

Information under Right to Information (RTI) Act 2005

1. About Act

Name & Title of the Act	RTI 2005(English) RTI 2005(Hindi) RTI Guidelines
Definition	Right to Information means the right to inspection of work, documents, records taking notes, extracts or certified copies of documents or records: taking certified samples of material obtaining Information in the form of diskettes or in any other electronic mode or through printout where such Information is stored in a computer or in any other device subject to relevant provisions in this regard
Objective /purpose of the Act	To provide available Information of the Institute as enshrined in RTI ACT to the Indian citizen on payment of prescribed fees.
Users	Citizen of India

2. Particular of the Organization, its Function and Duties

- As per Memorandum of Association of Indian Institute of Information Technology Kota. (Uploaded)

3. Power and duties of officer and employees of the IIIT-Kota

- As per Memorandum of Association of Indian Institute of Information Technology Kota. (Uploaded)

4. Procedures followed in the decision-making process, including channels of supervision and accountability

- As per Memorandum of Association of Indian Institute of Information Technology Kota. (Uploaded)

5. Norms set by IIIT-Kota for the discharge of its functions

- As per Memorandum of Association of Indian Institute of Information Technology Kota. (Uploaded)



6. The Rules, Regulations, Instructions, Manuals and Records held by IIITKota or under its control, or used by its employees, for discharging its functions

- As per Memorandum of Association of Indian Institute of Information Technology Kota. (Uploaded)

7. A statement of the categories of documents that are held by it or under its control.

Memorandum of Association

- A statement of the categories of documents that are held by it or under its control.
- Memorandum of Association
- Information Brochures ([IIIT Kota](#))

All records of operation of the organization

8. The particulars of any arrangement that exists for consultation with, or representation by, the members of the public in relation to the formulation of IIITKota policy or implementation thereof

- 1) The Senate is the apex decision making body of IIIT-Kota for academic matters and the management of the society of the Institute shall be vested in the Board of Governors constituted under the Rules and Regulations of the Society and the first Board shall be constituted by the Central Government in consultation with the State Government and Industry Partners. This Board shall function till such a time as the Board is constituted in accordance with the Provisions in the Rules and Regulations. The designation, address and occupations and designations of the first Members of the Governing Body of the Society to which, by the Rules and Bye-Laws of the Society, the management of its affairs is entrusted, are:

S.NO.	Designation & Address	Occupation	Designation
1	Chief Secretary, Government of Rajasthan, Secretariate, Jaipur	Service	Chairman
2	Secretary, Deptt. of Higher Education, MHRD, Shastri Bhawan, New Delhi	Service	Member
3	Additional Secretary, Technical Education, MHRD, Shastri Bhawan, New Delhi	Service	Member
4	Financial Advisor, MHRD, Shastri Bhawan, New Delhi	Service	Member
5	Additional Chief Secretary, Technical Education, Govt. of Rajasthan, Secretarait, Jaipur	Service	Member - Secretary
6	Director, MHRD, Shastri Bhawan, New Delhi	Service	Member
7	Director, Malaviya National Institute of Technology, Jaipur	Educationist	Member



8	Vice Chancellor, University, Kota	Educationist	Member
9	CEO, National Engineering Industries Ltd, Khatipura Road, Jaipur -302006	Service	Member
10	CEO, Cairn India Ltd, 4th floor, Vipul Plaza, Sun City, Sector -54, Gurgaon - 122002	Service	Member
11	Senior Vice President & Business Leader, Genpact India, J.L.N Marg, Jaipur	Service	Member
12	Chairman & Managing Director, Vakrangee softwares Ltd, Vakrangee House, Plot no. 66, Marol Co-op Industrial Estate, off M.V. Road, marol, Mumbai - 400059	Business	Member

The Executive Committee has been constituted under the authority of the Governing Body for financial matters for smooth and effective functioning of the Institute and is represented by eminent persons from industry, academic community, professional bodies who help in the formulation and implementation of the policies and programmes.

2) Different local committees are formed on need basis to advice technical/financial matter and other aspects even in routine functions of the Institute.

a. A statement of the boards, councils, committees and other bodies consisting of two or more persons constituted as its part or for the purpose of its advice, and as to whether meetings of those boards, councils, committees and other bodies are open to the public, or the minutes of such meetings are accessible for public and are uploaded on the website of the Institute.

Following are the Main Committees / Governing body of the Institute:

IIIT-Kota Society

This Society was constituted and its registered office shall be at Kota Rajasthan and presently located at office of Additional Chief Secretary Technical Education Govt of Rajasthan Secretariat Jaipur 302005,



Governing Body

The Board of Management of the Institute is the principal authority responsible for academic, financial and administrative matters of the Institute. Besides, it also has the ultimate responsibility for all the long term policy formulation, planning and development for overall growth and governance of the Institute. The Board has the power to constitute other subordinate and subsidiary groups/committees, as felt necessary by it, to ensure free and fair discharge of its functions, as entrusted to it by Govt. of India, in the overall interest of the Nation.

Senate

Subject to provisions of the Act, the Statute and Ordinances the Senate is the Principle Academic Body of the Institute and is a body which is responsible for maintenance of standards of teaching, evaluation, research and consultancy in the Institute. It has the responsibility to lay down policy guidelines and the directions to further the academic growth and development of the Institute. Director, IIIT Kota is the Ex-officio Chairman of the Senate, while Registrar is the Member Secretary.

The Executive Committee

As per decision taken by the Governing Body an Executive Committee was constituted under the chairmanship of mentor Director, IIIT Kota consisting of representatives of all the Industry partners. The committee was authorized to take decision for ensuring progress of IIIT, Kota.

The Grievance Redressal

Committee of the Institute looks after all grievances of students, employees and the public at large relation to the Institute. The Committee works as per directions issued by the Board of Management/Govt. The committee has been formed to prevent the sexual harassment of women at workplace. The Committee works as per directions issued by the Governing Body/Govt.

Anti-Ragging Committee

Prohibition of Cigarette and Tobacco Products

Prevention of Sexual Harassment of woman at Workplace Committee

The Committee has been formed by the Mentor Institute to prevent the sexual harassment of women at workplace. The Committee works as per directions issued by the Board of Management/Govt.

Institute Health Center

The arrangement of the medical and Paramedical Staff is to be made for proper functioning of Health Center in the mentor, MNIT Institute.

9. Budget allocated to each of agencies, indicating the particulars of all plans, proposed



expenditure and reports on disbursements made.

The Annual Budget and Annual Accounts are finalized with the approval of Finance Committee/BOM. The disbursements are made by the IIIT-A Head Quarters which is finally recorded in the Annual Accounts. (Uploaded)

10. List of Faculty members & Office staff of the Institute.

- Uploaded

11. Manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programmes.

- IIIT-Kota does not operate any subsidy program.

12. Particulars of recipients of concessions, permits or authorizations granted by the IIIT Kota.

- No Such Scheme is established in IIIT Kota.

13. The particulars of facilities available to citizens for obtaining information, including the working hours of a library or reading room, if maintained for public use.

- Citizens have the facility to obtain information from the PIO. IIIT Kota maintains five working days a week from Monday Friday and follows the weekly holiday on Saturday and Sunday with provision exists for adjustment of some holidays as per the local importance. The working hours of the IIIT Kota are from 09.30 a.m. to 06.00 p.m.

14. The names, designations and other particulars of the Public Information Officers and the Appellate Authorities.

- Appellate Authority

Mr. Jai Narain

Dy. Registrar (Estt.)

Prabha Bhawan , MNIT Campus, J L N Marg, Jaipur

Email ID: Jainarian@mmit.ac.in

Phone no: 0141-2713204

- Public Information Officer

Mr. Jayant Sharma

Assistant Registrar (Estt.)

Indian Institute of Information Technology, Kota

Prabha Bhawan , MNIT Campus, J L N Marg, Jaipur



Email ID: jayantsharma@mnit.ac.in

15. Such other information as may be prescribed information related to student admission procedures, academic programmes, examination schedules, results etc.

- All such information is updated time to time and available on the website of IIITKota www.iiitkota.ac.in.

16. The rates of fees payable for obtaining information under RTI Act 2005 are as under:

1. A request for obtaining information under sub-section (1) of section 6 shall be accompanied by an application fee of rupees ten by way of cash to be deposited between 09:30 hrs. to 16:00 hrs. Except during lunch break of 13:30 hours to 14:00 hours on all working days, five days a week with Finance & Account Division against proper receipt or by demand draft or bankers cheque or IPO payable to the IIIT Kota .

2. For providing the information under sub-section (1) of section 7, the fee shall be charged by way of cash to be deposited with Finance & Accounts Division against proper receipt or by demand draft or bankers cheque payable to the IIIT Kota, at the following rates:

(i) Rupees two for each page (in A-4 or A-3 size paper) created or copied:

(ii) Actual cost or price for samples or models;

(iii) For inspection of records, no fee for the first hour; And a fee of rupees five for each fifteen minutes or fraction thereof on each occasion for the same case.

3. For providing the information under sub-section (5) of section 7, the fee shall be charged by way of cash to be deposited between 11:30 hrs. to 15:00 hrs. except during lunch break of 13:30 hours to 14:30 hours on all working days, five days a week with Finance & Accounts Division against proper receipt or by demand draft or bankers cheque payable to the IIIT Kota, at the following rates:-(i) For information provided in diskette or floppy, if available, rupees fifty per diskette or floppy: and For providing information in printed form at the price for such publication or rupees two per page of photocopy for extracts from the publication.

17. Format of the Application ([Annexure- I](#))

Indian Institute of Information Technology Kota, Prabha Bhawan , MNIT Campus, J L N Marg

Email ID: office@iiitkota.ac.in Pincode: 302017



**FORMAT OF APPLICATION FOR SEEKING INFORMATION UNDER
THE RIGHT TO INFORMATION ACT, 2005.**

To,
THE PUBLIC INFORMATION OFFICER,
Indian Institute of Information Technology, Kota
Prabha Bhawan, MNIT Campus, J L N Marg, Jaipur -302017
Tele. : (0141) 2713494 (Office)
E-Mail: office@iiitkota.ac.in

PART-I

1. Name of the Applicant:
2. Address for correspondence with PIN number:
3. Whether belonging to the Below Poverty Line Category: YES/NO
(If yes, please attach proof)
4. Whether Citizen of India: YES/NO
(Certified copy of citizenship issued under Citizenship Act required)

PART-II

5. Information sought: -
[Specify particulars of information sought.]
6. To the best of my knowledge, the information sought above pertains to Indian Institute of Information Technology, Allahabad.
7. Whether IIIT-Kota website www.iiitkota.ac.in has been visited by you?
(If so, whether the information desired by you is not available on the Website?) YES/NO
8. Whether application fee of Rs 10/- is being paid by cash (please enclose copy of receipt) or Money Order or Demand Draft or Banker's Cheque or Postal Order payable in favour of 'Indian Institute of Information Technology, Kota' (Regulation of Fees & Cost) under RTI Rules 2005?

PLACE:

DATE:

(SIGNATURE OF THE APPLICANT)
Contact Number