

INDIAN INSTITUTE OF TECHNOLOGY GANDHINAGAR

RTI Section 4 - *suo motu disclosure*:

| Sr. No. | Item | Details of Disclosure |
|---------|---|--|
| (i) | Particulars of organization, functions & duties | <ul style="list-style-type: none">▪ About IIT Gandhinagar▪ Institute Brochure▪ Vision and Mission of The Institute▪ Organization Chart of the Institute |
| (ii) | Powers and duties of officers and employees | As per Act and Statutes of IIT Gandhinagar |
| (iii) | Procedure followed in the decision making process, including channels of supervision and accountability | As per Act and Statutes of IIT Gandhinagar |
| (iv) | The norms set by it for discharge of its functions | As per Act and Statutes of IIT Gandhinagar |
| (v) | 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 and Statutes of IIT Gandhinagar and the decisions taken by the Board of Governors. |
| (vi) | A statement of the categories of documents that are held by it or under its control | Administrative Office Orders and Advisories as approved by Board of Governors (BOG) |
| (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. |
| (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. <ul style="list-style-type: none">▪ Board of Governors▪ Finance Committee▪ Building & Works Committee▪ Senate Minutes of meetings of these committees are not open to Public. |
| (ix) | A directory of its officers & employees | Academic Officials Administrative Officials |

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|--------|--|---|
| (x) | The monthly remuneration received by each of its officers and employees, including the system of compensation as provided in its regulations | 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 and decision of the BoG. |
| (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 to the Institute. 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. For more info pl. click here. |
| (xii) | The manner of execution of subsidy programmes, including the amount allocated and the details of beneficiaries of such programmes. | The details of subsidy provided to SC/ST students is as under: 1. Tuition fees exemption to all students of SC/ST irrespective of their parents/ guardian income. 2. A Merit-cum- Means Scholarships @ Rs.1000/- and a pocket allowance @ Rs. 250/- per month is given to those SC/ST students, whose parental income is up to Rs.4.00 lakh per annum. For more info pl. click here. |
| (xiii) | Particulars of recipients of concessions,-- permits or authorizations granted by the Institute | |
| (xiv) | Details in respect of the information, available to or held by it, reduced in an electronic form | 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 | The Library of the Institute is primarily meant for the faculty, officers, students and the employees of the Institute. The library remains open 24 Hours a day. Library is only for registered users (students, faculty & staff) and not general public use: For more information about library pl click here. |
| (xvi) | The names, designations and other particulars of the public information officers. | Public Information Officer: For details click here. |
| (xvii) | Such other information as may be prescribed | PI see website: www.iitgn.ac.in |

RTI Application is to be sent directly to:

Public Information Officer
Indian Institute of Technology Gandhinagar
Palaj, Gandhinagar
Gujarat - 382 355

RTI Application Form. PI [click here](#).

(xviii) Receipt & Disposal of RTI
applications & Appeals.

PI [click here](#).

Third Party Audit Report for the year 2022-23



INDIAN RUBBER MANUFACTURERS RESEARCH ASSOCIATION (IRMRA)

(Affiliated to DPIIT, Ministry of Commerce & Industry, Govt. of India) (ISO 9001:2015 Certified & NBQP Registered Training Institution)

Third Party RTI Audit Summary Report of Indian Institute of Technology Gandhinagar

As per the direction of Central Information Commissioner (CIC) and DoPT OM No 1/6/2011-IR dated 15.04.2013 and OM No. 1/34/2013-IR dated 30.06.2016, each Public Authority should get its proactive disclosure package audited by a third party every year from the respective training Institutes under each Public Authority and submit to the Central Information Commission.

Indian Rubber Manufacturers Research Association conducted Third-Party Audit of the Proactive Disclosure of Indian Institute of Technology Gandhinagar under the RTI Act, 2005 from 5 & 11 Sept, 2023 in accordance with Guidelines on suo motu disclosure under Section 4 of the RTI Act issued by Government of India, Ministry of Personnel, Public Grievances & Pensions, Department of Personnel & Training. The audit was conducted in accordance with the standard operating procedure for the Third-party audit on suo motu disclosures (As per Para 4.4 & 4.5 of DOPT's OM No. /6/2011-IR dated 15.04.2013 & Para 6 of DOPT's OM No. 1/34/2013-IR dated 30.06.2016).

The audit was aimed to assess adherence to Guidelines on suo motu disclosure under Section 4 of the RTI and the implementation of and compliance with its control system. Specifically, the audit assessed Indian Institute of Technology Gandhinagar Self appraisal report for Year (2022-23) and its website <https://iitgn.ac.in> in order to ensure these are well understood and Guidelines for Central Government Ministries / Departments are followed on:

- a) Suo motu disclosure of more items under Section 4.
- b) Guidelines for digital publication of proactive disclosure under Section
- c) Detailing of Section 4(1)(b)(iii), 4(1)(b)(iv), 4(1)(b)(xi) and 4(1)(b)(xiv)
- d) Compliance mechanism for suo motu disclosure (proactive disclosure) under the RTI Act, 2005

Third-Party Audit focused on the following Parameters:

- i. Organisation and Functions
- ii. Budget and Programme
- iii. Publicity and Public Interface
- iv. E-Governance
- v. Information as may be Prescribed
- vi. Information disclosed on own initiative

Key Findings and High Priority Recommendations

We appreciate the sincere efforts of Indian Institute of Technology Gandhinagar as Public Authority for sharing required information on website to maintain the transparency. It has been observed during the Audit that the information relates to few areas has to be shared on website with more clarity like;

1. Information on various sub-paras of Section 4(b) placed under RTI Act seems has not been given adequate prominence.
2. Information related to 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 must be disclosed. Information related to Channel of supervision and accountability must be disclosed.
3. Information related to Boards, Councils, Committees and other Bodies constituted as part of the Public Authority must be disclosed

4. Programmes to advance understanding of RTI Act –to be conducted on regular intervals.
5. Manual/Handbook to be made available in Vernacular/ Local Language [F No. 1/6/2011-IR dt. 15.4.2013]
6. Information related to related to procurements & from GeM is to be updated on website.
7. Public Authority must constitute a Committee of PIOs/FAAs with rich experience in RTI to identify frequently sought information under RTI.
8. Public Authority must constitute a Committee Consultancy committee of key stake holders for advice on suo-motu disclosure
9. Appoint Nodal Officers not below the rank of Joint Secretary/ Additional HoD
10. CAG and PAC paras and the action taken reports (ATRs) after these have been laid on the table of both houses of the parliament is to be uploaded on website.
11. Citizen's Charter, Result Framework Document (RFD), Six monthly reports on the, Performance against the benchmarks set in the Citizen's Charter is to be uploaded on website.
12. Replies to questions asked in the parliament Replies to questions asked in the parliament is to be uploaded on website
13. Sub-clauses which have been met partially met / not met, may be looked into for compliance at the earliest. A re-look may be given to the clauses which have been marked as not applicable.

IRMRA would like to share positive feedback that in future all the required information/urls/links may be posted on website to meet the Transparency Audit Metrix.

Date: 11 Sept, 2023

Rupesh Rohan
(Dr. Rupesh Rohan)
Assistant Director (Training)

