**INDIAN INSTITUTE OF TECHNOLOGY**

**(INDIAN SCHOOL OF MINES), DHANBAD**

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 **FRAMEWORK FOR TRANSPARENCY AUDIT – PROACTIVE MANDATORY DISCLOSURE OF INFORMATION U/S**

 **4(1) OF RTI ACT, 2005**

 The RTI Act under section 4 provides a comprehensive framework for promoting openness in functioning of the public authorities.

 While Section 4(1) (a) provides a general guideline for record management, so that the information could be easily stored and retained,

 the sub-sections b, c and d of Section 4 relate to the organizational objects and functions. Sub-sections (b), (c) and (d) of Section 4 of the

 RTI Act and other related information can be grouped under six categories; namely, 1. Organization and function 2. Budget and programs

 3. Publicity and public interface 4. E. governance 5. Information as prescribed and 6. Information disclosed on own initiative.

1. **Organization and Function**

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| **Sl. No.**  | **Item**  | **Details of disclosure**  | **Category** **(Fully met/** **partially met/****Not met/****Not Applicable)** | **Remarks/URL Links** |
| **1.1**  | **Particulars of its organization, functions and duties** **[Section 4(1) (b)(i)]** | 1.1.1 Name and address of the organization.  Indian Institute of Technology  (Indian School of Mines), Dhanbad-826004,  Jharkhand.  | Fully met | IIT(ISM) WebsiteContact Us<https://www.iitism.ac.in/>RTI Pagehttps://www.iitism.ac.in/rti.php |
| 1.1.2 Head of the Organization.  Prof. Rajiv Shekhar, Director-  IIT(ISM), Dhanbad | Fully met | Director’s Profile<https://www.iitism.ac.in/index.php/pages/director> RTI Page<https://www.iitism.ac.in/rti.php> |
| 1.1.3 Vision, Mission and key objectives      | Fully met | Vision & Mission: <https://www.iitism.ac.in/index.php/pages/vision>Key Objectives:https://www.iitism.ac.in/rti.php |

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|  |  | 1.1.4 Function and duties    | Fully met  | As mentioned in IT Act, 1961, Statutes of IIT(ISM), Dhanbad and a brief on RTI Page.Institute of Technology Act, 1961RTI Page<https://www.iitism.ac.in/rti.php>IIT(ISM) Statutes<https://www.iitism.ac.in/assets/>uploads/news\_events/admin/IITISM-STATUTES.pdf |
|  |  | 1.1.5 Organization Chart   | Fully met  | Administration Page<https://www.iitism.ac.in/index.php/pages/about_administration> |
| 1.1.6 Any other details-the genesis, inception,  formation of the department and the HoDs from  time to time as well as the committees/ commissions constituted from time to time have  been dealt.  | Fully met  | Background and Overview <https://www.iitism.ac.in/index.php/pages/about_overview>History and Discovery<https://www.iitism.ac.in/index.php/pages/about_history> |
| **1.2**  | **Power and duties of its officers and employees** **[Section 4(1)(b)(iii)]** | 1.2.1 Powers and duties of officers  (administrative, financial and judicial)   | Fully met  | Institute of Technology Act, 1961 and IIT(ISM) Statutes has given Board of Governors (BoG), Senate, Finance Committee (FC) and Building and Works Committee of IIT(ISM), Dhanbad to take major policy decisions in different functional domains for the Institute. The BoG has delegated the various powers to the Chairman-BOG/Director, IIT(ISM), Dy.Director and other functionaries. Institute of Technology Act, 1961Institute of Technology (Amendment) Act, 2016RTI Page<https://www.iitism.ac.in/rti.php>IIT(ISM) Statuteshttps://www.iitism.ac.in/assets/uploads/news\_events/admin/IITISM-STATUTES.pdf Administration Page<https://www.iitism.ac.in/index.php/pages/about_administration>Deans<https://www.iitism.ac.in/index.php/pages/deans>Associate Deans<https://www.iitism.ac.in/index.php/pages/associatedeans>Head of Depts./Centers<https://www.iitism.ac.in/index.php/pages/hods>General Administration<https://www.iitism.ac.in/index.php/pages/genadmin> |
| 1.2.2 Power and duties of other employees  | Fully met  | Powers and duties are given, works are allocated to employees from time to time as per Institute needs by the competent authority.Administration Page<https://www.iitism.ac.in/index.php/pages/about_administration> |
| 1.2.3 Rules/Orders under which powers and duty are  Derived and  | Fully met  | Duties are given as per Institute needs by the competent authority from time to time and powers are derived as per relevant statutes, minutes, rules, regulations and acts. Institute of Technology Act, 1961RTI Page<https://www.iitism.ac.in/rti.php>IIT(ISM) Statuteshttps://www.iitism.ac.in/assets/uploads/news\_events/admin/IITISM-STATUTES.pdf |
| 1.2.4 Exercised  | Fully met  | Institute of Technology Act, 1961RTI Page<https://www.iitism.ac.in/rti.php>IIT(ISM) Statuteshttps://www.iitism.ac.in/assets/uploads/news\_events/admin/IITISM-STATUTES.pdf |
| 1.2.5 Work allocation  | Fully met  | Administration Page<https://www.iitism.ac.in/index.php/pages/about_administration>Deans<https://www.iitism.ac.in/index.php/pages/deans>Associate Deans<https://www.iitism.ac.in/index.php/pages/associatedeans>Head of Depts./Centers<https://www.iitism.ac.in/index.php/pages/hods>General Administration<https://www.iitism.ac.in/index.php/pages/genadmin><https://www.iitism.ac.in/index.php/pages/about_administration> |

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| **1.3**  | **Procedure followed in decision making process****[Section 4(1)(b)(iii)]** | 1.3.1 Process of decision making Identify key  Decision Making points.  1.3.2 Final decision making authority:  1.3.3 Related provisions, acts, rules etc.   1.3.4 Time limit for taking a decisions, if any  1.3.5 Channel of supervision and accountability  | Fully metFully metFully metFully metFully met | Institute of Technology Act, 1961 and IIT(ISM) Statutes has given Board of Governors (BoG), Senate, Finance Committee (FC) and Building and Works Committee of IIT(ISM), Dhanbad to take major policy decisions in different domains for the Institute. The BoG has delegated the various powers to the Chairman- BOG/Director, IIT(ISM), Dy.Director and other functionaries. Institute of Technology Act, 1961RTI Page<https://www.iitism.ac.in/rti.php>IIT(ISM) Statuteshttps://www.iitism.ac.in/assets/uploads/news\_events/admin/IITISM-STATUTES.pdfBOG-IIT(ISM), Dhanbad.Institute of Technology Act, 1961RTI Page<https://www.iitism.ac.in/rti.php>Statutes of IIT(ISM), Dhanbad<https://www.iitism.ac.in/assets/uploads/news_events/admin/IITISM-STATUTES.pdf>1. As specified in Citizens Charter available in website <https://www.iitism.ac.in/rti.php>2. As specified in RTI Act<https://www.iitism.ac.in/rti.php>All the academic and administrative departments of IIT(ISM), Dhanbad are headed by the Head of departments (HoDs), Sections by Dean, Associate deans, Registrar, Joint Registrar, Dy. Registrar, Asst. Registrar, Dy. Supdt. Engineer, Principal Systems Engineer and other sectional heads under the supervision of Director, IIT(ISM) Dhanbad who is responsible to the Chairman of BOG- IIT(ISM), Dhanbad. |
| **1.4** | **Norms for discharge of functions** **[Section 4(1) (b)(v)]** | 1.4.1 Nature of functions/ services offered 1.4.2 Norms/ standards for functions/ service Delivery.1.4.3 Process by which these services can be Accessed. 1.4.4 Time-limit for achieving the targets  1.4.5 Process of redress of Grievances | Fully metFully metFully metFully metFully met | Academic & ResearchAs provided in the Institute of Technology Act, 1961 and Statutes of IIT(ISM), Dhanbad and other rules and guidelines issued by the MHRD, GoI in respect of IITs from time to time. Institute of Technology Act, 1961RTI Page<https://www.iitism.ac.in/rti.php>Statutes:<https://www.iitism.ac.in/assets/uploads/news_events/admin/IITISM-STATUTES.pdf>Excellent quality Education and Research and as per the rules and regulations framed by MHRD/Govt. of India and the BOG from time to time. Senate of IIT(ISM), Dhanbad takes initiatives in this regard.Online through the website of IIT(ISM), Dhanbad www.iitism.ac. in and visiting in person. As prescribed in the Directive of Ministry of Human Resource Development, Govt. of India and as mandated by the BoG/Institute head from time to time.Support Link <https://www.iitism.ac.in/~academics/#supports> and through Representation, Internal complaints committee (ICC), RTI, CPGRAMS. |
| **1.5**  | **Rules, regulations, instructions manual and records for discharging functions** **[Section 4(1) (b) (v)]** | 1.5.1 Title and nature of the record/manual/instruction 1.5.2 List of Rules, regulations, instructions 1.5.3 Acts/ Rules manuals etc.1.5.4 Transfer policy and transfer orders | Fully met Fully metFully metFully met | * Institute of Technology Act, 1961
* Institute of Technology (Amendment) Act, 1961
* IIT(ISM) Statutes,
* Academic & Research
* Administration (Academic and Non- Academic)
* Statutory
* Miscellaneous

Institute of Technology Act, 1961Institute of Technology(Amendment) Act, 1961RTI Page<https://www.iitism.ac.in/rti.php>IIT(ISM) Statutes[https://www.iitism.ac.in/assets/uploads/news\_events/admin/13-10-2019-12:10:59\_notices.pdf](https://www.iitism.ac.in/assets/uploads/news_events/admin/13-10-2019-12%3A10%3A59_notices.pdf)Academic & Research* Admission

<https://www.iitism.ac.in/index.php/Admission>* Programs/ Courses: <https://www.iitism.ac.in/~academics/#courses>
* UG Manual:

[https://www.iitism.ac.in/assets/uploads/news\_events/admin/13-10-2019-12:10:59\_notices.pdf](https://www.iitism.ac.in/assets/uploads/news_events/admin/13-10-2019-12%3A10%3A59_notices.pdf)* PG Manual:

[https://www.iitism.ac.in/assets/uploads/news\_events/admin/01-10-2019-03:10:26\_notices.pdf](https://www.iitism.ac.in/assets/uploads/news_events/admin/01-10-2019-03%3A10%3A26_notices.pdf)* PhD Manual

<https://www.iitism.ac.in/assets/uploads/news_events/admin/Ph.D-Manual.pdf>* Rules

<https://www.iitism.ac.in/~academics/#rules>* Forms

<https://www.iitism.ac.in/~academics/#forms>* Notices

<https://www.iitism.ac.in/~academics/#noticeboard>* Research

<https://www.iitism.ac.in/deans/rnd/index.php>Library* <http://www.iitismlib.ac.in/>
* <http://www.iitismlib.ac.in/library-rules/>

Students’ Welfare<https://www.iitism.ac.in/~dsw/>General Administration and Establishments* Quick links

<https://www.iitism.ac.in/index.php/quicklink>* Cadre Structure and Recruitment rules and promotion policy for Non- Teaching Staffs

[https://www.iitism.ac.in/assets/uploads/news\_events/admin/31-07-2019-10:07:39\_notices.pdf](https://www.iitism.ac.in/assets/uploads/news_events/admin/31-07-2019-10%3A07%3A39_notices.pdf)* FRSR-I,II,III &IV

Purchase & StoresGeneral Financial Rules 2017 (GFR)<https://doe.gov.in/sites/default/files/GFR2017_0.pdf>IIT(ISM) does not have its own Transfer policy. However, personnel are transferred as per needs of the institute and CVC guidelines.  |
| **1.6**  | **Categories of documents held by the authority under its control** **[Section 4(1(b)(vi)]** | 1.6.1 Categories of documents1.6.2 Custodian of documents/categories.  | Fully met Fully met | * Director’s Secretariat
* Dy. Directors’ Office
* Dean’s Offices

(Academic, Administration, Information Systems, Faculty, Infrastructure, IRAA, R&D, Students' welfare)* Registrar Office
* Establishment
* Purchase & Stores
* Finance & Accounts
* Academics & Examination
* Estate & Infrastructure
* Campus Administration
* Campus Maintenance
* Academic departments
* RTI

In-charges of respective departments/sections/Offices/assigned work through concerned staffs.  |
| 1.7  | **Boards, Councils, Committees and other Bodies constituted as part of the Public Authority** **[Section 4(1) (b) (viii)]**  | 1.7.1 Name of Boards, Council, committee etc.  | Fully met  | I) Board of Governors II) Finance Committee, III) Senate, IV) Building and Works  Committee.<https://www.iitism.ac.in/index.php/pages/about_administration> |
| 1.7.2 Composition  | Fully met  | As per Statutes of IIT(ISM), Dhanbadhttps://www.iitism.ac.in/assets/uploads/news\_events/admin/IITISM-STATUTES.pdf |
| 1.7.3 Dates from which constituted  | Fully met  | As per notification issued from time to time. |
| 1.7.4 Term/Tenure  | Fully met  | As per Statutes of IIT(ISM), Dhanbad.https://www.iitism.ac.in/assets/uploads/news\_events/admin/IITISM-STATUTES.pdf |
| 1.7.5 Powers and Functions  | Fully met  | As per Statutes of IIT(ISM), Dhanbad.https://www.iitism.ac.in/assets/uploads/news\_events/admin/IITISM-STATUTES.pdf |
| 1.7.6 Whether their meetings are open to the Public?  | Fully met  | Yes, MoMs are uploaded in the website. |
| 1.7.7 Whether the minutes of the meetings are open  to the public? | Fully met  | Yes- BOG Minutes |
| 1.7.8 Place where the minutes if open to the public  are available?  | Fully met  | Minutes of BOG meeting of IIT (ISM) available on following linkhttps://www.iitism.ac.in/index.php/pages/bogmeeting |
| **1.8**  | **Directory of officers****And employees****[Section 4(1) (b) (ix)]** | 1.8.1 Name and designation1.8.2 Telephone, fax and email ID  | Fully met Fully met | Administration Page<https://www.iitism.ac.in/index.php/pages/about_administration> Directoryhttps://www.iitism.ac.in/assets/pdfs/telephone\_directory/TD.pdf |
| **1.9**  | **Monthly remuneration****Received by officers & employees including system of compensation** **[Section 4(1)(b)(x)]** | 1.9.1 List of employees with Gross monthly  Remuneration.  | Fully met  | RTI Page<https://www.iitism.ac.in/rti.php> |
| 1.9.2 System of compensation as provided in its  Regulations. | Fully met  | As per effective MHRD Rules and regulations. At present, compensation is being given as per 7th CPC guidelines. |
| **1.10**  | **Name, designation and other particulars of public information officers****[Section 4(1)(b) (xvi)]** | 1.10.1 Name and designation of the public  Information officer(PIO) , Assistant Public Information officer and & Appellate Authority 1.10.2 Address, telephone numbers and email ID of  each designate official. | Fully metFully met | Public Information officerSh. Suharsh KumarAssistant RegistrarEstablishment)APIOsConcerned heads of Departments/Sections.Appellate AuthoritySh. Prabodh PandeyRegistrar(Acting)CPIOAdd: Asst. Registrar, Establishment Section, Ground floor, Administrative block, IIT(ISM), Dhanbad Ph: 0326-2235609E-mail id: ar\_estt@iitism.ac.inAppellate AuthorityAdd: Registrar, First floor, Administrative block, IIT(ISM), Dhanbad Ph: 0326-2235202E-mail id: registrar@iitism.ac.in |
| **1.11**  | **No. of employees against whom Disciplinary action has been proposed/ taken.** **[Section 4(2)]** | 1.11.1 No. of employees against whom disciplinary action has been (i) Pending for Minor penalty or major penalty proceedings 1.11.2 No. of employees against whom disciplinary action has been (ii) Finalized for Minor/Major penalty proceedings. | Fully met Fully met | NoneNone |
| **1.12** | **Programs to advance understanding of RTI(Section 26)** | 1.12.1 Educational Programs1.12.2 Efforts to encourage public authority to participate in these programs.1.12.3 Training of CPIO/APIO1.12.4 Update & publish guidelines on RTI by the  Public authorities. | Fully met Fully metFully metFully met | Employees were sent for training programs. Public Authorities are being encouraged.YesYes through regular visit of CIC website. |
| **1.13**  | **Transfer policy and transfer orders** **[F No. 1/6 2011-IR dt. 15.04.2013]** | 1.13.1 Transfer policy and transfer orders [F No. 1/6 2011-IR dt. 15.04.2013] | Fully met | IIT(ISM), Dhanbad does not have its separate Transfer policy. However, Transfer of personnel are being done as per needs of the institution and as per CVC guidelines and directives by the competent authority.  |

**2. Budget and Programme**

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| **Sl. No.**  | **Item**  | **Details of disclosure**  | **Category** **(Fully met/** **partially met/****Not met/****Not Applicable)** | **Remarks/URL Links** |
| **2.1** | **Budget allocated to each agency including all plans, proposed expenditure and reports on disbursements made etc.** **[Section 4(1)(b)(xi)]** | 2.1.1 Total Budget for the public authority   | Fully met  | Annual Budget 2019-20RTI Page<https://www.iitism.ac.in/rti.php> |
| 2.1.2 Budget for each agency and plan & programs | Fully met  | Annual Budget 2019-20RTI Page<https://www.iitism.ac.in/rti.php> |
| (iii)Proposed expenditure  | Fully met  | Annual Accounts 2019-20RTI Page<https://www.iitism.ac.in/rti.php> |
| (iv)Revised Budget for each agency, if any  | Fully met  | Annual Budget 2019-20RTI Page<https://www.iitism.ac.in/rti.php> |
| (v)Report on disbursements made and place where the related reports are available.   | Fully met  | Annual Budget 2019-20RTI Page<https://www.iitism.ac.in/rti.php>Annual report 2019-20 is yet to publish. |

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| **2.2** | **Foreign and domestic tours****(f. No. 11/8/2012-IR dt. 11.09.2012)**  | 2.2.1 Budget | Fully met  | Annual Budget 2019-20<https://www.iitism.ac.in/rti.php> |
| 2.2.2 Foreign and domestic Tours by ministries and  officials of the rank of Joint Secretary to the  Government and above, as well as the heads of  the Department. 1. Places visited
2. The period of visit
3. The number of members in the official delegation.
4. Expenditure on the visit
 | Fully met  | RTI Page<https://www.iitism.ac.in/rti.php> |
|  |  | 2.2.3 Information related to procurements 1. Notice/Tender enquiries, and corrigenda if any thereon,
2. Details of the bids awarded comprising the names of the suppliers of goods/services being procured.
3. The works contracts concluded – in any such combination of the above-and
4. The rate/rates and the total amount at which such procurement or works contract is to be executed.
 | Fully met  | RTI Page<https://www.iitism.ac.in/rti.php> |
| **2.3**  | **Manner of execution of Subsidy Programme****[Section 4(i)(b) (xii)]** | 2.3.1 Name of the programme of activity  | Fully met Fully metFully metFully metFully metFully metFully metFully met | Fee Structure of IIT(ISM) , DhanbadUG, PG, PhDRTI Page<https://www.iitism.ac.in/rti.php> |
| 2.3.2 Objective of the programme | To provide subsidy in fees to SCs/STs students |
| 2.3.3 Procedure to avail benefits | Caste certificate of SCs/STs |
| 2.3.4 Duration of the programme/scheme | As per course duration.UG – 4 Years, PG- 2 YearsIntegrated PG- 5 Years |
|  |  |
| 2.3.5 Physical and financial targets of the programme | As per Course duration and Fees structure. |
| 2.3.6 Nature/scale of subsidy/amount allotted | As per Fees structure.UG, PG, PhDRTI Page[https://www.iitism.ac.in/rti.phphttps://www.iitism.ac.in/rti.php](https://www.iitism.ac.in/rti.php) |
| 2.3.7 Eligibility criteria for grant of subsidy | SCs/STs students |
| 2.3.8 Details of beneficiaries of subsidy programme  (Number, profile etc.) | All SCs/STs students of IIT(ISM), Dhanbad.  |
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| **2.4**  | **Discretionary and non-discretionary grants [F. No. 1/6/2011-IR dt. 15.04.2013]** | 2.4.1 Discretionary and non-discretionary grants/  allocations to State Gov. /NGOs/Other  Institutions 2.4.2 Annual Accounts of all legal entities who are  Provided grants by public authorities. | Not ApplicableNot ApplicableNot ApplicableNot ApplicableFully met  |  |
|  |  |
| **2.5** **2.6** | **Particulars of recipients of concessions, permits of authorizations granted by the public authority****[Section 4(1) (b) (xiii)]**CAG & PAC paras (F No. 1/6/2011-IR dt. 15.04.2013) | 2.5.1 Concessions, permits or authorizations granted  by public authority 2.5.2 For each concessions, permit or authorization  granted1. Eligibility Criteria
2. Procedure for getting the concession/grant and/or permits of authorizations.
3. Name and address of the recipients given

concessions/ permits or authorization.  d) Date of award of concessions/ permits of  authorizations. |  |
| 2.6.1 CAG and PAC paras and the action taken  reports (ATRs) after these have been laid on the  table of both houses of the parliament | RTI Page[https://www.iitism.ac.in/rti.phphttps://www.iitism.ac.in/rti.php](https://www.iitism.ac.in/rti.php) |

**3. Publicity Band Public interface**

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| **Sl. No.**  | **Item**  | **Details of disclosure**  | **Category****(Fully met/Partially met/Not met/Not Applicable)** | **Remarks/URL Links** |
| **3.1** | **Particulars for any arrangement for consultation with or representation by the members of the public in relation to the formulation of policy or implementation thereof** **[Section 4(1) (b) (vii)]****[F. No. 1/6/2011-IR dt. 15.04.2013]** | 3.1.1 Arrangement for consultations with or  Representation by the members of the public.  | Not Applicable |  |
| 3.1.2 Arrangements for consultation with or  representation by  a) Members of the public in  Policy formulation/policy implementation. b) Day & time allotted for visitors Public can visit the office of higher official  During the office hour. c) Contact details of information & Facilitation  Counter (IFC) to provide publications  Frequently sought by RTI applicants. | Not ApplicableFully metFully met | Anytime during office hours.Monday to Friday9 A.M. – 6 P.M.Lunch break- 1 P.M.-2 P.M.Sh. Suharsh KumarAsst. Registrar (Estt.),IIT(ISM), Dhanbad.Email id- ar\_estt@iitism.ac.inPh no. 0326-2235609 |
|  |  | 3.1.3 Public Private partnership (PPP) Details of Special Purpose Vehicle (SPV), if  Any3.1.4 Detailed Project Rep[orts (DPRs)3.1.5 Concession agreements 3.1.6 Operation and Maintenance manuals3.1.7 Other documents generated as part of the  implementation of the PPP3.1.8 Information related to fees, tolls or the kinds of revenues that may be collected under  Authorization from the government. 3.1.9 Information relating to outputs and incomes.3.1.10 The process of selectin of the private sector  Party.3.1.11 All payments made under the PPP Project | Not ApplicableNot ApplicableNot ApplicableNot ApplicableNot ApplicableNot ApplicableNot ApplicableNot ApplicableNot Applicable |  |
| **3.2** | **Are the details of policies/ decisions which affect public, informed to them** **[Section 4(1) (c)]** | 3.2.1 Publish all relevant facts while formulating  important policies or announcing decisions  which affect public to make the process more  Interactive- Policy decisions/legislations taken in  the previous one year. | Fully met | Institute publish draft of policies/rules/regulations etc. before enacting. E.g.: Cadre Structure and Recruitment rules and Promotion policy for Non-teaching posts.Link: https://www.iitism.ac.in/assets/uploads/news\_events/admin/31-07-2019-10:07:39\_notices.pdf |
|  |  | 3.2.2 Outline the Public Consultation Process | Not Applicable |  |
|  |  | 3.2.3 Outline the arrangement for consultation before  formulation of policy | Not Applicable |  |
| **3.3** | **Dissemination of information widely and in such form and manner which is easily accessible to the public****[Section 4 (3)]** | 3.3.1 Use of the most effective means of  communication – Internet (Website)  | Fully met | Websitewww.iitism.ac.in |
| **3.4** | **Form of accessibility of information manual/ hand book** **[Section 4(1) (b)]** | 3.4.1 Information manual/hand book available in  Electronic format.3.4.2 Information manual/hand book available in  Printed format. | Fully metFully met | I) Website[www.iitism.ac.in](http://www.iitism.ac.in)II) Quick links<https://www.iitism.ac.in/index.php/quicklink>Available in Office and provided via RTI as per provisions of RTI act, 2005. |
| **3.5** | **Whether information manual/ handbook available free of cost or not****[Section 4(1) (b)]** | 3.5.1 List of materials available free of cost3.5.2 List of materials available free of cost at a reasonable cost of the medium | Fully met | Free downloadable from Institute website Information is provided after taking cost as per provisions of RTI Act, 2005 |

**4**. **E. Governance**

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| **Sl. No.**  | **Item**  | **Details of disclosure**  | **Category****(Fully met/ partially met/Not met/ Not applicable**  | **Remarks/URL Links** |
| **4.1**  | **Language in which information Manual/Handbook available** **[F. No. 1/6/2011-IR dt. 15.04.2013]** | 4.1.1 English  | Fully met Not Applicable | Yes |
| 4.1.2 Vernacular/ Local Language :  | Very few of the documents are in hindi language. (IIT(ISM) Statutes)  |
| **4.2**  | **When was the information Manual/ Handbook last updated****[F. No. 1/6/2011-IR****Dt. 15.04.2013]** | 4.2.2 Last date of Annual update.  | Fully met  | 04.03.2019Link:https://www.iitism.ac.in/assets/pdfs/dean/faculty/Faculty-Hand-Book.pdf |
| **4.3**  | **Information available in electronic form** **[Section 4(1) (b)(ixv)]** | 4.3.1 Details of information available in electronic  form  | Fully met Fully metFully met | * Institute of Technology Act,1961
* Institute of Technology

(Amendment) Act, 2016* IIT(ISM) Statutes,
* Academic & Research related
* Administration (Academic and Non- Academic) related
* Statutory
* Financial
* Annual Reports
* Various Notices, Circulars, Rules & Regulations
 |
| 4.3.2 Name/title of the document/record/other  information | * Institute of Technology Act,1961
* Institute of Technology

(Amendment) Act, 2016* IIT(ISM) Statute
* Academic & Research
* Admission
* Courses
* UG Manual
* PG Manual:
* PhD Manual
* Rules
* Forms
* Notices
* Research
* Library
* Students’ Welfare
* Annual Report
* Annual Accounts
* Recruitment rules and Promotion policy of Non-Teaching staffs.
 |
| 4.3.3 Location where available  | Institute of Technology Act,1961Institute of Technology(Amendment) Act, 2016RTI Page<https://www.iitism.ac.in/rti.php>IIT(ISM) Statutes[https://www.iitism.ac.in/assets/uploads/news\_events/admin/13-10-2019-12:10:59\_notices.pdf](https://www.iitism.ac.in/assets/uploads/news_events/admin/13-10-2019-12%3A10%3A59_notices.pdf)Academic & Research* Admission

<https://www.iitism.ac.in/index.php/Admission>* Programs/Courses: <https://www.iitism.ac.in/~academics/#courses>
* UG Manual:

[https://www.iitism.ac.in/assets/uploads/news\_events/admin/13-10-2019-12:10:59\_notices.pdf](https://www.iitism.ac.in/assets/uploads/news_events/admin/13-10-2019-12%3A10%3A59_notices.pdf)* PG Manual:

https://www.iitism.ac.in/assets/uploads/news\_events/admin/01-10-2019-03:10:26\_notices.pdf* PhD Manual

<https://www.iitism.ac.in/assets/uploads/news_events/admin/Ph.D-Manual.pdf>* Rules

<https://www.iitism.ac.in/~academics/#rules>* Forms

<https://www.iitism.ac.in/~academics/#forms>* Notices

<https://www.iitism.ac.in/~academics/#noticeboard>* Research

<https://www.iitism.ac.in/deans/rnd/index.php>Library* <http://www.iitismlib.ac.in/>
* [http://www.iitismlib.ac.in/ library-rules/](http://www.iitismlib.ac.in/%20library-rules/)

Students’ Welfare<https://www.iitism.ac.in/~dsw/>Annual Report Year- 2018-19<https://www.iitism.ac.in/index.php/pages/ar>Annual Budget 2019-20RTI Page<https://www.iitism.ac.in/rti.php>Annual Accounts 2019-20RTI Page<https://www.iitism.ac.in/rti.php>RR & PPLink: https://www.iitism.ac.in/assets/uploads/news\_events/admin/31-07-2019-10:07:39\_notices.pdf |
| **4.4**  | **Particulars of facilities available to citizen for obtaining information** **[Section 4(1) (b)(xv)]** | 4.4.1 Name & location of the facility.  4.4.2 Details of information made available4.4.3 Working hours of the facility4.4.4 Contact person & contact details (Phone, fax, email) | Fully met Fully metFully metFully met | Available on IIT(ISM) Website at [www.iitism.ac.in](http://www.iitism.ac.in)* Sh Suharsh Kumar

Assistant Registrar(Establishment) &CPIOAll information which are available in IIT(ISM) Website and those which comes under purview of RTI Act, 2005. 9:00 AM to 6:00 PM (on all working days) with lunch break from 1 PM to 2 PM Sh Suharsh KumarAssistant Registrar(Establishment) & CPIOPh: 0326-2235609E-mail: ar\_estt@iitism.ac.in |
| **4.5**  | **Such other information as may be prescribed under section 4(i) (b) (xvii)**  | 4.5.1 Grievance Redressal mechanism4.5.2 Details of applications received under RTI and  information provided 4.5.3 List of completed schemes/ projects/  Programs.4.5.4 List of schemes/ projects/ programmes  underway4.5.5 Details of all contracts entered into including name of the contractor, amount of contract and period of completion of contract. | Fully metFully metFully metFully metFully met | Support Link <https://www.iitism.ac.in/~academics/#supports> And through Representation, Internal complaints committee (ICC), CPGRAMS.RTI Page<https://www.iitism.ac.in/rti.php>1. New Academic Building2. New Lecture Hall  Complex3. Student Activity Centre 4. Construction of 20-bedded Institute hospital with 24 x 7 medical facilities. 5. Construction of 1000 capacity, 2000 boys hostel, 120 Type V Flats and 60 Type VI flats for faculty members. 6. Improvement in all old quarters to make it contemporary in facilities. 7. Construction of multi-utility campus Shopping Centre. 8. Rosaline Girls Hostel.1. 1000 Capacity Boys Hostel.2. Centre Research Facilities(CRF)3. Centre of Safety, Occupational Hazard and Disaster Management. All the construction work of the Institute are carried out by the CPWD, Govt. of India.  |
|  |  | 4.5.6 Annual Report | Fully met  | Linkhttps://www.iitism.ac.in/index.php/pages/ar |
|  |  | 4.5.7 Frequently asked questions (FAQs) 4.5.8 Any other information such as * 1. Citizen’s Charter
	2. Result Frame work Document (RFD)
	3. Performance against the benchmarks set in the Citizens Charter
 | Not Applicable Fully metNot ApplicableNot Applicable | RTI Page<https://www.iitism.ac.in/rti.php> |
|  |  |  |  |  |
| **4.6**  | **Receipt & Disposal of RTI applications & appeals** **[F. No. 1/6/2011-IR dt. 15.04.2013]** | 4.6.1 Details of applications received and disposed | Fully met  | RTI Returns quarterly filed at CIC are available on RTI Page<https://www.iitism.ac.in/rti.php> |
| 4.6.2 Details of appeals received and orders issued  | Fully met  | RTI Returns quarterly filed at CIC are available on RTI Page<https://www.iitism.ac.in/rti.php> |
| **4.7**  | **Replies to question asked in the parliament****[Section 4(1)(d)(2)**  | 4.7.1 Details of questions asked and replies given  | Fully met  | As and When asked.RTI Page<https://www.iitism.ac.in/rti.php> |

**5**. **Information as may be prescribed**

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| --- | --- | --- | --- | --- |
| **Sl. No.**  | **Item**  | **Details of disclosure**  | **Category****(Fully met/** **Partially met/****Not met/Not applicable**  | **Reamrks/URL Links** |
| **5.1** | **Such other information as may be prescribed** **[F. No. 1/2/2016-IR dt. 17.08.2016, F. No. 1/6/2011-IR dt. 15.04.2013]** | 5.1.1 Name & details of (a) Current CPIOs & FAAs(b) CPIO & FAAs from 1.1.2015  | Fully met Fully met | CPIOShri Suharsh Kumar, Assistant Registrar(Estt.)IIT (ISM), DhanbadFAAShri Prabodh Pandey, Registrar (Actng.) and First Appellate Authority,IIT(ISM), DhanbadCPIOShri Anil Kumar, Asst. Registrar (Internal Audit)IIT (ISM), DhanbadFAACol. M.K. Singh,Registrar and First Appellate Authority,IIT(ISM), Dhanbad |
| 5.1.2. Details of third party audit of voluntary  disclosure (a) Dates of audit carried out(b) Report of the audit carried out  | Fully met  | 05.03.2020RTI Page<https://www.iitism.ac.in/rti.php> |
| 5.1.3 Appointment of Nodal officers not below the rank of Joint Secretary/Additional HoD a) Date of appointmentb) Name & Designation of the officers  | Fully met  | 18.06.2020Shri Suharsh Kumar,Asstt. Registrar (Establishment) & Nodal Officer |
| 5.1.4 Consultancy Committee of key stake holders  for advice on suo-motu disclosure(a)Dates from which constituted(b)Name & Designation of the Officers  | Not met |  |
| 5.1.5 Committee of PIOs/FAAs with rich experience in  RTI to identify frequently sought information Under RTI.(a) Dates from which constituted(b) Name & Designation of the officers.  | Not met  |  |

**6**. **Information as may be prescribed**

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| --- | --- | --- | --- | --- |
| **Sl. No.**  | **Item**  | **Details of disclosure**  | **Category****(Fully met/** **Partially met/****Not met/Not applicable**  | **Remarks/URL Links** |
| **6.1**  | **Item/information disclosed so that public have minimum resort to use of RTI Act to obtain information**  | Suo-Moto/Proactive disclosure of Information U/s 4(1) of RTI Act, 2005.A Framework for Transparency Audit- Proactive Mandatory disclosure of Information U/s 4(1) of RTI Act, 2005.  | Fully met  | 1. IIT(ISM) Website2. RTI Page<https://www.iitism.ac.in/rti.php>3. IT Act,19614. IT (Amendment) Act, 20165. IIT(ISM) Statutes6. Annual Report7. Annual Budget 2019-208. Annual Accounts 2019-209. BOG Minutes10. Citizen’s Charter11. Procurement data 19-2012. RR&PP 13. RTI Returns14. CAG & PAC Paras Report15. Monthly Remuneration  Details.16. Domestic & Foreign  Tour details.17. Transparency Audit  Report on proactive  disclosure of Information  U/s 4(1) of RTI Act, 2005.18. Fee Structure |
| **6.2**  | **Guidelines for Indian Government Websites (GIGW) is followed (released in February, 2009 and included in the Central Secretariat Manual of Office Procedures (CSMOP) by Department of Administrative Reforms and Public Grievances, Ministry of Personnel, Public Grievance and Pensions, Govt. of India)**  | 6.2.1 Whether STQC certification obtained and its  validity.6.2.2 Does the website show the certificate on the  Website? | Not metNot met |  |