Indian Institute of Technology Gandhinagar RTI Section 4 - Suo motu disclosure

1	Organisation and Function		
1.1	Particulars of its organisation, functions and duties[Section 4(1)(b)(i)]		
	Name and address of the Organization	https://www.iitgn.ac.in/contact	
Head of the organization https://iitg		https://iitgn.ac.in/about/director	
	Vision, Mission and Key objectives	https://iitgn.ac.in/assets/pdfs/missionvision.pdf	
	Function and duties	https://iitgn.ac.in/assets/pdfs/First_Statutes_IIT_Gandhinagar.pdf (Page No. 179)	
	Organization Chart	https://iitgn.ac.in/about/academic-officials	
		https://iitgn.ac.in/staff	
	Any other details-the genesis, inception, formation of the department and the HoDs from	https://iitgn.ac.in/about/admin-bog	
	time to time as well as the committees/ Commissions constituted from time to time have	https://iitgn.ac.in/about/finance-committee	
	been dealt	https://iitgn.ac.in/about/bwc	
1.2	Power and duties of its officers and employees[Section 4(1) (b)(ii)]		
	Powers and duties of officers (administrative, financial and judicial)	The power and duties of the employees are as defined in The Institutes of Technology Act, 1961	
	Towers and duties of officers (autilitistrative, illiancial and judicial)	and in the First Statutes of IIT Gandhinagar, 2017.	
	Power and duties of other employees	IIT Act : (Page No. 681, Point No. 17, 18, 19, 20)	
	· ,	IITGN Statutes : (Page No. 179, Point No. 12, 14, 15, 16)	
	Rules/ orders under which powers and duty are derived and	https://iitgn.ac.in/assets/pdfs/IIT_ACT_1961_IITGN.pdf	
	Exercised	https://iitgn.ac.in/assets/pdfs/First Statutes IIT Gandhinagar.pdf	
	Work allocation	As decided by the Competent Authority of the Institute.	
1.3	Procedure followed in decision making process [Section 4(1)(b)(iii)]		
	21 2 2 2 2 2	https://iitgn.ac.in/assets/pdfs/IIT_ACT_1961_IITGN.pdf	
	Process of decision making Identify key decision making points	(Page No. 680, Point No. 13)	
	Final desistan making and haute.	The Director in most cases and the Board of Governors in specific cases as mandated in the	
	Final decision making authority	Institutes of Technology Act, 1961 and the First Statutes of IIT Gandhinagar, 2017.	
	Related provisions, acts, rules etc.	https://iitgn.ac.in/assets/pdfs/IIT_ACT_1961_IITGN.pdf	
		https://iitgn.ac.in/assets/pdfs/First Statutes IIT Gandhinagar.pdf	
	Channel of supervision and accountability	https://iitgn.ac.in/assets/pdfs/First Statutes IIT Gandhinagar.pdf	
		(Page No. 181, Point No. 16)	
1.4	Norms for discharge of functions[Section 4(1)(b)(iv)]		
1.4		https://iitgn.ac.in/academics	
	Nature of functions/ services offered	https://iitgn.ac.in/assets/pdfs/IIT_ACT_1961_IITGN.pdf (Page No. 677, Point No. 6)	
	Norms/ standards for functions/ service delivery	https://www.iitgn.ac.in/academics/calendar/acadcal-2024-25	
	Process by which these services can be accessed	https://iitgn.ac.in/admissions/apply	
	·	https://iitgn.ac.in/icc	
	Process of redress of grievances	https://iitgn.ac.in/rcell	
1.5	Rules, regulations, instructions manual and records for discharging functions [Section 4(1)(
		NN	

	Title and nature of the record/ manual /instruction.	https://iitgn.ac.in/assets/pdfs/IIT ACT 1961 IITGN.pdf	
The and hature of the record/ manual/mstruction.		https://iitgn.ac.in/assets/pdfs/First_Statutes_IIT_Gandhinagar.pdf	
List of Rules, regulations, instructions manuals and records.		https://iitgn.ac.in/assets/pdfs/First Statutes IIT Gandhinagar.pdf (Page No. 189 onwards, Schedule B, C, D, E)	
		https://iitgn.ac.in/assets/pdfs/IIT_ACT_1961_IITGN.pdf	
	Acts/ Rules manuals etc.	https://iitgn.ac.in/assets/pdfs/First Statutes IIT Gandhinagar.pdf	
1.6	Categories of documents held by the authority under its control[Section 4(1)(b) (vi)]		
	Categories of documents	For Institute documents: https://iitgn.ac.in/assets/pdfs/IIT ACT 1961 IITGN.pdf (on page 682, Point 19)	
	Custodian of documents/categories	For Students Records: https://iitgn.ac.in/assets/pdfs/First Statutes IIT Gandhinagar.pdf (on page 175, Point 5 (2a)) Administrative Office Orders and Advisories as approved by Board of Governors (BOG)	
1.7	 Boards, Councils, Committees and other Bodies constituted as part of the Public Authority [Section 4(1)(b)(viii)] 		
1./	boards, Councils, Committees and other bodies constituted as part of the Public Authority		
	Name of Boards, Council, Committee etc.	https://iitgn.ac.in/about/admin-bog	
	0 ""	https://iitgn.ac.in/about/finance-committee https://iitgn.ac.in/about/bwc	
	Composition	nttps://iitgn.ac.in/about/bwc	
	Term/ Tenure	https://iitgn.ac.in/assets/pdfs/IIT ACT 1961 IITGN.pdf (Page No.679 Point No. 11 & 12)	
	Powers and functions	https://iitgn.ac.in/assets/pdfs/First_Statutes_IIT_Gandhinagar.pdf	
		(Page No. 177 Point No. 7 & 8)	
	Whether their meetings are open to the public?	No	
	Whether the minutes of the meetings are open to the public?	Yes, only the meeting agenda items are visible.	
	Place where the minutes if open to the public are available?	https://www.iitgn.ac.in/about/bog-meetings	
		https://www.iitgn.ac.in/about/senate-meetings	
1.8	Directory of officers and employees[Section 4(1) (b) (ix)]		
	Name and designation	https://iitgn.ac.in/faculty	
		https://iitgn.ac.in/staff	
	Telephone , fax and email ID	https://iitgn.ac.in/contact	
1.9	Monthly Remuneration received by officers & employees including system of compensation $(Section 4(1) (b) (x))$	on	
	List of employees with Gross monthly remuneration	The monthly remuneration received by the faculty members, officers and employees of the	
	System of compensation as provided in its regulations	Institute are as per the Government approved pay scales. Compensation is extended as per Govt. of India rules/orders and decision of the BoG.	
1.10	Name, designation and other particulars of public information officers [Section 4(1) (b) (xx	ri)]	
	Name and designation of the public information officer(PIO), Assistant Public Information Officer (APIO) & Appellate Authority	https://iitgn.ac.in/rti	

1.11	No. of employees against whom Disciplinary action has been proposed/ taken (Section 4(2))		
	No. of employees against whom disciplinary action has been (i) pending for Minor penalty or Major penalty proceedings	One case pending	
	Finalised for Minor penalty or major penalty	Minor Penalty– 02 / Major Penalty– 0	
1.12	Programmes to advance understanding of RTI (Section 26)		
	Educational programmes	https://sites.iitgn.ac.in/kn/pdf/TEQIP Event RTI.pdf	
	Efforts to encourage public authority to participate in these programmes	https://sites.iitgn.ac.in/kn/pdf/TEQIP Event RTI.pdf	
	Training of CPIO/APIO	https://sites.iitgn.ac.in/kn/pdf/TEQIP_Event_RTI.pdf	
	Update & publish guidelines on RTI by the Public Authorities concerned	https://iitgn.ac.in/rti	
2	Budget and Programme		
2.1	Budget allocated to each agency including all plans, proposed expenditure and reports	on disbursements made etc.[Section 4(1)(b)(xi)]	
	Total Budget for the public authority	Budget Allocation FY 2024-25	
2.2	Foreign and domestic tours (F.No. 1/8/2012- IR dt. 11.9.2012)		
	Information related to procurements- (a) Notice/tender enquires, and corrigenda if any thereon, (b) Details of the bids awarded comprising the names of the suppliers of goods/ services being procured, (c) The works contracts concluded – in any such combination of the above-and, (d) The rate/ rates and the total amount at which such procurement or works contract is to be executed.	https://iitgn.ac.in/tender	
2.3	Manner of execution of subsidy programme [Section 4(i)(b)(xii)]		
	Name of the programme of activity		
	Objective of the programme		
	Procedure to avail benefits		
	Duration of the programme/ scheme	https://iitgn.ac.in/students/scholarships	
	Nature/ scale of subsidy /amount allotted		
	Eligibility criteria for grant of subsidy		
		•	
2.5	Particulars of recipients of concessions, permits of authorizations granted by the public authority [Section 4(1) (b) (xiii)]		
	Concessions, permits or authorizations granted by public authority	Subsidy in terms of waiver and concessions in tuition fees are being provided to the students	
		from the reserved categories and the low-income group as per eligibility.	
		The SC/ST/PH students shall receive a complete tuition fee waiver.	
		The most economically backward students, whose family income is less than Rs. 1.0 lakh per annum, shall receive full remission of the tuition fee.	
		The other economically backward students, whose family income is between Rs. 1.0 lakh	

	For each concession, permit or authorization granted — (a) Eligibility criteria, (b) Procedure for getting the concession/ grant and/ or permits of authorizations,	to Rs. 2.5 lakhs per annum, shall also receive full remission of the tuition fee. 1/3rd of this tuition fee waiver is supported thorough Student Benevolent & Welfare Fund or from the Excellence Funds in the Endowment of the Institute. • The other economically backward students, whose family income is between Rs. 2.5 lakh to Rs. 5.0 lakhs per annum, shall receive remission of 2/3rd of the tuition fee. https://iitgn.ac.in/students/scholarships	
	(c) Name and address of the recipients given concessions/ permits or authorizations, (d) Date of award of concessions/ permits of authorizations	inteps.//ingmac.in/stadents/scholarsinps	
2.6	CAG & PAC paras [F No. 1/6/2011- IR dt. 15.4.2013]		
	CAG and PAC paras and the action taken reports (ATRs) after these have been laid on the table of both houses of the parliament.	Annual Accounts for the FY 2022-23 was sent to the Ministry after the CAG audit and has been placed before the Parliament. Annual Accounts for the FY 2023-24 is under audit.	
3	Publicity Band Public interface		
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 there of [Section 4(1)(b)(vii)] [F No 1/6/2011-IR dt. 15.04.2013]		
	Relevant Acts, Rules, Forms and other documents which are normally accessed by citizens	https://iitgn.ac.in/assets/pdfs/IIT ACT 1961 IITGN.pdf https://iitgn.ac.in/assets/pdfs/First Statutes IIT Gandhinagar.pdf	
	Arrangements for consultation with or representation by — (a) Members of the public in policy formulation/ policy implementation, (b) Day & time allotted for visitors, (c) Contact details of Information & Facilitation Counter (IFC) to provide publications frequently sought by RTI applicants	Academic Advisory Council: https://iitgn.ac.in/aac Leadership Conclave: https://iitgn.ac.in/alc	
3.2	Are the details of policies / decisions, which affect public, informed to them [Section 4(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	All the details pertaining to the concerned stakeholders are uploaded on the website page as and when necessary.	
	Publish all relevant facts while formulating important policies or announcing decisions which affect public to make the process more interactive - Outline the Public consultation process	Main Website: https://iitgn.ac.in/ Recruitment Related: https://iitgn.ac.in/careers Admission Related: https://iitgn.ac.in/students/scholarships Scholarship Related: https://iitgn.ac.in/students/scholarships	
	Publish all relevant facts while formulating important policies or announcing decisions which affect public to make the process more interactive- Outline the arrangement for consultation before formulation of policy	Tender Related: https://iitgn.ac.in/tender	

3.3	Dissemination of information widely and in such form and manner which is easily accessible to the public [Section 4(3)]			
		Main Website: https://iitgn.ac.in/		
		Recruitment Related: https://iitgn.ac.in/careers		
	Use of the most effective means of communication - Internet (website)	Admission Related: https://iitgn.ac.in/admissions		
		Scholarship Related: https://iitgn.ac.in/students/scholarships		
		Tender Related: https://iitgn.ac.in/tender		
3.4	Form of accessibility of information manual/ handbook[Section 4(1)(b)]			
	Information manual/handbook available in Electronic format	https://iitgn.ac.in/assets/pdfs/IIT ACT 1961 IITGN.pdf		
		https://iitgn.ac.in/assets/pdfs/First Statutes IIT Gandhinagar.pdf		
	Information manual/handbook available in Printed format	https://iitgn.ac.in/about/annualreports		
	NII II I I I I I I I I I I I I I I I I			
3.5	Whether information manual/ handbook available free of cost or not [Section 4(1)(b)]			
		Available on Institute website:		
	List of materials available Free of cost	https://iitgn.ac.in/		
	List of materials available at a reasonable cost of the medium	https://www.iitgn.ac.in/about/brochures		
		https://www.iitgn.ac.in/about/year-in-review		
	https://www.iitgn.ac.in/about/newsletter			
4	E-Governance			
4				
4.1	Language in which Information Manual/Handbook Available [F No. 1/6/2011-IR dt. 15.4.201			
	English	https://iitgn.ac.in/assets/pdfs/IIT_ACT_1961_IITGN.pdf		
		https://iitgn.ac.in/assets/pdfs/First Statutes IIT Gandhinagar.pdf		
		https://iitgn.ac.in/about/annualreports		
4.2	When was the information Manual/ Handbook last updated?[F No. 1/6/2011-IR dt 15.4.201	· ·		
	Last date of Annual Updation	Gazetted dates on the following documents:		
		https://iitgn.ac.in/assets/pdfs/IIT_ACT_1961_IITGN.pdf		
		https://iitgn.ac.in/assets/pdfs/First_Statutes_IIT_Gandhinagar.pdf		
4.3	Information available in electronic form [Section 4(1)(b)(xiv)]			
		https://item.co.ic		
	Details of information available in electronic form	https://iitgn.ac.in		
		https://iitgn.ac.in/assets/pdfs/IIT_ACT_1961_IITGN.pdf		
	Name/ title of the document/record/ other information	https://iitgn.ac.in/assets/pdfs/First_Statutes_IIT_Gandhinagar.pdf		
		https://iitgn.ac.in/about/annualreports		
		https://iitgn.ac.in/about/brochures		
	Location where available	https://iitgn.ac.in		

4.4	Particulars of facilities available to citizen for obtaining information[Section 4(1)(b)(xv)]			
	Name & location of the facilities			
	Details of information made available	Archaeological Sciences	https://asc.iitgn.ac.in/	
	Working hours of the facility	Biomedical Engineering	http://biomed.iitgn.ac.in/	
	Contact person & contact details (Phone, fax email)	Design and Innovation	https://dic.iitgn.ac.in/	
		Safety Engineering	https://safety.iitgn.ac.in/	
		Cognitive and Brain Sciences	https://cogs.iitgn.ac.in/	
		Sustainable Development	https://csd.iitgn.ac.in/	
		Centre for Creative Learning	https://www.ccl.iitgn.ac.in/	
		Library	https://iitgn.ac.in/research/library	
4.5	Such other information as may be prescribed under Section 4(i) (b)(xvii)			
	Grievance redressal mechanism	https://iitgn.ac.in/icc https://iitgn.ac.in/rcell		
Details of applications received under RTI and information provided List of completed schemes/ projects/ Programmes List of schemes/ projects/ programme underway https://iitgn.ac.in/research/projects https://iitgn.ac.in/research/projects		Appeal Report.pdf		
	Annual Report	https://iitgn.ac.in/about/annualreports		
	Frequently Asked Question (FAQs)	https://iitgn.ac.in/prospective-students/faq.html https://iitgn.ac.in/about/faq		
	D 1 4 6 DT			
4.6	Receipt & Disposal of RTI applications & appeals [F.No 1/6/2011-IR dt. 15.04.2013]			
	Details of applications received and disposed	https://iitgn.ac.in/assets/pdfs/rti/RTI Appeal Report.pdf		
	Details of appeals received and orders issued			
5	Information as may be prescribed			
5.1	Such other information as may be prescribed [F.No. 1/2/2016-IR dt. 17.8.2016, F No. 1/6/2011-IR dt. 15.4.2013]	Such other information as may be prescribed [F.No. 1/2/2016-IR dt. 17.8.2016,		
Name & details of - (a) Current CPIOs & FAAs, (b) Earlier CPIO & FAAs from 1.1.2015 https://iitgn.ac.in/rti				
	Details of third party audit of voluntary disclosure –			
	(a) Dates of audit carried out, (b) Report of the audit carried out	Audit Report dated 24 June 2024		
6	Information Disclosed on own Initiative			
6.1	Item/information disclosed so that public have minimum resort to use of RTI Act to obtain infor	rmation		
	Item/information disclosed so that public have minimum resort to use of RTI Act to obtain information		constantly and frequently updated at the	