



AVANTHI INSTITUTE OF ENGINEERING & TECHNOLOGY (Autonomous)

Tamaram, Makavarapalem, Narsipatnam(R D), Anakapalli Dist-531113

RTI COMMITTEE

Roles and Responsibilities:

Roles:

- Display an awareness of various academic rules and regulations among the students and parents through media transformer like bulk SMS, website posting etc.
- If any query comes from the individual, the committee members have to discuss among themselves and authorities before posting replay to the concerned.
- Variations of any financial transitions can be made aware before hand to enable for the smooth functioning
- To prepare students' and teachers' hand book for its utility.
- Non availability of any information when addressed to institution is to be handled by the committee and complete the activities.

Responsibilities:

- To organize awareness programmes on RTI act.
- To attend the queries received from different heads and to send the reply as soon as possible.
- To inform the parents about any change in financial variations well ahead.
- To make the students, teachers, parents and other stakeholders aware of their duties.
- It deals with all the key functionaries of the institution for the smooth flow of information as and when required.

Frequency of meeting: Once in a semester.