

A FRAMEWORK FOR TRANSPARENCY AUDIT (Updated as on 24.04.2024)

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

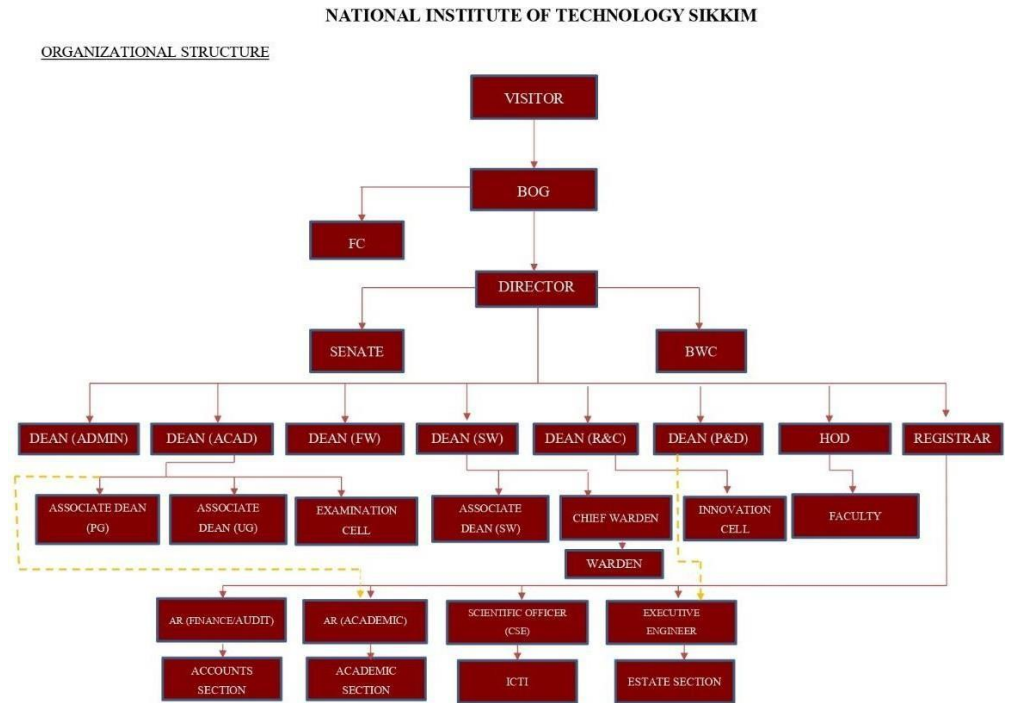
While Section 4(1) (a) provides a general guideline for record management, so that the information could be easily stored and retained, the sub-sections b,c and d of Section 4 relate to the organizational objects and functions. Sub-sections (b), (c) and (d) of Section 4 of the RTI Act and other related 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
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>Vision-India has the capability and the responsibility to offer the World Science & Technology essentially with sustainability, through philosophy, conscience and value system. NIT Sikkim will play its role.</p> <p>Mission- 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>Key Objectives-</p> <ul style="list-style-type: none"> • Help the engineering professionals recognize the quality and significance of their teaching, research, scholarship, service, outreach and leadership. • Enhance the commitment of faculty, staff and students to the centrality of diversity, social justice and democratic citizenship. • Provide leadership in the collaborative, professional relationships with schools, organizations and other institutions focused on the improvement of educations in school. • Enhance the effective and efficient management of the institute. • Sustain the caring, supportive climate throughout the institute. <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>

		<p>(iv) Function and duties</p>	<p>Goal/Objectives: -</p> <ol style="list-style-type: none"> a. To impart quality education to the aspiring students of the Institute in the field of Science and Technology. b. To engage in high quality interdisciplinary research, beneficial to the Industrial eco-system and the society as a whole. c. To provide multidisciplinary exposure for students to develop their constitutional values, cultural heritage, social accountability, and ethics of social and moral engagement. d. Enhance the commitment of faculty, staff and students to the centrality of diversity, social justice and democratic citizenship. e. Provide Leadership in the collaborative, professional relationships with schools, organization and other institutions focused on the improvement of educations in school. f. Enhance the effective and efficient management of the Institute. g. 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>Main functions/activities of the Institution</p> <ul style="list-style-type: none"> • At present the Institute is offering 5 (five) B.Tech programmes, 3 (three) M.Tech programmes, MSc. programme in Chemistry and PhD in all Engineering, Sciences and Humanities & Social Sciences disciplines. • The Institute is focusing on its contribution to different research and development related works. Various research works are ongoing in the Institute, few are mentioned as follows: <ul style="list-style-type: none"> ○ Dynamics of Power Grids through Complex Network Theory: A Study of Vulnerability, Stability, and Synchronization. ○ Electrochemically generated oxometal complexes for water remediation ○ Design of Efficient and Secure Internet of Things (IoT) Communication Framework in context of Content Centric Network (CCN) using Elliptic Curve Cryptography (ECC) – A next generation smart communication technology. ○ Design and Development of WBG devices based High current converters for Industry Applications (WBG-CONV) Sub-title: High Frequency Power Electronics Converters for Induction Heating
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(v) Organization Chart



(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

Introduction:

The National Institute of Technology (NIT) Sikkim is a foremost educational Institution catering to the needs of high-quality technical education in the state of Sikkim. It is one among the ten newly sanctioned National Institutes of Technology by the Government of India by an Act of the Parliament as a part of the 11th Five-year Plan in the year 2010. The objective of this establishment is to impart technical education of excellence and quality and also to foster research and development activities in the field of Science and Technology in order to produce quality human resources. The Government of India has accorded the status of “An Institute of National Importance” keeping in view its role in developing human resources of highest skill and caliber in the field of Science and Technology. Governed by the NIT Council, the Institute has four statutory bodies, namely, the Board of Governors, the Finance Committee, the Building and Works Committee and the Senate. The Institute is fully funded by the Ministry of Education, Government of India, New Delhi. The Institute enjoys the full financial and academic autonomy.

Since its inception in August 2010, the Institute is operating from a temporary campus, situated at Ravangla, South Sikkim. Despite various challenges of an extreme climate, poor transport, small space of the campus and many more to count; the Institute has been able to mitigate the teething problems and has progressed slowly but steadily in its pursuit of academic excellence. The Institute believes that rural development is essential for balanced development of the nation; in this view the Institute makes every possible effort to enable unhindered exchange of knowledge as well as the benefit of Science and Technology to the poor and underprivileged. The Faculty Members, Staff and Students are engaged in extending help to other academic institutions across the state by being actively involved in social developmental activities. A remarkable feature of the Institute is its endeavor to bestow a sense of societal responsibility and belongingness to the people associated with it. This has paved the way to a slew of initiatives by the Students, Faculty Members and Staff of NIT Sikkim for transforming the underprivileged into sound, empowered souls of the Nation.

Academic History

National Institute of Technology Sikkim started its journey with three (3) Undergraduate Programs in Computer Science & Engineering, Electronics & Communication Engineering, and Electrical & Electronics Engineering with intake of thirty (30) students each. Presently around thousand (1000) students are enrolled in NIT Sikkim. The Institute offers Undergraduate Programs in Civil Engineering, Computer Science & Engineering, Electrical & Electronics Engineering, Electronics & Communication Engineering, and Mechanical Engineering. The Postgraduate Programs are offered in Computer Science & Engineering, Electrical Engineering (Control, Power, and Electric Drives), Electronics & Communication Engineering and Chemistry. The Institute also offers Ph.D. Programs in all Engineering disciplines, Basic Sciences and Humanities.

			<p style="text-align: center;"><u>Departments</u></p> <p>Engineering/ Technology:</p> <ul style="list-style-type: none"> • Department of Civil Engineering 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 & committees. • Department of Computer Science and Engineering 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 & committees. • Department of Electrical and Electronics Engineering 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 & committees. • Department of Electronics and Communication Engineering 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 & committees. • Department of Mechanical Engineering The Department of Mechanical Engineering (ME) was established in year 2013. The department offers 4 Years B.Tech degree & PhD programmes. Please refer Institute website for further details of the faculty & committees. <p>Applied Sciences</p> <ul style="list-style-type: none"> • Department of Chemistry The Department of chemistry is an integral part of National Institute of Technology Sikkim
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			<p>since its commencement in the 2010. Initially, it was as a supporting department offering 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 & committees.</p> <ul style="list-style-type: none"> Department of Physics 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 & committees. Department of Mathematics 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 & committees. <p>Humanities</p> <ul style="list-style-type: none"> Department of Humanities and Social Sciences 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 & committees. <p>https://nitsikkim.ac.in/</p>
1.2	Power and duties of its officers and employees [Section 4(1) (b)(ii)]	<p>(i) Powers and duties of officers (administrative, financial and judicial)</p> <p>(ii) Power and duties of other employees</p> <p>(iii) Rules/ orders under which powers and duty are derived and</p> <p>(iv) Exercised</p> <p>(v) Work allocation</p>	<p>As per NIT Acts & NIT Statutes https://nitsikkim.ac.in/about/information/act_and_statutes.php</p> <p>As per NIT Acts & NIT Statutes https://nitsikkim.ac.in/about/information/act_and_statutes.php</p> <p>As per NIT Acts & NIT Statutes https://nitsikkim.ac.in/about/information/act_and_statutes.php</p> <p>As per NIT Acts & NIT Statutes https://nitsikkim.ac.in/about/information/act_and_statutes.php</p> <p>As provided under Charter for Delivery of Works / Services in “https://nitsikkim.ac.in/RTI/RTI.php”</p>
1.3	Procedure followed in	(i) Process of decision making Identify key decision-making points	Open in-house discussion followed by vetting / discussion with external experts followed by submission to the competent authority for approval.

	decision making process [Section 4(1)(b)(iii)]		In regards to Admission of students the Dean Academic is responsible, and for Recruitment process HoD, Dean Administration, Dean Faculty Welfare, Registrar, Director is responsible and for Research Project the Project Inspector and the Dean Research and Consultancy.
		(ii) Final decision-making authority	BoG and Director https://nitsikkim.ac.in/about/information/act_and_statutes.php
		(iii) Related provisions, acts, rules etc.	As per NIT Acts & NIT Statutes https://nitsikkim.ac.in/about/information/act_and_statutes.php
		(iv) Time limit for taking a decision, if any	As per NIT Acts & NIT Statutes https://nitsikkim.ac.in/about/information/act_and_statutes.php & https://nitsikkim.ac.in/documents/rTI/works/2022-09-03_002.pdf
		(v) Channel of supervision and accountability	As per organizational structure https://nitsikkim.ac.in/about/administration/organization_structure.php
1.4	Norms for discharge of functions [Section 4(1)(b)(iv)]	(i) Nature of functions/ services offered	Academic, Research and Consultancy https://nitsikkim.ac.in/
		(ii) Norms/ standards for functions/ service delivery	As per NIT Acts & NIT Statutes https://nitsikkim.ac.in/about/information/act_and_statutes.php
		(iii) Process by which these services can be accessed	The Services can be availed during office hours at the Institute premises. https://nitsikkim.ac.in/
		(iv) Time-limit for achieving the targets	The time limit for admission depends on JOSAA, CSAB, CCMT, CCMN, IAT.
		(v) Process of redress of grievances	<p>It is decided that, for grievance Redressal of employees of NIT Sikkim, a two-tier system will be followed.</p> <p>(i) Redressal of grievance of an employee at HoD level.</p> <p>(ii) Grievance Redressal at Director's level.</p> <p>The employees can apply to respective HODs for redressal of their grievances. Employee can also submit their grievances on https://pgportal.gov.in/</p> <p>Various Grievances redressal committees has been constituted to address different types of grievances. Some of committees are as follows: -</p> <p>a) ST/SC cell - https://nitsikkim.ac.in/student/sc_st.php</p> <p>b) OBC cell - https://nitsikkim.ac.in/student/obc.php</p> <p>c) Women Grievance Cell - https://nitsikkim.ac.in/student/women.php</p> <p>d) Anti-Ragging - https://nitsikkim.ac.in/student/antiragging/anti_ragging.php</p> <p>e) Internal Complaints Committee etc.</p>
1.5	Rules, regulations, instructions	(i) Title and nature of the record/ manual/instruction.	As given in the website www.nitsikkim.ac.in

	manual records and for discharging functions [Section 4(1)(b)(v)]	(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) Minutes of the Meetings of BoG, FC, Senate, (ix) Committees (x) Procurements through GEM (xi) UG & PG Regulations (www.nitsikkim.ac.in) & https://nitsikkim.ac.in/RTI/RTI.php
		(iii) Acts/ Rules manuals etc.	As stated above
		(iv) Transfer policy and transfer orders	https://nitsikkim.ac.in/RTI/RTI.php
1.6	Categories of documents held by the authority under its control [Section 4(1)(b) (vi)]	(i) Categories of documents	(ii) NIT Act 2007 (iii) First Statutes of NITs, Ministry of HRD, Government of India (iv) CCS Leave Rules 1972/ CCS Conduct Rules 1964/ CCS(CCA) Rules 1965/ CCS TA Rules (v) GFR (vi) FR&SR (vii) LTC Rules (viii) Medical Attendance Rules 1940 (ix) Minutes of the Meetings of BoG, FC, Senate, (x) Committees (xi) Procurements through GEM (xii) UG & PG Regulations The same can be accessed from (www.nitsikkim.ac.in) & https://nitsikkim.ac.in/RTI/RTI.php
		(ii) Custodian of documents/categories	Respective Heads and Section In-charge are responsible for the records in their Department/Section.

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. https://nitsikkim.ac.in/about/administration/
		(ii) Composition	As per NIT Act 2007 https://nitsikkim.ac.in/about/information/act_and_statutes.php
		(iii) Dates from which constituted	BoG - 17 th March 2012 FC – 14 th April 2015 Senate – 29 th December 2014 BWC – 13 th April 2015 The same is available in https://nitsikkim.ac.in/about/administration/bwcMOM.php
		(iv) Term/ Tenure	As per NIT Act 2007, The names of former and present Registrar & Deans can be assessed in https://nitsikkim.ac.in/RTI/RTI.php
		(v) Powers and functions	As per NIT Acts & NIT Statutes https://nitsikkim.ac.in/about/information/act_and_statutes.php
		(vi) Whether their meetings are open to the public?	Meeting are open only to the members.
		(vii) Whether the minutes of the meetings are open to the public?	Yes https://nitsikkim.ac.in/about/administration/minutesOfMeeting.php
		(viii) Place where the minutes if open to the public are available?	https://nitsikkim.ac.in/about/administration/minutesOfMeeting.php
1.8	Directory of officers and employees [Section 4(1) (b) (ix)]	(i) Name and designation	Refer to https://nitsikkim.ac.in/about/administration/admin_staff.php
		(ii) Telephone, fax and email ID	Refer to “ https://nitsikkim.ac.in/about/administration/admin_staff.php ”

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;">Faculty:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: center;">S.N.</th> <th style="text-align: center;">Name</th> <th style="text-align: center;">Pay Level</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">1</td> <td style="text-align: center;">Dr. Md. Sarfaraj Alam Ansari</td> <td style="text-align: center;">Level-12</td> </tr> <tr> <td style="text-align: center;">2</td> <td style="text-align: center;">Dr. Reshmi Dhara</td> <td style="text-align: center;">Level-12</td> </tr> <tr> <td style="text-align: center;">3</td> <td style="text-align: center;">Dr. Hemant K. Kathania</td> <td style="text-align: center;">Level-12</td> </tr> <tr> <td style="text-align: center;">4</td> <td style="text-align: center;">Dr. Ravi Srivastava</td> <td style="text-align: center;">Level-12</td> </tr> <tr> <td style="text-align: center;">5</td> <td style="text-align: center;">Dr. Dhananjay Tripathi</td> <td style="text-align: center;">Level-13A2</td> </tr> <tr> <td style="text-align: center;">6</td> <td style="text-align: center;">Dr. Taraknath Kundu</td> <td style="text-align: center;">Level-13A2</td> </tr> <tr> <td style="text-align: center;">7</td> <td style="text-align: center;">Dr. Pankaj Kumar Keserwani</td> <td style="text-align: center;">Level-12</td> </tr> <tr> <td style="text-align: center;">8</td> <td style="text-align: center;">Dr. Shambhunath Barman</td> <td style="text-align: center;">Level-12</td> </tr> <tr> <td style="text-align: center;">9</td> <td style="text-align: center;">Dr. Md. Nurujjaman</td> <td style="text-align: center;">Level-12</td> </tr> <tr> <td style="text-align: center;">10</td> <td style="text-align: center;">Dr. Molay Roy</td> <td style="text-align: center;">Level-12</td> </tr> <tr> <td style="text-align: center;">11</td> <td style="text-align: center;">Dr. Sangram Ray</td> <td style="text-align: center;">Level-13A2</td> </tr> <tr> <td style="text-align: center;">12</td> <td style="text-align: center;">Dr. Sanjay Kumar Jana</td> <td style="text-align: center;">Level-13A2</td> </tr> <tr> <td style="text-align: center;">13</td> <td style="text-align: center;">Dr. Anjan Kumar ray</td> <td style="text-align: center;">Level-13A2</td> </tr> <tr> <td style="text-align: center;">14</td> <td style="text-align: center;">Dr. Om Prakash</td> <td style="text-align: center;">Level-12</td> </tr> <tr> <td style="text-align: center;">15</td> <td style="text-align: center;">Dr. Sourav Mallick</td> <td style="text-align: center;">Level-13A2</td> </tr> <tr> <td style="text-align: center;">16</td> <td style="text-align: center;">Dr. Achintesh Narayan Biswas</td> <td style="text-align: center;">Level-13A2</td> </tr> </tbody> </table>	S.N.	Name	Pay Level	1	Dr. Md. Sarfaraj Alam Ansari	Level-12	2	Dr. Reshmi Dhara	Level-12	3	Dr. Hemant K. Kathania	Level-12	4	Dr. Ravi Srivastava	Level-12	5	Dr. Dhananjay Tripathi	Level-13A2	6	Dr. Taraknath Kundu	Level-13A2	7	Dr. Pankaj Kumar Keserwani	Level-12	8	Dr. Shambhunath Barman	Level-12	9	Dr. Md. Nurujjaman	Level-12	10	Dr. Molay Roy	Level-12	11	Dr. Sangram Ray	Level-13A2	12	Dr. Sanjay Kumar Jana	Level-13A2	13	Dr. Anjan Kumar ray	Level-13A2	14	Dr. Om Prakash	Level-12	15	Dr. Sourav Mallick	Level-13A2	16	Dr. Achintesh Narayan Biswas	Level-13A2
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17	Dr. Pratyay Kuila	Level-13A2
18	Dr. Ranjan Basak	Level-13A2
19	Dr. Anindya Biswas	Level-13A2
20	Dr. Aurobinda Panda	Level-12
21	Dr. Pradeep Kumar	Level-12
22	Dr. Sumit Saha	Level-13A2
23	Dr. Anil Lal S	Level-13A2
24	Dr. Jai Gopal Gupta	Level-12
25	Dr. Nimai Charan Patel	Level-12
26	Dr. Joy Pal	Level-12
27	Dr. Ankit Bhardwaj	Lvl-10
28	Dr. Debajit Shaha	Lvl-10
29	Dr. Bam Bahadur Sinha	Lvl-10
30	Dr. Krishna Kumar Maurya	Lvl-10
31	Dr. Vishanl Vishnoi	Lvl-10
32	Dr. Abhishek Rajan	Lvl-10
33	Dr. Bishwajit Roy	Lvl-10
34	Dr. Krishna Kumar	Lvl-10
35	Dr. Vivek Kumar	Lvl-10

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36	Dr. Anirban Banik	Lvl-10
37	Dr. Neha Kailash Nawandar	Lvl-10
38	Dr. Jitendra Singh	Lvl-10

Staff		
S.No.	Name	Pay Level
1	Mr. Bapi Mondal	Level-04
2	Mrs. Punam Singh	Level-02
3	Mrs. Nishita Chettri	Level-04
4	Mr. Amrit Sharma	Level-07
5	Mr. Amit Tamang	Level-07
6	Mr. Amit Maity	Level-04
7	Mr. Bharat Pradhan	Level-04
8	Mr. Rahul Kr. Byahut	Level-06
9	Mr. Suman Pathak	Level-04
10	Mr. Happy Mondal	Level-04
11	Mrs. Chandrama Majumdar	Level-03
12	Ms. Tshering Zangmo Bhutia	Level-04
13	Ms. Sonam Choden Tamang	Level-03
14	Mr. Sidhart pradhan	Level-04
15	Ms. Deepika Chettri	Level-07
16	Ms. Saheli Saha	Level-06
17	Mr. Manish Kumar	Level-04

				18	Ms. Chanda Moktan	Level-04
				19	Ms. Chandra Kumari Rai	Level-06
				20	Mr. Ram Prasad Nepal	Level-10
				21	Mr. Bhaskar Bhattra	Level-06
				22	Mr. Rewa Nath Sharma	Level-10
				23	Mr. Sahil Minda	Level-10
				24	Mr. Gajendra S. Shekhawat	Level-10
				25	Mr. Vishnu Kumar Sharma	Level-06
				26	Mr. Pawan Kumar Kathaniya	Level-06
				27	Mr. Suneel Kumar Kushawaha	Level-06
				28	Mr. Anil Gurjar	Level-06
				29	Mr. Rajesh Kumar Gupta	Level-03
				30	Mr. Mahaveer Gurjar	Level-03
				31	Mr. Saikat Mistry	Level-03
				32	Mr. Bhavesh Chettri	Level-01
				33	Mr. Tapan Chhetri	Level-04
				34	Ms. Dil Kumari Chettri	Level-01
				35	Mr. Sumit Kumar	Level-06
				36	Mr. Arvind Gupta	Level-01

		(ii) System of compensation as provided in its regulations	Leave Travel Concession, Casual Leave, Earned Leave, Medical Reimbursement and other benefits as per CCS Rules. https://nitsikkim.ac.in/RTI/RTI.php	
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	CPIO	FAA
		(ii) Address, telephone numbers and email ID of each designated official.	<i>Dr. Dhananjay Tripathi, Associate Professor, Department of HSS NIT Sikkim, Ravangla dhananjaystripathi9@nitsikkim.ac.in Ph.No. 7479013215</i>	<i>Dr. Achintesh Narayan Biswas, Associate Professor, Department of Chemistry NIT Sikkim, Ravangla achintesh@nitsikkim.ac.in 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, https://nitsikkim.ac.in/RTI/RTI.php	
		(i) Pending for Minor penalty or major penalty proceedings		
		(ii) Finalized for Minor penalty or major penalty proceedings	None so far	

1.12	Programmes to advance understanding of RTI (Section 26)	(i) Educational programmes	The Institute administrative and departmental staff were given a “Short Term Training Programme (STP)” on various works which also included RTI and its process in 2020 by Various Experts from reputed institution of the country. The Students are also given a short introduction on RTI, during their induction programme. https://nitsikkim.ac.in/past_workshop.php
		(ii) Efforts to encourage public authority to participate in these programmes	Same as above. https://nitsikkim.ac.in/past_workshop.php
		(iii) Training of CPIO/APIO	None
		(iv) Update & publish guidelines on RTI by the Public Authorities concerned	https://nitsikkim.ac.in/RTI/RTI.php
1.13	Transfer policy and transfer orders [F No. 1/6/2011-IR dt. 15.4.2013]		https://nitsikkim.ac.in/RTI/RTI.php

2. Budget and Programme

S.No.	Item	Details of disclosure	Remarks/ Reference Points																		
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	https://nitsikkim.ac.in/about/information/annual_report.php																		
		(ii) Budget for each agency and plan & programmes	https://nitsikkim.ac.in/about/information/annual_report.php																		
		(iii) Proposed expenditures	https://nitsikkim.ac.in/about/information/annual_report.php																		
		(iv) Revised budget for each agency, if any	Budget is revised every Financial Year based on extensive consultation.																		
		(v) Report on disbursements made and place where the related reports are available	Disbursements made can be obtained from Receipts and Payments account of Annual Accounts. https://nitsikkim.ac.in/about/information/annual_report.php																		
2.2	Foreign and domestic tours (F.No. 1/8/2012- IR dt. 11.9.2012)	(i) Budget	https://nitsikkim.ac.in/about/information/annual_report.php																		
		(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	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th colspan="4" style="text-align: center;">Details of Foreign and Domestic tours of incumbent Director during the year 2023-24</th> </tr> <tr> <th style="width: 15%;">Place of Visit</th> <th style="width: 15%;">Period of Visit</th> <th style="width: 15%;">Number of members in the official delegation</th> <th style="width: 55%;">Expenditure on visit</th> </tr> </thead> <tbody> <tr> <td>New Delhi</td> <td>02 day</td> <td style="text-align: center;">1</td> <td>TA/DA NIT Jaipur</td> </tr> <tr> <td>Kolkata</td> <td>02day</td> <td style="text-align: center;">1</td> <td style="text-align: center;">Rs. 26,330/-</td> </tr> <tr> <td>Kolkata</td> <td>01 day</td> <td style="text-align: center;">1</td> <td>TA/DA NIT Patna</td> </tr> </tbody> </table>	Details of Foreign and Domestic tours of incumbent Director during the year 2023-24				Place of Visit	Period of Visit	Number of members in the official delegation	Expenditure on visit	New Delhi	02 day	1	TA/DA NIT Jaipur	Kolkata	02day	1	Rs. 26,330/-	Kolkata	01 day
Details of Foreign and Domestic tours of incumbent Director during the year 2023-24																					
Place of Visit	Period of Visit	Number of members in the official delegation	Expenditure on visit																		
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Kolkata	02day	1	Rs. 26,330/-																		
Kolkata	01 day	1	TA/DA NIT Patna																		

		<p>(iii) Information related to procurements</p> <p>a) Notice/tender enquires, and corrigenda if any thereon,</p> <p>b) Details of the bids awarded comprising the names of the suppliers of goods/ services being procured,</p> <p>c) The works contracts concluded – in any such combination of the above-and</p> <p>d) The rate /rates and the total amount at which such procurement or works contract is to be executed.</p>	<p>Notice/Tender enquiries, corrigenda, details of bids awarded including the names and amount etc. are available with GeM as all the purchase(s)/procurement(s) are done through the GeM portal.</p> <p>The details of the same can be accessed via following links: - https://nitsikkim.ac.in/archives.php or https://bidplus.gem.gov.in/all-bids</p>
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
2.4	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
2.5	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
2.6	`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.	https://nitsikkim.ac.in/documents/Informations/CAG%20Paras%20and%20Action%20Taken%20Reports/CAG%20PARA%20FY%202022-23.pdf

3. Publicity Band Public interface

S.No.	Item	Details of disclosure	Remarks/ Reference Points		
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 (i) Relevant Acts, Rules, Forms and other documents which are normally accessed by citizens	(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) LTC Rules (vi) Medical Attendance Rules 1940 (vii) Minutes of the Meetings (viii) UG & PG Regulations Same can accessed from (www.nitsikkim.ac.in) & https://nitsikkim.ac.in/RTI/RTI.php		
		(ii) 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	(iii) a) consultation done as per requirement b) office hours (09:30 am to 05:30 pm) c)		
				CPIO	FAA
				<i>Dr.DhananjayTripathi, Associate Professor, Department of HSS NIT Sikkim,Ravangla</i> dhananjaystripathi9@nitsikkim.ac.in Ph.No. 7479013215	<i>Dr.Achintesh Narayan Biswas, Associate Professor, Department of Chemistry NIT Sikkim, Ravangla</i> achintesh@nitsikkim.ac.in Ph. No.9434377238
		Public- private partnerships (PPP)	Not applicable		
		(i) Details of Special Purpose Vehicle (SPV), if any	Not applicable		
		(ii) Detailed project reports (DPRs)	Not applicable		
		(iii) Concession agreements.	Not applicable		
		(iv) Operation and maintenance manuals	Not applicable		
		(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	Not applicable				
(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 [Section 4(1) (c)]	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	https://nitsikkim.ac.in/about/administration/minutesOfMeeting.php
		(ii) Outline the Public consultation process	https://nitsikkim.ac.in/RTI/RTI.php & https://nitsikkim.ac.in/about/administration/minutesOfMeeting.php
		(iii) Outline the arrangement for consultation before formulation of policy	https://nitsikkim.ac.in/RTI/RTI.php & https://nitsikkim.ac.in/about/administration/minutesOfMeeting.php
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	Institute website (www.nitsikkim.ac.in) & https://nitsikkim.ac.in/RTI/RTI.php
		(ii) Printed format	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	UG, PG, PhD, Annual Reports, Financial Report & various other reports at https://nitsikkim.ac.in & https://nitsikkim.ac.in/RTI/RTI.php
		(ii) At a reasonable cost of the medium	The above materials may be collected in hard copy by paying a minimal fee as per the RTI act.

4. E.Governance

S.No.	Item	Details of disclosure	Remarks/ Reference Points		
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	Yes		
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, https://nitsikkim.ac.in/about/information/annual_report.php		
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 (www.nitsikkim.ac.in & https://nitsikkim.ac.in/RTI/RTI.php)		
		(ii) Name/ title of the document/record/ other information	as given in the website (www.nitsikkim.ac.in & https://nitsikkim.ac.in/RTI/RTI.php)		
		(iii) Location where available	as given in the website (www.nitsikkim.ac.in)		
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 (www.nitsikkim.ac.in) on Department section.		
		(ii) Details of information made available	Faculty details, notices, Office Orders, tenders, Recruitment details etc. www.nitsikkim.ac.in		
		(iii) Working hours of the facility	24 Hours		
		(iv) Contact person & contact details (Phone, fax email)	<table border="1"> <thead> <tr> <th>CPIO</th> <th>FAA</th> </tr> </thead> <tbody> <tr> <td> <i>Dr. DhananjayTripathi, Associate Professor, Department of HSS NIT Sikkim,Ravangla</i> dhananjaystripathi9@nitsikkim.ac.in Ph.No. 7479013215 </td> <td> <i>Dr. Achintesh Narayan Biswas, Associate Professor, Department of Chemistry NIT Sikkim, Ravangla</i> achintesh@nitsikkim.ac.in Ph. No.9434377238 </td> </tr> </tbody> </table>	CPIO	FAA
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4.5	Such other information as may be prescribed under section 4(i)(b)(xvii)	(i) Grievance redressal mechanism	Various Grievances redressal committees has been constituted to address different types of grievances. Some of committees are as follows: - a) ST/SC cell - https://nitsikkim.ac.in/student/sc_st.php b) Women Grievance Cell / ICC - https://nitsikkim.ac.in/student/women.php c) Anti-Ragging - https://nitsikkim.ac.in/student/antiragging/anti_ragging.php d) Internal Complaints Committee etc. And for other grievances the organizational structure is followed.
		(ii) Details of applications received under RTI and information provided	https://nitsikkim.ac.in/RTI/RTI.php
		(iii) List of completed schemes/ projects/ Programmes	https://nitsikkim.ac.in/research/projects/projects.php
		(iv) List of schemes/ projects/ programme underway	GoI schemes & Projects like Unnat Bharat Abhiyan, etc. and research projects https://nitsikkim.ac.in/research/projects/projects.php
		(v) Details of all contracts entered into including name of the contractor, amount of contract and period of completion of contract	All the contracts entered into including name of the contractor, amount of contract and period of completion of contract are regularly updated in the Institute website and the purchase(s)/ procurement(s) are made through the GEM portal. The details of the same can be accessed via following links: - https://nitsikkim.ac.in/archives.php or https://bidplus.gem.gov.in/all-bids
		(vi) Annual Report	https://nitsikkim.ac.in/about/information/annual_report.php
		(vii) Frequently Asked Question (FAQs)	https://nitsikkim.ac.in/RTI/RTI.php
		(viii) Any other information such as a) Citizen's Charter	https://nitsikkim.ac.in/RTI/RTI.php
		b) Result Framework Document (RFD)	https://nitsikkim.ac.in/RTI/RTI.php
		c) Six monthly reports on the	Six-month report on the performance against the benchmarks was found to be satisfactory.
d) Performance against the benchmarks set in the Citizen's Charter			

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	https://nitsikkim.ac.in/RTI/RTI.php
		(ii)	Details of appeals received and orders issued	https://nitsikkim.ac.in/RTI/RTI.php

4.7	Replies to questions asked in the parliament [Section 4(1)(d)(2)]	Details of questions asked and replies given	https://nitsikkim.ac.in/RTI/RTI.php
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5. Information as may be prescribed

S. No.	Item	Details of disclosure	Remarks/ Reference Points	
			CPIO	FAA
		(i) Name & details of (a) Current CPIOs & FAAs (b) Earlier CPIO & FAAs from 1.1.2015	<i>Dr.DhananjayTripathi, Associate Professor, Department of HSS NIT Sikkim,Ravangla</i> dhananjaystripathi9@nitsikkim.ac.in Ph.No. 7479013215 Tenure: 15.05.2014 to till date	<i>Dr. Md. Alam Ansari, Assistant Professor, Department of Computer Science and Engineering</i> Tenure: 15.05.2014 to 18.09.2016
		(ii) Details of third-party audit of voluntary disclosure (a) Dates of audit carried out (b) Report of the audit carried out	https://nitsikkim.ac.in/RTI/RTI.php	
		(iii) Appointment of Nodal Officers not below the rank of Joint Secretary/ Additional HoD (a) Date of appointment (b) Name & Designation of the officers	a) 8 th Aug, 2023, vide order no. NITS/Dir.Office/2023/25 b) Dr. Ranjan Basak Associate Professor, Department of Mechanical Engineering Email: basakranjan@nitsikkim.ac.in https://nitsikkim.ac.in/RTI/RTI.php	

		(iv) Consultancy committee of key stake holders for advice on suo-motu disclosure (a) Dates from which constituted (b) Name & Designation of the officers	a) 22 nd August 2022 b) https://nitsikkim.ac.in/documents/rti/dean_hod_registrar_change_order/Office%20Order_Suo-%20moto_CIC.jpg
		(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)						
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	<i>Dr. Achintesh Narayan Biswas, Associate Professor, Department of Chemistry NIT Sikkim, Ravangla achintesh@nitsikkim.ac.in Ph. No. 9434377238 Tenure: 10.12.2016 to till date</i>								

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 (www.nitsikkim.ac.in) provides relevant information about the institute & its affairs regarding academics and other activities updated from time to time. https://nitsikkim.ac.in/RTI/RTI.php
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?	Currently Under Process since Jan 2024
