



**Minutes of Nineteenth Meeting of the Committee looking into RTI Matters on 27-01-2023**

**ATTENDEES**

Dr. Ganesh Natarajan, Nodal Officer  
 Dr. Asha Gopalan, CPIO  
 Dr. B. Thiagarajan, DPIO  
 Ms. Thasnin Harish C. M., DPIO  
 Mr. K. V. Biju, DPIO  
 Ms. Arya Arvind, DPIO  
 Mr. Arun S, JA, RTI Cell

Dr. Unnikrishnan C, Chairperson and Transparency Officer, Mr. R. Navaneethakumar, DPIO, and Mr. V. Shanmugam, DPIO did not attend the meeting.

<b>Reported Items</b>	
1.	Dr. Asha Gopalan, AR(HR) took over the charge of CPIO from Dr. B. Thiagarajan w.e.f. 01-01-2023. The CPIO thanked and recorded the extraordinary support rendered by Dr. B. Thiagarajan (then CPIO) during the handing over and taking over.
2.	Minutes of the Eighteenth Meeting of the RTI Committee has been uploaded in the Suo Moto Disclosure Page of the Institute's Website.
3.	The last update of the Suo Moto Disclosure Page of the institute's website was on 05-01-2023.
4.	The cumulative statistics of RTI applications received and the status of their disposals as in Annexure-A, as on 27-01-2023 was reported to the Committee.
<b>Discussion Items</b>	
1.	Dr. B Thiagarajan (DPIO) suggested that the queries pertaining to International Students may be directly forwarded to the International Relations Office. Nodal Officer suggested that such queries may directly be forwarded to International Relations Office with a copy to the Officer-In-Charge(Academics). <b>Action: RTI Cell</b>
2.	Dr. B Thiagarajan (DPIO) requested to share the credentials of DPIO Account associated with him so that he can receive the queries on portal. Nodal Officer agreed to create the same and confirmed that he shall share the credentials with him at the earliest. <b>Action: Nodal Officer</b>
3.	CPIO pointed out that Dean (Students) has requested to change the DPIO wrt Student Wellness from Ms. Arya Aravind to Dr Tessy Grace Mathews w.e.f. 01.02.2023. The committee members noted the change.

4.	CPIO thanked Ms. Arya Aravind for all her contributions to the RTI Cell.	The committee members unanimously thanked the outgoing DPIO (Ms Arya Aravind). Nodal Officer instructed Ms Arya Aravind to share the credentials with the incumbent DPIO. <b>Action: Ms. Arya Aravind</b>
5.	Nodal Officer pointed out that a fresh office memorandum with respect to CPIO and DPIO shall be issued shortly.	CPIO confirmed that the same is put up for the approval of the Competent Authority and the RTI Cell shall follow it up and get it done on time. <b>Action: RTI Cell</b>
6.	Dr. B Thiagarajan informed that a communication to CIC shall be initiated once the Office Orders are issued.	The committee noted the point. <b>Action: Dr. B. Thiagarajan</b>

**Dr. Asha Gopalan**

CPIO केंद्रीय लोक सूचना अधिकारी  
CENTRAL PUBLIC INFORMATION OFFICER

**Dr. Ganesh Natarajan**  
Nodal Officer

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Cumulative statistics of RTI Applications (Offline/Online) as on 27-01-2023

S. No.	Particulars	Count
1	No. of RTI applications received in Online Mode	236 (12)
2	No. of RTI applications disposed in Online Mode	230
3	No. of RTI applications pending in Online Mode	06*
4	No. of Appeals received	17 (1)
5	No. of RTI Appeals disposed of	16
5	No. of Appeals in which documents are awaited from the applicant	01
6	No. of Appeals pending in Online Mode	0
7	No. of RTI applications received through Offline Mode	101 (4)
8	No. of RTI applications disposed in Offline Mode	98
9	No. of RTI applications pending in Offline Mode	3**
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-3, Academics-1, Internal Complaints Committee on Sexual Harassment-2

\*\* Multiple sections-3

JA  
02/02

JA (RTI cell)

02/02/23

02/02/23