



**Minutes of Eighteenth Meeting of the Committee looking into RTI Matters on 30-12-2022**

**ATTENDEES**

Dr. Unnikrishnan C, Chairperson and Transparency Officer

Dr. Ganesh Natarajan, Nodal Officer

Dr. B. Thiagarajan, CPIO

Dr. Asha Gopalan, DPIO

Mr. K. V. Biju, DPIO

Ms. Arya Arvind, DPIO

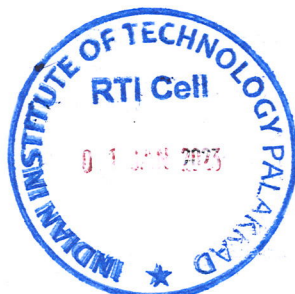
Mr. Arun S, JA, RTI Cell

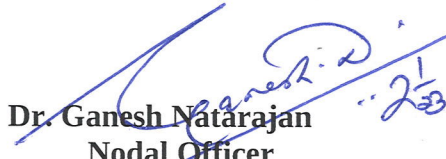
Mr. R. Navaneethakumar, DPIO, Mr. V. Shanmugam, DPIO and Ms. Thasnin Harish C. M., DPIO did not attend the meeting.

Reported Items		
1.	Minutes of the Seventeenth Meeting of the RTI Committee has been uploaded in the Suo Moto Disclosure Page of the Institute's Website.	
2.	The last update of the Suo Moto Disclosure Page of the institute's website was on 04-12-2022.	
3.	The cumulative statistics of RTI applications received and the status of their disposals as in Annexure-A, as on 30-12-2022 was reported to the Committee.	
Discussion Items		
1.	Nodal Officer informed the committee that Dr. Thiagarajan will be stepping down as the CPIO and the charges will be taken over by Dr. Asha Gopalan with effect from 01-01-2023. He also mentioned that Dr. Thiagarajan will continue to be a DPIO for responding to the queries pertaining to the Academic Section.	The committee noted the transition.  Dr. Thiagarajan thanked every committee member for the support rendered during his tenure as CPIO and also assured of a smooth transition.
2.	Dr. Thiagarajan (CPIO) presented a brief report on the evolution and functioning of the RTI Cell since he took over (Annexure-B).	The Nodal Officer congratulated the CPIO and Mr. Arun S, JA, the dealing staff, for their meticulous execution of tasks with regard to the RTI Cell.

  
Dr. B. Thiagarajan  
CPIO

केन्द्रीय लोक सूचना अधिकारी  
CENTRAL PUBLIC INFORMATION OFFICER



  
Dr. Ganesh Natarajan  
Nodal Officer

Registrar / कुलसचिव  
Indian Institute of Technology Palakkad  
भारतीय प्रौद्योगिकी संस्थान, पालक्काड  
पालक्काड - 686022 / फोननंबर - 678557

**Cumulative statistics of RTI Applications (Offline/Online) as on 30-12-2022**

S. No.	Particulars	Count
1	No. of RTI applications received in Online Mode	224
2	No. of RTI applications disposed in Online Mode	221
3	No. of RTI applications pending in Online Mode	03*
4	No. of Appeals received	16 (15 Disposed of)
5	No. of Appeals in which documents are awaited from the applicant	01
6	No. of Appeals pending in Online Mode	00
7	No. of RTI applications received through Offline Mode	97
8	No. of RTI applications disposed in Offline Mode	95
9	No. of RTI applications pending in Offline Mode	02**
10	No. of Hearings at the level of FAA	02
11	No. of Hearings at the level of CIC attended by the CPIO	01

\*HR-1, Academics-1, Internal Complaints Committee on Sexual Harassment-1

\*\*Academics-1, Multiple Sections-1

**Important Milestones**

- Dr. B. Thiagarajan, Deputy Registrar took over as the CPIO from Prof. Job Kurian on 01-11-2018. Initially, Ms. A. Geetha, JS (then JA) of the Office of the Director, was assisting the CPIOs in drafting the replies for the RTIs and filing the quarterly returns on the CIC portal.
- Mr. Vivek K. S, JA, was the dealing staff involved in setting up the Cell apart from his regular duties with the Personnel Section.
- Mr. Arun S, JA of (Stores and Purchase Section / HR Section) took over as the dealing staff from Mr. Vivek since January 2020.
- Online RTI portal is in vogue since early 2020.
- A separate page (<https://rti.iitpkd.ac.in/>) was set up for RTI related matters from 28-07-2021 and was linked to the Institute's Website. The updates for the web page were done on a routine basis by the dealing staff of the RTI Cell. The data on Suo Moto Disclosure page of IIT Palakkad was designed as per the format of self-appraisal provided by the CIC.
- Eighteen Monthly meetings of the RTI Committee have been organized since the first meeting held on 23-07-2021.

**Transparency Audits**

- M/s. Indian Rubber Manufacturers Research Association (IRMRA), Thane, was engaged to guide IIT Palakkad to become more transparent on 02-03-2021. The Transparency Audit for the year 2019-20 was conducted by Dr. Rupesh Rohan, Asst. Director and Centre Head (IRMRA).
- The Transparency Audit for the year 2020-21 was conducted by Prof. Subir Basak, Senior Administrative Officer, National Institute of Technical Teachers Training and Research (NITTR), Kolkata. The institute had obtained a score of 698 out of 812 (Self-Appraisal Score: 798 out of 812).
- The Transparency Audit for the year 2021-22 was conducted by Shri Mohd. Abdur Rajjaque, Deputy Registrar and CPIO, Ghani Khan Choudhury Institute of Engineering and Technology (GKCIET), Malda, West Bengal. The institute had obtained a score of 814 out of 817 (Self-Appraisal Score: 810 out of 817).

**Quarterly Returns**

- Quarterly Returns (16 quarter) was filed on the CIC portal well within the deadline on each occasion.

**Statistics of RTI Applications (Online/Offline) received/disposed of and Appeals**

**Please refer Annexure-A**

### **Induction of Appellate Authorities, Nodal Officers, Transparency Officers and DPIOs**

- Transparency Officer, Nodal Officer and Six DPIOs have been inducted from time to time to look into the matters pertaining to RTI.

### **Workshops/Training Programs/Annual Conventions attended by the CPIO**

<b>Sl. No.</b>	<b>Name of the Workshop</b>	<b>Date(s)</b>	<b>Organized by</b>
1	Annual Convention of the RTI Act	12-10-2019	Central Information Commission (CIC), Vigyan Bhavan, New Delhi
2	Transparency Audit (Online)	03-12-2020 to 04-12-2020	Indian Rubber Manufacturers Research Association (IRMRA), Thane
3	RTI Workshop (Online)	02-01-2021	Citizens' Forum India (CFI)
4	RTI Workshop (Online)	09-01-2021	Citizens' Forum India (CFI)
5	Four-Week Training Program on the Enrichment of Administrative Skills / Methods (Online and Offline)	27-06-2022 to 24-07-2022	Shri Mata Vaishno Devi University, Katra, Jammu