

RIGHT TO INFORMATION ACT, 2005

17 Items (manuals) prescribed in clause (b) sub-section 1 of section 4, which every public authority is required to publish:

Name of the Institution: Rajiv Gandhi Institute of Technology

Address: Rajiv Gandhi Institute of Technology

(Government Engineering College)

Pampady, Velloor P O, Kottayam – 686 501

KERALA

STD Code: 0481

Phone no.: 2506153 (Principal)

Phone No.: 2507763 (Office)

Fax no. : 0481-2506153

Email: principal@rit.ac.in; info@rit.ac.in

Affiliating University: Mahatma Gandhi University

Athirampuzha, Priyadarsini Hills P O,

Kottayam – 686 560, KERALA

Phone No.: 0481-2731000, 2731239

Name of the employer: Director of Technical Education, Thiruvananthapuram

Department: Higher Education Department, Govt. of Kerala

1. The Particulars of the functions & duties of RIT:

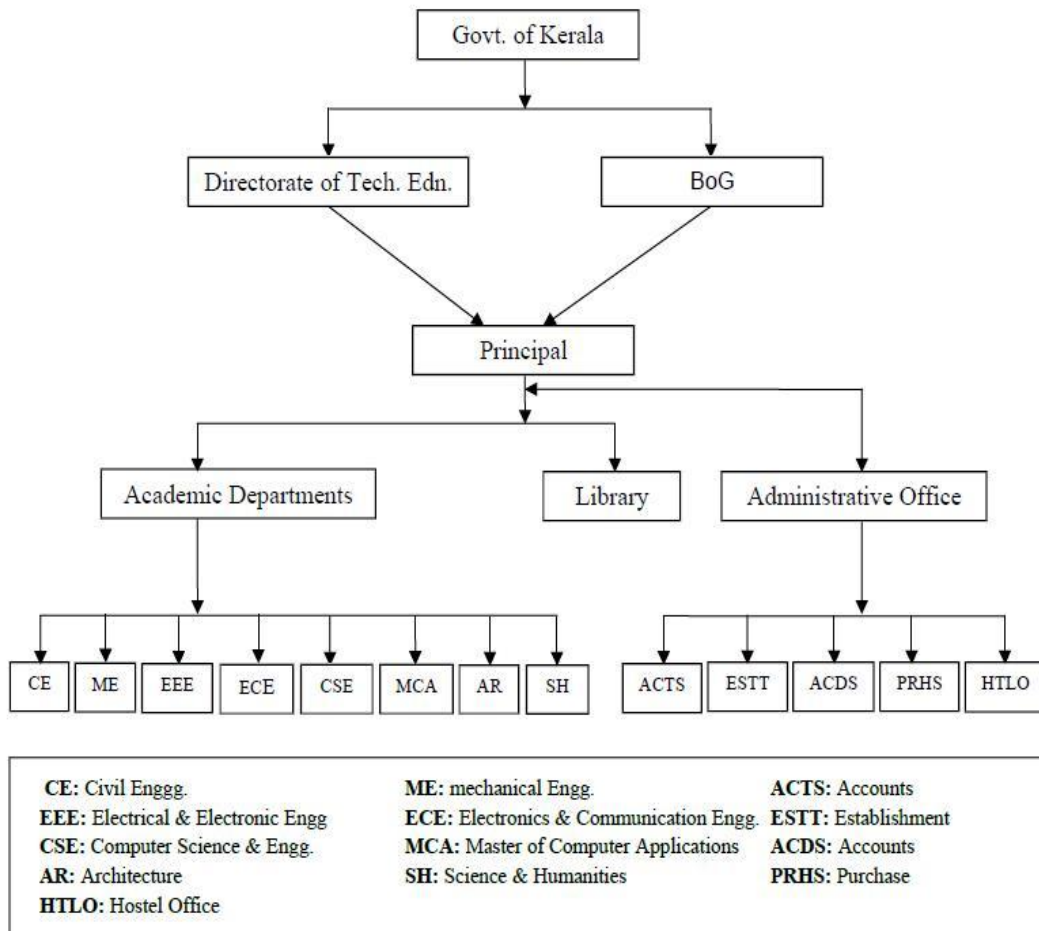
Rajiv Gandhi Institute of Technology is an educational Institution operates under the Technical Education Department, Government of Kerala. RIT offers graduate and post graduate courses in engineering and MCA.

Vision of RIT: Be a centre of technological excellence for the betterment of society.

Mission of RIT: To impart professional education to students from all sectors of the society to mould them to be competent, committed, research oriented and socially responsible citizens capable of deploying technology for the goodwill of society.

2. Powers and duties of its Officers and employees:

Rajiv Gandhi Institute of Technology is an educational institution (Engineering College) under the direct control and ownership of Kerala Govt. and is affiliated to MG University Kottayam. Duties and responsibilities of the personnel attached to various departments are explained in the organization chart given below:-



2. The Procedures followed in the decision making process, including channels of supervision and accountability.

Principal executes decisions as instructed by the Director of Technical Education on behalf of Kerala Govt. Board of Governance (BoG) meetings held periodically to decide on strategic matters in accordance with higher education department, Govt. of Kerala. College council assists Principal to arrive on suitable decisions on academic and administrative matters. Channel of supervision and accountability (low level to higher) is given as below:-

i)Administration:

LDC - UDC – HA/HC – JS – SS -- Accounts Officer -- Administrative Asst -- Principal

ii) Teaching :

**Asst. Professor/ Gr I Instructor – Associate Professor – Professor/HOD – Principal
Tradesman – Trade / Workshop Instr – Gr I Instr – HOD/ Workshop Supdt - Principal**

4. The norms set by it for the discharge of its functions;

As per instructions / guidance received from the Directorate of Technical Education and Higher Education Department, Kerala Government Secretariat from time to time

5. The rules, regulations, instructions, manuals and records, held by RIT or under its control or used by its employees for discharging its functions.

This office follows Kerala Service and Subordinate Rules from time to time in all service matters and technical guide lines/ Policy directions received from the Govt. of Kerala, Higher Education Department.

Manuals and records kept include: KS&SSR, Employee Service Books, Daily attendance and payroll register, mandatory disclosure as stipulated by AICTE, Students records as stipulated by MG University and Kerala Govt., land and building records as per the norms stipulated by local government.

6. Statement of the categories of documents that are held by RIT or under its control.

Service Registers, Personal files of officers/staff, Confidential reports of Employees. Files of Administration, accounts, purchase orders, stores sections, monthly quarterly report of expenditure, monthly and quarterly report of technical review from the Technical Education Department of Kerala State, State review report, Quarterly/Annually being sent to the Directorate of Technical Education or Higher Education Department, Secretariat of Kerala.

Manuals and records kept include: KS&SSR, Employee Service Books, Daily attendance and payroll register, mandatory disclosure as stipulated by AICTE, Students records as stipulated by MG University and Kerala Govt., land and building records as per the norms stipulated by local government.

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

This office does not allow direct involvement by the public in the policy matters, as the policy will be formulated by the Government of Kerala. Hence there is no particular arrangement for

consultation/ representation by the public. This office follows the guidelines of Technical Education Directorate and the higher education department and policy formulation is subjected to the approval by the BoG.

8. 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;

Since this institute doesn't have direct involvement by the Public in poly formation, no such bodies exist in connection with the academic matters and administrative matters concerned to the employees. Policy matters will be framed in the periodic discussion by the BoG (usually BoG will be held once in three month). College council minutes are filed in the office and kept as a public document. The minutes of the Parent Teacher Association and RIT Alumni Association are available in the office and are accessible to public on request in the prescribed format.

9. A directory of its officers and employees

Please refer to the appending table

PRINCIPAL

Name & Designation of Principal	Address & phone number	Scale of pay	Gross salary
Dr. Ruby Abraham (Principal)	(Principal) Rajiv Gandhi Institute of Technology (Government Engineering College) Pampady, Velloor P O, Kottayam – 686 501, STD Code: 0481 Phone no.: 2506153 (Principal) Phone No.: 2507763 (Office) Fax no. : 0481-2506153 Email: principal@rit.ac.in ; info@rit.ac.in Mobile: 09447422212	37400- 67000 +10000(A GP)	

ADMINISTRATION STAFF

Sl No	Name and Designation	Address & phone number	Scale of pay	Gross salary
1	Prakashan V Accounts Officer	Nikunjam,Poothapara , P.O Azhikode,Kannoor-9	21240- 37040	53260

2	Ramanan K K Senior Superintendent	Vettickaparambil Aswathi Ettumanoor P O, Kottayam	18740- 33680	46118
3	Anilan P K Senior Superintendent	Planthottil Church Junction , Athirapuzha P O,Kottayam	20740-36140	50739
4	P V Anil kumar TSK	Aravindam Mallapally West P O	16180-29180	49922
5	Leela HA	Sivasagar Clappana-690528	16180- 29180	35426
6	Rajesh P.R Sr. Clerk	Puthenpurackal (H), Thattakadu P.O, Kottayam, Ph. No:9447856043	13210- 22360	31148
7	Baiju Joseph Clerk	Kurisummoottil (H), Nechipuzhoor P.O, Pala, Ph.No: 9496940030	9940-16580	19915
8	C. C. Jose Jr. Superindent	Cherukudoor (H), Thampalakkadu P.O, Ponkunnam	18740- 33680	41984
9	Reghunathanpillai . A Sr. Clerk	S.S. Vihar, Panmana, Edapally kotta P.O, Kollam-691583, Ph. No:9633468580	13210- 22360	24297
10	Reena T.P	Vanniamparambil, CMC-30, Cherthala, Alappuzha	9940-16580	19834
11	Subitha K.S	Kalarickal, Muhamma P.O, Alappuzha	9940-16580	18380
12	Vaheeda N. E	5B Skyline Belvedere Apartments, Puthenangadi, Kottayam	9940-16580	18834
13	Sreebala N.P	Nadackal (H), Peroor P.O, Kottayam	9940-16580	18380

14	Vipinraj P.V	Planparambil (H), Thridodithanam P.O, Changanassery	9940-16580	18782
15	Vamanan Namboori T.K	Thamarasseril, Valavoor P.O, Marangattupally, Kottayam, Ph. No:9387619911	13210- 22360	23674
16	Rehamma P.B	Parappurath (H), Vattukulam P.O, Kadappoor, Kottayam	16180- 29180	40870
17	S. Manoharanassary	J-79, Lane A, Jyothi nagar, Kesavadasapuram, TVPM	16180- 29180	34720
18	Thajudeen T.U	Ramanattu (H), Perumpakad P.O, Kottayam	14620- 25280	25543
19	Reji Abraham Clerk- Typist	Karakayil (H), Arpookara P.O, Kottayam-8	9940-16580	17446
20	Shajimon T.A U.D.Typist	Tharakunnel, Kothala P.O, Pampady, Ph.No:9446787555	13210- 22360	26165
21	Usha Rani V.R Typist(Sr. Gr)	Vaipanpathalil (H), Edayirickapuzha P.O, Kangazha, Kottayam, Ph.No:9495850136	14620- 25280	34400
22	S.K. Minimol UDC HG	Panthaplackal (H), Mannarkkadu P.O, Ponkunnam	14620- 25280	27549
23	Sajeev M.K Non- technical attendant	Madathil (H), Lakkattoor, Kottayam-686502	14620- 25280	25543
24	Manesh Kumar T.G Office attendant	Thazhathethingalil (H), Ezhumattoor P.O, Ezhumattoor, Pathanamthitta	9440-16580	16581
25	Vaheeda C F.T.S	Cheriyil (H), Karoor P.O, Pala- 686574	8960	15781

26	Anand T.C Office attendant	Thettiparambil (H), Kallenga (S) P.O, Kottayam-686611	9440-16580	17014
27	Salumole T Raghav F.T.S	Kumblumkal, Mekkavu P.O	8960	15751
28	Kochumary M.V, F.T.S	Vazhayil House, Cheenthalar P.O, Idukki		
29	Shiyas K.M OA	Kavalimackel (H), Edathamparambu, Ponkunnam	11620	20473
30	Sabu R OH	Aryanvila Veedu, Pullamalen, Amaravila Pin-695122	8500-13210	15500
31	Aneesh C.V OA	Chozhiyapurathu (H), Vechoor P.O, Vaikom, Kottayam	9190-15780	16149
32	Sivakumar U.P OA		8960	15751
33	Rosaline M.M F.T.S	Chirayath (H), Moonnilavu P.O, Erattupetta, Kottayam	9690	15141
34	Jatheesh Kumar P.C Driver Gr. II HDV	Pullozhathil (H), Kanam P.O, Kottayam-686515	9190-15780	16299
35	Lalitha K.G F.T.Sw	Alakadavil, Vazhithala P.O	8500-13210	15014
36	Bijumon P.J F.T.Sw	Lijunivas, Poothakuzhy P.O, Pambady	8500-13210	15953
37	Binu Varghese Bus Cleaner	Cherukara (H), Pulickal Kavala P.O, Kottayam-686515	8500-13210	14955
38	Rosamma P.C PJS	Chugathiparambil, Vadavathoor P.O, Kalathipady	4850-5070	9965
39	Rosamma A FTS	Cheradiyel, Pattithanam P.O	8500-13210	17014
40	Jayamohanan N.S FTSw	Saraswathi Sadanam,Aymanam P.O, Kottayam	8500-13210	15751

41	Tomy P.K LDC	Ponnakuzhiyil (H), Kurumalloor P.O, Kottayam- 686632	9940-16580	19834
42	Shaji R Clerk	Shaji Bhavan, Pin- 689500	9940-16580	17446
43	Philomina K.M PTS	Kochakalakunnel, Velloor P.O	4850-5070	9965
44	Mohanan C.K	Chettayil (H), Vaipur P.O	8730-13540	19915

**DEPARTMENT OF MECHANICAL ENGINEERING –
TEACHING AND WORKSHOP STAFF**

Sl No	Name and Designation	Address & phone number	Scale of pay	Gross Salary
1	Dr, R Sasikumar, Professor	House No 316/10, Chakkalamuttom Road, NF Gate, Trippunithura, phone 0484- 2777358	37400-67000	133790
2	Dr. MS Jayamohan, Professor	Kausthubham, Villa 16, WEXCO Brookfield, Adichira, Kottayam 686016, 0481- 2591340, 9446360998	37400-67000	120558
3	Dr. Ciby Thomas, Associate Professor	Thayil House, Anapparampal PO, Thalavady, Aleppy phone 0477-2212579	37400-67000	114470
4	Dr.G.Venugopal, Professor(Non-Cadre)	Vettathu Puthen Veedu, Punnamoodu P.O, Mavelikara, Alappuzha, Kerala, 690101 919495547376	37400-67000	109810

5	Dr. Biju Augustine P Associate Professor (Non Cadre)	Puthan Veetil, Kumbalangi, Cochin 682007, Ernakulam Dt. 9447664787 (Mob), 0484-2240273 (Res)	37400- 67000	117390
6	Sajumon KT, Associate Professor (Non Cadre)	Kochalummoottil House, Kottamuri.P.O, Changanacherry PIN 686105, Kottayam Dt. 0481 – 2442797, 9446022797	37400- 67000	104310
7	Anilkumar K N , Associate Professor (Non Cadre)	Kalarickal house, Channanikkadu PO, PIN 686533, Kottayam Dt, 0481 – 2435191, 9447035191	37400- 67000	104310
8	Raghunathan Rajesh Associate Professor (NC)	Nandanam, Manarcadu P.O., Kottayam, Kerala 9446073919	37400- 67000	98980
9	Pradeep Kumar P, Assistant Professor	Mannakunnathu House, Thirunakkara, PIN 686001, Kottayam, 0481 – 2582756, 9447208587	15600 - 39100	58200
10	Madhukumar T K, Assistant Professor	Thadathil, Kuttoor PO, PIN 689 106, Pathanamthitta Dt, 9947768506	15600 - 39100	47845
11	Antony J K, Assistant Professor	Kachirayil House, Malakunnam P.O, Changanacherry, PIN 686552, Kottayam Dt. 0481 – 2321031, 9446332031	23610- 39000	61470
12	Vikas V K, Assistant Professor	17, Neethinagar, Pattathanam Kollam -1, PIN 691021 Mobile 9446001296	15600 - 39100	41290
13	Sabu K T, Assistant Professor	Kanjiramvila, Thekkethil Karikuzhi, Padappakkara Kollam, Mulavana PO, PIN 691503 ph 0474 – 2523256, 9846096495	15600 - 39100	41290
14	Manojkumar M, Assistant Professor	Kaleekkal Kizhakkathil, Peringala PO, PIN 690559, Alappuzha Dt mob 9495243356	15600 - 39100	59010



15	Swapnesh S Assistant Professor	Swapnam house, Vengoor Kidangoor PO, Angamaly, Ekm(Dist) – 683 572 mob 9446217873	15600 - 39100	41290
16	Joy Varghese Assistant Professor	Ushus, TC 24/778, Mettukada, Thycad P.O, TVPM, Ph. No:9447525215	15600 - 39100	43450
17	Anil Kumar T.T Trade Instructor Grade I	Thoompungal (H), Aroor P.O, Alappuzha, Pin-688534, Ph.No:8129266013	17420	30386
18	Antony P.J Trade Instructor	Panachithara (H), Kuzhimattom P.O, Kottayam- 686533 Ph. No: 9497521729	16980	27625
19	Baiju L Trade Instructor	Choozhattitharayil (H), Vayalar P.O, Cherthala, Pin- 688536, Ph. No: 9497731872	15380	26857
20	Binu T Balakrishnan Trade Instructor	Thamarassery Parambil (H), Jr. Janatha Road, Vyttila P.O, Ernamkulam-682019, Ph.No:9447827418	14620	24920
21	Gopakumar C P Tradesman	Ph. No:9495124891	9940	17446

22	Joshy Joseph Tradesman	Vellimattathil (H), Thalanadu P.O, Kottayam, Ph. No: 9495443624	9940	17446
23	Philip Abraham Trade Instructor	Padapurackal (H), Poozhikol P.O, Kaduthuruthy, Kottayam, Ph. No: 9447391533	25280	43984
24	Pradeep A.V Trade Instructor	Anchanikunnil (H), Champakara P.O, Kottayam, Ph. No: 9446260922	14620	24920
25	Pradeesh T Trade Instructor	Thottingal (H), Ezhuvanthala, Nellaya, Palakkad-679335 Ph. No: 9847176322	9940	17446
26	Rajesh K.G Tradesman	Kidangooran (H), Near AKG Mandiram, Kidangoor P.O, Angamali via, Ernakulam, Ph. No:9446217782	9940	17446
27	Reji Kumar P.M Tradesman	Aikara, Pakkil P.O, KTYM- 686012, Ph.No:0481-2360201	9940	17446
28	Remesh M Workshop Superintendent	Chalakkunnathu varium, Kidangoor P.O, Kottayam-686572, Ph.No: 9446086213	20740	36130
29	Retnakumar P.K Workshop Superintendent	Retnasree (H), Kattilkadavu P.O, Karunagapally, Ph. No:9446414129	20740	36130
30	Santhosh Kumar T.P Workshop Instructor Gr II	Ph.No: 9495750283	13900	24297
31	Santhosh Kumar V Trade Instructor	Kaveri, Moothala P.O, Pallickal, Kilimanoor, TVM, Ph. No: 9495123670	13210	23103

**DEPARTMENT OF CIVL ENGINEERING –
TEACHING AND WORKSHOP STAFF**

Sl No	Name and Designation	Address & phone number	Scale of pay	Gross salary
1	Dr. Bino I Koshy, Professor	3A, Skyline Orchid,Muttambalam P.O, Kottayam-686004	37400-67000 AGP: 10000	135210
2	Dr. A Praveen, Professor	Apartment E3,Desire Nest, Kalathipady, Kottayam	37400-67000 AGP: 10000	131000
3	Dr. Vineesh V Nair Associate Professor	Karimpil House, Kuttoor P.O, Tiruvalla-689106	37400-67000 AGP: 9000	98870
4	Mr. Jomy Thomas Asst. Professor	Neendoor House, Thodupuzha east P.O, Pin- 685585 Ph. No: 224474	15600-36100 AGP:7000	65190
5	Dr. Bindhu B.K Asst. Professor	Varaprasadam, Velloor P.O, Kottayam- 686501	15600-36100 AGP:8000	65190
6	Ms. Dhanya B S Asst. Professor	Vennilkattuvedu, Arukalikkal East, Nedumon P.O, Adoor	15600-36100 AGP:7000	58350
7	Ms. Bindurani PAsst. Professor	Pournami, Vettuveni, Haripad P.O, Haripad-690614	15600-36100 AGP:6000	49590
8	Ms. Sini T Asst. Professor	Vaidyan's Cottage, Kavalpura,Eravipuram P.O,	15600-39100 AGP:6000	43450

		Kollam-691011		
9	Ms. Roshina Babu Asst. Professor	Namatha, Puthenpurackal, Meenadam P.O, Kottayam- 686516	15600-39100 AGP:6000	43450
10	Ms. Sreelatha T Asst. Professor(QIP)	Rama Nilayam, Manarcadu P.O, Kottayam-686019	37400-67000 AGP:9000	95980
11	Mrs. Mini Koshy Asst. Professor(QIP)	Thannimoottil House, Muttambalam P.O, Kottayam- 686004	15600-39100 AGP:7000	60570
12	Philip Kurian , Trade Instructor Senior Grade	Chanthuruthil, Eravimangalam P.O, Mattachira via, Kottayam	15380-25900	40870
13	Thomas Cherian, Trade Instructor	Mathiyackal House, Kooroppada P.O, Kottayam- 686502	14620-25280	33535
14	Gopakumar T Trade Instructor	Velenparampu, Komana, Ambalapuzha P.O, Alapuzha- 688561	11620-20240	25720
15	Mohan K Trade Instructor	Pazhukkala, Manjoor, Manjoor P.O, Kottayam	13210-20740	23103
16	Ambika V T Tradesman	Akkalathil (H), Chingavanam P.O, Kottayam-686531	9940-16580	19315
17	Surya A Tradesman	Puthen Veed, Zecharia Bazar, Alapuzha-688012	9940-16580	17913

**DEPARTMENT OF ARCHITECTURE-
TEACHING AND WORKSHOP STAFF**

Sl No	Name and Designation	Address & phone number	Scale of pay	Gross salary
1	Dr. Binumol Tom Professor	Dept. of Architecture, RIT, Kottayam, ph.no: 0481- 2505963	37400-10000- 67400	123750
2	AR. Tessy Varkey Asst. Professor	Dept. of Architecture, RIT, Kottayam, ph.no: 0481- 2505963	15600- 6000- 39100	44750

3	AR. Dinesh C Asst. Professor	Dept. of Architecture, RIT, Kottayam, Ph.no: 0481-2505963	15600- 6000- 39100	44750
4	AR. Nidhish P J Asst. Professor	Dept. of Architecture, RIT, Kottayam, Ph.no: 0481-2505963	15600- 6000- 39100	43450
5	AR. Ambily P Asst. Professor	Dept. of Architecture, RIT, Kottayam, Ph.no: 0481-2505963	15600- 6000- 39100	43450
6	AR. Archana A.P Asst. Professor	Dept. of Architecture, RIT, Kottayam, ph.no: 0481-2505963	15600- 6000- 39100	43450
7	AR. Sarath Sunder R Asst. Professor	Dept. of Architecture, RIT, Kottayam, ph.no: 0481- 2505963	15600- 6000- 39100	43450
8	Smt. Rajani M K Demonstrator	Dept. of Architecture, RIT, Kottayam, ph.no: 0481- 2505963	14620-25280	31909

**DEPARTMENT OF ELECTRICAL ENGINEERING –
TEACHING AND WORKSHOP STAFF**

Sl No	Name and Designation	Address & phone number	Scale of pay	Gross salary
1	Vijayakumari C.K, Asso. Professor (non cadre Professor)	Chengarathu House, Kumaranalloor P.O , Kottayam	37400- 67000	127670
2	Mary George, Asso. Professor (non cadre Professor)	Myladiyil House , Chengalam P.O ,Kottayam	37400- 67000	127670
3	Dr. Dinesh Gopinath	Sreevalsam, KKS-114, kariyam, sreekariyam P.O, Trivandrum	15600- 39100	---
4	Dr. Vincent G	Peace cottage, Velloor P.O, Kottayam	15600- 39100	71190
5	Dr. Prince A	Jithesh Bhavan, Arattupuzha, Alappuzha	37400- 67000	98000
6	Dr. Dolly mary A	Jubilee Nagar, Kalathilpady, Kottayam	15600- 39100	61000

7	Binojkumar .A.C	Anathil House, Kalaketty P.O, Kottayam	15600- 39100	56908
8	Rajesh K	Gowrisankaram, Choorakkulangara, Ettumanoor- 686631,Kottayam	15600- 39100	44750
9	Radhika R	Kaleekkal Kizhakkathil, Peringala P.O, Kayamkulam	15600- 39100	44750
10	Sohan Placid John	Sohan Nivas, Thazhuthala, Kottiyam P.O, Kollam	15600- 39100	44750
11	Lekshmi Mohan	Atham, New Aiswarya Nagar- 47A, Vadakkevila P.O,Kollam	15600- 39100	44750
12	Haseena A	Pandaka salaya, Prakkulam P.O, Kollam	15600- 39100	43450
13	Ann Mary Joshua	Kuzhiyilazikathu,Karickam P.O, Kottarakkara-691531	15600- 39100	43450
14	Pradeep Das	Kalathiltharayil,Maru: North- Alumkadavu,Karunagapally, Kollam	14620- 25280	32000
15	Suresh Babu C.R	Chellimattom,Madukka P.O, Mundakkayam,Kottayam	13210- 22360	25549
16	Samkumar T	S.M. cottage, Thirupuram P.O,TVM -695133	13210- 22360	24000
17	Bineesh R	Dwaraka,Kalavamkodam P.O, Cherthala, Pin- 688524	9940-16580	17446
18	Balachandran C.L	Chettupuram, Manimala	9940-16580	17446

19	Bindu P	Nandanam,Palakkal House, Pookkad, Chemamcheri P.O, Kozhikode	9940-16580	17446
20	Jomon John	Thekkemuriyil House, Nedumkunnam P.O, Kottayam	9940-16580	17446

**DEPARTMENT OF COMPUTER SCIENCE & ENGINEERING –
TEACHING AND WORKSHOP STAFF**

Sl No	Name and Designation	Address & phone number	Scale of pay	Gross salary
1	Shibukumar K.B Asst. Professor	Dept. Of CSE, RIT, Kottayam, Ph.No:9446645071	15600- 39100	48890
2	Unnikrishnan K Asst. Professor	Dept. Of CSE, RIT, Kottayam, Ph.No:9447504973	15600- 39100	44750
3	Raji R Pillai Asst. Professor	Dept. Of CSE, RIT, Kottayam, Ph.No:9447706780	15600- 39100	44750
4	Nisha K.K Asst. Professor	Dept. Of CSE, RIT, Kottayam, Ph.No:9544997935	15600- 39100	56440
5	Anu Bonia Francis Asst. Professor	Dept. Of CSE, RIT, Kottayam, Ph.No:9495506520	15600- 39100	50350
6	Dr. Vineetha S Asst. Professor	Dept. Of CSE, RIT, Kottayam, Ph.No:9446536660	15600- 39100	53370
7	Kavitha N Associate Professor	Dept. Of CSE, RIT, Kottayam, Ph.No:9947676333	37400- 67000	107890
8	Reena Murali Associate Professor	Dept. Of CSE, RIT, Kottayam	37400- 67000	107890
9	Dhanya P.S Associate Professor	Dept. Of CSE, RIT, Kottayam	21240- 37040	46952
10	Ashik M Computer Programmer	Shafeela Manzil, Thrikkalva, Kanjaveli P.O, Kollam	20740- 37040	36130

11	Gopakumar G.S Trade Instructor	Chittattinkara, Vattiyoorkavu P.O, Maruthankuzhy, TVM- 695013	13210- 22360	25543
12	Sudeesh Kumar S Trade Instructor	S.G Nivas, Kottapuram, Paravur P.O, Kollam	13210- 22360	17670
13	Ashokan T Tradesman	Panayil Veli, Ponnad P.O, Mannanchery, Alappuzha	9940-16580	21391
14	Suja S Tradesman	Chakkachankavil, Pallippad (P.O), Pullampada, Harippad, pin-690512	9940-16580	17446
15	Santhosh P.V Tradesman	Santhosh bhavan, Peringammala, Kalliyoor P.O, TVM-695042 Ph. No:9400889006	9940-16580	21962
16	Aruna G Tradesman	Puthuparambil House, Koothrappally P.O, Karukachal-686540	9940-16580	17446
17	Dr. Sobhana N.V Professor	Dream Dale, Muttambalam P.O, Kanjikuzhy	37400- 67000	105000

**DEPARTMENT OF MCA
TEACHING AND WORKSHOP STAFF**

Sl No	Name and Designation	Address & phone number	Scale of pay	Gross salary
1	Dr. C. Sathish Kumar Professor	Archana, Perissery, Chengannur-689121	37400- 67000	130670
2	Tomsy Paul Asst. Professor	Kandathil, Palakkulam, Avalookunnu P.O, Alleppey, Ph.No. 0477-2234897	15600- 39100 AGP:6000	50350

3	P.A. Padmakumar System Analyst	Prekattu House, Varavila P.O, Pin- 690528, Ph.No. 9447090995	22340- 37940	72114
4	Lathakumari V.K Computer Programmer (HG)	Haritha, Watcher mukku, varkala P.O, pin-695141, Ph.No. 9495039321	21240- 37040	46130
5	Preetha P Trade Instructor	Priyam, Chengalam south P.O, Kottayam-686022, Ph. No. 9496159731	11620- 20240	23674

COLLEGIATE EDUCATION – MATHEMATICS, PHYSICS, CHEMISTRY & PD

Sl No	Name and Designation	Address & phone number	Scale of pay	Gross salary
1	Ramila Beevi AM Associate Professor	Kadamparambil, Pampady PO, Kottayam 686502	37400- 67000	121450
2	Johnson Abraham, Associate Professor	Nellikunnel, Mutholy PO, PIN 686573	37400- 67000	101000
3	Dr. Jayaprasad PN, Asst. Professor	Pariyarathu Illom, Manjoor PO, Kottayam 686603	15600 - 39100	63000
4	Sumesh KS, Asst. Professor	Prasannalayam Thevara PO, Thevara Colony, Kochi 682013	15600 - 39100	44750
5	Ligi MK, Asst. Professor	Ligi MK, Asst Professor, Chemistry, RIT Kottayam	15600 - 39100	44750

**DEPARTMENT OF ELECTRONICS AND COMMUNICATION ENGINEERING –
TEACHING AND WORKSHOP STAFF**

Sl No	Name and Designation	Address & phone number	Scale of pay	Gross salary
1	Geetharanjin PR, Professor	Mangattukunnel, SN Puram PO, Pampady ph 0481-2507402	37400- 67000	137670
2	Thankachan PN, Associate Professor	Parathiam Kunnel, Kuruvilangad, Krishna Kripa, SN Puram PO, Chrthala 9447159792	37400- 67000	121450
3	Saji AJ, Associate Professor	Aresserial, Pollathai PO, Alappuzha, 9447355797	37400- 67000	96618
4	Dr. Manju Manuel, Associate Professor	Thazhathu Kunnel, Ruby Nagar PO, Changanassery 686103 phone o481-2401131	37400- 67000	72690
5	Premson Y, Associate Professor	Akhijum, Paramattom, Vellore PO, Phone 9447103896	37400- 67000	58870
6	Reswana Bai, Associate Professor	Akhijum, Paramattom, Vellore PO, Phone 9447103896	37400- 67000	58870
7	Umesh AC, Assistant Professor	Aswathy Nilayam, TV Puram PO, Vaikom, phone 04829210354	37400- 67000	96730
8	Joseph Zacharias, Associate Professor	Associate Professor, RIT Kottayam	37400- 67000	101000
9	Dr Leena Mary, Professor	3A, Skyline Orchid,Muttambalam P.O, Kottayam-686004	37400- 67000	131190

10	Sujithamol S, Asst. Professor	Asst. Professor, RIT Kottayam	15600 - 39100	53254
11	Dr Renu Jose	Asst. Professor, RIT Kottayam	15600 - 39100	60690
12	Rajeev Rajan	Asst. Professor, RIT Kottayam	15600 - 39100	60690
13	Aneesh Babu KK	Asst. Professor, RIT Kottayam	15600 - 39100	54970
14	Nimmy George	Asst. Professor, RIT Kottayam	39100 15600 - 39100	54970
15	Anu George	Asst. Professor, RIT Kottayam	15600 - 39100	54970
16	Shinoj Sukumaran	Asst. Professor, RIT Kottayam	15600 - 39100	53370
17	Preethi M Nair	Instructor Grade 1, RIT Kottayam	15600 - 39100	51205
18	Jayan GS	Instructor Grade II, RIT Kottayam	13210-22360	15502
19	Vijayakumar S	Instructor Grade II, RIT Kottayam	13210-22360	15502
20	Valsala C	Instructor Grade II, RIT Kottayam	13210-22360	25543

21	Sandeepkumar N	Instructor Grade II, RIT Kottayam	13210-22360	15502
22	Gokul Narayan K	Instructor Grade II, RIT Kottayam	13210-22360	25543
23	Saju KS	Tradesman	9940-16580	17913
24	Mahin P Basheer	Tradesman - Provisional	9940-16580	17913
25	Omana S	Tradesman - Provisional	9940-16580	17913

10) Monthly remuneration received by each of its officers and employees including the system of compensation as provided in its regulation.

Please refer to the table given in item 9.

11. The budget allocated to each of its agency, indicating the particulars of all plans, proposed expenditure and reports on disbursements made:

Detail of information for the year 2013-14 is furnished (section wise):-

Name of the External Source		2012-13	2011-12	2010-11	2009-10
TEQIP (1000 lakhs)		200 lakhs			
Kuttanad Package (36 lakhs)		9 lakhs	18 lakhs		
NABARD		675 lakhs			
CERD	Centre for Excellence			25 lakhs	
	Innovation Centre			10 lakhs	
	Seed Money			3.5 lakhs	
DIT		23 lakhs	27.6 lakhs		
KSCSTE			5.775 lakhs		
Alumni Association		0.5 lakh	0.5 lakh	0.5 lakh	0.5 lakh
RPS (AICTE)		10 lakhs			
MODROBS			21.75 lakhs	7.5 lakhs	

F I S T		70 lakhs		
Coir Corporation Project		1.67 lakhs		
Vulnerability mapping at Panchayath level	0.5 lakhs			

Name of the internal Source of fund	2012-13	2011-12	2010-11	2009-10
Student's Fee	13109600	14478336	14087560	13913380
Centre for Continuing Education	700000	1454807	2123999	1016992

12. Execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programmes

No.	Type of Educational Concession	2012-13 Amount in Rs. (Beneficiaries)	2011-12 Amount in Rs. (Beneficiaries)	2010-11 Amount in Rs. (Beneficiaries)	2009-10 Amount in Rs. (Beneficiaries)
1	Grant to SC students	Rs. 32,00,000 (129)	Rs. 27,27,848 (124)	Rs. 21,64,188 (119)	Rs. 17,48,296 (143)
2	Grant to ST students	Rs. 2,82,550 (21)	Rs. 2,78,443 (20)	Rs. 1,87,450 (21)	Rs. 6,82,637 (38)
3	KPCR Educational Concession (Kumara Pillai Commission Report)	Rs. 24,36,000 (325)	Rs. 21,82,222 (292)	Rs. 20,16,248 (284)	Rs. 15,39,524 (196)
4	District Merit Scholarship (DMS)	Rs. 52,000 (13)	Rs. 52,000 (13)	Rs. 48,000 (12)	Rs. 48,000 (12)
5	Merit Cum Means (MCM) Scholarship to minority students	-	Rs. 2,98,089 (41)	Rs. 1,85,624 (29)	Rs. 8,76,544 (72)
6	AICTE Fee Waivers Scheme (tuition fee @ Rs. 4,000/-)	Rs. 1,20,000 (30)	Rs. 1,20,000 (30)	Rs. 1,20,000 (30)	Rs. 1,20,000 (30)
Total		Rs.60,90,550 (518)	Rs.56,58,602 (520)	Rs.47,21,510 (495)	Rs. 50,15,001 (491)

13. Particulars of recipients of concessions, permits or authorizations granted by the Ministry.

Not particularly applicable to this office

14. Details in respect of the information, available to or held by, reduced in an electronic form. Monthly, quarterly and annual reports of RIT Kottayam
Mandatory disclosure to AICTE

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

Office working hours if from 9.00 am to 4.00 pm

This institute does not offer any public information facility such as “library or reading room” to general public.

Help desks are provided to general public, who wish to clarify doubts regarding Medical/Engineering/MCA entrance examinations and filing their options electronically, as per the directive by the Commissioner of Entrance Examinations, Kerala Govt, during office hours.

16) The names, designation and other particulars of public information officers:

Assistant Public Information Officer – APIO – Reghunadhan Pillai, Sr. Clerk

,RIT Public Information Officer – PIO --Dr. Biju Augustine P, Associate Professor

Contact No. 0481-2506153, 9447664787, Fax-0481-2506153

E mail Id: biju.augustine@rit.ac.in

Appellate Authority -- Dr. Ruby Abraham, Principal, RIT, Kottayam

Contact No. 0481-2506153, 9400006409

17) Such other information as may be prescribed

Quarterly and annual reports of allotment, expenditure and academic performance are prepared in this office. Mandatory disclosure of information is furnished in the college website.