



MANUAL UNDER RIGHT TO INFORMATION ACT, 2005

TAMIL VIRTUAL ACADEMY

CHENNAI-600 025

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Particulars of organisation, functions and duties under section 4(1)(b)(i) of Right to Information Act, 2005

Vision

The Tamil Virtual Academy aims at providing Internet-based resources and opportunities for the Tamil communities living in different parts of the globe as well as others interested in learning Tamil, Science, Technology, Tamil Computing software and acquiring knowledge of the history, art, literature and culture of the Tamils and to identify, establish, maintain and promote the solutions for the Tamil computing requirements of Tamil Diaspora, Government, Educational, Media and Business institutions.

Mission

- To develop Tamil Computing solutions.
- To develop and deliver Internet based learning material in Tamil language, literature and culture to global Tamil Communities and others interested.
- To develop and deliver customised programmes to meet the cultural needs of the Tamil Communities in different parts of the world and help them retain contact with their heritage.
- To initiate and continue necessary measures to co-ordinate and pool together knowledge resources developed in Tamil in different parts of the world, to ensure wider dissemination.
- To offer academic programmes in Tamil Language, literature and culture for audit or credit and to award appropriate Certificate/Diploma/Degree through Tamil University, Thanjavur on completion of prescribed requirements.

Introduction and structure

The Tamils living in different parts of the world, in order to preserve their cultural identity and observe their traditions and values, need to maintain familiarity with Tamil and be knowledgeable about their heritage. Recognising this fact and for meeting the felt and emerging needs of the Tamil Communities and others interested in Tamil studies, the Chief Minister of the Government of Tamil Nadu, announced at an International Seminar and Conference on Information Technology in February 1999 that a Tamil Virtual University (TVU) would be setup. This University has been established in pursuance of that announcement. Now, its name has been changed as Tamil Virtual Academy. The functions of TVA are guided by a Board of Directors and is administered by a Director.

Powers and duties of officers and employees under Section 4(1)(b)(ii) of Right to Information Act, 2005

Sl.No.	Designation	Duties/Responsibilities
1.	Chairman	Honorary post
2.	Director	Office Administration
3.	Joint Director	Office Administration
4.	Deputy Director	Web Administration and Digital Library
5.	Assistant Director	Academic related works
6.	Assistant Director	Controller of Examinations
7.	Assistant Director	Maintenance of Web Administration
8.	Assistant Director	Created & maintenance of Digital Library
9.	Superintendent	Maintenance of office Accounts
10.	Assistant Programmer	Academic related works
11.	Assistant Programmer	Web Administration related works
12.	Assistant	Administration related works
13.	Assistant	Exam related works
14.	Assistant	Digital Library related works
15.	Data Entry Operator	Digital Library related works

Procedure followed in decision making process under Section 4(1)(b)(iii) of Right to Information Act, 2005

Board of Directors/ Chairman and Director are the decision making authority

Norms set for the discharge of functions under Section 4(1)(b)(iv) of Right to Information Act, 2005

As per the Bye Law of TVA

Rules, Regulations, Instructions, Manuals and records for discharging functions under section 4(1)(b) (v) of Right to Information Act, 2005

Tamil Nadu Government Rules and Board of Director Decisions are followed.

A statement of categories of documents that are held by it for its control under section 4(1)(b)(vi) of Right to Information Act, 2005

-Nil-

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 under Section 4(1)(b)(vii) of Right to Information Act, 2005

-Nil-

A statement of the 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 under section 4(1)(b)(viii) of Right to information Act, 2005

- TVA's Organisational Structure
- General body
- Board of Directors
- Academic Council
- Library Committee
- Mobile Expert Committee
- Standing Advisory Committee
- Unicode High Level Committee
- Project Damirica Committee
- TVA Chairmans List
- TVA Directors List

For more details please visit our website: <http://www.tamilvu.org/en/about-tva-details>

Directory of Officers and Employees under Section 4(1)(b)(ix) of Right to Information Act, 2005

Sl. No.	Designation	Phone Number
1.	Chairman	91-44-2220 9400
2.	Director	91-44-2230 1017
3.	Joint Director	91-44-2220 9404
4.	Assistant Director (Academic)	91-44-2220 9410
5.	Assistant Director (Cont.of.Exam)	91-44-2220 9415
6.	Assistant Director (Web Admin)	91-44-2220 9408
7.	Assistant Director (Digital Library)	91-44-2220 9411
8.	Superintendent	91-44-2220 9416
9.	Assistant Programmer (Academic)	91-44-2220 9414
10.	Assistant Programmer (Web Admin)	91-44-2220 9404
11.	Assistant (Admin)	91-44-2220 9419
12.	Assistant (Digital Library)	91-44-2220 9400
13.	Assistant (Cont.of.Exam)	91-44-2220 9417
14.	Data Entry Operator	91-44-2220 9400

Monthly remuneration received by each of the officers and employees including the system of compensation as provided in the regulation under section 4(1)(b)(x) of Right to Information Act, 2005

Sl. No.	DESIGNATION	REMUNERATION Rs. Min - Max
1.	Director	Level – 32 1,28,900 – 2,25,000
2.	Joint Director	Level -32 1,28,900 - 2,25,000
3.	Deputy Director	Level -32 1,28,900 - 2,25,000
4.	Assistant Director	Level -24 57,700 – 1,82,400
5.	Consultant - Administrative Officer– (Consolidated Pay)	40,000/-
6.	Consultant - Manager – (Consolidated Pay)	19,000/-
7.	Co-ordinator - (Consolidated Pay)	45,000/-
8.	Resource person - Consolidated Pay	40,000/-
9.	Superintendent	Level – 18 36,900 - 1,16,600
10.	Asst. Programmer	Level – 13 35,900 – 1,13,500
11.	Personal Secretary	Level – 10 20,600 – 65,500
12.	Assistant	Level – 10 20,600 – 65,500
13.	Data Entry Operator	Level – 6 18,500 -58600
14.	Office Assistant	Level – 1 15,700-50,000

Budget allocation of each of its agency, indicating the particulars of all plans, proposed expenditures and reports on disbursements made under section 4(i) (b) (xi) of Right to Information Act, 2005

-NIL-

The manner of execution of subsidy programme, including the amounts allocated and the details of beneficiaries of such programmes under section 4(i) (b) (xii) of Right to Information Act, 2005

- NIL-

Particulars of recipients of concessions, permits or authorisations granted by it under section 4(i) (b) (xiii) of Right to Information Act, 2005

- NIL-

Details in respect of the information available to or held by it, reduced in an electronic form under section 4 (i) (b) (xiv) of Right to Information Act, 2005

The Public can obtain information about the functioning of the Tamil Virtual Academy in the following web site.

- i) Web site of Tamil Virtual Academy :
www.tamilvu.org

Important G.Os. and Policy Note of Tamil Virtual Academy are available at
www.tn.gov.in

Particulars of facilities available to citizens for obtaining information under section 4(1) (b) (xv) of Right to Information Act, 2005

The public are posted with information through Notice Board, Web site, Exhibitions and other means of advertising.

Name and Designation and other particulars of Public Information Officers under section 4
(i) (b) (xvi) Right to Information Act, 2005

Public Information Officer

Name	Designation	E-mail and Phone No.	Address
Dr.S.Sathiamoorthy	Assistant Director	E-mail: adcoe.tva@tn.gov.in Phone No : 044-2220 9415	Assistant Director Tamil Virtual Academy, Gandhi Mandapam Road, Kottur, Chennai-600 025

Appellate Authority

Name	Designation	E-mail and Phone No.	Address
Thiru.D.Ravichandran, I.A.S.,	Director	E-mail: tva@tn.gov.in Phone No: 044-2230 1017	Director, Tamil Virtual Academy, Gandhi Mandapam Road, Kottur, Chennai-600 025