

Ministry Name: Ministry of Education

Department Name: Department of Higher Education

Public Authority Name: Malaviya National Institute of Technology, Jaipur

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	Malaviya National Institute of Technology, Jaipur JLN Marg, Jaipur, Rajasthan-302017 Phone :+91 141 2529087 Fax :+91 141 2529029 E-mail:director@mnit.ac.in
1.1.2	Head of the organization	http://mnit.ac.in/admin/director.php
1.1.3	Vision, Mission and Key objectives	http://mnit.ac.in/about_us/m اندv.php
1.1.4	Function and duties	As per <u>NIT Act 2007</u> http://www.mnit.ac.in/footer/downloads/NIT_Act_2007.pdf & <u>NIT Statutes</u> http://www.mnit.ac.in/footer/downloads/NIT_Statutes.pdf
1.1.5	Organization Chart	http://mnit.ac.in/admin/oa.php
1.1.6	Any other details-the genesis, inception, formation of the department and the HoDs from time to time as well as the committees/ Commissions constituted from time to time have been dealt	All the details are available on Institute website under various departments.
1.2		
1.2.1	Powers and duties of officers (administrative, financial and judicial)	As per <u>NIT Act 2007</u> http://www.mnit.ac.in/footer/downloads/NIT_Act_2007.pdf & <u>NIT Statutes</u> http://www.mnit.ac.in/footer/downloads/NIT_Statutes.pdf
1.2.2	Power and duties of other employees	As per <u>NIT Act 2007</u> http://www.mnit.ac.in/footer/downloads/NIT_Act_2007.pdf & <u>NIT Statutes</u> http://www.mnit.ac.in/footer/downloads/NIT_Statutes.pdf

1.2.3	Rules/ orders under which powers and duty are derived and	As per <u>NIT Act 2007</u> http://www.mnit.ac.in/footer/downloads/NIT_Act_2007.pdf & <u>NIT Statutes</u> http://www.mnit.ac.in/footer/downloads/NIT_Statutes.pdf
1.2.4	Exercised	As per <u>NIT Act 2007</u> http://www.mnit.ac.in/footer/downloads/NIT_Act_2007.pdf & <u>NIT Statutes</u> http://www.mnit.ac.in/footer/downloads/NIT_Statutes.pdf
1.2.5	Work allocation	As per <u>NIT Act 2007</u> http://www.mnit.ac.in/footer/downloads/NIT_Act_2007.pdf & <u>NIT Statutes</u> http://www.mnit.ac.in/footer/downloads/NIT_Statutes.pdf
1.3	Procedure followed in decision making process [Section 4(1)(b)(iii)]	
1.3.1	Process of decision making Identify key decision making points	As per <u>NIT Act 2007</u> http://www.mnit.ac.in/footer/downloads/NIT_Act_2007.pdf & <u>NIT Statutes</u> http://www.mnit.ac.in/footer/downloads/NIT_Statutes.pdf
1.3.2	Final decision making authority	As per <u>NIT Act 2007</u> http://www.mnit.ac.in/footer/downloads/NIT_Act_2007.pdf & <u>NIT Statutes</u> http://www.mnit.ac.in/footer/downloads/NIT_Statutes.pdf
1.3.3	Related provisions, acts, rules etc.	As per <u>NIT Act 2007</u> http://www.mnit.ac.in/footer/downloads/NIT_Act_2007.pdf & <u>NIT Statutes</u> http://www.mnit.ac.in/footer/downloads/NIT_Statutes.pdf Administrative Manual http://mnit.ac.in/about_us/admin_manual.php
1.3.4	Time limit for taking a decisions, if any	As per <u>NIT Act 2007</u> http://www.mnit.ac.in/footer/downloads/NIT_Act_2007.pdf

		& <u>NIT Statutes</u> http://www.mnit.ac.in/footer/downloads/NIT_Statutes.pdf Administrative Manual http://mnit.ac.in/about_us/admin_manual.php
1.3.5	Channel of supervision and accountability	As per <u>NIT Act 2007</u> http://www.mnit.ac.in/footer/downloads/NIT_Act_2007.pdf & <u>NIT Statutes</u> http://www.mnit.ac.in/footer/downloads/NIT_Statutes.pdf Administrative Manual http://mnit.ac.in/about_us/admin_manual.php
1.4		
1.4.1	Nature of functions/ services offered	Teaching and Research
1.4.2	Norms/ standards for functions/ service delivery	http://mnit.ac.in/quick_links/annual_reports.php
1.4.3	Process by which these services can be accessed	http://mnit.ac.in/quick_links/annual_reports.php
1.4.4	Time-limit for achieving the targets	http://mnit.ac.in/quick_links/annual_reports.php
1.4.5	Process of redress of grievances	http://mnit.ac.in/about_us/admin_manual.php
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.	As per <u>NIT Act 2007</u> http://www.mnit.ac.in/footer/downloads/NIT_Act_2007.pdf & <u>NIT Statutes</u> http://www.mnit.ac.in/footer/downloads/NIT_Statutes.pdf Administrative Manual http://mnit.ac.in/about_us/admin_manual.php
1.5.2	List of Rules, regulations, instructions manuals and records.	http://www.mnit.ac.in/cms/uploads/2020/07/MNIT_Administrative_Manual_2016_Chapter-7.pdf <i>Note: The Institute was established in 1963 with the name as Malaviya Regional Engineering College, Jaipur as a joint venture of the Government of India and the Government of</i>

		<i>Rajasthan, Subsequently; on June 26, 2002 the college has been given the status of National Institute of Technology and on 15 August 2007, Proclaimed Institute of National Importance through Act of Parliament.</i>
1.5.3	Acts/ Rules manuals etc.	As per <u>NIT Act 2007</u> http://www.mnit.ac.in/footer/downloads/NIT_Act_2007.pdf & <u>NIT Statutes</u> http://www.mnit.ac.in/footer/downloads/NIT_Statutes.pdf Administrative Manual http://mnit.ac.in/about_us/admin_manual.php
1.5.4	Transfer policy and transfer orders	http://www.mnit.ac.in/admin/download/TransferOrders.pdf
1.6	Categories of documents held by the authority under its control[Section 4(1)(b) (vi)]	
1.6.1	Categories of documents	A statement of the categories of documents that are held by it or under its control. <u>NIT Act 2007</u> http://www.mnit.ac.in/footer/downloads/NIT_Act_2007.pdf <u>NIT Statutes</u> http://www.mnit.ac.in/footer/downloads/NIT_Act_2007.pdf <u>Annual Accounts</u> http://www.mnit.ac.in/quick_links/annual_reports.php <u>Audit Reports</u> http://www.mnit.ac.in/quick_links/annual_reports.php All records relating to the operations of the organization
1.6.2	Custodian of documents/categories	http://mnit.ac.in/admin/oa.php
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.	http://mnit.ac.in/admin/bog.php
1.7.2	Composition	http://mnit.ac.in/admin/bog.php
1.7.3	Dates from which constituted	http://mnit.ac.in/admin/bog.php

1.7.4	Term/ Tenure	As per <u>NIT Act 2007</u> http://www.mnit.ac.in/footer/downloads/NIT_Act_2007.pdf & <u>NIT Statutes</u> http://www.mnit.ac.in/footer/downloads/NIT_Statutes.pdf
1.7.5	Powers and functions	As per <u>NIT Act 2007</u> http://www.mnit.ac.in/footer/downloads/NIT_Act_2007.pdf & <u>NIT Statutes</u> http://www.mnit.ac.in/footer/downloads/NIT_Statutes.pdf
1.7.6	Whether their meetings are open to the public?	No their meetings are not open to the public, but minutes are open for public As per <u>NIT Act 2007</u> http://www.mnit.ac.in/footer/downloads/NIT_Act_2007.pdf & <u>NIT Statutes</u> http://www.mnit.ac.in/footer/downloads/NIT_Statutes.pdf
1.7.7	Whether the minutes of the meetings are open to the public?	Yes http://www.mnit.ac.in/admin/bogmin.php
1.7.8	Place where the minutes if open to the public are available?	http://www.mnit.ac.in/admin/bogmin.php
1.8	Directory of officers and employees[Section 4(1) (b) (ix)]	
1.8.1	Name and designation	http://mnit.ac.in/admin/oa.php
1.8.2	Telephone , fax and email ID	http://mnit.ac.in/admin/oa.php
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	http://mnit.ac.in/admin/oa.php
1.9.2	System of compensation as provided in its regulations	http://mnit.ac.in/quick_links/annual_reports.php http://mnit.ac.in/quick_links/annual_reports.php
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	http://mnit.ac.in/footer/rti.php
1.10.2	Address, telephone numbers and email ID of each designated official.	http://mnit.ac.in/footer/rti.php
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	No disciplinary action has been pending.
1.11.2	(ii) Finalised for Minor penalty or major penalty proceedings	No disciplinary action has been pending.
1.12	Programmes to advance understanding of RTI(Section 26)	
1.12.1	Educational programmes	http://mnit.ac.in/footer/rti.php http://mnit.ac.in/footer/rti.php
1.12.2	Efforts to encourage public authority to participate in these programmes	http://mnit.ac.in/footer/rti.php
1.12.3	Training of CPIO/APIO	http://mnit.ac.in/footer/rti.php
1.12.4	Update & publish guidelines on RTI by the Public Authorities concerned	http://mnit.ac.in/footer/rti.php
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]	Transfer policy is as per requirement of Institute Transfer orders are available at below link. http://mnit.ac.in/admin/download/TransferOrders.pdf
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	http://mnit.ac.in/quick_links/annual_reports.php and http://mnit.ac.in/admin/oa.php
2.1.2	Budget for each agency and plan &programmes	http://mnit.ac.in/quick_links/annual_reports.php and http://mnit.ac.in/admin/oa.php
2.1.3	Proposed expenditures	http://mnit.ac.in/quick_links/annual_reports.php and http://mnit.ac.in/admin/oa.php
2.1.4	Revised budget for each agency, if any	http://mnit.ac.in/quick_links/annual_reports.php and http://mnit.ac.in/admin/oa.php
2.1.5	Report on disbursements made and place where the related reports are available	http://mnit.ac.in/quick_links/annual_reports.php and http://mnit.ac.in/admin/oa.php
2.2	Foreign and domestic tours(F.No. 1/8/2012- IR dt. 11.9.2012)	
2.2.1	Budget	http://mnit.ac.in/quick_links/annual_reports.php and http://mnit.ac.in/admin/oa.php

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	http://mnit.ac.in/quick_links/annual_reports.php and http://mnit.ac.in/admin/oa.php
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.	http://mnit.ac.in/quick_links/annual_reports.php and http://mnit.ac.in/admin/oa.php
2.3	Manner of execution of subsidy programme [Section 4(i)(b)(xii)]	
2.3.1	Name of the programme of activity	MNIT Jaipur does not operate any subsidy program.
2.3.2	Objective of the programme	
2.3.3	Procedure to avail benefits	
2.3.4	Duration of the programme/ scheme	
2.3.5	Physical and financial targets of the programme	
2.3.6	Nature/ scale of subsidy /amount allotted	
2.3.7	Eligibility criteria for grant of subsidy	
2.3.8	Details of beneficiaries of subsidy programme (number, profile etc)	
2.4	Discretionary and non-discretionary grants [F. No. 1/6/2011-IR dt. 15.04.2013]	
2.4.1	Discretionary and non-discretionary grants/ allocations to State Govt./ NGOs/other institutions	Not applicable
2.4.2	Annual accounts of all legal entities who are provided grants by public authorities	Not applicable
2.5	Particulars of recipients of concessions, permits of authorizations granted by the public authority[Section 4(1) (b) (xiii)]	
2.5.1	Concessions, permits or authorizations granted by public authority	Not applicable
2.5.2	For each concessions, permit or authorization granted - (a) Eligibility criteria, (b) Procedure for getting the concession/ grant and/ or permits of authorizations, (c) Name and address of the recipients given concessions/ permits or authorizations, (d) Date of award of concessions/ permits of authorizations.	Not applicable
2.6	CAG & PAC paras [F No. 1/6/2011- IR dt. 15.4.2013]	
2.6.1	CAG and PAC paras and the action taken reports (ATRs) after these have been laid on the table of both houses of the parliament.	http://mnit.ac.in/admin/download/Details_CAG_PAC.pdf

3	Publicity Band Public interface	
3.1	Particulars for any arrangement for consultation with or representation by the members of the public in relation to the formulation of policy or implementation 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.	NIT Act 2007 http://www.mnit.ac.in/footer/downloads/NIT_Act_2007.pdf NIT Statutes http://www.mnit.ac.in/footer/downloads/NIT_Statutes.pdf RTI Act http://mnit.ac.in/footer/RTI%20Act/rti-act.pdf
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.	http://mnit.ac.in/footer/rti.php
3.1.3	Public- private partnerships (PPP)- Details of Special Purpose Vehicle (SPV), if any	The Institute is fully funded by Ministry of Education (ShikshaMantralaya), Government of India.
3.1.4	Public- private partnerships (PPP)- Detailed project reports (DPRs)	
3.1.5	Public- private partnerships (PPP)- Concession agreements.	
3.1.6	Public- private partnerships (PPP)- Operation and maintenance manuals	
3.1.7	Public- private partnerships (PPP) - Other documents generated as part of the implementation of the PPP	
3.1.8	Public- private partnerships (PPP) - Information relating to fees, tolls, or the other kinds of revenues that may be collected under authorization from the government	
3.1.9	Public- private partnerships (PPP) -Information relating to outputs and outcomes	
3.1.10	Public- private partnerships (PPP) - The process of the selection of the private sector party (concessionaire etc.)	
3.1.11	Public- private partnerships (PPP) - All payment made under the PPP project.	
3.2	Are the details of policies / decisions, which affect public, informed to them[Section 4(1) (c)]	
3.2.1	Publish all relevant facts while formulating important policies or announcing decisions which affect public to make the process more interactive - Policy decisions/ legislations taken in the previous one year	http://mnit.ac.in/
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.	http://mnit.ac.in/

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.	http://mnit.ac.in/
3.3	Dissemination of information widely and in such form and manner which is easily accessible to the public [Section 4(3)]	
3.3.1	Use of the most effective means of communication - Internet (website)	Yes internet is used http://mnit.ac.in/
3.4	Form of accessibility of information manual/ handbook[Section 4(1)(b)]	
3.4.1	Information manual/handbook available in Electronic format	http://mnit.ac.in/about_us/admin_manual.php
3.4.2	Information manual/handbook available in Printed format	http://mnit.ac.in/about_us/admin_manual.php
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	<ol style="list-style-type: none"> 1. A request for obtaining information under sub-section (1) of section 6 shall be accompanied by an application fee of rupees ten by demand draft or bankers cheque or IPO payable to the MNIT Jaipur. 2. For providing the information under sub-section (1) of section 7, the fee shall be charged by way of demand draft or bankers cheque payable to the MNIT Jaipur, at the following rates:- 3. Rupees two for each page (in A-4 or A-3 size paper) created or copied: 4. Actual cost or price for samples or models; and 5. For inspection of records, no fee for the first hour; and a fee of rupees five for each subsequent hours or fraction thereof on each occasion for the same case. 6. For providing the information under sub-section (5) of section 7, the fee shall be charged by demand draft or bankers cheque payable to the MNIT Jaipur at the following rates:- 7. For information provided in CD/DVD, if available, rupees fifty per CD/DVD: and 8. For providing information in printed form at the price for such publication or rupees two per page of photocopy for extracts from the publication.
3.5.2	List of materials available at a reasonable cost of the medium.	
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	Information is available in Hindi and English. http://mnit.ac.in/about_us/admin_manual.php

4.1.2	Vernacular/ Local Language	Information is only available in Hindi and English.	
4.2	When was the information Manual/Handbook last updated?[F No. 1/6/2011-IR dt 15.4.2013]		
4.2.1	Last date of Annual updation	The Information manual/Handbook was updated on 30-8-21. http://mnit.ac.in/about_us/admin_manual.php	
4.3	Information available in electronic form[Section 4(1)(b)(xiv)]		
4.3.1	Details of information available in electronic form	Important information about functions and activities being performed is available in electronic form on the MNIT Jaipur website: http://mnit.ac.in/ . However, remaining is stored in the related files & documents and efforts are being initiated to put it on the website.	
4.3.2	Name/ title of the document/record/ other information	Information is available on website: http://mnit.ac.in/ .	
4.3.3	Location where available	http://mnit.ac.in/	
4.4	Particulars of facilities available to citizen for obtaining information[Section 4(1)(b)(xv)]		
4.4.1	Name & location of the facility.	MNIT Jaipur, JLN Marg Jaipur Website: http://mnit.ac.in/	
4.4.2	Details of information made available	http://mnit.ac.in/	
4.4.3	Working hours of the facility	MNIT Jaipur observes five working days a week from Monday-Friday and follows the weekly holidays on Saturday, Sunday and other holidays as practiced at MNIT Jaipur. The working hours of Administration of MNIT Jaipur are from 09.30 a.m. to 06.00 p.m.	
4.4.4	Contact person & contact details (Phone, fax email)	Dr. SumanRathore Deputy Registrar Establishment Section, PrabhaBhawan, MNIT Jaipur-302017, Email:srathore@mnit.ac.in	Central Public Information Officer (CPIO) and Nodal Officer, RTI Cell
4.5	Such other information as may be prescribed under Section 4(i) (b)(xvii)		
4.5.1	Grievance redressal mechanism	http://mnit.ac.in/footer/pg.php	
4.5.2	Details of applications received under RTI and information provided	http://mnit.ac.in/footer/rti.php	
4.5.3	List of completed schemes/ projects/ Programmes	http://mnit.ac.in/quick_links/annual_reports.php	
4.5.4	List of schemes/ projects/ programme underway	http://mnit.ac.in/quick_links/annual_reports.php	

4.5.5	Details of all contracts entered into including name of the contractor, amount of contract and period of completion of contract	http://mnit.ac.in/quick_links/annual_reports.php
4.5.6	Annual Report	http://mnit.ac.in/quick_links/annual_reports.php
4.5.7	Frequently Asked Question (FAQs)	http://mnit.ac.in/footer/rti.php
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	http://mnit.ac.in/footer/rti.php
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	http://mnit.ac.in/footer/rti.php
4.6.2	Details of appeals received and orders issued	http://mnit.ac.in/footer/rti.php
4.7	Replies to questions asked in the parliament[Section 4(1)(d)(2)]	
4.7.1	Details of questions asked and replies given	http://mnit.ac.in/footer/rti.php
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	http://mnit.ac.in/
5.1.2	Details of third party audit of voluntary disclosure -(a) Dates of audit carried out , (b) Report of the audit carried out	http://mnit.ac.in/footer/rti.php
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	http://mnit.ac.in/footer/rti.php
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	http://mnit.ac.in/footer/rti.php
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	http://mnit.ac.in/footer/rti.php
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	http://mnit.ac.in/
6.2	Guidelines for Indian Government Websites (GIGW) is followed (released in February, 2009 and included in the Central Secretariat Manual of Office Procedures (CSMOP) by Department of Administrative Reforms and Public Grievances, Ministry of Personnel, Public Grievances and Pensions.	
6.2.1	Whether STQC certification obtained and its validity	Not applicable
6.2.2	Does the website show the certificate on the Website?	Not applicable

