently sought information under RTI</p> <p>(a) Dates from which constituted -----</p> <p>(b) Name & Designation of the Officers -----</p>	Fully met

6. Information Disclosed on own Initiative

S. No.	Item	Details of disclosure	Remarks/ Reference Points (Fully met/partially met/ not met- Not applicable will be treated as fully met/partially met)
6.1	Item / information disclosed so that public have minimum resort to use of RTI Act to obtain information	Nil	Fully met
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, Public Grievance and Pensions, Govt. Of India)	(i) Whether STQC certification obtained and its validity. No (ii) Does the website show the certificate on the Website? No	Fully met

The function and duties of IITTM are under:-

- (a) To provide training in tourism and travel industry management and related subjects.
- (b) To undertake educational programmes and to organize courses of studies, Lectures, seminars, symposia and conferences etc.
- (c) To provide continuing educational opportunities and facilities.
- (d) To provide guidance and directions in tourism.
- (e) To conduct, promote and institute research in the field of tourism.
- (f) To provide advice/give suggestions in the promotion and development of tourism
- (g) To establish an extensive library of books and other reference material on travel, tourism and allied subjects for the Institute.
- (h) To undertake and provide for the publication of suitable literature comprising journals, books, research papers, monographs.

- (i) To invite experts from India and abroad who are actively engaged in tourism training and research.
- (j) To do all things as may be necessary.
- (k) All incomes and assets of the Society shall be utilized towards the promotion of the aims and objects.

1.1 (v) Organizational Chart of IITTM, Gwalior :

Organizational Chart of IITTM Gwalior									
Director									
Nodal Officer (Teacher In-charge of the centre for teaching and routine administrative activities)									
Teaching		Non-Teaching							
		Examination & Registration	Establishment/ Scholarship	Accounts	Engineering and Maintenance	Library	Computer labs	Hostels	Director Office
Associate Professor(1)		Programme Officer (1)	Programme Officer (1) Administrative Officer (1)	Accounts Officer (1)	Asst Engineer (Electrical) (1)	Library Assistant - (1)	Computer Lab Assistant (1)	Hostel Wardens (Teacher Incharge)	Senior Stenographer (PA)
Assistant Professor (06)		Programme Officer (2) MTS (1)	Assistant (1) Receptionist(1) LDC (1) Staff Car Driver (1) MTS (1)	LDC (1) MTS (1)	Junior Engineer (Civil) - (1) Plumber (1) Carpenter (1) Electrician (1) Mali (1)	Library Attendants- (2) MTS-(1)	Data Entry Operators- (2) MTS (1)	Hostel Caretakers(2) MTS - (4)	Junior Steno-(2) MTS-(1)
MTS (2)		4	7	4	6	4	4	6	5

Different Committees

Responsibility	Name of Official/Member
Course Committee	Dr. C. S. Barua (Chairman)- MBA (TTM)
	Dr. Ramesh Devrath (Chairman)- BBA (TT)
	Dr. Saurabh Dixit
	Dr. AmitTiwari
	Dr. KamakshiMaheshwari
	Mr. Ramakrishna Kongalla
Admission Committee	Mr. R M Khushro (Coordinator)
	Mr. Ashwani Kumar
	Mr. Gagan Chaturvedi

Responsibility		Name of Official/Member
Library		Dr. Sandeep Kulshreshtha
		Dr. Y. P. S. Sengar
Centre Superintendent (Exams)		Dr. Kamakshi Maheshwari
Website updation, liasoning with web designer, official e-mail id, content for website, co-ordination with other campuses for website content		Mr. Alok Kaluskar
		Mr. Alok Kaluskar- Internet connectivity, Computer Centre(s), Mr. Ramdeen Senwar
Time Table, Academic Calendar, Syllabus		Dr. Kamakshi Maheshwari
Hostel Incharge	Boys Hostel	Dr. Ramesh C Devrath (Hostel Incharge)

Responsibility		Name of Official/Member
		Mr. Ramakrishna Kongala
	Girls Hostel	Dr. Kamakshi Maheshwari , Ms. DibyaKujur (Deputy Warden)
Purchase Committee (Any Three)		Mr. Gagan Chatruvedi
Co-ordinator- Swachhata Action Plan		Dr. Kamakshi Maheshwari
House Keeping and Related Supplies		Mr. Ashwani Kumar
		Mr. Gagan Chatruvedi
		Ms. Divya Kujur

Responsibility		Name of Official/Member
Inspection Committee (Any Three)		Dr. Kamakshi Maheshwari
		Mr. Ramakrishna Kongala
		Mr. R M Khushro
Anti Ragging		Dr. C. S. Barua
		Dr. Ramesh Devrath
		Dr. Kamakshi Maheshwari
Placement/Summer Internship	MBA(TTM)	Dr. Chandra Shekhar Barua Chairman- Placement
	BBA (Tourism)	Dr. Ramesh Devrath, Chairman- Placement
		Dr. Kamakshi Maheshwari

Responsibility	Name of Official/Member
Alumni	Dr. C. S. Barua
	Dr. Ramesh Devrath
	Dr. Vinay Kumar Rai
Women empowerment committee	Dr. Saurabh Dixit
	Dr. Kamakshi Maheshwari
	Dr. Ramesh Devrath
	Invitee outside female member
Campus Development Committee	Mr. Ashwani Kumar
	Mr. Mr.Gagan Chaturvedi
Mess Committee	Dr. Ramesh C. Devrath

Responsibility	Name of Official/Member
	Ms. Divya Kujur
Grievance Redressal Committee	On the basis of rotation *
Guest Lecture	Dr. Kamakshi Maheshwari
Promotion, Publicity & Social Media	Dr. CS Barua
Sports activities	Dr. YPS Sengar

Responsibility	Name of Official/Member
	Dr. Vinay Kumar Rai, Mr. Gyan Chand Piwal
Study Tour documentation (tickets, bookings and other work)	Dr. C S Barua – MBA (TTM)
	Mr. Ramakrishna - BBA(TT)
Identity Card, (on monthly basis), information to parents in consultation with Nodal Officer/ Director.	Dr. Vinay Kumar Rai (custodian of original documents- (MBA/ BBA)
Discipline among students	Dr. C. S. Barua
	Dr. Ramesh C. Devrath
	Dr. Kamakshi Maheshwari
Cultural	Dr. Kamakshi Maheshwari
	Mr. Ramakrishna Kongalla
	Mr. R M Khushro
	Ms. Divya Kujur

Responsibility	Name of Official/Member
Scholarship	Dr. YPS Senger, Sh BL Yadav
Hindi RajBhasha Adhikari	Dr. Amit Tiwari
Sahayak Hindi RajBhasha Adhikari	Mr. Alok Kaluskar
Sexual Harrasment Committee	Dr. Saurabh Dixit
	Dr. C. S. Barua
	Dr. Kamakshi Maheshwari
	Ms. Divya Kujur
CPIO	Dr. Vinay Kumar Rai
Nodal Officer-RTI	Dr. Amit Tiwari
APIO	Mr. Gagan Chaturvedi
Ph. D. course coordinator	Dr. Saurabh Dixit, Dr. Vinay Kumar Rai

Responsibility	Name of Official/Member
Public Relation Officer	Dr. C. S. Barua
Protocol Officer	Dr. C. S. Barua

Annexure-4

S.No.	Name of officer/official	Designation	Date of joining in the post	Responsibilities in brief
1	Prof. (Dr.) Alok Sharma	Director	24.01.2020	Overall responsibility for management and administration of the institute.
2	Dr. Saurabh Dixit	Associate Professor	14.04.2023	Nodal Officer (Responsible for day to day management of teaching and routine administrative activities)

Annexure-5

S.No.	Name of officer/official	Designation	Date of joining in the post	Responsibilities in brief
1	Dr. Saurabh Dixit	Associate Professor	25.02.1997	Teaching & various responsibility as per annex 4
2	Dr. Chandra Shekhar Barua	Assistant Professor	24.05.2007	Nodal officer, overall administrative and academic in charge, various other responsibility as per annex 4
3	Dr. Ramesh Chandra Devrath	Assistant Professor	29.09.2008	Chairman-BBA, Teaching & various responsibility as per annex 4

S.No.	Name of officer/official	Designation	Date of joining in the post	Responsibilities in brief
4	Dr. Amit Tiwari	Assistant Professor	08.11.2012	Nodal officer RTI, Teaching & various responsibility as per annex 4
5	Dr. Kamakshi Maheshwari	Assistant Professor	06.11.2012	Teaching & various responsibility as per annex 4
6	Mr. Rukunuddin Md. Khushro	Assistant Professor	20.11.2012	Teaching & various responsibility as per annex 4
7	Mr. Ramakrishna Kongalla	Assistant Professor	16.11.2012	Teaching & various responsibility as per annex 4

S.No.	Name of officer/official	Designation	Date of joining in the post	Responsibilities in brief
9	Mr. Ashwani Kumar	Programme Officer	21.01.2015	Program Officer- academics , other responsibility as per annex 4
10	Dr. Vinay Kumar Rai	Programme Officer	15.01.2021	Program Officer- academics , other responsibility as per annex 4

12	Sh. Gagan Chaturvedi	Account Officer	15.01.2021	Accounts and Audit, Member of Admission Committee, Purchase committee, Housekeeping and related supplies,
13	Dr. Yash Pal Singh Sengar	Library Assistant	15.03.1994	In charge of Library, Coordinator Students Activity, Member- Purchase Committee, Students Sport Activities

S.No.	Name of officer/official	Designation	Date of joining in the post	Responsibilities in brief
14	Mr. Alok Kaluskar	Administrative Officer	18.07.1994	General administration , Sahayak Rajbhasha Adhikari
15	Ms. Dibya Kujur	Assistant Caretaker	04.12.2006	Caretaking of hostel, cleaning and housekeeping works in campus, procurement of cleaning materials, Deputy Warden-Girls Hostel, Member-Women empowerment & grievance Committee, Mess Committee, Mess Committee, Member-Grievance Redressal Committee, Sexual Harassment Committee
16	Mr. Adil Qureshi	DEO	14.11.2006	Assisting to Admin and handling establishment and administration, leave record
17	Mr. Jandel Singh	Staff Car Driver	01.10.1998	Driving of Institute's car
18	Mr. Gyan Chand	Lower Division Clerk	29.08.2012	Assisting with Programme Officer for examination and classroom arrangement

S.No.	Name of officer/official	Designation	Date of joining in the post	Responsibilities in brief
19	Mr. Ramdeen Senwar	Lower Division Clerk	08.01.2014	Assisting with IT and maintaining the computer lab
20	Mr. Vijay Verma	Lower Division Clerk	22.02.2014	Assisting with Library
21	Mr. Bhawan Kumar Mishra	Lower Division Clerk	22.10.2014	Assisting with Library
22	Mr. Ghanshyam Verma	Lower Division Clerk	22.10.2014	Assisting with Accounts Officer for accounts work
23	Mr. Baboolal Yadav	Data Entry Operator	07.11.2006	Assisting Nodal Officer for academic related work
24	Mr. Pawan Sharma	Wireman	01.12.1995	Electrical repairs and maintenance
25	Mr. Ravi Shankar Pandit	Plumber	21.01.1997	Plumbing works of the campus
26	Mr. Aneesh Ahmed	Carpenter	29.09.2000	Carpentry works of the campus
28	Mr. Nand Kumar	MTS	07.06.1996	Guest House
29	Mr. Mayaram	MTS	07.06.1996	Guest House
30	Mr. Joginder Singh	MTS	01.01.2008	Administration
31	Mr. Shiv Prasad	MTS	01.01.2008	Assisting to Nodal Officer's Office
33	Mr. Satish Kumar	Gardener	01.01.2008	Gardening work, Assisting AE(E)
34	Mr. Kamal Batham	MTS	01.01.2008	Director office
35	Ms. Garima Gupta	LDC	-	-

1.8 (i) & (ii) Directory of officers and employees [Section 4(1) (b) (ix)]:

S.No.	Name of the employee	Mobile No.	Landline	Ext. No.	DID	Email IDs
1.	IITTM Reception		2437300, 2345821 2345822	321, 322		contact@iittm.ac.in
2.	PA to Director	Fax-24344054	2344214	329		
3.	Dr. Alok Sharma	9425109986				alok.sharma@iittm.ac.in
4.	Dr. Saurabh Dixit	9425111266		303	2437303	saurabh.dixit@iittm.ac.in
5.	Dr. C.S. Barua	9425407607	2345823	306	2437306	csbarua003@rediffmail.com
6.	Dr. Ramesh Devrath	9229204321		310	2437310	ramesh.devrath@iittm.ac.in
8.	Mr.RamakrishnaKongalla	94882 44854 9039411011		309		artist.ramakrishna@gmail.com _____

9.	Dr.Kamakshi Maheshwari	99771 91550		305		kamakshi.maheshwari@iitm.ac.in
10.	Dr.Amit Tiwari	9098907024		317		amitiitm2011@gmail.com
11.	Mr.R.M. Khusro	8342082072		370		rmkhusro@rediffmail.com
12.	Mr. Ashwani Kumar Manhas	94257 75564		327	2437327	Ashwani.kumar@iitm.ac.in
14.	Dr.Vinay Kumar Rai	9827082135		364		yk.raiiitm.ac.in
15.	Mr. Chandra Mohan Sharma	9424401820				chandramohansharma63@gmail.com
16.	Dr. YPS Sengar	94257 74245		337		ypseengar@yahoo.co.in
17.	Mr. Alok Kaluskar	9425753515		373		alok.kaluskar@iitm.ac.in
S.No.	Name of the employee	Mobile No.	Landline	Ext. No.	DID	Email IDs
1.	Ms. Dibya Kujur	97536 82932 9303113611		329		Kujurdivya1212 @gmail.com divya_prince79@yahoo.com
2.	Mr. Gagan Chaturvedi	94251 10972		322	2437322	gaganiitm@gmail.com

3.	Mr. Babulal Yadav	94257 72908		303		
4.	Mr. Adil Qureshi					
5.	Mr. Ramdeen Senwar	9893286832				
6.	Mr. GhanShyam Verma	91653 23952		322		
7.	Mr. Vijay Verma	98276 76142		337		
8.	Mr. Gyan Chand	96301 94946		345		
9.	Mr. B.K. Mishra	9425792557		337		bhawan.mishra1972@gmail.com
10.	Mr.Jandel Singh Jeronia	97538 53212				jsjeronia@gmail.com
11.	Mr. Pawan Sharma	97531 52194				
13.	Mr.Shivprasad	9752225416				
15.	Mr.Jogender Singh	7898627685				
16.	Mr. Satish Mali	9630455633				
17.	Mr. Ravi Shankar Pandit	94253 08196				
18.	Mr. Aneesh Ahamed	99810 22825		359	2437359	
19.	Mr. Maya Ram Batham	97540 64865			2437339	
20.	Mr. Nand Kumar Sen	9009753471		338	2437338	
21.	Mr. Kamal Batham	8717950398		365		

22.	Mr. Rajkumar Sen	7024648973				
23.	Guest house (type- VI)			339/341		
24.	Computer Lab (Admn. Block)			336		
25.	Library			337		
26.	Computer lab (Teaching Block)			365		
27.	Girls Hostel			367		
S.No.	Name of the employee	Mobile No.	Landline	Ext. No.	DID	Email IDs
1.	Substation			355		
2.	Canteen			335	2437335	

Pay Sheet	
1-Jul-2023 to 31-Jul-2023	
Particulars	Total Earnings
Adil Qureshi	56956
Alok Kaluskar	121436
Amit Tiwari	137272
Anees Ahmed	60316
Ashwani Kumar	140952
B.K. Mishra	53756
B.L.Yadav	56956
C.M. Sharma	129432
C.S Barua	165912
Dibya Kujur	88324
Dr. Alok Sharma	322222
Dr P Saravanan	142384
Dr. Sandeep Kulshreshtha	272152
Gagan Chaturvedi	81272
Garima Gupta	34078
Ghanshyam	55356
Gyan Chand	56942
Jandel Singh	71036
Joginder Singh	49416
Kamakshi Maheshwari	137272
Kamal Batham	55356
Maya Ram	56942
Nand Kumar	56942
Pawan Sharma	65596
Raj Kumar	44730
Ramdeen Senwar	55356

Ramesh C. Devrath	157112
Ramkrishna Kongalla	115162
Ranu Chouhan	141199
R.M.Khusro	115162
R.S.Pandit	65596
Satish Kumar	55356
Saurabh Dixit	263672
Shiv Prasad	49416
Vijay Verma	55356
V.K.Rai	133112
Y.P.S. Sengar	144476
Grand Total	3863983

**INDAIN INSTITUTE OF TOURISM & TRAVEL MANANGEMENT :
ACTUAL EXPENDITURE 2022-23 & CONSOLIDATED BUDGET 2023-24**

SI No	Head	Budget Estimated 2022-23	Actual Expenditure 2022-23	Budget Estimated 2023-24
1	Establishment Expenses			
a)	Salary/DA/HRA/CCA/LTC	1498.35	1434.52	1574.25
b)	TA/DA (Foreign & Inland)	10.15	15.63	12.15
c)	Medical reimbursement	20.40	17.54	20.00
d)	Uniform	0.95	0.85	0.85
e)	Advance to staff for HBA/Scooter/ MCA	2.00	0.00	0.00
f)	OTA	0.10	0.00	0.10
g)	Temporary advance to staff	0.00	0.00	0.00
	Total	1531.95	1468.54	1607.35
2	Repairs and Maintenance			
a)	Annual maintenance contract	20.80	7.73	12.00
b)	Minor reparis of Building	10.00	4.27	5.25
c)	Equipment and Furniture	16.31	19.61	22.50
d)	Land and Garden	47.40	42.06	44.60
e)	Staff Car maintenance	1.25	1.08	1.30
f)	Maint. /Cleaning of hostels	38.74	29.12	36.00
g)	Cleaning of Inst. building	93.90	94.42	96.93
h)	Maintenance of Transit accommodation at Gwl including Electricity/ water/Telephone chrgs.	5.46	7.37	4.10
l)	Special Repair of Various Components	7.00	2.68	5.50
	Total	240.86	208.34	228.18

3	Operational Cost			
a)	Electricity charges	124.00	101.59	157.00
b)	Water charges	6.00	9.70	9.00
c)	POL including car hire at Gwl/BBSR/NOIDA/ Nellore/Goa	5.50	7.15	5.47
d)	Conveyance charges	2.35	0.99	1.55
e)	Other Operational cost	7.40	5.51	6.30
	Total	145.25	124.94	179.32
4	Academic expenses			
a)	Students welfare activities & educational trip/Alumni Meet	64.95	13.44	65.50
b)	Sports/Identity card	4.98	4.82	6.90
c)	Short term courses	12.00	19.10	17.50
d)	Guest Faculty honorarium &TA	26.46	18.03	40.00
e)	Examination charges	14.60	14.68	16.35
f)	Other expenditure related to course	11.28	10.38	12.00
g)	Workshop/ Seminar	3.75	0.00	4.50
	Total	138.02	80.45	162.75
5	Office Expenses			
a)	Postage and Telegram	1.85	2.28	3.00
b)	Printing and Stationary	4.92	6.82	8.20
c)	Advertisement/Publicity	46.90	65.91	74.00
d)	Telephone/fax	10.21	11.70	12.50
e)	Legal charges/Audit fee /Professional fee	12.55	7.53	9.80
f)	Annual membership	6.83	5.33	6.80
g)	Newspapers/books/Journals	13.45	2.25	4.70
h)	Rent for office and hostel building at BBSR/NOIDA/ Nellore & Goa	0.50	0.00	0.00
l)	Security expsenses	225.70	342.07	367.00
j)	Other Misc. expenses	11.69	26.81	32.00

	Total	334.60	470.70	518.00
	Grand Total	2390.68	2352.97	2695.60
	RECEIPTS:			
a)	Courses fee	2026.87	1640.07	1732.69
b)	Other Miscellaneous Inome	350.75	438.75	477.20
	Total	2377.62	2078.82	2209.89
6	Capital Expenses			
a)	Office/classroom/hostel/training equipments	0.00	0.00	0.00

DETAILS OF RTI APPLICATION RECEIVED AND DISPOSED
(APRIL 2022 TO JUNE 2022)

S.No.	Received Date	Name of the Applicant	Sent Through	Fee
1	11.04.2022	Dr. Sandeep Kulshreshtha	Offline	Online
2	13.04.2022	Dr. Sandeep Kulshreshtha	Online	Online
3	19.05.2022	Mr. Indu Arayan	Online	Online
4	28.06.2022	Mr Bablu Qureshi	Online	Online

(JULY 2022 TO SEPTEMBER 2022)

S.No.	Received Date	Name of the Applicant	Sent Through	Fee
1	28.07.2022	Mr. Manoj Yadav	Online	Offline
2	08.08.2022	Mr. Mou Roy	Online	Online
3	10.08.2022	Mr. Chandra Mohan Sharma	Offline	Online
4	11.08.2022	Mr. Manoj Yadav	Online	Online
5	11.08.2022	Mr Kushagra	Online	Online
6	30.08.2022	Mr. Chandra Mohan Sharma	Offline	Offline
7	13.09.2022	Mr. Adil Qureshi	Online	Online
8	19.09.2022	Mr. Manoj Pratap Singh Yadav	Online	Online
9	21.09.2022	Mr Pritha Roy Chaudhary	Offline	Offline
10	21.09.2022	Ms. Aeswarya Tiwari	Offline	Offline
11	21.09.2022	Mr. Ramveer	Online	Online
12	29.09.2022	Mr. Saurabh Soni	Online	Online

(OCTOBER 2022 TO DECEMBER 2022)

S.No.	Received Date	Name of the Applicant	Sent Through	Fee
1	20.10.2022	Shri Sanjay Dixit	Offline	Offline
2	21.10.2022	Mr. Vikas Mumar	Online	Online
3	01.11.2022	Ms Ruchika Chauhan	Offline	Offline
4	17.11.2022	Mr. Indra Pal	Offline	Offline
5	30.11.2022	Mr. Brijvir Singh	Online	Online

(JANUARY 2023 TO MARCH 2023)

S.No.	Received Date	Name of the Applicant	Sent Through	Fee
1	02.01.2023	Mr. Ashutosh Mehra	Online	Online
2	12.01.2023	Shri IndraPal	Offline	Offline
3	17.01.2023	Shri Sanjay Dixit	Offline	Offline
4	22.02.2023	Mr Akash	Online	Online
5	23.03.2023	Ms Alura Nair	Online	Online
6	29.03.2023	Mr. Sudhakar Bhanudas Hiwale	Offline	Offline

(APRIL 2023 TO JUNE 2023)

S.No.	Received Date	Name of the Applicant	Sent Through	Fee
1	07.04.2023	Ms Kanissha P P	Online	Online
2	07.04.2023	Ms Kirti Singh	Online	Online
3	15.04.2023	Mr. K Rangareddy	Online	Online
4	27.04.2023	Mr. Sanket Kesharwani	Online	Online
5	27.04.2023	Mr. Nived R Mohan	Online	Online
6	27.04.2023	Ms. Prajakta M Vishanpajous	Online	Online
7	27.04.2023	Mr Dheerendra Singh Hada	Online	Online
8	27.04.2023	Ms Aditi Singh	Online	Online
9	27.04.2023	Mr Abhishek Rajeshbai Pandya	Online	Online
10	08.05.2023	Mr. Kareem Ansari	Offline	Offline
11	27.06.2023	Shri Ashok Goswami	Offline	Offline
12	28.06.2023	Shri Neeraj Singhal	Offline	Offline
13	03.07.2023	Shri Guddu Sanjay	Offline	Offline
14	04.07.2023	Mr. Himalaya Jadoun	Online	Online
15	04.07.2023	Mr. Himalaya Jadoun	Offline	Offline

DETAILS OF FA APPLICATION RECEIVED AND DISPOSED

S.No.	Received Date	Name of the Applicant	Sent Through	Fee
1	19/06/2022	KRANGAREDDY	Online	Online
2	12/1/2022	E Vijayalaxmi	Offline	Offline
3	30/09/2022	VIVEK SHARMA	Online	Online
4	9/1/2023	Indrapal	Offline	Offline
5	10/05/2023	Ramveer	Online	Online