INDIAN INSTITUTE OF TECHNOLOGY MANDI
Kamand Campus, Mandi-175075, Himachal Pradesh

Date of updation of RTI Information Manual – March 2021

RTI Information Manual under RTI Section – 4 Suo Moto Disclosures:

Serial No.	Section	Contents	Details of Disclosures (IIT Mandi)	Related Links to the Disclosures
1.	Section4 (1)(b)(i)	Particulars of organization, functions & duties	This manual contains the organizational structure, objectives and major functional areas of the Institute as spelt out in the Act & Statutes. Indian Institute of Technology Mandi (IIT Mandi) is an Institute of national importance located in Mandi, Himachal Pradesh. It was established in the year 2009.	http://iitmandi.ac.in/institute/facts_figures.php
			The Institute of Technology Act, 1961, Amendment Act 2012 and Definitions, Words & Expressions used in Statutes of the Institute are available on the institute website.	http://iitmandi.ac.in/administration/official_docs.php
			Organizational structure of the institute is available on the institute website.	http://iitmandi.ac.in/administration/files/Organization Chart_Final.pdf
2.	Section4 (1)(b)(ii)	Powers and duties of officers and employees	This manual includes the Powers and duties of the Chairman of the Board of Governors, Director, Senate, Building & Works Committee, Finance Committee, Registrar, Deans, Heads of	http://iitmandi.ac.in/administration/files/officialdocs/iit mandi_statutes_march2018_english.pdf

			the Schools/Departments, Academic Staff, Technical Staff, Administrative Staff and other office bearers are listed in the Statutes of the Institute and is available on the institute website link. However, the duties of faculty members and other non-teaching staff members are also governed by Recruitment Rules of the institute.	
3.	Section4 (1)(b)(iii)	Procedure followed in the decision making process, including channels of supervision and accountability	This manual highlights the Procedures followed for decision making including channels of supervision and accountability as per the rules of the Government of India or approved by Govt. of India/BoGs. The decisions are made at different levels mainly at BoG/Director/Deans/HoD.	http://iitmandi.ac.in/administration/files/officialdocs/iit mandi_statutes_march2018_english.pdf
4.	Section4 (1)(b)(iv)	The norms set by it for discharge of its functions	This manual includes the norms prescribed by Board of Governors (BoGs) of IIT Mandi as per Act, Statutes, Finance Committee, Senate, Building & Works Committee and Academic Calendars.	http://iitmandi.ac.in/administration/files/officialdocs/iit mandi_statutes_march2018_english.pdf http://iitmandi.ac.in/academics/calendar.php
5.	Section4 (1)(b)(v)	The rules, regulations, instructions, manuals, and records, held by it or under its control or used by its employees for discharging functions.	The manual contains the rules regulations specified in Act & Statutes, Fundamental Rules & Service Rules, General Financial Rules, Recruitment and Service Rules & House Allotment Rules and other such rules. The institute follows CCS rules for administrative matter as per decision/amendment by BoG.	http://iitmandi.ac.in/administration/files/officialdocs/iit mandi_statutes_march2018_english.pdf
6.	Section4 (1)(b)(vi)	A statement of the categories of documents that are held by it or under its control	The documents held by IIT Mandi are categorized in terms of the different Departments holding them. As such, the documents may be categorized as follows: • Director's Secretariat Documents.	http://iitmandi.ac.in/administration/official_docs.php

			• Registrar's office Documents • Dean's Office Documents • Establishment Office Documents • Academic Office Documents • Financial Office Documents • Examination Office Documents. • Library Section Documents • Engineering (Land & Building) Section Documents • Purchase Section Documents • Various Meetings / Committees Documents • Admission Section Documents The Institute maintains Establishment and Administrative records, disciplinary proceedings, Service Register, Pay Ledger, Consumable and Non Consumable Stock Register, Inward and Dispatch Register, Attendance Register, Hostel / Guest House Occupancy Register etc. as per rules. The public authority prepares the Annual Reports & Financial Report based on these documents, and the same is presented for approval before the Parliament.	http://iitmandi.ac.in/administration/annual_reports.php http://iitmandi.ac.in/administration/audit_reports.php
7.	Section4 (1)(b)(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	Hon'ble Minister of Education is the Chairperson of the IIT Council. Another two Hon'ble Members of Parliament are the members of IIT Council for representation of public.	https://www.iitmandi.ac.in/institute/iit_council.php
8.	Section 4 (1)(b)(viii)	A statement of the boards, councils, committees and	This manual lists the constitution and names of incumbents of the following committees: Board of Governors, Finance Committee, Staff	Board of Governors: https://www.iitmandi.ac.in/institute/bog.php

		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	Selection Committee, Building Committee etc.	Finance Committee: https://www.iitmandi.ac.in/institute/finance.php
				Building & Works Committee https://www.iitmandi.ac.in/institute/bandw.php
				Senate: https://www.iitmandi.ac.in/academics/senate.php
				Other Committees: http://iitmandi.ac.in/institute/swcc/committee_members.php https://insite.iitmandi.ac.in/circulars/show.php?ID=IITMANDI/RS-06/2019/11628-32(Updated)
9.	Section 4 (1)(b)(ix)	A directory of its officers & employees	The names, designations, department/offices, office & home contact numbers, and campus residential addresses of all officers and employees of the Institute are uploaded on the institute website.	http://iitmandi.ac.in/directory/display.php
10.	Section 4 (1)(b)(x)	The monthly remuneration received by each of its officers and employees, including the system of compensation as provided in its regulations	This manual includes the remuneration received by each of its officer and employees. It also describes the system of compensation such as compensatory leave, Extra Ordinary Leave & Commuted Leave on Medical grounds. The remuneration benefits as approved by the BoGs based on the instructions of the ministry are implemented in the institute.	http://iitmandi.ac.in/administration/files/Salary_Details_Employees.pdf

11.	Section 4 (1)(b)(xi)	The budget allocated to the institute, indicating the particulars of all plans, proposed expenditure and reports on disbursements made	The annual budget allocation and proposed expenditures is included in this manual. The budget is proposed by the Chairpersons/HoDs/Section In charges based on their requirement which is then evaluated by the institute level committee and finally submitted to Finance Committee and BoGs for consideration and approval. The activities approved by the BoGs are carried out and budget allocated to all the Deaneries, Schools & Research Centers utilized by the department for the proposed.	http://iitmandi.ac.in/administration/files/Annual_Budget.pdf http://iitmandi.ac.in/administration/audit_reports.php
12.	Section4 (1)(b)(xii)	The manner of execution of subsidy programmes, including the amount allocated and the details of beneficiaries of such programmes.	The institute doesn't have any subsidy programme. The details of benefits provided to students are available on the Institute website.	http://iitmandi.ac.in/academics/scholarship.php
13.	Section4 (1)(b)(xiii)	Particulars of recipients of concessions, permits or authorizations granted by the Institute	The institute extends the benefits as per the approved policy. Example For B.Tech Students:- 1. The SC/ST/PH students shall get complete tuition fee waiver. 2. The most economically backward students (whose family income is less than Rs.1 lakh per annum) shall get full remission of the fee. 3. The other economically backward students (Whose family income is between Rs.1 lakh to Rs.5 lakh per annum) shall get remission of 2/3 rd of the fee. 4. For female students full tuition fee	https://scholarships.gov.in/ http://students.iitmandi.ac.in/index.php

			waiver and Rs.1000/- per month stipend. This merit scholarship will continue till 4th year subject to good academic performance of the candidate indicated by a minimum SGPA criteria of 7.0 for the previous two semesters and no disciplinary action.	
14.	Section4 (1)(b)(xiv)	Details in respect of the information, available to or held by it, reduced in an electronic form	Details in respect of the information, available to or held by IIT Mandi, reduced in an electronic form. The Institute's Website (www.iitmandi.ac.in) may be seen for all the information.	For Academics, Admissions & Schools, Courses, Fees, Calendar, International Students, Senate etc.: https://www.iitmandi.ac.in/academics/index.php For Students: http://students.iitmandi.ac.in/index.php
15.	Section4 (1)(b)(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 detail of academic programmes, B.Tech, M.Tech, M.Sc., MA, MS, PhD, IPhD, ERPD including resources are available on the institute website which is periodically updated. The Library of the Institute is open from 9.00 a.m. to 5.30 p.m. on all working days and reading room opens from 9.00AM to 11.00 PM. (Monday to Saturday) and from 2.00PM to 11.00PM on Sunday. In addition, e-journals/e-books are available for 24 x 7 days.	http://library.iitmandi.ac.in http://iitmandi.ac.in/academics/programs.php
16.	Section4 (1)(b)(xvi)	The names, designations and other particulars	The name, designation and other particulars of the **Central Public Information Officer**:	

| | | of the public information officers. | **Sh. JR Sharma**, Finance & Accounts Officer, Indian Institute of Technology Mandi, Himachal Pradesh Contact : 01905- 267124 Email: cpio@iitmandi.ac.in

The name, designation and other particulars of the **First Appellate Authority**:

Sh. K.K. Bajre, Registrar & First Appellate Authority, Indian Institute of Technology Mandi, Himachal Pradesh Contact: 01905-267015 Email: registrar@iitmandi.ac.in

The name, designation and other particulars of the **Nodal Officer**:

Sh. Anuj Kumar Dubey, Assistant Registrar (Audit & Legal) Indian Institute of Technology Mandi, Himachal Pradesh Contact: 01905-267015 Email: araudit@iitmandi.ac.in

The name, designation and other particulars of the **Chief Vigilance Officer**:

Dr. Subrata Ghosh, Professor, School of Basic Sciences, Indian Institute of Technology Mandi, Himachal Pradesh Contact: 01905-267069 email: cvo@iitmandi.ac.in | http://iitmandi.ac.in/administration/rti.php |

17.	Section 4 (1)(b)(xvii)	Such other information as may be prescribed	The Institute's Website may be seen for all the information	www.iitmandi.ac.in

18. **Details of Receipt & Disposal of RTI applications & Appeals (F. No. 1/6/2011-IR dated 15.04.2013) during the year 2020-21**:

Month and Year	Number of Applications received			Number of Applicants to whom information provided within time	Registration Fee Collected	Additional Fee Collected	Number of Application rejected/ returned to Applicant	Number of Applications transferred to other public authority	Number of Applications received/ Replied by FAA
	Physical Mode	Online vide RTI MIS Web Portal	Total						
April, 2020	00	05	05	05	NIL	NIL	NIL	NIL	01
May, 2020	00	02	02	02	NIL	NIL	NIL	NIL	01
June, 2020	01	17	18	18	10	54	NIL	NIL	04
July, 2020	00	17	17	17	NIL	06	NIL	NIL	07
August, 2020	00	19	19	19	NIL	18	NIL	NIL	04
September, 2020	02	12	14	14	20	26	NIL	02	03
October, 2020	02	07	09	09	10	20	NIL	NIL	02
November, 2020	01	04	05	05	10	10	NIL	NIL	NIL
December, 2020	01	07	08	08			NIL	NIL	01
January, 2021	03	08	11	11	30	30	NIL	NIL	NIL
February, 2021	02	09	11	11	20	20	NIL	NIL	NIL
March, 2021	01	10	11	11	NIL	NIL	NIL	NIL	01
Total for 2020-21	13	117	130	130	100	184	NIL	NIL	24