



**Minutes of Third Meeting of the Committee looking into RTI Matters**

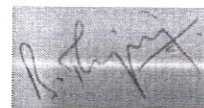
24-09-2021

**ATTENDEES**

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

Staff from Personnel Section did not attend the meeting.

Sl. No.	Agenda	Discussions and Decisions
<b>Action Taken Report on the Discussions of the Second Meeting</b>		
1.	Summary for RTI Applications for September 2021	Completed
2.	Inclusion of the Staff of the Personal Section in the future meetings	Completed
3.	Proposing of Fixed Day and Time for the future Meetings	Completed
4.	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.)	Completed
5.	Status of the uploading of the Annual Accounts and Annual Report for the year 2020-21	To be completed
6.	Affixing Date and Time Stamp on the Documents that are frequently updated	In progress
7.	Addressing the parameters pertaining to "Partially Met" or "Not Met" in the Transparency Audit Report of the FY 2020-21	In progress
8.	Perusal of Suo Moto Disclosure Page of the Institute's Website by the Committee	In progress
<b>Discussion Items</b>		
1.	Nomination of DPIO	Nodal Officer informed the Committee that AR(Academics), Technical Officer, Asst. Registrar (F&A) and EE(Civil) have been designated as DPIOa.
2.	Summary for RTI Applications for September 2021.	CPIO presented the status of RTI Applications received and disposed of as on 23-09-2021.
3.	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 2 queries were pending with Personnel Section. <b>Action: Personnel Section</b>
4.	Timely Reply to RTI Queries	CPIO highlighted the importance of addressing RTI Queries within timeline. Everyone agreed to the same and confirmed that the same will be taken care for future RTI Applications. <b>Action: All DPIOs</b>



5.	Status of the uploading of the Annual Accounts and Annual Report for the year 2020-21	Nodal Officer informed that the same are yet to be finalized.  <b>Action: Registrar's Office and AR(F&amp;A)</b>
6.	Academic Activities related information to be included in RTI Webpage	Transparency Officer enquired if the details w.r.t collaborations/scholarships etc. to be made available on the Suo Moto Disclosure Page.  Technical Officer informed that the same will be published on Institute's Main Website.  CPIO informed that a link from the Suo Moto Disclosure Page would be provided to the main page as soon as the RTI Cell receives the information from the concerned sections.  <b>Action: AR (Acad.), Technical Officer and RTI Cell</b>



**Col S. Chakraborty (Retd.)**

**Nodal Officer**

**कुलसचिव / Registrar**

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**Dr. B. Thiagarajan**

**CPIO**