Self appraisal report for Year (2023-24)

Ministry Name: Ministry of Education

Department Name: Department of Higher Education

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

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	https://www.iitbbs.ac.in/ https://www.iitbbs.ac.in/rti.php
1.1.2	Head of the organization	Fully Met	1.28	1.28	https://www.iitbbs.ac.in/direct or.php
1.1.3	Vision, Mission and Key objectives	Fully Met	1.28	1.28	https://www.iit bbs.ac.in/vision.php
1.1.4	Function and duties	Fully Met	1.28	1.28	https://www.iitbbs.ac.in/rti.ph p https://www.iitbbs.ac.in/the -institutes-of-technology- act-1961.php
1.1.5	Organization Chart	Fully Met	1.28	1.28	https://www.iitbbs.ac.in/rti.ph
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	https://www.iitbbs.ac.in/succ essive-directors.php https://w ww.iitbbs.ac.in/rti.php
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	https://www.iitbbs.ac.in/rti.ph p https://www.iitbbs.ac.in/the -institutes-of-technology- act-1961.php
1.2.2	Power and duties of other employees	Fully Met	1.54	1.54	Same as above
1.2.3	Rules/ orders under which powers and duty are derived and	Fully Met	1.54	1.54	Same as above

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks
1.2.4	Exercised	Fully Met	1.54	1.54	Same as above
1.2.5	Work allocation	Fully Met	1.54	1.54	Same as above
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	https://www.iitbbs.ac.in/rti.ph p https://www.iitbbs.ac.in/the -institutes-of-technology- act-1961.php
1.3.2	Final decision making authority	Fully Met	1.54	1.54	Same as above
1.3.3	Related provisions, acts, rules etc.	Fully Met	1.54	1.54	Same as above
1.3.4	Time limit for taking a decisions, if any	Fully Met	1.54	1.54	Same as above
1.3.5	Channel of supervision and accountability	Fully Met	1.54	1.54	Same as above
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	https://www.iitbbs.ac.in/rti.ph p https://www.iitbbs.ac.in/the -institutes-of-technology- act-1961.php
1.4.2	Norms/ standards for functions/ service delivery	Fully Met	1.54	1.54	Same as above
1.4.3	Process by which these services can be accessed	Fully Met	1.54	1.54	Same as above
1.4.4	Time-limit for achieving the targets	Fully Met	1.54	1.54	Same as above
1.4.5	Process of redress of grievances	Fully Met	1.54	1.54	https://www.iitbbs.ac.in/rti.ph p https://www.iitbbs.ac.in/icc. php
1.5	Rules, regulations, instructions manual and records for discharge	jing functions[S	ection 4(1)(b)(v)]	
1.5.1	Title and nature of the record/ manual /instruction.	Fully Met	1.92	1.92	https://www.iitbbs.ac.in/rti.ph p https://www.iitbbs.ac.in/the -institutes-of-technology- act-1961.php
1.5.2	List of Rules, regulations, instructions manuals and records.	Fully Met	1.92	1.92	Same as above
1.5.3	Acts/ Rules manuals etc.	Fully Met	1.92	1.92	Same as above
1.5.4	Transfer policy and transfer orders	Fully Met	1.92	1.92	https://www.iitbbs.ac.in/rti.ph p https://www.iitbbs.ac.in/the -institutes-of-technology-

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks
					act-1961.php https://www.iitb bs.ac.in/staff.php https://ww w.iitbbs.ac.in/officers.php The institute has only inter- department transfers and the same is duly updated on the website when any staff or officer is transferred.
1.6	Categories of documents held by the authority under its control	ol[Section 4(1)(b) (vi)]		
1.6.1	Categories of documents	Fully Met	3.85	3.85	https://www.iitbbs.ac.in/rti.ph
1.6.2	Custodian of documents/categories	Fully Met	3.85	3.85	Same as above
1.7	Boards, Councils, Committees and other Bodies constituted as	s part of the Public	Authorit	y [Section	4(1)(b)(viii)]
1.7.1	Name of Boards, Council, Committee etc.	Fully Met	0.96	0.96	https://www.iitbbs.ac.in/rti.ph p https://www.iitbbs.ac.in/boa rd-of-governors.php https://w ww.iitbbs.ac.in/finance- committee.php https://www.ii tbbs.ac.in/building-and-works committee.php https://www.ii tbbs.ac.in/senate.php
1.7.2	Composition	Fully Met	0.96	0.96	Same as above
1.7.3	Dates from which constituted	Fully Met	0.96	0.96	Same as above
1.7.4	Term/ Tenure	Fully Met	0.96	0.96	Same as above
1.7.5	Powers and functions	Fully Met	0.96	0.96	Same as above
1.7.6	Whether their meetings are open to the public?	Fully Met	0.96	0.96	Same as above
1.7.7	Whether the minutes of the meetings are open to the public?	Fully Met	0.96	0.96	Same as above
1.7.8	Place where the minutes if open to the public are available?	Fully Met	0.96	0.96	Same as above
1.8	Directory of officers and employees[Section 4(1) (b) (ix)]				
1.8.1	Name and designation	Fully Met	3.85	3.85	https://www.iitbbs.ac.in/rti.ph
1.8.2	Telephone , fax and email ID	Fully Met	3.85	3.85	https://www.iitbbs.ac.in/rti.ph

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks		
					р		
1.9	Monthly Remuneration received by officers & employees including s	system of co	npensatio	on[Section	4(1) (b) (x)]		
1.9.1	List of employees with Gross monthly remuneration	Fully Met	3.85	3.85	https://www.iitbbs.ac.in/rti.ph		
1.9.2	System of compensation as provided in its regulations	Fully Met	3.85	3.85	https://www.iitbbs.ac.in/the-ir stitutes-of-technology- act-1961.php		
1.10	Name, designation and other particulars of public information office	rs[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	https://www.iitbbs.ac.in/rti.ph		
1.10.2	Address, telephone numbers and email ID of each designated official.	Fully Met	3.85	3.85	Same as Above		
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	Fully Met	3.85	3.85	https://www.iitbbs.ac.in/rti.ph		
1.11.2	(ii) Finalised for Minor penalty or major penalty proceedings	Fully Met	3.85	3.85	Same as above		
1.12	Programmes to advance understanding of RTI(Section 26)						
1.12.1	Educational programmes	Fully Met	1.92	1.92	https://www.iitbbs.ac.in/rti.ph		
1.12.2	Efforts to encourage public authority to participate in these programmes	Fully Met	1.92	1.92	Same as above		
1.12.3	Training of CPIO/APIO	Fully Met	1.92	1.92	Same as above		
1.12.4	Update & publish guidelines on RTI by the Public Authorities concerned	Fully Met	1.92	1.92	Same as above		
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]	Fully Met	7.69	7.69	https://www.iitbbs.ac.in/rti.ph p https://www.iitbbs.ac.in/the -institutes-of-technology- act-1961.php https://www.iitb bs.ac.in/staff.php https://ww w.iitbbs.ac.in/officers.php The institute has only inter- department transfers and the same is duly updated on the website when any staff or		

r. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks
					officer is transferred.
Total			100	100	
2	Budget and Programme				
2.1	Budget allocated to each agency including all plans, proposed expen4(1)(b)(xi)]	nditure and re	ports on	disburseı	ments made etc.[Section
2.1.1	Total Budget for the public authority	Fully Met	10	10.00	https://www.iitbbs.ac.in/rti.ph p https://www.iitbbs.ac.in/anr ual-report.php
2.1.2	Budget for each agency and plan & programmes	Fully Met	10	10.00	Same as above
2.1.3	Proposed expenditures	Fully Met	10	10.00	Same as above
2.1.4	Revised budget for each agency, if any	Fully Met	10	10.00	Same as above
2.1.5	Report on disbursements made and place where the related reports are available	Fully Met	10	10.00	Same as above
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	https://www.iitbbs.ac.in/rti.ph
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	Same as above
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	Same as above
2.3	Manner of execution of subsidy programme [Section 4(i)(b)(xii)]				
2.3.1	Name of the programme of activity	Not Applicable0		0	empty
2.3.2	Objective of the programme	Not Applicable		0	empty
2.3.3	Procedure to avail benefits	Not Applicable	e0	0	empty
2.3.4	Duration of the programme/ scheme	Not Applicable		0	empty
2.3.5	Physical and financial targets of the programme	Not Applicable	e0	0	empty

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks
2.3.6	Nature/ scale of subsidy /amount allotted	Not Applicable	e0	0	empty
2.3.7	Eligibility criteria for grant of subsidy	Not Applicable	e0	0	empty
2.3.8	Details of beneficiaries of subsidy programme (number, profile etc)	Not Applicable	90	0	empty
2.4	Discretionary and non-discretionary grants [F. No. 1/6/2011-IR dt. 15.0	04.2013]			
2.4.1	Discretionary and non-discretionary grants/ allocations to State Govt./ NGOs/other institutions	Not Applicable	90	0	empty
2.4.2	Annual accounts of all legal entities who are provided grants by public authorities	Not Applicable	e0	0	empty
2.5	Particulars of recipients of concessions, permits of authorizations gr	anted by the p	ublic a	uthority[S	ection 4(1) (b) (xiii)]
2.5.1	Concessions, permits or authorizations granted by public authority	Not Applicable	90	0	empty
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	e0	0	empty
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.	Fully Met	50	50.00	https://www.iitbbs.ac.in/rti.ph
Total			150	150	
3	Publicity Band Public interface				
3.1	Particulars for any arrangement for consultation with or representation formulation of policy or implementation there of [Section 4(1)(b)(vii)]	•		•	
3.1.1	Relevant Acts, Rules, Forms and other documents which are normally accessed by citizens	Fully Met	12.5	12.50	https://www.iitbbs.ac.in/rti.ph
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,(c) Contact details of Information & Facilitation Counter (IFC) to provide publications frequently sought by RTI applicants	Fully Met	12.5	12.50	https://www.iitbbs.ac.in/rti.ph p
3.1.3	Public- private partnerships (PPP)- Details of Special Purpose Vehicle (SPV), if any	Not Applicable	e0	0	empty
3.1.4	Public- private partnerships (PPP)- Detailed project reports (DPRs)	Not Applicable	90	0	empty
3.1.5	Public- private partnerships (PPP)- Concession agreements.	Not Applicable	90	0	empty

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks
3.1.6	Public- private partnerships (PPP)- Operation and maintenance manuals	Not Applicable	0	0	empty
3.1.7	Public- private partnerships (PPP) - Other documents generated as part of the implementation of the PPP	Not Applicable	:0	0	empty
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	empty
3.1.9	Public- private partnerships (PPP) -Information relating to outputs and outcomes	Not Applicable	0	0	empty
3.1.10	Public- private partnerships (PPP) - The process of the selection of the private sector party (concessionaire etc.)	Not Applicable	0	0	empty
3.1.11	Public- private partnerships (PPP) - All payment made under the PPP project	Not Applicable	0	0	empty
3.2	Are the details of policies / decisions, which affect public, informed to	them[Section	1 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	Fully Met	16.67	16.67	https://www.iitbbs.ac.in/rti.ph p
0.0.0	interactive - Policy decisions/ legislations taken in the previous one year	E 11 NA 1	40.07	40.07	
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	Fully Met	16.67	16.67	same as above
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	Fully Met	16.67	16.67	same as above
3.3	Dissemination of information widely and in such form and manner wi	hich is easily a	ccessil	ole to the p	public [Section 4(3)]
3.3.1	Use of the most effective means of communication - Internet (website)	Fully Met	50	50.00	https://www.iitbbs.ac.in/rti.ph
3.4	Form of accessibility of information manual/ handbook[Section 4(1)(k	o)]			
3.4.1	Information manual/handbook available in Electronic format	Fully Met	25	25.00	https://www.iitbbs.ac.in/rti.ph p
3.4.2	Information manual/handbook available in Printed format	Fully Met	25	25.00	same as above
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	Fully Met	25	25.00	https://www.iitbbs.ac.in/rti.ph

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	
3.5.2	List of materials available At a reasonable cost of the medium	Fully Met	25	25.00	p Same as above
Total	List of materials available 7th a reasonable cost of the mediam	i any iviot	225	225	
4	E-Governance				
4.1	Language in which Information Manual/Handbook Available [F No	. 1/6/2011-IR dt	. 15.4.201	31	
4.1.1	English	Fully Met	14.29	14.29	https://www.iitbbs.ac.in/rti.ph
4.1.2	Vernacular/ Local Language	Fully Met	14.29	14.29	https://www.iitbbs.ac.in/rajbhasha-ekak.php Same as above
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	15.05.2024
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	https://www.iitbbs.ac.in/rti.ph
4.3.2	Name/ title of the document/record/ other information	Fully Met	9.52	9.52	same as above
4.3.3	Location where available	Fully Met	9.52	9.52	same as above
4.4	Particulars of facilities available to citizen for obtaining information	on[Section 4(1)	(b)(xv)]		
4.4.1	Name & location of the faculty	Fully Met	7.14	7.14	https://www.iitbbs.ac.in/rti.ph
4.4.2	Details of information made available	Fully Met	7.14	7.14	same as above
4.4.3	Working hours of the facility	Fully Met	7.14	7.14	same as above
4.4.4	Contact person & contact details (Phone, fax email)	Fully Met	7.14	7.14	same as above
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	https://www.iitbbs.ac.in/rti.php https://www.iitbbs.ac.in/iccphp
4.5.2	Details of applications received under RTI and information provided	Fully Met	3.57	3.57	https://www.iitbbs.ac.in/rti.ph
4.5.3	List of completed schemes/ projects/ Programmes	Fully Met	3.57	3.57	https://www.iitbbs.ac.in/research.php https://www.iitbbs.ac.in/consultancy-project.php

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks
4.5.4	List of schemes/ projects/ programme underway	Fully Met	3.57	3.57	same as above
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	https://www.iitbbs.ac.in/rti.ph
4.5.6	Annual Report	Fully Met	3.57	3.57	https://www.iitbbs.ac.in/annu al-report.php
4.5.7	Frequently Asked Question (FAQs)	Fully Met	3.57	3.57	https://library.iitbbs.ac.in/faqs .php https://www.iitbbs.ac.in/ exams.php https://www.iitbbs .ac.in/rti.php
4.5.8	Any other information such as - (a) Citizen's Charter, (b) Result	Fully Met	3.57	3.57	https://www.iitbbs.ac.in/rti.ph
	Framework Document (RFD), (c) Six monthly reports on the , (d)				p
	Performance against the benchmarks set in the Citizen's Charter				
4.6	Receipt & Disposal of RTI applications & appeals [F.No 1/6/2011-IR d	t. 15.04.2013]		
4.6.1	Details of applications received and disposed	Fully Met	14.29	14.29	https://www.iitbbs.ac.in/rti.ph
4.6.2	Details of appeals received and orders issued	Fully Met	14.29	14.29	same as above
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	https://www.iitbbs.ac.in/rti.ph
Total			200	200	
5	Information as may be prescribed				
5.1	Such other information as may be prescribed [F.No. 1/2/2016-IR dt. 1	7.8.2016, F N	lo. 1/6/20 ⁻	11-IR dt. 15	5.4.2013]
5.1.1	Name & details of - (a) Current CPIOs & FAAs, (b) Earlier CPIO & FAAs from 1.1.2015	Fully Met	20	20.00	https://www.iitbbs.ac.in/rti.ph
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	20	20.00	same as above
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	same as above
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	same as above

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks		
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		20	20.00	same as above		
Total			100	100			
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	https://www.iitbbs.ac.in		
6.2	Guidelines for Indian Government Websites (GIGW) is followed (releasecretariat Manual of Office Procedures (CSMOP) by Department of APPersonnel, Publ		• .				
6.2.1	Whether STQC certification obtained and its validity	Not Met	12.5	0	empty		
6.2.2	Does the website show the certificate on the Website?	Not Met	12.5	0	empty		
Total			50	25			
Grand	Total		825	800			