Ghani Khan Choudhury Institute of Engineering & Technology, Malda

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

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

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