

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. Organization 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)]	1.1.1 Name and address of the Organization	Indian Institute of Information Technology Design and Manufacturing Kurnool
		1.1.2 Head of the organization	Prof. B S Murty, Director
		1.1.3 Vision, Mission and Key objectives	The Vision, Mission and Charter of the Institute are as follows: Vision, Mission and Charter: https://iiitk.ac.in/ Key objectives of the Institute are as follows: - To emerge amongst the foremost institutions in information technology and allied fields of knowledge; - To advance new knowledge and innovation in information technology and allied fields to empower the nation to the forefront in the global context; - To develop competent and capable youth imbued with the spirit of innovation and entrepreneurship with the social and environmental orientation to meet the knowledge needs of the country and provide global leadership in information technology and allied fields; - To promote and provide transparency of highest order in matters of admission, appointments to various positions, academic evaluation, administration and finance.
		1.1.4 Function and duties	Functions and duties are mentioned as below: 1. The IIIT Act, 2014: https://iiitk.ac.in/Act-and-Statutes/page 2. Statues of IIITDM Kurnool: https://iiitk.ac.in/Act-and-Statutes/page
		1.1.5 Organization Chart	Organization Chart

		1.1.6 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	- About IIITDM Kurnool: https://iiitk.ac.in/About-IIITDM-Kurnool/page Formation of Departments: Board (BoG), after due deliberation, has RESOLVED to approve to establish four academic departments on 15.04.2019 (Reference: MoM, BoG-1(2019)-04) i) Department of Computer Science and Engineering, ii) Department of Electronics and Communication Engineering, iii) Department of Mechanical engineering and iv) Department of Sciences. Formation of Committees: As per clause (13) of IIIT Act, 2014, The board (BoG-1(2019)-01, dated: 15.04.2019) deliberated on the constitution of Buildings and Works Committee (BWC), Finance Committee (FC) and Senate and approved the formation of BWC & FC and suggested to identify two (2) experienced professors from reputed institutes for each programme offered as part of senate against the clause 16(1) ((b), (c) and (e)) of IIIT Act of 2014 till senior faculty are available. In addition, board has suggested to include an eminent industry expert for 16(1)(g)(iii). Also Board suggested to show separately in case if any person is invited as special invitee to any of the committees. Links for HoDs (Orders) https://iiitk.ac.in/academic-administration/page
1.2	Power and duties of its officers and employees [Section 4(1) (b)(ii)]	1.2.1 Powers and duties of officers (administrative, financial and judicial)	The Director is the principal academic and executive officer of the Institute and is responsible for the implementation of the decisions of the Board and Senate and day-to-day administration of the Institute. The Director exercises such other powers and performs such other duties as may be assigned to him by this Act or the Statutes or delegated by the Board or the Senate or the Ordinances.

			Officers and their functions: The following officers have been proposed at the top executive management level with the reporting hierarchy: • The Director • The Deans (Academic Affairs / Planning & External Programs / R & D / Student Affairs / Faculty Affairs) • Heads of Departments • The Registrar • Chairman Admissions • The Finance & Accounts Officer and • The Institute Engineer-cum-Estate Manager Powers and duties of officers: https://iiitk.ac.in/Act-and-Statutes/page
		1.2.2 Power and duties of other employees	The employee of Institute exercise their power and duties as per the acts and statutes of IIIT Act, 2014 Acts and Statutes: https://iiitk.ac.in/Act-and-Statutes/page
		1.2.3 Rules/ orders under which powers and duty are derived and	Rules are derived, exercised and work allocation is as per the IIIT act, 2014 Acts and Statutes: https://iiitk.ac.in/Act-and-Statutes/page
		1.2.4 Exercised	
		1.2.5 Work allocation	
1.3	Procedure followed in decision making process [Section 4(1)(b)(iii)]	1.3.1 Process of decision making Identify key decision making points	The Director is the principal academic and executive officer of the Institute and is responsible for the implementation of the decisions of the Board and Senate and day-to-day administration of the Institute. The Director exercises such other powers and performs such other duties as may be assigned to him by this Act or the Statutes or delegated by the Board or the Senate or the Ordinances. Procedure of decision making is as per the delegation of the power uploaded in the Institute website namely organization chart: https://iiitk.ac.in/images/pages/1666164970.pdf
		1.3.2 Final decision making authority	The Director is the principal academic and executive officer of the Institute and is responsible for the implementation of the decisions of the Board and Senate and day-to-day administration of the Institute.
		1.3.3 Related provisions, acts, rules etc.	Provisions of decision making are mentioned in the IIIT Act, 2014 and uploaded in the Institute website: https://iiitk.ac.in/Act-and-Statutes/page

		1.3.4	Time limit for taking a decisions, if any	Citizen charter link: https://iiitk.ac.in/RTI/page
		1.3.5	Channel of supervision and accountability	Every employee is assigned the duty given by the competent authority & as per the Organization Chart . https://iiitk.ac.in/images/pages/1666164970.pdf
1.4	Norms for discharge of functions [Section 4(1)(b)(iv)]	1.4.1	Nature of functions/ services offered	Teaching and Research
		1.4.2	Norms/ standards for functions/ service delivery	Delivery of the services by the Institute and its employees are extended in accordance with the provisions specified in The IIIT Act, 2014 and other applicable rules and regulations for this purpose.
		1.4.3	Process by which these services can be accessed	The services can be accessed by joining IIITDM Kurnool
		1.4.4	Time-limit for achieving the targets	As per the Academic Calendar: https://iiitk.ac.in/ - Academics – Academic Calendar
		1.4.5	Process of redress of grievances	Through Various Committees: 1. ICC: https://iiitk.ac.in/Committees/page 2. Anti-Ragging Committee: https://iiitk.ac.in/Anti-Ragging/page 3. Grievance Redressal Committee: https://iiitk.ac.in/Committees/page Process of redress of grievances: These committee will consider only formal grievances. These Committee shall coordinate, monitor, and ensure redressal within the stipulated time.
1.5	Rules, regulations, instructions manual and records for discharging functions [Section 4(1)(b)(v)]	1.5.1	Title and nature of the record/ manual /instruction.	Rules, regulations manual and records for discharging functions are in accordance to the IIIT Act, 2014 and Statutes as uploaded in the Institute website: Link of the document: https://iiitk.ac.in/Act-and-Statutes/page
		1.5.2	List of Rules, regulations, instructions manuals and records	
		1.5.3	Acts/ Rules manuals etc.	
		1.5.4	Transfer policy and transfer orders	Based on the administrative exigency internal transfers are affected. Details of transfer orders are uploaded in the website. https://iiitk.ac.in/RTI/page

1.6	Categories of documents held by the authority under its control [Section 4(1)(b) (vi)]	1.6.1 Categories of documents	- Office orders (Administrative only) https://iiitk.ac.in/RTI/page https://iiitk.ac.in/academic-administration/page - Decisions and guidelines approved/recommended by the: Board of Governors, Finance Committee, Building and Works Committee and Senate - Institute reports such as: Annual Report, Finance Report, Audit Report etc.
		1.6.2 Custodian of documents/categories	Registrar is the custodian for administrative related documents and HoDS/Associated Deans/Faculty-in-Charges for department/section documents.
1.7	Boards, Councils, Committees and other Bodies constituted as part of the Public Authority [Section 4(1)(b)(viii)]	1.7.1 Name of Boards, Council, Committee etc.	Board of Governors, Finance Committee, Buildings And Works Committee, Senate, Academic Administration, Administrative officers, IIIT Council
		1.7.2 Composition	Various committees constituted as per The IIIT Act, 2014 and Statutes of IIITDM Kurnool are as follows. - Board of Governors: https://iiitk.ac.in/Board-of-Governors/page - Finance Committee: https://iiitk.ac.in/Finance-Committee/page - Buildings And Works Committee: https://iiitk.ac.in/Buildings-and-Works-Committee/page - Senate: https://iiitk.ac.in/Senate/page - Academic Administration: https://iiitk.ac.in/academic-administration/page - Administrative officers: https://iiitk.ac.in/administrative-officers/page
		1.7.3 Dates from which constituted	IIITDM Kurnool is started functioning from July 2018 at the present campus. Prior to this, IIITDM Kancheepuram has mentored our students and staff. BoG was constituted in April, 2019 after the founding director Prof. DVLN Somayajulu took charge in February, 2019. Subsequently, various statutory committees were constituted with the approval of BoG. Four Departments (Department of CSE, ECE, ME and Sciences) were established in May, 2019.
		1.7.4 Term/ Tenure	Term/Tenure of the committee is decided as per the IIIT Act, 2014. https://iiitk.ac.in/Act-and-Statutes/page
		1.7.5 Powers and functions	Powers and functions of each committee are in accordance of with the IIIT Act, 2014 and uploaded in the Institute website.

		1.7.6	Whether their meetings are open to the public?	No
		1.7.7	Whether the minutes of the meetings are open to the public?	Yes, Minutes of meetings of BoG, FC, BWC and Senate are available in the Institute website.
		1.7.8	Place where the minutes if open to the public are available?	Links for MoMs are as follows: 1 BoG: https://iiitk.ac.in/Board-of-Governors/page 2 FC: https://iiitk.ac.in/Finance-Committee/page 3 BWC: https://iiitk.ac.in/Buildings-and-Works-Committee/page 4 Senate: https://iiitk.ac.in/Senate/page
1.8	Directory of officers and employees [Section 4(1) (b) (ix)]	1.8.1	Name and designation	Details are uploaded in the website: Directory of officers and employees Administrative officers details : https://iiitk.ac.in/administrative-officers/page Staff Details along with Telephone and email IDs: https://iiitk.ac.in/Non-Teaching-Staff/page
		1.8.2	Telephone , fax and email ID	
1.9	Monthly Remuneration received by officers & employees including system of compensation [Section 4(1) (b) (x)]	1.9.1	List of employees with Gross monthly remuneration	List of employees with Gross monthly remuneration Link: https://iiitk.ac.in/images/pages/1692168412.pdf Note: Apart from the basic salary, allowances, as applicable from time to time are also paid. IIITDM Kurnool is providing compensations like LTC, CEA, Compensatory Leaves etc.,
		1.9.2	System of compensation as provided in its regulations	
1.10	Name, designation and other particulars of public information officers [Section 4(1) (b) (xvi)]	1.10.1	Name and designation of the public information officer (PIO), Assistant Public Information (s) & Appellate Authority	In compliance with the requirements under Section 5(2) of the Right to Information Act 2005, the following officers are appointed as Public Information Officer (PIO), Appellate Authority with immediate effect. APIO, CPIOs, & FAA details (Authorized vide order no: IIITDMK/Registrar Office/may Dated:24/05/2024) 1. List of CPIOs are available in the web Link: https://iiitk.ac.in/RTI/page 2. Appellate Authority Shri K Gurumurthy Registrar Phone No.: 08518 289149 Email: registrar@iiitk.ac.in
		1.10.2	Address, telephone numbers and email ID of each designated official.	
1.11	No. Of employees against whom Disciplinary action	1.11.1	No. of employees against whom disciplinary action has been:	NIL

	has been proposed/ taken (Section 4(2))	(i) Pending for Minor penalty or major penalty proceedings	
		1.11.2 (ii) Finalised for Minor penalty or major penalty proceedings	
1.12	Programmes to advance understanding of RTI (Section 26)	1.12.1 Educational programmes	IIITDM Kurnool conducted a workshop on RTI on 23-08-2023. Dr. Devesh Nigam, Registrar, University of Hyderabad took the session on RTI https://iiitk.ac.in/RTI/page
		1.12.2 Efforts to encourage public authority to participate in these programmes	Institute issues circulars and also mail notifications to the employees of IIITDM Kurnool regarding training on RTI matters.
		1.12.3 Training of CPIO/APIO	IIITDM Kurnool conducted a workshop for all Faculty and Staff on RTI on 23-08-2023. Dr. Devesh Nigam, Registrar, University of Hyderabad took the session on RTI https://iiitk.ac.in/RTI/page
		1.12.4 Update and publish	Guidelines on RTI published and updated by IIITDM Kurnool at regular intervals. The last update was on 24.04.2024.
1.13	Transfer policy and transfer orders [F No. 1/6/2011- IR dt. 15.4.2013]		Based on the administrative exigency internal transfers are affected. Details of transfer orders are uploaded in the website. https://iiitk.ac.in/RTI/page