

Self appraisal report for Year (2019-20)

Ministry Name: Ministry of Human Resource Development

Department Name: Department of Higher Education

Public Authority Name: Indian Institute of Technology (IIT), Bhubaneswar

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks
1	Organisation and Function				
1.1	Particulars of its organisation, functions and duties [Section 4(1)(b)(i)]				
1.1.1	Name and address of the Organization	Fully Met	1.28	1.28	Given in the Institute website
1.1.2	Head of the organization	Fully Met	1.28	1.28	Given in the Institute website
1.1.3	Vision, Mission and Key objectives	Fully Met	1.28	1.28	Given in the Institute website
1.1.4	Function and duties	Fully Met	1.28	1.28	Given in the Institute website
1.1.5	Organization Chart	Fully Met	1.28	1.28	Given in the Institute website
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	1.28	1.28	Given in the Institute website
1.2	Power and duties of its officers and employees [Section 4(1) (b)(ii)]				
1.2.1	Powers and duties of officers (administrative, financial and judicial)	Fully Met	1.54	1.54	Given in the Institute website
1.2.2	Power and duties of other employees	Fully Met	1.54	1.54	Given in the Institute website
1.2.3	Rules/ orders under which powers and duty are derived and	Fully Met	1.54	1.54	Given in the Institute website
1.2.4	Exercised	Fully Met	1.54	1.54	Given in the Institute website
1.2.5	Work allocation	Fully Met	1.54	1.54	Given in the Institute website
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	Fully Met	1.54	1.54	Given in the Institute website
1.3.2	Final decision making authority	Fully Met	1.54	1.54	Given in the Institute website
1.3.3	Related provisions, acts, rules etc.	Fully Met	1.54	1.54	Given in the Institute website
1.3.4	Time limit for taking a decisions, if any	Fully Met	1.54	1.54	Given in the Institute website
1.3.5	Channel of supervision and accountability	Fully Met	1.54	1.54	Given in the Institute website
1.4	Norms for discharge of functions [Section 4(1)(b)(iv)]				
1.4.1	Nature of functions/ services offered	Fully Met	1.54	1.54	Given in the Institute website

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1.4.2	Norms/ standards for functions/ service delivery	Fully Met	1.54	1.54	Given in the Institute website
1.4.3	Process by which these services can be accessed	Fully Met	1.54	1.54	Given in the Institute website
1.4.4	Time-limit for achieving the targets	Fully Met	1.54	1.54	Given in the Institute website
1.4.5	Process of redress of grievances	Fully Met	1.54	1.54	Given in the Institute website
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.	Fully Met	1.92	1.92	Given in the Institute website
1.5.2	List of Rules, regulations, instructions manuals and records.	Fully Met	1.92	1.92	Given in the Institute website
1.5.3	Acts/ Rules manuals etc.	Fully Met	1.92	1.92	Given in the Institute website
1.5.4	Transfer policy and transfer orders	Not Applicable	0	0	
1.6	Categories of documents held by the authority under its control[Section 4(1)(b) (vi)]				
1.6.1	Categories of documents	Fully Met	3.85	3.85	Given in the Institute website
1.6.2	Custodian of documents/categories	Fully Met	3.85	3.85	Given in the Institute website
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	0.96	0.96	Given in the Institute website
1.7.2	Composition	Fully Met	0.96	0.96	Given in the Institute website
1.7.3	Dates from which constituted	Fully Met	0.96	0.96	Given in the Institute website
1.7.4	Term/ Tenure	Fully Met	0.96	0.96	Given in the Institute website
1.7.5	Powers and functions	Fully Met	0.96	0.96	Given in the Institute website
1.7.6	Whether their meetings are open to the public?	Not Applicable	0	0	
1.7.7	Whether the minutes of the meetings are open to the public?	Fully Met	0.96	0.96	Given in the Institute website
1.7.8	Place where the minutes if open to the public are available?	Fully Met	0.96	0.96	Given in the Institute website
1.8	Directory of officers and employees[Section 4(1) (b) (ix)]				
1.8.1	Name and designation	Fully Met	3.85	3.85	Given in the Institute website
1.8.2	Telephone , fax and email ID	Fully Met	3.85	3.85	Given in the Institute website
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	Partially Met	3.85	1.93	Given in the Institute website
1.9.2	System of compensation as provided in its regulations	Partially Met	3.85	1.93	Given in the Institute website
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 (APIO) & Appellate Authority	Fully Met	3.85	3.85	Given in the Institute website
1.10.2	Address, telephone numbers and email ID of each designated official.	Fully Met	3.85	3.85	Given in the Institute website
1.11	No. Of employees against whom Disciplinary action has been proposed/ taken(Section 4(2))				

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks
1.11.1	No. of employees against whom disciplinary action has been (i) Pending for Minor penalty or major penalty proceedings	Not Met	3.85	0	
1.11.2	(ii) Finalised for Minor penalty or major penalty proceedings	Not Applicable	0	0	
1.12	Programmes to advance understanding of RTI(Section 26)				
1.12.1	Educational programmes	Not Applicable	0	0	
1.12.2	Efforts to encourage public authority to participate in these programmes	Not Applicable	0	0	
1.12.3	Training of CPIO/APIO	Fully Met	1.92	1.92	Given in the Institute website
1.12.4	Update & publish guidelines on RTI by the Public Authorities concerned	Fully Met	1.92	1.92	Given in the Institute website
1.13	Transfer policy and transfer orders[F No. 1/6/2011- IR dt. 15.4.2013]				
1.13.1	Transfer Policy And Transfer Orders[F No. 1/6/2011- IR Dt. 15.4.2013]	Not Applicable	0	0	
Total			82	74	
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)]				
2.1.1	Total Budget for the public authority	Fully Met	10	10.00	Given in the Institute website
2.1.2	Budget for each agency and plan & programmes	Not Applicable	0	0	
2.1.3	Proposed expenditures	Fully Met	10	10.00	Given in the Institute website
2.1.4	Revised budget for each agency, if any	Not Applicable	0	0	
2.1.5	Report on disbursements made and place where the related reports are available	Not Applicable	0	0	
2.2	Foreign and domestic tours(F.No. 1/8/2012- IR dt. 11.9.2012)				
2.2.1	Budget	Fully Met	16.67	16.67	Given in the Institute website
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.- (a) Places visited, (b) The period of visit, (c) The number of members in the official delegation, (d) Expenditure on the visit	Fully Met	16.67	16.67	Given in the Institute website
2.2.3	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.	Fully Met	16.67	16.67	Given in the Institute website

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks
2.3	Manner of execution of subsidy programme [Section 4(i)(b)(xii)]				
2.3.1	Name of the programme of activity	Not Applicable	0	0	
2.3.2	Objective of the programme	Not Applicable	0	0	
2.3.3	Procedure to avail benefits	Not Applicable	0	0	
2.3.4	Duration of the programme/ scheme	Not Applicable	0	0	
2.3.5	Physical and financial targets of the programme	Not Applicable	0	0	
2.3.6	Nature/ scale of subsidy /amount allotted	Not Applicable	0	0	
2.3.7	Eligibility criteria for grant of subsidy	Not Applicable	0	0	
2.3.8	Details of beneficiaries of subsidy programme (number, profile etc)	Not Applicable	0	0	
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 Govt./ NGOs/other institutions	Not Applicable	0	0	
2.4.2	Annual accounts of all legal entities who are provided grants by public authorities	Not Applicable	0	0	
2.5	Particulars of recipients of concessions, permits of authorizations granted by the public authority[Section 4(1) (b) (xiii)]				
2.5.1	Concessions, permits or authorizations granted by public authority	Not Applicable	0	0	
2.5.2	For each concessions, permit or authorization granted - (a) Eligibility criteria, (b) Procedure for getting the concession/ grant and/ or permits of authorizations, (c) Name and address of the recipients given concessions/ permits or authorizations, (d) Date of award of concessions/ permits of authorizations	Not Applicable	0	0	
2.6	CAG & PAC paras [F No. 1/6/2011- IR dt. 15.4.2013]				
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.	Not Applicable	0	0	
Total			70	70	
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]				
3.1.1	Relevant Acts, Rules, Forms and other documents which are normally accessed by citizens	Not Applicable	0	0	
3.1.2	Arrangements for consultation with or representation by - (a) Members of the public in policy formulation/ policy implementation, (b) Day & time	Not Applicable	0	0	

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks
	allotted for visitors,(c) Contact details of Information & Facilitation Counter (IFC) to provide publications frequently sought by RTI applicants				
3.1.3	Public- private partnerships (PPP)- Details of Special Purpose Vehicle (SPV), if any	Not Applicable	0	0	
3.1.4	Public- private partnerships (PPP)- Detailed project reports (DPRs)	Not Applicable	0	0	
3.1.5	Public- private partnerships (PPP)- Concession agreements.	Not Applicable	0	0	
3.1.6	Public- private partnerships (PPP)- Operation and maintenance manuals	Not Applicable	0	0	
3.1.7	Public- private partnerships (PPP) - Other documents generated as part of the implementation of the PPP	Not Applicable	0	0	
3.1.8	Public- private partnerships (PPP) - Information relating to fees, tolls, or the other kinds of revenues that may be collected under authorisation from the government	Not Applicable	0	0	
3.1.9	Public- private partnerships (PPP) -Information relating to outputs and outcomes	Not Applicable	0	0	
3.1.10	Public- private partnerships (PPP) - The process of the selection of the private sector party (concessionaire etc.)	Not Applicable	0	0	
3.1.11	Public- private partnerships (PPP) - All payment made under the PPP project	Not Applicable	0	0	
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	Not Applicable	0	0	
3.2.2	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	Not Applicable	0	0	
3.2.3	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	Not Applicable	0	0	
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	50	50.00	Given in the Institute website
3.4	Form of accessibility of information manual/ handbook[Section 4(1)(b)]				

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks
3.4.1	Information manual/handbook available in Electronic format	Not Applicable	0	0	
3.4.2	Information manual/handbook available in Printed format	Not Applicable	0	0	
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 cost	Not Applicable	0	0	
3.5.2	List of materials available At a reasonable cost of the medium	Not Applicable	0	0	
Total			50	50	
4	E-Governance				
4.1	Language in which Information Manual/Handbook Available [F No. 1/6/2011-IR dt. 15.4.2013]				
4.1.1	English	Fully Met	14.29	14.29	Given in the Institute website
4.1.2	Vernacular/ Local Language	Not Applicable	0	0	
4.2	When was the information Manual/Handbook last updated?[F No. 1/6/2011-IR dt 15.4.2013]				
4.2.1	Last date of Annual updation	Fully Met	28.57	28.57	Given in the Institute website
4.3	Information available in electronic form[Section 4(1)(b)(xiv)]				
4.3.1	Details of information available in electronic form	Fully Met	9.52	9.52	Given in the Institute website
4.3.2	Name/ title of the document/record/ other information	Fully Met	9.52	9.52	Given in the Institute website
4.3.3	Location where available	Fully Met	9.52	9.52	Given in the Institute website
4.4	Particulars of facilities available to citizen for obtaining information[Section 4(1)(b)(xv)]				
4.4.1	Name & location of the faculty	Fully Met	7.14	7.14	Given in the Institute website
4.4.2	Details of information made available	Fully Met	7.14	7.14	Given in the Institute website
4.4.3	Working hours of the facility	Fully Met	7.14	7.14	Given in the Institute website
4.4.4	Contact person & contact details (Phone, fax email)	Fully Met	7.14	7.14	Given in the Institute website
4.5	Such other information as may be prescribed under Section 4(i) (b)(xvii)				
4.5.1	Grievance redressal mechanism	Fully Met	3.57	3.57	Given in the Institute website
4.5.2	Details of applications received under RTI and information provided	Fully Met	3.57	3.57	Given in the Institute website
4.5.3	List of completed schemes/ projects/ Programmes	Fully Met	3.57	3.57	Given in the Institute website
4.5.4	List of schemes/ projects/ programme underway	Fully Met	3.57	3.57	Given in the Institute website
4.5.5	Details of all contracts entered into including name of the contractor, amount of contract and period of completion of contract	Fully Met	3.57	3.57	Given in the Institute website
4.5.6	Annual Report	Fully Met	3.57	3.57	Given in the Institute website
4.5.7	Frequently Asked Question (FAQs)	Not Applicable	0	0	
4.5.8	Any other information such as - (a) Citizen's Charter, (b) Result Framework Document (RFD), (c) Six monthly reports on the , (d)	Not Applicable	0	0	

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks
	Performance against the benchmarks set in the Citizen's Charter				
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	14.29	14.29	Given in the Institute website
4.6.2	Details of appeals received and orders issued	Fully Met	14.29	14.29	Given in the Institute website
4.7	Replies to questions asked in the parliament[Section 4(1)(d)(2)]				
4.7.1	Details of questions asked and replies given	Fully Met	28.57	28.57	Given in the Institute website
Total			179	179	
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]				
5.1.1	Name & details of - (a) Current CPIOs & FAAs, (b) Earlier CPIO & FAAs from 1.1.2015	Fully Met	20	20.00	Given in the Institute website
5.1.2	Details of third party audit of voluntary disclosure -(a) Dates of audit carried out , (b) Report of the audit carried out	Not Applicable	0	0	
5.1.3	Appointment of Nodal Officers not below the rank of Joint Secretary/ Additional HoD - (a) Date of appointment , (b) Name & Designation of the officers	Fully Met	20	20.00	Given in the Institute website
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	Fully Met	20	20.00	Given in the Institute website
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	Fully Met	20	20.00	Given in the Institute website
Total			80	80	
6	Information Disclosed on own Initiative				
6.1	Item / information disclosed so that public have minimum resort to use of RTI Act to obtain information				
6.1.1	Item / information disclosed so that public have minimum resort to use of RTI Act to obtain information	Fully Met	25	25.00	Given in the Institute website
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, Publ				
6.2.1	Whether STQC certification obtained and its validity	Not Applicable	0	0	
6.2.2	Does the website show the certificate on the Website?	Not Applicable	0	0	

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks
			25	25	
			485	478	