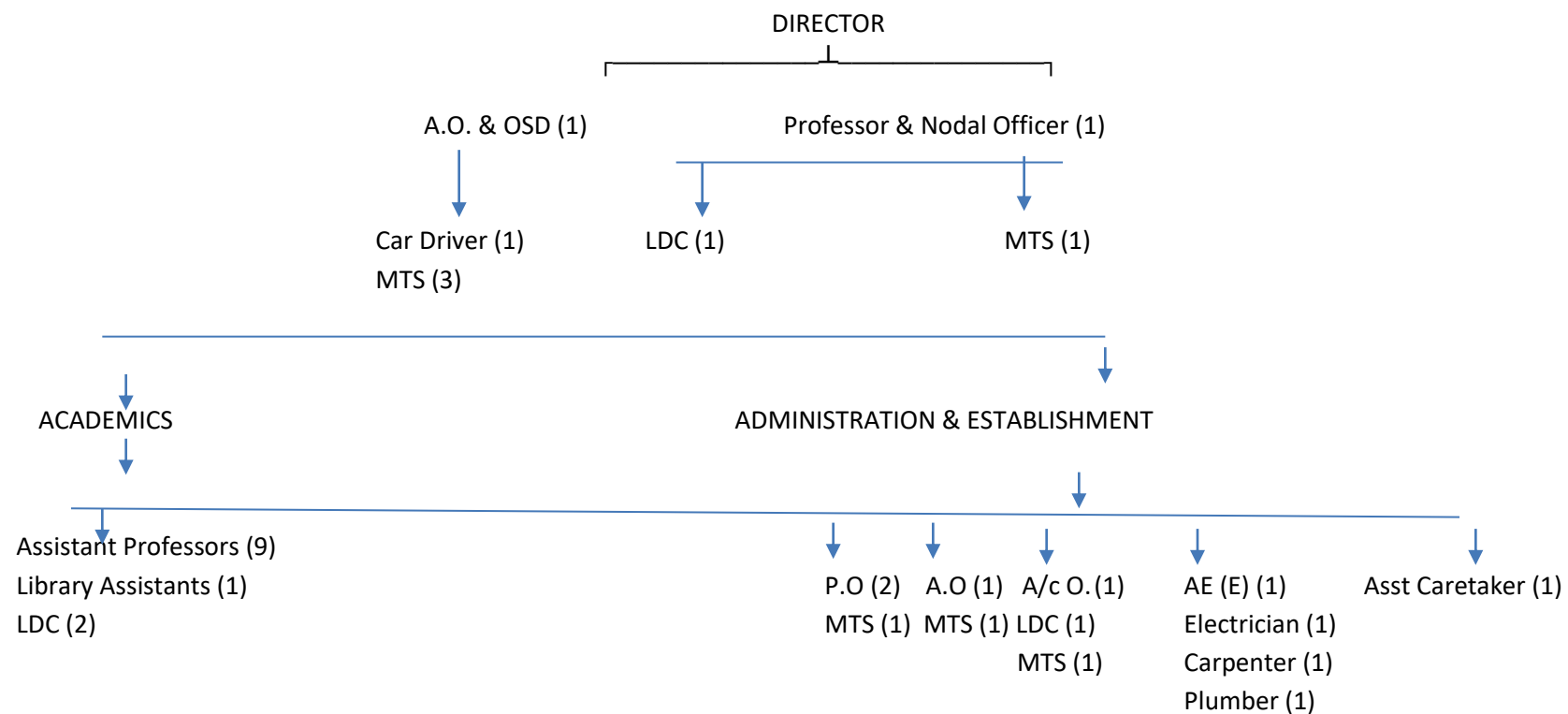


The function and duties of IITTM are under:-

- (a) To provide training in tourism and travel industry management and related subjects.
- (b) To undertake educational programmes and to organize courses of studies, Lectures, seminars, symposia and conferences etc.
- (c) To provide continuing educational opportunities and facilities.
- (d) To provide guidance and directions in tourism.
- (e) To conduct, promote and institute research in the field of tourism.
- (f) To provide advice/give suggestions in the promotion and development of tourism
- (g) To establish an extensive library of books and other reference material on travel, tourism and allied subjects for the Institute.
- (h) To undertake and provide for the publication of suitable literature comprising journals, books, research papers, monographs.

Organizational Chart of IITTM, Gwalior

As on 13.07.2026



Different Committees

Responsibility	Name of Official/Member
Course Committee	Dr. C. S. Barua (Chairman)- MBA (TTM)
	Dr. Ramesh Devrath (Chairman)- BBA (TT)
	Prof. (Dr.) Saurabh Dixit (Nodal Officer)
	Dr. Kamakshi Maheshwari
	Mr. Ramakrishna Kongalla
Admission Committee	Dr. Kamakshi Maheshwari (Chairman)
	Dr. C. S. Barua
	Mr. Ashwani Kumar
	Mr. Gagan Chaturvedi

Responsibility		Name of Official/Member
Library		Dr. Saurabh Dixit / Dr. Ramesh C. Devrath
		Dr. Y. P. S. Sengar
Centre Superintendent (Exams)		Dr. Kamakshi Maheshwari
Website updation, liasoning with web designer, official e-mail id, content for website, co-ordination with other campuses for website content		Mr. Alok Kaluskar
		Mr. Alok Kaluskar- Internet connectivity, Computer Centre(s), Mr. Ramdeen Senwar
Time Table, Academic Calendar, Syllabus		Dr. Kamakshi Maheshwari / Dr. Abilash R
Hostel Incharge	Boys Hostels	Dr. Ramesh Devrath , Mr. Ramakrishna Kongalla, Mr. R.M. Khusro

Responsibility		Name of Official/Member
	Girls Hostel	Dr. Kamakshi Maheshwari , Ms. Dibya Kujur (Deputy Warden)
Purchase Committee (Any Three)		Mr. Gagan Chatruvedi
Co-ordinator- Swachhata Action Plan		Dr. Kamakshi Maheshwari
House Keeping and Related Supplies		Mr. Ashwani Kumar
		Mr. Gagan Chatruvedi
		Ms. Divya Kujur

Responsibility		Name of Official/Member
Inspection Committee (Any Three)		Dr. Kamakshi Maheshwari
		Mr. Ramakrishna Kongalla
		Mr. R M Khushro
Anti Ragging		Dr. C. S. Barua
		Dr. Ramesh Devrath
		Dr. Kamakshi Maheshwari
Placement/Summer Internship	MBA(TTM)	Dr. Chandra Shekhar Barua Chairman- Placement
		Dr. Kamakshi Maheshwari

Responsibility	Name of Official/Member
Alumni	Dr. C. S. Barua
	Dr. Ramesh Devrath
	Dr. Vinay Kumar Rai
Women empowerment committee	Dr. Saurabh Dixit
	Dr. Kamakshi Maheshwari
	Dr. Ramesh Devrath
	Invitee outside female member
Campus Development Committee	Mr. Ashwani Kumar
	Mr.Gagan Chaturvedi
Mess Committee	Dr. Ramesh C. Devrath

Responsibility	Name of Official/Member
	Ms. Divya Kujur
Grievance Redressal Committee	On the basis of rotation *
Guest Lecture	Dr. Kamakshi Maheshwari
Promotion, Publicity & social media	Dr. CS Barua
Sports activities	Dr. YPS Sengar

Responsibility	Name of Official/Member
Custodian of student's personal files, attendance, answer scripts (internal exam), document verification	Dr. Vinay Kumar Rai
Study Tour documentation (tickets, bookings and other work)	Dr. C S Barua – MBA (TTM)
	Mr. Ramakrishna - BBA(TT)
Identity Card, (on monthly basis), information to parents in consultation with Nodal Officer/ Director.	Dr. Vinay Kumar Rai (custodian of original documents- (MBA/ BBA)
Discipline among students	Dr. C. S. Barua
	Dr. Ramesh C. Devrath
	Dr. Kamakshi Maheshwari
Cultural	Dr. Kamakshi Maheshwari
	Mr. Ramakrishna Kongalla
	Mr. R M Khushro
	Ms. Divya Kujur

Responsibility	Name of Official/Member
Scholarship	Dr. Y. P. S. Sengar, Mr. Baboolal Yadav
Hindi Officer	Mr. Alok Kaluskar
Sexual Harassment Committee	Dr. Saurabh Dixit
	Dr. C. S. Barua
	Dr. Kamakshi Maheshwari
	Ms. Divya Kujur
CPIO	Dr. Vinay Kumar Rai
Nodal Officer-RTI	Dr. Vinay Kumar Rai
APIO	Mr. Gagan Chaturvedi
Ph. D. course coordinator	Dr. C.S.Barua, Dr. Vinay Kumar Rai

Responsibility	Name of Official/Member
Public Relation Officer	Dr. C. S. Barua
Protocol Officer	Dr. C. S. Barua

Annexure-4

S.No.	Name of officer/official	Designation	Date of joining in the post	Responsibilities in brief
1	Prof. (Dr.) Monika Prakash	Director(I/C)	11.06.2026	Overall responsibility for management and administration of the institute.
2	Prof. (Dr) Saurabh Dixit	Professor	11.04.2019	Nodal Officer (Responsible for day to day management of teaching and routine administrative activities)

Annexure-5

S.No.	Name of officer/official	Designation	Date of joining in the post	Responsibilities in brief
1	Prof.(Dr) Saurabh Dixit	Professor	11.04.2019	Teaching & various responsibility as per annex 4
2	Dr. Chandra Shekhar Barua	Assistant Professor	24.05.2007	Nodal officer, overall administrative and academic in charge, various other responsibility as per annex 4
3	Dr. Ramesh Chandra Devrath	Assistant Professor	29.09.2008	Chairman-BBA, Teaching & various responsibility as per annex 4

S.No.	Name of officer/official	Designation	Date of joining in the post	Responsibilities in brief
6	Dr. Kamakshi Maheshwari	Assistant Professor	06.11.2012	Teaching & various responsibility as per annex 4
7	Mr. Rukunuddin Md. Khushro	Assistant Professor	20.11.2012	Teaching & various responsibility as per annex 4
8	Mr. Ramakrishna Kongalla	Assistant Professor	16.11.2012	Teaching & various responsibility as per annex 4
9	Dr. Abilash R	Assistant Professor	22.11.2012	Teaching & various responsibility as per annex 4
10	Mr. Vishal Kesari	Assistant Professor	07.11.2012	Teaching & various responsibility as per annex 4

S.No.	Name of officer/official	Designation	Date of joining in the post	Responsibilities in brief
9	Mr. Ashwani Kumar	Programme Officer	21.01.2015	Program Officer- academics , other responsibility as per annex 4
11	Dr. Vinay Kumar Rai	Programme Officer	15.01.2021	Program Officer- academics , other responsibility as per annex 4

12	Sh. Gagan Chaturvedi	Account Officer	15.01.2021	Accounts and Audit, Member of Admission Committee, Purchase committee, Housekeeping and related supplies,
13	Dr. Yash Pal Singh Sengar	Library Assistant	15.03.1994	In charge of Library, Coordinator Students Activity, Member- Purchase Committee, Students Sport Activities

S.No.	Name of officer/official	Designation	Date of joining in the post	Responsibilities in brief
14	Mr. Alok Kaluskar	Administrative Officer	23.05.2023	All Administrative work
15	Ms. Dibya Kujur	Assistant Caretaker	04.12.2006	Caretaking of hostel, cleaning and housekeeping works in campus, procurement of cleaning materials, Deputy Warden-Girls Hostel, Member-Women empowerment & grievance Committee, Mess Committee, Mess Committee, Member-Grievance Redressal Committee, Sexual Harassment Committee
17	Mr. Jandel Singh	Staff Car Driver	01.10.1998	Driving of Institute's car

S.No.	Name of officer/official	Designation	Date of joining in the post	Responsibilities in brief
19	Mr. Ramdeen Senwar	Lower Division Clerk	08.01.2014	Assisting with IT and maintaining the computer lab
20	Mr. Vijay Verma	Lower Division Clerk	22.02.2014	Assisting with Library
21	Mr. Bhawan Kumar Mishra	Lower Division Clerk	22.10.2014	Assisting with Library
22	Mr. Ghanshyam Verma	Lower Division Clerk	22.10.2014	Assisting with Accounts Officer for accounts work
23	Mr. Baboolal Yadav	Data Entry Operator	07.11.2006	Assisting Nodal Officer for academic related work
24	Mr. Pawan Sharma	Wireman	01.12.1995	Electrical repairs and maintenance
25	Mr. Ravi Shankar Pandit	Plumber	21.01.1997	Plumbing works of the campus
26	Mr. Aneesh Ahmed	Carpenter	29.09.2000	Carpentry works of the campus
28	Mr. Nand Kumar	MTS	07.06.1996	Guest House
29	Mr. Mayaram	MTS	07.06.1996	Guest House
30	Mr. Joginder Singh	MTS	01.01.2008	Administration
31	Mr. Shiv Prasad	MTS	01.01.2008	Assisting to Nodal Officer's Office
33	Mr. Satish Kumar	Gardener	01.01.2008	Gardening work, Assisting AE(E)
34	Mr. Kamal Batham	MTS	01.01.2008	Director office

1.8 (i) & (ii) Directory of officers and employees [Section 4(1) (b) (ix)]:

S.No.	Name of the employee	Mobile No.	Landline	Ext. No.	DID	Email IDs
1.	IITTM Reception					contact@iittm.ac.in
2.	PA to Director					contact@iittm.ac.in
3.	Prof. (Dr.) Monika Prakash	9977400882				director@iittm.ac.in
4.	Dr. Saurabh Dixit	9425111266				saurabh.dixit@iittm.ac.in
5.	Dr. C.S. Barua	9425407607				csbarua003@rediffmail.com
6.	Dr. Ramesh Devrath	9229204321				ramesh.devath@iittm.ac.in
7	Mr.Ramakrishna Kongalla	94882 44854 9039411011				artist.ramakrishna@gmail.com

8.	Dr. Kamakshi Maheshwari	99771 91550				kamakshi.maheshwari@iittm.ac.in
9.	Mr.R.M. Khusro	8342082072				rmkhusro@rediffmail.com
11.	Mr. Ashwani Kumar	94257 75564				Ashwani.kumar@iittm.ac.in
12.	Dr. Vinay Kumar Rai	9827082135				Vk.raii@iittm.ac.in
14.	Mr. Chandra Mohan Sharma	9424401820				chandramohansharma63@gmail.com
15.	Dr. YPS Sengar	94257 74245				ypseengar@yahoo.co.in
16.	Mr. Alok Kaluskar	9425753515				alok.kaluskar@iittm.ac.in
S.No.	Name of the employee	Mobile No.	Landline	Ext. No.	DID	Email IDs
1.	Ms. Dibya Kujur	97536 82932 9303113611				Kujurdivya1212 @gmail.com divya_prince79@yahoo.com
2.	Mr. Gagan Chaturvedi	94251 10972				gaganiittm@gmail.com

Pay Sheet	
1-Jun-2026 to 30-Jun-2026	
Particulars	Total Earnings
Abilash R.	137280
Alok Kaluskar	144720
Anees Ahmed	71820
Archana Kauri	88640
Ashwani Kumar	174600
B.K. Mishra	67860
B.L.Yadav	69840
C.S Barua	207900
Dibya Kujur	105440
Gagan Chaturvedi	99360
Garima Gupta	40500
Ghanshyam	67860
Jandel Singh	84600
Joginder Singh	58880
Kamakshi Maheshwari	162900
Kamal Batham	65880
Maya Ram	67840
Nand Kumar Sen	67840
N. Naresh	74720
Pankaj Saxena	149040
Pawan Sharma	78120
Raj Kumar	53280
Ramdeen Senwar	67860
Ramesh C. Devrath	191700
Ramkrishna Kongalla	137280

Ranu Chouhan	153720
R.M.Khusro	137280
R.S.Pandit	78120
Satish Kumar	65880
Saurabh Dixit	325080
Shiv Prasad	58880
Vijay Verma	67860
Vishal Keshri	159480
V.K.Rai	158580
Y.P.S. Sengar	178200
Grand Total	3918840

INDIAN INSTITUTE OF TOURISM & TRAVEL MANAGEMENT
ACTUAL EXPENDITURE 2024-25 & CONSOLIDATED BUDGET 2025-26

(Rs. In Lakhs)

S. No.	Head	Budget Estimated 2024-25	Actual Expenditure 2024-25	Budget Estimated 2025-26
1	Establishment Expenses			
a)	Salary/DA/HRA/CCA/LTC	1644.57	1572.47	1769.39
b)	TA/DA (Foreign & Inland)	12.71	8.73	10.87
c)	Medical reimbursement	15.35	18.40	19.58
d)	Uniform	0.39	0.36	0.44
e)	Advance to staff for HBA/Scooter/ MCA	2.35	0.00	0.00
f)	OTA	0.14	0.37	0.41
g)	Temporary advance to staff	0.00	0.00	0.00
	Total	1675.50	1600.33	1800.69
2	Repairs and Maintenance			
a)	Annual maintenance contract	4.38	5.90	9.51
b)	Minor repairs of Building	4.84	4.00	4.00
c)	Equipment and Furniture	26.39	17.84	20.65
d)	Land and Garden	59.49	39.35	47.18
e)	Staff Car maintenance	1.13	17.25	1.41
f)	Maintenance/Cleaning of hostels	33.13	14.30	28.60
g)	Cleaning of Inst. Building	120.75	96.31	108.88
h)	Maintenance of Transit accommodation at Gwl including Electricity/water/Telephone charges.	3.69	4.57	3.54
l)	Special Repair of Various Components	0.69	5.73	3.00
	Total	254.49	205.25	226.76
3	Operational Cost			
a)	Electricity charges	137.59	131.84	145.37
b)	Water charges	11.50	12.34	14.00
c)	POL including car hire at Gwl/BBSR/NOIDA/ Nellore/Goa	5.27	4.26	5.62

d)	Conveyance charges	1.36	1.00	1.55
e)	Other Operational cost	10.51	4.51	5.32
	Total	166.22	153.95	171.86
4	Academic expenses			
a)	Students' welfare activities & educational trip/Alumni Meet	11.39	29.30	36.48
b)	Sports/Identity card	4.19	4.40	5.55
c)	Short term courses	0.00	18.38	20.00
d)	Guest Faculty honorarium &TA	34.14	27.03	23.22
e)	Examination charges	15.46	14.40	16.79
f)	Other expenditure related to course	55.03	5.55	8.55
g)	Workshop/ Seminar	0.07	0.22	2.57
	Total	120.27	99.28	113.16

S. No.	Head	Budget Estimated 2024-25	Actual Expenditure 2024-25	Budget Estimated 2025-26
5	Office Expenses			
a)	Postage and Telegram	1.56	6.16	9.60
b)	Printing and Stationery	8.02	11.41	16.39
c)	Advertisement/Publicity	40.24	10.27	15.11
d)	Telephone/fax	12.58	11.80	13.38
e)	Legal charges/Audit fee /Professional fee	11.67	2.46	3.13
f)	Annual membership	0.76	4.11	7.07
g)	Newspapers/books/Journals	3.73	2.00	2.50
h)	Rent for office and hostel building at BBSR/NOIDA/ Nellore & Goa	0.00	29.11	40.00
l)	Security expenses	403.50	304.54	326.02
j)	Other Misc. expenses	59.14	19.22	26.32
	Total	541.19	401.08	459.51
	Grand Total	2757.67	2459.89	2771.97

	RECEIPTS:			
a)	Courses fee	1938.78	1470.61	1678.14
b)	Other Miscellaneous Income	531.62	465.80	575.01
	Total	2470.40	1936.41	2253.15
6	Capital Expenses			
a)	Office/classroom/hostel/training equipment	0.00	0.00	0.00

DETAILS OF RTI APPLICATION RECEIVED AND DISPOSED**(APRIL 2025 TO JUNE 2025)**

S.No.	Received date	Name of the Applicant	Sent Through	Fee
1	06.05.2025	Mr Pratik	Online	Online
2	10.05.2025	Mr Sharad Chaturvedi	Online	Online
3	22.05.2025	Mr Umesh Kumar	Online	Online

(JULY 2025 TO SEPTEMBER 2025)

S.No.	Received date	Name of the Applicant	Sent Through	Fee
	02.07.2025	Mr Sidharth Biswas	Online	Online
1	03.07.2025	Mr Abhishek	Online	Online
2	03.07.2025	Mr Jeswin	Online	Online
3	03.07.2025	Mr Tribhuwan Singh Hada	Online	Online
4	03.07.2025	Mr Jeswin Joseph	Online	Online
5	03.07.2025	Mr Kuldeep Pujari	Online	Online
6	04.07.2025	Mr Madhavendra Singh	Online	Online
7	07.07.2025	Mr Adarsh Kumar Gupta	Online	Online
8	07.07.2025	Mohd Hayyan	Online	Online
9	07.07.2025	Mr Karan Pratap Singh	Online	Online
10	09.07.2025	Mt C Cannan	Online	Online
11	11.07.2025	The Secretary	Online	Online
12	15.07.2025	Secretary SPTGAK	Online	Online
13	20.07.2025	Mr A S Thirumalai	Online	Online
14	21.07.2025	Secretary SPTGAK	Online	Online
15	31.07.2025	Mr Kuldeep Singh	Offline	Offline
16	31.07.2025	Mr Irshad Hussain	Online	Online

(OCTOBER 2025 TO DECEMBER 2025)

S.No.	Received date	Name of the Applicant	Sent Through	Fee
1	02.10.2025	Mr Bablu Qureshi	Online	Online
2	07.10.2025	Mohd Hayan	Online	Online
3	07.10.2025	Mr Debaraj Sahu	Online	Online
4	08.10.2025	Mr Ajay Singh Sansi	Online	Online
5	17.10.2025	Mr Shivmohan Singh	Offline	Offline
6	17.10.2025	Mr Shusheel Niwasi	Offline	Offline
7	20.10.2025	Ms Swati	Online	Online
8	17.11.2025	Mr Vijay Mohobia	Offline	Offline
9	01.12.2025	Mr Vikas Jain	Offline	Offline
10	23.12.2025	Mr Madhavendra Singh	Online	Online
11	23.12.2025	Mr Madhavendra Singh	Online	Online
12	23.12.2025	Dr Raja Kumar	Online	Online
13	29.12.2025	Mr Pratik Satarde	Online	Online
14	29.12.2025	Mr Varun Shailesh	Online	Online

(JANUARY 2026 TO MARCH 2026)

S.No.	Received date	Name of the Applicant	Sent Through	Fee
1	06.01.2026	Mr Anshul Bhardwaj	Online	Online
2	09.01.2026	Mr Sanjiv Paul	Online	Online
3	14.01.2026	Mr Vishal Yadav	Online	Online
4	21.01.2026	Mr Vijay Mohobia	Offline	Offline
5	22.01.2026	Mr Vijay Mohobia	Offline	Offline
6	22.01.2026	Mr Vijay Mohobia	Offline	Offline
7	29.01.2026	Mr Binu C	Online	Online
8	02.02.2026	Mt Vishu	Online	Online

9	02.02.2026	Sonakshi Misra	Online	Online
10	02.02.2026	Mr Sachin	Online	Online
11	03.02.2026	Sonakshi Misra	Online	Online
12	03.02.2026	Mr Ankush	Online	Online
13	11.02.2026	Mr Avadhesh Singh Tomar	Online	Online
14	12.02.2026	Mr PratikSatarde	Online	Online
15	19.02.2026	Mr Vishal Yadav	Offline	Offline
16	20.02.2026	Ms Sonakshi Misra	Online	Online
17	03.03.2026	Ms Kiran Kumar M	Online	Online
18	09.03.2026	Mr Vijay Mohobia	Offline	Offline
19	10.03.2026	Central Information Commision	Offline	Offline
20	24.03.2026	Mr Vijay Mohobia	Offline	Offline
21	27.03.2026	Rahul Deo	Online	Online

(APRIL 2026 TO JUNE 2026)

S.No.	Received date	Name of the Applicant	Sent Through	Fee
1	08.04.2026	Mr Shekh Fazal Hakeem	Online	Online
2	15.04.2026	Mr Ajit Kulkarni	Online	Online
3	04.05.2026	Mr Ankush Rana	Online	Online
4	06.05.2026	CIC	Offline	Offline
5	10.05.2026	Ajit Govindrao	Online	Online
6	10.05.2026	Ajit Kulkarni	Online	Online
7	17.05.2026	Mr Vishnu Baghel	Online	Online
8	18.05.2026	Mr Roop Shanker Pandey	Online	Online
9	21.05.2026	Mr Adil M Qureshi	Online	Online
10	22.05.2026	Mr Arjun Singh	Online	Online
11	26.05.2026	Mr Arjun Singh	Online	Online
12	08.06.2026	Mr Swajan Shiyon	Online	Online
13	11.06.2026	Adv.Madhavendra Singh	Online	Online

14	16.06.2026	Adv.Madhavendra Singh	Online	Online
15	19.06.2026	Mr Pankaj Singh	Online	Online
16	22.06.2026	Adv Madhavendra Singh	Online	Online
17	30.06.2026	Dr Y P S Sengar	Offline	Offline

DETAILS OF FA APPLICATION RECEIVED AND DISPOSED

S.No.	Received date	Name of the Applicant	Sent Through	Fee
1	04.08.2025	Mr Jeswin Jseph	Online	Online
2	20.11.2025	Mr A S Thirumalai	Online	Online
3	28.01.2026	Mr Pratik Satarde	Online	Online
4	24.03.2026	Mr Vijay Mohobia	Offline	Offline