

**Self appraisal report for Year (2022-23)**

**Ministry Name: Ministry of Education**

**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
<b>1</b>	<b>Organisation and Function</b>				
<b>1.1</b>	<b>Particulars of its organisation, functions and duties[Section 4(1)(b)(i)]</b>				
1.1.1	Name and address of the Organization	Fully Met	1.28	1.28	Details updated on IIT BBS website
1.1.2	Head of the organization	Fully Met	1.28	1.28	Details updated on IIT BBS website
1.1.3	Vision, Mission and Key objectives	Fully Met	1.28	1.28	Details updated on IIT BBS website
1.1.4	Function and duties	Fully Met	1.28	1.28	Details updated on IIT BBS website
1.1.5	Organization Chart	Fully Met	1.28	1.28	Details updated on IIT BBS 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	Details updated on IIT BBS website
<b>1.2</b>	<b>Power and duties of its officers and employees[Section 4(1) (b)(ii)]</b>				
1.2.1	Powers and duties of officers (administrative, financial and judicial)	Fully Met	1.54	1.54	Details updated on IIT BBS website
1.2.2	Power and duties of other employees	Fully Met	1.54	1.54	Details updated on IIT BBS website
1.2.3	Rules/ orders under which powers and duty are derived and	Fully Met	1.54	1.54	Details updated on IIT BBS website
1.2.4	Exercised	Fully Met	1.54	1.54	Details updated on IIT BBS website

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1.2.5	Work allocation	Fully Met	1.54	1.54	Details updated on IIT BBS website
<b>1.3</b>	<b>Procedure followed in decision making process [Section 4(1)(b)(iii)]</b>				
1.3.1	Process of decision making Identify key decision making points	Fully Met	1.54	1.54	Details updated on IIT BBS website
1.3.2	Final decision making authority	Fully Met	1.54	1.54	Details updated on IIT BBS website
1.3.3	Related provisions, acts, rules etc.	Fully Met	1.54	1.54	Details updated on IIT BBS website
1.3.4	Time limit for taking a decisions, if any	Fully Met	1.54	1.54	Details updated on IIT BBS website
1.3.5	Channel of supervision and accountability	Fully Met	1.54	1.54	Details updated on IIT BBS website
<b>1.4</b>	<b>Norms for discharge of functions[Section 4(1)(b)(iv)]</b>				
1.4.1	Nature of functions/ services offered	Fully Met	1.54	1.54	Details updated on IIT BBS website
1.4.2	Norms/ standards for functions/ service delivery	Fully Met	1.54	1.54	Details updated on IIT BBS website
1.4.3	Process by which these services can be accessed	Fully Met	1.54	1.54	Details updated on IIT BBS website
1.4.4	Time-limit for achieving the targets	Fully Met	1.54	1.54	Details updated on IIT BBS website
1.4.5	Process of redress of grievances	Fully Met	1.54	1.54	Details updated on IIT BBS website
<b>1.5</b>	<b>Rules, regulations, instructions manual and records for discharging functions[Section 4(1)(b)(v)]</b>				
1.5.1	Title and nature of the record/ manual /instruction.	Fully Met	1.92	1.92	Details updated on IIT BBS website
1.5.2	List of Rules, regulations, instructions manuals and records.	Fully Met	1.92	1.92	Details updated on IIT BBS website
1.5.3	Acts/ Rules manuals etc.	Fully Met	1.92	1.92	Details updated on IIT BBS website
1.5.4	Transfer policy and transfer orders	Fully Met	1.92	1.92	Details updated on IIT BBS website

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					website
<b>1.6</b>	<b>Categories of documents held by the authority under its control[Section 4(1)(b) (vi)]</b>				
1.6.1	Categories of documents	Fully Met	3.85	3.85	Details updated on IIT BBS website
1.6.2	Custodian of documents/categories	Fully Met	3.85	3.85	Details updated on IIT BBS website
<b>1.7</b>	<b>Boards, Councils, Committees and other Bodies constituted as part of the Public Authority [Section 4(1)(b)(viii)]</b>				
1.7.1	Name of Boards, Council, Committee etc.	Fully Met	0.96	0.96	Details updated on IIT BBS website
1.7.2	Composition	Fully Met	0.96	0.96	Details updated on IIT BBS website
1.7.3	Dates from which constituted	Fully Met	0.96	0.96	Details updated on IIT BBS website
1.7.4	Term/ Tenure	Fully Met	0.96	0.96	Details updated on IIT BBS website
1.7.5	Powers and functions	Fully Met	0.96	0.96	Details updated on IIT BBS website
1.7.6	Whether their meetings are open to the public?	Fully Met	0.96	0.96	Details updated on IIT BBS website
1.7.7	Whether the minutes of the meetings are open to the public?	Fully Met	0.96	0.96	Details updated on IIT BBS website
1.7.8	Place where the minutes if open to the public are available?	Fully Met	0.96	0.96	Details updated on IIT BBS website
<b>1.8</b>	<b>Directory of officers and employees[Section 4(1) (b) (ix)]</b>				
1.8.1	Name and designation	Fully Met	3.85	3.85	Details updated on IIT BBS website
1.8.2	Telephone , fax and email ID	Fully Met	3.85	3.85	Details updated on IIT BBS website
<b>1.9</b>	<b>Monthly Remuneration received by officers &amp; employees including system of compensation[Section 4(1) (b) (x)]</b>				
1.9.1	List of employees with Gross monthly remuneration	Fully Met	3.85	3.85	Details updated on IIT BBS website
1.9.2	System of compensation as provided in its regulations	Fully Met	3.85	3.85	Details updated on IIT BBS website

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					website
<b>1.10</b>	<b>Name, designation and other particulars of public information officers[Section 4(1) (b) (xvi)]</b>				
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	Details updated on IIT BBS website
1.10.2	Address, telephone numbers and email ID of each designated official.	Fully Met	3.85	3.85	Details updated on IIT BBS website
<b>1.11</b>	<b>No. Of employees against whom Disciplinary action has been proposed/ taken(Section 4(2))</b>				
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	Details updated on IIT BBS website
1.11.2	(ii) Finalised for Minor penalty or major penalty proceedings	Fully Met	3.85	3.85	Details updated on IIT BBS website
<b>1.12</b>	<b>Programmes to advance understanding of RTI(Section 26)</b>				
1.12.1	Educational programmes	Fully Met	1.92	1.92	Details updated on IIT BBS website
1.12.2	Efforts to encourage public authority to participate in these programmes	Fully Met	1.92	1.92	Details updated on IIT BBS website
1.12.3	Training of CPIO/APIO	Fully Met	1.92	1.92	Details updated on IIT BBS website
1.12.4	Update & publish guidelines on RTI by the Public Authorities concerned	Fully Met	1.92	1.92	Details updated on IIT BBS website
<b>1.13</b>	<b>Transfer policy and transfer orders[F No. 1/6/2011- IR dt. 15.4.2013]</b>				
1.13.1	Transfer Policy And Transfer Orders[F No. 1/6/2011- IR Dt. 15.4.2013]	Fully Met	7.69	7.69	Details updated on IIT BBS website
<b>Total</b>			<b>100</b>	<b>100</b>	
<b>2</b>	<b>Budget and Programme</b>				
<b>2.1</b>	<b>Budget allocated to each agency including all plans, proposed expenditure and reports on disbursements made etc.[Section 4(1)(b)(xi)]</b>				
2.1.1	Total Budget for the public authority	Fully Met	10	10.00	Details updated on IIT BBS website
2.1.2	Budget for each agency and plan & programmes	Fully Met	10	10.00	Details updated on IIT BBS website
2.1.3	Proposed expenditures	Fully Met	10	10.00	Details updated on IIT BBS website

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks
					website
2.1.4	Revised budget for each agency, if any	Fully Met	10	10.00	Details updated on IIT BBS website
2.1.5	Report on disbursements made and place where the related reports are available	Partially Met	10	5.00	Details updated on IIT BBS website
<b>2.2</b>	<b>Foreign and domestic tours(F.No. 1/8/2012- IR dt. 11.9.2012)</b>				
2.2.1	Budget	Fully Met	16.67	16.67	Details updated on IIT BBS 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	Not Applicable	0	0	empty
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.	Not Applicable	0	0	empty
<b>2.3</b>	<b>Manner of execution of subsidy programme [Section 4(i)(b)(xii)]</b>				
2.3.1	Name of the programme of activity	Not Applicable	0	0	empty
2.3.2	Objective of the programme	Not Applicable	0	0	empty
2.3.3	Procedure to avail benefits	Not Applicable	0	0	empty
2.3.4	Duration of the programme/ scheme	Not Applicable	0	0	empty
2.3.5	Physical and financial targets of the programme	Not Applicable	0	0	empty
2.3.6	Nature/ scale of subsidy /amount allotted	Not Applicable	0	0	empty
2.3.7	Eligibility criteria for grant of subsidy	Not Applicable	0	0	empty
2.3.8	Details of beneficiaries of subsidy programme (number, profile etc)	Not Applicable	0	0	empty
<b>2.4</b>	<b>Discretionary and non-discretionary grants [F. No. 1/6/2011-IR dt. 15.04.2013]</b>				
2.4.1	Discretionary and non-discretionary grants/ allocations to State Govt./ NGOs/other institutions	Not Applicable	0	0	empty
2.4.2	Annual accounts of all legal entities who are provided grants by public authorities	Not Applicable	0	0	empty

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks
<b>2.5</b>	<b>Particulars of recipients of concessions, permits of authorizations granted by the public authority[Section 4(1) (b) (xiii)]</b>				
2.5.1	Concessions, permits or authorizations granted by public authority	Not Applicable	0	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	0	0	empty
<b>2.6</b>	<b>CAG &amp; PAC paras [F No. 1/6/2011- IR dt. 15.4.2013]</b>				
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	empty
<b>Total</b>			<b>67</b>	<b>62</b>	
<b>3</b>	<b>Publicity Band Public interface</b>				
<b>3.1</b>	<b>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]</b>				
3.1.1	Relevant Acts, Rules, Forms and other documents which are normally accessed by citizens	Fully Met	12.5	12.50	Details updated on IIT BBS website
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	Details updated on IIT BBS website
3.1.3	Public- private partnerships (PPP)- Details of Special Purpose Vehicle (SPV), if any	Not Applicable	0	0	empty
3.1.4	Public- private partnerships (PPP)- Detailed project reports (DPRs)	Not Applicable	0	0	empty
3.1.5	Public- private partnerships (PPP)- Concession agreements.	Not Applicable	0	0	empty
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

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks
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
<b>3.2</b>	<b>Are the details of policies / decisions, which affect public, informed to them[Section 4(1) (c)]</b>				
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	Fully Met	16.67	16.67	Details updated on IIT BBS website
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	Details updated on IIT BBS website
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	Details updated on IIT BBS website
<b>3.3</b>	<b>Dissemination of information widely and in such form and manner which is easily accessible to the public [Section 4(3)]</b>				
3.3.1	Use of the most effective means of communication - Internet (website)	Fully Met	50	50.00	Details updated on IIT BBS website
<b>3.4</b>	<b>Form of accessibility of information manual/ handbook[Section 4(1)(b)]</b>				
3.4.1	Information manual/handbook available in Electronic format	Fully Met	25	25.00	Details updated on IIT BBS website
3.4.2	Information manual/handbook available in Printed format	Fully Met	25	25.00	Details updated on IIT BBS website
<b>3.5</b>	<b>Whether information manual/ handbook available free of cost or not [Section 4(1)(b)]</b>				
3.5.1	List of materials available Free of cost	Fully Met	25	25.00	Details updated on IIT BBS website
3.5.2	List of materials available At a reasonable cost of the medium	Fully Met	25	25.00	Details updated on IIT BBS website
<b>Total</b>			<b>225</b>	<b>225</b>	
<b>4</b>	<b>E-Governance</b>				
<b>4.1</b>	<b>Language in which Information Manual/Handbook Available [F No. 1/6/2011-IR dt. 15.4.2013]</b>				
4.1.1	English	Fully Met	14.29	14.29	Details updated on IIT BBS

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					website
4.1.2	Vernacular/ Local Language	Partially Met	14.29	7.15	Details updated on IIT BBS website
<b>4.2</b>	<b>When was the information Manual/Handbook last updated?[F No. 1/6/2011-IR dt 15.4.2013]</b>				
4.2.1	Last date of Annual updation	Fully Met	28.57	28.57	Details updated on IIT BBS website
<b>4.3</b>	<b>Information available in electronic form[Section 4(1)(b)(xiv)]</b>				
4.3.1	Details of information available in electronic form	Fully Met	9.52	9.52	Details updated on IIT BBS website
4.3.2	Name/ title of the document/record/ other information	Fully Met	9.52	9.52	Details updated on IIT BBS website
4.3.3	Location where available	Fully Met	9.52	9.52	Details updated on IIT BBS website
<b>4.4</b>	<b>Particulars of facilities available to citizen for obtaining information[Section 4(1)(b)(xv)]</b>				
4.4.1	Name & location of the faculty	Fully Met	7.14	7.14	Details updated on IIT BBS website
4.4.2	Details of information made available	Fully Met	7.14	7.14	Details updated on IIT BBS website
4.4.3	Working hours of the facility	Fully Met	7.14	7.14	Details updated on IIT BBS website
4.4.4	Contact person & contact details (Phone, fax email)	Fully Met	7.14	7.14	Details updated on IIT BBS website
<b>4.5</b>	<b>Such other information as may be prescribed under Section 4(i) (b)(xvii)</b>				
4.5.1	Grievance redressal mechanism	Fully Met	3.57	3.57	Details updated on IIT BBS website
4.5.2	Details of applications received under RTI and information provided	Fully Met	3.57	3.57	Details updated on IIT BBS website
4.5.3	List of completed schemes/ projects/ Programmes	Fully Met	3.57	3.57	Details updated on IIT BBS website
4.5.4	List of schemes/ projects/ programme underway	Fully Met	3.57	3.57	Details updated on IIT BBS website
4.5.5	Details of all contracts entered into including name of the contractor,	Fully Met	3.57	3.57	Details updated on IIT BBS



Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks
	amount of contract and period of completion of contract				website
4.5.6	Annual Report	Fully Met	3.57	3.57	Details updated on IIT BBS website
4.5.7	Frequently Asked Question (FAQs)	Fully Met	3.57	3.57	Details updated on IIT BBS website
4.5.8	Any other information such as - (a) Citizen's Charter, (b) Result Framework Document (RFD), (c) Six monthly reports on the , (d) Performance against the benchmarks set in the Citizen's Charter	Fully Met	3.57	3.57	Details updated on IIT BBS website
<b>4.6</b>	<b>Receipt &amp; Disposal of RTI applications &amp; appeals [F.No 1/6/2011-IR dt. 15.04.2013]</b>				
4.6.1	Details of applications received and disposed	Fully Met	14.29	14.29	Details updated on IIT BBS website
4.6.2	Details of appeals received and orders issued	Fully Met	14.29	14.29	Details updated on IIT BBS website
<b>4.7</b>	<b>Replies to questions asked in the parliament[Section 4(1)(d)(2)]</b>				
4.7.1	Details of questions asked and replies given	Fully Met	28.57	28.57	Details updated on IIT BBS website
<b>Total</b>			<b>200</b>	<b>193</b>	
<b>5</b>	<b>Information as may be prescribed</b>				
<b>5.1</b>	<b>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]</b>				
5.1.1	Name & details of - (a) Current CPIOs & FAAs, (b) Earlier CPIO & FAAs from 1.1.2015	Fully Met	20	20.00	Details updated on IIT BBS 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	Fully Met	20	20.00	Details updated on IIT BBS website
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	Details updated on IIT BBS 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	Details updated on IIT BBS 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	Details updated on IIT BBS website

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks
<b>Total</b>			<b>100</b>	<b>100</b>	
<b>6</b>	<b>Information Disclosed on own Initiative</b>				
<b>6.1</b>	<b>Item / information disclosed so that public have minimum resort to use of RTI Act to obtain information</b>				
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	Details updated on IIT BBS website
<b>6.2</b>	<b>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</b>				
6.2.1	Whether STQC certification obtained and its validity	Fully Met	12.5	12.50	Details updated on IIT BBS website
6.2.2	Does the website show the certificate on the Website?	Fully Met	12.5	12.50	Details updated on IIT BBS website
<b>Total</b>			<b>50</b>	<b>50</b>	
<b>Grand Total</b>			<b>742</b>	<b>730</b>	