


Mandatory Disclosures

Indian Institute of Information Technology Sonapat

1	Organization and Function	B.Tech+ Ph.D. Courses in areas of CS/IT/MATHS and Humanities.
1.1	Particulars of its organisation, functions and duties [Section 4(1)(b)(i)]	
1.1.1	Name and address of the Organization	Indian Institute of Information Technology, Sonapat IIIT Sonapat , IIT Delhi I TEC Technopark, Rajiv Gandhi Education city, Rai, Sonapat, 131029
1.1.2	Head of the organization	Prof. M.N Doja, Director
1.1.3	Vision, Mission and Key objectives	<p>Vision: The Institute aspires to attain the status of a top-notch Institution in Information Technology and Allied Fields and to emerge as an elite Research Institution by imparting futuristic quality education of Global Standards to corroborate the status of an “Institution of National Importance”.</p> <p>Mission: To undertake socially relevant, industry-oriented In-House Research & Development Programmes as well as to undertake cutting- edge research through Public-Private Participation in Information Technology & Allied Fields. The Institute shall endeavor to develop technically competent elite Human Resources imbued with the spirit of innovation and entrepreneurship with the social and environmental orientation to meet the knowledge needs of the Country in Information Technology & Allied Fields.</p> <p>Key Objectives:</p> <p>In accordance with the provisions of the Indian Institute of Information Technology (Public-Private Partnership) Act, 2017, the Key Objectives of the Institute are as under:</p> <ol style="list-style-type: none"> a. to emerge amongst the foremost institutions in information technology and allied fields of knowledge in the global context; b. to advance new knowledge and innovation in information technology and allied fields to empower the nation to the forefront in the global context; c. to develop competent and capable youth imbued with the spirit of innovation and entrepreneurship with the social and environmental orientation to meet the knowledge needs of the country and provide global leadership in information technology and allied fields;

		<p>d. To promote and provide transparency of highest order in matters of admission, appointment to various positions, academic evaluation, administration and finance.</p>
1.1.4	Function and duties	<p>Imparting education in approved Courses at UG / PG Level, undertaking related academic, research, consultancy, projects or other specific activities in line with the Key Objectives set under the provisions of IIIT (PPP) Act, 2017.</p> <p>Undertake other functions & duties in accordance with the directives of the Ministry of Education (MoE) from time to time.</p>
1.1.5	Organization Chart	 <pre> graph TD Visitor[Visitor] --> IIIT_Council[IIIT Council] IIIT_Council --> Board_of_Governors[Board of Governors] Board_of_Governors --> Director[Director] Director --- Finance_Committee[Finance Committee] Director --- Building_Works_Committee[Building Works Committee] Director --- Senate[Senate] Director --> I_c_Dean[I/c Dean] Director --> Registrar[Registrar] I_c_Dean --> Head_of_Departments[Head of Departments] Head_of_Departments --> Faculties[Faculties] Head_of_Departments --> Board_of_Studies[Board of Studies] Registrar --> Accounts[Accounts] Registrar --> Administration[Administration] Registrar --> Establishment[Establishment] Registrar --> Stores_Purchase[Stores & Purchase] Registrar --> Exams_Admissions[Exams & Admissions] </pre> <p>Indian Institute of Information Technology, Sonapat (IIITS) is one of the 20 Indian Institutes of Information Technology established under the Public-Private Partnership Scheme by the Ministry of Education (MoE), Government of India.</p>
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	<p>Prof. M.N Doja , Head and Director - Dept. of CSE/IT/ Allied Disciplines is incharge of all departments as of current status</p>

1.2	Power and duties of its officers and employees[Section 4(1)(b)(ii)]	<p>As per Statute of the Statutes of the Indian Information Technology, Sonepat 2017, the powers & duties of Director are as under</p> <p>1. The Director shall be the appointing authority of -</p> <p>Chief Warden, Wardens and Assistant Wardens of the Hostels and faculty associated facilities. Heads of Departments or Schools or Centres of academic and administrative units;</p> <p>Provided that the appointment of Dean and Associate Dean shall be approved by the Chairperson; Deans and Associate Deans, the selection process, positions and functions of which shall be as decided by the Board:</p> <p>2. Subject to the budget provisions made for the specific purpose, the Director may incur expenditure in accordance with the procedure as may be laid down by the Board from time to time.</p> <p>3. The Director may re-appropriate funds with respect to different items constituting the recurring budget up to such limit for each item as may be determined by the Board from time to time: Provided that such re-appropriation shall not involve any liability in subsequent years and every such re-appropriation shall, as soon as possible, be reported to the Board.</p> <p>4. The Director may waive recovery of overpayment up to such limit as may be determined by the Board from time to time, made to an employee, not detected within twenty four months of payment and every</p> <p>5. The Director may write off irrecoverable losses and irrecoverable value of stores lost or rendered unserviceable due to fire, wear and tear on the recommendation of a Standing Committee appointed by the Board for such purpose subject to such financial limit, as may be specified by the Board from time to time.</p> <p>6. The Director may employ technicians and workmen paid out of contingencies involving such emoluments as may be stipulated by the Board from time to time.</p> <p>7. The Director may send the employees for training or for a course of instruction subject to such terms and conditions as may be laid down by the Board from time to time.</p> <p>8. The Director may sanction remission or reduction of rent for buildings rendered wholly or partially unsuitable.</p> <p>9. The Director may sanction temporary allocation of any building for any purpose other than that for which it was constructed.</p> <p>10. In exceptional cases, subject to availability of funds, the Director may create temporary posts with the approval of the Chairperson, of not more than two years' duration on consolidated pay and under report to the Board.</p> <p>11. The Director may exercise the powers of a Head of Department for the purposes of the Account Code, the Fundamental and Supplementary Rules and other rules of the Government in so far as they are applicable or may be made applicable to the conduct of the business of the Institute.</p> <p>12. If for any reason, the Registrar is temporarily absent for a period not exceeding one month, the Director may take over, or assign to any employee of the Institute, any of the functions of the Registrar as he or she deems fit:</p>
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		<p>Provided that if, at any time, the temporary absence of the Registrar exceeds one month, the Board may, if it thinks fit, authorize the Director to take over or assign the function of the Registrar as aforesaid, for a period exceeding one month.</p> <p>13. All contracts for and on behalf of the Institute except the one between the Institute and the Director shall when authorized by a resolution of the Board passed in that behalf, be in writing and be made such waiver shall, as soon as possible, be reported to the Board.</p>
1.2.1	Powers and duties of officers (administrative, financial and judicial)	<p>As per Statute of the Statutes of the Indian Information Technology, Sonapat 2017, the powers & duties of Director are as under</p> <p>1. The Director shall be the appointing authority of -</p> <p>Chief Warden, Wardens and Assistant Wardens of the Hostels and faculty associated facilities. Heads of Departments or Schools or Centres of academic and administrative units;</p> <p>Provided that the appointment of Dean and Associate Dean shall be approved by the Chairperson; Deans and Associate Deans, the selection process, positions and functions of which shall be as decided by the Board:</p> <p>2. Subject to the budget provisions made for the specific purpose, the Director may incur expenditure in accordance with the procedure as may be laid down by the Board from time to time.</p> <p>3. The Director may re-appropriate funds with respect to different items constituting the recurring budget up to such limit for each item as may be determined by the Board from time to time:</p> <p>Provided that such re-appropriation shall not involve any liability in subsequent years and every such re-appropriation shall, as soon as possible, be reported to the Board.</p> <p>4. The Director may waive recovery of overpayment up to such limit as may be determined by the Board from time to time, made to an employee, not detected within twenty four months of payment and every such waiver shall, as soon as possible, be reported to the Board.</p> <p>5. The Director may write off irrecoverable losses and irrecoverable value of stores lost or rendered unserviceable due to fire, wear and tear on the recommendation of a Standing Committee appointed by the Board for such purpose subject to such financial limit, as may be specified by the Board from time to time.</p> <p>6. The Director may employ technicians and workmen paid out of contingencies involving such emoluments as may be stipulated by the Board from time to time.</p> <p>7. The Director may send the employees for training or for a course of instruction subject to such terms and conditions as may be laid down by the Board from time to time.</p> <p>8. The Director may sanction remission or reduction of rent for buildings rendered wholly or partially unsuitable.</p> <p>9. The Director may sanction temporary allocation of any building for any purpose other than that for which it was constructed.</p> <p>10. In exceptional cases, subject to availability of funds, the Director may create temporary posts with the approval of the Chairperson, of not more than two years' duration on consolidated pay and under report to the Board.</p> <p>11. The Director may exercise the powers of a Head of Department for the purposes of the Account Code, the Fundamental and Supplementary Rules and other rules of the Government in so far as they are applicable or may be made applicable to the conduct of the business of the Institute.</p>

		<p>12. If for any reason, the Registrar is temporarily absent for a period not exceeding one month, the Director may take over, or assign to any employee of the Institute, any of the functions of the Registrar as he or she deems fit: Provided that if, at any time, the temporary absence of the Registrar exceeds one month, the Board may, if it thinks fit, authorize the Director to take over or assign the function of the Registrar as aforesaid, for a period exceeding one month.</p> <p>13. All contracts for and on behalf of the Institute except the one between the Institute and the Director shall when authorized by a resolution of the Board passed in that behalf, be in writing and be made in the name of the Institute and every such contract shall be executed on behalf of the Institute by the Registrar.</p> <p>14. The Director may, at his discretion, constitute such Committees as he or she may consider appropriate.</p> <p>15. In the event of the occurrence of any vacancy in the office of the Chairperson by reason of his or her death, resignation, or otherwise or in the event of the Chairperson being unable to discharge his or her functions owing to absence, illness or any other cause, the Director may discharge the functions assigned to the Chairperson.</p>
1.2.2	Power and duties of other employees	As per IIIT (PPP) Act, 2017 and the Statutes of the Indian Institute of Information Sonapat, 2017. Available on website at following link - http://iiitsonepat.ac.in/iiits-act-statute-and-ordinance
1.2.3	Rules/ orders under which powers and duty are derived and	As per IIIT (PPP) Act, 2017 and the Statutes of the Indian Institute of Information Sonapat, 2017. Available on website at following link - http://iiitsonepat.ac.in/iiits-act-statute-and-ordinance
1.2.4	Exercised	exercised as per As per IIIT (PPP) Act, 2017 and the Statutes of the Indian Institute of Available on website at following link - http://iiitsonepat.ac.in/iiits-act-statute-and-ordinance

Sr. No	Details of disclosure Category	List of Documents available publicly on website- 1. IIIT (PPP) Act, 2017 2. IIIT (PPP) Act, Statute- http://iiitsonapat.ac.in/iiits-act-statute-and-ordinance 3. List of Senate Members- http://iiitsonapat.ac.in/senate 4. List of BoG- http://iiitsonapat.ac.in/governing-bodies 5. List of Mous- http://iiitsonapat.ac.in/mou 6. Finance Committee- http://iiitsonapat.ac.in/committee 7. mandatory Disclosure - http://iiitsonapat.ac.in/right-to-information 8. Tenders- http://iiitsonapat.ac.in/tenders 9. Other Important Information - http://iiitsonapat.ac.in/
1.2.5	Work allocation	Work is divided as per the Roles and responsibilities as directed by the Competent Authorities and per As per IIIT (PPP) Act, 2017 and the Statutes of the Indian Institute of Available on website at following link - http://iiitsonapat.ac.in/iiits-act-statute-and-ordinance
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	Major Policy & Financial Decisions and approvals through Building Works Committee, Finance Committee and Board of Governors. Established decision making processes like open discussions in Scrutiny / Selection Committees, Senate, Board of Studies etc followed by Note for Approvals and final approval from Competent Authority.
1.3.2	Final decision making authority	Board of Governors & Director
1.3.3	Related provisions, acts, rules etc.	IIIT (PPP) Act, 2017 and the Statutes of the Indian Institute of Information Sonepat, 2017. (http://www.iiitsonapat.ac.in/storage/IIIT-PPP-Act-%202017-dtd-09-Aug-2017.pdf)
1.3.4	Time limit for taking a decisions, if any	As Per Academic calendar
1.3.5	Channel of supervision and accountability	As per organization chart specified in point no 1.1 above

1.4	Norms for discharge of functions[Section 4(1)(b)(iv)]	
1.4.1	Nature of functions/ services offered	Imparting education in approved Courses at the Undergraduate & PhD levels, undertaking related academic, research, consultancy, projects or other specific activities in line with the Key Objectives set under the provisions of IIIT (PPP) Act, 2017. Undertake other functions & duties in accordance with the directives of the Ministry of Education (MoE) from time to time.
1.4.2	Norms/ standards for functions/ service delivery	per As per IIIT (PPP) Act, 2017 and the Statutes of the Indian Institute of Available on website at following link - http://iiitsonapat.ac.in/iiits-act-statute-and-ordinance
1.4.3	Process by which these services can be accessed	The Services of the Institute can be availed during working hours as per the Academic Calendar approved by the Senate.
1.4.4	Time-limit for achieving the targets	As per Academic calender
1.4.5	Process of redress of grievances	Information available at - http://www.iiitsonapat.ac.in/office-orders
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.	Students Academic Records like Grade Cards, TC, Degree Certificates, Faculty / Staff Personal Files & Service Books, Accounting Records in according to Standard Accounting Practices, Administrative Records to pertaining to Stores & Purchase, Library, Scholarships, Sports, Events etc.
1.5.2	List of Rules, regulations, instructions manuals and records.	As per IIIT (PPP) Act, 2017 and the Statutes of the Indian Institute of Available on website at following link - http://iiitsonapat.ac.in/iiits-act-statute-and-ordinance
1.5.3	Acts/ Rules manuals etc.	<ol style="list-style-type: none"> 1. IIIT (PPP) Act, 2017 2. IIIT (PPP) Act, Statue- http://iiitsonapat.ac.in/iiits-act-statute-and-ordinance 3. List of Senate Members- http://iiitsonapat.ac.in/senate 4. List of BoG- http://iiitsonapat.ac.in/governing-bodies 5. List of Mous- http://iiitsonapat.ac.in/mou 6. Finance Committee- http://iiitsonapat.ac.in/committee 7. mandatory Disclosure

		<p>-http://iiitsonapat.ac.in/right-to-information 8. Tenders- http://iiitsonapat.ac.in/tenders 10. Other Important Information - http://iiitsonapat.ac.in/</p>
1.5.4	Transfer policy and transfer orders	IIIT Sonepat is an Autonomous Institute. There is no External transfer however internal transfer from one department to other is possible. Currently no such transfer

Sr. No	Details of disclosure	
1.6	Categories of documents held by the authority under its control[Section 4(1)(b) (vi)]	
1.6.1	Categories of documents	Students Academic Records, Faculty / Staff Personal Files & Service Books, Accounting Records in according to Standard Accounting Practices, Administrative Records to pertaining to Stores & Purchase, Library, Scholarships, Sports, Events etc.
1.6.2	Custodian of documents/categories	Academic Records – I/c Dean/HOD/Office Administrative Records – Registrar/ Office
1.7	Boards , Council, Committees and other Bodies constituted as part of public Authority	
1.7.1	Name of Boards, Council, Committee etc.	<ol style="list-style-type: none"> 1. List of Senate Members- http://iiitsonapat.ac.in/senate 2. List of BoG- http://iiitsonapat.ac.in/governing-bodies 3. List of Mous- http://iiitsonapat.ac.in/mou 4. Finance Committee- http://iiitsonapat.ac.in/committee 5. Other Important Committees available at following link - http://www.iiitsonapat.ac.in/office-orders
1.7.2	Composition	As per IIIT (PPP) Act, 2017 and the Statutes of the Indian Institute of Available on website at following link - http://iiitsonapat.ac.in/iiits-act-statute-and-ordinance
1.7.3	Dates from which constituted	Board of Governors :- December 2021 Finance Committee :- January 2021
1.7.4	Term/ Tenure	As per IIIT (PPP) Act, 2017 and the Statutes of the Indian Institute of Available on website at following link - http://iiitsonapat.ac.in/iiits-act-statute-and-ordinance
1.7.5	Powers and functions	As per IIIT (PPP) Act, 2017 and the Statutes of the Indian Institute of Available on website at following link - http://iiitsonapat.ac.in/iiits-act-statute-and-ordinance
1.7.6	Whether their meetings are open to the public?	No Open to members only
1.7.7	Whether the minutes of the meetings are open to the public?	Yes

1.7.8	Place where the minutes if open to the public are available?	The Information is available on the Institute website of the related committees at - http://iiitsonapat.ac.in/governing-bodies (Board of Governors) http://iiitsonapat.ac.in/committee (Finance Committee)
1.8	Directory of officers and employees[Section 4(1) (b) (ix)]	
1.8.1	Name and designation	1. Dr. Mukesh Mann, Assistant Professor (CSE) mukesh.maan@iiitsonapat.ac.in
1.8.2	Telephone , fax and email ID	2. Dr. Sourabh Jain, Assistant Professor (CSE) sourabhjain.iitr@gmail.com 3. Dr. Diddi Kumara Swami, Assistant Professor (Mathematics) diddik@gmail.com 4. Dr. Syed Ghufran Hashmi, Assistant Professor (Humanities) sghufranhashmi@gmail.com 5. Dr. Bhupesh Singh Bhati, Assistant Professor (CSE) bhoopesh.cse@gmail.com 6. Dr. Wakar Ahmad, Assistant Professor (CSE) w.ahmad@iiitsonapat.ac.in 7. Dr. Diwakar Prasad Tripathi, Assistant Professor (CSE) diwakarnitgoa@gmail.com 8. Dr. Vinay Pathak, Assistant Professor (CSE) vinayphatak1986@gmail.com
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	Available on the website at following Link - http://www.iiitsonapat.ac.in/office-orders

1.9.2	System of compensation as provided in its regulations	All the regular employee of the institute is entitled for the various benefits like as LTC, C.E.A leave and Encashment as per govt. of india orders.
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	Dr. Mukesh Mann Public Information Officer Indian Institute of Information Technology, Sonapat Phones: Office 1302987902 E-mail : sonepatiiit@gmail.com Appellate Authority Prof. Brahmjeet Singh Nodal officer of IIIT Sonapat, IIIT Sonapat office, MBA Department Building, NIT Kurukshetra 136119, email- Brahmjit.s@gmail.com Phone- 1302987902
1.10.2	Address, telephone numbers and email ID of each designated official.	Dr. Mukesh Mann Public Information Officer Indian Institute of Information Technology, Sonapat Phones: Office 1302987902 E-mail : sonepatiiit@gmail.com Appellate Authority Prof. Brahmjeet Singh Nodal officer of IIIT Sonapat, IIIT Sonapat office, MBA Department Building, NIT Kurukshetra 136119.
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	Nil
1.11.2	(ii) Finalized for Minor penalty or major penalty proceedings	Nil
1.12	Programmes to advance understanding of RTI(Section 26)	
1.12.1	Educational programmes	IIIT organizes Online Sessions for the Employees/ students regarding importance of RTI and procedure for filing
1.12.2	Efforts to encourage public authority to participate in these programmes	IIT organizes Online Sessions for the Employees/ students regarding importance of RTI and procedure for filing

1.12.3	Training of CPIO/APIO	Time to Time PIO are encouraged to participate in educational and Training programmes.
1.12.4	Update & publish guidelines on RTI by the Public Authorities concerned	Published regularly , Last updated 31st August 2023
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]	As per Govt. Of India Rules
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	Budget estimates are prepared under various Head Of Account 0H-31 and 0H-35. Allotment in the shape of Grant is receipted from the ministry of education which is treated as allotment against Budget Estimates Are available on Website - http://www.iiitsonepat.ac.in/annual-reports

2.1.2	Budget for each agency and plan & programmes	Budget estimates are prepared under various Head Of Account 0H-31 and 0H-35. Allotment in the shape of Grant is received from the ministry of education which is treated as allotment against Budget Estimates Are available on Website - http://www.iiitsonapat.ac.in/annual-reports
2.1.3	Proposed expenditures	Budget estimates are prepared as per proposed expenditure under recurring and non-recurring expansis to be met during each financial year and got approved from the ministry of the education
2.1.4	Revised budget for each agency, if any	The expenditure is met from the budget estimate already prepared for each financial year and in case the expenditures exceeds, than the revised estimate are prepared and got approved from the competent authority accordingly
2.1.5	Report on disbursements made and place where the related reports are available	Annual Account for each financial year is prepared which depicts the status of income and expenditure of the institute Annual account for the year 2021-2022 Available on the Website - http://iiitsonapat.ac.in/annual-reports
2.2	Foreign and domestic tours(F.No. 1/8/2012- IR dt. 11.9.2012)	
2.2.1	Budget	Budget is met out of General Budget
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	Nil
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.	Available in the Accounts Office of the Institute.A verified copy can be obtained by paying nominal fees.
2.3	Manner of execution of subsidy programme [Section 4(i)(b)(xii)]	
2.3.1	Name of the programme of activity	Not Applicable

2.3.2	Objective of the programme	Not Applicable
2.3.3	Procedure to avail benefits	Not Applicable
2.3.4	Duration of the programme/ scheme	Not Applicable
2.3.5	Physical and financial targets of the programme	Not Applicable

2.3.6	Nature/ scale of subsidy /amount allotted	Not Applicable
2.3.7	Eligibility criteria for grant of subsidy	Not Applicable
2.3.8	Details of beneficiaries of subsidy programme (number, profile etc)	Not Applicable
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.	Compliance in respect of CAG reports are made from time to time with reference to audit observation. Details can be obtained from the Account office by paying nominal fees.
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	<ol style="list-style-type: none"> 1. List of Senate Members- http://iiitsonapat.ac.in/senate 2. List of BoG- http://iiitsonapat.ac.in/governing-bodies 3. List of Mous- http://iiitsonapat.ac.in/mou 4. Finance Committee- http://iiitsonapat.ac.in/committee 5. Other Important Committees available at following link - http://www.iiitsonapat.ac.in/office-orders

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	Consultation with the Parents or other Members of the Public is taken as and when required. The concerned stake holders are encouraged to ask queries, questions and collect information personally or through website. The Members of the Public can visit any time during working hours of the Institute. Dr. Mukesh Mann Public Information Officer Indian Institute of Information Technology, Sonapat Phones: Office 1302987902 E-mail : sonepatiiit@gmail.com
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3.1.3	Public- private partnerships (PPP)- Details of Special Purpose Vehicle (SPV), if any	Indian Institute of Information Technology, Sonapat (IIITS) is one of the 20 Indian Institutes of Information Technology established under Public- Private Partnership Scheme by Ministry of Human Resource Development, Government of India. The MHRD Scheme of the setting- up of 20 new IIITs on PPP Model is available on the Ministry of Education Website.
3.1.4	Public- private partnerships (PPP)- Detailed project reports (DPRs)	Not Applicable
3.1.5	Public- private partnerships (PPP)- Concession agreements.	Not Applicable
3.1.6	Public- private partnerships (PPP)- Operation and maintenance manuals	Not Applicable
3.1.7	Public- private partnerships (PPP) - Other documents generated as part of the implementation of the PPP	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
3.1.9	Public- private partnerships (PPP) -Information relating to outputs and outcomes	Not Applicable
3.1.10	Public- private partnerships (PPP) - The process of the selection of the private sector party (concessionaire etc.)	Haryana State Industrial and Infrastructure Development Corporation (HSIIDC) and Haryana State Electronics Development Corporation Limited (HARTRON) have been selected as Industry Partner. The process of the selection of the Private Sector Party is under the purview of the State Government of Haryana / Central Government as per the provisions of the IIIT (PPP) Act, 2017.
3.1.11	Public- private partnerships (PPP) - All payment made under the PPP project	Not Applicable
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	All facts are published from time to time . List of facts/documents available on website - <ol style="list-style-type: none"> 1. List of Senate Members- http://iiitsonapat.ac.in/senate 2. List of BoG- http://iiitsonapat.ac.in/governing-bodies 3. List of Mous- http://iiitsonapat.ac.in/mou 4. Finance Committee- http://iiitsonapat.ac.in/committee 5. Other Important Committees available at following link - http://www.iiitsonapat.ac.in/office-orders

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	Yes
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	Yes
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)	Website
3.4	Form of accessibility of information manual/ handbook[Section 4(1)(b)]	
3.4.1	Information manual/handbook available in Electronic format	Available at the Institute Website at iitsonapat.ac.in

3.4.2	Information manual/handbook available in Printed format	Available in the Office of the Director / Registrar of the Institute.
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	<p>Certified copy available by paying nominal fees</p> <ol style="list-style-type: none"> 1. IIIT (PPP) Act, 2017 2. Statutes of IIITS, 2017 3. Academic Rule Book for UG Courses 4. Academic Rule Book for PhD Courses 5. Balance Sheets 6. Annual Reports 7. Audit Reports <ul style="list-style-type: none"> • List of Senate Members- http://iiitsonapat.ac.in/senate • List of BoG- http://iiitsonapat.ac.in/governing-bodies • List of Mous- http://iiitsonapat.ac.in/mou • Finance Committee- http://iiitsonapat.ac.in/committee • Other Important Committees available at following link -http://www.iiitsonapat.ac.in/office-orders
3.5.2	List of materials available At a reasonable cost of the medium	<p>Certified copy available by paying nominal fees</p> <ol style="list-style-type: none"> 1. IIIT (PPP) Act, 2017 2. Statutes of IIITS, 2017 3. Academic Rule Book for UG Courses 4. Academic Rule Book for PhD Courses 5. Balance Sheets 6. Annual Reports
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	English
4.1.2	Vernacular/ Local Language	Certified copy available by paying nominal fees
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	30.08.2023
4.3	Information available in electronic form[Section 4(1)(b)(xiv)]	
4.3.1	Details of information available in electronic form	<ol style="list-style-type: none"> 1. IIIT (PPP) Act, 2017 2. Statutes of IIITS, 2017

		<ul style="list-style-type: none"> 3. Academic Rule Book for UG Courses 4. Academic Rule Book for PhD Courses 5. Balance Sheets 6. Annual Reports 7. Audit Reports
4.3.2	Name/ title of the document/record/ other information	<ul style="list-style-type: none"> 1. IIIT (PPP) Act, 2017 2. Statutes of IIITS, 2017 3. Academic Rule Book for UG Courses 4. Academic Rule Book for PhD Courses 5. Balance Sheets 6. Annual Reports 7. Audit Reports
4.3.3	Location where available	Available from IIIT Sonapat , Office
4.4	Particulars of facilities available to citizen for obtaining information[Section 4(1)(b)(xv)]	
4.4.1	Name & location of the faculty	Available from IIIT Sonapat , Office
4.4.2	Details of information made available	1. IIIT (PPP) Act, 2017
4.4.3	Working hours of the facility	09:00 AM to 05:00 PM
4.4.4	Contact person & contact details (Phone, fax email)	<p>Dr. Mukesh Mann Public Information Officer Indian Institute of Information Technology, Sonapat Phones: Office 1302987902 E-mail : sonepatiiit@gmail.com</p> <p>Appellate Authority Prof. Brahmjeet Singh Nodal officer of IIIT Sonapat, IIIT Sonapat office, MBA Department Building, NIT Kurukshetra 136119, email- Brahmjit.s@gmail.com</p>
4.5	Such other information as may be prescribed under Section 4(i) (b)(xvii)	

4.5.1	Grievance redressal mechanism	As per the committee rules and regulations - Please find link at - http://www.iiitsonapat.ac.in/office-orders
4.5.2	Details of applications received under RTI and information provided	information available at - http://iiitsonapat.ac.in/right-to-information
4.5.3	List of completed schemes/ projects/ Programmes	Schemes/ Activities/ Programs list available at following link- http://iiitsonapat.ac.in/events
4.5.4	List of schemes/ projects/ programme underway	No scheme currently available
4.5.5	Details of all contracts entered into including name of the contractor, amount of contract and period of completion of contract	Details of contracts/ Bida / Copies can be obtained from the office after paying nominal fees.
4.5.6	Annual Report	Available on the Institute website at the link http://www.iiitsonapat.ac.in/annual-reports
4.5.7	Frequently Asked Question (FAQs)	Avavailbe at following Link - http://iiitsonapat.ac.in/right-to-information
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
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	information available at - http://iiitsonapat.ac.in/right-to-information
4.6.2	Details of appeals received and orders issued	nformation available at - http://iiitsonapat.ac.in/right-to-information
4.7	Replies to questions asked in the parliament[Section 4(1)(d)(2)]	
4.7.1	Details of questions asked and replies given	The details of the applications received under RTI, Information Provided and the Quarterly Returns submitted to CIC are available in the Office & PIO of the Institute.Also summary is available at following link - http://iiitsonapat.ac.in/right-to-information
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	<p>(a) Current PIOs details as- Dr. Mukesh Mann Public Information Officer Indian Institute of Information Technology, Sonapat Phones: Office 1302987902 E-mail : sonepatiiit@gmail.com</p> <p>Appellate Authority Prof. Brahmjeet Singh Nodal officer of IIIT Sonapat, IIIT Sonapat office, MBA Department Building, NIT Kurukshetra 136119, email- Brahmjit.s@gmail.com Phone- 1302987902</p> <p>(b) Earlier CPIO & FAAs- Not available</p>
5.1.2	Details of third party audit of voluntary disclosure -(a) Dates of audit carried out , (b) Report of the audit carried out	<p>Audit conducted on 29th August and suggestions were incorporated on 31st August 2023. Auditor Name - Dr. Sunil Dutt Professor, Department of Education & Educational Management, and Nodal Officer (under RTI Act, 2005),</p>

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	Nodal officer is Dr. Mukesh Mann (PIO) under the Direction of Honorable Director , IIIT Sonapat
5.1.4	Consultancy committee of key stakeholders for advice on suo-motu disclosure - (a) Dates from which constituted, (b) Name & Designation of the officers	Members of Consultancy committee are as - Dr. Mukesh Mann- Chairperson, PIO & Assistant professor Dr. Bhoopesh Singh Bhati - member, Assistant professor Dr. Wakar Ahmad- Member, Assistant professor Mr. Manan Vij - Member , Student
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	Dr. Mukesh Mann Public Information Officer Indian Institute of Information Technology, Sonapat Phones: Office 1302987902 E-mail : sonepatiiit@gmail.com Appellate Authority Prof. Brahmjeet Singh Nodal officer of IIIT Sonapat, IIIT Sonapat office, MBA Department Building, NIT Kurukshetra 136119, email- Brahmjit.s@gmail.com Phone- 1302987902 Available at website at - http://iiitsonapat.ac.in/right-to-information

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	<ol style="list-style-type: none"> 1. List of Senate Members- http://iiitsonepat.ac.in/senate 2. List of BoG- http://iiitsonepat.ac.in/governing-bodies 3. List of Mous- http://iiitsonepat.ac.in/mou 4. Finance Committee- http://iiitsonepat.ac.in/committee 5. Other Important Committees available at following link - http://www.iiitsonepat.ac.in/office-orders
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	STQC Certificate yet to be obtained
6.2.2	Does the website show the certificate on the Website?	Under process