

Right To Information

INDIAN INSTITUTE OF TOURISM & TRAVEL MANAGEMENT

The Right to Information Act, 2005 – Follow up on sub section 4(1) (b)

INDIAN INSTITUTE OF TOURISM AND TRAVEL MANAGEMENT (IITTM)-PARTICULARS FUNCTIONS AND DUTIES.

1. About the Institute

The Indian Institute of Tourism and Travel Management (IITTM) was established in 1983 at New Delhi. It is a premier institute of the country functioning under the aegis of the Union Ministry of Tourism, engaged in education, training, research and consultancy in the fields of tourism, travel, leisure, services and international business management. The institute was shifted to Gwalior in 1992. The institute has a pan-India presence with headquarters at Gwalior and branches at Bhubaneswar, Delhi, Goa (NIWS), Nellore. The Bhubaneswar centre was established in 1996 and Delhi centre in 2007. NIWS Goa came under the administrative control of IITTM in 2004 while the Nellore centre was established in 2008.

2. Education at IITTM

The institute presently conducts 04 regular AICTE approved Post Graduate Diploma in Management (PGDM) courses of 2-years' duration each at its various centres, the details of which are as follows:-

Centre of IITTM	Name of the Course	Sanctioned student strength
Gwalior	PGDM (Tourism & Travel) PGDM (International Business) PGDM (Services)	Ist year-93, IInd year-93 Ist year-93, IInd year-93 Ist year-93, IInd year-93
Bhubaneswar	PGDM (Tourism & Travel) PGDM (International Business)	Ist year-93, IInd year-93 Ist year-93, IInd year-93
Delhi	PGDM (Tourism & Leisure)	Ist year-93, IInd year-93

Nellore	PGDM (Tourism & Cargo)- proposed	1st year-60 (proposed)
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The current combined sanctioned student strength of the institute is 1116 students per year, which will increase by another 60 with the commissioning of the Nellore centre.

IITTM (NIWS) Goa centre conducts various courses in the domain of powerboat handling, lifesaving techniques (pool and watersport operator), jet ski, parasailing etc. During the financial year 2009-10, 26 training programmes have been conducted through which, 631 persons were trained and certified in water sports.

3. Training at IITTM

a. Capacity Building for Service Providers (CBSP) programmes

IITTM has conducted a number of CBSP programmes in 2009-10. These are as follows:

- i. Regional Level Guide Training Programme for 602 candidates (Northern, Western, Eastern, Southern & North Eastern).
- ii. Part Time Foreign Language Linguist Training Programme in 2010 for northern region in which 381 candidates have been trained.

b. Training Programme for DONER

IITTM has conducted a Tourism Promoter Programme of six months' duration for the Ministry of Development of North Eastern Region (DONER) for the youth of the north-eastern region. More such programmes are on the anvil.

c. Training Programme for Immigration Officials

IITTM has conducted training for Immigration Officers (under the Ministry of Home Affairs) wherein 281 peoples have been trained so far.

d. "Earn While You Learn" scheme of Ministry of Tourism, Government of India

IITTM conducted several batches of the 21 days training programme designed for students between 18-25 years of age to create awareness of the tourism industry among students. As an extension of the maiden venture, the Earn While You Learn-Commonwealth Games 2010 programme was conceived and conducted through IITTM wherein students were trained to work as volunteers for Commonwealth Games 2010 in which 2845 participants have been trained.

4. Consultancy projects undertaken by IITTM

IITTM has engaged itself in research and consultancy activities and has undertaken the following projects from the Union Ministry of Tourism, State Governments and other autonomous organizations:

- (i) ***"Problems and Challenges faced by Medical Tourists to India"*** sponsored by the Union Ministry of Tourism
- (ii) ***"Evaluate the Effectiveness of Visa on Arrival Scheme"*** sponsored by the Union Ministry of Tourism
- (iii) IITTM has been designated as the Nodal Agency by the Union Ministry of Tourism for disbursing the funds under the scheme of ***"Research project for tourism and hospitality and allied sectors"***.
- (iv) ***"Assessment of Number of Tourists expected to visit Delhi during Commonwealth Games 2010 and requirement of Rooms for them"*** sponsored by the Union Ministry of Tourism
- (v) ***"Analyzing the potential of water sports in Jammu Region"*** sponsored by Jammu and Kashmir Tourism
- (vi) ***"Problem and Prospects of Accessible Tourism in India"*** sponsored by the Union Ministry of Tourism
- (vii) ***"Analyzing the Factors Responsibility for Slow-down in Tourist Arrivals in India"*** sponsored by the Union Ministry of Tourism
- (viii) ***"An Evaluation Study of Visa On Arrival (VOA) Scheme"*** sponsored by the Union Ministry of Tourism.
- (ix) ***"Feasibility of Watersports in Lagoons Yeoli, Bhor, Maharashtra"***

- (x) ***“Study on the Feasibility of Watersports at Ambolgadh Beach, Ratnagiri, Maharashtra”***, for Ambolgadh Beach Resort Pvt Ltd, Ratnagiri, Maharashtra.
- (xi) ***“Assessment of Safety Infrastructure Requirements and Visitor Management Practices for the Beaches in Kerala”***

5. **Seminars / Workshops**

Research Methodology - IITTM organized a week long Research Methodology Workshop during July 12-16, 2010 for young researchers and teachers of tourism from all over the country to promote research skills among tourism teacher fraternity.

IITTM organized a two day Director’s Conclave in December 2010 on “HRM in Tourism: Excellence through Innovation” in Gwalior. In this event, Directors / Heads of Universities / Institutes imparting tourism education / training and Industry leaders and practitioners participated from all over the country.

6. **Student activities at IITTM**

NSS and NCC Units have been opened with 106 and 100 seats respectively to connect students to welfare and social activities. Besides that the students of the institute regularly engage themselves in social welfare and sports activities, blood donation camps etc.

7. **About Convocation-2011**

IITTM held its first Convocation on the 26th of April, 2011. The programme was of approximately of two and half hours’ duration where Post Graduate Diplomas in Management of four courses (Tourism and Travel, Tourism & Leisure, Services, International Business) were conferred on 626 students of the batches of 2007-2009 and 2008-2010, the details of which is as follows:-

Year	Number of students
2007-09	304
2008-10	322
TOTAL	626

The invitees to the Convocation included all students, faculty and BOG members of IITTM. Apart from this local officials were also invited.

Year	Name of the Courses run by IITTM since 2005 and the centres where the courses were run
2005	MBA at Gwalior DTM at Gwalior and Bhubaneswar BTM at Gwalior and Bhubaneswar
2006	PGDBM at Gwalior DTM at Gwalior and Bhubaneswar BTM at Gwalior and Bhubaneswar
2007	PGDM (Tourism & Travel) at Gwalior and Bhubaneswar PGDM (International Business) at Gwalior and Bhubaneswar PGDM (Services) at Gwalior PGDM (Tourism & Leisure) at Delhi
2008	Same as in the year 2007
2009	Same as in the year 2007
2010	PGDM (Tourism & Travel) at Gwalior and Bhubaneswar PGDM (International Business) at Gwalior PGDM (Services) at Gwalior PGDM (Tourism & Leisure) at Delhi
2011	PGDM (Tourism & Travel) at Gwalior and Bhubaneswar PGDM (International Business) at Gwalior PGDM (Services) at Gwalior PGDM (Tourism & Leisure) at Delhi PGDM (Tourism & Cargo) at Nellore

ii. **THE POWERS AND DUTIES OF OFFICERS AND EMPLOYEES OF IITTM:**

Organizational Chart of IITTM Gwalior									
Director									
Nodal Officer (Teacher In-charge of the centre for teaching and routine administrative activities)									
Teaching		Non-Teaching							
		Examination, Registration and Scholarship	Establishment	Accounts	Engineering and Maintenance	Library	Computer labs	Hostels	Director Office
Professors (2)	Mainly engage in teaching and also take care of administrative work such as admissions, placements, hostels, organizing training programmes, publications, research and consultancy	Programme Officer (1)	Administrative Officer (1)	Accounts Officer (1)	Asst Engineer (Electrical) (1)	Library Assistant - (1)	Computer Lab Assistant (1)	Hostel Wardens (Teacher Incharge)	Officer on Special Duty (deputed Hostel Caretaker)
Reader (1)		Programme Assistant (2)	LDC (1)	Accounts Assistant - (1) (on deputation outside IITTM)	Junior Engineer (Civil) - (1)	Library Attendants- (2)	Data Entry Operators- (2)	Hostel Caretakers(2)	Junior Steno-(1) (Personal Assistant)
		Attendant(1)	Receptionist(1) (post vacant)	LDC (1)	Plumber (1) Carpenter (1) Wireman (1) Mali (1)	Attendant- (1)	Peons (2)	Hostel Attendants - (4)	Peons (2)
Lecturers (6)		Attendant (1) Staff Car Driver(1)		Peon (1)					
Teaching Associates (10)		Take classes and help in other teaching related activities							
9+(10)		4	5	4	6	4	5	6	3

LIST OF EMPLOYEES OF IITM GWALIOR CENTRE & THEIR ROUTINE & ADDITIONAL RESPONSIBILITIES

S. N.	Name	Designation	Date of Joining	Responsibilities in brief	Phone No.
1	Dr. Manjula Chaudhary	Director	23.03.2010	Overall responsibility for management and administration	0751-2344214
2	Dr. Sandeep Kulshreshtha	Professor	01.10.2003	Nodal Officer (Responsible for day to day management of teaching and routine administrative activities) & CPIO - Gwalior centre; Chairman – PGDM (TT); Controller (Exams); Chairman - Campus Development Committee	0751-2344055
3	Dr. Nimit Chowdhary	Professor	14.05.2007	In-charge - Result Framework Document; Chairman- PGDM (IB); Chairman - Admission; Editor - Institute's Journal; Member - Campus Development Committee	0751-
4	Dr. Monika Prakash	Associate Professor	14.05.2007	On Child Care Leave for 01 year	
5	Dr. Saurabh Dixit	Assistant Professor	25.02.1997	Co-ordinator - IT/ERP & Website; Co-ordinator - Newsletter; Chairman - PGDM(S); Centre Superintendent (Exams)	
6	Mrs. Meera S.	Assistant Professor	14.05.2007	On Child Care Leave for 01 year	
7	Mr. Chandrasekhar Barua	Assistant Professor	24.05.2007	Co-ordinator - Public Relations; Co-ordinator - Alumni & Placement (PGDM-TT); Chairman – Purchase Committee; Member - Campus Development Committee	
8	Mrs. Deepa Mittal	Assistant Professor	11.09.2008	Co-ordinator - Library; Co-ordinator - AICTE/AIU Committee; Co-ordinator - Women empowerment & grievance Committee; In charge - Time-table; Secretary - Faculty Council; Warden – Girls' Hostel, Co-ordinator – Mess Committee	
9	Mr. Ramesh Chandra Devrath	Assistant Professor	29.09.2008	Alumni & Placement (PGDM-IB); Member - Admission Committee, Purchase Committee, News letter Committee, Co-ordinator - DONER	
10	Mr. Manoj Pratap Singh Yadav	Assistant Professor	03.02.2009	Member - Admission Committee	
11	Mr. Raman Dogra	Programme Officer	08.11.1989	Overall In charge of Academic Cell including legal matters of students, examinations, Results and Administration of the Academic Cell; Member - Examination Committee, Admission Committee; Co-ordinator - Inspection Committee	

12	Mr. Ashwani Kumar	Accounts Officer	31.12.1990	Accounts and Audit; Member - Campus Development Committee, Purchase Committee, Mess Committee	
13	Mr. Shivram Maurya	Administrative Officer	09.04.1996	General Administration (Office management, establishment, appointment, service & personnel matters, employee's legal matter, ACR); Member - Campus Development Committee, Inspection Committee	
14	Mr. Pankaj Saxena	Assistant Engineer (Electrical)	01.03.1996	General responsibility for estate and electrical works; Member - Campus Development Committee, Purchase Committee, IT Committee	
15	Mr. Yash Pal Singh Sengar	Library Assistant	15.03.1994	In charge of Library; Co-ordinator Students Activity – PGDM (IB); Member - Inspection Committee	
16	Dr. Vinay Kumar Rai	Programme Assistant	01.08.1995	Assisting Programme Officer to look after residual examinations at Gwalior centre; result preparation; Co-ordinator Students Activity – PGDM (TT)	
17	Mr. Chandra Mohan Sharma	Programme Assistant	24.05.2000	Co-ordinator - Student Registration & Student Scholarship; Co-ordinator Students Activity – PGDM (S); Co-ordinator – Campus cleaning Committee	
18	Mr. Alok Kaluskar	Computer Lab Assistant	18.07.1994	In charge of computer lab – I, Providing administrative assistance in AICTE/AIU matters; result preparation; Member – Inspection Committee, IT Committee, News letter Committee	
19	Mr. Subhashis Bagchi	Assistant Caretaker	23.07.1997	In charge of Director's office as OSD, BOG/EFC Agenda & Minutes, RTI matters as ACPIO – Gwalior centre	
20	Ms. Dibya Kujur	Assistant Caretaker	04.12.2006	Caretaking of hostel, cleaning and housekeeping works in campus, procurement of cleaning materials; Member - Women empowerment & grievance Committee, Mess Committee	
21	Mr. Dhan Singh	Accounts Assistant	01.01.1991	On Deputation	
22	Mr. G. Pandian	Junior Engineer (Civil)	02.11.2011	General responsibility for estate and civil works, cleaning and housekeeping works in campus	
23	Mr. Dhan Bahadur Poon	Junior Stenographer	09.12.2006	PA to Director	
24	Mr. Bhagwat Swaroop	Lower Division Clerk	10.12.1984	Assisting Administrative Officer in record keeping, personnel matters and in maintaining service books	
25	Mr. Gagan Chaturvedi	Lower Division Clerk	06.01.2003	Assisting Accounts Officer for preparation of salary, making payments and settling claims	

26	Mr. Jandel Singh	Straff Car Driver	01.10.1998	Driving of Institute's car	
27	Mr. Baboolal Yadav	Data Entry Operator	07.11.2006	In charge of computer lab – II (new)	
28	Mr. Adil Qureshi	Data Entry Operator	14.11.2006	Member - Admission Committee, Attached to Chairman Admission's Office	
29	Mr. Pawan Sharma	Wireman	01.12.1995	Electrical repairs and maintenance	
30	Mr. Ravi Shankar Pandit	Plumber	21.01.1997	Plumbing works	
31	Mr. Aneesh Ahmed	Carpenter	29.09.2000	Carpentry works	
32	Mr. Vijay Verma	Library Attendant	17.09.1996	Support staff in Library	
33	Mr. Bhawan Kumar Mishra	Library Attendant	23.02.1997	Support staff in Library	
34	Mr. Ram Gopal	Peon	30.08.1998	Attached to Director's office	
35	Mr. Gyan Chand	Peon	23.10.1989	Attached to Classroom Block to provide class/teaching support	
36	Mr. Nand Kumar	Peon	07.06.1996	Attached to Guest house	
37	Mr. Mayaram	Peon	30.10.1993	Attached to Guest house	
38	Mr. Joginder Singh	Hostel Attendant	13.11.1996	Attached to Accounts and Administration Section	
39	Mr. Ghanshyam Verma	Hostel Attendant	11.07.1997	Attached to Director's office	
40	Mr. Shiv Prasad	Peon	01.11.1995	Attached to Chairman-Admission's office	
41	Mrs. Kesari Devi	Cleaner Woman cum Farash	16.11.1998	Attached to Faculty Section	
42	Mr. Satish Kumar	Gardener	22.03.1996	Upkeep of graden/plants	
43	Mr. Kamal Batham	Hostel Attendant	20.05.1996	Upkeep of computer lab-II (new)	
44	Mr. Ramdeen Senwar	Hostel Attendant	20.09.1996	Upkeep of computer lab-I	
45	Mrs. Uma Gupta	Attendant	20.09.1996	Attached to Library	
46	Mr. Nageshwar Jena	Attendant	15.03.1998	Attached to Examination Cell	

S. N.	Name	Designation	Responsibilities in brief
1	Mrs. Namrata George	Teaching Associate	Taking classes and helping in other teaching related activities
2	Ms. Dimpny Sonwal	Teaching Associate	As above
3	Ms. Seema Paul	Teaching Associate	As above
4	Ms. Divya Pandey	Teaching Associate	As above
5	Ms. Parul Kanchan	Teaching Associate	As above
6	Ms. Ranu Chauhan	Teaching Associate	As above
7	Mr. Yeshwant Singh	Teaching Associate	As above
8	Mr. Neelmani Kumar	Teaching Associate	As above
9	Ms. Rohini Patir	Teaching Associate	As above
10	Mr. Amit Kumar Tiwari	Teaching Associate	As above

iii. **PROCEDURE FOLLOWED IN THE DECISION MAKING PROCESS; INCLUDING CHANNELS OF SUPERVISION AND ACCOUNTABILITY:**

- All the major decision regarding the institute are taken in the Board of Governors (BOG) meeting, which is the highest decision making body of the institute headed by the Minister of Tourism, Government of India as the Ex-officio Chairperson of the Board and Secretary (Tourism), Ministry of Tourism, Government of India as its Vice-Chairperson.
- Second highest decision making body of the institute is the Executive cum Finance Committee (EFC).
- Also visible from the channel of supervision also the Director is the overall academic and administrative head of the institute.
- Chairman (Academics), Chairman (Finance and Administration) and Nodal Officers of Gwalior, Bhubaneshwar, Delhi and Goa centres support the Director in administrative, financial and academic decisions.
- All decisions related to smooth running of academic and other programs of the institute are taken in Annual Meeting of Joint Faculty Council (JFC), which is composed of the faculty members of all the current five centers of the institute with Director (IITTM) as Chairman of the council and Chairman (Academics) as secretary to the council. Joint Faculty Council in its annual meeting reviews the academic progress of the institute during the previous year and sets targets for the year ahead.
- Administrative work in the institute is performed by the Administrative Officer and supported by the Assistants in the routine works.
- Accounts Officer looks after the accounts and finance related work of the institute and is supported in his work by the Accounts Assistant and L.D.C.
- Library is being looked after by the Library Assistant whereas computer lab is under the supervision of Computer Lab Assistant.
- Hostels of the institute are being looked after by the Assistant Caretakers appointed separately for boys and girls hostels.

The present composition of the Board of Governors (BOG) of IITTM

S. No.	Designation	Capacity	Remarks
1.	Union Minister of Tourism	Chairperson	Vide order No. 9(1)/2001-IITTM dated 04/10.02.2005.
2.	Secretary (Tourism), Government of India	Vice Chairperson	Vide order No. 9(1)/2001-IITTM dated 04/10.02.2005.
3.	Joint Secretary, Ministry of Tourism, Government of India	Member	Vide order No. 9DAT(9)/96Pt-II dated 22.07.2002.
4.	Additional Director General, Ministry of Tourism, Government of India	Member	Vide order No. 9DAT(9)/96Pt-II dated 22.07.2002.
5.	Financial Advisor, Ministry of Tourism,	Member	Vide order No. 9DAT(9)/96Pt-II dated 22.07.2002.

	Government of India		
6.	CMD, ITDC (India Tourism Development Corporation)	Member	Vide order No. 9DAT(9)/96Pt-II dated 22.07.2002.
7.	Nominee of TAAI (Travel Agents Association of India)	Member	Vide order No. 9DAT(9)/96Pt-II dated 22.07.2002.
8.	Nominee of IATO (Indian Association of Tour Operators)	Member	Vide order No. 9DAT(9)/96Pt-II dated 22.07.2002.
9.	Nominee of ITTA (Indian Tourist Transporters Association)	Member	Vide order No. 9DAT(9)/96Pt-II dated 22.07.2002.
10.	Nominee of AICTE (All India Council for Technical Education)	Member	Vide order No. 9DAT(9)/96Pt-II dated 22.07.2002.
11.	Nominee of FFFAI (Federation of Freight Forwarders' Associations in India)	Member	Vide order No. 9DAT(9)/96Pt-II dated 22.07.2002.
12.	Nominee of NCHMCT (National Council for Hotel Management and Catering Technology)	Member	Vide order No. 9DAT(9)/96Pt-II dated 22.07.2002.
13.	Nominee of Ministry of Railways	Member	Vide order No. 9DAT(9)/96Pt-II dated 22.07.2002.
14-18	5 experts nominated by Central Government	Members	The tenure of previous members has expired. New members are to be nominated by the Central Government
19	One Professor of IITTM on rotation among Professors (on the basis of seniority for a term of two years)	Member	Approved by the Board of Governors in its meeting dated 14.12.2010.
20	Director-IITTM	Member Secretary	Vide order No. 9DAT(9)/96Pt-II dated 22.07.2002.

iv. **THE NORMS SET BY IT FOR THE DISCHARGE OF ITS FUNCTIONS**

All the administrative and accounts & finance related functions are discharged as per the Government of India Rules and Regulations on the subjects. As regards academic matters, at the beginning of each academic year, a uniform academic calendar is prepared in Joint Faculty Council meeting and accordingly class schedules are prepared for different programs and modules are assigned to the faculty members as per their areas of specialization. Guest Faculty is also invited for taking lectures as and when the need is felt.

v. **THE RULES, REGULATIONS, MANUALS AND RECORDS, HELD BY IT OR UNDER ITS CONTROL OR USED BY ITS EMPLOYEES FOR DISCHARGING ITS FUNCTIONS:**

For discharging its administrative and accounts functions, the Institute is governed by rules and regulations of Government of India as well as its own Constitution and Bye-Laws.

Accounts of the Institute are maintained as per accounting procedures and finalized at the end of every financial year. Audited Income and Expenditure statement and Balance sheet are also published in the annual report of the institute.

vi. **STATEMENT OF CATEGORIES OF DOCUMENTS THAT ARE HELD BY IT OR UNDER ITS CONTROL:**

Categories of documents held by the Institute are:

- (a) Constitution of IITTM
- (b) Bye Laws of IITTM
- (c) Syllabus for
 - PGDM(Services)
 - PGDM(TT)
 - PGDM(IB)
 - PGDM(TL)
- (d) Students' Handbook

vii. **THE PARTICULARS OF ANY ARRANGEMENTS THAT EXISTS FOR CONSULTATION WITH, OR REPRESENTATION BY, THE MEMBERS OF THE PUBLIC IN RELATION TO THE FORMULATION OF ITS POLICY OR IMPLEMENTATION THEREOF:**

There is a Board of Governors of IITTM which is headed by the Union Minister of Tourism. This is the highest decision making body for the Institute. Besides, Government functionaries,

the BOG have representatives of public like the tourism industry and experts from academic fields.

In the Executive and Finance Committee few experts, public representatives and Government functionaries are members. Institute also conducts syllabus review workshop in which experts from different fields like academia and industry are invited so the students can be trained to match the requirements of the industry by incorporating latest trends and happening.

Seminar, conferences and workshops are also organized by the institute from time to time on different themes in which different stakeholders like academicians, researchers, industry professionals, experts and policy makers participate and express their views and share their expertise.

viii **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:**

1. Board of Governors
2. Executive cum Finance Committee
3. Joint Faculty Council

The meetings of the above committees are not open to the public. However, minutes of most recent meetings are usually placed on the website of the Institute.

Following committees and individuals look after the various functions of the institute:

Responsibility	Overall	Gwalior	Bhubaneswar	Delhi
Tourism (Course Committee)	Prof. Sandeep Kulshrestha Dr. S.K. Lenka Dr. S.Babu Dr. Pawan Gupta			
Management (Course Committee)	Prof. Nimit Chowdhary Dr. Saurabh Dixit Dr. Adyasha Das			
Website	Dr. Saurabh Dixit			
Journal	Prof. Manjula Chaudhary Prof. Nimit Chowdhary Dr. S. Babu Dr. Saurabh Dixit			
Examination (Conduct)	Prof. Sandeep Kulshrestha (C) Mr. Raman Dogra			
News-letter	Dr. Saurabh Dixit			
Admission Committee	Committee comprising of members from Gwalior will coordinate the routine admission related activity	Prof. Nimit Chowdhary Mr. Ramesh Devrath Mr. Manoj Yadav Mr. Raman Dogra Mr. Aswhini Kumar Mr. Shivram Maurya Mr. Adil Qureshi	Dr. S.K. Lenka Dr. Adyasha Das	Dr. Pawan Gupta Mr. Rinzing Lama
Result Framework Doc	Dr. Nimit Chowdhary			
Result Framework Doc monitoring		Nodal officer of the centre	Nodal officer of the centre	Nodal officer of the centre
PGDM (TT)		Prof. Sandeep Kulshrestha (C)	Dr. S.K. Lenka (Chair)	
PGDM (TL)				Dr. Pawan Gupta (Chair)
PGDM (IB)		Prof. N. Chowdhary (Chair)	Dr. Adyasha Das (Chair)	
PGDM (Services)		Dr. Saurabh Dixit (Chair)		

Responsibility	Overall	Gwalior	Bhubaneswar	Delhi
Public Relations		Mr. C.S. Barua	Dr. Sabir Hussain	Dr. Pawan Gupta
Library		Ms. Deepa Mittal	Mr. Vinodan A.	Dr. Charu Sheela Yadav
Centre Superintendent		Dr. Monika Prakash	Dr. S.N. Biswas	Ms. Shailja Sharma
IT		Dr. Saurabh Dixit	Ms. Sarita Pradhan	Mr. D.C. Soni
Time table		Deepa Mittal	Dr. S.N. Biswas	Ms. Nanita Tyagi
Warden		Ms. Deepa Mittal	Dr. Adyasha Das	
Purchase Committee		Mr. C.S. Barua Mr. Ramesh Devrath Mr. Ashwini Kumar Mr. Pankaj Saxena (Any three)	Dr. Sabir Hussain Dr. S.N. Biswas Mr. Nirmal Patra Mr. Pramod K. Behera (Any three)	Mr. Rinzing Lama Mr. Sanjiv Kumar Nominee of Director
Inspection Committee		Mr. Raman Dogra Mr. Shiv Ram Maurya Mr. Alok Kaluskar Mr. Y.P.S. Sengar Nominee of Director (Any three)	Mr. Vinodan A Ms. Sarita Pradhan Mr. Devi Prasad Rath	Ms. Shailja Sharma Ms. Nanita Tyagi Dr. Charu Sheela Yadav Nominee of Director (Any three)
Women empowerment and grievance committee		Mrs. Neelima Singh (Outside member) Mrs. Deepa Mittal Ms. Dibya Kujur	Dr. Adyasha Das Mr. A. Vinodan Ms. Sarita Pradhan Ms. Sandhya Samal	Dr. Charu Sheela Yadav Ms. Shaija Sharma Mr. Rinzing Lama Ms. Nanita Tyagi
Student activity		Mr. Y.P.S. Sengar (IB) Mr. V.K. Rai (TT) Mr. C.M. Sharma (SS)	Dr. Sabir Hussain Dr. Adyasha Das Ms. Sarita Pradhan	Dr. Charu S. Yadav Mr. Rinzing Lama Ms. Nanita Tyagi
AICTE/ AIU		Ms. Deepa Mittal Mr. Alok Kaluskar	Dr. S.N. Biswas	Mr. Rinzing Lama
Anti -ragging		Dr. Sandeep Kulshrestha Dr. Nimit Chowdhary Mr. Ramesh Devrath Mr. M.P.S. Yadav	Dr. S.Lenka Dr. Sabir Hussain Dr. Adyasha Das Dr. Sarita Pradhan	Dr. Pawan Gupta Mr. Rinzing Lama Ms. Nanita Tyagi Dr. Charu Sheela Yadav
Alumni and Placement		Mr. C.S. Barua (TT)	Dr. Sabir Hussain (TT)	Ms. Shailja Sharma (TL)

Responsibility	Overall	Gwalior	Bhubaneswar	Delhi
		Dr. Saurabh Dixit (SS) Mr. Ramesh Devrath (IB)	Dr. Adyasha Das (IB)	
Secretary, Faculty Council		Mrs. Deepa Mittal	Ms. Sarita Pradhan	Ms. Nanita Tyagi
Campus development committee		Prof. Sandeep Kulshrestha Prof. Nimit Chowdhary Mr. Ashwini Kumar Mr. Shivram Maurya Mr. Pankaj Saxena	Dr. S.K.Lenka Dr. Sabir Hussian Dr. Adyasha Das Ms. Priyanka Chauhan	Dr. Pawan Gupta Mr. D.C. Soni Ms. Shailja Sharma Mr. Rinzing Lama

Programme teams (Faculty members)

PGDM (TT)-Gwl	PGDM (SS)- Gwl	PGDM (IB)- Gwl	PGDM (TT)- Bbsr	PGDM (IB)- Bbsr	PGDM (TL)- Del
<i>Dr. S. Kulshrestha</i>	<i>Dr. Saurabh Dixit</i>	<i>Dr. Nimit Chowdhary</i>	<i>Dr. S.K. Lenka</i>	<i>Dr. Adyasha Das</i>	<i>Dr. Pawan Gupta</i>
Mr. C.S. Barua	Mrs. Deepa Mittal	Mr. Ramesh Deverath	Dr. Sabir Hussain Dr. S.N. Biswas Mr. Vinodan A.	Ms. Sarita Pradhan	Ms. Shailja Sharma Mr. Rinzing Lama Ms. Nanita Tyagi Dr. Charu Sheela Yadav

x. **THE MONTHLY REMUNERATION RECEIVED BY EACH OF ITS OFFICERS & EMPLOYEES, INCLUDING THE SYSTEM OF COMPENSATION AS PROVIDED IN ITS REGULATIONS:**

S. No.	Name	Basic	DP/ Grade Pay	DA	HRA	TA	WA	Oth/S.P. Allw.	Medical Reimb.	Gross
1	Manjula Chaudhary Director	55470	12000	39133				4000	500	111103
	July									
2	S. Kulshreshtha Professor	53300	10000	36714	12660	2528				115202
	July									
3	Nimit Choudhary Professor	49660	10000	34603	11932	2528				108723
	July									
4	Monika Prakash Reader	38800	9000	27724	9560					85084
	July									
5	Saurabh Dixit Assistant Professor	26750	7000	19575		2528				55853
	July									
6	C. S. Baura Assistant Professor	18320	6000	14106	4864	2528				45818
	July									
7	Meera S Assistant Professor	17950	6000	13891	4790					42631
	July									
8	Deepa Shrivastava Assistant Professor	17950	6000	13891		2528				40369
	July									
9	Satish Kumar Assistant Professor	14476	4400	10948		1854				31678
	July									
10	Ramesh C. Devrath Assistant Professor	17610	6000	13694	4722	2528				44554
	July									

S. No.	Name	Basic	DP/ Grade Pay	DA	HRA	TA	WA	Oth/S.P. Allw.	Medical Reimb.	Gross
11	M P S Yadav Assistant Professor	16250	6000	12905	4450	5056				44661
	July 23.01.2012									
12	Raman Dogra Prog. Officer	23120	5400	16542		2528				47590
	July									
13	Ashwani Kumar Accounts Officer	16250	4600	12093	4170	1264				38377
	July									
14	S. R. Maurya Admn. Officer	15580	4600	11704	4036	1264				37184
	July									
15	Y.P.S. Sengar Library Assistant	17670	4600	12917	4454	1264				40905
	July									
16	V.K.Rai Program Assistant	15230	4600	11501	3966	1264				36561
	July									
17	Alok Kaluskar Comp. Lab Assistant	14630	4200	10921	3766	1264				34781
	July									
18	Pankaj Saxena Asst. Engineer (E)	14900	4600	11310	3900	1264				35974
	July									
19	C. M. Sharma Prog. Assistant	14160	4600	10881	3752	1264				34657
	July									
20	S. Bagchi Asst. Caretaker	12280	4200	9558	3296	1264				30598
	July									
21	Dibya Kujur Asst. Caretaker	11470	4200	9089		1264				26023
	July									

S. No.	Name	Basic	DP/ Grade Pay	DA	HRA	TA	WA	Oth/S.P. Allw.	Medical Reimb.	Gross
22	Bhagwat Swaroop LDC	10920	2800	7958	2744	1264				25686
	July									
23	Dhan Bahadur Poon Jr. Steno	9110	2400	6676	2302	1264				21752
	July									
24	Gagan Chaturvedi LDC	7630	1900	5527	1906	2528				19491
	July									
25	Pawan Sharma Electrician	8340	1900	5939	2048	1264				19491
	July									
26	Jandel Singh Driver	8720	2400	6450	2224	1264	60			21118
	July									
27	Adil Qureshi Date Entry Operator	7090	1900	5214	1798	632				16634
	July 13.11.2012									
28	R. S. Pandit Plumber	8340	1900	5939	2048	1264				19491
	July									
29	B.L. Yadav Data Entry Operator	7090	1900	5214	1798	1264				17266
	July 06.11.2012									
30	Anees Ahmed Carpenter	7630	1900	5527	1906	1264				18227
	July 31.01.2012									
31	Gyan Chand Peon	7570	1900	5493	1894	1264	60			18181
	July									
32	Ram Gopal Peon	7570	1900	5493	1894	1264	60			18181
	July									

S. No.	Name	Basic	DP/ Grade Pay	DA	HRA	TA	WA	Oth/S.P. Allw.	Medical Reimb.	Gross
33	Maya Ram Peon	7570	1900	5493		1264	60	210		16497
	July									
34	Nand Kumar Peon	7570	1900	5493		1264	60			16287
	July									
35	B.K. Mishra Lib. Attendant	6580	1800	4860	1676	632		210		15758
	July									
36	Vijay Verma Lib. Attendant	6580	1800	4860	1676	632				15548
	July									
37	Shiv Prasad Peon	6580	1800	4860		632	60			13932
	July									
38	Joginder Singh Peon	6580	1800	4860	1676	632	60			15608
	July									
39	Ghanshyam Peon	6580	1800	4860	1676	632	60			15608
	July									
40	Kamal Batham Hostel Attendant	6580	1800	4860	1676	632				15548
	July									
41	Ramdeen Hostel Attendant	6580	1800	4860	1676	632				15548
	July									
42	Uma Gupta Hostel Attendant	6070	1300	4275	1474	632				13751
	July 31.01.2012									
43	Satish Kumar Gardener	6580	1800	4860	1676	632				15548
	July									

S. No.	Name	Basic	DP/ Grade Pay	DA	HRA	TA	WA	Oth/S.P. Allw.	Medical Reimb.	Gross
44	Kesari Devi Peon	6580	1800	4860	1676	632				15548
	July									
	Total	652266	172100	478132	121762	59366	480	4420	500	1489026

xi. THE BUDGET ALLOCATED TO EACH OF ITS AGENCY INCLUDING THE PARTICULARS OF ALL PLANS, PROPOSED EXPENDITURES AND REPORTS ON DISBURSEMENTS MADE:

Budget Estimates for 2011-12

ACTUAL & ANTICIPATED EXPENDITURE, REVISED ESTIMATE 2010-11 AND BUDGET ESTIMATE 2011-12 (ALL CENTRES)

SL NO	HEAD	BE (Proposed) 2010-11 (Rs. in lac)	Expenditure Up to Feb.11 (Rs. in lac)	Anticipated Expenditure up to Mar. 11 (Rs. in lac)	Total RE 2010-11 (Rs. in lac)	Proposed BE 2011-12 (Rs. in lac)
1.	ESTABLISHMENT EXPENSES					
a)	Salary/DA/HRA/CCA/LTC	526.00	281.79	87.00	368.79	641.90
b)	TA/DA (Foreign & Inland)	20.70	10.87	00.84	11.71	23.10
c)	Medical Reimbursement	16.25	03.85	00.41	04.26	15.20
d)	Uniform	00.95	00.00	00.00	00.00	01.30
e)	Advance to Staff for HBA/ Scooter/MCA/PC	11.00	00.00	00.00	00.00	21.00
f)	Over Time Allowance	01.47	00.38	00.45	00.83	01.90
	TOTAL	576.37	296.89	88.70	385.59	704.40
2.	REPAIR & MAINTENANCE					

a)	Annual Maintenance Contract	07.30	02.01	01.04	03.05	12.05
b)	Minor Repairs of Building	19.50	03.76	01.55	05.31	29.00
c)	Equipment & Furniture	13.00	04.02	03.13	07.15	15.20
d)	Land & Garden	11.10	06.53	02.20	08.73	16.40
e)	Staff Car Maintenance	01.00	00.27	00.10	00.37	02.00
f)	Maint./Cleaning of hostels/G. house	04.10	01.03	00.55	01.58	06.00
g)	Cleaning of Inst. Building	06.76	02.82	00.91	03.73	13.30
h)	Maint. of Transit Accommodation at Delhi including electricity/water/ telephone charges etc.	03.00	01.12	00.50	01.62	5.00
i)	Special repair of various components	01.30	00.25	00.25	00.50	00.75
	TOTAL	67.06	21.81	10.23	32.04	99.70
3.	OPERATIONAL COST					
a)	Electricity Charges	33.70	20.89	02.31	23.20	46.80
b)	Water Charges	00.35	00.10	00.03	00.13	01.90
c)	POL including car hire at BBSR/Delhi/Goa	05.50	03.54	01.10	04.64	07.90
d)	Conveyance charges	00.85	00.21	00.08	00.29	01.20
e)	Other operation cost	05.80	01.67	00.70	02.37	05.10
	TOTAL	46.20	26.41	04.22	30.63	62.90
4.	ACADEMIC EXPENSES					
a)	Students activities & Educational Trip/Alumni Meet	55.11	10.20	12.00	22.20	58.15
b)	Sports/Identity Card	05.55	00.39	00.27	00.66	07.60
c)	Short Term courses	07.10	00.86	00.10	00.96	03.50
d)	Guest Faculty Honorarium & TAs	43.90	29.02	06.82	35.84	73.00
e)	Examination Charges	12.00	06.16	01.18	07.34	12.70
f)	Other expenditure related to course	26.25	08.77	00.63	09.40	17.25
g)	Caution Money refund	29.50	00.00	00.00	00.00	00.00
h)	Workshop/Seminars	12.00	07.44	00.04	07.48	16.50

	TOTAL	191.41	62.84	21.04	83.88	188.70
5.	OFFICE EXPENSES					
a)	Postage & Telegrams	05.40	02.13	00.27	02.40	06.45
b)	Printing & Stationery	16.16	06.61	03.66	10.27	17.20
c)	Advertisement/Publicity	20.20	08.85	09.19	18.04	23.50
d)	Telephone & Fax	15.11	08.53	01.98	10.51	17.90
e)	Legal Charges/Audit /Professional fee	05.82	00.81	00.65	01.46	07.40
f)	Annual Membership & Subscription	12.10	04.04	05.10	09.14	11.75
g)	Newspapers/Books/Journals	26.90	12.08	10.16	22.24	30.70
h)	Rent for office & hostel building at BBSR/Goa/N. Delhi	28.90	09.33	01.84	11.17	06.90
i)	Security Expenses	22.38	17.58	03.12	20.70	38.10
j)	Other Misc. Expenses	25.75	10.65	01.87	12.52	21.30
	TOTAL	178.72	80.61	37.84	118.45	181.20
	GRAND TOTAL	1059.76	488.56	162.03	650.59	1236.90
6.	CAPITAL EXPENSES					
a)	Office/Classroom/Hostel/Training equipments#	50.00	08.82	17.20	26.02	47.00
b)	Provision for construction (Civil works) at Gwalior##	137.44	00.00	00.00	00.00	137.44
c)	Provision for construction (civil works) at Bhubaneswar##	607.94	00.00	00.00	00.00	00.00
d)	Provision for construction (civil works) at Goa##	400.00	00.00	00.00	00.00	400.00
e)	Provision for construction (civil works) at NOIDA##	1017.24	00.00	00.00	00.00	1881.00
f)	Minor Original works incl. construction of basketball court, badminton court, etc.#	05.00	00.00	00.00	00.00	05.00
g)	Replacement of Vehicle #	09.00	07.47	00.00	07.47	00.00

h)	DG set (including cabling)##	00.00	00.00	00.00	00.00	00.00
i)	Provision for construction (civil works & F. Assets) at Nellore##	400.00	00.00	00.00	00.00	458.00
j)	Up-gradation & air-conditioning of gymnasium & classrooms#	05.00	00.00	00.00	00.00	08.00
k)	Establishment of E-Governance at all centres##	00.00	00.00	00.00	00.00	66.45
l)	Interior finishing & furnishing Gwalior ##	00.00	00.00	00.00	00.00	366.75
m)	Interior finishing & furnishing Bhubaneswar ##	00.00	00.00	00.00	00.00	363.16
	TOTAL	2631.62	16.29	17.20	33.49	3732.80

RECEIPTS

a)	Course fee	895.20	758.58	00.43	759.01	1084.27
b)	Miscellaneous Income	66.56	38.72	00.60	39.32	161.60
	TOTAL	961.76	797.30	01.03	798.33	1245.87

To be met out of revenues of the institute

Capital grants from MOT

* Teachers' total arrears, due to implementation of 6th Pay commission recommendation, have to be disbursed in the F.Y. 2011-12. 80% of these arrears anticipated to be received from MOT (Rs.46.00 lacs approximately) has been merged in Miscellaneous Income.

* NIWS, Goa, a center of IITTM, has yet not attained self-sustenance. For the financial year 2011-12 the deficit of NIWS would be around Rs.**22.18 lacs** which will be met out of IITTM Gwalior revenues.

* BE-2011-12 of IITTM new centre at Nellore is also included

* More regular, TAs and guest faculties will be required due to increased intake of students due to reservation to OBC.

Xii THE MANNER OF EXECUTION OF SUBSIDY PROGRAMMES, INCLUDING THE AMOUNTS ALLOCATED AND THE DETAILS BENEFICIARIES OF SUCH PROGRAMMES:

- (a) Under the Capacity Building for Service Providers (CBSP) program of the Ministry of Tourism, Government of India, tailor-made programmes for service providers at grass root levels i.e. Taxi Drivers, Railway Porters, Police Personnel, Guides, Dhabha staff etc. are organized from time to time to sensitize these stake holders of the tourism industry.
- (b) UGC/AICTE sponsored Refresher Course & Staff Development Programmes for college and University teachers are organized with grant/assistance from UGC/AICTE.
- (c) Training programmes are conducted for Regional level tourist guides as and when projects are so assigned to IITTM by the Ministry of Tourism, Government of India.

xiii. **PARTICULARS OF RECIPIENTS OF CONCESSIONS, PERMITS OR AUTHORIZATIONS GRANTED BY IT:**

IITTM is an educational institution conducting 4 regular courses and a few short duration courses. There are no concessions granted. However, reservation in admission to the courses is given to SC/ST/OBC/PH students as per the Government of India Rules.

xiv. **DETAILS IN RESPECT OF THE INFORMATION, AVAILABLE TO OR HELD BY IT REDUCED IN AN ELECTRONIC FORM:**

The Institute has a web site which can be accessed at www.iittm.org. Information about the institute is being provided on the website in detail which is updated from time to time.

xv. **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 can visit the Institute during office hours on all working days by entering their name in a Visitor Register kept separately at the main gate and main entrance of the institute for this purpose. Institute has a well stocked and well-equipped library for students and staff members. Outsiders can also have access to the library but for longer periods they may be charged very nominal fees.

xvi. **THE NAMES, DESIGNATIONS AND OTHER PARTICULARS OF THE PUBLIC INFORMATION OFFICER:**

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