

REPORT 2020-21

RIGHT TO INFORMATION CLUB

The college found the need for forming an RTI Club for the benefits of all stakeholders of AMC.

The club was officially inaugurated by Principal Dr BYJU K on the day of **10th December 2020**.

The primary objective of the cell is to empower the citizens, promote transparency and accountability in the working of Govt offices.

The cell directs the stakeholders to get information from public portal by supporting necessary application forms.

Cell also helps to make online RTI complaints needed, for the sake of students, staff and others.

COMMITTEE FORMATION

A committee was formed with student participation for easy access to the needy stakeholders:

Staff Co-ordinator: Mrs. Uma M (Asst.Prof Dept Of Commerce)

Asst Staff Co-ordinator: Mrs Ambika K K (Dept Of Economics)

First Year Student Co-rdinator: Saranya Ku (1st CA)

Unnikrishnan K (1st Finance)

Second Year Student Co-Ordinator: Meera Krishna Np (2nd Co-operation)

Prajeen V P (2nd Co-operation)

Third Year Student Cordinator: Darsana K (3rd Co-operation)

Kishor B (3rd Ca)

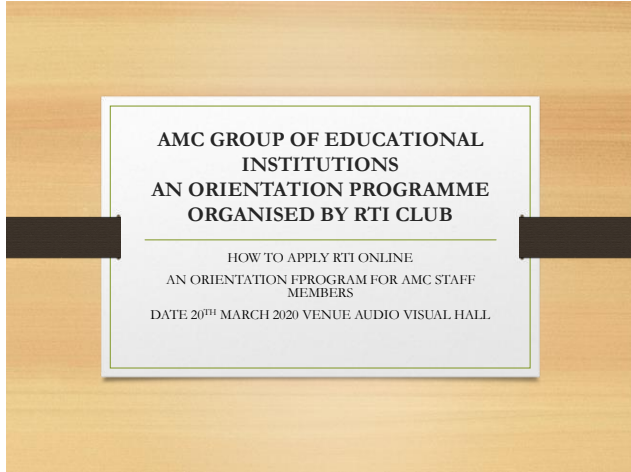
Activities for the year 2020-21

- The club forwarded the Url for applying online RTI application in Kerala to all class groups

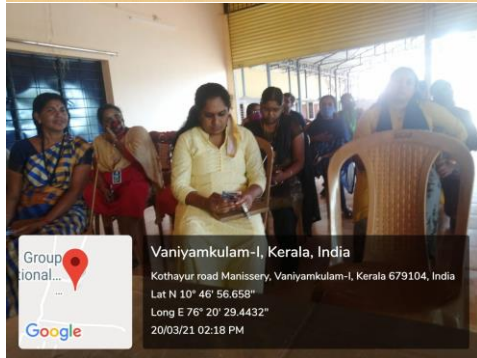
<https://onlinerti.com/how-to-file-rti-online-for-kerala>.

The cell co-ordinators visited each class and explained the students the importance of RTI Act and asked them to log on to the URL attached in the class group.

- College Vice Principal Mrs Nisha Sasikumar did a presentation among staff members on the day of 20th march 2020 about the procedures for making online and offline RTI application. The staff members opened the site and did mock application till the step of submit.

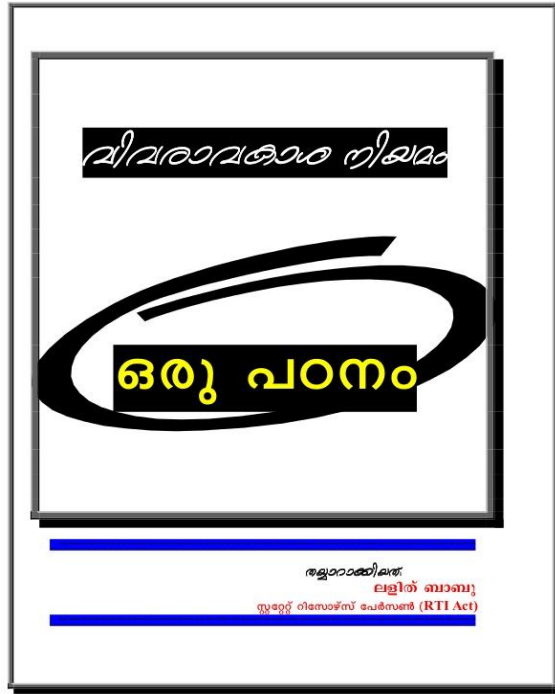


**RESOURCE PERSON
NISHA SASIKUMAR VICE PRINCIPAL**



- An E- resource written by State Resource person Lalit Babu was circulated among the students through class groups

[\[slideshare id=16767702&doc=vivaravakasaniyamamorupadanam-130225213426-phpapp02&type=d\]](https://www.slideshare.net/lalitbabu/16767702?doc=vivaravakasaniyamamorupadanam-130225213426-phpapp02&type=d)



Thank You

Staff Co-Ordinators:

Uma M Asst Professor Dept Of Commerce

Ambika K K Asst Professor Dept Of Economics

SAMPLE RTI APPLICATION FORM

To,
The Public information Officer

PIN: _____

Sir,

Subject: Request for Information under Right to Information Act 2005.

I Sri / Smt /Ms.

Son/Daughter/wife of Shri/Smt/Ms.

resident of _____

telephone number (with STD Code) _____ - _____ and/or mobile
number: _____ wish to seek information as under

I hereby inform that following formalities have been completed by me:

1. That I have deposited the requisite fee of Rs. ____/- by way of Cash / banker
cheque / Draft / Postal Order/ others _____) favoring
_____ dated _____.

2. I need the photocopy of the documents and I had deposited the cost of the
photocopy of Rs. ____/- for _____ (Number of Pages)

or

3. I had deposited sum of Rs. ____/- for the charges of CD. (strike out which ever
is not applicable)

4. That I belong to Category of below Poverty Line (BPL): Yes / No
(Strike whichever is not applicable). If yes, I am attaching the valid photocopy of
the certificate. Yes / No

5. That I am 'Citizen' of India and I am asking the information as 'Citizen'.

6. I assure that I shall not allow/ cause to use/ pass/share/display/ or circulate the
information received in any case and under any circumstances, with any person or
in any manner which would be detrimental to the Unity and Sovereignty or
against the Interest of India.

Signature of the Applicant
Dated: