

RTI ACT 2005 4(1)(a):**Department/Branch name: AICRP- Home Science(Food & Nutrition)**

Sl. No.	Name of the Employee	Designation	Maintenance of works
1.	Dr. K. Geetha	Senior Scientist and University Head	<ul style="list-style-type: none">• Management and Administration of AICRP activities as Schemes Head.• As an University head to monitor smooth functioning of all activities under Department of Food Science and Nutrition and all works related to technical aspects under the guidance of Dean (agri), UAS, GKVK, Bangalore.
2.	Dr. Geetha M. Yankanchi	Junior Scientist	To associate Senior Scientist in Management and Administration of AICRP activities
3.	Smt. Bhagyavathi. S. B	Field Assistant	Making necessary arrangements and assisting in carrying out the research activities at field level, maintaining office accounts and files
4.	Mr. Shivakumar. M	Laboratory Assistant	Making necessary arrangements and assisting in conducting laboratory experiments, maintenance of laboratory equipment's, lab registers and files.
5.	Smt. Veenakumari.S	Typist-cum-clerk	Preparation of reports, letter drafting, correspondence work and any other office work assigned.
6.	Smt. Venkatarathnamma. G	Attender	Attending office work like cleaning the office, lab, equipment's and any other work assigned.

RTI ACT 2005 4(1)(b):

Sl. No.	Name of the File
1.	Annual report
2.	Quarterly report
3.	Monthly report
4.	Stock verification
5.	Circular
6.	Budget
7.	Bills
8.	Incoming letter
9.	Outgoing letters
10.	Technical programme
11.	Food analysis
12.	Personal files of staff
13.	Proceedings
14.	Technology Commercialization
15.	ATM files