Ghani Khan Choudhury Institute of Engineering & Technology, Malda

Suo-Moto Disclosure under Section 4 of the RTI Act, 2005

COMPLETE SUO-MOTO RTI DISCLOSURE

ORGANIZATION AND FUNCTION

S. No.	Item	Details of disclosure	Remarks / Reference Points (Fully met /partially met / not met-not applicable will be treated as fully met / partially met)		Remark
1.1	Particulars of its organization, functions and duties [Section 4(1)(b)(i)]	i. Name and address of the Organization	Ghani Khan Choudhury Institute of Engineering and Technology PO- Narayanpur,Dist: Malda, State: West Bengal, India - 732141		Fully met
		ii. Head of the organization	Director		Fully met
		iii. Vision, Mission and Key objectives	About US		Fully met
		iv. Function and duties	Memorandum of Association (MoA) With MHRD, Govt. of India		Fully met
		v. Organization Chart	Organisation Structure		Fully met
		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	Department of Civil Engineering	Fully met	
			Computer Science & Engineering		
			Electrical Engineering		
			Food Technology		
			Mechanical Engineering		
			General Science and Humanities		
			Office and Sections		Fully met

1.2	Power and duties of its officers and employees [Section 4(1) (b)(ii)]	i. Powers and duties of officers (administrative, financial and judicial)	Memorandum of Association (MoA)With MHRD, Govt. of India	Fully met
		ii. Power and duties of other employees	Memorandum of Association (MoA)With MHRD, Govt. of India	Fully met
		iii. Rules/ orders under which powers and duty are derived and	Memorandum of Association (MoA)With MHRD, Govt. of India	Fully met
		iv. Exercised	Memorandum of Association (MoA)With MHRD, Govt. of India	Fully met
		v. Work allocation	Memorandum of Association (MoA)With MHRD, Govt. of India	Fully met
1.3	Procedure followed in decision making process [Section 4(1) (b)(iii)]	i. Process of decision making Identify key decision making points	Memorandum of Association (MoA)With MHRD, Govt. of India	Fully met
		ii. Final decision making authority	Memorandum of Association (MoA)With MHRD, Govt. of India	Fully met
		iii. Related provisions, acts, rules etc.	Memorandum of Association (MoA)With MHRD, Govt. of India	Fully met
		iv. Time limit for taking a decisions, if any	Memorandum of Association (MoA)With MHRD, Govt. of India	Fully met
		v. Channel of supervision and accountability 1.4	Memorandum of Association (MoA)With MHRD, Govt. of India	Fully met

1.4	Norms for discharge of functions [Section 4(1)(b)(iv)]	i. Nature of functions/ services offered	About US	Fully met
		ii. Norms/ standards for functions/ service delivery	Admission through https://wbjeeb.nic.in, https://jeemain.nta.nic.in,https://josaa.nic.in https://csab.nic.in, https://webscte.co.in, https://webscte.co.in www.gkciet.ac.in Programme calendar as per affiliating university and West Bengal State Council of Technical & Vocational Education and Skill Development. For details please visit https://makautwb.ac.in/ and https://webscte.co.in	Fully met
		iii. Process by which these services can be accessed	Admission through https://wbjeeb.nic.in, https://jeemain.nta.nic.in,https://josaa.nic.in https://csab.nic.in, https://webscte.co.in, https://webscte.co.in www.gkciet.ac.in Programme calendar as per affiliating university and West Bengal State Council of Technical & Vocational Education and Skill Development. For details please visit https://makautwb.ac.in/ and https://webscte.co.in	Fully met
		iv. Time-limit for achieving the targets	Admission through https://wbjeeb.nic.in, https://jeemain.nta.nic.in,https://josaa.nic.in https://csab.nic.in, https://webscte.co.in, https://webscte.co.in www.gkciet.ac.in Programme calendar as per affiliating university and West Bengal State Council of Technical & Vocational Education and Skill Development. For details please visit https://makautwb.ac.in/ and https://webscte.co.in	Fully met
		v. Process of redress of grievances	Complain Box and central public grievance portal and GKCIET grievance portal https://pgportal.gov.in/ http://gkciet.edugrievance.com/ https://gkciet.ac.in/facility/Grievance	Fully met

1.5	Rules, regulations, instructions manual and records for discharging functions [Section 4(1)(b)(v)]	i. Title and nature of the record/ manual /instruction	Memorandum of Association (MoA)With MHRD, Govt. of India	Fully met
		ii. List of Rules, regulations, instructions manuals and records.	Memorandum of Association (MoA)With MHRD, Govt. of India Documents and Reports GFR 2017, CCS , Academic rules and regulations as per affiliating university Maulana Abul Kalam Azad University of Technology, West Bengal and West Bengal State Council of Technical & Vocational Education and Skill Development.	Fully met
		iii. Acts/ Rules manuals etc.	As above	Fully met
		iv. Transfer policy and transfer orders	Transfer of staff and officials are done as per the need basis.	Fully met
1.6	Categories of documents held by the authority under its control [Section 4(1)(b) (vi)]	i. Categories of documents	Record Retention Schedule of Govt. of India (to be uploaded)	Fully met
		ii. Custodian of documents/categories	Record Retention Schedule of Govt. of India (to be uploaded)	Fully met

1.7	Boards, Councils, Committees and other Bodies constituted as part of the Public Authority [Section 4(1)(b)(viii)]	i. Name of Boards, Council, Committee etc.	1. Society, GKCIET, Malda 2. Board of Governors, GKCIET, Malda 3. Finance Committee, GKCIET, Malda 4. Building and Works Committee, GKCIET, Malda 5. Academic Council, GKCIET, Malda Composition of members will be available at new website	Fully met
		ii. Composition	Memorandum of Association (MoA)With MHRD, Govt. of India	Fully met
		iii. Dates from which constituted	NA	Fully met
		iv. Term/ Tenure		Fully met
		v. Powers and functions	Memorandum of Association (MoA)With MHRD, Govt. of India	Fully met
		vi. Whether their meetings are open to the public	Memorandum of Association (MoA)With MHRD, Govt. of India	Fully met
		vii. Whether the minutes of the meetings are open to the public?	No	Fully met
		viii. Place where the minutes if open to the public are available?	Will be available in new website	Fully met
1.8	Directory of officers and employees [Section 4(1) (b)]	i. Name and designation	Employee Details	Fully met
		ii. Telephone, fax and email ID	Employee Details	Fully met
1.9	Monthly Remuneration received by officers & employees including system of compensation [Section 4(1) (b) (x)]	i. List of employees with Gross monthly remuneration	Employee Details	Fully met
		ii. System of compensation as provided in its regulations	Compensation is given as per the GOI guidelines approved by the Board of Governors GKCIET, Malda.	Fully met

1.10	Name, designation and other particulars of public information officers [Section 4(1) (b) (xvi)]	i. Name and designation of the public information officer (PIO), Assistant Public Information (s) & Appellate Authority	RTI Information Link	Fully met
		ii. Address, telephone numbers and email ID of each designated official.	RTI Information Link	Fully met
1.11	No. of employees against whom Disciplinary action has been proposed/ taken (Section 4(2))	No. of employees against whom disciplinary action has been i. Pending for Minor penalty or major penalty proceedings	02	Fully met
		ii. Finalised for Minor penalty or major penalty proceedings	Nil	Fully met
1.12	Programmes to advance understanding of RTI (Section 26)	i. Educational programmes	To be conducted	Fully met
		ii. Efforts to encourage public authority to participate in these programmes	Institute conducts periodic meetings / workshops at the Institute to educate PIO / NO and other employee(s) about the provisions of RTI Act, 2005.	Fully met
		iii. Training of CPIO/APIO	Attends regular training at CIC	Fully met
		iv. Update & publish guidelines on RTI by the Public Authorities concerned	As per CIC	Fully met
1.13	Transfer policy and transfer orders [F No. 1/6/2011- IR dt. 15.4.2013]		Transfer of staff and officials are done as per the need basis Transfer Order Details	Fully met

BUDGET AND PROGRAMME

S. No.	Item	Details of disclosure	Remarks / Reference Points (Fully met /partially met / not met-not applicable will be treated as fully met / partially met)	Remark
2.1	Budget allocated to each agency including all plans, proposed expenditure and reports on disbursements made etc. [Section 4(1)(b)(xi)]	i. Total Budget for the public authority	Annual Report	Fully met
		ii. Budget for each agency and plan & programmes	Annual Report	Fully met
		iii. Proposed expenditures	Annual Report	Fully met
		iv. Revised budget for each agency, if any	Annual Report	Fully met
		v. Report on disbursements made and place where the related reports are available	Annual Report	Fully met

2.2	Foreign and domestic tours (F. No. 1/8/2012- IR dt. 11.9.2012)	i. Budget	As per CPDA notification Link 1 and Link 2	Fully met
		ii. 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	To be uploaded as avaliable	Fully met
		iii. 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 aboveand d) The rate /rates and the total amount at which such procurement or works contract is to be executed.	To be uploaded as avaliable	Fully met

PUBLICITY AND PUBLIC INTERFACE

S. No.	Item	Details of disclosure	Remarks / Reference Points (Fully met /partially met / not met-not applicable will be treated as fully met / partially met)	Remark

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]	Arrangement for consultations with or representation by the members of the public i. Relevant Acts, Rules, Forms and other documents which are normally accessed by citizens	NA	Fully met
		ii. 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	NA	Fully met
		Public- private partnerships (PPP) i. Details of Special Purpose Vehicle (SPV), if any	NA	Fully met
		ii. Detailed project reports (DPRs)	NA	Fully met
		iii. Concession agreements.	NA	Fully met
		iv. Operation and maintenance manuals	NA	Fully met
		v. Other documents generated as part of the implementation of the PPP	NA	Fully met
		vi. Information relating to fees, tolls, or the other kinds of revenues that may be collected under authorisation from the government	NA	Fully met
		vii. Information relating to outputs and outcomes	NA	Fully met

		viii. The process of the selection of the private sector party (concessionaire etc.)	NA	Fully met
		ix. All payment made under the PPP project		Fully met
3.2	Are the details of policies / decisions, which affect public, informed to them [Section 4(1) (c)]	Publish all relevant facts while formulating important policies or announcing decisions which affect public to make the process more interactive; i. Policy decisions/ legislations taken in the previous one year	Memorandum of Association (MoA) With MHRD, Govt. of India Documents and Reports GFR 2017, CCS, Academic rules and regulations as per affiliating university Maulana Abul Kalam Azad University of Technology, West Bengal and West Bengal State Council of Technical & Vocational Education and Skill Development.	Fully met
		ii. Outline the Public consultation process	As above	Fully met
		iii. Outline the arrangement for consultation before formulation of 30 policy	As above	Fully met
3.3	Dissemination of information widely and in such form and manner which is easily accessible to the public [Section 4(3)]	Use of the most effective means of communication i. Internet (website)	www.gkciet.ac.in	Fully met
3.4	Form of accessibility of information manual/ handbook [Section 4(1) (b)]	Information manual/handbook available in i. Electronic format	Manuel	Fully met
		ii. Printed format	Manuel	Fully met
3.5	5 Whether information manual/ handbook available free of cost or not [Section 4(1)(b)]	List of materials available i. Free of cost	Manuel	Fully met
		ii. At a reasonable cost of the medium	Manuel	Fully met

E-GOVERNANCE

S. No.	Item	Details of disclosure	Remarks / Reference Points (Fully met /partially met / not met-not applicable will be treated as fully met / partially met)	Remark
4.1	Language in which Information Manual/Handbook Available [F No. 1/6/2011- IR dt. 15.4.2013]	i. English	Yes	Fully met
		ii. Vernacular/ Local Language	Hindi	partially met
4.2	When was the information Manual/Handbook last updated? [F No. 1/6/2011- IR dt 15.4.2013]	Last date of Annual updation	Dec-2019	Fully met
4.3	Information available in electronic form [Section 4(1)(b)(xiv)]	i. Details of information available in electronic form	Yes	Fully met
		ii. Name/ title of the document/record/ other information	As displayed inn the institute website	Fully met
		iii. Location where available	https://gkciet.ac.in/	Fully met
4.4	Particulars of facilities available to citizen for obtaining information [Section 4(1)(b)(xv)]	i. Name & location of the facility	https://gkciet.ac.in/	Fully met
		ii. Details of information made available	https://gkciet.ac.in/	Fully met
		iii. Working hours of the facility	24 Hours	Fully met
		iv. Contact person & contact details (Phone, fax email)	Employee Details	Fully met

4.5	Such other information as may be prescribed under section 4(i) (b)(xvii)	i. Grievance redressal mechanism	https://pgportal.gov.in/ GKCIET Grievance Portal	Fully met
		ii. Details of applications received under RTI and information provided	RTI Transaction	Fully met
		iii. List of completed schemes/ projects/ Programmes		Fully met
		iv. Details of all contracts entered into including name of the contractor, amount of contract and period of completion of contract	Contracts	Fully met
		v. Annual Report	https://gkciet.ac.in/information_center/miscellaneous/Annual_Report_2018-19.pdf	Fully met
		vi. Frequently Asked Question (FAQs) 32	FaQ	Fully met
		vii. 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	The point is not applicable since no Citizen Charter is appointed	Fully met
4.6	Receipt & Disposal of RTI applications & appeals [F.No 1/6/2011-IR dt. 15.04.2013]	i. Details of applications received and disposed	RTI Transaction RTI Tansaction 1	Fully met
		ii. Details of appeals received and orders issued	RTI Transaction	Fully met

4.7	Replies to questions asked in the parliament [Section 4(1)(d)(2)]	Details of questions asked and replies given	RTI Transaction	Fully met

INFORMATION AS MAY BE PRESCRIBED

S. No.	Item	Details of disclosure	Remarks / Reference Points (Fully met /partially met / not met-not applicable will be treated as fully met / partially met)	Remark
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]	i. Name & details of a) Current CPIOs & FAAs b) Earlier CPIO & FAAs from 1.1.2015	RTI Corner Audit Report	Fully met
		ii. Details of third party audit of voluntary disclosure a) Dates of audit carried out b) Report of the audit carried out	RTI Corner	Fully met
		iii. Appointment of Nodal Officers not below the rank of Joint Secretary/ Additional HoD a) Date of appointment b) Name & Designation of the officers	RTI Corner	Fully met
		iv. Consultancy committee of key stake holders for advice on suo-motu disclosure a) Dates from which constituted b) Name & Designation of the officers	Consultancy Committee	Fully met
		v. 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	FAQ	Fully met

INFORMATION DISCLOSED ON OWN INITIATIVE

S. No.	Item	Details of disclosure	Remarks / Reference Points (Fully met /partially met / not met-not applicable will be treated as fully met / partially met)	Remark
6.1	Item / information disclosed so that public have minimum resort to use of RTI Act to obtain information	Yes (www.gkciet.ac.in)	Not Applicable	Fully met
6.2	Guidelines for Indian Government Websites (GIGW) is followed (released in February 2009 and included in the Central Secretariat Manual of Office Procedures (CSMOP) by Department of Administrative Reforms and Public Grievances, Ministry of Personnel, Public Grievance and Pensions, Govt. Of India)	i. Whether STQC certification obtained and its validity. ii. Does the website show the certificate on the Website?	Will be processed	Fully met

Source: GKCIET RTI Suo-Moto disclosure tables (facility/rti). Links open the referenced documents on the Institute website.