

Indian Institute of Technology Gandhinagar

RTI Section 4 - Suo motu disclosure

1	Organisation and Function	
1.1	Particulars of its organisation, functions and duties[Section 4(1)(b)(i)]	
	Name and address of the Organization	https://www.iitgn.ac.in/contact
	Head of the organization	https://iitgn.ac.in/about/director
	Vision, Mission and Key objectives	https://iitgn.ac.in/assets/pdfs/missionvision.pdf
	Function and duties	https://iitgn.ac.in/assets/pdfs/First_Statutes_IIT_Gandhinagar.pdf (Page No. 179)
	Organization Chart	https://iitgn.ac.in/assets/pdfs/rti/Organisation_Structure.pdf
	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	https://iitgn.ac.in/about/admin-bog https://iitgn.ac.in/about/finance-committee https://iitgn.ac.in/about/bwc
1.2	Power and duties of its officers and employees[Section 4(1) (b)(ii)]	
	Powers and duties of officers (administrative, financial and judicial)	The power and duties of the employees are as defined in The Institutes of Technology Act, 1961 and in the First Statutes of IIT Gandhinagar, 2017. IIT Act : (Page No. 681, Point No. 17, 18, 19, 20) IITGN Statutes : (Page No. 179, Point No. 12, 14, 15, 16)
	Power and duties of other employees	
	Rules/ orders under which powers and duty are derived and	https://iitgn.ac.in/assets/pdfs/IIT_ACT_1961_IITGN.pdf
	Exercised	https://iitgn.ac.in/assets/pdfs/First_Statutes_IIT_Gandhinagar.pdf
	Work allocation	As decided by the Competent Authority of the Institute.
1.3	Procedure followed in decision making process [Section 4(1)(b)(iii)]	
	Process of decision making Identify key decision making points	https://iitgn.ac.in/assets/pdfs/IIT_ACT_1961_IITGN.pdf (Page No. 680, Point No. 13)
	Final decision making authority	The Director in most cases and the Board of Governors in specific cases as mandated in the Institutes of Technology Act, 1961 and the First Statutes of IIT Gandhinagar, 2017.
	Related provisions, acts, rules etc.	https://iitgn.ac.in/assets/pdfs/IIT_ACT_1961_IITGN.pdf https://iitgn.ac.in/assets/pdfs/First_Statutes_IIT_Gandhinagar.pdf
	Time limit for taking decisions, if any	within the rules and regulations prescribed in the Act and Statutes.
	Channel of supervision and accountability	https://iitgn.ac.in/assets/pdfs/First_Statutes_IIT_Gandhinagar.pdf (Page No. 181, Point No. 16)
1.4	Norms for discharge of functions[Section 4(1)(b)(iv)]	
	Nature of functions/ services offered	https://iitgn.ac.in/academics https://iitgn.ac.in/assets/pdfs/IIT_ACT_1961_IITGN.pdf (Page No. 677, Point No. 6)
	Norms/ standards for functions/ service delivery	https://www.iitgn.ac.in/academics/calendar/acadcal-2024-25
	Process by which these services can be accessed	https://iitgn.ac.in/admissions/apply
	Time limit for achieving the targets	https://iitgn.ac.in/academics/calendar/acadcal-2024-25
	Process of redress of grievances	Institute Ombudsman

		https://iitgn.ac.in/icc https://iitgn.ac.in/rcell https://pgportal.gov.in/
1.5	Rules, regulations, instructions manual and records for discharging functions [Section 4(1)(b)(v)]	
	Title and nature of the record/ manual /instruction.	https://iitgn.ac.in/assets/pdfs/IIT_ACT_1961_IITGN.pdf https://iitgn.ac.in/assets/pdfs/First_Statutes_IIT_Gandhinagar.pdf
	List of Rules, regulations, instructions manuals and records.	https://iitgn.ac.in/assets/pdfs/First_Statutes_IIT_Gandhinagar.pdf (Page No. 189 onwards, Schedule B, C, D, E)
	Acts/ Rules manuals etc.	https://iitgn.ac.in/assets/pdfs/IIT_ACT_1961_IITGN.pdf https://iitgn.ac.in/assets/pdfs/First_Statutes_IIT_Gandhinagar.pdf
1.6	Categories of documents held by the authority under its control[Section 4(1)(b) (vi)]	
	Categories of documents	For Institute documents: https://iitgn.ac.in/assets/pdfs/IIT_ACT_1961_IITGN.pdf (on page 682, Point 19)
	Custodian of documents/categories	For Students Records: https://iitgn.ac.in/assets/pdfs/First_Statutes_IIT_Gandhinagar.pdf (on page 175, Point 5 (2a)) Administrative Office Orders and Advisories as approved by Board of Governors (BOG)
1.7	Boards, Councils, Committees and other Bodies constituted as part of the Public Authority [Section 4(1)(b)(viii)]	
	Name of Boards, Council, Committee etc.	https://iitgn.ac.in/about/admin-bog https://iitgn.ac.in/about/finance-committee
	Composition	https://iitgn.ac.in/about/bwc
	Dates from which constituted	
	Term/ Tenure	https://iitgn.ac.in/assets/pdfs/IIT_ACT_1961_IITGN.pdf (Page No.679 Point No. 11 & 12) https://iitgn.ac.in/assets/pdfs/First_Statutes_IIT_Gandhinagar.pdf
	Powers and functions	(Page No. 177 Point No. 7 & 8)
	Whether their meetings are open to the public?	No
	Whether the minutes of the meetings are open to the public?	Yes
	Place where the minutes if open to the public are available?	https://www.iitgn.ac.in/about/bog-meetings https://www.iitgn.ac.in/about/senate-meetings
1.8	Directory of officers and employees[Section 4(1) (b) (ix)]	
	Name and designation	https://iitgn.ac.in/faculty https://iitgn.ac.in/staff
	Telephone , fax and email ID	https://iitgn.ac.in/contact
1.9	Monthly Remuneration received by officers & employees including system of compensation [Section 4(1) (b) (x)]	
	List of employees with Gross monthly remuneration	The monthly remuneration received by the faculty members, officers and employees of the

System of compensation as provided in its regulations		Institute are as per the Government approved pay scales. Compensation is extended as per Govt. of India rules/orders and decision of the BoG.
1.10	Name, designation and other particulars of public information officers [Section 4(1) (b) (xvi)]	
	Name and designation of the public information officer(PIO), Assistant Public Information Officer (APIO) & Appellate Authority	https://iitgn.ac.in/rti
	Address, telephone numbers and email ID of each designated official.	https://iitgn.ac.in/rti
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	NIL
	Finalised for Minor penalty or major penalty	Minor Penalty– 04 / Major Penalty– 0
1.12	Programmes to advance understanding of RTI (Section 26)	
	Educational programmes	https://sites.iitgn.ac.in/kn/pdf/TEQIP_Event_RTI.pdf
	Efforts to encourage public authority to participate in these programmes	https://sites.iitgn.ac.in/kn/pdf/TEQIP_Event_RTI.pdf
	Training of CPIO/APIO	https://sites.iitgn.ac.in/kn/pdf/TEQIP_Event_RTI.pdf
	Update & publish guidelines on RTI by the Public Authorities concerned	https://iitgn.ac.in/rti
2	Budget and Programme	
2.1	Budget allocated to each agency including all plans, proposed expenditure and reports on disbursements made etc.[Section 4(1)(b)(xi)]	
	Total Budget for the public authority	Budget Allocation FY 2025-26
2.2	Foreign and domestic tours (F.No. 1/8/2012- IR dt. 11.9.2012)	
	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.	https://iitgn.ac.in/tender
2.3	Manner of execution of subsidy programme [Section 4(i)(b)(xii)]	
	Name of the programme of activity	https://iitgn.ac.in/students/scholarships
	Objective of the programme	
	Procedure to avail benefits	
	Duration of the programme/ scheme	
	Nature/ scale of subsidy /amount allotted	
	Eligibility criteria for grant of subsidy	
2.5	Particulars of recipients of concessions, permits of authorizations granted by the public authority [Section 4(1) (b) (xiii)]	
	Concessions, permits or authorizations granted by public authority	Subsidy in terms of waiver and concessions in tuition fees are being provided to the students

		<p>from the reserved categories and the low-income group as per eligibility.</p> <ul style="list-style-type: none"> • The SC/ST/PH students shall receive a complete tuition fee waiver. • The most economically backward students, whose family income is less than Rs. 1.0 lakh per annum, shall receive full remission of the tuition fee. • The other economically backward students, whose family income is between Rs. 1.0 lakh to Rs. 2.5 lakhs per annum, shall also receive full remission of the tuition fee. 1/3rd of this tuition fee waiver is supported through Student Benevolent & Welfare Fund or from the Excellence Funds in the Endowment of the Institute. • The other economically backward students, whose family income is between Rs. 2.5 lakh to Rs. 5.0 lakhs per annum, shall receive remission of 2/3rd of the tuition fee.
	<p>For each concession, permit or authorization granted –</p> <p>(a) Eligibility criteria,</p> <p>(b) Procedure for getting the concession/ grant and/ or permits of authorizations,</p> <p>(c) Name and address of the recipients given concessions/ permits or authorizations,</p> <p>(d) Date of award of concessions/ permits of authorizations</p>	https://iitgn.ac.in/students/scholarships
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.	<p>Annual Accounts for the FY 2023-24 was sent to the Ministry after the CAG audit and has been placed before the Parliament.</p> <p>Annual Accounts for the FY 2024-25 is under audit.</p>
3	Publicity Band Public interface	
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 thereof [Section 4(1)(b)(vii)] [F No 1/6/2011-IR dt. 15.04.2013]	
	Relevant Acts, Rules, Forms and other documents which are normally accessed by citizens	https://iitgn.ac.in/assets/pdfs/IIT_ACT_1961_IITGN.pdf https://iitgn.ac.in/assets/pdfs/First_Statutes_IIT_Gandhinagar.pdf
	<p>Arrangements for consultation with or representation by –</p> <p>(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</p>	<p>Academic Advisory Council: https://iitgn.ac.in/aac</p> <p>Leadership Conclave: https://iitgn.ac.in/alcl</p>
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 - Policy decisions/ legislations taken in the previous one year	<p>All the details pertaining to the concerned stakeholders are uploaded on the website page as and when necessary.</p> <p>Main Website: https://iitgn.ac.in/</p> <p>Recruitment Related: https://iitgn.ac.in/careers</p> <p>Admission Related: https://iitgn.ac.in/admissions</p> <p>Scholarship Related: https://iitgn.ac.in/students/scholarships</p> <p>Tender Related: https://iitgn.ac.in/tender</p>
	Publish all relevant facts while formulating important policies or announcing decisions which affect public to make the process more interactive - Outline the Public consultation process	
	Publish all relevant facts while formulating important policies or announcing decisions which affect public to make the process more interactive- Outline the arrangement for consultation before formulation of policy	

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 - Internet (website)	Main Website: https://iitgn.ac.in/ Recruitment Related: https://iitgn.ac.in/careers Admission Related: https://iitgn.ac.in/admissions Scholarship Related: https://iitgn.ac.in/students/scholarships Tender Related: https://iitgn.ac.in/tender
3.4	Form of accessibility of information manual/ handbook[Section 4(1)(b)]	
	Information manual/handbook available in Electronic format	https://iitgn.ac.in/assets/pdfs/IIT_ACT_1961_IITGN.pdf
	Information manual/handbook available in Printed format	https://iitgn.ac.in/assets/pdfs/First_Statutes_IIT_Gandhinagar.pdf https://iitgn.ac.in/about/annualreports
3.5	Whether information manual/ handbook available free of cost or not [Section 4(1)(b)]	
	List of materials available Free of cost List of materials available at a reasonable cost of the medium	Available on Institute website: https://iitgn.ac.in/ https://www.iitgn.ac.in/about/brochures https://www.iitgn.ac.in/about/year-in-review https://www.iitgn.ac.in/about/newsletter
4	E-Governance	
4.1	Language in which Information Manual/Handbook Available [F No. 1/6/2011-IR dt. 15.4.2013]	
	English/ Hindi	https://iitgn.ac.in/assets/pdfs/IIT_ACT_1961_IITGN.pdf https://iitgn.ac.in/assets/pdfs/First_Statutes_IIT_Gandhinagar.pdf https://iitgn.ac.in/about/annualreports
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	The Statutes were last updated on 27 February 2025: https://iitgn.ac.in/assets/pdfs/IIT_ACT_1961_IITGN.pdf https://iitgn.ac.in/assets/pdfs/First_Statutes_IIT_Gandhinagar.pdf
4.3	Information available in electronic form [Section 4(1)(b)(xiv)]	
	Details of information available in electronic form	https://iitgn.ac.in
	Name/ title of the document/record/ other information	https://iitgn.ac.in/assets/pdfs/IIT_ACT_1961_IITGN.pdf https://iitgn.ac.in/assets/pdfs/First_Statutes_IIT_Gandhinagar.pdf https://iitgn.ac.in/about/annualreports https://iitgn.ac.in/about/brochures
	Location where available	https://iitgn.ac.in

4.4	Particulars of facilities available to citizen for obtaining information[Section 4(1)(b)(xv)]																	
	Name & location of the facilities Details of information made available Working hours of the facility Contact person & contact details (Phone, fax email)	<table><tr><td>Archaeological Sciences</td><td>https://asc.iitgn.ac.in/</td></tr><tr><td>Biomedical Engineering</td><td>http://biomed.iitgn.ac.in/</td></tr><tr><td>Design and Innovation</td><td>https://dic.iitgn.ac.in/</td></tr><tr><td>Safety Engineering</td><td>https://safety.iitgn.ac.in/</td></tr><tr><td>Cognitive and Brain Sciences</td><td>https://cogs.iitgn.ac.in/</td></tr><tr><td>Sustainable Development</td><td>https://csd.iitgn.ac.in/</td></tr><tr><td>Centre for Creative Learning</td><td>https://www.ccl.iitgn.ac.in/</td></tr><tr><td>Library</td><td>https://iitgn.ac.in/research/library</td></tr></table>	Archaeological Sciences	https://asc.iitgn.ac.in/	Biomedical Engineering	http://biomed.iitgn.ac.in/	Design and Innovation	https://dic.iitgn.ac.in/	Safety Engineering	https://safety.iitgn.ac.in/	Cognitive and Brain Sciences	https://cogs.iitgn.ac.in/	Sustainable Development	https://csd.iitgn.ac.in/	Centre for Creative Learning	https://www.ccl.iitgn.ac.in/	Library	https://iitgn.ac.in/research/library
Archaeological Sciences	https://asc.iitgn.ac.in/																	
Biomedical Engineering	http://biomed.iitgn.ac.in/																	
Design and Innovation	https://dic.iitgn.ac.in/																	
Safety Engineering	https://safety.iitgn.ac.in/																	
Cognitive and Brain Sciences	https://cogs.iitgn.ac.in/																	
Sustainable Development	https://csd.iitgn.ac.in/																	
Centre for Creative Learning	https://www.ccl.iitgn.ac.in/																	
Library	https://iitgn.ac.in/research/library																	
4.5	Such other information as may be prescribed under Section 4(i) (b)(xvii)																	
	Grievance redressal mechanism	https://iitgn.ac.in/icc https://iitgn.ac.in/rcell																
	Details of applications received under RTI and information provided	https://iitgn.ac.in/assets/pdfs/rti/RTI_Appeal_Report.pdf																
	List of completed schemes/ projects/ Programmes	https://iitgn.ac.in/research/projects																
	List of schemes/ projects/ programme underway	https://iitgn.ac.in/research/projects																
	Annual Report	https://iitgn.ac.in/about/annualreports																
	Frequently Asked Question (FAQs)	https://iitgn.ac.in/prospective-students/faq.html https://iitgn.ac.in/about/faq																
4.6	Receipt & Disposal of RTI applications & appeals [F.No 1/6/2011-IR dt. 15.04.2013]																	
	Details of applications received and disposed	RTI Application and Appeal Report for the year 2024-25																
	Details of appeals received and orders issued																	
5	Information as may be prescribed																	
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]																	
	Name & details of - (a) Current CPIOs & FAAs, (b) Earlier CPIO & FAAs from 1.1.2015	https://iitgn.ac.in/rti																
	Details of third party audit of voluntary disclosure – (a) Dates of audit carried out, (b) Report of the audit carried out	Audit Report dated 30 May 2025																
6	Information Disclosed on own Initiative																	
6.1	Item/information disclosed so that public have minimum resort to use of RTI Act to obtain information																	
	Item/information disclosed so that public have minimum resort to use of RTI Act to obtain information	Information related to the Institute is constantly and frequently updated at the Institute's website.																