

Suo-Moto Disclosure under Section 4 (b) of RTI Act 2005

<u>Section</u>	<u>Item</u>	<u>Details</u>	<u>Remarks</u>
4 (1) (b) (i)	Particulars of organization Functions & duties	Indian Institute of Technology Indore, Khandwa Road, Simrol, Indore, Madhya Pradesh – 453552 Institute of National Importance to provide instruction and research in such branches of Engineering & Technology, Sciences & Arts, as the Institute may think fit, for the advancement learning and dissemination of knowledge	Details are provided in Section 6 of IT Act 1961 (https://iiti.ac.in/page/downloads)
4 (1) (b) (ii)	Powers and duties of its officers and employees	All Officers and Employees exercise their powers and perform their duties in accordance with IT Act and Statutes of the Institute.	(https://iiti.ac.in/page/downloads)
4 (1) (b) (iii)	Procedure followed in the decision making process, including channels of supervision & accountability	The procedure of decision making process is followed in accordance with IT Act and Statutes of the Institute.	(https://iiti.ac.in/page/downloads)
4 (1) (b) (iv)	Norms set by it for discharge of its functions	The norms are set in accordance with IT Act and Statutes of the Institute.	(https://iiti.ac.in/page/downloads)
4 (1) (b) (v)	Rules, regulations, instructions, manuals and records, used for discharging functions	Rules, regulations, instructions, manuals and records, used for discharging functions are followed in accordance with IT Act and Statutes of the Institute.	(https://iiti.ac.in/page/downloads) (https://iiti.ac.in/page/reports)

4 (1) (b) (vi)	Statement of the categories of documents held by the authority under its control	The categories of documents held by the Authority is in accordance with IT Act and Statutes of the Institute.	(https://iiti.ac.in/page/downloads)
4 (1) (b) (vii)	Particulars of any arrangement that exists for consultation with, or representation by, the members of the public in relation to the formulation of its policy or implementation thereof	The Institute is an Autonomous Body and includes members of the stake holders in the formulation and implementation of the policies	
4 (1) (b) (viii)	Statement of Boards, councils, committees and other bodies consisting of two or more persons constituted as its part or for the purpose of its advice	The Boards, Councils, Committees and other bodies are formed in accordance with IT Act and Statutes of the Institute. The minutes of Board meetings, Finance Committee, Annual Report, Convocation Report are available in the Institute website.	(https://iiti.ac.in/page/reports)
4 (1) (b) (ix)	Directory of officers and employees	The directory is available in the Institute Website under Connect Section and is updated monthly.	
4 (1) (b) (x)	Monthly remuneration received by officers and employees, including system of compensation	The monthly remuneration is provided in accordance with F. No. 15-4/2017-TC dated October 27, 2017 for faculty members and F. No. 15-4/2017-TC(Vol-II) dated December 29, 2017 for non-teaching staff. Further, the remuneration of non-teaching staff post wise is mentioned in the Recruitment and Promotion Norms of the Institute.	Kindly refer to Recruitment and Promotion Norms at https://iiti.ac.in/page/reports

4 (1) (b) (xi)	Budget allocated to each of its agency, indicating the particulars of all plans, proposed expenditures and reports on disbursements made	The budget allocation details are available in the Institute webpage	Kindly refer to Budget Allocation details at https://iiti.ac.in/page/reports
4 (1) (b) (xii)	Execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programmes	The Institute provides scholarship to the students in accordance with the provision of Govt. of India.	https://academic.iiti.ac.in/#
4 (1) (b) (xiii)	Particulars of recipients of concessions, permits or authorisations granted by it	Nil	
4 (1) (b) (xiv)	Details in respect of the information, available to or held by it, reduced in an electronic form	The Institute has a website which contains most of the information in electronic form. The webpage provides information section and department wise and can be easily accessed by public.	https://iiti.ac.in/
4 (1) (b) (xv)	Particulars of facilities available to citizens for obtaining information	The Institute sou moto discloses majority of the information which can be accessed through the Institute website. In addition, specific information can be obtained through PRO at prclo@iiti.ac.in or PIO at rticell@iiti.ac.in	https://iiti.ac.in/ https://prclo.iiti.ac.in/ https://iiti.ac.in/page/public-relations-rti
4 (1) (b) (xvi)	Names, designations and other particulars of Public Information Officer	PIO - Cdr. Sunil Kumar (Retd.), Joint Registrar APIO – Mr. Tapesh Parihar, Section Officer	https://iiti.ac.in/page/public-relations-rti

4 (1) (c)	Are the details of policies / decisions, which affect public, informed to them?	Yes	
4 (3)	Dissemination of information widely and in such form and manner which is easily accessible to the public	The Institute has a website which contains most of the information in electronic form. The webpage provides information section and department wise and can be easily accessed by public.	https://iiti.ac.in/
F. No. 1/8/2012-IR dt. 11.9.2012	Foreign and Domestic Tours	Details will be updated shortly	
F No. 1/6/2011-IR dt. 15.4.2013	Information related to procurement	Information relating to procurement including publication of notice/ tender enquiries, corrigenda thereon is published in the Institute Website.	https://iiti.ac.in/tender_estate https://iiti.ac.in/tender
	Details of RTI Applications	Details will be updated shortly	
	CAG & PAC Paras	Details will be updated shortly	
	Discretionary and non-discretionary grants	The budget allocated by the Ministry of Education, Audited statement of accounts and annual reports is available on the Institute website.	https://iiti.ac.in/page/reports