

Ministry Name: Ministry of Education
Department Name: Department of Higher Education
Public Authority Name: Maulana Azad National Institute of Technology
 Bhopal

1	Organisation and Function	
1.1	Particulars of its organization, functions and duties[Section 4(1)(i)]	
1.1.1	Name and address of the Organization	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
1.1.2	Head of the organization	http://www.manit.ac.in/director
1.1.3	Vision, Mission and Key objectives	http://www.manit.ac.in/mission-vision-and-goals
1.1.4	Function and duties	As per NIT Act 2007 & NIT Statutes https://www.manit.ac.in/acts-and-rules
1.1.5	Organization Chart	https://www.manit.ac.in/content/institute-administration-staff
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	All the details are available on the Institute website under various departments. https://www.manit.ac.in
1.2		
1.2.1	Powers and duties of officers (administrative, financial and judicial)	As per NIT Act 2007 & NIT Statutes https://www.manit.ac.in/acts-and-rules`
1.2.2	Power and duties of other employees	As per NIT Act 2007 & NIT Statutes https://www.manit.ac.in/acts-and-rules
1.2.3	Rules/ orders under which powers and duty are derived and Exercised	As per NIT Act 2007 & NIT Statutes https://www.manit.ac.in/acts-and-rules
1.2.4	Work allocation	As per NIT Act 2007 & NIT Statutes https://www.manit.ac.in/acts-and-rules
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	As per NIT Act 2007 & NIT Statutes https://www.manit.ac.in/acts-and-rules
1.3.2	Final decision making authority	Board of Governors
1.3.3	Related provisions, acts, rules etc.	As per NIT Act 2007 & NIT Statutes https://www.manit.ac.in/acts-and-rules
1.3.4	Time limit for taking a decisions, if any	In a time bound manner and 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
1.3.5	Channel of supervision and accountability	As per the Organization Chart of the Organization.
1.4		
1.4.1	Nature of functions/ services offered	Teaching and Research
1.4.2	Norms/ standards for functions/ service delivery	https://www.manit.ac.in/content/annual-report-and-annual-account-report
1.4.3	Process by which these services can be accessed	https://www.manit.ac.in/content/annual-report-and-annual-account-report
1.4.4	Time-limit for achieving the targets	https://www.manit.ac.in/content/annual-report-and-annual-account-report
1.4.5	Process of redress of grievances	http://www.manit.ac.in/content/public-grievance https://pgportal.gov.in/Home/ProcessFlow
1.5	Rules, regulations, instructions manual and records for discharging functions[Section 4(1)(b)9(v)]	
1.5.1	Title and nature of the record/ manual /instruction.	As per NIT Act 2007 & NIT Statutes https://www.manit.ac.in/acts-and-rules
1.5.2	List of Rules, regulations, instructions manuals and records.	As per NIT Act 2007 & NIT Statutes https://www.manit.ac.in/acts-and-rules
1.5.3	Acts/ Rules manuals etc.	As per NIT Act 2007 & NIT Statutes https://www.manit.ac.in/acts-and-rules
1.5.4	Transfer policy and transfer orders	
1.6	Categories of documents held by the authority under its control[Section 4(1)(b) (vi)]	
1.6.1	Categories of documents	As per NIT Act 2007 & NIT Statutes https://www.manit.ac.in/acts-and-rules Annual Accounts https://www.manit.ac.in/content/annual-report-and-annual-account-report Audit Reports https://www.manit.ac.in/content/annual-report-and-annual-account-report All records relating to the operations of the organization
1.6.2	Custodian of documents/categories	Registrar
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.	https://www.manit.ac.in/content/bog-members
1.7.2	Composition	https://www.manit.ac.in/content/bog-members
1.7.3	Dates from which constituted	https://www.manit.ac.in/content/bog-members
1.7.4	Term/ Tenure	As per NIT Act 2007 & NIT Statutes https://www.manit.ac.in/acts-and-rules
1.7.5	Powers and functions	As per NIT Act 2007 & NIT Statutes https://www.manit.ac.in/acts-and-rules

1.7.6	Whether their meetings are open to the public?	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
1.7.7	Whether the minutes of the meetings are open to the public?	http://www.manit.ac.in/content/bog-minutes
1.7.8	Place where the minutes if open to the public are available?	https://www.manit.ac.in/content/bog-minutes
1.8	Directory of officers and employees[Section 4(1) (b) (ix)]	
1.8.1	Name and designation	https://www.manit.ac.in/telephone-section
1.8.2	Telephone , fax and email ID	https://www.manit.ac.in/telephone-section
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	https://www.manit.ac.in/sites/default/files/documents/List_of_employees_with_Gross_monthly_remuneration.pdf
1.9.2	System of compensation as provided in its regulations	All employees are entitled to 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 officer (PIO), Assistant Public Information officer (APIO) & Appellate Authority	https://www.manit.ac.in/content/rti-and-public-grievance https://www.manit.ac.in/sites/default/files/documents/Overall%20Implementation%20of%20RTI%20Act%202005%20in%20the%20Institute..pdf
1.10.2	Address, telephone numbers and email ID of each designated official.	https://www.manit.ac.in/content/rti-and-public-grievance https://www.manit.ac.in/content/institute-administrative-officer
1.11	No. Of employees against whom Disciplinary action has been proposed/ taken(Section 4(2))	
1.11.1	No. of employees against whom disciplinary action has been (i) Pending for Minor penalty or major penalty proceedings	4
1.11.2	(ii) Finalised for Minor penalty or major penalty proceedings	0
1.12	Programmes to advance understanding of RTI(Section 26)	
1.12.1	Educational programmes	https://www.manit.ac.in/
1.12.2	Efforts to encourage public authority to participate in these programmes	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.
1.12.3	Training of CPIO/APIO	
1.12.4	Update & publish guidelines on RTI by the Public Authorities concerned	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.
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]	
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	https://www.manit.ac.in/content/annual-report-and-annual-account-report
2.1.2	Budget for each agency and plan & programmes	https://www.manit.ac.in/content/annual-report-and-annual-account-report
2.1.3	Proposed expenditures	https://www.manit.ac.in/content/annual-report-and-annual-account-report
2.1.4	Revised budget for each agency, if any	https://www.manit.ac.in/content/annual-report-and-annual-account-report
2.1.5	Report on disbursements made and place where the related reports are available	Report on disbursements made was available in Annual Reports- https://www.manit.ac.in/content/annual-report-and-annual-account-report
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.	https://www.manit.ac.in/tenders
2.2	Foreign and domestic tours (F.No. 1/8/2012- IR dt. 11.9.2012)	
2.2.1	Budget	No separate budget for foreign and domestic tours
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	https://www.manit.ac.in/content/annual-report-and-annual-account-report
2.3	Manner of execution of subsidy programme [Section 4(i)(b)(xii)]	

2.3.1	Name of the programme of activity	MANIT Bhopal does not operate any subsidy program.
2.3.2	Objective of the programme	
2.3.3	Procedure to avail benefits	
2.3.4	Duration of the programme/ scheme	
2.3.5	Physical and financial targets of the programme	
2.3.6	Nature/ scale of subsidy /amount allotted	
2.3.7	Eligibility criteria for grant of subsidy	
2.3.8	Details of beneficiaries of subsidy programme (number, profile etc)	
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
2.4.2	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)]	
2.5.1	Concessions, permits or authorizations granted by public authority	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
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.	https://www.manit.ac.in/content/annual-report-and-annual-account-report https://www.manit.ac.in/sites/default/files/documents/Final_SAR_MANIT_Bhopal.pdf
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	

	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.	As per NIT Act 2007 & NIT Statutes https://www.manit.ac.in/acts-and-rules https://www.manit.ac.in/content/rti-and-public-grievance
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.	https://www.manit.ac.in/content/rti-and-public-grievance
3.1.3	Public- private partnerships (PPP)- Details of Special Purpose Vehicle (SPV), if any	The Institute is fully funded by the Ministry of Education (Shiksha Mantralaya), Government of India. Hence these points are not applicable
3.1.4	Public- private partnerships (PPP)- Detailed project reports (DPRs)	
3.1.5	Public- private partnerships (PPP)- Concession agreements.	
3.1.6	Public- private partnerships (PPP)- Operation and maintenance manuals	
3.1.7	Public- private partnerships (PPP) - Other documents generated as part of the implementation of the PPP	
3.1.8	Public- private partnerships (PPP) - Information relating to fees, tolls, or the other kinds of revenues that may be collected under authorization from the government	
3.1.9	Public- private partnerships (PPP) -Information relating to outputs and outcomes	
3.1.10	Public- private partnerships (PPP) - The process of the selection of the private sector party (concessionaire etc.)	
3.1.11	Public- private partnerships (PPP) - All payment made under the PPP project.	
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	https://www.manit.ac.in/notices-circulars
3.2.2	Publish all relevant facts while formulating important policies or announcing decisions which affect the public to make the process more interactive- Outline the Public consultation process.	https://www.manit.ac.in/notices-circulars
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.	https://www.manit.ac.in/notices-circulars
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)	Yes. The Internet is used. https://www.manit.ac.in/
3.4	Form of accessibility of information manual/ handbook[Section 4(1)(b)]	
3.4.1	Information manual/handbook available in Electronic format	https://www.manit.ac.in/ https://www.manit.ac.in/civil-engineering-bilingual-lab-manual https://www.manit.ac.in/chemical-engineering-lab-manual https://www.manit.ac.in/computer-science-department-bilingual-lab-manual https://www.manit.ac.in/electrical-engg-bilingual-lab-manual https://www.manit.ac.in/ece-bilingual-lab-manual https://www.manit.ac.in/mechanical-engineering-lab-manual https://www.manit.ac.in/physics-lab-manuals https://www.manit.ac.in/acts-and-rules https://www.manit.ac.in/sites/default/files/documents/Hindi%20and%20English%20Lab%20Manuals%20for%20Chemistry%20Department_0.pdf https://www.manit.ac.in/sites/default/files/documents/Language%20Lab%20Manual-Bilingual.pdf
3.4.2	Information manual/handbook available in Printed format	Yes
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	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.
3.5.2	List of materials available at a reasonable cost of the medium.	Yes
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	https://www.manit.ac.in/content/annual-report-and-annual-account-report
4.1.2	English	https://www.manit.ac.in/content/annual-report-and-annual-account-report
4.1.3	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]	
4.2.1	Last date of Annual updation	The Information / Documents are regularly updated as and when required. Recently they are updated on 02.06.2025.
4.3	Information available in electronic form[Section 4(1)(b)(xiv)]	
4.3.1	Details of information available in electronic form	Important 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://manit.ac.in/notices-circulars Act & Rules - https://manit.ac.in/acts-and-rules Jobs - https://manit.ac.in/content/careers Tenders - https://manit.ac.in/tenders Conference & Workshop - https://conf.manit.ac.in/ Admission - https://manit.ac.in/admission-section BOG Minutes - https://manit.ac.in/content/bog-minutes Senate Minutes - https://manit.ac.in/content/senate-meeting Others - https://manit.ac.in/

4.3.2	Name/ title of the document/record/ other information	As mentioned in 4.3.1
4.3.3	Location where available	As mentioned in 4.3.1
4.4	Particulars of facilities available to citizen for obtaining information[Section 4(1)(b)(xv)]	
4.4.1	Name & location of the facility.	Any citizen who intends to obtain information under RTI Act, 2005 may apply the request through RTI portal: https://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 462003 Website: https://manit.ac.in/.
4.4.2	Details of information made available	Matters related to the affairs of MANIT Bhopal and mentioned in 4.3.1 RTIs are responded as per provisions of RTI Act 2005.
4.4.3	Working hours of the facility	MANIT Bhopal observes five working days a week from Monday to Friday and follows the weekly holidays on Saturday, Sunday and other holidays as practiced at MANIT Bhopal. Working hours of Administration 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)	Contact Person - Mr. Binod Doley, Registrar Phone No.:- 0755-4051012 E-mail - registrar@manit.ac.in
4.5	Such other information as may be prescribed under Section 4(i) (b)(xvii)	
4.5.1	Grievance redressal mechanism	https://www.manit.ac.in/content/public-grievance
4.5.2	List of completed schemes/ projects/ Programmes	https://www.manit.ac.in/project
4.5.3	List of schemes/ projects/ programme underway	https://www.manit.ac.in/project
4.5.4	Details of all contracts entered into including name of the contractor, amount of contract and period of completion of contract	
4.5.5	Annual Report	https://www.manit.ac.in/content/annual-report-and-annual-account-report

4.5.6	Frequently Asked Question (FAQs)	https://josaa.nic.in/faq/
4.5.7	Any other information such as - (a) Citizen's Charter, (b) Six monthly reports on the performance against the benchmarks set in the Citizen's Charter	Not Applicable
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	Received - 290 Disposed - 240
4.6.2	Details of appeals received and orders issued	Received - 23 Orders Issued - 20
4.7	Replies to questions asked in the parliament[Section 4(1)(d)(2)]	
4.7.1	Details of questions asked and replies given	https://www.manit.ac.in/details-questions-asked-and-replies-given-parliament
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	https://manit.ac.in/content/rti-and-public-grievance
5.1.2	Details of third party audit of voluntary disclosure -(a) Dates of audit carried out , (b) Report of the audit carried out	
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	https://www.manit.ac.in/sites/default/files/documents/Overall%20Implementation%20of%20RTI%20Act%202005%20in%20the%20Institute..pdf
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	https://www.manit.ac.in/sites/default/files/documents/Overall%20Implementation%20of%20RTI%20Act%202005%20in%20the%20Institute..pdf
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	https://www.manit.ac.in/sites/default/files/documents/Overall%20Implementation%20of%20RTI%20Act%202005%20in%20the%20Institute..pdf
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	

6.1.1	Item / information disclosed so that public have minimum resort to use of RTI Act to obtain information	
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 Grievances and Pensions.	
6.2.1	Whether STQC certification obtained and its validity	Not applicable
6.2.2	Does the website show the certificate on the Website?	https://www.manit.ac.in/sites/default/files/documents/MANIT%20Institute%20Website%20%282%29.pdf