

## A FRAMEWORK FOR TRANSPARENCY AUDIT

The RTI Act under section 4 provides a comprehensive framework for promoting openness in the functioning of the public authorities.

While Section 4(1) (a) provides a general guideline for record management, so that the information could be easily stored and retained, the sub-sections b,c and d of Section 4 relate to the organizational objects and functions. Sub-sections (b), (c) and (d) of Section 4 of the RTI Act and other related information can be grouped under six categories; namely, 1-organisation and function, 2- Budget and programmes, 3- Publicity and public interface, 4-E. governance, 5-Information as prescribed and 6. Information disclosed on own initiative.

### 1. Organisation and Function

S.No.	Item	Details of disclosure	Remarks/ Reference Points (Fully met/partially met/ not met- Not applicable will be treated as fully met/partially met)
1.1	Particulars of its organisation, functions and duties [Section 4(1)(b)(i)]	(i) Name and address of the Organization	National Institute of Technology Sikkim, Barfung Block, Ravangla South Sikkim737139
		(ii) Head of the organization	Incumbent Director (Prof. M.C. Govil)
		(iii) Vision, Mission and Key objectives	<p><b>Vision-</b>India has the capability and the responsibility to offer the World Science &amp; Technology essentially with sustainability, through philosophy, conscience and value system. NIT Sikkim will play its role.</p> <p><b>Mission-</b> To develop the students as “Thinking Engineers” by nurturing them in attaining and enjoying the technical and scientific excellence, global exposure and at the same time in beholding the philosophy and the values for India and the world as a whole.</p> <p><b>Key Objectives-</b></p> <ul style="list-style-type: none"> <li>• Help the engineering professionals recognize the quality and significance of their teaching, research, scholarship, service, outreach and leadership.</li> <li>• Enhance the commitment of faculty, staff and students to the centrality of diversity, social justice and democratic citizenship.</li> <li>• Provide leadership in the collaborative, professional relationships with schools, organizations and other institutions focused on the improvement of educations in school.</li> <li>• Enhance the effective and efficient management of the institute. • Sustain the caring, supportive climate throughout the institute.</li> </ul> <p>To evolve a system and to create an environment in which the students can realize their potential and their responsibilities to earn create, implement and disseminate knowledge for improvement of human life with natural and social sustainability.</p>

		(iv) Function and duties	Academic, Research, Consultancy, and Projects under MHRD or any specific duty assigned by the Visitor or MHRD
		(v) Organization Chart	<p style="text-align: center;"><b>NATIONAL INSTITUTE OF TECHNOLOGY SIKKIM</b></p> <p style="text-align: center;"><u>ORGANIZATIONAL STRUCTURE</u></p> <pre> graph TD     Visitor[VISITOR] --&gt; BOG[BOG]     BOG --&gt; FC[FC]     BOG --&gt; Director[DIRECTOR]     Director --&gt; Senate[SENATE]     Director --&gt; BWC[BWC]     Director --&gt; DeanAdmin[DEAN (ADMIN)]     Director --&gt; DeanAcad[DEAN (ACAD)]     Director --&gt; DeanFW[DEAN (FW)]     Director --&gt; DeanSW[DEAN (SW)]     Director --&gt; DeanRnR[DEAN (R&amp;C)]     Director --&gt; DeanPdD[DEAN (P&amp;D)]     Director --&gt; HOD[HOD]     Director --&gt; Registrar[REGISTRAR]     DeanAcad --&gt; AssocDeanPg[ASSOCIATE DEAN (PG)]     DeanAcad --&gt; AssocDeanUg[ASSOCIATE DEAN (UG)]     DeanFW --&gt; ExamCell[EXAMINATION CELL]     DeanSW --&gt; AssocDeanSw[ASSOCIATE DEAN (SW)]     DeanRnR --&gt; ChiefWarden[CHIEF WARDEN]     DeanPdD --&gt; InnovationCell[INNOVATION CELL]     ChiefWarden --&gt; Warden[WARDEN]     Warden --&gt; ARFA[AR (FINANCE/AUDIT)]     Warden --&gt; ARAC[AR (ACADEMIC)]     Warden --&gt; SO[SCIENTIFIC OFFICER (CSE)]     Warden --&gt; EE[EXECUTIVE ENGINEER]     ARFA --&gt; Accounts[ACCOUNTS SECTION]     ARAC --&gt; Academic[ACADEMIC SECTION]     SO --&gt; ICTI[ICTI]     EE --&gt; Estate[ESTATE SECTION]   </pre>
		(vi) 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	<p>The <b>National Institute of Technology Sikkim</b>, commonly referred to as <b>NIT Sikkim</b>, is a public engineering institution near the town of Ravangla in Sikkim, India. It is one of the 31 National Institutes of Technology in India and has been declared as an Institute of National Importance by the Government of India. It is an autonomous Institute, functioning under the aegis of Ministry of Education, Government of India.</p> <p>National Institute of Technology, Sikkim is one among the ten newly sanctioned National Institutes of Technology by the Government of India under the 11th Five- year Plan, 2009. NIT Sikkim started functioning in August, 2010.</p> <p>All courses and examinations are conducted in English language as the only mode of instruction. NIT Sikkim offers a 4-year Bachelor of Technology (B.Tech) programme in various engineering fields, as well as a 2-year Master of Technology (M.Tech) programmes and PhD Programmes.</p>

			<p>Admission to undergraduate programmes is taken through JEE (Main). Admission to postgraduate courses is through the GATE for Master of Technology (M.Tech.).</p> <p style="text-align: center;"><b><u>Departments</u></b></p> <p><b>Engineering/ Technology:</b></p> <ul style="list-style-type: none"> <li>• <b>Department of Civil Engineering</b> The Department of Civil Engineering (CE) is part of the institute since 2013. Currently the department is offering four-year B.Tech. Program. The department is planning to start a PhD program soon. Please refer Institute website for further details of the faculty &amp; committees.</li> <li>• <b>Department of Computer Science and Engineering</b> The Department of Computer Science and Engineering (CSE) is one of the departments that started operating from the initiation of National Institute of Technology Sikkim in the year 2010. The CSE department offers four years B. Tech. degree, two years M. Tech degree and PhD programmes. Please refer Institute website for further details of the faculty &amp; committees.</li> <li>• <b>Department of Electrical and Electronics Engineering</b> The Department of Electrical and Electronics Engineering (EEE) is one of the departments that started operating from the initiation of National Institute of Technology Sikkim in the year 2010. The EEE department offers four years B. Tech. degree, two years M. Tech degree and PhD programmes. Please refer Institute website for further details of the faculty &amp; committees.</li> <li>• <b>Department of Electronics and Communication Engineering</b> The Department of Electronics and Communication Engineering (ECE) was established in year 2010. The ECE department offers four years B. Tech. degree, two years M. Tech degree and PhD programmes. Please refer Institute website for further details of the faculty &amp; committees.</li> <li>• <b>Department of Mechanical Engineering</b> The Department of Mechanical Engineering (ME) was established in year 2013. The department offers 4 Years B.Tech degree &amp; PhD programmes. Please refer Institute website for further details of the faculty &amp; committees.</li> </ul> <p><b>Applied Sciences</b></p> <ul style="list-style-type: none"> <li>• <b>Department of Chemistry</b> The Department of chemistry is an integral part of National Institute of Technology Sikkim since its commencement in the 2010. Initially, it was as a supporting department offering</li> </ul>
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			<p>courses in B.Tech degree programme along with its own PhD programmes but from 2017 onwards the department has started master degree (M. Sc.) program in Chemistry. Please refer Institute website for further details of the faculty &amp; committees.</p> <ul style="list-style-type: none"> <li> <b>Department of Physics</b>            The Department of Physics has been a part of the National Institute of Technology Sikkim since its establishment in the year 2010. It offers PhD programme and allied courses in B.Tech degree programme. Please refer Institute website for further details of the faculty &amp; committees.         </li> <li> <b>Department of Mathematics</b>            The Department of Mathematics came into subsistence in 2010 as a supporting module to the B.Tech Programmes but later in the year 2014, it started offering PhD programmes as well. Please refer Institute website for further details of the faculty &amp; committees.         </li> </ul> <p><b>Humanities</b></p> <ul style="list-style-type: none"> <li> <b>Department of Humanities and Social Sciences</b>            Interdisciplinary in orientation, the Department of Humanities and Social Sciences offers courses in Economics, English, and Management. The Department offers undergraduate courses to engineering students. Moreover, the Department has also started its Ph. D. programme in 2014. Please refer Institute website for further details of the faculty &amp; committees.         </li> </ul>
1.2	Power and duties of its officers and employees [Section 4(1)(b)(ii)]	(i) Powers and duties of officers (administrative, financial and judicial) (ii) Power and duties of other employees (iii) Rules/ orders under which powers and duty are derived and (iv) Exercised (v) Work allocation	As per NIT Acts & NIT Statutes As per NIT Acts & NIT Statutes As per NIT Acts & NIT Statutes As per NIT Acts & NIT Statutes Administrative, Academic and Research, Consultancy. PA
1.3	Procedure followed in decision making process [Section 4(1)(b)(iii)]	(i) Process of decision making Identify key decision making points (ii) Final decision making authority (iii) Related provisions, acts, rules etc.	Open in-house discussion followed by vetting / discussion with external experts followed by submission to the competent authority for approval. BoG and Director As per NIT Acts & NIT Statutes

		(iv) Time limit for taking a decisions, if any	Not Applicable
		(v) Channel of supervision and accountability	As per the committees formed from time to time as deemed necessary.
1.4	Norms for discharge of functions [Section 4(1)(b)(iv)]	(i) Nature of functions/ services offered	Academic, Research and Consultancy
		(ii) Norms/ standards for functions/ service delivery	As per NIT Acts & NIT Statutes
		(iii) Process by which these services can be accessed	The Services can be availed during office hours at the Institute premises.
		(iv) Time-limit for achieving the targets	Not Applicable
		(v) Process of redress of grievances	For Internal Grievances: Concerned Dept./Section Office ->HOD ->Dean -> Registrar->Director-> BoG
1.5	Rules, regulations, instructions manual and records for discharging functions [Section 4(1)(b)(v)]	(i) Title and nature of the record/ manual /instruction.	As given in the website <a href="http://www.nitsikkim.ac.in">www.nitsikkim.ac.in</a>
		(ii) List of Rules, regulations, instructions manuals and records.	(i) NIT Act 2007 (ii) First Statutes of NITs, Ministry of HRD, Government of India (iii) CCS Leave Rules 1972/ CCS Conduct Rules 1964/ CCS(CCA) Rules 1965/ CCS TA Rules (iv) GFR (v) FR&SR (vi) LTC Rules (vii) Medical Attendance Rules 1940 (viii) UG & PG Regulations ( <a href="http://www.nitsikkim.ac.in">www.nitsikkim.ac.in</a> )
		(ix) Acts/ Rules manuals etc.	As stated above
		(x) Transfer policy and transfer orders	Not Applicable
1.6	Categories of documents held by the authority under its control [Section 4(1)(b)(vi)]	(i) Categories of documents	Classified Documents (Personal files) and Non-Classified Documents (Available to public domain on demand basis)
		(ii) Custodian of documents/categories	Dean Faculty and Staff Affairs, Registrar Office, Director Office and Respective Departments and offices.

1.7	Boards, Councils, Committees and other Bodies constituted as part of the Public Authority [Section 4(1)(b)(viii)]	(i) Name of Boards, Council, Committee etc.	BoG, Senate, Finance Committee, Buildings and Works Committee.																																
		(ii) Composition	As per NIT Act 2007																																
		(iii) Dates from which constituted	Refer the institute's website / Annual Report																																
		(iv) Term/ Tenure	As per NIT Act 2007																																
		(v) Powers and functions	As per NIT Acts & NIT Statutes																																
		(vi) Whether their meetings are open to the public?	No																																
		(vii) Whether the minutes of the meetings are open to the public?	Yes																																
		(viii) Place where the minutes if open to the public are available?	Not Applicable																																
1.8	Directory of officers and employees [Section 4(1) (b) (ix)]	(i) Name and designation	Refer to " <a href="https://nitsikkim.ac.in/about/administration/admin_staff.php">https://nitsikkim.ac.in/about/administration/admin_staff.php</a> "																																
		(ii) Telephone , fax and email ID	Refer to " <a href="https://nitsikkim.ac.in/about/administration/admin_staff.php">https://nitsikkim.ac.in/about/administration/admin_staff.php</a> "																																
1.9	Monthly Remuneration received by officers & employees including system of compensation [Section 4(1) (b) (x)]	(i) List of employees with Gross monthly remuneration	<p style="text-align: center;"><b>Faculty:</b></p> <table border="1"> <thead> <tr> <th>S.N.</th> <th>Name</th> <th>Pay Level</th> <th>Pay Cell</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Dr. Md. Sarfaraj Alam Ansari</td> <td>Level-10</td> <td>12</td> </tr> <tr> <td>2</td> <td>Dr. Gopa Bhaumik</td> <td>Level-10</td> <td>11</td> </tr> <tr> <td>3</td> <td>Dr. Reshmi Dhara</td> <td>Level-10</td> <td>10</td> </tr> <tr> <td>4</td> <td>Dr. B. Balaji Naik</td> <td>Level-10</td> <td>10</td> </tr> <tr> <td>5</td> <td>Dr. Hemant K. Kathania</td> <td>Level-10</td> <td>13</td> </tr> <tr> <td>6</td> <td>Dr. Ravi Srivastava</td> <td>Level-11</td> <td>10</td> </tr> <tr> <td>7</td> <td>Dr. Dhananjay Tripathi</td> <td>Level-12</td> <td>04</td> </tr> </tbody> </table>	S.N.	Name	Pay Level	Pay Cell	1	Dr. Md. Sarfaraj Alam Ansari	Level-10	12	2	Dr. Gopa Bhaumik	Level-10	11	3	Dr. Reshmi Dhara	Level-10	10	4	Dr. B. Balaji Naik	Level-10	10	5	Dr. Hemant K. Kathania	Level-10	13	6	Dr. Ravi Srivastava	Level-11	10	7	Dr. Dhananjay Tripathi	Level-12	04
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			8	Dr. Taraknath Kundu	Level-12	10
			9	Dr. Pankaj Kumar Keserwani	Level-10	11
			10	Dr. Shambhunath Barman	Level-12	04
			11	Dr. Md. Nurujjaman	Level-12	10
			12	Dr. Molay Roy	Level-10	11
			13	Dr. Sangram Ray	Level-12	04
			14	Dr. Sanjay Kumar Jana	Level-12	04
			15	Dr. Anjan Kumar ray	Level-12	10
			16	Dr. Om Prakash	Level-11	10
			17	Mr. Surajit Kundu	Level-10	12
			18	Dr. Sourav Mallick	Level-12	04
			19	Dr. Achintesh Narayan Biswas	Level-12	07
			20	Dr. Pratyay Kuila	Level-12	04
			21	Dr. Ranjan Basak	Level-12	06
			22	Dr. Anindya Biswas	Level-12	07
			23	Dr. Aurobinda Panda	Level-11	08
			24	Dr. Pradeep Kumar	Level-10	11
			25	Dr. Sumit Saha	Level-12	07
<b>Staff:</b>						

S.No.	Name	Pay Level	Pay Cell
1	Mr. Bapi Mondal	Level-03	08
2	Mrs. Punam Singh	Level-01	08
3	Mrs. Nishita Chettri	Level-03	07
4	Mr. Amrit Sharma	Level-06	07
5	Mr. Amit Tamang	Level-06	07
6	Mr. Amit Maity	Level-03	08
7	Mr. Bharat Pradhan	Level-03	09
8	Mr. Rahul Kr. Byahut	Level-06	04
9	Mr. Suman Pathak	Level-03	07
10	Mr. Happy Mondal	Level-03	07
11	Mrs. Chandrama Majumdar	Level-03	07
12	Ms. Tshering Zangmo Bhutia	Level-03	07
13	Ms. Sonam Choden Tamang	Level-03	01
14	Mr. Sidhart pradhan	Level-03	07
15	Ms. Deepika Chettri	Level-06	07
16	Ms. Saheli Saha	Level-06	06
17	Mr. Manish Kumar	Level-03	07
18	Ms. Chanda Moktan	Level-03	10
19	Ms. Chandra Kumari Rai	Level-06	04
20	Mr. Ram Prasad Nepal	Level-10	05
21	Mr. Bhaskar Bhattra	Level-06	04

				22	Mr. Rewa Nath Sharma	Level-10	01
				23	Mr. Sahil Minda	Level-10	03
				24	Mr. Gajendra S. Shekhawat	Level-10	01
				25	Mr. Vishnu Kumar Sharma	Level-06	01
				26	Mr. Pawan Kumar Kathaniya	Level-06	01
				27	Mr. Suneel Kumar Kushawaha	Level-06	01
				28	Mr. Anil Gurjar	Level-06	01
				29	Mr. Rajesh Kumar Gupta	Level-03	01
				30	Mr. Mahaveer Gurjar	Level-03	01
				31	Mr. Saikat Mistry	Level-03	01
				32	Mr. Bhavesh Chettri	Level-01	01
				33	Mr. Tapan Chhetri	Level-03	09
				34	Ms. Dil Kumari Chettri	Level-01	01
				35	Mr. Sumit Kumar	Level-06	01
				36	Mr. Arvind Gupta	Level-01	01
		(ii) System of compensation as provided in its regulations	<p>1. For <u>Teaching Staff</u>: All faculty are designated as Assistant Professor and the system of compensation is provided as per 7<sup>th</sup> CPC rule.</p> <p>2. For <u>Non-teaching Staff</u>: The system of compensation is as per 7<sup>th</sup> CPC rule.</p> <p>a) Technical staff includes Junior Engineers, Lab Technician and Technical Assistants.</p> <p>b) Support staff includes Accountant, Junior Assistants and MTS.</p>				

1.10	Name, designation and other particulars of public information officers  [Section 4(1) (b) (xvi)]	(i) Name and designation of the public information officer (PIO), Assistant Public Information (s) & Appellate Authority	PIO	FAA
		(ii) Address, telephone numbers and email ID of each designated official.	<i>Dr.DhananjayTripathi,Asst. Professor, Department of HSS NIT Sikkim,Ravangla <a href="mailto:dhananjaystripathi9@gmail.com">dhananjaystripathi9@gmail.com</a> Ph.No. 7479013215</i>	<i>Dr.Achintesh Narayan Biswas, Asst. Professor, Department of Chemistry NIT Sikkim, Ravangla <a href="mailto:achintesh@nitsikkim.ac.in">achintesh@nitsikkim.ac.in</a> Ph. No.9434377238</i>
1.11	No. Of employees against whom Disciplinary action has been proposed/ taken  (Section 4(2))	No. of employees against whom disciplinary action has been	None so far	
		(i) Pending for Minor penalty or major penalty proceedings		
		(ii) Finalised for Minor penalty or major penalty proceedings	None so far	
1.12	Programmes to advance understanding of RTI  (Section 26)	(i) Educational programmes	-Nil-	
		(ii) Efforts to encourage public authority to participate in these programmes	None	
		(iii) Training of CPIO/APIO	None	
		(iv) Update & publish guidelines on RTI by the Public Authorities concerned	Not yet	
1.13	Transfer policy and transfer orders [F No. 1/6/2011-IR dt. 15.4.2013]	Not Applicable.		

## 2. Budget and Programme

S.No.	Item	Details of disclosure	Remarks/ Reference Points (Fully met/partially met/ not met- Not applicable will be treated as fully met/partially met)
2.1	Budget allocated to each agency including all plans, proposed expenditure and reports on disbursements made etc. [Section 4(1)(b)(xi)]	(i) Total Budget for the public authority	F.Y.2021-22 ₹ 2131.00 Lakhs
		(ii) Budget for each agency and plan & programmes	Available at accounts office, NIT Sikkim
		(iii) Proposed expenditures	F.Y. 2021-22 ₹ 2131.00 Lakhs
		(iv) Revised budget for each agency, if any	Not Applicable
		(v) Report on disbursements made and place where the related reports are available	Available at accounts office, NIT Sikkim
2.2	Foreign and domestic tours (F.No. 1/8/2012- IR dt. 11.9.2012)	(i) Budget	₹ 45.00 Lakhs
		(ii) 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	<b>No such separate provision</b>
		(iii) 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.	Details may obtain from the office of Store & Purchase office.
2.3	Manner of execution of subsidy programme [Section 4(i)(b)(xii)]	(i) Name of the programme of activity	Not Applicable
		(ii) Objective of the programme	Not Applicable
		(iii) Procedure to avail benefits	Not Applicable

		(iv) Duration of the programme/ scheme	Not Applicable
		(v) Physical and financial targets of the programme	Not Applicable
		(vi) Nature/ scale of subsidy /amount allotted	Not Applicable
		(vii) Eligibility criteria for grant of subsidy	Not Applicable
		(viii) Details of beneficiaries of subsidy programme (number, profile etc)	Not Applicable
<b>2.4</b>	Discretionary and non-discretionary grants [F. No. 1/6/2011-IR dt. 15.04.2013]	(i) Discretionary and non-discretionary grants/ allocations to State Govt./ NGOs/other institutions	Not Applicable
		(ii) Annual accounts of all legal entities who are provided grants by public authorities	Not Applicable
<b>2.5</b>	Particulars of recipients of concessions, permits of authorizations granted by the public authority [Section 4(1) (b) (xiii)]	(i) Concessions, permits or authorizations granted by public authority	Not Applicable
		(ii) 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 authorisations d) Date of award of concessions /permits of authorizations	Not Applicable
<b>2.6</b>	`CAG & PAC paras [F No. 1/6/2011- IR dt. 15.4.2013]	CAG and PAC paras and the action taken reports (ATRs) after these have been laid on the table of both houses of the parliament.	<a href="https://nitsikkim.ac.in/about/information/annual_report.php">https://nitsikkim.ac.in/about/information/annual_report.php</a>

3. **Publicity Band Public interface**

S.No.	Item	Details of disclosure	Remarks/ Reference Points (Fully met/partially met/ not met- Not applicable will be treated as fully met/partially met)				
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]	Arrangement for consultations with or representation by the members of the public	Arrangement for consultations with or representation by the members of the public (i) Public interface is done as and when required. Stake holders are encouraged to ask questions and collect information personally.				
		(i) Relevant Acts, Rules, Forms and other documents which are normally accessed by citizens					
		(ii) Arrangements for consultation with or representation by	(iii) a) consultation done as per requirement b) office hours (09:30 am to 05:30 pm) c)				
		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					
			<table border="1"> <thead> <tr> <th>PIO</th> <th>FAA</th> </tr> </thead> <tbody> <tr> <td><i>Dr.DhananjayTripathi,Asst. Professor, Department of HSS NIT Sikkim,Ravangla</i> <a href="mailto:dhananjavstripathi9@gmail.com">dhananjavstripathi9@gmail.com</a> Ph.No. 7479013215</td> <td><i>Dr.Achintesh Narayan Biswas, Asst. Professor, Department of Chemistry NIT Sikkim, Ravangla</i> <a href="mailto:achintesh@nitsikkim.ac.in">achintesh@nitsikkim.ac.in</a> Ph. No.9434377238</td> </tr> </tbody> </table>	PIO	FAA	<i>Dr.DhananjayTripathi,Asst. Professor, Department of HSS NIT Sikkim,Ravangla</i> <a href="mailto:dhananjavstripathi9@gmail.com">dhananjavstripathi9@gmail.com</a> Ph.No. 7479013215	<i>Dr.Achintesh Narayan Biswas, Asst. Professor, Department of Chemistry NIT Sikkim, Ravangla</i> <a href="mailto:achintesh@nitsikkim.ac.in">achintesh@nitsikkim.ac.in</a> Ph. No.9434377238
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		Public- private partnerships (PPP)	Not applicable				
(i) Details of Special Purpose Vehicle (SPV), if any							
(ii) Detailed project reports (DPRs)	Not applicable						
(iii) Concession agreements.	Not applicable						
(iv) Operation and maintenance manuals	Under preparation						
(v) Other documents generated as part of the implementation of the PPP	Not applicable						
(vi) Information relating to fees, tolls, or the other kinds of revenues that may be collected under authorisation from the government	Fee collected from students as per MoE's instruction						
(vii) Information relating to outputs and outcomes	Not applicable						
(viii) The process of the selection of the private sector party (concessionaire etc.)	Not applicable						
(ix) All payment made under the PPP project	Not applicable						
3.2	Are the details of policies / decisions, which affect public, informed to them	Publish all relevant facts while formulating important policies or announcing decisions which affect public to make the process more interactive; (i) Policy decisions/ legislations taken in the previous one year	Published on the official website				

	[Section 4(1) (c)]		
		(ii) Outline the Public consultation process	On the raised requirements by public and vice versa.
		(iii) Outline the arrangement for consultation before formulation of policy	On the raised requirements by public and vice versa.
3.3	Dissemination of information widely and in such form and manner which is easily accessible to the public [Section 4(3)]	Use of the most effective means of communication (i) Internet (website)	Institute website (www.nitsikkim.ac.in)
3.4	Form of accessibility of information manual/handbook [Section 4(1)(b)]	Information manual/handbook available in (i) Electronic format (ii) Printed format	Institute website (www.nitsikkim.ac.in) Available at institute as and when required.
3.5	Whether information manual/handbook available free of cost or not [Section 4(1)(b)]	List of materials available (i) Free of cost (ii) At a reasonable cost of the medium	UG, PG, PhD, Annual Reports, Financial Report & various other reports Free of cost

4. E.Governance

S.No.	Item	Details of disclosure	Remarks/ Reference Points (Fully met/partially met/ not met- Not applicable will be treated as fully met/partially met)		
4.1	Language in which Information Manual/Handbook Available [F No. 1/6/2011-IR dt. 15.4.2013]	(i) English	Yes		
		(ii) Vernacular/ Local Language	Not Applicable		
4.2	When was the information Manual/Handbook last updated? [F No. 1/6/2011-IR dt 15.4.2013]	Last date of Annual updation	Regularly updated		
4.3	Information available in electronic form [Section 4(1)(b)(xiv)]	(i) Details of information available in electronic form	as given in the website ( <a href="http://www.nitsikkim.ac.in">www.nitsikkim.ac.in</a> )		
		(ii) Name/ title of the document/record/ other information	as given in the website ( <a href="http://www.nitsikkim.ac.in">www.nitsikkim.ac.in</a> )		
		(iii) Location where available	as given in the website ( <a href="http://www.nitsikkim.ac.in">www.nitsikkim.ac.in</a> )		
4.4	Particulars of facilities available to citizen for obtaining information [Section 4(1)(b)(xv)]	(i) Name & location of the faculty	Available at Institute website ( <a href="http://www.nitsikkim.ac.in">www.nitsikkim.ac.in</a> ) on Department section.		
		(ii) Details of information made available	Faculty details, notices, Office Orders, tenders, Recruitment details etc.		
		(iii) Working hours of the facility	24 Hours		
		(iv) Contact person & contact details (Phone, fax email)	<table border="1"> <thead> <tr> <th>PIO</th> <th>FAA</th> </tr> </thead> <tbody> <tr> <td>Dr.DhananjayTripathi,Asst. Professor, Department of HSS NIT Sikkim,Ravangla <a href="mailto:dhananjaystripathi9@gmail.com">dhananjaystripathi9@gmail.com</a> Ph.No. 7479013215</td> <td>Dr.Achintesh Narayan Biswas, Asst. Professor, Department of Chemistry NIT Sikkim, Ravangla <a href="mailto:achintesh@nitsikkim.ac.in">achintesh@nitsikkim.ac.in</a> Ph. No.9434377238</td> </tr> </tbody> </table>	PIO	FAA
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4.5	Such other information as may be prescribed	(i) Grievance redressal mechanism	Dept./Section (Office)→HoD→Dean→Registrar→Director→BoG		

	under section 4(i)(b)(xvii)	(ii)	Details of applications received under RTI and information provided	114 applications have been successfully dealt with the details of which are available at PIO office, NIT Sikkim.
		(iii)	List of completed schemes/ projects/ Programmes	Not Applicable
		(iv)	List of schemes/ projects/ programme underway	GoI schemes & Projects like Unnat Bharat Abhiyan, TEQIP-III, etc.
		(v)	Details of all contracts entered into including name of the contractor, amount of contract and period of completion of contract	Not Applicable
		(vi)	Annual Report	Institute Website ( <a href="http://www.nitsikkim.ac.in">www.nitsikkim.ac.in</a> ) ->About -> Information -> Annual Report
		(vii)	Frequently Asked Question (FAQs)	Not Applicable
		(viii)	Any other information such as	Not Applicable
			a) Citizen's Charter	Not Applicable
			b) Result Framework Document (RFD)	Not Applicable
			c) Six monthly reports on the	Not Applicable
	d) Performance against the benchmarks set in the Citizen's Charter	Not Applicable		
4.6	Receipt & Disposal of RTI applications & appeals [F.No 1/6/2011-IR dt. 15.04.2013]	(i)	Details of applications received and disposed	114 applications have been successfully disposed and the details are available at PIO office, NIT Sikkim.
		(ii)	Details of appeals received and orders issued	Available at PIO office, NIT Sikkim.
4.7	Replies to questions asked in the parliament [Section 4(1)(d)(2)]	Details of questions asked and replies given		Available at Registrar's Office, NIT Sikkim.

## 5. Information as may be prescribed

S. No.	Item	Details of disclosure	Remarks/ Reference Points (Fully met/partially met/ not met- Not applicable will be treated as fully met/partially met)	
			PIO	FAA
5.1	Such other information as may be	(i) Name & details of (a) Current CPIOs & FAAs	PIO	FAA

prescribed [F.No. dt. 1/2/2016-IR F No. dt. 17.8.2016, 1/6/2011-IR dt. 15.4.2013]	(b) Earlier CPIO & FAAs from 1.1.2015	<i>Dr.DhananjayTripathi,Asst. Professor, Department of HSS NIT Sikkim,Ravangla</i> <a href="mailto:dhananjaystripathi9@gmail.com">dhananjaystripathi9@gmail.com</a> Ph.No. 7479013215	<i>Dr.Achintesh Narayan Biswas, Asst. Professor, Department of Chemistry NIT Sikkim, Ravangla</i> <a href="mailto:achintesh@nitsikkim.ac.in">achintesh@nitsikkim.ac.in</a> Ph. No.9434377238			
	(ii) Details of third-party audit of voluntary disclosure (a) Dates of audit carried out (b) Report of the audit carried out	Not Applicable				
	(iii) Appointment of Nodal Officers not below the rank of Joint Secretary/ Additional HoD (a) Date of appointment (b) Name & Designation of the officers	Not Applicable				
	(iv) Consultancy committee of key stake holders for advice on suo-motu disclosure (a) Dates from which constituted (b) Name & Designation of the officers	Not Applicable				
	(v) 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	(a) 15/05/2014 (b)	<table border="1"> <thead> <tr> <th>PIO</th> <th>FAA</th> </tr> </thead> <tbody> <tr> <td> <i>Dr.DhananjayTripathi,Asst. Professor, Department of HSS NIT Sikkim,Ravangla</i>  <a href="mailto:dhananjaystripathi9@gmail.com">dhananjaystripathi9@gmail.com</a>            Ph.No. 7479013215         </td> <td> <i>Dr.Achintesh Narayan Biswas, Asst. Professor, Department of Chemistry NIT Sikkim, Ravangla</i>  <a href="mailto:achintesh@nitsikkim.ac.in">achintesh@nitsikkim.ac.in</a>            Ph. No.9434377238         </td> </tr> </tbody> </table>	PIO	FAA	<i>Dr.DhananjayTripathi,Asst. Professor, Department of HSS NIT Sikkim,Ravangla</i> <a href="mailto:dhananjaystripathi9@gmail.com">dhananjaystripathi9@gmail.com</a> Ph.No. 7479013215
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**6. Information Disclosed on own Initiative**

S.No.	Item	Details of disclosure	Remarks/ Reference Points (Fully met/partially met/ not met- Not applicable will be treated as fully met/partially met)
6.1	Item / information disclosed so that public have minimum resort to use of RTI Act to obtain information		Institute website ( <a href="http://www.nitsikkim.ac.in">www.nitsikkim.ac.in</a> ) provides relevant information about the institute & its affairs regarding academics and other activities updated from time to time.
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, Public Grievance and Pensions, Govt. Of India)	(i) Whether STQC certification obtained and its validity. (ii) Does the website show the certificate on the Website?	(i) Not yet done (ii) Not applicable

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