

**Self appraisal report for Year (2021-22)**

**Auditor Agency: ISTM**

**Ministry Name: Ministry of Education**

**Department Name: Department of Higher Education**

**Public Authority Name: Indian Institute of Technology, Kharagpur**

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
<b>1</b>	<b>Organisation and Function</b>							
<b>1.1</b>	<b>Particulars of its organisation, functions and duties[Section 4(1)(b)(i)]</b>							
1.1.1	Name and address of the Organization	Fully Met	1.28	1.28	<a href="http://iitkgp.ac.in/right-to-information">http://iitkgp.ac.in/right-to-information</a>	Fully Met	1.28	Displayed on the website
1.1.2	Head of the organization	Fully Met	1.28	1.28	<a href="http://iitkgp.ac.in/right-to-information">http://iitkgp.ac.in/right-to-information</a>	Fully Met	1.28	Displayed on the website
1.1.3	Vision, Mission and Key objectives	Fully Met	1.28	1.28	<a href="http://iitkgp.ac.in/right-to-information">http://iitkgp.ac.in/right-to-information</a>	Fully Met	1.28	Displayed on the website
1.1.4	Function and duties	Fully Met	1.28	1.28	<a href="http://iitkgp.ac.in/right-to-information">http://iitkgp.ac.in/right-to-information</a>	Fully Met	1.28	Displayed on the website
1.1.5	Organization Chart	Fully Met	1.28	1.28	<a href="http://iitkgp.ac.in/right-to-information">http://iitkgp.ac.in/right-to-information</a>	Fully Met	1.28	Displayed on the website
1.1.6	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	Fully Met	1.28	1.28	<a href="http://iitkgp.ac.in/right-to-information">http://iitkgp.ac.in/right-to-information</a>	Fully Met	1.28	Displayed on the website

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
<b>1.2</b>	<b>Power and duties of its officers and employees[Section 4(1) (b)(ii)]</b>							
1.2.1	Powers and duties of officers (administrative, financial and judicial)	Fully Met	1.54	1.54	<a href="http://iitkgp.ac.in/right-to-information">http://iitkgp.ac.in/right-to-information</a>	Fully Met	1.54	Displayed on the website
1.2.2	Power and duties of other employees	Fully Met	1.54	1.54	<a href="http://iitkgp.ac.in/right-to-information">http://iitkgp.ac.in/right-to-information</a>	Fully Met	1.54	Displayed on the website
1.2.3	Rules/ orders under which powers and duty are derived and	Fully Met	1.54	1.54	<a href="http://iitkgp.ac.in/right-to-information">http://iitkgp.ac.in/right-to-information</a>	Fully Met	1.54	Displayed on the website
1.2.4	Exercised	Not Applicable	0	0	empty	Fully Met	1.54	Displayed on the website
1.2.5	Work allocation	Fully Met	1.54	1.54	<a href="http://iitkgp.ac.in/right-to-information">http://iitkgp.ac.in/right-to-information</a>	Fully Met	1.54	Displayed on the website
<b>1.3</b>	<b>Procedure followed in decision making process [Section 4(1)(b)(iii)]</b>							
1.3.1	Process of decision making Identify key decision making points	Fully Met	1.54	1.54	<a href="http://iitkgp.ac.in/right-to-information">http://iitkgp.ac.in/right-to-information</a>	Partially Met	0.77	Partially Displayed on the website
1.3.2	Final decision making authority	Fully Met	1.54	1.54	<a href="http://iitkgp.ac.in/right-to-information">http://iitkgp.ac.in/right-to-information</a>	Partially Met	0.77	Partially Displayed on the website
1.3.3	Related provisions, acts, rules etc.	Fully Met	1.54	1.54	<a href="http://iitkgp.ac.in/right-to-information">http://iitkgp.ac.in/right-to-information</a>	Partially Met	0.77	Partially Displayed on the website
1.3.4	Time limit for taking a decisions, if any	Not Applicable	0	0	empty	Not Met	0	As per IIT-K this is 'N.A.' for them, however being an academic institution

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								catering to students, faculty and non-faculty members and also public at large, a timeline for decisions taken should be drawn and uploaded.
1.3.5	Channel of supervision and accountability	Fully Met	1.54	1.54	<a href="http://iitkgp.ac.in/right-to-information">http://iitkgp.ac.in/right-to-information</a>	Partially Met	0.77	As indicated in 1.3.2 a diagrammatic representation could be more useful for understanding of the stakeholders.
<b>1.4</b>	<b>Norms for discharge of functions[Section 4(1)(b)(iv)]</b>							
1.4.1	Nature of functions/ services offered	Fully Met	1.54	1.54	<a href="http://iitkgp.ac.in/right-to-information">http://iitkgp.ac.in/right-to-information</a>	Fully Met	1.54	Displayed on the website
1.4.2	Norms/ standards for functions/ service delivery	Fully Met	1.54	1.54	<a href="http://iitkgp.ac.in/right-to-information">http://iitkgp.ac.in/right-to-information</a>	Fully Met	1.54	Displayed on the website
1.4.3	Process by which these services can be accessed	Fully Met	1.54	1.54	<a href="http://iitkgp.ac.in/right-to-information">http://iitkgp.ac.in/right-to-information</a>	Fully Met	1.54	Displayed on the website
1.4.4	Time-limit for achieving the targets	Fully Met	1.54	1.54	<a href="http://iitkgp.ac.in/right-to-information">http://iitkgp.ac.in/right-to-information</a>	Fully Met	1.54	Displayed on

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					in/right-to-information			the website
1.4.5	Process of redress of grievances	Fully Met	1.54	1.54	http://iitkgp.ac.in/right-to-information	Partially Met	0.77	Partially Displayed on the website
<b>1.5</b>	<b>Rules, regulations, instructions manual and records for discharging functions [Section 4(1)(b)(v)]</b>							
1.5.1	Title and nature of the record/ manual /instruction.	Fully Met	1.92	1.92	http://iitkgp.ac.in/right-to-information	Fully Met	1.92	Displayed on the website
1.5.2	List of Rules, regulations, instructions manuals and records.	Fully Met	1.92	1.92	http://iitkgp.ac.in/right-to-information	Fully Met	1.92	Displayed on the website
1.5.3	Acts/ Rules manuals etc.	Fully Met	1.92	1.92	http://iitkgp.ac.in/right-to-information	Fully Met	1.92	Displayed on the website
1.5.4	Transfer policy and transfer orders	Partially Met	1.92	0.96	http://iitkgp.ac.in/right-to-information	Partially Met	0.96	Partially Displayed on the website
<b>1.6</b>	<b>Categories of documents held by the authority under its control [Section 4(1)(b) (vi)]</b>							
1.6.1	Categories of documents	Fully Met	3.85	3.85	http://iitkgp.ac.in/right-to-information	Fully Met	3.85	Displayed on the website
1.6.2	Custodian of documents/categories	Fully Met	3.85	3.85	http://iitkgp.ac.in/right-to-information	Fully Met	3.85	Displayed on the website
<b>1.7</b>	<b>Boards, Councils, Committees and other Bodies constituted as part of the Public Authority [Section 4(1)(b)(viii)]</b>							
1.7.1	Name of Boards, Council, Committee etc.	Fully Met	0.96	0.96	http://iitkgp.ac.in/right-to-information	Fully Met	0.96	Displayed on the website
1.7.2	Composition	Fully Met	0.96	0.96	http://iitkgp.ac.in/right-to-information	Fully Met	0.96	Displayed on the website

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
1.7.3	Dates from which constituted	Fully Met	0.96	0.96	<a href="http://iitkgp.ac.in/right-to-information">http://iitkgp.ac.in/right-to-information</a>	Fully Met	0.96	Displayed on the website
1.7.4	Term/ Tenure	Fully Met	0.96	0.96	<a href="http://iitkgp.ac.in/right-to-information">http://iitkgp.ac.in/right-to-information</a>	Fully Met	0.96	Displayed on the website
1.7.5	Powers and functions	Fully Met	0.96	0.96	<a href="http://iitkgp.ac.in/right-to-information">http://iitkgp.ac.in/right-to-information</a>	Fully Met	0.96	Displayed on the website
1.7.6	Whether their meetings are open to the public?	Not Applicable	0	0	empty	Not Applicable	0	Not Applicable
1.7.7	Whether the minutes of the meetings are open to the public?	Fully Met	0.96	0.96	<a href="http://iitkgp.ac.in/right-to-information">http://iitkgp.ac.in/right-to-information</a>	Fully Met	0.96	Displayed on the website
1.7.8	Place where the minutes if open to the public are available?	Fully Met	0.96	0.96	<a href="http://iitkgp.ac.in/right-to-information">http://iitkgp.ac.in/right-to-information</a>	Fully Met	0.96	Displayed on the website
<b>1.8</b>	<b>Directory of officers and employees[Section 4(1) (b) (ix)]</b>							
1.8.1	Name and designation	Fully Met	3.85	3.85	<a href="http://iitkgp.ac.in/department/AE">http://iitkgp.ac.in/department/AE</a> , and <a href="http://www.iitkgp.ac.in/files/comdir.pdf">http://www.iitkgp.ac.in/files/comdir.pdf</a>	Fully Met	3.85	Displayed on the website
1.8.2	Telephone , fax and email ID	Fully Met	3.85	3.85	<a href="http://www.iitkgp.ac.in/files/comdir.pdf">http://www.iitkgp.ac.in/files/comdir.pdf</a>	Fully Met	3.85	Displayed on the website
<b>1.9</b>	<b>Monthly Remuneration received by officers &amp; employees including system of compensation[Section 4(1) (b) (x)]</b>							
1.9.1	List of employees with Gross monthly remuneration	Partially Met	3.85	1.93	<a href="http://iitkgp.ac.in/files/pay_structure.pdf">http://iitkgp.ac.in/files/pay_structure.pdf</a>	Partially Met	1.93	Partially Displayed on the website
1.9.2	System of compensation as provided in its regulations	Fully Met	3.85	3.85	<a href="http://iitkgp.ac.in/right-to">http://iitkgp.ac.in/right-to-</a>	Fully Met	3.85	Displayed on the website

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					information			
<b>1.10</b>	<b>Name, designation and other particulars of public information officers[Section 4(1) (b) (xvi)]</b>							
1.10.1	Name and designation of the public information officer (PIO), Assistant Public Information officer (APIO) & Appellate Authority	Fully Met	3.85	3.85	http://iitkgp.ac.in/right-to-information	Fully Met	3.85	Displayed on the website
1.10.2	Address, telephone numbers and email ID of each designated official.	Fully Met	3.85	3.85	http://iitkgp.ac.in/right-to-information	Fully Met	3.85	Displayed on the website
<b>1.11</b>	<b>No. Of employees against whom Disciplinary action has been proposed/ taken(Section 4(2))</b>							
1.11.1	No. of employees against whom disciplinary action has been (i) Pending for Minor penalty or major penalty proceedings	Not Met	3.85	0	empty	Not Met	0	Not seen on web site.
1.11.2	(ii) Finalised for Minor penalty or major penalty proceedings	Not Met	3.85	0	empty	Not Met	0	Not seen on web site.
<b>1.12</b>	<b>Programmes to advance understanding of RTI(Section 26)</b>							
1.12.1	Educational programmes	Not Met	1.92	0	empty	Not Met	0	Not available
1.12.2	Efforts to encourage public authority to participate in these programmes	Not Met	1.92	0	empty	Not Met	0	Not available
1.12.3	Training of CPIO/APIO	Not Met	1.92	0	empty	Not Met	0	Not available
1.12.4	Update & publish guidelines on RTI by the Public Authorities concerned	Partially Met	1.92	0.96	http://iitkgp.ac.in/right-to-information	Partially Met	0.96	Partially Displayed on the website
<b>1.13</b>	<b>Transfer policy and transfer orders[F No. 1/6/2011- IR dt. 15.4.2013]</b>							
1.13.1	Transfer Policy And Transfer Orders[F No. 1/6/2011- IR Dt. 15.4.2013]	Not Met	7.69	0	empty	Not Met	0	Not available
<b>Total</b>			<b>96</b>	<b>71</b>		<b>99</b>	<b>69</b>	
<b>2</b>	<b>Budget and Programme</b>							
<b>2.1</b>	<b>Budget allocated to each agency including all plans, proposed expenditure and reports on disbursements made etc.[Section 4(1)(b)(xi)]</b>							
2.1.1	Total Budget for the public authority	Fully Met	10	10.00	http://iitkgp.ac.in/right-to-information	Fully Met	10.00	Displayed on the website

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
2.1.2	Budget for each agency and plan & programmes	Fully Met	10	10.00	<a href="http://iitkgp.ac.in/right-to-information">http://iitkgp.ac.in/right-to-information</a>	Fully Met	10.00	Displayed on the website
2.1.3	Proposed expenditures	Fully Met	10	10.00	<a href="http://iitkgp.ac.in/right-to-information">http://iitkgp.ac.in/right-to-information</a>	Fully Met	10.00	Displayed on the website
2.1.4	Revised budget for each agency, if any	Fully Met	10	10.00	<a href="http://iitkgp.ac.in/right-to-information">http://iitkgp.ac.in/right-to-information</a>	Fully Met	10.00	Displayed on the website
2.1.5	Report on disbursements made and place where the related reports are available	Fully Met	10	10.00	<a href="http://iitkgp.ac.in/right-to-information">http://iitkgp.ac.in/right-to-information</a>	Fully Met	10.00	Displayed on the website
<b>2.2</b>	<b>Foreign and domestic tours(F.No. 1/8/2012- IR dt. 11.9.2012)</b>							
2.2.1	Budget	Not Met	16.67	0	empty	Not Met	0	Not seen on web site.
2.2.2	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	Not Met	16.67	0	empty	Not Met	0	Not seen on web site.
2.2.3	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.	Fully Met	16.67	16.67	<a href="http://www1.iitkgp.ac.in/topfiles/tenders.php">http://www1.iitkgp.ac.in/topfiles/tenders.php</a> and <a href="http://iitkgp.ac.in/right-to-information">http://iitkgp.ac.in/right-to-information</a>	Fully Met	16.67	Displayed on the website
<b>2.3</b>	<b>Manner of execution of subsidy programme [Section 4(i)(b)(xii)]</b>							
2.3.1	Name of the programme of activity	Not Applicable	0	0	empty	Not Applicable	0	Not Applicable

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
2.3.2	Objective of the programme	Not Applicable	0	0	empty	Not Applicable	0	Not Applicable
2.3.3	Procedure to avail benefits	Not Applicable	0	0	empty	Not Applicable	0	Not Applicable
2.3.4	Duration of the programme/ scheme	Not Applicable	0	0	empty	Not Applicable	0	Not Applicable
2.3.5	Physical and financial targets of the programme	Not Applicable	0	0	empty	Not Applicable	0	Not Applicable
2.3.6	Nature/ scale of subsidy /amount allotted	Not Applicable	0	0	empty	Not Applicable	0	Not Applicable
2.3.7	Eligibility criteria for grant of subsidy	Not Applicable	0	0	empty	Not Applicable	0	Not Applicable
2.3.8	Details of beneficiaries of subsidy programme (number, profile etc)	Not Applicable	0	0	empty	Not Applicable	0	Not Applicable
<b>2.4</b>	<b>Discretionary and non-discretionary grants [F. No. 1/6/2011-IR dt. 15.04.2013]</b>							
2.4.1	Discretionary and non-discretionary grants/ allocations to State Govt./ NGOs/other institutions	Not Applicable	0	0	empty	Not Applicable	0	Not Applicable
2.4.2	Annual accounts of all legal entities who are provided grants by public authorities	Fully Met	25	25.00	<a href="http://iitkgp.ac.in/right-to-information">http://iitkgp.ac.in/right-to-information</a>	Fully Met	25.00	Displayed on the website
<b>2.5</b>	<b>Particulars of recipients of concessions, permits of authorizations granted by the public authority[Section 4(1) (b) (xiii)]</b>							
2.5.1	Concessions, permits or authorizations granted by public authority	Not Applicable	0	0	empty	Not Applicable	0	Not Applicable
2.5.2	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 authorizations, (d) Date of award of concessions/ permits of authorizations	Not Applicable	0	0	empty	Not Applicable	0	Not Applicable
<b>2.6</b>	<b>CAG &amp; PAC paras [F No. 1/6/2011- IR dt. 15.4.2013]</b>							
2.6.1	CAG and PAC paras and the action taken reports (ATRs) after these have been laid on the table of both houses of the parliament.	Not Met	50	0	empty	Not Met	0	Not seen on web site.
<b>Total</b>			<b>175</b>	<b>92</b>		<b>175</b>	<b>92</b>	
<b>3</b>	<b>Publicity Band Public interface</b>							
<b>3.1</b>	<b>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]</b>							



Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
3.1.1	Relevant Acts, Rules, Forms and other documents which are normally accessed by citizens	Fully Met	12.5	12.50	<a href="http://iitkgp.ac.in/right-to-information">http://iitkgp.ac.in/right-to-information</a>	Fully Met	12.50	Displayed on the website
3.1.2	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	Partially Met	12.5	6.25	<a href="http://iitkgp.ac.in/right-to-information">http://iitkgp.ac.in/right-to-information</a>	Partially Met	6.25	Partially Displayed on the website
3.1.3	Public- private partnerships (PPP)- Details of Special Purpose Vehicle (SPV), if any	Not Applicable	0	0	empty	Not Applicable	0	Not Applicable
3.1.4	Public- private partnerships (PPP)- Detailed project reports (DPRs)	Not Applicable	0	0	empty	Not Applicable	0	Not Applicable
3.1.5	Public- private partnerships (PPP)- Concession agreements.	Not Applicable	0	0	empty	Not Applicable	0	Not Applicable
3.1.6	Public- private partnerships (PPP)- Operation and maintenance manuals	Not Applicable	0	0	empty	Not Applicable	0	Not Applicable
3.1.7	Public- private partnerships (PPP) - Other documents generated as part of the implementation of the PPP	Not Applicable	0	0	empty	Not Applicable	0	Not Applicable
3.1.8	Public- private partnerships (PPP) - Information relating to fees, tolls, or the other kinds of revenues that may be collected under authorisation from the government	Not Applicable	0	0	empty	Not Applicable	0	Not Applicable
3.1.9	Public- private partnerships (PPP) -Information relating to outputs and outcomes	Not Applicable	0	0	empty	Not Applicable	0	Not Applicable
3.1.10	Public- private partnerships (PPP) - The process of the selection of the private sector party (concessionaire etc.)	Not Applicable	0	0	empty	Not Applicable	0	Not Applicable
3.1.11	Public- private partnerships (PPP) - All payment made under the PPP project	Not Applicable	0	0	empty	Not Applicable	0	Not Applicable

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
<b>3.2</b>	<b>Are the details of policies / decisions, which affect public, informed to them[Section 4(1) (c)]</b>							
3.2.1	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	Fully Met	16.67	16.67	<a href="http://iitkgp.ac.in/right-to-information">http://iitkgp.ac.in/right-to-information</a>	Fully Met	16.67	Displayed on the website
3.2.2	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	Fully Met	16.67	16.67	<a href="http://iitkgp.ac.in/right-to-information">http://iitkgp.ac.in/right-to-information</a>	Fully Met	16.67	Displayed on the website
3.2.3	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	Fully Met	16.67	16.67	<a href="http://iitkgp.ac.in/right-to-information">http://iitkgp.ac.in/right-to-information</a>	Fully Met	16.67	Displayed on the website
<b>3.3</b>	<b>Dissemination of information widely and in such form and manner which is easily accessible to the public [Section 4(3)]</b>							
3.3.1	Use of the most effective means of communication - Internet (website)	Fully Met	50	50.00	<a href="http://iitkgp.ac.in/right-to-information">http://iitkgp.ac.in/right-to-information</a>	Fully Met	50.00	Displayed on the website
<b>3.4</b>	<b>Form of accessibility of information manual/ handbook[Section 4(1)(b)]</b>							
3.4.1	Information manual/handbook available in Electronic format	Fully Met	25	25.00	<a href="http://iitkgp.ac.in/right-to-information">http://iitkgp.ac.in/right-to-information</a>	Fully Met	25.00	Displayed on the website
3.4.2	Information manual/handbook available in Printed format	Fully Met	25	25.00	<a href="http://iitkgp.ac.in/right-to-information">http://iitkgp.ac.in/right-to-information</a>	Fully Met	25.00	Displayed on the website
<b>3.5</b>	<b>Whether information manual/ handbook available free of cost or not [Section 4(1)(b)]</b>							
3.5.1	List of materials available Free of cost	Fully Met	25	25.00	<a href="http://iitkgp.ac.in/right-to-information">http://iitkgp.ac.in/right-to-information</a>	Fully Met	25.00	Displayed on the website
3.5.2	List of materials available At a reasonable cost of the medium	Fully Met	25	25.00	<a href="http://iitkgp.ac.in/right-to-information">http://iitkgp.ac.in/right-to-</a>	Fully Met	25.00	Displayed on the website

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
					information			
<b>Total</b>			<b>225</b>	<b>219</b>		<b>225</b>	<b>219</b>	
<b>4</b>	<b>E-Governance</b>							
<b>4.1</b>	<b>Language in which Information Manual/Handbook Available [F No. 1/6/2011-IR dt. 15.4.2013]</b>							
4.1.1	English	Fully Met	14.29	14.29	http://iitkgp.ac.in/right-to-information	Fully Met	14.29	Displayed on the website.
4.1.2	Vernacular/ Local Language	Partially Met	14.29	7.15	http://iitkgp.ac.in/right-to-information	Partially Met	7.15	Partially Displayed on the website.
<b>4.2</b>	<b>When was the information Manual/Handbook last updated?[F No. 1/6/2011-IR dt 15.4.2013]</b>							
4.2.1	Last date of Annual updation	Fully Met	28.57	28.57	http://iitkgp.ac.in/right-to-information	Fully Met	28.57	Displayed on the website.
<b>4.3</b>	<b>Information available in electronic form[Section 4(1)(b)(xiv)]</b>							
4.3.1	Details of information available in electronic form	Fully Met	9.52	9.52	http://iitkgp.ac.in/right-to-information	Fully Met	9.52	Displayed on the website.
4.3.2	Name/ title of the document/record/ other information	Fully Met	9.52	9.52	http://iitkgp.ac.in/right-to-information	Fully Met	9.52	Displayed on the website.
4.3.3	Location where available	Fully Met	9.52	9.52	http://iitkgp.ac.in/right-to-information	Fully Met	9.52	Displayed on the website.
<b>4.4</b>	<b>Particulars of facilities available to citizen for obtaining information[Section 4(1)(b)(xv)]</b>							
4.4.1	Name & location of the faculty	Fully Met	7.14	7.14	http://iitkgp.ac.in/right-to-information	Fully Met	7.14	Displayed on the website.
4.4.2	Details of information made available	Fully Met	7.14	7.14	http://iitkgp.ac.in/right-to-information	Fully Met	7.14	Displayed on the website.
4.4.3	Working hours of the facility	Fully Met	7.14	7.14	http://iitkgp.ac.in/right-to-information	Fully Met	7.14	Displayed on the website.

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
					in/right-to-information			the website.
4.4.4	Contact person & contact details (Phone, fax email)	Fully Met	7.14	7.14	http://iitkgp.ac.in/right-to-information	Fully Met	7.14	Displayed on the website.
<b>4.5</b>	<b>Such other information as may be prescribed under Section 4(i) (b)(xvii)</b>							
4.5.1	Grievance redressal mechanism	Fully Met	3.57	3.57	http://www.hmc.iitkgp.ac.in/gportal/ and http://www.iitkgp.ac.in/right-to-information	Fully Met	3.57	Displayed on the website.
4.5.2	Details of applications received under RTI and information provided	Fully Met	3.57	3.57	http://www.iitkgp.ac.in/right-to-information	Fully Met	3.57	Displayed on the website.
4.5.3	List of completed schemes/ projects/ Programmes	Partially Met	3.57	1.79	http://www.sric.iitkgp.ac.in/web/Research Projects	Fully Met	3.57	Displayed on the website.
4.5.4	List of schemes/ projects/ programme underway	Partially Met	3.57	1.79	http://www.sric.iitkgp.ac.in/web/Research Projects	Fully Met	3.57	Displayed on the website.
4.5.5	Details of all contracts entered into including name of the contractor, amount of contract and period of completion of contract	Partially Met	3.57	1.79	http://www.sric.iitkgp.ac.in/web/Research Projects	Fully Met	3.57	Displayed on the website.
4.5.6	Annual Report	Fully Met	3.57	3.57	http://iitkgp.ac.in/right-to-information	Fully Met	3.57	Displayed on the website.
4.5.7	Frequently Asked Question (FAQs)	Fully Met	3.57	3.57	http://www.hmc.iitkgp.ac.in/	Fully Met	3.57	Displayed on the website.

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
					HPCF/faqs and <a href="https://gate.iitkgp.ac.in/faqs.html">https://gate.iitkgp.ac.in/faqs.html</a> and <a href="http://www.hmc.iitkgp.ac.in/web/faqs/">http://www.hmc.iitkgp.ac.in/web/faqs/</a> and <a href="https://som.iitkgp.ac.in/MBA/files/FAQ.pdf">https://som.iitkgp.ac.in/MBA/files/FAQ.pdf</a>			
4.5.8	Any other information such as - (a) Citizen's Charter, (b) Result Framework Document (RFD), (c) Six monthly reports on the , (d) Performance against the benchmarks set in the Citizen's Charter	Not Applicable	0	0	empty	Not Met	0	As per IIT-K this is 'Not Applicable'
<b>4.6</b>	<b>Receipt &amp; Disposal of RTI applications &amp; appeals [F.No 1/6/2011-IR dt. 15.04.2013]</b>							
4.6.1	Details of applications received and disposed	Fully Met	14.29	14.29	<a href="http://www.iitkgp.ac.in/right-to-information">http://www.iitkgp.ac.in/right-to-information</a>	Fully Met	14.29	Displayed on the website.
4.6.2	Details of appeals received and orders issued	Fully Met	14.29	14.29	<a href="http://www.iitkgp.ac.in/right-to-information">http://www.iitkgp.ac.in/right-to-information</a>	Fully Met	14.29	Displayed on the website.
<b>4.7</b>	<b>Replies to questions asked in the parliament[Section 4(1)(d)(2)]</b>							
4.7.1	Details of questions asked and replies given	Fully Met	28.57	28.57	<a href="http://www.iitkgp.ac.in/right-to-information">http://www.iitkgp.ac.in/right-to-information</a>	Fully Met	28.57	Displayed on the website.
<b>Total</b>			<b>196</b>	<b>184</b>		<b>200</b>	<b>189</b>	
<b>5</b>	<b>Information as may be prescribed</b>							
<b>5.1</b>	<b>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]</b>							
5.1.1	Name & details of - (a) Current CPIOs & FAAs, (b) Earlier CPIO & FAAs from 1.1.2015	Fully Met	20	20.00	<a href="http://www.iitkgp.ac.in/right-to-information">http://www.iitkgp.ac.in/right-to-information</a>	Fully Met	20.00	Displayed on the website

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
5.1.2	Details of third party audit of voluntary disclosure - (a) Dates of audit carried out , (b) Report of the audit carried out	Fully Met	20	20.00	<a href="http://www.iitkgp.ac.in/files/sar_istm_2020.pdf">http://www.iitkgp.ac.in/files/sar_istm_2020.pdf</a>	Fully Met	20.00	Displayed on the website
5.1.3	Appointment of Nodal Officers not below the rank of Joint Secretary/ Additional HoD - (a) Date of appointment , (b) Name & Designation of the officers	Fully Met	20	20.00	<a href="http://www.iitkgp.ac.in/right-to-information">http://www.iitkgp.ac.in/right-to-information</a>	Fully Met	20.00	the name of the officer should be indicated specific for this purpose
5.1.4	Consultancy committee of key stake holders for advice on suo-motu disclosure - (a) Dates from which constituted, (b) Name & Designation of the officers	Not Met	20	0	empty	Not Met	0	No Displayed on the website
5.1.5	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	Fully Met	20	20.00	<a href="http://www.iitkgp.ac.in/right-to-information">http://www.iitkgp.ac.in/right-to-information</a>	Not Met	0	While the number of CPIOs and AAs appointed can be found, their names are not indicated and seem to not be available on the website.
<b>Total</b>			<b>100</b>	<b>80</b>		<b>100</b>	<b>60</b>	
<b>6</b>	<b>Information Disclosed on own Initiative</b>							
<b>6.1</b>	<b>Item / information disclosed so that public have minimum resort to use of RTI Act to obtain information</b>							
6.1.1	Item / information disclosed so that public have minimum resort to use of RTI Act to obtain information	Partially Met	25	12.50	<a href="http://www.iitkgp.ac.in/right-to-information">http://www.iitkgp.ac.in/right-to-information</a>	Partially Met	12.50	Some information is available on

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL the website.
6.2	<b>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, Publ</b>							
6.2.1	Whether STQC certification obtained and its validity	Not Applicable	0	0	empty	Not Applicable	0	This section cannot be not applicable. IIT-Kharagpur may take STQC certification and displayed it on the website.
6.2.2	Does the website show the certificate on the Website?	Not Applicable	0	0	empty	Not Applicable	0	This section cannot be not applicable. IIT-Kharagpur may take STQC certification and displayed it on the website.
<b>Total</b>			<b>25</b>	<b>13</b>		<b>25</b>	<b>13</b>	
<b>Grand Total</b>			<b>817</b>	<b>658</b>		<b>824</b>	<b>641</b>	