

Background of this handbook	Right to Information Act.2005 (RTI Act)
Objective/Purpose of this hand Book	To provide information about the Institute and source of Information
Users of this Handbook	Students & staff of Institute, general public etc.
Contact Person	Shri A. K. Kothari Public Information Officer Indian Institute Of Technology, Gandhinagar Telephone (079-9328474203)
Manual	<b>(i):</b> Particulars of organization, functions & duties
Name	Indian Institute of Technology, Gandhinagar
Function & duties: Organization & Administration	As per act & statute of the institute
Manual	<b>(ii):</b> Power & duties of officers and employees  As per act & statute of the institute
Manual	<b>(iii):</b> The procedure to be followed in the decision making process, including channels of supervision:  As per act & statute of the institute
Manual	<b>(iv):</b> The norms set by it for discharge of its functions:  As per act & statute of the institute
Manual	<b>(v):</b> The rules, regulations, instructions, manuals, and records, held by it or under its control or used by its employees for discharging functions  As per act & statute of the institute
Manual	<b>(vi)</b> A statement of the categories of documents that are held by it or under its control  Administrative office orders, decision and guidelines as approve by the Board of Governors (BOG)

Manual

**(vii)** The particulars of any arrangement that exists for consultation with, or representation by, members of the public in relation to the formulation of its policies or implementation there of

Interested person may write to the Public Information Officer of the Institute.

Manual

**(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

Following are the main committees/ governing body of the Institute

Board of Governors  
Finance Committee  
Building & Works Committee  
Senate

Meetings of these committees/ Board are not open to Public.

Minutes of meetings are not accessible to public.

Manual

**(ix)** A directory of its officers & employees

Institute Telephone Directory

Manual

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

The details of the monthly remuneration received by the faculty members, officers and the employees of the Institute are maintained at IITGandhinagar Cell at IIT Bombay. The monthly remuneration received by the faculty members, officers and employees of the Institute are as per the Government approved pay scales. Compensation is extended as per Govt. Of India rules/orders.

Manual

(xi) The budget allocation to each Department indicating the particulars of all plans, proposed expenditure and reports on disbursements made

Government of India allocates the grant under plan budget. A detail of proposed expenditure and actual expenditure is maintained by Accounts Section of the Institute. It is available in the Annual Statements of Accounts of the Institute.

Manual

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

This page is under construction.

Manual

(xiii) Particulars of recipients of concessions, permits or authorizations granted by the Institute

None

Manual

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

Manual

Please see the Institute website

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

Relevant information is available on Institute website. The Library of the Institute is primarily meant for the students, faculty, officers and the employees of the Institute. The library remains open from 8.00 A.M. to 10.00P.M. On all working days.

Manual

(xvi) The names, designations and other particulars of the public information officers.

**Appellate Authority**

Prof. Sudhir K Jain

Director

Indian Institute of Technology Gandhinagar

Chandkheda

Ahmedabad

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**Public Information Officer**

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Assistant Registrar (Finance & Accounts)  
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Manual

**(xvii)** Such other information as may be prescribed.

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