

Self appraisal report for Year (2019-20)

Auditor Agency: ISTM

Ministry Name: Ministry of Human Resource Development

Department Name: Department of Higher Education

Public Authority Name: Indian Institute of Technology, Kanpur

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	Indian Institute of Technology Kanpur, Kalyanpur Kanpur -208016	Fully Met	1.28	Information has been provided.
1.1.2	Head of the organization	Fully Met	1.28	1.28	Director http://www.iitk.ac.in/new/directorate	Fully Met	1.28	Information has been provided.
1.1.3	Vision, Mission and Key objectives	Fully Met	1.28	1.28	http://www.iitk.ac.in/new/institute-overview	Fully Met	1.28	Information has been provided.
1.1.4	Function and duties	Fully Met	1.28	1.28	https://iitk.ac.in/new/acts-statutes-and-ordinances	Fully Met	1.28	It should be clearly indicated as functions and duties of organization

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL and a separate link needs to be provided.
1.1.5	Organization Chart	Fully Met	1.28	1.28	http://www.iitk.ac.in/new/organization-tree	Fully Met	1.28	Information has been provided.
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	http://www.iitk.ac.in/new/iitk-history http://www.iitk.ac.in/new/iitk-faculty	Partially Met	0.64	The genesis of the organization has been given. However, the link has to be given in the Home Page or at the RTI link clearly with the nomenclature.
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	1.54	1.54	http://www.iitk.ac.in/new/administration-staff-members http://www.iitk.ac.in/new/finance-office http://www.iitk.ac.in/new/data/Office-Order-100-with-DFPR-20	Fully Met	1.54	Information has been provided.

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
1.2.2	Power and duties of other employees	Fully Met	1.54	1.54	18.pdf http://www.iitk.ac.in/new/administration-staff-members	Partially Met	0.77	Job description of Admin Section is provided. However, individual powers and duties of each functionaries may be explain in detail.
1.2.3	Rules/ orders under which powers and duty are derived and	Fully Met	1.54	1.54	http://www.iitk.ac.in/new/data/statutes.pdf	Fully Met	1.54	Information has been provided.
1.2.4	Exercised	Fully Met	1.54	1.54	-----do-----	Fully Met	1.54	Indian Institute of Technology Kanpur Statutes provide the details. However, the link must be indicated Title wise.
1.2.5	Work allocation	Fully Met	1.54	1.54	-----do-----	Fully Met	1.54	Indian Institute of Technology Kanpur Statutes

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
								provide the details. However, the link must be indicated Title wise.
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	-----do-----	Fully Met	1.54	Indian Institute of Technology Kanpur Statutes provide the details. However, the link must be indicated Title wise.
1.3.2	Final decision making authority	Fully Met	1.54	1.54	-----do-----	Fully Met	1.54	Indian Institute of Technology Kanpur Statutes provide the details. However, the link must be indicated Title wise.
1.3.3	Related provisions, acts, rules etc.	Fully Met	1.54	1.54	-----do-----	Fully Met	1.54	Indian Institute of Technology

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
								Kanpur Statutes provide the details. However, the link must be indicated Title wise.
1.3.4	Time limit for taking a decisions, if any	Fully Met	1.54	1.54	-----do-----	Fully Met	1.54	Indian Institute of Technology Kanpur Statutes provide the details. However, the link must be indicated Title wise.
1.3.5	Channel of supervision and accountability	Fully Met	1.54	1.54	-----do-----	Fully Met	1.54	Indian Institute of Technology Kanpur Statutes provide the details. However, the link must be indicated Title wise.
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	https://iitk.ac.i	Fully Met	1.54	Information

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
					n/new/institute-overview https://iitk.ac.in/new/acts-statutes-and-ordinances			has been provided.
1.4.2	Norms/ standards for functions/ service delivery	Fully Met	1.54	1.54	https://iitk.ac.in/new/acts-statutes-and-ordinances http://www.iitk.ac.in/new/data/statutes.pdf	Fully Met	1.54	Information has been provided.
1.4.3	Process by which these services can be accessed	Fully Met	1.54	1.54	----do---	Fully Met	1.54	Information has been provided.
1.4.4	Time-limit for achieving the targets	Fully Met	1.54	1.54	----do---	Not Applicable	0	Information has been provided. However, the time limits needs to be indicated for the services offered.
1.4.5	Process of redress of grievances	Fully Met	1.54	1.54	----do---	Fully Met	1.54	Information has been provided.
1.5	Rules, regulations, instructions manual and records for discharging functions[Section 4(1)(b)(v)]							
1.5.1	Title and nature of the record/ manual /instruction.	Fully Met	1.92	1.92	http://www.iitk.ac.in/new/data/statutes.pdf	Fully Met	1.92	Information has been provided.

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
1.5.2	List of Rules, regulations, instructions manuals and records.	Fully Met	1.92	1.92	https://iitk.ac.in/new/institute-overview https://iitk.ac.in/new/acts-statutes-and-ordinances	Fully Met	1.92	Information has been provided.
1.5.3	Acts/ Rules manuals etc.	Fully Met	1.92	1.92	https://iitk.ac.in/new/acts-statutes-and-ordinances	Fully Met	1.92	Information has been provided.
1.5.4	Transfer policy and transfer orders	Fully Met	1.92	1.92	Transfers of staffs and officials are done as per the need basis.	Partially Met	0.96	The organization may upload all the transfer orders unless there are specific reasons for not doing so. If so the reasons need to be explained.
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	http://www.iitk.ac.in/olddord/Record%20Retention%20Schedule%20of%20GOI%20(Eng).pdf	Not Met	0	Categories of documents held by IIT, Kanpur needs to be linked. Not the Record

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
								Retention Schedule given by DARPG
1.6.2	Custodian of documents/categories	Fully Met	3.85	3.85	----do---	Not Met	0	Categories of documents held by IIT, Kanpur needs to be linked. Not the Record Retention Schedule given by DARPG
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	Board of Governors, IIT Kanpur	Fully Met	0.96	Information displayed.
1.7.2	Composition	Fully Met	0.96	0.96	http://iitk.ac.in/new/board-of-governors	Fully Met	0.96	Information displayed.
1.7.3	Dates from which constituted	Fully Met	0.96	0.96	19.02.2019	Partially Met	0.48	The date from which each committee / Council have been constituted should be indicated.
1.7.4	Term/ Tenure	Fully Met	0.96	0.96	Three Years	Fully Met	0.96	The tenure is indicated in

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL general.
								However, the term and tenure of each committee should be indicated. If the tenure of the committee of member co-terminus with the office of the members, the same should be indicated.
1.7.5	Powers and functions	Fully Met	0.96	0.96	http://www.iitk.ac.in/new/data/statutes.pdf	Fully Met	0.96	Information has been provided. The powers and functions of each committee / boards etc should be linked separately.
1.7.6	Whether their meetings are open to the public?	Fully Met	0.96	0.96	No	Not Applicable	0	N.A.
1.7.7	Whether the minutes of the meetings are open to the public?	Fully Met	0.96	0.96	No	Not Applicable	0	N.A.
1.7.8	Place where the minutes if open to the public are available?	Not Applicable	0	0		Not Applicable	0	N.A.

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
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://oag.iitk.ac.in/Tel/	Fully Met	3.85	Information has been provided.
1.8.2	Telephone , fax and email ID	Fully Met	3.85	3.85	https://oag.iitk.ac.in/Tel/	Fully Met	3.85	Information has been provided.
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	http://iitk.ac.in/new/data/Pay_Structure.pdf http://iitk.ac.in/new/data/https___nwm.iitk.ac.pdf	Fully Met	3.85	Information has been provided.
1.9.2	System of compensation as provided in its regulations	Fully Met	3.85	3.85	Compensation is given as per the GOI guidelines approved by the Board of Governors IIT Kanpur. http://www.iitk.ac.in/new/data/OO-HONORARIUM-7-1-19.pdf	Fully Met	3.85	Information has been provided.
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	Fully Met	3.85	3.85	https://iitk.ac.in/new/public-information	Fully Met	3.85	Information has been provided. However, it

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
								should be prominently displayed / linked on the Home Page.
1.10.2	Address, telephone numbers and email ID of each designated official.	Fully Met	3.85	3.85	https://iitk.ac.in/new/public-information	Fully Met	3.85	Information has been provided. However, it should be prominently displayed / linked on the Home Page.
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	Fully Met	3.85	3.85	Nil Document cannot be provided as the investigation is pending and the same is exempted under section 8(1)(h) of the RTI Act,2005	Partially Met	1.93	The total number of employees against whom disciplinary action for minor / major penalty is pending should be indicated. If there are no disciplinary cases in the organisation, it may be stated so.

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
1.11.2	(ii) Finalised for Minor penalty or major penalty proceedings	Fully Met	3.85	3.85	Nil	Fully Met	3.85	Nil status is indicated. Nil status is indicated.
1.12	Programmes to advance understanding of RTI(Section 26)							
1.12.1	Educational programmes	Fully Met	1.92	1.92	http://iitk.ac.in/new/public-information	Partially Met	0.96	Training programme has been conducted in 2016. However, details of officers / employees trained in current year not indicated. The same needs to be updated.
1.12.2	Efforts to encourage public authority to participate in these programmes	Fully Met	1.92	1.92	----do---	Partially Met	0.96	Training programme has been conducted in 2016. However, details of officers / employees trained in current year not indicated.

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
								The same needs to be updated.
1.12.3	Training of CPIO/APIO	Fully Met	1.92	1.92	Institute conducts periodic workshops at the Institute to educate CPIO / APIO and other employee(s) about the provisions of RTI Act, 2005. http://iitk.ac.in/new/public-information	Partially Met	0.96	Training programme has been conducted in 2016. However, details of officers / employees trained in current year not indicated. The same needs to be updated.
1.12.4	Update & publish guidelines on RTI by the Public Authorities concerned	Fully Met	1.92	1.92	http://iitk.ac.in/new/data/RTI/RTIGUIDELINES.pdf	Fully Met	1.92	Information has been provided.
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]	Fully Met	7.69	7.69	Transfers of staffs and officials are done as per the need basis.	Not Met	0	The organization may upload all the transfer orders unless there are specific reasons for not doing so.

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
								If so the reasons need to be explained.
Total			99	99			73	
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	http://www.iitk.ac.in/new/data/Finance_Officer_Office/Budget-Allocation-for-the-Financial-Year-2018-19-(1-4-19).pdf	Partially Met	5.00	Available for the 2018-19. Budget details for 2019-20 needs to be updated.
2.1.2	Budget for each agency and plan & programmes	Fully Met	10	10.00	-----do-----	Not Met	0	The total budget of the organization has been indicated for the year 2018-19 only. Budget details for 2019-20 needs to be updated in detail.
2.1.3	Proposed expenditures	Fully Met	10	10.00	-----do-----	Not Met	0	The total budget of the organization

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
								has been indicated for the year 2018-19 only. Budget details for 2019-20 needs to be updated in detail.
2.1.4	Revised budget for each agency, if any	Fully Met	10	10.00	-----do-----	Partially Met	5.00	Available for the 2018-19. Budget details for 2019-20 needs to be updated.
2.1.5	Report on disbursements made and place where the related reports are available	Fully Met	10	10.00	-----do-----	Not Met	0	Not available. Same needs to be uploaded.
2.2	Foreign and domestic tours(F.No. 1/8/2012- IR dt. 11.9.2012)							
2.2.1	Budget	Fully Met	16.67	16.67	http://www.iitk.ac.in/new/data/CPDA_1.pdf	Fully Met	16.67	Information has been provided.
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	16.67	16.67	http://www.iitk.ac.in/dofa/data/Travel-Support-of-Faculty-members_for_Quick_Link_DOFA_Webpage-new.pdf	Fully Met	16.67	Information has been provided.
2.2.3	Information related to procurements- (a)	Fully Met	16.67	16.67	http://www.iitk.ac.in/new/data/CPDA_1.pdf	Fully Met	16.67	Information

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
	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.				ac.in/new/tenders http://www.iitk.ac.in/new/contract-agreements			has been provided.
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			Not Applicable	0	N.A.
2.3.2	Objective of the programme	Not Applicable	0			Not Applicable	0	N.A.
2.3.3	Procedure to avail benefits	Not Applicable	0			Not Applicable	0	N.A.
2.3.4	Duration of the programme/ scheme	Not Applicable	0			Not Applicable	0	N.A.
2.3.5	Physical and financial targets of the programme	Not Applicable	0			Not Applicable	0	N.A.
2.3.6	Nature/ scale of subsidy /amount allotted	Not Applicable	0			Not Applicable	0	N.A.
2.3.7	Eligibility criteria for grant of subsidy	Not Applicable	0			Not Applicable	0	N.A.
2.3.8	Details of beneficiaries of subsidy programme (number, profile etc)	Not Applicable	0			Not Applicable	0	N.A.
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			Not Applicable	0	N.A.
2.4.2	Annual accounts of all legal entities who are provided grants by public authorities	Not Applicable	0			Not Applicable	0	N.A.
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			Not Applicable	0	N.A.
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			Not Applicable	0	N.A.

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.	Fully Met	50	50.00	http://www.iitk.ac.in/new/www.iitk.ac.in/new/annual-accounts	Not Met	0	Link is not accessible.
Total			150	150			60	
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]							
3.1.1	Relevant Acts, Rules, Forms and other documents which are normally accessed by citizens	Not Applicable	0	0		Not Applicable	0	N.A.
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	Not Applicable	0	0		Not Applicable	0	N.A.
3.1.3	Public- private partnerships (PPP)- Details of Special Purpose Vehicle (SPV), if any	Not Applicable	0	0		Not Applicable	0	N.A.
3.1.4	Public- private partnerships (PPP)- Detailed project reports (DPRs)	Not Applicable	0	0		Not Applicable	0	N.A.
3.1.5	Public- private partnerships (PPP)- Concession agreements.	Not Applicable	0	0		Not Applicable	0	N.A.
3.1.6	Public- private partnerships (PPP)- Operation and maintenance manuals	Not Applicable	0	0		Not Applicable	0	N.A.
3.1.7	Public- private partnerships (PPP) - Other documents generated as part of the implementation of the PPP	Not Applicable	0	0		Not Applicable	0	N.A.

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
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		Not Applicable	0	N.A.
3.1.9	Public- private partnerships (PPP) -Information relating to outputs and outcomes	Not Applicable	0	0		Not Applicable	0	N.A.
3.1.10	Public- private partnerships (PPP) - The process of the selection of the private sector party (concessionaire etc.)	Not Applicable	0	0		Not Applicable	0	N.A.
3.1.11	Public- private partnerships (PPP) - All payment made under the PPP project	Not Applicable	0	0		Not Applicable	0	N.A.
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://iitk.ac.in/new/office-orders	Partially Met	8.34	Under the head 'Office Order' some sub links are not accessible.
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	-----do-----	Partially Met	8.34	Under the head 'Office Order' some sub links are not accessible.
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	-----do-----	Partially Met	8.34	Under the head 'Office Order' some sub links are not accessible.
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	Fully Met	50	50.00	Dissemination	Fully Met	50.00	Information

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
	communication - Internet (website)				of information for wide publicity is done through Institute website. https://iitk.ac.in/new/office-orders			has been 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	Yes http://www.iitk.ac.in/new/public-information	Fully Met	25.00	Information has been provided.
3.4.2	Information manual/handbook available in Printed format	Fully Met	25	25.00	Yes http://www.iitk.ac.in/new/public-information	Fully Met	25.00	Information has been 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	http://www.iitk.ac.in/new/public-information	Fully Met	25.00	Manual details are given. However, information related to free of cost or not need to be clarified.
3.5.2	List of materials available At a reasonable cost of the medium	Fully Met	25	25.00	-----do-----	Fully Met	25.00	Manual details are given. However, information related to free of cost or not

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
								need to be clarified.
Total			200	200			175	
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	English	Fully Met	14.29	14.29	Yes	Fully Met	14.29	Information has been provided
4.1.2	Vernacular/ Local Language	Fully Met	14.29	14.29	Hindi	Partially Met	7.15	User Manual / Handbook should be prepared in Hindi / Vernacular languages and uploaded.
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	April 10, 2019	Partially Met	14.29	It has been observed that various Manual / Handbook are available in website. However, frequent updation needs to be carried out.
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	Yes	Partially Met	4.76	List of information

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
								Auditor Remarks/URL may be provided under this link.
4.3.2	Name/ title of the document/record/ other information	Fully Met	9.52	9.52	Manuals	Partially Met	4.76	Details of the Manuals like name, title etc need to be provided.
4.3.3	Location where available	Fully Met	9.52	9.52	http://www.iitk.ac.in/new/public-information	Fully Met	9.52	Information has been provided.
4.4	Particulars of facilities available to citizen for obtaining information[Section 4(1)(b)(xv)]							
4.4.1	Name & location of the faculty	Not Met	7.14	0		Not Met	0	Same needs to be uploaded.
4.4.2	Details of information made available	Fully Met	7.14	7.14	http://www.iitk.ac.in/	Partially Met	3.57	Link has been provided. However, the details are not indicated.
4.4.3	Working hours of the facility	Fully Met	7.14	7.14	24 hrs	Fully Met	7.14	Information has been provided.
4.4.4	Contact person & contact details (Phone, fax email)	Fully Met	7.14	7.14	CPIO, IIT Kanpur http://www.iitk.ac.in/new/public-information	Fully Met	7.14	Information has been provided.
4.5	Such other information as may be prescribed under Section 4(i) (b)(xvii)							
4.5.1	Grievance redressal mechanism	Fully Met	3.57	3.57	https://pgportal.gov.in/	Partially Met	1.79	Pg Portal details are available.

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
								However, the information regarding the grievance redressal mechanism within the organization is not available.
4.5.2	Details of applications received under RTI and information provided	Fully Met	3.57	3.57	http://www.iitk.ac.in/new/data/RTI/RTI-Annual-Return-for-the-Year-2017-18.pdf	Fully Met	3.57	Information has been provided.
4.5.3	List of completed schemes/ projects/ Programmes	Fully Met	3.57	3.57	http://www.iitk.ac.in/dord/data/status-report/LIST-OF-Completed-PROJECTS-04.04.2019-CIC.pdf	Fully Met	3.57	Information has been provided.
4.5.4	List of schemes/ projects/ programme underway	Fully Met	3.57	3.57	http://www.iitk.ac.in/dord/data/status-report/LIST-OF-Ongoing-PROJECTS-04.04.2019-CIC.pdf	Fully Met	3.57	Information has been provided.
4.5.5	Details of all contracts entered into including name of the contractor, amount of contract and period of completion of contract	Fully Met	3.57	3.57	http://www.iitk.ac.in/new/data/tender/file/co	Fully Met	3.57	Information has been provided.

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
					ntract-agreements/Contract-Register-2018-19-IWD-Electrical-Division.pdf			
4.5.6	Annual Report	Fully Met	3.57	3.57	http://www.iitk.ac.in/new/annual-reports	Fully Met	3.57	Information has been provided.
4.5.7	Frequently Asked Question (FAQs)	Fully Met	3.57	3.57	http://www.iitk.ac.in/doaa/faqs	Fully Met	3.57	Information has been provided.
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	Fully Met	3.57	3.57	The point is not applicable since no Citizen Charter is appointed	Not Met	0	Organization may upload citizen charter under this link.
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	http://www.iitk.ac.in/new/monthly-return-of-rti-application-1st-appeal	Fully Met	14.29	Information has been provided.
4.6.2	Details of appeals received and orders issued	Fully Met	14.29	14.29	http://www.iitk.ac.in/new/monthly-return-of-rti-application-1st-appeal	Fully Met	14.29	Information has been provided.
4.7	Replies to questions asked in the parliament[Section 4(1)(d)(2)]							
4.7.1	Details of questions asked and replies given	Fully Met	28.57	28.57	33 questions were asked	Partially Met	14.29	Information has been

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
					and replied from 01.01.2019 to 31.12.2019			provided on the number of questions. However, details of the questions are not uploaded. The same needs to be uploaded.
Total			200	193			139	
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	Current CPIO is appointed from 2014 http://www.iitk.ac.in/new/data/RTI/Office-Order-of-CPIO-Appointment.pdf	Fully Met	20.00	Details of current PIOs and AAs is available. But the names and details of earlier AAs from 1.1.2005 is not available. This information should be uploaded.
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) http://www.iitk.ac.in/new/data/RTI/Notification%20of%20Suo-disclosure%20Us%20	Not Met	0	Certificate by auditors has been uploaded. However, the copy of audit

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
					4%20pf%20RTI%20Act..pdf b) http://www.iitk.ac.in/new/data/RTI/Third%20party%20Audit%20Report%20dt.%2024.05.2019.pdf c) http://www.iitk.ac.in/new/data/RTI/Third%20party%20Audit%20Report%20dt.%2025.05.2019..pdf			report is not uploaded on the public domain. Hence, the copy of the audit report needs to be uploaded.
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	www.iitk.ac.in/new/data/RTI/Note-to-appoint-Shri-Manoj-Kumar-(AR)-as-Nodal-Officer.pdf Mr. Manoj Kumar Assistant Registrar	Fully Met	20.00	Information has been provided.
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	http://www.iitk.ac.in/new/data/RTI/Office-Order-to-constitute-Committee-	Fully Met	20.00	Information has been provided.

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
					Under-Section-4-of-RTI-Act.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	Fully Met	20	20.00	http://www.iitk.ac.in/new/data/RTI/Office-Order-to-appoint-CPIO.pdf http://www.iitk.ac.in/new/data/RTI/Office-Order-to-appoint-Registrar-as-an-Appellate-Authority.pdf	Fully Met	20.00	Information has been provided.
Total			100	100			80	
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	Fully Met	25	25.00	http://www.iitk.ac.in/new/public-information	Fully Met	25.00	Though a lot of information has been provided, much more information needs to be uploaded to make the system easily accessible to the public. This would make the

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
								system much more user friendly and ensure that the public has to make minimum use of RTI to get 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, Publ							
6.2.1	Whether STQC certification obtained and its validity	Not Applicable	0	0		Not Met	0	STQC certification is mandatory for all public authority accordingly certification may be obtained and its validity indicated in the website.
6.2.2	Does the website show the certificate on the Website?	Not Applicable	0	0		Not Met	0	The certificate may be obtained and display in the website.
Total			25	25			25	
Grand Total			774	767				551