

Self appraisal report for Year (2024-25)

Auditor Agency: DHARMENDRA KUMAR SONI(National Institute of Technical Teachers Training & Research, Shamla Hills, Bhopal)

Ministry Name: Ministry of Education

Department Name: Department of Higher Education

Public Authority Name: Maulana Azad National Institute of Technology, Bhopal

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
1	Organisation and Function							
1.1	Particulars of its organisation,functions and duties[Section 4(1)(b)(i)]							
1.1.1	Name and address of the Organization	Fully Met	1.28	1.28	Maulana Azad National Institute of Technology, Bhopal Address: Link Road Number 3, Near Kali Mata Mandir, Bhopal, Madhya Pradesh, India 462003 Telephone : +91 755 4051000, 4052000 FAX : +91-755 2670562	Fully Met	1.28	The necessary information is available on the institute website.
1.1.2	Head of the organization	Fully Met	1.28	1.28	http://www.ma	Fully Met	1.28	The

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
					nit.ac.in/direct or			necessary information is available on the institute website.
1.1.3	Vision, Mission and Key objectives	Fully Met	1.28	1.28	http://www.manit.ac.in/mission-vision-and-goals	Fully Met	1.28	The necessary information is available on the institute website.
1.1.4	Function and duties	Fully Met	1.28	1.28	As per NIT Act 2007 & NIT Statutes https://www.manit.ac.in/acts-and-rules	Fully Met	1.28	The necessary information is available on the institute website.
1.1.5	Organization Chart	Fully Met	1.28	1.28	http://www.manit.ac.in/content/institute-administration-staff	Not Met	0	The link provide the list of employees, however, no organogram has been found in the provided link
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	All the details are available on the Institute website under various departments.	Fully Met	1.28	The necessary information is available on the institute website.

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
					https://www.manit.ac.in			
1.2	Power and duties of its officers and employees[Section 4(1) (b)(ii)]							
1.2.1	Powers and duties of officers (administrative, financial and judicial)	Fully Met	1.92	1.92	As per NIT Act 2007 & NIT Statutes https://www.manit.ac.in/acts-and-rules	Fully Met	1.92	The necessary information is available on the institute website.
1.2.2	Power and duties of other employees	Fully Met	1.92	1.92	As per NIT Act 2007 & NIT Statutes https://www.manit.ac.in/acts-and-rules	Fully Met	1.92	The necessary information is available on the institute website.
1.2.3	Rules/ orders under which powers and duty derived and exercised	Fully Met	1.92	1.92	As per NIT Act 2007 & NIT Statutes https://www.manit.ac.in/acts-and-rules	Fully Met	1.92	The necessary information is available on the institute website.
1.2.4	Work allocation	Fully Met	1.92	1.92	As per NIT Act 2007 & NIT Statutes https://www.manit.ac.in/acts-and-rules	Not Met	0	The relevant information may be uploaded.
1.3	Procedure followed in decision making process [Section 4(1)(b)(iii)]							
1.3.1	Process of decision making - Identify key decision making points	Fully Met	1.54	1.54	As per NIT Act 2007 & NIT Statutes https://www.ma	Fully Met	1.54	The necessary information is available on

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
					nit.ac.in/acts-and-rules			the institute website.
1.3.2	Final decision making authority	Fully Met	1.54	1.54	Board of Governors	Fully Met	1.54	The relevant information is available in the link provided.
1.3.3	Related provisions, acts, rules etc.	Fully Met	1.54	1.54	As per NIT Act 2007 & NIT Statutes https://www.manit.ac.in/acts-and-rules	Fully Met	1.54	The relevant information is available in the link provided.
1.3.4	Time limit for taking a decisions, if any	Fully Met	1.54	1.54	In a time bound manner and as per NIT Act 2007 As per NIT Act 2007 https://www.manit.ac.in/sites/default/files/documents/uNIT%20act%202007.pdf & NIT Statutes https://www.manit.ac.in/acts-and-rules	Fully Met	1.54	The relevant information is available in the link provided.
1.3.5	Channels of supervision and accountability	Fully Met	1.54	1.54	As per the Organization Chart of the	Fully Met	1.54	The relevant information is available in

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
					Organization.			the link provided.
1.4	Norms for discharge of functions[Section 4(1)(b)(iv)]							
1.4.1	Nature of functions/ services offered	Fully Met	1.54	1.54	Teaching and Research	Fully Met	1.54	The links provides relevant information related to teaching and research.
1.4.2	Norms/ standards for functions/ service delivery	Fully Met	1.54	1.54	https://www.manit.ac.in/content/annual-report-and-annual-account-report	Fully Met	1.54	The relevant information is available in the link provided.
1.4.3	Process by which these services can be accessed	Fully Met	1.54	1.54	https://www.manit.ac.in/content/annual-report-and-annual-account-report	Fully Met	1.54	The relevant information is available in the link provided.
1.4.4	Time-limit for achieving the targets	Fully Met	1.54	1.54	https://www.manit.ac.in/content/annual-report-and-annual-account-report	Fully Met	1.54	The relevant information is available in the link provided.
1.4.5	Process of redressal of grievances	Fully Met	1.54	1.54	http://www.manit.ac.in/content/public-grievance http	Fully Met	1.54	The relevant information is available in the link

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
					s://pgportal.gov.in/Home/ProcessFlow			provided.
1.5	Acts, rules, regulations, instructions, manuals and records for discharging functions[Section 4(1)(b)(v)]							
1.5.1	Title and nature of the record/ manual /instruction.	Fully Met	2.6	2.60	As per NIT Act 2007 & NIT Statutes h ttps://www.manit.ac.in/acts-and-rules	Fully Met	2.60	The relevant information is available in the link provided.
1.5.2	List of Acts, rules, regulations, instructions, manuals and records.	Fully Met	2.6	2.60	As per NIT Act 2007 & NIT Statutes h ttps://www.manit.ac.in/acts-and-rules	Fully Met	2.60	The relevant information is available in the link provided.
1.5.3	Acts/ Rules/ manuals, etc.	Fully Met	2.6	2.60	As per NIT Act 2007 & NIT Statutes h ttps://www.manit.ac.in/acts-and-rules	Fully Met	2.60	The relevant information is available in the link provided.
1.6	Categories of documents held by the authority under its control[Section 4(1)(b) (vi)]							
1.6.1	Categories of documents	Fully Met	3.85	3.85	As per NIT Act 2007 & NIT Statutes h ttps://www.manit.ac.in/acts-and-rules Annual Accounts http s://www.manit	Fully Met	3.85	The relevant information is available in the provided link.

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
					.ac.in/content/annual-report-andannual-account-report Audit Reports https://www.manit.ac.in/content/annual-report-andannual-account-report All records relating to the operations of the organization			
1.6.2	Custodian of documents/categories	Fully Met	3.85	3.85	Registrar	Fully Met	3.85	The links provides relevant information related to teaching and research.
1.7	Boards, Councils, Committees and other Bodies constituted as part of the Public Authority [Section 4(1)(b)(viii)]							
1.7.1	Name of Boards, Council, Committee etc.	Fully Met	0.96	0.96	http://www.manit.ac.in/content/bog-members	Fully Met	0.96	The relevant information is available in the provided link.
1.7.2	Composition	Fully Met	0.96	0.96	http://www.manit.ac.in/content/bog-	Fully Met	0.96	The relevant information is available in

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
					members			the provided link.
1.7.3	Dates from which constituted	Fully Met	0.96	0.96	http://www.manit.ac.in/content/bog-members	Fully Met	0.96	The relevant information is available in the provided link.
1.7.4	Term/ Tenure	Fully Met	0.96	0.96	As per NIT Act 2007 & NIT Statutes https://www.manit.ac.in/acts-and-rules	Fully Met	0.96	The relevant information is available in the provided link.
1.7.5	Powers and functions	Fully Met	0.96	0.96	As per NIT Act 2007 & NIT Statutes https://www.manit.ac.in/acts-and-rules	Fully Met	0.96	The relevant information is available in the provided link.
1.7.6	Whether their meetings are open to the public?	Fully Met	0.96	0.96	No. Their meetings are not open to the public, but minutes are open for public As per NIT Act 2007 & NIT Statutes https://www.manit.ac.in/acts-and-rules	Fully Met	0.96	The relevant information is available in the provided link.

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
1.7.7	Whether the minutes of the meetings are open to the public?	Fully Met	0.96	0.96	http://www.mahatmauniversity.ac.in/content/bog-minutes	Fully Met	0.96	The relevant information is available in the provided link.
1.7.8	Place where the minutes if open to the public are available?	Fully Met	0.96	0.96	http://www.mahatmauniversity.ac.in/content/bog-minutes	Fully Met	0.96	The relevant information is available in the provided link.
1.8	Directory of officers and employees[Section 4(1) (b) (ix)]							
1.8.1	Name and designation	Fully Met	3.85	3.85	https://www.mahatmauniversity.ac.in/telephone-section	Fully Met	3.85	The relevant information is available in the provided link.
1.8.2	Telephone , fax and email ID	Fully Met	3.85	3.85	https://www.mahatmauniversity.ac.in/telephone-section	Fully Met	3.85	The relevant information is available in the provided link.
1.9	Monthly Remuneration received by officers & employees including system of compensation[Section 4(1) (b) (x)]							
1.9.1	List of employees with Gross monthly remuneration	Fully Met	3.85	3.85	https://www.mahatmauniversity.ac.in/sites/default/files/documents/List_of_employees_with_Gross_monthly_remuneration.pdf	Partially Met	1.93	The employees' Gross Salary has not been mentioned in the link provided.
1.9.2	System of compensation as provided in its regulations	Fully Met	3.85	3.85	All employees are entitled to	Fully Met	3.85	Information is displayed in

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL the given link.
					Leave Travel Concession (LTC), Gratuity, Child Care Leave (CCL), Medical Allowances, Travel Allowance (TA), etc., as per the 7th Central Pay Commission (CPC).			
1.10	Name, designation and other particulars of Public Information Officers[Section 4(1) (b) (xvi)]							
1.10.1	Name and designation of the Public Information Officers (PIOs), Assistant Public Information Officer(s) & Appellate Authority	Fully Met	3.85	3.85	https://www.manit.ac.in/content/rti-and-public-grievance https://www.manit.ac.in/sites/default/files/documents/RTI%20Disclosures%20merged.pdf	Fully Met	3.85	Information is displayed in the given link.
1.10.2	Address, telephone numbers and email ID of each designated official.	Fully Met	3.85	3.85	https://www.manit.ac.in/content/rti-and-public-grievance https://www.m	Fully Met	3.85	Information is displayed in the given link.

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
					anit.ac.in/content/institute-administrative-officer			
1.11	Number of employees against whom disciplinary action has been proposed/ taken (F No. 1/6/2011- IR dt. 15.4.2013)							
1.11.1	Number of employees against whom disciplinary action has been (i) Pending for minor penalty or major penalty proceedings	Fully Met	3.85	3.85	4	Fully Met	3.85	Information is displayed in the given link.
1.11.2	(ii) Finalised for minor penalty or major penalty proceedings	Fully Met	3.85	3.85	empty	Fully Met	3.85	Information is displayed in the given link.
1.12	Programmes to advance understanding of RTI(Section 26)							
1.12.1	Educational programmes	Not Met	1.92	0	empty	Not Applicable	0	NA
1.12.2	Efforts to encourage public authority to participate in these programmes	Partially Met	1.92	0.96	The Institute issues circular and emails to faculty and staff for participating in RTI related programme and webinar from time to time. The circular and notifications received from CIC New Delhi are also shared with all the employees.	Not Met	0	No details of participation in such programs were found.

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
1.12.3	Training of CPIO/APIO	Not Met	1.92	0	empty	Not Met	0	NA
1.12.4	Update & publish guidelines on RTI by the Public Authorities concerned	Partially Met	1.92	0.96	The institute Update & publish guidelines on RTI in regular interval and it is last updated as on 19.09.2024. The Institute issues circular and emails to faculty and staff for participating in RTI related programme and webinar from time to time. The circular and notifications received from CIC New Delhi are also shared with all the employees.	Fully Met	1.92	Information is displayed in the given link.
1.13	Transfer policy and transfer orders[F No. 1/6/2011- IR dt. 15.4.2013]							
1.13.1	Transfer policy and transfer orders[F No. 1/6/2011- IR Dt. 15.4.2013]	Not Applicable	0	0	empty	Not Applicable	0	NA

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
Total			92	87		91	82	
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)]							
2.1.1	Total Budget for the public authority	Fully Met	10	10.00	https://www.manit.ac.in/content/annual-report-and-annual-account-report	Fully Met	10.00	The relevant details are given in the Annual Report. It is suggested the information may be given separately for easy access.
2.1.2	Budget for each agency and plan & programmes	Fully Met	10	10.00	https://www.manit.ac.in/content/annual-report-and-annual-account-report	Fully Met	10.00	The relevant details are given in the Annual Report. It is suggested the information may be given separately for easy access.
2.1.3	Proposed expenditures	Fully Met	10	10.00	https://www.manit.ac.in/content/annual-report-and-annual-account-report	Fully Met	10.00	The relevant details are given in the Annual Report. It is suggested the information may be given

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
								separately for easy access.
2.1.4	Revised budget for each agency, if any	Fully Met	10	10.00	https://www.manit.ac.in/content/annual-report-and-annual-account-report	Fully Met	10.00	The relevant details are given in the Annual Report. It is suggested the information may be given separately for easy access.
2.1.5	Report on disbursements made and place where the related reports are available	Fully Met	10	10.00	Report on disbursements made was available in Annual Report https://www.manit.ac.in/content/annual-report-and-annual-account-report	Fully Met	10.00	The relevant details are given in the Annual Report. It is suggested the information may be given separately for easy access.
2.1.6	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	10	10.00	https://www.manit.ac.in/tenders	Fully Met	10.00	The relevant details are given in the Annual Report. It is suggested the information may be given separately for

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL easy access.
2.2	Foreign and domestic tours(F.No. 1/8/2012- IR dt. 11.9.2012)							
2.2.1	Budget	Fully Met	20	20.00	No separate budget for foreign and domestic tours	Not Met	0	It is suggested clear demarcation of expenditure incurred over foreign and domestic tours needs to be maintained.
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	Fully Met	20	20.00	https://www.manit.ac.in/content/annual-report-and-annual-account-report	Not Met	0	It is suggested clear demarcation of expenditure incurred over foreign and domestic tours needs to be maintained.
2.3	Manner of execution of subsidy programme [Section 4(i)(b)(xii)]							
2.3.1	Name of the programme of activity	Not Applicable	0	0	empty	Not Applicable	0	The relevant information is not available
2.3.2	Objective of the programme	Not Applicable	0	0	empty	Not Applicable	0	The relevant information is not available
2.3.3	Procedure to avail benefits	Not Applicable	0	0	empty	Not Applicable	0	The relevant information is not available

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
2.3.4	Duration of the programme/ scheme	Not Applicable	0	0	empty	Not Applicable	0	The relevant information is not available
2.3.5	Physical and financial targets of the programme	Not Applicable	0	0	empty	Not Applicable	0	The relevant information is not available
2.3.6	Nature/ scale of subsidy /amount allotted	Not Applicable	0	0	empty	Not Applicable	0	The relevant information is not available
2.3.7	Eligibility criteria for grant of subsidy	Not Applicable	0	0	empty	Not Applicable	0	The relevant information is not available
2.3.8	Details of beneficiaries of subsidy programme (number, profile etc)	Not Applicable	0	0	empty	Not Applicable	0	The relevant information is not available
2.4	Discretionary and non-discretionary grants [F. No. 1/6/2011-IR dt. 15.04.2013]							
2.4.1	Discretionary and non-discretionary grants/ allocations to State Govt./ NGOs/other institutions	Not Applicable	0	0	empty	Not Applicable	0	The relevant information is not available
2.4.2	Annual accounts of all legal entities who are provided grants by public authorities	Not Applicable	0	0	empty	Not Applicable	0	The relevant information is not available
2.5	Particulars of recipients of concessions, permits of authorizations granted by the public authority[Section 4(1) (b) (xiii)]							
2.5.1	Concessions, permits or authorizations granted by public authority	Not Applicable	0	0	empty	Not Applicable	0	The relevant information is not available
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/	Not Applicable	0	0	empty	Not Applicable	0	The relevant information is not available

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
	permits of authorizations							
2.6	CAG & PAC paras [F No. 1/6/2011- IR dt. 15.4.2013]							
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.	Partially Met	50	25.00	Instructions awaited from the Ministry	Fully Met	50.00	The relevant information provided is verified.
Total			150	125		150	110	
3	Publicity and 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 there of [Section 4(1)(b)(vii)] [F No 1/6/2011-IR dt. 15.04.2013]							
3.1.1	Relevant Acts, Rules, Forms and other documents which are normally accessed by citizens	Fully Met	12.5	12.50	As per NIT Act 2007 & NIT Statutes https://www.manit.ac.in/acts-and-rules https://www.manit.ac.in/rti-and-public-grievance	Fully Met	12.50	The relevant information is available in the link provided.
3.1.2	a) Arrangements for consultation with or representation by 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	Not Met	12.5	0	empty	Fully Met	12.50	The relevant information is available in the link provided.
3.1.3	Public- Private Partnerships (PPP)- Details of Special Purpose Vehicle (SPV), if any	Not Applicable	0	0	empty	Not Applicable	0	The relevant information is not available.
3.1.4	Public- Private Partnerships (PPP)- Detailed project reports (DPRs)	Not Applicable	0	0	empty	Not Applicable	0	The relevant information is

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
								not available.
3.1.5	Public- Private Partnerships (PPP)- Concession agreements.	Not Applicable	0	0	empty	Not Applicable	0	The relevant information is not available.
3.1.6	Public- Private Partnerships (PPP)- Operation and maintenance manuals	Not Applicable	0	0	empty	Not Applicable	0	The relevant information is not available.
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	The relevant information is not available.
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	The relevant information is not available.
3.1.9	Public- Private Partnerships (PPP) -Information relating to outputs and outcomes	Not Applicable	0	0	empty	Not Applicable	0	The relevant information is not available.
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	The relevant information is not available.
3.1.11	Public- Private Partnerships (PPP) - All payment made under the PPP project	Not Applicable	0	0	empty	Not Applicable	0	The relevant information is not available.
3.2	Are the details of policies / decisions, which affect public, informed to them[Section 4(1) (c)]							
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	https://www.mnit.ac.in/notifications-circulars	Fully Met	16.67	Information provided is verified.
3.2.2	Publish all relevant facts while formulating important policies or announcing decisions which affect public to make the process more interactive	Fully Met	16.67	16.67	https://www.mnit.ac.in/notifications-circulars	Fully Met	16.67	The relevant information is available in

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
	- Outline the Public consultation process							the link provided.
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	https://www.manit.ac.in/notice-circulars	Fully Met	16.67	The relevant information is available in the link provided.
3.3	Dissemination of information widely and in such form and manner which is easily accessible to the public [Section 4(3)]							
3.3.1	Use of the most effective means of communication - Internet (website)	Fully Met	50	50.00	Yes. The Internet is used. https://www.manit.ac.in/	Fully Met	50.00	The relevant information is available in the link provided.
3.4	Form of accessibility of information manual/ handbook[Section 4(1)(b)]							
3.4.1	Information manual/handbook available in electronic format	Fully Met	25	25.00	https://www.manit.ac.in/ http://www.manit.ac.in/ece-bilingual-lab-manual https://www.manit.ac.in/computer-science-department-bilingual-lab-manual https://www.manit.ac.in/acts-and-rules https://www.manit.ac.in/civil-engineering-bilingual-lab-	Fully Met	25.00	The relevant information is available in the link provided.

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
					manual https://www.manit.ac.in/energy-centre-lab-manual			
3.4.2	Information manual/handbook available in printed format	Fully Met	25	25.00	Yes	Fully Met	25.00	The relevant information is available in the link provided.
3.5	Whether information manual/ handbook available free of cost or not [Section 4(1)(b)]							
3.5.1	List of materials available Free of cost	Fully Met	25	25.00	Yes. As mentioned in point 3.4.2 Also, Annual report, minutes of BoG, FC, Senate, NIT Act and Statutes are also available on the website.	Partially Met	12.50	General information booklet, Manual /Handbooks pertaining to Institute needs to be made available.
3.5.2	List of materials available at a reasonable cost of the medium	Fully Met	25	25.00	Yes	Partially Met	12.50	General information booklet, Manual /Handbooks pertaining to Institute needs to be

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL made available.
Total			225	213		225	200	
4	E-Governance							
4.1	Language in which Information Manual/Handbook Available [F No. 1/6/2011-IR dt. 15.4.2013]							
4.1.1	Hindi	Fully Met	9.52	9.52	https://cse.mannit.ac.in/content/annual-report-and-annual-account-report	Fully Met	9.52	The relevant information is available in the link provided.
4.1.2	English	Fully Met	9.52	9.52	https://cse.mannit.ac.in/content/annual-report-and-annual-account-report	Fully Met	9.52	The relevant information is available in the link provided.
4.1.3	Vernacular/ Local Language	Not Applicable	0	0	empty	Not Applicable	0	The relevant information is not available
4.2	When was the information Manual/Handbook last updated?[F No. 1/6/2011-IR dt 15.4.2013]							
4.2.1	Last date of Annual updation	Fully Met	28.57	28.57	The Information / Documents are regularly updated as and when required. Recently they are updated on 02.06.2025.	Fully Met	28.57	The necessary Information is available on the institute website.
4.3	Information available in electronic form[Section 4(1)(b)(xiv)]							
4.3.1	Details of information available in electronic form	Fully Met	9.52	9.52	Important	Fully Met	9.52	The

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
					information about functions and activities being performed is available in electronic form on the MANIT Bhopal website: RTI & Public Grievance - https://cse.manit.ac.in/content/rti-and-public-grievance Notices - https://cse.manit.ac.in/notices-circulars Act & Rules - https://cse.manit.ac.in/acts-and-rules Jobs - https://cse.manit.ac.in/content/careers Tenders - https://cse.manit.ac.in/tenders			necessary Information is available on the institute website.

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
					Conference & Workshop - https://conf.manit.ac.in/ Admission - https://cse.manit.ac.in/admission-section BOG Minutes - https://cse.manit.ac.in/content/bog-minutes Senate Minutes - https://cse.manit.ac.in/content/senate-meeting Others - https://cse.manit.ac.in/			
4.3.2	Name/ title of the document/record/ other information	Fully Met	9.52	9.52	As mentioned in 4.3.1	Fully Met	9.52	The necessary Information is available on the institute website.
4.3.3	Location where available	Fully Met	9.52	9.52	As mentioned in 4.3.1	Fully Met	9.52	The necessary Information is available on the institute

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL website.
4.4	Particulars of facilities available to citizen for obtaining information[Section 4(1)(b)(xv)]							
4.4.1	Name & location of the facility	Fully Met	7.14	7.14	Any citizen who intends to obtain information under RTI Act, 2005 may apply the request through RTI portal: https://cse.manit.ac.in/sites/default/files/documents/PROCEDURE%20FOR%20OBTAINING%20RIGHT%20TO%20INFORMATION%20UNDER%20RTI%202005.pdf MANIT Bhopal Address: Link Road Number 3, Near Kali Mata Mandir, Bhopal, Madhya Pradesh, India	Fully Met	7.14	The necessary Information is available on the institute website.

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
					462003 Website: https://manit.ac.in/ .			
4.4.2	Details of information made available	Fully Met	7.14	7.14	Matters related to the affairs of MANIT Bhopal and mentioned in 4.3.1 RTIs are responded as per provisions of RTI Act 2005.	Fully Met	7.14	The necessary Information is available on the institute website.
4.4.3	Working hours of the facility	Fully Met	7.14	7.14	MANIT Bhopal observes five working days a week from MondayFriday and follows the weekly holidays on Saturday, Sunday and other holidays as practiced at MANIT Bhopal. Working hours of Administration	Fully Met	7.14	The necessary Information is available on the institute website.

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
					are from 09.00 a.m. to 05:30 p.m. Website can be accessed on 24 hour basis.			
4.4.4	Contact person & contact details (Phone, fax, email)	Fully Met	7.14	7.14	Contact Person - Mr. Binod Doley, Registrar Phone No.:- 0755-4051012 E-mail - registrar@manit.ac.in	Fully Met	7.14	The necessary Information is available on the institute website.
4.5	Such other information as may be prescribed under Section 4(i) (b)(xvii)							
4.5.1	Grievance redressal mechanism	Fully Met	4.1	4.10	https://cse.manit.ac.in/content/rti-and-public-grievance	Fully Met	4.10	The necessary Information is available on the institute website.
4.5.2	List of completed schemes/ projects/ Programmes	Fully Met	4.1	4.10	https://cse.manit.ac.in/project	Not Met	0	The institute has uploaded the policy and rules and regulations regarding undertaking project and consultancy,

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
								however, details regarding schemes /projects not found in the link provided.
4.5.3	List of schemes/ projects/ programme underway	Fully Met	4.1	4.10	https://cse.mannit.ac.in/project	Partially Met	2.05	The updated list of schemes/ projects/ programme needs to be uploaded on the website.
4.5.4	Details of all contracts entered into including name of the contractor, amount of contract and period of completion of contract	Not Met	4.1	0	empty	Not Met	0	Not available
4.5.5	Annual Report	Fully Met	4.1	4.10	https://cse.mannit.ac.in/content/annual-report-and-annual-account-report	Fully Met	4.10	The necessary Information is available on the institute website.
4.5.6	Frequently Asked Question (FAQs)	Fully Met	4.1	4.10	https://josaa.nic.in/faq/	Fully Met	4.10	The necessary Information is available on the institute website.
4.5.7	Any other information such as - (a) Citizen's Charter, (b) Six monthly reports on the	Not Applicable	0	0	empty	Not Applicable	0	The relevant information is

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
	performance against the benchmarks set in the Citizen's Charter							not available
4.6	Receipt & Disposal of RTI applications & appeals [F.No 1/6/2011-IR dt. 15.04.2013]							
4.6.1	Details of applications received and disposed	Fully Met	14.29	14.29	Received - 290 Disposed - 240	Fully Met	14.29	This number should be displayed under the RTI corner in the home page of the Institute Website.
4.6.2	Details of appeals received and orders issued	Fully Met	14.29	14.29	Received - 23 Orders Issued - 20	Fully Met	14.29	This number should be displayed under the RTI corner in the home page of the Institute Website.
4.7	Replies to questions asked in the Parliament[Section 4(1)(b)(xvii)]							
4.7.1	Details of questions asked and replies given	Not Met	28.57	0	empty	Fully Met	28.57	Information provided is verified.
Total			186	154		186	176	
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]							
5.1.1	Name & details of - (a) Current CPIOs & FAAs, (b) Earlier CPIO & FAAs from 1.1.2015	Fully Met	20	20.00	https://cse.mait.ac.in/content/rti-and-public-grievance	Partially Met	10.00	The list may be updated mentioning separately the details of previously

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
								CPIO's and FAA's in the institute website.
5.1.2	Details of third party audit of voluntary disclosure - (a) Dates of audit carried out , (b) Report of the audit carried out	Not Met	20	0	empty	Not Met	0	Not available
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	https://cse.mannit.ac.in/sites/default/files/documents/RTI%20Disclosures%20merged.pdf	Partially Met	10.00	Name and designation of the Nodal officers, date of appointment needs to be mentioned in the uploaded list. In addition to this, latest updated copy to be displayed in the institute website.
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	Fully Met	20	20.00	https://cse.mannit.ac.in/sites/default/files/documents/RTI%20Disclosures%20merged.pdf	Partially Met	10.00	Separate Consultancy committee of key stake holders for advice on suo-motu disclosure needs to be

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
								constituted and may be uploaded on the institute 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	https://cse.mait.ac.in/sites/default/files/documents/RTI%20Disclosures%20merged.pdf	Partially Met	10.00	Separate committee of PIOs/FAAs with rich experience in RTI to identify frequently sought information under RTI needs to be constituted and may be uploaded on the institute website.
Total			100	80		100	40	
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 [Section 4(2)]							
6.1.1	Item / information disclosed so that public have minimum resort to use of RTI Act to obtain information	Not Met	25	0	empty	Partially Met	12.50	Basic information is available only.
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)							
6.2.1	Whether STQC certification obtained and its validity	Not Met	12.5	0	empty	Not Met	0	Related document as

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
								evidence not found.
6.2.2	Does the website show the certificate on the Website?	Not Met	12.5	0	empty	Fully Met	12.50	MP CERT Certificate is uploaded.
Total			50	0		50	25	
Grand Total			803	659		802	633	