



(i) The particulars of its organisation, functions and duties

(ii) The powers and duties of its officers and employees

(iii) The procedure followed in the decision-making process, including channels of supervision and accountability; Organisation – Governing Body and Executive Council Members with details

(iv) The norms set by it for the discharge of its functions. Organogram

(v) The rules, regulations, instructions, manuals and records, held by it or under its control or used by its employees for discharging its functions; Citizen Charter, Right to Service Act

(vi) A statement of the categories of documents that are held by it or under its control

(vii) The 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 (EC & GB)/ HR Grievance/ POSH Committee

(viii) 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

(ix) A directory of its officers and employees

(x) The monthly remuneration received by each of its officers and employees, including the system of compensation as provided in its regulations

(xi) The budget allocated to each of its agency, indicating the particulars of all plans, proposed expenditures and reports on disbursements made

(xii) The manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programmes

(xiii) Particulars of recipients of concessions, permits or authorisations granted by it

(xiv) Details in respect of the information, available to or held by it, reduced in an electronic form

(xv) The particulars of facilities available to citizens for obtaining information, including the working hours of a library or reading room, if maintained for public use

(xvi) The names, designations and other particulars of the Public Information Officers

(xvii) Such other information as may be prescribed; and thereafter update these publications every year

(i) 1. The particulars of its organisation, functions and duties; Top

ELECTRONICS TECHNOLOGY PARKS – KERALA, (TECHNOPARK), is an autonomous society of the Government of Kerala, registered under Travancore-Cochin Literary, Scientific and Charitable Societies Act XII of 1955. Technopark was established vide G.O. (MS) No.68/90/ID dated 14-05-1990 for providing infrastructural facilities of world-class quality for IT and ITeS industries. Technopark was set up near the University of Kerala in the 50 acres of land acquired from the University. Technopark was set up to create global standard Infrastructure and to provide total support required for the development of high technology industries. Since then, Technopark has been growing steadily both in size and employee strength, Park Centre, Pamba and Periyar were the only buildings in the beginning. Technopark has periodically added new buildings such as Nila, Chandragiri, Gayathri and Bhavani and Thejaswini. Technopark has five different phases viz Phase I, Phase II, Phase III, Technocity & Technopark Kollam, which is spread over 766.86 acres with 10.6 million sq. ft. built-up area under various phases of development. Technopark is currently in the process of adding infrastructural facilities for the functional campuses and development of basic infrastructure for upcoming campuses.

Project Name	Electronics Technology Parks - Kerala (Technopark), Thiruvananthapuram
Location	Technopark Campus, Karyavattom, Thiruvananthapuram – 695 581
Reg. & Admin. Office	Park Centre, Technopark Campus, Karyavattom PO, Thiruvananthapuram - 695 581 Phone: 0471-2700222, Fax: 0471-2700171 E mail: response@technopark.in
Implementation Agency	Electronics Technology Park- Kerala, (Technopark) Thiruvananthapuram
Constitution	Society registered under the Travancore - Cochin Literary, Scientific and Charitable Societies Registration Act No. 12 of 1955
Sector	Electronics & Information Technology Infrastructure

2. Governing Body to be the Executive body of the park

The Governing Body shall be the Executive body of the Park and subject to the provisions of these Rules; the Governing Body shall conduct the administration and management of the Park with the assistance of the Executive Council.

3. Memorandum of Association/ Rules and Regulations/ By-laws of Technopark

The Governing Body may frame by-laws from time to time not inconsistent with these Rules and Regulations of the Park, and may in particular provide for the following matters:

- a) Conduct of business and the procedures to be adopted at meetings of the Governing Body / Executive Council.

- b) Finance and Accounts of the Park;
- c) "Acceptance of grants, gifts, loans, fixed deposits, debentures, subscriptions, donations or any other financial contribution in cash/cheque and securities and/or any property, either movable or immovable from within the country or/and abroad including international agencies, subject to prevailing laws";
- d) Investment of and dealing with funds and moneys of the Society;
- e) Terms and tenure of appointments, emoluments, allowances and other conditions of service of the officers and employees of the Park.
- f) Rules regarding discipline, suspension and dismissal of the officers and employees of the Park;
- g) Powers, duties and functions, of the Board as well as other officers and employees of the Park;
- h) Promotional and other activities of the Park.
- i) Execution of contracts and other instruments, on behalf of the Park;
- j) Establishment and maintenance of pension, provident and other funds for the benefit of officers and employees or for the purpose of the Park.
- k) Conduct and defence of legal proceedings and manner of signing pleadings.
- l) Such other matters as may be necessary for the administration of the Park.

4. Officers and employees

Subject to the provision of these Rules, the staff of the Park will consist of:

- a) Chief Executive Officer
- b) Secretary & Registrar
- c) Technical staff (Engineers and Management Professionals)
- d) Administrative staff (Chief Finance Officer etc.)
- e) Such other officers and employees as may be considered necessary for functioning of the Park.

5. Appointment of Chief Executive Officer

The appointment of Chief Executive Officer shall be made by the Chairperson of the Executive Council with the approval of the Chairperson of the Governing Body. Subject to the provisions of Rule 17, the Chief Executive Officer shall normally hold office for a period not exceeding five years at a time. The emoluments, allowances and other conditions of service shall be fixed by the Governing Body.

6. Power of delegation of the Executive Council

The Executive Council may delegate some of its powers, functions and duties to any member of the staff of the Park.

7. Appointment of Technical staff

Subject to the provisions of Rule 17, the appointment of Engineers and Management professionals for the Park above a certain grade (to be specified by the Governing Body) shall be approved by the Chairperson of the Governing Body on the recommendations of the Executive Council and below the specified grade, shall be made by the Executive Council or by an officer to whom the power has been delegated by the Executive Council under Rule 14 for a period normally not exceeding five years at a time for all grades.

8. Appointment of Administrative staff

Subject to the provision of Rule 17 the Administrative staff of the Park shall be appointed by the Executive Council or by an officer to whom the power has been delegated by the Executive Council under Rules 14 for a period normally not exceeding five years at a time for all grades. The tenure may be extended for a further period of 5 years at a time by the appointing authority.

9. Tenure of appointment of staff

The tenure of appointment for all Technical and Administrative Staff including the Chief Executive Officer and Registrar shall be for a period of not more than 5 years at a time. The tenure may be extended for a further period of 5 years at a time by the appointing authority. These appointments shall be governed by the bye-laws to be framed under Rule 11.

10. Appointment of Registrar

The appointment of the Registrar shall be made by the Chief Executive Officer on the recommendations of the Chairperson of the Executive Council and approved by the Chairperson of the Governing Body.

11. Termination of service of staff

The termination of services of the officers and employees of the Park will be governed in accordance with the bye-laws framed under Rule 11 (e).

12. Properties and funds vested in the Governing Body

The properties and funds of the Park shall vest in the Governing Body and shall consist of:

- a) Recurring grants made by the Government of Kerala.
- b) Any other grants made by the Government of India/State Government.
- c) All machinery, plant, equipment and instruments (whether laboratory, workshop, prototype shop or otherwise), books and journals, furniture, furnishings and fixtures belonging to the Park.
- d) Grants, gifts and donations of cash and securities and of any properties, either movable or immovable; and
- e) Remuneration received through rents, dividends, leasing, consultancy, design, development, technology transfer, contracts etc.

13. Legal action

The Registrar may sue or be sued in the name of the Society in all legal proceedings.

14. Seal of the society

The Registrar is authorized to execute all documents and contracts and to put in the Seal of the Society on such documents on the direction of the Executive Council. The custody of the seal would be with the Registrar.

15. Budget and accounts

- a) The Governing Body shall frame the Annual Budget before the end of March and forward copies thereof to the Government of Kerala.

- b) Moneys forming part of the funds of the Park vested in the Governing Body shall be deposited in the name of the Governing Body in an approved Bank or Banks, which shall be, nationalized Banks.
- c) All the incomes, earnings, movable and/or immovable properties of the Society will be solely utilized and applied towards the promotion of the objectives as set forth in the Memorandum of Association and no portion thereof shall be paid or transferred directly or indirectly by way of dividends, bonus, profit or any manner, whatsoever, to the members of the society or to any persons claiming through anyone or more of the members. No member of the Society shall have any personal claim on any movable and/or immovable properties of the Society or make any profit, whatsoever, by virtue of his membership.
- d) The accounts of the Park shall be audited annually by a Chartered Accountant or Accountants to be proposed by the Executive Council and approved by the Governing Body.

16. Annual Report

The Governing Body shall submit a Report on the working of the Park annually to the Government of Kerala. Such Reports shall contain the particulars of the work of the Park during the previous year and shall be accompanied by a balance sheet duly audited showing the income and expenditure of the Park during the said year.

17. Alteration of rules

These Rules may, from time to time be altered, added to and modified by the Governing Body and Rules (so altered, added to and modified) shall operate from such date as shall be notified.

18. Dissolution of the society

The Society may be dissolved in accordance with the provisions of The Travancore-Cochin Literary, Scientific and Charitable Societies Registration Act XII of 1955 after obtaining the previous consent of the Govt. of Kerala in that behalf. If, upon the dissolution of the Society, there shall remain, after the satisfaction of all its debts and liabilities, any property whatsoever, the same shall not be paid to or distributed among the members of the Society, but it shall be lawful for the members to determine by the majority of the votes of the members present personally at the time of dissolution of the Society that such property shall be given to the Govt. of Kerala to be utilized for any of the purposes referred to in the Societies Registration Act.

(ii) The powers and duties of its officers and employees.

Sandip Kumar IAS	Chief Executive Officer (Addl Charge)	<ul style="list-style-type: none"> • Overall charge of Technopark
Shaiju N Lal	Secretary - Registrar (Kerala IT Parks)	<ul style="list-style-type: none"> • Responsible for the timely submission of the Annual statutory reports to the Government such as Audit Report, Admin Report, Performance Report and Annual Report of Technopark with the approval of the CEO-Technopark.

		<ul style="list-style-type: none"> • Coordinating written communications and liaisons with the Government Departments/Statutory bodies like SEIAA,/KSPCB/Fire & Rescue etc including replying to the LA interpretations/Legal issues/Government queries etc. • Responsible for the AG audits and consolidating replies in this regard in coordination with other departments of Technopark and shall be the custodian of such files. • Preparing and compiling the agenda pertaining to EC/GC meetings, send notice/minutes to the members and shall be the custodian for the same. • Executing all lease agreement related to land and office space, to put in the Seal of the Society to such documents and shall be the custodian of the same. • Responsible for handling legal issues/cases including LAR, Labour legislations and related grievances, cheque return, recovery of dues etc and may sue or be sued in the name of the Society in all legal proceedings. • Holding the charge of Appellate Authority under the RTI Act for Technopark.
Geetha Gopi	Secretary to CEO	Office Administration of Chief Executive Officer – Technopark <ul style="list-style-type: none"> • Receiving and screening incoming phone calls and redirecting them as appropriate. • Handling and prioritizing all inward/outgoing correspondences with CEO's approval. • Keeping track of letters forwarded to other sections and departments for their input. • Following up with concerned managers/officers for replying / submitting necessary documents to statutory bodies.

		<ul style="list-style-type: none"> • Drafting letters/e-mails and preparation of notes/ reports/PPTs for CEO. • Organising and upkeep of records through digitization of documents for ready retrieval through dispatch division. • Maintaining the calendar of meetings to be attended by the CEO, attending to visitors including foreign delegations, business clients, etc. • Coordination of external/internal meetings, as required by the CEO, and preparation/circulation of minutes of those meetings, if required. • Keeping track of meeting schedules, informing the attendees, as required. • Making travel arrangements for the CEO. • Handling of confidential documents and ensuring their secrecy. • Preparation of reimbursement /tour claims in respect of the CEO. • Performing other general clerical duties like photocopying, faxing, mailing, and filing of documents. • Coordinating with departments, compiling and preparing agenda/minutes for Board of Governors/Governing Council meetings. Additionally, making arrangements for the above meetings, following-up with Board members for ensuring quorum, and handling of logistics for Board members, etc
<u>ENGINEERING</u>		
Madhavan Praveen	Chief Technical Officer	<ul style="list-style-type: none"> • Primarily holding charge of all engineering (Civil/MEP and allied services) activities relating to Technopark Phase-I, Technopark Phase-III, Phase-II, Technocity & Kollam Campuses. Includes the Power Distribution Licensee Activities, IT, Purchases, KSERC Compliances and regulations related to Power distribution license activities.

		<ul style="list-style-type: none"> • Planning of new infrastructure projects, verification of plan/design/estimate, proposals etc. Its execution, monitoring and supervising the works. • Planning of engineering works related to Civil/Electrical/HVAC/Fire Protection System etc which are critical for the operations of the Park. • Overseeing the Operations and Maintenance activities of Engineering nature like Power Distribution System, water distribution System, HVAC, Fire Protection System, Sewage Treatment Plants, Lifts for the whole campus and buildings (TP) of Technopark for the smooth operations of the Park. • Overseeing the O&M of all the DG sets of the Technopark Owned Buildings for ensuring 100% Power Back up in the event of power outages from KSEBL. • Interactions with IT companies of Technopark related to Engineering issues, identifying the engineering problems being faced by the companies in the allotted space as well as in the allotted land for their smooth operations. • Providing advice to IT companies who had been allotted land on matters related to various statutory approvals like Building Permit, PCB, KSEI, Fire etc which are to be addressed through Single Window Clearance Board as the Convener of Technopark Single Window Clearance Board. • Coordinating with various statutory bodies like KSEI/PCB/MoEF etc. for compliances. Interacting with KSEB/KWA/Irrigation/NHAI and other Govt agencies on matters related to the operations of the Park. • Overseeing the operations and maintenance of the 110 kV electrical substations at Phase-III, Technocity campuses which is built and operated by Technopark. • Overseeing the billing activities for Power/Water/AC etc. of the consumers.
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		<ul style="list-style-type: none"> • Overseeing the matters related to Power Distribution Licensee which is entirely a different activity of Technopark which requires strict compliance of regulations of Hon'ble Kerala State Electricity Regulatory Commission (KSERC) as per the Electricity Act. • Overseeing the compliances of the directions from the Hon'ble KSERC from time to time. • Member of CGRF (Consumer Grievance Regulatory Forum) for matters related to grievances raised by the electrical consumers of Technopark. • Overseeing the purchase activities of Technopark. • Exploring various engineering and other viable solutions for reducing the operational cost of the parks and its implementations. • Providing necessary support to legal wing of Technopark. • Convener of the Single Window Clearance Board of Technopark. <p>In addition to the above, other matters of general nature as below are also being handled:</p> <ul style="list-style-type: none"> • Correspondence with IT companies on matters related to operations and maintenance. • Correspondences with regulating/Govt agencies. • Preparation of Project reports for submissions to statutory bodies like PCB/KSERC etc. • Replies to AG audit queries. • Preparation of agenda notes for EC and GB of Technopark. • Chairman – CGRF (Consumer Grievance Regulatory Forum) of Technopark.
Rahul Thampi R I	Asst. Vice President (Civil)	<ul style="list-style-type: none"> • Interactions with Customers of Phase-I/III, related to Engineering issues, identifying the engineering problems being faced by the companies in the allotted space as well as in the allotted land and reporting these to the

		<p>Engineering Department in coordination with Business Development/Customer relation Dept. The timelines for maintenance works are to be reported to client/BD/CR.</p> <ul style="list-style-type: none"> • Plan/Area of allotted space/lease agreement-renewal-Land allotment plan-Revisions/Modifications/Master Plan revisions etc. for all campuses. • Verification of new proposals submitted by KSITIL, coordination, verification of bills/Quality etc. In charge of the civil works being handled by KSITIL. • Checking/ verification and recommendation for approval of development plans submitted by tenants in leased land/ space for all campuses and monitoring their works and reporting on the unauthorized constructions/ deviations from KMBR for the construction works being executed in Phase-I/II and III campuses. Coordinating the activities of Single Window Clearance Board of Technopark. The start of interior/construction activities on the allotted space/land shall be informed to the Engg/Finance/BD departments. • Maintenance of all records/ files/settlement of bills related to the works being handled currently. • Quality assessment of all civil/finishing works being carried out in the campuses, reporting the defects, and taking corrective actions as per above chart. In charge of the new Quality Testing Lab. • Monthly reports on the quality of the civil/finishing works shall be submitted to CTO. • Coordination with other Govt Dept like PWD/ Irrigation/ Corporation/ NHAI etc related to various works being executed by Technopark. Statutory Compliance like EC conditions/ reports etc. Single Window Clearance Board activities. • In charge of the Civil Engineering Laboratory of Technopark.
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Azeeb A K	Asst. Vice President (IT)	<ul style="list-style-type: none"> • Overall supervision, Planning, Implementation, operation, maintenance, upgradation, and integration of IT infrastructure and related activities across all campuses of Technopark. • Network administration. • System administration. • Information security and Data Backup. • Procurement of hardware and software. • Responsibility for the Chief Minister's grievance redressal portal. • Management Website and Public domains of Technopark. • E-waste management. • Management of VHF Wireless Communication System, Video Surveillance Systems for Phase- I, Phase- III, Phase-IV, and Phase-V, Biometric Attendance System, Video Conferencing Systems, Digital Standee Notice Boards, Digital Company Directory Systems, etc. • Management of Online Visitor Management System, Facility Booking and Payment System, Land Information System, Online Space Queue Management System, Online Room Booking and payment System for Guest House, Centralized job portal for companies, ERP Modules, etc. • Implementation of application systems based on organizational requirements. • Conducting required training for officials on the use of e-applications. • Providing necessary training for trainees and apprentices. • Granting permits for cable routing, equipment installation, IBS (In-Building Solution) permissions, and other related approvals for internet service providers (ISPs) and telecommunication infrastructure providers (IPs) • Providing technical support and guidance to all departments within Technopark in matters related to information technology and associated activities. • Coordinating with external agencies to facilitate communication infrastructure
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		<p>for the smooth conduct of various programs at Technopark.</p> <ul style="list-style-type: none"> • To ensure timely submission of reports from Technical Coordinator-IT/Engr O&M as the case may be related to IT.
Anfal A	Asst. General Manager (Electrical)	<ul style="list-style-type: none"> • Planning & Execution of Power Distribution System for the campuses. • Matters related to Distribution Licensee /KSERC. • O&M of Power DS /SS/ DG sets belonging to Technopark. • Liaising with KSEB, KSEI for all matters in Phase-I and especially related to O&M issue with KSEB in 110 kV SS at Kazhakootam. • Energy Audit/Liaisoning with statutory bodies like KSEI. • Power requirements of Technopark campus. • New initiatives, technology up gradation, renewable sources of energy, energy conservation methods and its implementation for the campuses. • Checking/ verification and recommendation for approval of development plans related to electrical schemes submitted by tenants in leased land/ space and monitoring their works. • Works being undertaken by KSITIL. • To ensure that daily/biweekly reports are submitted by Supervisors/O&M-Engr related to Electrical works on time. • Maintenance of all records/ files relating to the works. • Supervision of all electrical works, planning and scheduling, quality control at site, random cross checking measurements at site with that entered in the M- Books, analysing with the comparative statements, cost control measures, verifying bills, and forwarding it for approvals from higher authorities, initiating proposals for approval from higher authorities. • Member (Technical) of CGRF (Consumer Grievance Regulatory Forum) of Technopark

Abhilash M R	Asst. General Manager (MEP)	<ul style="list-style-type: none"> • Planning, estimation, tendering and monitoring of all MEP works • O&M of HVAC systems/Billings/ BMS/ STP/FPS of buildings. • Design/Execution of HVAC works. • Checking/ verification and recommendation for approval of development plans related to HVAC, submitted by tenants in leased land/ space and monitoring their works. • Water Supply and Distribution system for the whole campuses of Technopark and liaising with KWA. • Water Billing of Consumers of Technopark Phase-I/II campuses. • Preparation and updating of the drawings of the utility services of the buildings of Phase-I/III campuses. • Maintenance of all records/ files related to the works being handled. • New initiatives/automation/control system/ BMS. • To ensure that daily/bi-weekly reports related to MEP works are submitted by the Supervisor's/O&M Engr on time. • Works being entrusted to KSITIL.
Annie Moses	Chief Manager (Quality Control)	<p>Overall supervision, Planning, Implementation, operation, maintenance, upgradation, and integration of Quality related activities across all campuses of Technopark.</p> <p><u>Quality Control</u></p> <ul style="list-style-type: none"> • Management Representative for Quality (ISO 9001:2015, ISO 14001:2015, ISO 45001:2018), Certified Internal Auditor • Spearheading the Quality Department as Management Representative • Documentation (Updating & Reviewing) ISO 9001:2015, ISO 14001:2015, ISO 45001:2018 • Supporting the Documentation for regulating the systems and procedures in each department • Conducting periodic Internal & External Quality audits. • Preparing Corrective & Preventive action reports

		<ul style="list-style-type: none"> • Control of forms, Policies and procedures of the Organisation • Updating Citizens Charter, Right to Information & Service providers on the website • Management Representative for Quality (ISO & OHSAS) Certified Internal Auditor • Attend strategic meetings, identifying and meeting potential entities by leveraging network. • Certified Lead Auditor for Quality Management System • Member of ISO/Audit Committee of Technopark <p><u>Engineering Process/ documentation/ reports under Civil/ Electrical/ M.E.P verticals: -</u></p> <p>Tendering (Civil, MEP, Electrical - O&M/Projects)</p> <ul style="list-style-type: none"> • Floating of e-tender on the e-tender website. • PRD advertisement, publication for tenders (including their bill processing. • Pre-bid meeting coordination and updating of the same on e-tender website. • Uploading of necessary corrigendum on e-tender. • Opening of bids and further proceedings up to AOC (coordination). <p>Activities related to Power Business.</p> <ul style="list-style-type: none"> • Preparation and submission of Periodical reports to Regulatory bodies (CEA, CGRE, BEE, KSERC, LDC, ANERT). • Timely execution of Power agreements. <p>Activities related to MEP.</p> <ul style="list-style-type: none"> • Renewal of lift licenses across Technopark Campuses with KSEI. • Monthly filing of effluent details to KSPCB • Consent renewals of Technopark owned buildings and Common STP with KSPCB
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		<ul style="list-style-type: none"> • Solid Waste Management - Coordination activities. <p><u>Civil Laboratory/Quality/Electrical Lab etc (In line with the ISO and NABL accreditations)</u></p> <ul style="list-style-type: none"> • Documentation and updation of Laboratory Management System. • Quality Manual/ Quality Assurance for the Laboratory. • Timely actions to renew CAMC and calibration of laboratory equipment. • Assistance on internal audits and management review of the Laboratory. <p><u>Additional Responsibilities / Activities</u></p> <ul style="list-style-type: none"> • Member of HR Internal Committee of Kerala IT Parks. • Member of Promotion Policy Committee of Kerala IT Parks. • Convenor of HR Grievance Committee of Technopark Companies. • Member of Interview Board of KSUM/DUK/IITM-K etc. • Member of Cultural Committee of Technopark. • Convenor of Safety Committee of Technopark. • Member of WIIT, Technopark Employees Hospital Society etc. • Any other responsibility entrusted by CTO/CEO from time to time.
Madhu Janardhanan	Manager (Fire & Safety)	<ul style="list-style-type: none"> • Fire & Safety related - Daily evaluation of Fire protection system and campus safety in all campuses; disaster management in association with Project department; renewal of Fire NOCs; disseminate expert guidance on Fire and Life Safety to Technopark companies as and when required; Conduct of periodic safety meetings; Process maintenance bills for Fire and Safety; Liaise with civil Fire Brigade for timely assistance; Conduct periodical fire audits through external agencies; Coordinate building safety audits; Investigation and

		<p>reporting of fire incidents in the campuses; management of first aid medicines (First aid Box) at all vital points; manage to update statutory certificates for Park Centre Ambulance; Monitor and manage occupational health hazard inside the campus; Give professional expertise in the field of safety to concerned officials; manage to cultivate and maintain a good safety culture at all Technopark Campuses; Associate with Internal audit for ISO.</p> <ul style="list-style-type: none"> • Estate Management related : Inspectional visits to Technopark lands at all campuses; Coordinate survey activities; Associate with peg marking of land boundaries; Managing/associating with LA department on public disputes on roads, pathways or encroachment on Technopark land; Represents Technopark during the visits of advocate commission connected with court cases; Managing of valuation and approval from Forest department for uprooting trees for developmental activities; Associate in tendering for removal of trees. • Engineering & Projects related: Co-ordinate with CET for risk assessment on various hazards in the Campus; Contract management of Fire Protection in association with engineering department; Monitoring and advising on hazardous works in the campuses. • Authorised Officer for Eviction - Complete eviction procedure as Authorised Officer in association with Legal and Security department. • LA Interpellation – Preparation of replies to Legislative Assembly Questions.
Susmitha Antony	Manager (O&M)	<ul style="list-style-type: none"> • Preparation of note / report on requirement of various civil works based on actual site conditions and preliminary survey. • Verification of estimate pertaining to civil works of all campuses.

		<ul style="list-style-type: none"> • Co-ordination with electrical / MEP team for various works. • Structural Design of Civil works and preparation of structural drawings. • Preparation of tender documents and civil drawings. • Tendering & evaluation of bids. • Putting-up recommendation for awarding works and ensuring execution of agreement and submission of bank guarantees. • Monitoring the progress of works and reporting the progress on timely manner. • Arranging review meetings to follow-up ongoing works. • Recording completion and expiration of defect liability period of various civil works. • Monitoring laboratory activities.
Position Vacant	Assistant Manager (Civil)	<ul style="list-style-type: none"> • Preparation of note / report on requirement of various civil works based on actual site conditions and preliminary survey. • Verification of estimate pertaining to civil works of all campuses. • Co-ordination with electrical / MEP team for various works. • Structural Design of Civil works and preparation of structural drawings. • Preparation of tender documents and civil drawings. • Tendering & evaluation of bids. • Putting-up recommendation for awarding works and ensuring execution of agreement and submission of bank guarantees. • Monitoring the progress of works and reporting the progress on timely manner. • Arranging review meetings to follow-up ongoing works. • Recording completion and expiration of defect liability period of various civil works. • Monitoring laboratory activities

Position Vacant	Assistant Manager (Electrical)	<ul style="list-style-type: none"> • Design & Estimation, Tendering, of all new projects/ maintenance works related to Electrical distribution systems. • Coordination with OEMs & Vendors in various stages of design and execution in getting proposals/ offers/ quotations, seeking technical inputs required for the projects, clarification regarding specifications, etc. • Supporting/ assisting new initiatives taken by Superior Officers in technology up gradation/ renewable sources of energy, and energy conservation methods by assessing and its implementation for all campuses in Technopark. • Conducting site surveys/ studies required for assessment of various requirements including electrical equipment, cable route, existing facilities, etc. • Verification of documents submitted by Contractor in various stages of execution, recommend the superior official to issue approval after verification/ scrutiny, verification, and processing of bills. • Supervision of Projects in various stages of execution, reporting the status/ updates to higher officials, follow-up/ planning required for timely completion of projects. Inter-department coordination is required for affected services in the projects executed.
Abhijith Krishnan S	Assistant Manager - MEP	<ul style="list-style-type: none"> • Assisting in the following works: <ul style="list-style-type: none"> ➤ Design, preparation/verification of estimates for Water Distribution System, Sewage Treatment Plants, Fire Protection System across all campuses. ➤ Monitoring and supervision of projects related to Water Distribution System, Sewage Treatment Plants and Fire Protection System across all campuses. ➤ Statutory matters related to KWA Water Connections and supply, KSPCB Consents, Fire NOCs etc of all campuses. • Verification of bills related to Water

		<p>Distribution System, Sewage Treatment Plants and Fire Protection System across all campuses.</p> <ul style="list-style-type: none"> • Coordination of O&M activities of WDS/STP/FPS installations across all campuses. • Supporting/ assisting new initiative taken by Technopark in replacing existing equipment with highly efficient units in Technopark.
Beena P R	Officer (Purchase)	<ul style="list-style-type: none"> • Responsible for all procurements and purchases of Technopark as per the requirements of various departments. Shall follow the procedures as approved by Technopark. • Preparation and maintenance of documents for Purchase/work orders as per Stores Purchase Manual. • Initiating actions for procurement for stores as per the requirements of the institution/ departments of Technopark and its finalisation after obtaining approvals from the Purchase Committee. • Floating tenders/quotations for the procurement purpose and its evaluation and finalization. • Monitor and Coordinate with the suppliers for ensuring timely delivery of materials. • Verify the receipt and recording of the ordered items and issuing asset numbers and forwarding the procured items to stores/ concerned department. • Payment process of Purchases. • Maintenance of records (Purchase order & work order Register, GRIR Register, Quotation/Tender Register). • Initiating repairs and maintenance of equipment/furniture and monitoring the progress.
Prasanth Kumar A M	Officer (IT)	<ul style="list-style-type: none"> • Server administration/Automation. • Network & system support for all domain (Windows, MAC, Linux, & Android). • Remote system administration and management using RDP, Team Viewer and Any desk. • Installation and configuration of Servers • Managing and updating antivirus patches

		both in server and client.
Rahul Raj	Asst. Engineer (Electrical)	<ul style="list-style-type: none"> • Coordination of O&M activities of the Power distribution system in Technopark campuses. • Coordination of O&M activities of the Power backup system (DG Sets) in Technopark campuses. • Preparation of all documents related to Electricity Regulatory Affairs of the Technopark (licensee). • Coordination of all activities related to Electricity License (Power Connection, Agreement execution, Billing, Disconnection etc.) • Assisting superior officers in statutory matters related to power. • Preparation of CGRF of Technopark, submission of periodical reports etc. • Preparation of periodical reports to CEA/BEE/EMC. • Estimation, Tendering, and bill processing of AMC's and O&M contracts in Technopark. • Coordination of Energy Audit for Technopark Campus. • Checking/ verification for approval of development plans related to electrical schemes submitted by tenants in leased land/ space and monitoring their works. • Procurement of electrical materials/spares for maintenance activities. • Supporting/ assisting new initiatives taken by superior officers in Energy conservation, Demand side management activities in Technopark.
Manu V	Asst. Engineer (Civil)	<ul style="list-style-type: none"> • Preliminary setting out and survey of civil works. • Preparation of estimate of various civil works. • Preparation of drawings including Layout, section, elevation, etc. • Monitoring & supervising awarded civil works to ensure its completion as per specifications and tender conditions. • Verification and processing of running account bills as and when submitted by

		<p>contractors, based on executed quantity of works.</p> <ul style="list-style-type: none"> • Preparation of deviation statement of each contract. • Site inspections for identifying root cause / reasons of complaint, reporting interiors works for issuing building permit and gestation period for the IT companies. • Attending complaints related to civil maintenance, as and when reported by companies and CR department by assigning jobs to contractors in line with contract conditions.
Dinesh S	Asst. Engineer (MEP)	<ul style="list-style-type: none"> • Responsible for Supervision of all MEP works, preparation of bills, quantity surveying, drafting. MEP maintenance works etc. (All campuses) • Such other duties as assigned by the HoD from time to time.
Kavitha Vidya S	Coordinator (Data Entry)	<ul style="list-style-type: none"> • Support and coordinate the Document Digitization activity as given below. <ul style="list-style-type: none"> a. Coordinate with the department coordinator. b. Coordinate with officers assigned by the Service Provider (KELTRON). c. Receive files in the Digitization Activity Room from the department coordinator. d. Maintain the Digitization Activity Register. e. Maintain the Spreadsheets of the File register and Scanning activity progress register. f. Label files with the "Scanned" seal and enter the relevant details once the scanning activity is completed. g. Hand over the files to the department coordinator and enter the details in the register once the scanning activity is completed. h. Ensure the safety of the files/documents received in the Scanning activity room. i. Ensure the safety of the equipment installed in the Scanning activity room. j. Ensure the documents are stapled properly, same as in the previously arranged order, and kept in their original file. k. Ensure all documents/files received in the Scanning Activity Room are properly scanned as per the document retention

		<p>policy of Technopark.</p> <p>l. Ensure the Schedule of Scanning activity is followed.</p> <p>m. Provide daily progress updates to the Manager (IT).</p> <p>n. Perform all other duties assigned related to Document Digitization activity from time to time. All DTP works both Malayalam and English as well as LA interpellation as and when required by the institution.</p> <p>o. Management of database with respect to the work assigned by inter departments.</p>
Ajith C G	Technical Coordinator (O&M)	<ul style="list-style-type: none"> • Monitoring various works assigned by engineering division to contractors (O&M and other works) and report on the progress. • Collecting reports prepared by various O&M vendors and submit to engineering department as per the format prescribed by Technopark by 9.30 am every day. • Physical activity checks at buildings, Substations, HVAC plants, STPs, Water treatment plant, pump rooms etc. twice in a week and submit report/status to the Eng. department every Tuesday and Friday. • Coordination between supervisors and other activities as assigned by the higher authorities. • Any matters as directed by higher authority.
Ajith D P	Technical Coordinator (O&M)	<ul style="list-style-type: none"> • Monitoring various works assigned by engineering division to contractors (O&M and otherworks) and report on the progress. • Collecting reports prepared by various O&M vendors and submit to engineering department as per the format prescribed by Technopark by 9.30 am every day. • Physical activity checks at buildings, Substations, HVAC plants, STPs, Water treatment plant, pump rooms etc. twice in a week and submit report/status to the Eng. department every Tuesday and Friday. • Coordination between supervisors and other activities as assigned by the higher authorities. • Any matters as directed by higher

		authority.
Chandrakumar N S	Technical Coordinator (O&M)	<ul style="list-style-type: none"> • Monitoring various works assigned by engineering division to contractors (O&M and other works) and report on the progress. • Collecting reports prepared by various O&M vendors and submit to engineering department as per the format prescribed by Technopark by 9.30 am every day. • Physical activity checks at buildings, Substations, HVAC plants, STPs, Water treatment plant, pump rooms etc. twice in a week and submit report/status to the Eng. department every Tuesday and Friday. • Coordination between supervisors and other activities as assigned by the higher authorities. • Any matters as directed by higher authority.
Ramesh S	Technical Coordinator (O&M)	<ul style="list-style-type: none"> • Monitoring various works assigned by engineering division to contractors (O&M and other works) and report on the progress. • Collecting reports prepared by various O&M vendors and submit to engineering department as per the format prescribed by Technopark by 9.30 am every day. • Physical activity checks at buildings, Substations, HVAC plants, STPs, Water treatment plant, pump rooms etc. twice in a week and submit report/status to the Eng. department every Tuesday and Friday. • Coordination between supervisors and other activities as assigned by the higher authorities. • Any matters as directed by higher authority.
Suresh Kumar S	Technical Coordinator (O&M)	<ul style="list-style-type: none"> • Monitoring various works assigned by engineering division to contractors (O&M and other works) and report on the progress. • Collecting reports prepared by various O&M vendors and submit to engineering department as per the format prescribed by Technopark by 9.30 am every day. • Physical activity checks at buildings,

		<p>Substations, HVAC plants, STPs, Water treatment plant, pump rooms etc. twice in a week and submit report/status to the Eng. department every Tuesday and Friday.</p> <ul style="list-style-type: none"> • Coordination between supervisors and other activities as assigned by the higher authorities. • Any matters as directed by higher authority.
Manu V R	Technical Coordinator (O&M)	<ul style="list-style-type: none"> • Monitoring various works assigned by engineering division to contractors (O&M and other works) and report on the progress. • Collecting reports prepared by various O&M vendors and submit to engineering department as per the format prescribed by Technopark by 9.30 am every day. • Physical activity checks at buildings, Substations, HVAC plants, STPs, Water treatment plant, pump rooms etc. twice in a week and submit report/status to the Eng. department every Tuesday and Friday. • Coordination between supervisors and other activities as assigned by the higher authorities. • Any matters as directed by higher authority.
Viju V R	Technical Coordinator (IT)	<ul style="list-style-type: none"> • To assist the IT department in all matters relating to system administration, networking, maintenance, work permits etc and other duties as assigned by the higher authorities. Submission of weekly reports to AVP-IT on the status of the same. And any matters as instructed by higher authority.
<u>FINANCE</u>		
Vipin Kumar S	Chief Finance Officer	<ul style="list-style-type: none"> • Financial control and management including effective working capital management, project finance through optimal mix of debt and internal funding, and compliance with GST, Income Tax and KSERC Acts. • Preparation of annual budgets and budgetary control for capital and revenue expenditure

		<ul style="list-style-type: none"> • Scientific costing for land value fixation. • Costing for rental fixation of new buildings and facilities. • Preparation of finance-related agenda notes for Executive Council (EC) and General Body (GB). • Capital expenditure funding arrangements and coordination with credit rating agency (CRISIL). • Timely correspondence with Government on all financial and accounts matters. • Submission of reports and statements to Government and Planning Board on plan fund allocation and monitoring. • Coordination of statutory, internal and AG audits. • Compliance with financial delegation policy and approvals through e-office portal. <p>In addition, holding additional charge as Treasurer for Infopark and Cyberpark.</p>
Position Vacant	Dy. Vice President (Finance)	<ul style="list-style-type: none"> • Ensuring accurate and timely billing to customers, effective collection follow-up, and proper communication with customers on finance and accounts matters. • Monitoring banking operations including fund management, reconciliations, and coordination with banks. • Compliance with statutory, internal, AG and GST audit requirements • Implementation of assets buy-back policy and calculation of derived rental. • Continuous ledger scrutiny and timely rectification of accounting entries. • Preparation of annual financial statements in accordance with applicable accounting standards. • Establishment of internal systems for effective planning, implementation, monitoring, evaluation and reporting of

		<p>team performance.</p> <ul style="list-style-type: none"> • Vendor management and timely release of payments to contractors and employees. • Active participation in SMC and ensuring financial compliance as per SMC decisions. • Preparation of agenda notes for EC and GC and ensuring compliance with Minutes on finance and accounting matters.
Viswanathan N	Asst. General Manager (Finance)	<ul style="list-style-type: none"> • Preparation of ARR and ERC, truing-up of accounts, and handling hearings and correspondence relating to KSERC compliance. • Filing of E-TDS and GST returns and ensuring statutory tax compliances. • Maintenance of Asset Register and providing inputs for asset insurance and claim settlement. • Assisting DVP(Finance) in preparation of agenda notes and action taken reports for Board meetings. • Preparation of Management Information Reports on power, collections, and phase-wise profitability. • Accounts receivables management and collection follow-up, particularly for Thejaswini Building. • Support in internal audit, statutory audit, AG audit and GST audit. • Customer billing for air-conditioning charges, property tax and surcharge. • Compilation of data for calculation and remittance of electricity duty. • Representation in Revenue Recovery cases, Service Tax hearings, KVAT hearings and preparation of related correspondence.

Jayanthi R	Dy. Manager (Finance & Admin)	<ul style="list-style-type: none"> • Receipts accounting (excluding power) and accounting of all online transactions relating to all bank accounts, including bank reconciliations. • Preparation of fund flow statements for monitoring daily bank balances. • Support in availing term loans and monitoring loan accounts including EMI management, accounting entries and correspondence with banks. • Assisting in internal and statutory audit assignments. • Billing master updates for rent and operation & maintenance charges. • Customer follow-up, imprest management, balance confirmations, agreement verification (fresh and renewals), full and final settlements, and one-time settlements. • Support for legal actions relating to customer recoveries. • Coordination for CRISIL rating review activities for all phases. • Administration and overall finance and administrative operations of Technopark Kollam.
Sheena. T	Dy. Manager (Finance)	<ul style="list-style-type: none"> • Monthly updation of customer master files including fresh and renewed agreements. • Billing to companies towards rent, operation & maintenance charges, duct usage charges, and annual charges to co-developers. • Customer follow-up and ledger maintenance for Phase III and Kabani customers. • Support to Legal team in eviction and revenue recovery processes. • Verification of financial clauses in fresh and renewal agreements. • Verification of rate cards for proper approvals.

		<ul style="list-style-type: none"> • Processing of full and final settlements for vacating companies. • Preparation of Management Information System (MIS) reports on rent for modules and buildings. • Support for AG, internal, GST and statutory audit compliances.
Binu K V	Dy. Manager (Finance)	<ul style="list-style-type: none"> • Handling matters relating to Plan Fund and Plan Space including Working Group, Special Working Group, Subject Committee, SDG, Planning Board, utilisation certificates, and all related compliances. • Monthly billing of covered car parking area charges. • Administration of car parking including slot allotment based on eligibility and requests. • Processing monthly power payments to KSEB. • Preparation of MIS reports on water and car parking charges. • Billing and reconciliation with inter-government organisations. • Customer follow-up, agreement verification, and full & final settlement of companies in Nila Building and other service providers. • Management of bank guarantees as per tender conditions for capital and revenue works. • Coordination with Tally support team for updation and customisation of Tally accounting software and maintaining daily data backup.
Sandhya P S	Dy. Manager (Finance)	<ul style="list-style-type: none"> • Payroll management and processing. • Preparation and remittance of statutory online payments and returns including TDS, PF and Professional Tax. • Income tax computation and TDS for employees.

		<ul style="list-style-type: none"> • Processing of full and final settlements including gratuity and leave encashment. • Preparation of statements and issue of debit notes to co-developers towards SEZ cost sharing. • Processing reimbursement of medical, conveyance and mobile/internet allowances to employees. • Customer follow-up and verification of fresh and renewal agreements of food outlets, service providers and co-developers. • Processing of full and final settlements of vacated customers. • Handling customer queries and related correspondence. • Preparation of MIS reports for food court operations. • Coordination with internal and statutory auditors.
Manju V I	Officer (Accounts & LA)	<ul style="list-style-type: none"> • Power billing for all phases. • Handling land acquisition related works and assisting land acquisition consultants. • Verification of land acquisition workings and LAR payments based on intimation from the Land Acquisition Officer and processing payments after obtaining necessary approvals. • Preparation and issue of statutory certificates under the Contract Workers Welfare Fund. • Preparation of MIS reports for operation and maintenance. • Preparation and remittance of property tax and liaison with Thiruvananthapuram Corporation. • Annual remittance of land tax and liaison with Village Offices. • Identification of survey numbers and collection of documents including sale

		deeds, awards, prior deeds, encumbrance certificates, tax receipts, possession certificates and location sketches for execution of land lease agreements and other official purposes.
Padmanabhan S	Officer (Finance)	<ul style="list-style-type: none"> • Cheque and Cash Receipts accounting of customer invoices, Water & Electricity, Advertising, Hall and Ground booking, ID cards and UPI Collections and recording of Cash Payments. • Customer Follow up pertaining to Thejaswini and Bhavani SBCs. • Preparation of Bank Remittance Slip for sending cheques for collection. • Fund Management: - Transfer of funds to different bank accounts based on instructions from CFO/AGM(F). • Reconciliation of Bank accounts. • Participating in Tenders (Normal & E-tender), Attending Pre-Bid Meeting, Evaluation of Tender and Negotiation meeting. Billing to Companies for Advertisement, Permit Fee, ID Cards etc. • Issuing Balance Confirmation & Deposit Confirmation to Companies. • Follow up for Treasury Collection and Payment of Vendors/Contractors through Treasury and WAMS filing.
Sheeba S	Officer (Finance)	<ul style="list-style-type: none"> • Booking of all capital and revenue expenses for all phases. • Processing of all payments relating to Technopark and Technopower (SEZ and Non-SEZ). • Processing of SEZ office payments and domestic and foreign travel settlements. • Handling foreign remittances and arranging foreign currencies. • Monthly updation of GST TDS on the portal for filing GSTR-7. • Preparation and issue of vendor balance confirmations. • Support in finalisation activities, audit coordination, and preparation of MIS for Guest House and Club. • Project cost reconciliation with KSITIL.

		<ul style="list-style-type: none"> • Preparation of plan fund statements comparing project estimates with actuals and communication to concerned departments. • Conduct of monthly site visits for ongoing and completed projects.
Praveen Kumar	Deputy Officer	<ul style="list-style-type: none"> • Billing of water and DG charges for all phases. • Accounting of transactions relating to power bank accounts and bank reconciliation. • Customer follow-up for Pamba, Periyar, Gayathri and OSP buildings. • Preparation of MIS reports for air-conditioning and DG operations. • Preparation of administration reports, annual performance reports and economic review reports. • Updating finance-related training details of employees in coordination with the HR department. • Coordination with colleges for student internships and finance projects as per HR directions. • Coordination and single-point contact for Zoho ERP implementation.
Ahammed Kabeer H	Office Assistant	<ul style="list-style-type: none"> • Assisting over all office operations of finance department. • Supporting Finance Department for delivery of official letters and bills to companies of all Phases. • Responsible for bank deliveries and correspondences. • Collection of Inward cheques from companies and hand over to Finance Department. • Filing and up-keeping of Documents of Finance department. • Supporting for local purchase as and when required.

MARKETING & CR

Vasanth Srikumar Varada	Dy. Vice President (Marketing & Customer Relationship)	<ul style="list-style-type: none">• Manage the inbound/outbound marketing activities, handle operations, customer relationship and continually improve the customer service experience.• Spare allotment and company lease contract management.• Planning, development and execution of all marketing and advertising initiatives.• Creative influence on business strategy.• Generate new business development through successful marketing, through marketing research, product marketing, marketing communications, advertising and public relations.• Business relationship development with key stakeholders (IT Companies, Co-Developers, IPCs, Trade Associations) Chambers and consultants (both India & Aboard)• Brand Strategy, messaging and media relationships.• Investor Relations, lead engagement, corporate communication.• Marketing budget management• Marketing Development Strategy formulation (Go To Market)• Revenue Generation• Plan campaign, events, road shows, exhibitions, Brand Merchandise and internal engagement to promote pride, brand identity.• Develop & execute stakeholders engagement to strengthen the cohort.• Formulate customer service plans, design and implement process to support existing tenants, through consistent client interaction.• Attend strategic meetings and interact with Thought Leadership team.• Facilitate, support, and liaise for new Indian company/subsidiary company
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		<p>registration to establish their office space within Technopark campus.</p> <ul style="list-style-type: none"> • Build and maintain customer relations, meeting new customers by maintaining and leveraging network. • Build relationship with new customers and facilitate business growth working with them. • Ensure accuracy of all tenant details within the Park and all communications are correctly recorded on file/computer. • Work with inter departments developing proposals that meet customer's needs, concerns and objectives. • Participate in facility pricing discussions and handle objections by clarifying, emphasizing agreements worked through differences to a positive conclusion. • Work with all departments such as finance, engineering, admin, legal, land acquisition, security, HR, purchase and IT to meet customer/tenant needs. • To handle Government guests/delegates at their visit to Technopark, to conduct presentation and organize campus visit. • Understand Service Level Agreements and coordinate with inter departments for effective resolution. • Execution of fresh/ renewal agreements of IT built up space. • Registration of renewal agreements at Sub-Registrar office at Trivandrum & Kollam. • To maintain good response time (TAT) in addressing client related needs/ concerns/ issues efficiently and effectively. • Annual Report- content building, coordination, designing, printing and roll out. • Handle office space requests and manage space allotment process by following a transparent system.
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		<p>Convener of Space Management Committee (SMC).</p> <ul style="list-style-type: none"> • LA Interpellation & RTI related to customer service/ client related activities. • Weekly update of space request queue and to publish in Technopark website, to ensure transparency in space allotment process. • Ensure statutory requirements compliance within the park such as crèche, after school, health clinic, cooperative society and go green initiatives. • Coordinate with SEZ for all customer/tenant related matters. Serve as the Convener-SEZ matters, and liaise with STPI Office, Trivandrum. • Daily e-office portal management & document filing. • Prepare letters/proposals to Govt on customer related affairs. • Management of Smart Business Centers (SBCs)- plug & play facility of Technopark. • Monthly report to Govt on new office space offered under Kerala State Right to Service Act 2012. • To maintain internal audit compliance in space allotment process and in customer service activities. • Lead, motivate, communicate with, develop, appraise, and manage team performance to ensure they are fully motivated to achieve best performance to meet organization's needs. Liaise with HR on employment issues if any. • To liaise with HR to organize internal & external training programmes on identified parameters thus to ensure the customer service team is fully compliant. • To actively participate and engage in various management/inter-departmental discussions placing progressive views & executing actions
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		<p>towards meeting organization objectives.</p> <ul style="list-style-type: none"> • To take timely & frequent feedback from tenants- IT companies/non-IT business regarding their suggestion & customer satisfaction level, discuss and implement changes. • Be available to deal with the out of office hours calls and direct them accordingly to bring the customers problem to a satisfactory conclusion. • Preparation of agenda notes on customer service/client related matters to be placed in Technopark Executive Council meeting and in General Body. • Report to CEO Technopark
George Jacob	Senior Manager (Marketing)	<ul style="list-style-type: none"> • Plan and execute advertising related creative design and animations. • Develop market research initiatives. • Source locations and execute outdoor advertising (Billboards and Signages) design. • Marketing & Promotional activities such as Community interventions/ Local associations/Co-sponsorships/ Tie-ups & Agreements etc • Brand custodianship, standardization/regulations, coordination, monitoring, budgeting & documentation • Develop Digital Marketing (Website Design/ Mobile App Design/SEO/ SEM/ Keyword/email). • Responsible for co-ordinating and implementing activities of Infopark & Cyberpark for their marketing efforts. • To actively participate and engage in various management/inter-departmental discussions placing progressive views & executing actions towards meeting organization objectives. • Such other duties as assigned by department heads from time to time. • Report to Deputy Vice President (Marketing & Customer Relationship)

Anisha M A	Officer (Customer Service)	<ul style="list-style-type: none"> • Establishes and maintains customer connections through serving client demands with courtesy and efficiency. • Maintains consistent contact with allocated customer accounts and addresses customer service concerns. • In response to customer requirements, writes and submits communication. • Maintains an appropriate level of confidentiality regarding customer and company matters. • Works closely with the Managers of Technical Support and Field Service on escalated issues. • Deliver exceptional customer service to increase client loyalty and satisfaction. • Handle and resolve customer complaints or inquiries via mail or phone in a timely and accurate manner. • Assisting the client by informing them of the vacant space, arranging showings, and keeping them informed till they proceed into phase I, III, Kollam and Technocity. • Diligently execute work assigned by Interdepartmental heads related to customer relationship domain with the concurrence of AGM (Customer Relationship). • Assisting with the preparation of work orders for customer relationship advertising (keeping a work order register). Evaluation of documents of new clients for executing lease/ license agreement. • Drafting the offer letter, letter of allotment, and SMC for the Phase-1, Phase-3, and Kollam properties. • Filing and classifying Customer Relationship Department records, as well as e-office verification. • Collaborating with SEZ authorities to ensure that the SEZ procedural requirements of the enterprises are met. • Once the agreement has been finalized, provide the IT Division with the
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		<p>company's details (in a regularly updated Excel file) so that they can update the "A-Z" listing on the Technopark website.</p> <ul style="list-style-type: none"> • Working with the IT department to ensure that the space availability and Online space request queue on the website is always accurate. • Coordinating the proper operation of all Phase-1, Phase-3, Kollam and Kabani SBCs. The procedure of coordinating surrender of office spaces and safekeeping of documents for all IT/ITeS companies. • Takes care of a hassle-free smooth onboarding of IT/ITeS companies by sharing documents checklist and by explaining the detailed procedure.
Position Vacant	Officer (Marketing)	<ul style="list-style-type: none"> • Planning and executing Events & Exhibitions. • Social Media Marketing. • Marketing & Promotional activities such as Community interventions/Local associations/Co-sponsorships/Tie-ups & Agreements etc. • Corporate Communications (Development of respective marketing collaterals). • Brand custodianship, standardization/regulations, coordination, monitoring, budgeting & documentation. • Digital Marketing (Website Design/ Mobile App Design/SEO/SEM/Keyword/email). • Any other responsibilities as assigned from time to time.

Lit Cee Mathew	Officer (Statutory Compliance)	<ul style="list-style-type: none"> • Checklist Preparation and communication to the tenants for Fresh/Renewal of lease agreement execution for Technopark Phase I campus – (IT Built Up, SBC, Commercial shops and establishments) • Fresh Agreement Drafting, e-office file execution, Internal Circulation, Client Interaction, Final Print (IT Built Up, SBC, Commercial shops and establishments) • Renewal Agreement Drafting, Renewal Agreement Drafting, ASD Collection, Internal Circulation, Client Interaction, Final Print - Phase I – (IT Built Up, SBC, Commercial shops and establishments) • ASD Collection, Internal Circulation, Client Interaction, Final Print - Phase I - Built Up, SBC, Commercial • Registration of Fresh / Renewal agreement and coordinate with Sub-Registrar Office. • Addendum Drafting, e-office file execution, Internal Circulation, Client Interaction, Final Print • Tripartite Agreement Drafting, e-office file execution, Client Interaction, Internal Circulation, SD Collection, Final Print. Attending client calls about draft lease queries and if needed, forward to the concerned departments. • Bucket wise tracking of lease/license pendency. • Based on the tracker, coordinate with the customers for renewal of lease/license agreement. • Intimating Client about their area correction or dues if any • Updating details of companies in Master File. • Tenant correspondence through emails, documentations and File management. • Master data base management related to active tenants with Technopark
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		<p>Phase I campus such as Lease Date, Expiry date, Sqft etc.</p> <ul style="list-style-type: none"> • Daily e-office portal management & Filing. • Drafting replies to the client emails and queries on regular basis. Coordination with Engineering and Finance on timely basis regarding the Fresh and Renewal Needs. • Monthly Tracker maintenance on Renewals/ Fresh agreements • Executing the agreements other than Phase I/Phase II, if needed or in case of urgency. • Report to Asst. General Manager (Customer Relationship) & any other works assigned from department from time to time.
Praseeda M Nair	Officer (Documentation & Legal)	<ul style="list-style-type: none"> • Documents verification when a fresh/renewal lease agreements were executing. • Point out the missing documents and coordinate with client for submission of the same. • Generation of files at E-office platform for verification of lease/license Fresh and Renewal agreements and coordination with inter department for the speedy disposal of files. • Communicate and follow up with clients for the draft agreement confirmation. • Execution of Agreements at Phase III, Kollam & Technocity:-(Built-Up, SBC, Land) with Stamp papers and for Registration Legal papers are using. • Registration of lease agreements (at Sub registrar office Kazhakuttom, Murukkumpuzha & Kollam) <p>Fresh, Renewal and Surrender of Lease Deeds</p> <ol style="list-style-type: none"> a. Communicating the registration formalities with client and clearing their doubts regarding this. b. Explaining G.O's exempting IT/ ITes units working in the premises of IT parks from stamp duty as well as registration duty(G.O.(P)

		<p>No.94/99/TD dated 28.06.1999 and G.O.(P) No.283/2010/TD dated 06.12.2010 (Stamp Duty) and G.O.(P) No. 284/2010/TD dated 06.12.2010 (Registration Fee). Coordinating with Document writer and client for taking token for registration and start the registration process.</p> <ul style="list-style-type: none"> c. Taking final printouts in legal size paper and setting the documents for registration duly signed by signing authorities and handed over to Document writer on the day of registration morning itself to submit at Sub registrar offices for verification (It saves time delay at the time of registration). d. Accompanying with the concerned signing authorities to the registration office for completion of registration and for witness signing. Coordinate with clients for the collection of registered deed and submission of copy to the SEZ office for complying with SEZ formalities. e. Execution of lease/License agreements in stamp papers of Service Provides, Food Court in Phase III, Kollam, & Technocity f. Land lease agreements (Provisional, Co-Developer, Registration of Lease Deed, Possession Certificate). g. Renewal of Lease and License Agreements in Phase III & Kollam h. Maintaining Bucket list for renewal of lease/license at phase III, Kollam & Technocity. i. Client co-ordination for speedy execution of renewal and new agreements. j. Client's documents collection and its verification for changes in name/Ownership/Share Holding Pattern of the companies.
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		<ul style="list-style-type: none"> k. Follow ups with clients to submit renewal letter of Approval from SEZ. l. Database Updation in Phase III, Kollam, & Technocity m. Filing and Sorting of Documents n. Client Interaction o. Support and execute urgent execution of Agreements in Phase I p. Any other duty as assigned by department head from time to time.
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ADMINISTRATION & HR

Abhilash D S	Asst. Vice President (Administration & Industrial Relations)	<p>➤ <u>General Administration</u> : Responsible for management, overall supervision, control and co-ordination of Front office, Convention Center facilities, Guest relations, promotional activities inside the campus, Transport & Logistics inside the campus. COVID precautionary measures, Local purchases, Office store, Disposing scrap, Campus signages, Ambulance services, Disaster management inside the campus, Traffic management, Convoy arrangements, Issue of passes & holograms, Security management, Housekeeping & Facility management, Estate Management including tendering of usufructs, Garden & Landscape maintenance, Technopark Club, Guest House, Thejaswini Food Court, Contract management, Solid Waste Management Plant, coordinating Cultural programs inside campus, Cricket & Club tournaments, Food safety audit, Public relations, Event Management, Government correspondence, AG query & Statutory audit & Public Information Officer.</p> <p>➤ <u>Industrial Relations</u>: Responsible for Labour management, Manpower planning, enforcing minimum wages</p>
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		and statutory payments, Training of contract labour, Resolving Labour issues, Labour Union negotiations, Liaison with Labour department, Wage and salary administration of contract labourers and Loading & Unloading issues.
Rajani Chandran C P	Sr. Manager (Administration & HR)	<p>➤ <u>General Administration</u></p> <ul style="list-style-type: none"> • Responsible for management, overall supervision, control and co-ordination of Local purchases, Office store, Disposing scrap, Housekeeping & Facility management, Estate Management including tendering of usufructs, Garden & Landscape maintenance, Technopark Club, Guest House, Court across all phases, Contract management, Solid Waste Management Plant, coordinating Cultural programs inside campus, Cricket & Club tournaments, Food safety audit, Public relations, Event Management, Government correspondence, <p>➤ <u>HUMAN RESOURCES</u></p> <ul style="list-style-type: none"> • All Human Resource Management activities like Payroll verification of Contract Staff deployed by Service Providers, Annual Appraisals & reviews of all staff, Staff welfare/ Benefits administration, Employee Relations, Employee Engagement activities, Wage & Salary administration of employees in Park centre, Pay Revision administration for Scale of pay employees. • Training & Development, addressing employee grievances, Medi claim & accident insurance/Leave, Medical bill etc. • Recruitment of all staffs including Apprentice and interns for Electronics Technology Parks - Kerala (Technopark). • All matters related to New and Old Recruitment of Technopark. • HR matters which include Contract creation, Termination, Performance update of Apprentices, Stipend

		<p>reimbursement statement to NATS, Stipend fixation and revision, Experience Certificate etc of Apprentices in Engineering Department, Control Room, Administration Department and Interns for all Phases of Technopark.</p> <ul style="list-style-type: none"> • Review of all Apprentices & Interns (Training & Development, addressing grievances, Leave etc). • Co-ordinating Socio - cultural activities in the campus. • Co-ordinating all Annual Reports to Government. • Coordinating Academic Projects, Internship, Research etc. • Handling RTI & other queries related to recruitment. • Managing the IGNITE Interns and fund for the programme coordination, monitoring, budgeting & documentation. • Convenor of the Promotion Policy Committee meetings for the employees of Kerala IT Parks (Technopark, Infopark & Cyberpark). • Convenor of the HR Grievance Committee meetings for the Technopark Company employees. • Nodal Officer of IGNITE Internship Program. • In Charge of Liaison Office of Kerala IT Parks along with ICT Academy. • Relationship management with IT/ITeS companies of Technopark • LA Interpellation & RTI related to Recruitment, Quality and IGNITE • Work with inter departments developing coordinating IGNITE and other proposals that meet the Candidate/employer's needs, concerns, and objectives etc Prepare letters/ proposals to govt on Recruitment & IGNITE • To actively participate and engage in various management/inter-departmental discussions placing progressive views & executing
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		<p>actions towards meeting organization objectives.</p> <p>❖ Part of Cultural Committee of Technopark.</p>
Position Vacant	Chief Security Officer	<ul style="list-style-type: none"> • Responsible for management, supervision and control of overall security system of Technopark Phase 1, Phase 3, Technocity and Kollam campuses. • Ensuring proper discipline and conduct of security staff, conducting surprise checks and periodic night checks, implementing effective measures for improving the quality of security service. • Arranging convoys during 'Hartal/Bandh', liaison with Police, IB, Excise and other Govt. organisations regarding law and order related issues and handling safety related issues in Technopark. • Entrusted with operation and control of wireless communication system, surveillance cameras and any other sophisticated equipment installed by Technopark from time to time. • Additional responsibility of estate surveillance, land acquisition related surveys, eviction, encroachment controls and trespassing issues. • Managing all security agencies and SISF personnel. • Responsible for analysing and designing security systems for all Technopark campuses. • Regular liaison with security agencies in order to ensure that all tender conditions are being met as per agreement signed between Technopark and the Security Agency regarding supply of manpower, salary, uniform, working hours and discipline. • Ensure that training of guards is carried out every quarter through classes as well as practical drills. • Ensure that every guard is trained in basic knowledge of Fire& Safety and First Aid in case of accidents or injury.

		<p>Suggest and implement measures to improve employee safety within the campus.</p> <ul style="list-style-type: none"> • Carry out mock drills and effectively utilize quick reaction teams in case of an emergency. • Organize perimeter patrolling of the campus and report any breach or encroachment. • Liaison with Commandant SISF and ensure regular training and briefing of SISF guards. • Develop an intelligence network for quick reporting of any security threat. • Carry out surprise checks of all buildings and commercial establishments within the campus and report any irregularity or safety related issue. • Implement the visitor management system effectively and issue id cards/temporary passes to authorized persons. • Ensure that no material is transported out of the campus without approval and a gate pass signed by competent authority should be produced at the gate. • Comply with all rules and regulations pertaining to SEZ in phase 3 and Kollam Technopark. • Liaison with KEXCON office for provision and turnover of guards at Technocity, and to prevent cases of encroachment by regular patrolling and timely reporting.
George Thomas	Officer (Administration)	<ul style="list-style-type: none"> • Phase 4: Managing the Phase 4 campus Kabani periphery and the A & B sector security functions, including Kabani food court administration. Managing security and housekeeping, tendering of usufructs, rubber tapping, bush cutting, disposal of scraps/ obsolete items, waste management, allotment of car parking, arranging first aid boxes etc. Verifying all registers, meeting vendors and staff and briefing them. Follow up with the engineering department for all repair & maintenance requirements for the campus.

		<ul style="list-style-type: none"> • Clubhouse: Managing the clubhouse area, conducting yearly Club Tournaments, checking all registers and reports, security and housekeeping. Meeting club members and staff regarding payments, reimbursement, membership, lost and found and also giving instructions and briefing them. Managing housekeeping, bush cutting, ground maintenance and garden requirements in the area. • Guesthouse: Managing Rangoli guesthouse, checking guest complaints registers, and facilities maintenance register. Checking the area's housekeeping, periphery cleanliness, bush cutting, and garden requirements. • Labour/ Statutory Compliance and Documentation: Shops and Establishment licence yearly renewal, Phonographic Performance, FSSAI Food Safety License etc. • General Administration: Monitoring phase 4 and Clubhouse CCTV Videos. Follow up with the Maintenance department upon new requirements, repair and renovation. Arranging out-pass for outside vendors regarding the assets on repairing work. Managing requirements of chemicals, materials, and various equipment, checking waste removal & its segregation. Indenting for procurements, verification of bills, contract management, identifying scraps for removal, giving inputs for signages, MIS on emergencies, managing pest control, etc in the assigned area. Coordinating food audit activities at food-court & restaurants inside the campus, initiating and participating with different audit teams and on ISO standards. Participating in safety audits, and hartal convoy arrangements inside the phase 1 campus.
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Pradeep Kumar B	Officer (Administration)	<ul style="list-style-type: none"> • Monitoring the daily operations of Technopark Solid Waste Management plant. • Monitoring housekeeping arrangement for all the buildings of Technopark phase-I campus. • Executing all e-tendering process in the administration department. • Tendering of usufructs in Technopark phase-I campus. • Monitoring bush cutting work in the campus. • Overseeing food court operations. • Maintenance of Technopark-owned vehicles in Technopark phase-I campus. • Setting and maintaining boards and signages in Technopark phase I campus. • E-waste management. • Tendering for the removal of scrap items. • Setting up first aid boxes in Technopark phase-I campus. • Monitoring daily activities of housekeeping staffs building wise. • Managing pest control activities in campus. • Monitoring the daily building wise complaints reported by the housekeeping section to the maintenance department. • Monitoring the Technopark phase-I campus to keep it clean. • Verification of bills related to administration activities. • Settle all the labour issues related to head load workers and construction workers coordinating with labour department, local union leaders, and contractors. • Settle all the labour issues related to housekeeping coordinating with labour
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		<p>department, local union leaders and staffs.</p> <ul style="list-style-type: none"> • Interacting with the Councilors, residents' associations and local leaders for settling the matters related to flood, drainage etc. • Coordinating with health Inspectors for resolving the issues related to health and safety. • Arrangement of drinking water, fan, chair, table, umbrella etc. to security and housekeeping staffs of Technopark Phase-I campus. • Convey vehicle arrangement in Technopark phase-1 campus during harthal. • Ensuring all compliances related to ISO audit.
Vinod Kumar K S	Officer (Administration)	<ul style="list-style-type: none"> • Housekeeping arrangement for all the building and monitoring of daily activities of housekeeping staff. • Monitoring the operation of waste collection point, its proper segregation and its movement to solid waste management plant. • SEZ Coordination (issuing ID cards, pass for material movement, debris movement etc.) • Initiate pest control measures for the campus. • Supervising and ensuring upkeep of the building and its surroundings. • Register the complaints received from the companies and informing the same via e- mail/ discussion with the officials of respective departments. • Coordinate with Garden supervisor for up keeping garden and podium area. • Daily monitoring of food court at Ganga. • Monitoring of vehicle parking slots both covered and open parking. • Monitoring of Ambulance movement and its maintenance.

		<ul style="list-style-type: none"> • Monitoring the daily activities of Security guards. • To coordinate guest/VIP visits. • Interdepartmental Coordination. • Settle all the labour issues related to housekeeping, coordinate with labour department, local union leaders and staffs. • Coordinating with health Inspectors for resolving the issues related to health and safety. • Arrangement of drinking water facility to security and housekeeping staffs of Phase- III. • To provide necessary assistance to Client Relationship department and Chief Security officer. • Coordinating local purchase. • Indenting for procurement of materials and verification of bills. • Coordinate with the authorized officer for the eviction process. • Participating in safety audits, ISO audits, and fire drills inside the Phase III campus. • Coordinate tender for usufructs in Phase III Technopark. • Monitoring fitness centre activities.
Akhila A R	Deputy Officer (Administration)	<ul style="list-style-type: none"> • Co-ordinating with all Departments for collecting and compiling information under Right to Information Act, 2005 and maintenance of RTI register. • Supporting department Heads in drafting replies to Government, companies, drafting documents (Work order, Contract Agreements), AG and other statutory auditors. • Support Dispatch section as and when required. • Responsible for issue of holograms to companies.

		<ul style="list-style-type: none"> • Responsible for arranging Transport and Accommodation to Technopark guests and employees. • Co-ordinating vehicle arrangement and verification of logbook maintained by drivers, filing letters and other documents. • Filing documents pertaining to Administration department. • Supporting front office as and when required. • Daily tracking and monitoring Admin complaint register in all the campuses.
Avani M R	Deputy Officer (Administration)	<ul style="list-style-type: none"> • Customer relations: Responsible for managing incoming and outgoing calls, fax, e- mails; communicating messages to all departments. • Comprehensive business facilities: Arranging Convention Centre facilities for companies, providing guidance for marketing activities, placing banners and posters, raising invoices towards convention centre reservations. • General administration: Co-ordinating flower arrangement, responsible for receiving and dispatching couriers and Speed posts; maintaining letter inward register, Cheques inward and outward register, Speed Post register, ID card Register, stamp register and bouquet register etc.; give training to front office apprentices as and when required; issuing ID cards to the companies (for vendors) and collecting cash.
Manikandan M	Asst. Officer (Administration)	<ul style="list-style-type: none"> • Supervising housekeeping activities in all the buildings in Technopark Phase - 1 campus. • Verifying all the building housekeeping attendances registers, stock registers, material movement registers and machinery movement registers, upkeeping of SBC modules (Thejaswini Building), arranging pest control activities inside the campus. • Daily verifying occurrence register from housekeeping supervisors.

		<ul style="list-style-type: none"> • Food court: Managing the Food court area, checking attendance registers, security and housekeeping supervisor report, stock registers, bill register, complaint registers, lost & found register and ensuring overall housekeeping. • Coordinating food audit activities at food court and restaurants inside the campus, ensuring all compliances related to ISO audit.
Rajeev Kumar	Assignment Inspector	<ul style="list-style-type: none"> • Assignment Inspector is the first point of contact between the employees/staff working in Technopark campus regarding issues pertaining to Security, Administration, Facility Management, Disaster Management and Visitor Management. • Resolving all the issues related to Safety, Security and General Administration. • Ensuring proper checking of KSRTC buses that passes through the campus using security guards, assisting employees in boarding of KSRTC buses that start from the campus every Friday and assisting Police escort for Technopark employees and vehicles during Hartal days. • Management of car parking including paid and open slots and patrolling of premises to check/prevent unauthorised activities like smoking and drinking within the campus. • Facility Management: Provide assistance to admin staff of various companies regarding issues pertaining to supply of electricity and water as well as waste management. Organize the car parking facility for the cabs / buses that are used for pick & dropping of employees. Report any maintenance related issues to Engineering department. Supporting CR department and Accounts department regarding asset valuations, eviction activities in the campus as and when required.

		<ul style="list-style-type: none"> • Administration: Coordinate guests and student visits inside the campus, cultural activities and blood donation programs by various cultural organizations, shooting of movies inside the campus, commercial displays in buildings and necessary assistance to be provided as per their requirements. Solving labour issues in the campus, related to loading/unloading of materials by head load workers. Disposal of scrap, and up routed trees, identification of assets belonging to Technopark, removing bee hives. • Disaster Management: Immediate action is taken at the time of natural calamities, like clearing road block due to uprooting of trees, landslides, flood, damage to vehicles and incidents of fire that occur in the campus or in the buildings, taking remedial actions with help of Fire Force, security team, maintenance team and Police and also report to the officials in Technopark. In case of a vehicle accident or emergency medical situation within the campus, provide Ambulance service to the victim/patient to the nearest Hospital and monitor the movement/trip verification of Ambulance vehicles and if necessary, inform the Police. • Land & Legal issues: Patrolling and monitoring of land boundary, reporting any incident of encroachment or attempt to encroach our area, ensuring that there is no illegal trespassing as well as prevent any illegal activities with the help of security personnel.
Sanesh K	Admin Coordinator	<ul style="list-style-type: none"> • Supervision of Gardening and Landscaping maintenance work and checking the availability of water, manure, and pesticides for gardening work. • Monitoring the attendance of garden workers working at Technopark

		<p>campuses of phase1, Phase III, Phase IV and Kollam and forwarding respective bills after proper scrutiny.</p> <ul style="list-style-type: none"> • Deploying casual workers and frequent inspection of areas where casual labours are being deployed. • Associating with various companies for planting saplings/seedlings in various occasions in Technopark campus. • Procuring of materials for necessary landscaping works; Arrange for timely pruning of overgrown branches of trees; Clearing of obstructions on surveillance cameras placed at different places; Cultivation of vegetables and plantains at suitable places in the campus; Regular follow up meetings with the contractors and workers for continual improvement of garden and landscaping; Assist in the Landscaping Tendering process; • Bush cutting and removing work in all Electrical substations located in Technopark phase1, Phase III and Phase IV campuses. • Arranging manpower for bush cutting at Technocity. • Arranging manpower for boundary marking and stone laying during survey activities at various campuses. Managing works including podium watering, application of manure and pesticides in Phase III campus.
Vijayan D K	Admin Coordinator	<ul style="list-style-type: none"> • Monitoring and supervision of housekeeping activities in phase III campus. • Verifying housekeeping attendance register, stock register and material movement register. • Arranging pest control activities inside the campus. • Up - keeping of E toilet inside the campus. • Daily verifying occurrence register maintained by housekeeping supervisors.

		<ul style="list-style-type: none"> • Monitoring Housekeeping and maintenance of SBC modules. • Monitoring activities in fitness centre. • Ensure general cleanliness of food court and podium surroundings. • Allocating conference room facility to various companies in Phase III campus.
Manikandan B	Admin Coordinator	<ul style="list-style-type: none"> • Managing e-office for recording all inward/outward, letters and bills through e-office. • Scanning documents for all departments. • Responsible for dispatching all letters/tapals to concerned department. • Responsible for collecting Technopark news from various daily newspapers and filing. Supporting Administration Department for Document filing as and when required. • Supporting arrangements for GB & EC meetings.
Manoj A K	Admin Coordinator	<ul style="list-style-type: none"> • Delivery of official letters to Secretariat and other Govt. offices. • Supporting bank correspondence as and when required. • Filing of Agreements and documents for all department. • Supporting arrangement of tea & snacks for official meeting. • Local purchases. • Responsible for taking photos of major events, guest visits etc. • Supporting arrangements for GB & EC meetings.
Santhosh Kumar J	Admin Coordinator	<ul style="list-style-type: none"> • Managing office store. • Ensuring upkeep of convention centre facilities (cleaning). • Monitoring overall housekeeping work inside Park Centre and surroundings, checking of attendance register. • Maintaining aquarium and goose, distribution and stock clearance of stationery items, commodities & toiletries on daily basis.

		<ul style="list-style-type: none"> • Maintenance and ensuring prompt service of Xerox machine. • Arranging daily tea for staff and food for guest. • Arranging Covid pandemic precautionary measures (sanitizer, hand wash etc) inside the office. • Co-ordinating pest control activities inside the Park Centre building. • Co-ordinating local purchase.
<u>LEGAL</u>		
Sunil Kumar R	Asst. General Manager (Land Acquisition & Legal)	<ul style="list-style-type: none"> • Responsible for the overall operations of Land Acquisition (LA) & Legal Departments. • Verification & forwarding of all land & Legal matter for the approval of CEO through Registrar. • Verification and recommendation of LAR related payments. • Vetting of documents to be produced before various courts. • Liasoning with government authorities, collectorate, clients and other institutions. • Managing the LA & Legal team. • Representing the organisation before courts, tribunals, adalats and other legal forums as per instructions. • Dealing with external counsels. • Preparation reports as per the instructions of CEO/Government. • Oversee the day to day operations of legal and LA department. • Correspondence with Government & similar entities in connection with the land related & legal matter. • Performing other task assigned by CEO/Registrar. • Managing the affairs of LA & Legal Department.

Sreeja Vijayan	Chief Manager (Legal)	<ul style="list-style-type: none"> • Preparation/verification of all agreements including lease/sale/tripartite space sharing/NoC/procurement of various services etc. • Verification of all the documentation with respect to eviction and RR including termination notices, LoA cancellation letters, notices, proceedings etc • Verification of Statement of facts of all cases except land related matters. • Verification of documents submitted by companies for various purposes • Preparation of agenda notes for EC/GB with respect to legal matters • Furnishing inter department legal opinions and handling property tax related matters. • Litigation management through Liaising with Standing Counsel as well as Government law officers for follow up of Cases and speedy disposal in Supreme Court, High Court, District Court Vanchiyoor, Sub Court Attingal, Munsiff Court Attingal, Munsiff Court Perumbavoor, Labour Court (Kollam & Thiruvananthapuram), Human rights Commission etc. & appearing before various courts, Adalat, quasi-judicial bodies, Government departments representing Technopark as and when required • Registration of agreements. • Supporting due diligence of companies and clearing queries related to the same as well the general queries on various clauses in the lease agreement. • Responding RTI in connection with legal matters. • Drafting of Memorandum of Understanding with respect to land/built up space allotment and Co-ordination of legal due diligence done by various companies with respect to leasing out of land including attending the queries from respective legal team.
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		<ul style="list-style-type: none"> • Legal support for conciliation process under labour authority and conducting Domestic enquiry etc. and rendering legal advice to all Depts. as and when required.
Position Vacant	Officer (Legal, Revenue Recovery & Eviction)	<ul style="list-style-type: none"> • Preparation of notices for Service Disconnection/Power Disconnection /initiation of legal proceedings/ etc. • Preparation of requisition for Eviction/RR/ Case filing • Preparation of request to SEZ Authorities for cancellation of allotment letter issued to defaulting Companies, if in case the companies are in SEZ Zone. • Co-ordination of Eviction activities with SEZ office for obtaining SEZ exit. • Preparation of notices and process under the Kerala Public Buildings (Eviction of Un-authorized Occupants) Act, 1968 to defaulting Companies. • Issue notices for Termination of Lease/License Agreement. • Issue Legal notices to companies for violation of terms of Agreement. • Preparation of proceedings/minutes of the hearing conducted by Estate Officer. • Coordinating the activities for conducting PWD/other valuation of items taken on possession. • Coordinate with various departments and facilitate Auction of the items taken on possession. • Initiation of Revenue Recovery process appearing on behalf of Technopark in cheque return cases. • Carry out asset valuation of surrendered premises in association with Engineering and Finance team. • Preparation and updation of data base of files pertaining to Eviction & RR. • Verification of renewal agreements. • AG audit coordination. • Renewal of Lease and License Agreements in Phase I, III & Kollam.

The above decisions/ functions are as per the [rules & regulations of the Articles of Association](#) of Technopark, which has already been approved by the Governing Body of Technopark and published in the website www.technopark.in

(iii) Organisation – Governing Body and Executive Council Members with details

Governing Body Members

[Link](#)

Executive Council Members

[Link](#)

(iv) The norms set by it for the discharge of its functions. Publish [Organogram](#) approved by Governing Body;

The above decisions/ functions are as per the Memorandum of Association, Bye – Law, Rules & Regulations of the Articles of Association of Technopark, which has already been approved by the Governing Body of Technopark and published in the website www.technopark.in

(v) The rules, regulations, instructions, manuals and records, held by it or under its control or used by its employees for discharging its functions; Citizen’s Charter, Right to Services Act.

Memorandum of Association of Technopark, which has already been approved by the Governing Body of Technopark and published in the website www.technopark.in

(vi) A statement of the categories of documents that are held by it or under its control;

- Documents relating to licensing matters
- Documents regarding allotment of plot/built-up space in Technopark owned land/buildings.
- Documents relating to fund allotment and utilisation for Technopark
- Documents regarding contracts with vendors/ contractors.
- Documents regarding land acquisition, land records etc.

(vii) The 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;

The Governing Body chaired by the Hon’ble Chief Minister of Kerala guides the Policy formulation and its implementation.

(viii) A statement of the Executive Council, Governing Body, 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.

[Executive Council](#) & [Governing Body](#)/ [HR Grievance Committee](#)/ [POSH Committee](#) etc

(ix) A directory of its officers and employees.

Sl.No.	Name	Designation
CEO's Office		
1	Sandip Kumar IAS	Chief Executive Officer (Addl Charge)
2	Geetha Gopi	Secretary to CEO
Secretary Registrar		
3	Shaiju N Lal	Secretary Registrar - Kerala IT Parks (Technopark, Infopark & Cyberpark)
Engineering		
4	Madhavan Praveen	Chief Technical Officer
5	Rahul Thampi R I	Asst. Vice President (Civil)
6	Azeeb A K	Asst. Vice President (IT)
7	Anfal A	Asst. General Manager (Electrical)
8	Abhilash. M. R	Asst. General Manager (MEP)
9	Annie Moses	Chief Manager (Quality Control)
10	Susmitha Antony	Manager (O&M)
11	Madhu Janardhanan	Manager (Fire & Safety)
12	Abhijith Krishnan S	Assistant Manager - MEP
13	Manu V	Asst. Engineer (Civil)
14	Rahul Raj	Asst. Engineer (Electrical)
15	Dinesh S	Asst. Engineer (MEP)
16	Beena P R	Officer (Purchase)
17	Prasanth Kumar A M	Officer (IT)
18	Kavitha Vidhya S	Coordinator (Data Entry)
19	Ajith C G	Technical Coordinator (O&M)
20	Ajith D P	Technical Coordinator (O&M)
21	Chandrakumar N S	Technical Coordinator (O&M)
22	Ramesh S	Technical Coordinator (O&M)
23	Suresh Kumar S	Technical Coordinator (O&M)
24	Manu V R	Technical Coordinator (O&M)
25	Viju V R	Technical Coordinator (IT)
Finance		
26	Vipin Kumar S	Chief Finance Officer - Kerala IT Parks, (Technopark, Infopark & Cyberpark)
27	Viswanathan N	Asst. General Manager (Finance)
28	Jayanthi R	Dy. Manager (Finance & Admin)
29	Sheena T	Dy. Manager (Finance)
30	Binu K. V	Dy. Manager (Finance)
31	Sandhya P. S	Dy. Manager (Finance)
32	Sheeba S	Officer (Finance)
33	Padmanabhan S	Officer (Finance)
34	Manju V I	Officer (Accounts & LA)
35	Praveen Kumar B	Dy. Officer (Finance)

36	Ahammed Kabeer H	Office Assistant (Finance)
CR & Marketing		
37	Vasanth Srikumar Varada	Dy. Vice President (Marketing & Customer Relationship)
38	George Jacob	Senior Manager (Marketing)
39	Anisha M A	Officer (Customer Service)
40	Lit Cee Mathew	Officer (Statutory Compliance)
41	Praseeda M Nair	Officer (Documentation & Legal)
Administration & HR		
42	Abhilash D S	Asst. Vice President (Administration & Industrial Relations)
43	Rajani Chandran C P	Sr. Manager (Administration & HR)
44	George Thomas	Officer (Administration)
45	Pradeep Kumar B	Officer (Administration)
46	Vinod Kumar K S	Officer (Administration)
47	Akhila A R	Dy. Officer (Administration)
48	Avani M R	Dy. Officer (Administration)
49	Manikandan M	Asst. Officer (Administration)
50	Rajeev Kumar K S	Assignment Inspector
51	Sanesh K	Admin Coordinator
52	Vijayan D K	Admin Coordinator
53	Manikandan B	Admin Coordinator
54	Manoj A K	Admin Coordinator
55	Santhosh Kumar J	Admin Coordinator
Legal		
56	Sunil Kumar R	Asst. General Manager (Land Acquisition & Legal)
57	Sreeja Vijayan	Chief Manager (Legal)

Position	Designation	Scale of Pay (pre-revised)
MS I	Asst. Engineer/ Officer	Rs.22200-600-25200-650-27800-700-29900-800-33900-900-37500-1000-42500-1100-48000
MS II	Deputy Engineer / Officer	Rs.25200-650-27800-700-29900-800-33900-900-37500-1000-42500-1100-48000-1200-54000
MS III	Engineer / Officer	Rs.27800-700-29900-800-33900-900-37500-1000-42500-1100-48000-1200-54000-1350-59400
MS IV	Asst. Manager	Rs.29200-700-29900-800-33900-900-37500-1000-42500-1100-48000-1200-54000-1350-59400-1500-62400
MS V	Deputy Manager	Rs.32300-800-33900-900-37500-1000-42500-1100-48000-1200-54000-1350-59400-1500-65400-1650-68700
MS VI	Manager	Rs.39500-1000-42500-1100-48000-1200-54000-1350-59400-1500-65400-1650-72000-1800-81000-2000-83000

MS VII	Senior Manager	Rs.45800-1100-48000-1200-54000-1350-59400-1500-65400-1650-72000-1800-81000-2000-89000
MS VIII	Chief Manager	Rs.55350-1350-59400-1500-65400-1650-72000-1800-81000-2000-97000-2200-101400
MS IX	Asst. General Manager	Rs.68700-1650-72000-1800-81000-2000-97000-2200-108000-2400-110400
MS X	Asst. Vice President	Rs.85000-2000-97000-2200-108000-2400-117600
MS XI	Deputy Vice President	Rs.89000-2000-97000-2200-108000-2400-120000
MS XII	Chief Technical Officer	Rs.93000-2000-97000-2200-108000-2400-120000
Employees appointed on Consolidated pay		Rs.25,000 – Rs.2,00,000

ELECTRONICS TECHNOLOGY PARKS - KERALA				
Balance Sheet as at 31.03.2025				
				(Amount in Rs.)
	Particulars	Note	As at 31.03.2025	As at 31.03.2024
I	Sources of Funds			
1	NPO Funds	2		
(a)	Unrestricted Funds		4,22,78,34,040	3,88,37,21,578
(b)	Restricted Funds		7,88,49,17,381	7,78,83,74,528
2	Non-current liabilities			
(a)	Long-term borrowings	3	95,42,26,642	1,05,47,87,801
(b)	Other long-term liabilities	4	1,32,39,35,786	1,16,00,56,461
(c)	Long-term provisions	5	65,91,160	6,15,936
3	Current liabilities			
(a)	Payables	6	22,89,81,356	23,17,04,321
(b)	Other current liabilities	7	20,59,54,628	22,41,68,420
	Total		14,83,24,40,993	14,34,34,29,045
II	Application of Funds			
1	Non-current assets			
(a)	Property, Plant and Equipment and Intangible assets	8		
(i)	Property, Plant and Equipment		11,20,84,47,370	11,10,10,34,267
(ii)	Capital work in progress		74,01,00,736	56,45,93,078
(b)	Long Term Loans and Advances	9	53,77,96,135	62,31,02,388
(c)	Other non-current assets	10	1,02,48,09,381	97,29,51,728
2	Current assets			
(a)	Receivables	11	31,20,81,214	32,98,89,049

(b)	Cash and bank balances	12	92,04,86,507		67,23,82,702
(c)	Short Term Loans and Advances	13	8,28,91,458		7,50,77,182
(d)	Other current assets	14	58,28,192		43,98,651
	Total		14,83,24,40,993		14,34,34,29,045
	Summary of significant accounting policies	1			
	The accompanying notes are an integral part of the financial statements				
					As per our report of even date attached
	Sreeram Sambasiva Rao, IAS				For Varma & Varma
	Chairman, Executive Council				Chartered Accountants
	Special Secretary (Electronics & IT)				FRN: 004532S
	Government of Kerala				
	Col. Sanjeev Nair (Retd.)				Rajeev R
	Chief Executive Officer				Partner
	Electronics Technology Parks - Kerala				Membership No.211277
	Vipin Kumar S				
	Chief Financial Officer & Treasurer				
	Electronics Technology Parks - Kerala				
	Shaiju N Lal				
	Secretary – Registrar				Place: Thiruvananthapuram
	Electronics Technology Parks - Kerala				Date: 29.09.2025

ELECTRONICS TECHNOLOGY PARKS - KERALA								
Income and Expenditure for the year ended 31.03.2025								
							(Amount in Rs.)	
Particulars	Note	For the year ended 31.03.2025			For the year ended 31.03.2024			
		Unrestricted funds	Restricted funds	Total	Unrestricted funds	Restricted funds	Total	
I	Income							
(a)	Fees from Rendering of Services	15	1,99,78,75,747	-	1,99,78,75,747	1,81,38,27,077	-	1,81,38,27,077
II	Other Income	16	5,57,46,176	-	5,57,46,176	5,07,23,832	25,00,000	5,32,23,832
III	Total Income (I+II)		2,05,36,21,923	-	2,05,36,21,923	1,86,45,50,909	25,00,000	1,86,70,50,909
IV	Expenses							

(a)	Employee benefits expense	17	6,47,48,282	-	6,47,48,282	5,97,92,317	-	5,97,92,317
(b)	Depreciation and amortization expense	18	32,09,18,361	-	32,09,18,361	32,56,91,595	-	32,56,91,595
(c)	Finance costs	19	5,99,30,358	-	5,99,30,358	7,63,68,394	-	7,63,68,394
(d)	Other expenses	20	1,18,74,13,385	-	1,18,74,13,385	97,59,68,488	25,00,000	97,84,68,488
	Total expenses		1,63,30,10,386	-	1,63,30,10,386	1,43,78,20,794	25,00,000	1,44,03,20,794
V	Excess of Income over Expenditure for the year before exceptional items (III- IV)		42,06,11,537	-	42,06,11,537	42,67,30,115	-	42,67,30,115
VI	Exceptional items		-	-	-	13,06,38,969	-	13,06,38,969
VI I	Excess of Income over Expenditure for the year (V-VI)		42,06,11,537	-	42,06,11,537	29,60,91,146	-	29,60,91,146
	The accompanying notes are an integral part of the financial statements							
						As per our report of even date attached		
	Sreeram Sambasiva Rao, IAS		Vipin Kumar S				For Varma & Varma	
	Chairman, Executive Council		Chief Financial Officer & Treasurer				Chartered Accountants	
	Special Secretary (Electronics & IT)		Electronics Technology Parks - Kerala				FRN: 004532S	
	Government of Kerala							
								Rajeev R
	Col. Sanjeev Nair (Retd.)		Shaiju N Lal					Partner
	Chief Executive Officer		Secretary - Registrar					Membership No: 2112277
	Electronics Technology Parks – Kerala		Electronics Technology Parks - Kerala					
							Place: Thiruvananthapuram	
							Date: 29.09.2025	

(xi) The budget is allocated to each of its agency, indicating the particulars of all plans, proposed expenditures and reports on disbursements made

(xii) The manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programmes - This office does not implement any subsidy programmes.

(xiii) Particulars of recipients of concessions, permits or authorisations granted by it.

Issue of Letter of allotment of space in Technopark
Execution of Lease Deed for space/land in Technopark

(xiv) Details in respect of the information, available to or held by it, reduced in an electronic form:

The following details are available in Technopark website at www.technopark.in for the public.

1. About Technopark
2. About Thiruvananthapuram
3. Space request application
4. List of Companies in Technopark with related weblinks.
5. Infrastructure details, Ongoing/ upcoming Projects
6. List of Professional Associations & Value Added Services
7. Career Opportunities in Technopark Companies
8. New updates on Technopark
9. Schedule of Tariff and Terms and Conditions for Retail Supply by Technopark
10. Tenders
11. Right to Information
12. Citizens Charter
13. Kerala state Right to Service Act 2012
14. Online payments of bills
15. Consumer Grievance Forum

The following policies that can be downloaded from Technopark Website

1. Labour Policy
2. Energy Policy
3. Industrial Policy
4. Annual Report of Technopark
5. SEZ Notifications / approvals

(xv) The particulars of facilities available to citizens for obtaining information, including the working hours of a library or reading room, if maintained for public use;

All particular information regarding Technopark and relevant documents to be disclosed under **RTI Act**, 2005 are published in our website www.technopark.in

(xvi) The names, designations and other particulars of the Public Information Officers;

Public Authority
Electronics Technology Park- Kerala Park Centre, Technopark Campus Thiruvananthapuram - 695 581, Kerala Ph: 91 - 471-2700222

Fax: 91 - 471-2700171
Email: response@technopark.in

Public Information Officer

Abhilash D S
Asst. Vice President (Administration & Industrial Relations)
Technopark, Park Centre,
Thiruvananthapuram - 695 581, Kerala
Ph: 91 - 471 - 2700222
Fax: 91-471-2700171
Email: abhilash@technopark.in / registrar@technopark.in

Appellate Authority

Secretary & Registrar (Kerala IT Parks)
Technopark, Park Centre,
Thiruvananthapuram- 695 581, Kerala
Ph: 91 - 471-2700222
Fax: 91-471-2700171
Email: registrar@technopark.in

(xvii) The names, designations and other particulars with respect to Right to Service Act

First Appellate Authority: Additional Secretary, E&IT (D), Government of Kerala

Second Appellate Authority: Secretary, E&IT (D), Government of Kerala

Designated Officer: Chief Executive Officer, Technopark.

(xviii) Such other information as may be prescribed; and thereafter update these publications every year.