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.
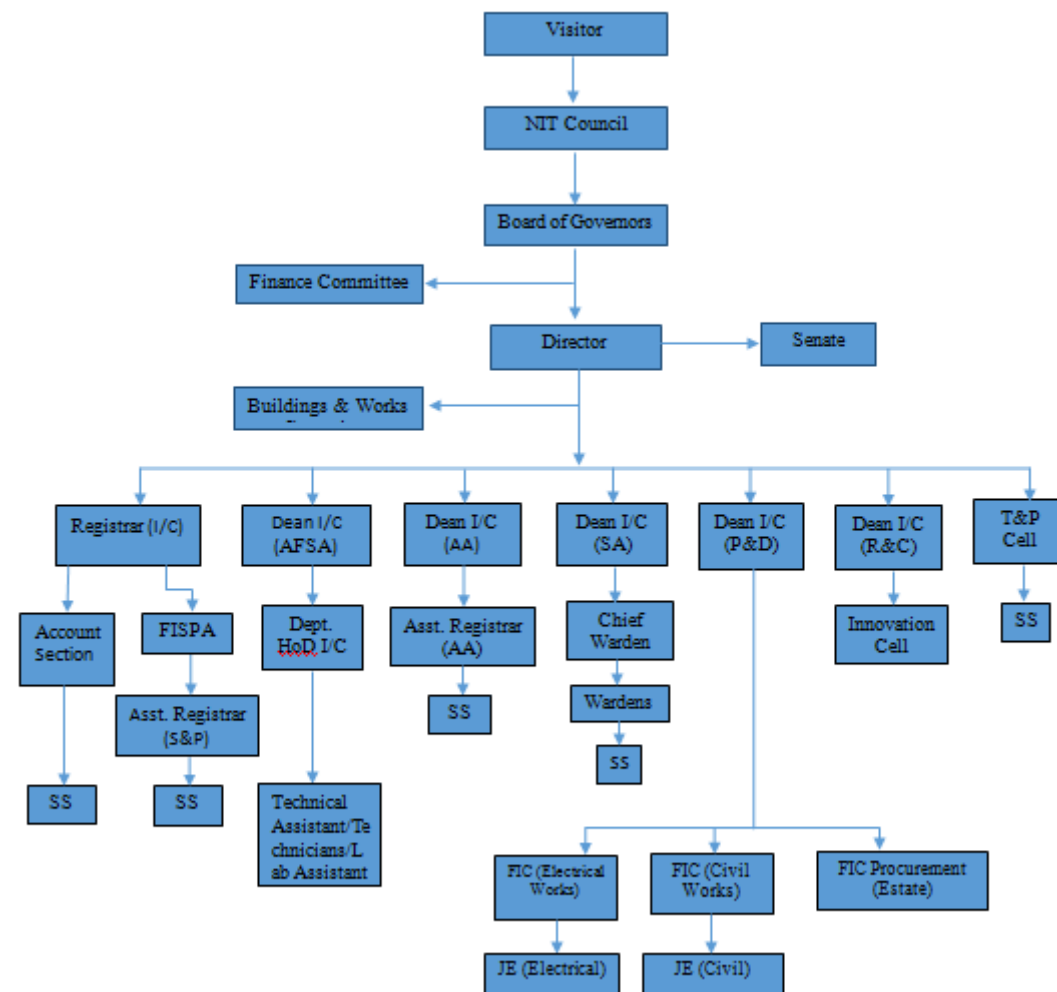
While Section 4(1) (a) provides a general guideline for record management, so that the information could be easily stored and retained, the sub-sections b,c and d of Section 4 relate to the organizational objects and functions. Sub-sections (b), (c) and (d) of Section 4 of the RTI Act and other related information can be grouped under six categories; namely, 1-organsiation 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 Sikkim 737139
		(ii)	Head of the organization	Incumbent Director (Prof. M.C. Govil)
		(iii)	Vision, Mission and Key objectives	**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. **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.

			Key Objectives- • 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. • 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.
		(iv) Function and duties	Academic, Research, Consultancy, and Projects under MHRD or any specific duty assigned by the Visitor or MHRD.

		(v)	Organization Chart

Visitor → NIT Council → Board of Governors → Director; Finance Committee; Senate; Buildings & Works; Registrar (I/C); Dean I/C (AFSA); Dean I/C (AA); Dean I/C (SA); Dean I/C (P&D); Dean I/C (R&C); T&P Cell; Account Section; FISPA; Dept. HoD I/C; Asst. Registrar (AA); Chief Warden; Innovation Cell; SS; Asst. Registrar (S&P); SS; Wardens; SS; SS; Technical Assistant/Technicians/Lab Assistant; SS; FIC (Electrical Works); FIC (Civil Works); FIC Procurement (Estate); JE (Electrical); JE (Civil)

		(vi)	Any other details-the genesis, inception, formation of the department and the HoDs from time to time as well as	The **National Institute of Technology Sikkim**, commonly referred to as **NIT Sikkim** or **NIT SKM**, is a public engineering institution near the city 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 and functioning under the aegis of Ministry of Human Resource

| | | the committees/ Commissions constituted from time to time have been dealt | Development, Government of India. 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. 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. Admission to undergraduate programmes is taken through JEE (Main). Admission to postgraduate courses is through the GATE for Master of Technology (M.Tech.). |

Departments

Engineering/ Technology:

- **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.

Applied Sciences

- **Department of Chemistry**
  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 courses in B.Tech degree programmealong 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.

- **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.

Humanities

- **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.
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)	As per NIT Act2007 & NIT Statutes
		(ii) Power and duties of other employees	As per NIT Act2007 & NIT Statutes
		(iii) Rules/ orders under which powers and duty are derived and	As per NIT Act2007 & NIT Statutes
		(iv) Exercised	As per NIT Act2007 & NIT Statutes
		(v) Work allocation	Administrative, Academic and Research, Consultancy.
1.3	Procedure followed in decision making process [Section 4(1)(b)(iii)]	(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.
		(ii) Final decision making authority	BoG and Director
		(iii) Related provisions, acts, rules etc.	As per NIT Act2007 & 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 Act2007 & 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 www.nitsikkim.ac.in
		(ii) List of Rules, regulations, instructions manuals and records.	1. NIT Act 2007 2. First Statutes of NITs, Ministry of HRD, Government of India 3. CCS Leave Rules 1972/ CCS Conduct Rules 1964/ CCS(CCA) Rules 1965/ CCS TA Rules 4. GFR 5. FR&SR 6. LTC Rules 7. Medical Attendance Rules 1940 8. UG & PG Regulations (www.nitsikkim.ac.in)
		(iii) Acts/ Rules manuals etc.	As stated above
		(iv) 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,	(i) Name of Boards, Council, Committee etc.	BoG, Senate, Finance Committee, Buildings and Works Committee.

		(ii)	Composition	As per NIT Act 2007
	Committees and other Bodies constituted as part of the Public Authority [Section 4(1)(b)(viii)]	(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 Act 2007 & 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	**Faculty:**

S.N.	Name	Employee ID	Dept.	Current Faculty Designation
1	Md. Sarfaraj Alam Ansari	NITSK-TE-001	CSE	Assistant Professor
2	Ms. Gopa Bhaumik	NITSK-TE-002	CSE	Assistant Professor
3	Ms. Reshmi Dhara	NITSK-TE-003	ECE	Assistant Professor
4	Mr. B. Balaji Naik	NITSK-TE-004	CSE	Assistant Professor
5	Mr. Tarun Biswas	NITSK-TE-005	CSE	Assistant Professor
6	Mr. Hemant K. Kathania	NITSK-TE-006	ECE	Assistant Professor
7	Dr. Ravi Srivastava	NITSK-TE-007	Math.	Assistant Professor
8	Dr. Dhananjay Tripathi	NITSK-TE-008	HSS	Assistant Professor
9	Dr. Taraknath Kundu	NITSK-TE-009	Chem.	Assistant Professor

			10	Mr. Pankaj Kumar Keserwani	NITSK-TE-010	CSE	Assistant Professor	
			11	Dr. Shambhunath Barman	NITSK-TE-011	ME	Assistant Professor	
			12	Dr. Md. Nurujjaman	NITSK-TE-012	Phy.	Assistant Professor	
			13	Dr. Molay Roy	NITSK-TE-013	EEE	Assistant Professor	
			14	Dr. Sangram Ray	NITSK-TE-014	CSE	Assistant Professor	
			15	Dr. Sanjay Kumar Jana	NITSK-TE-015	ECE	Assistant Professor	
			16	Dr. Anjan Kumar Kumar ray	NITSK-TE-016	EEE	Assistant Professor	
			17	Dr. Om Prakash	NITSK-TE-017	Math.	Assistant Professor	
			18	Mr. Surajit Kundu	NITSK-TE-018	ECE	Assistant Professor	
			19	Dr. Sourav Mallick	NITSK-TE-019	EEE	Assistant Professor	
			20	Dr. Achintesh Narayan Biswas	NITSK-TE-020	Chem.	Assistant Professor	
			21	Dr. Pratyay Kuila	NITSK-TE-022	CSE	Assistant Professor	
			22	Dr. Pranab Kumar Kundu	NITSK-TE-023	ME	Assistant Professor	
			23	Dr. Ranjan Basak	NITSK-TE-024	ME	Assistant Professor	
			24	Dr. Anindya Biswas	NITSK-TE-025	Phy.	Assistant Professor	
			25	Dr. Aurobinda Panda	NITSK-TE-026	EEE	Assistant Professor	
			26	Dr. Pradeep Kumar	NITSK-TE-028	EEE	Assistant Professor	
			27	Dr. Sumit Saha	NITSK-TE-030	Chem.	Assistant Professor	

Staff:

S.No.	Name	Employee ID	Dept.	Current Designation
1	Mr. Bapi Mondal	NITSK/NTE/001	Director Office	Junior Assistant
2	Mr. Subho Das	NITSK/NTE/002	CE	Technical Assistant
3	Mrs. Punam Singh	NITSK/NTE/003	Library	MTS
4	Mrs. Nishita Chettri	NITSK/NTE/004	Library	Junior Assistant
5	Mr. Amrit Sharma	NITSK/NTE/005	Electrical	JE, Electrical
6	Mr. Amit Tamang	NITSK/NTE/006	ECE	Technical Assistant
7	Mr. Amit Maity	NITSK/NTE/007	ME	Technician
8	Mr. Bharat Pradhan	NITSK/NTE/008	Accounts Section	Junior Assistant
9	Ms. Sujata Dhungana	NITSK/NTE/009	Registrar Office/ DIC,AF&SA	Junior Assistant
10	Mr. Suman Pathak	NITSK/NTE/010	Chemistry	Lab. Assistant
11	Mr. Happy Mondal	NITSK/NTE/011	Physics	Lab. Assistant
12	Mrs. Chandrama Majumdar	NITSK/NTE/012	Biotechnology	Technician
13	Ms. Tshering	NITSK/NTE/013	DIC,SA and	Junior Assistant

	Zangmo Bhutia		T&P	
14	Ms. Sonam Choden Tamang	NITSK/NTE/014	Academic Office	MTS
15	Mr. Sidhart pradhan	NITSK/NTE/015	ECE	Lab. Assistant
16	Ms. Deepika Chettri	NITSK/NTE/016	EEE	Technical Assistant
17	Ms. Saheli Saha	NITSK/NTE/017	Civil	JE, Civil
18	Mr. Manish Kumar	NITSK/NTE/019	EEE	Lab. Technician
19	Mrs. Jeenita Joseph	NITSK/NTE/021	Accounts Section	Accountant
20	Ms. Chanda Moktan	NITSK/NTE/022	CE	Technician
21	Mr. Tapan Chhetri	NITSK/NTE/023	CSE	Lab. Technician

(ii)   Telephone , fax and email ID

Faculty:

S.N.	Name	Contact No.	Email ID
1	Md. Sarfaraj Alam Ansari	9332342995	mdsarfarajalam@gmail.com
2	Ms. Gopa Bhaumik	9641846053	gopa.bhaumik09@gmail.com
3	Ms. Reshmi Dhara	9330958570	reshmidhara@yahoo.co.in
4	Mr. B. Balaji Naik	8906546307	balajinaik07@nitsikkim.ac.in
5	Mr. Tarun Biswas	8768370777	tarun.nitskm@gmail.com
6	Mr. Hemant K. Kathania	9732900589	hemant.ece@nitsikkim.ac.in

			7	Dr. Ravi Srivastava	9647755490	iitg.ravi@yahoo.in	
			8	Dr. Dhananjay Tripathi	9475693775	dhananjaystripathi9@gmail.com	
			9	Dr. Taraknath Kundu	9674294774	kundu.nit.sikkim@gmail.com	
			10	Mr. Pankaj Kumar Keserwani	8967067779	pankajkeserwani.cse@nitsuikkim.ac.in	
			11	Dr. Shambhunath Barman	9432891531	shambhunath.barman@nitsikkim.ac.in	
			12	Dr. Md. Nurujjaman	9734252861	jaman_nonlinear@yahoo.co.in	
			13	Dr. Molay Roy	9903881930	molay.roy@nitsikkim.ac.in	
			14	Dr. Sangram Ray	9635027654	Sangram.ism@gmail.com	
			15	Dr. Sanjay Kumar Jana	9476102775	skjiit@gmail.com	
			16	Dr. Anjan Kumar Kumar ray	9432787969	akray.nits@gmail.com	
			17	Dr. Om Prakash	9002521849	omp1985@gmail.com	
			18	Mr. Surajit Kundu	9832271039	surajit.kundu@nitsikkim.ac.in	
			19	Dr. Sourav Mallick	8016930033	s.mallick@nitsikkim.ac.in	
			20	Dr. Achintesh Narayan Biswas	9434377238 7076309281	achintesh@gmail.com	
			21	Dr. Pratyay Kuila	9932577773 8436848204	Pratyay_kuila@yahoo.com Pratyay_kuila@nitsikkim.ac.in	
			22	Dr. Pranab Kumar Kundu	9433887700	pranab@nitsikkim.ac.in	

S.No.	Name	Contact No.	Email ID
23	Dr. Ranjan Basak	9166467836	basakranjan@nitsikkim.ac.in
24	Dr. Anindya Biswas	9433792206	anindya@nitsikkim.ac.in
25	Dr. Aurobinda Panda	8001057780	aurobind.panda@nitsikkim.ac.in
26	Dr. Pradeep Kumar	9905205302	pradeep@nitsikkim.ac.in
27	Dr. Sumit Saha	9239424100	email2.me.sumit@gmail.com

Staff:

S.No.	Name	Contact No.	Email ID
1	Mr. Bapi Mondal	8116298090	bmondal32@gmail.com
2	Mr. Subho Das	7890292311	subhods07@gmail.com
3	Mrs. Punam Singh	7407211579	Singhpunam2012@yahoo.com
4	Mrs. Nishita Chettri	9647366058	chettrinishita@gmail.com
5	Mr. Amrit Sharma	8768940154	amritgcpl@rediffmail.com
6	Mr. Amit Tamang	7872491471	Amyon_20@yahoo.com
7	Mr. Amit Maity	9851566030	aamit@nitsikkim.ac.in
8	Mr. Bharat Pradhan	8145881198	bharatpradhan18@gmail.com
9	Ms. Sujata Dhungana	9749393592	sujatanitsikkim@gmail.com
10	Mr. Suman Pathak	7407654688	Pathaksuman74@gmail.com
11	Mr. Happy Mondal	9733919606	happymondal786@gmail.com
12	Mrs. Chandrama	8420352462	chandrama.nitskm@yahoo.com

						Majumdar		
					13	Ms. Tshering Zangmo Bhutia	7602676751	Tshezang26@gmail.com
					14	Ms. Sonam Choden Tamang	9002302203	sonamchoden540@gmail.com
					15	Mr. Sidhart pradhan	9851475779	sidharthpradhan3@gmail.com
					16	Ms. Deepika Chettri	8116253535	dpkatimsina595@gmail.com
					17	Ms. Saheli Saha	7278820250	saheli.sahaa@gmail.com
					18	Mr. Manish Kumar	7431911006	manish705@gmail.com
					19	Mrs. Jeenita Joseph	9630769459	Jeneeta.joseph@gmail.com
					20	Ms. Chanda Moktan	9635307408	chandamoktan@ymail.com
					21	Mr. Tapan Chhetri	9775963115	tapanchhetri@yahoo.com

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					

Faculty:

S.N.	Name	Pay Band	Grade Pay
1	Md. Sarfaraj Alam Ansari	15600-39100	6000
2	Ms. Gopa Bhaumik	15600-39100	6000
3	Ms. Reshmi Dhara	15600-39100	6000
4	Mr. B. Balaji Naik	15600-39100	6000
5	Mr. Tarun Biswas	15600-39100	6000
6	Mr. Hemant K. Kathania	15600-39100	6000
7	Dr. Ravi Srivastava	15600-39100	7000

				8	Dr. Dhananjay Tripathi	15600-39100	7000	
				9	Dr. Taraknath Kundu	15600-39100	8000	
				10	Mr. Pankaj Kumar Keserwani	15600-39100	6000	
				11	Dr. Shambhunath Barman	15600-39100	7000	
				12	Dr. Md. Nurujjaman	15600-39100	8000	
				13	Dr. Molay Roy	15600-39100	6000	
				14	Dr. Sangram Ray	15600-39100	7000	
				15	Dr. Sanjay Kumar Jana	15600-39100	7000	
				16	Dr. Anjan Kumar Kumar ray	15600-39100	8000	
				17	Dr. Om Prakash	15600-39100	7000	
				18	Mr. Surajit Kundu	15600-39100	6000	
				19	Dr. Sourav Mallick	15600-39100	7000	
				20	Dr. Achintesh Narayan Biswas	15600-39100	8000	
				21	Dr. Pratyay Kuila	15600-39100	7000	
				22	Dr. Pranab Kumar Kundu	15600-39100	7000	
				23	Dr. Ranjan Basak	15600-39100	7000	
				24	Dr. Anindya Biswas	15600-39100	8000	
				25	Dr. Aurobinda Panda	15600-39100	6000	
				26	Dr. Pradeep Kumar	15600-39100	6000	
				27	Dr. Sumit Saha	15600-39100	8000	

			Staff:		
			S.No.	**Name**	**Pay Band**	**Grade Pay**
			1	Mr. Bapi Mondal	PB-1 (5200-20200)	2000
			2	Mr. Subho Das	PB-2 (9300-34800)	4200
			3	Mrs. Punam Singh	PB-1 (5200-20200)	1800
			4	Mrs. Nishita Chettri	PB-1 (5200-20200)	2000
			5	Mr. Amrit Sharma	PB-2 (9300-34800)	4200
			6	Mr. Amit Tamang	PB-2 (9300-34800)	4200
			7	Mr. Amit Maity	PB-1 (5200-20200)	2000
			8	Mr. Bharat Pradhan	PB-1 (5200-20200)	2000
			9	Ms. Sujata Dhungana	PB-1 (5200-20200)	2000
			10	Mr. Suman Pathak	PB-1 (5200-20200)	2000
			11	Mr. Happy Mondal	PB-1 (5200-20200)	2000
			12	Mrs. Chandrama Majumdar	PB-1 (5200-	2000

			20200)	
13	Ms. Tshering Zangmo Bhutia	PB-1 (5200-20200)	2000
14	Ms. Sonam Choden Tamang	PB-1 (5200-20200)	1800
15	Mr. Sidhart pradhan	PB-1 (5200-20200)	2000
16	Ms. Deepika Chettri	PB-2 (9300-34800)	4200
17	Ms. Saheli Saha	PB-2 (9300-34800)	4200
18	Mr. Manish Kumar	PB-1 (5200-20200)	2000
19	Mrs. Jeenita Joseph	PB-2 (9300-34800)	4200
20	Ms. Chanda Moktan	PB-1 (5200-20200)	2000
21	Mr. Tapan Chhetri	PB-1 (5200-20200)	2000

(ii) System of compensation as provided in its regulations	1. For Teaching Staff: All faculty are designated as Assistant Professor and the system of compensation is provided as per 7th CPC rule.
	
	2. For Non-teaching Staff: The system of compensation is as per 7th CPC rule.
	    a) Technical staff includes Junior Engineers, Lab Technician and Technical Assistants.
	    b) Support staff includes Accountant, Junior Assistants and MTS.

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
			Dr.DhananjayTripathi,Asst. Professor, Department of HSS NIT Sikkim,Ravangla dhananjaystripathi9@gmail.com Ph.No. 7479013215	*Dr.Achintesh Narayan Biswas, Asst. Professor, Department of Chemistry NIT Sikkim, Ravangla achintesh@nitsikkim.ac.in Ph. No.9434377238*
		(ii) Address, telephone numbers and email ID of each designated official.		
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 (i) Pending for Minor penalty or major penalty proceedings	None so far	
		(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	Not yet	

			RTI by the Public Authorities concerned	
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.2018-19 ₹ 2100.00 Lakhs
		(ii) Budget for each agency and plan & programmes	Available at accounts office, NIT Sikkim
		(iii) Proposed expenditures	F.Y. 2018-19 ₹ 3047.00 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	₹ 20.00 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	No Expenses till now at Joint Secretary Rank till 24/07/2018 in F.Y.2018-19 -Not Applicable- -Not Applicable- -Not Applicable- -Not Applicable-
		(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.	a) Details may obtained from the office of FIC S&P. b) Details may obtained from the office of FIC S&P. c) Available at Registrar's Office d) Available at Accounts Section

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.		Details can be obtained from the office of Registrar

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 (i) Relevant Acts, Rules, Forms and other documents which are normally accessed by citizens	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.
		(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) | PIO	FAA | |---|---|
Dr.DhananjayTripathi,Asst. Professor, Department of HSS NIT Sikkim,Ravangla dhananjaystripathi9@gmail.com Ph.No. 7479013215	*Dr.Achintesh Narayan Biswas, Asst. Professor, Department of Chemistry NIT Sikkim, Ravangla achintesh@nitsikkim.ac.in Ph. No.9434377238*	
		Public- private partnerships (PPP) (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	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 MHRD'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 [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	Published on the official website
		(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	Institute website (www.nitsikkim.ac.in)
		(ii) Printed format	Available at institute as and when required.
3.5	Whether information	List of materials available (i) Free of cost	UG, PG, PhD, Annual Reports, Financial Report & various other reports

	manual/ handbook available free of cost or not [Section 4(1)(b)]	(ii)	At a reasonable cost of the medium	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 (www.nitsikkim.ac.in)
		(ii) Name/ title of the document/record/ other information	as given in the website (www.nitsikkim.ac.in)
		(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.
		(iii) Working hours of the facility	24 Hours
		(iv) Contact person & contact details (Phone, fax email)	PIO	FAA

				Dr.DhananjayTripathi,Asst. Professor, Department of HSS NIT Sikkim,Ravangla dhananjaystripathi9@gmail.com Ph.No. 7479013215	*Dr.Achintesh Narayan Biswas, Asst. Professor, Department of Chemistry NIT Sikkim, Ravangla achintesh@nitsikkim.ac.in Ph. No.9434377238*
4.5	Such other information as may be prescribed under section 4(i)(b)(xvii)	(i)	Grievance redressal mechanism	Dept./Section(Office)→HoD→Dean→Registrar→Director→BoG	
		(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 (www.nitsikkim.ac.in) ->About -> Information -> Annual Report	
		(vii)	Frequently Asked Question (FAQs)	Not Applicable	
		(viii)	Any other information such as 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	(i)	Details of applications received and	114 applications have been successfully disposed and the details	

			disposed	are available at PIO office, NIT Sikkim.
	of RTI applications & appeals [F.No 1/6/2011-IR dt. 15.04.2013]	(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)	
5.1	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]	(i)	Name & details of (a) Current CPIOs & FAAs (b) Earlier CPIO & FAAs from 1.1.2015	**PIO** *Dr.DhananjayTripathi,Asst. Professor, Department of HSS NIT Sikkim,Ravangla* *dhananjaystripathi9@gmail.com* *Ph.No. 7479013215*	**FAA** *Dr.Achintesh Narayan Biswas, Asst. Professor, Department of Chemistry NIT Sikkim, Ravangla* *achintesh@nitsikkim.ac.in* *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	Not Applicable	

		(a) Date of appointment (b) Name & Designation of the officers	
	(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)

(b)

PIO	FAA
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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 (www.nitsikkim.ac.in) 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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