



IIT PALAKKAD

Indian Institute of Technology Palakkad
भारतीय प्रौद्योगिकी संस्थान पालक्काड
Nurturing Minds For a Better World

Minutes of Second Meeting of the Committee looking into RTI Matters
Ref.: Office Order No. IITPKD/DO/CC/2021/039 dated 13-07-2021

27-08-2021

ATTENDEES

Dr. Unnikrishnan C, Chairperson and Transparency Officer
Col. S. Chakraborty (Retd.), Nodal Officer
Dr. B. Thiagarajan, CPIO
Ms. Thasnin Harish, APIO
Sh. V. Shanmugam, Invitee
Mr. Arun S, JA, RTI Cell

Sh. Biju K.V, APIO, did not attend the meeting.

Sl. No.	Agenda	Discussions and Decisions
Action Taken Report on the Discussions of the First Meeting		
1.	Merging Suo Moto Disclosure Pages of 2019-20 and 2020-21	Completed
2.	Submission of the Transparency Audit Report to the Director as and when the same is completed	Completed
3.	Updating of the dynamic data in the Suo Moto Disclosure Page of the Institute's Website as and when the data is provided to the RTI Cell	Being done as and when the data is received
4.	Displaying the Latest Date of Updating of the Data in the Suo Moto Disclosure Page of the Institute's Website	Being done on a monthly basis by getting the updated data from the different sections
Discussion Items		
5.	Completion of the Third-Party Audit and Uploading of the Transparency Audit Reports for the years 2019-20 and 2020-21	CPIO informed that the process of Third-Party Audit for the years 2019-20 and 2020-21 have been completed. The Reports of the Transparency Audits for the years 2019-20 and 2020-21 have been made available to general public in the Suo Moto Disclosure Page of the Institute's Website. It was also informed that the Third-Party Audit for the year 2020-21 was completed a month in advance. The deadline specified for the same by the CIC was 31-08-2021.
6.	Pending RTI Applications/Appeals to be replied by different sections	CPIO informed that as on date there were no RTI applications/appeals pending for more than 30 days. A total of 5 queries and 1 appeal had been addressed during the month of August 2021.
7.	Summary for RTI Applications for August 2021	Nodal Officer suggested to submit the Cumulative Count of RTI Applications received and disposed of, in the future meetings of the Committee.

		CPIO informed that the same will be provided from the next meeting. Action: RTI Cell
8.	Inclusion of the Staff of the Personal Section in the future meetings	Nodal Officer suggested that the Staff of the Personnel Section be included in the future meetings till an Officer joins the Section. CPIO informed that the staff will be invited for the future meetings. Action: CPIO
9.	Proposing of Fixed Day and Time for the future Meetings	CPIO proposed that the Future Meetings of the Committee may be scheduled at 1100 hours on the Last Working Friday of each Month. It was agreed to by the Committee. Action: CPIO
10.	Arranging of the Minutes of the BoG Meetings in an order in the Suo Moto Disclosure Page of the Institute's Website (Section 1.7.8.)	Nodal Officer suggested that Minutes of the BoG Meetings may be uploaded with separate links to each FC and BoG meeting. CPIO informed that the same will done and updated. Action: RTI Cell
11.	Status of the uploading of the Annual Accounts and Annual Report for the year 2020-21	CPIO informed that the Annual Accounts and Annual Report for the year 2020-21 is awaited. Upon receipt of the same, it will be uploaded in the Suo Moto Disclosure Page of the Institute's Website. Nodal Officer informed that the soft copies of the same will be shared with the RTI Cell as soon as they are finalized and approved. Action: Registrar's Office and AR(F&A)
12.	Affixing Date and Time Stamp on the Documents that are frequently updated	Nodal Officer suggested that the documents that are frequently updated should have date and time stamp in them. CPIO informed that the same will be taken care of. Action: RTI Cell
13.	Addressing the parameters pertaining to "Partially Met" or "Not Met" in the Transparency Audit Report of the FY 2020-21	Nodal Officer suggested that the parameters of the Transparency Audit Report of the FY 2020-21 in which the Institute has mentioned "Partially Met" or "Not Met" shall be addressed. CPIO informed that the same will be analyzed and addressed. Action: CPIO and RTI Cell
14.	Perusal of Suo Moto Disclosure Page of the Institute's Website by the Committee	Nodal Officer suggested that the Moto Disclosure Page of the Institute's Website be perused by the Committee and if anything needs to be revised or included shall be communicated to the RTI Cell with a copy to the CPIO with supporting documents, for necessary action. Action: All Members of the Committee


Col. S. Chakraborty (Retd.)
Nodal Officer

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