



Indian Institute of Information Technology Agartala

AGARTALA - 799 046 (TRIPURA)

Organization and Function

Sr No. Disclosure Details

1. Organization and Function

1.1 Particulars of its organization, functions, and duties [Section 4(1)(b)(i)]

1.1.1 Name and address of the Organization

IIIT, Agartala, Barjala, Jirania, Agartala, Tripura- 799046

<https://www.iiitagartala.ac.in/>

1.1.2 Head of the Organization

Prof. (Dr.) Abhay Kumar

Email: director@iiitagartala.ac.in

Phone: 0381-2546630, 0381-2546360 (Fax)

1.1.3 Vision, Mission, and key objectives

Vision

- The vision of the Institute is to be a topnotch research-led institution of higher education in information technologies and allied areas which will foster vibrant technological learning environment originated on value based academic principles.
- The aim of the institute is to support society, preserve nature and innovate sustainable development by its academic excellence in research and education.
- The flourishing curriculum of the institute aims to cater to national and global excellence.

Mission

The mission of IIIT-Agartala is to be a global centre of excellence in Information Technology education, training and research with following aims:

- To carry out advanced research and development in information and software technologies, and in leveraging IT in specific domain areas.
 - To train and educate engineers of outstanding ability who can become innovators and new product creators.
 - The institute is projected towards societal development and bringing down the convolution of applied science to masses.
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1.1.4 Function and duties: [As per IIIT-PPP Act 2017.](#)

1.1.5 Organizational Chart: www.iiit.ac.in

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:

INDIAN INSTITUTE OF INFORMATION TECHNOLOGY AGARTALA (IIIT-AGARTALA), is one of the Indian Institutes of Information Technology (PPP) in the country, set up with the objective of making available facilities for higher education, research and training in various fields of Information Technology. To address the challenges faced by the Indian IT industry and growth of the domestic IT market, the Ministry of Human Resource Development (now MOE), Government of India intends to establish twenty Indian Institutes of Information Technology (IIIT), on a Not-for-profit Public Private Partnership (N-PPP) basis. This institute is an institute of national importance under act of parliament and is currently operating from its temporary campus at mentor institute NIT Agartala, where all facilities are provided to the students of IIIT Agartala.

Board of Governors --- <https://www.iiitagartala.ac.in>

Finance Committee --- <https://www.iiitagartala.ac.in>

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): [As per IIIT-PPP Act 2017.](#)

1.2.2 Power and duties of other employees: [Same as 1.2.1](#)

1.2.3 Rules/ orders under which powers and duty are derived and [same as 1.2.1](#)

1.2.4 Exercised

[Guidelines/Norms/Orders/Procedures issued from time to time by the Govt. of India administrative Procedures are as per the CCS Conduct Rules.](#)

1.2.5 Work allocation: [As per the details in 1.2.1](#)

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:

[Decisions are taken in accordance with the provisions of the Act/Statutes/Ordinances/Academic Rules & Regulations / Policies, Rules etc. of the Institute received from Ministry of Education.](#)



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1.3.3 Related provisions, acts, rules etc. [same as 1.1.4](#)

1.3.4 The limit for taking decisions, if any: - [same as 1.1.4](#)

1.3.5 Channel of supervision and accountability: [as per organizational structure and hierarchy of the institute.](#)

1.4 Norms of discharge of functions [Section 4(1)(b)(iv)]

1.4.1 Nature of functions/ services offered: [To deliver excellence in science and technology education while fostering a dynamic environment for collaborative, interdisciplinary research, involving both our students and faculty.](#)

1.4.2 Norms/ standards for functions/ service delivery

[Norms and Standards for various activities of the Institute are those as laid down by the competent authority.](#)

1.4.3 Process by which these services can be accessed – [Information is available in public domain. \(<https://www.iiitagartala.ac.in/> \)](#)

1.4.4 Process of redress of grievances – [Fully met](#)

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. www.nita.ac.in

1.5.2 List of Rules, regulations, instructions manuals and records. –

Delegation of Financial Power & Rules of GFR-2017

1.5.3 Acts/ Rules manuals etc: [As per IIIT-PPP Act 2017.](#)

1.5.4 Transfer policy and transfer orders: [There is no transfer policy for the Institute at this stage.](#)

1.6 Categories of documents held by the authority under its control [Section 4(1)(b) (vi)]

1.6.1 Categories of documents - -

GST Registration- <https://www.iiitagartala.ac.in>

1.6.2 Custodian of documents/categories- [Same as 1.6.1](#)

1.7 Boards, Councils, Committees and other Bodies constituted as part of the Public Authority

1.7.1 Name of Boards, Council, Committee etc.

Board of Governors --- same as 1.1.6

Finance Committee --- same as 1.1.6

1.7.2 Composition: [Same as 1.7.1](#)



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1.7.3 Dates from which constituted: [Same as 1.7.1](#)

1.7.4 Term/ Tenure - Fully [met](#)

1.7.5 Powers and functions - [As per IIIT-PPP Act 2017.](#)

1.7.6 Whether their meetings are open to the public? [No.](#)

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? [Not met](#)

1.8 Directory of officers and employees [Section 4(1) (b) (ix)]

1.8.1 Name and designation [iiitagartala.ac.in](https://www.iiitagartala.ac.in)

1.8.2 Telephone, fax and email ID Fully Met – [iiitagartala.ac.in](https://www.iiitagartala.ac.in)

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 – <https://www.iiitagartala.ac.in>

1.9.2 System of compensation as provided in its regulations – www.iiitagartala.ac.in

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:
<https://www.iiitagartala.ac.in>

1.10.2 Address, telephone numbers and email ID of each designated official: [Same as 1.10.1](#)

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 - [NA](#)

1.12 Programs to advance understanding of RTI (Section 26)

1.12.1 Educational programs - www.iiitagartala.ac.in

1.12.2 Efforts to encourage public authority to participate in these programs –
www.iiitagartala.ac.in

1.12.3 Training of CPIO/APIO – www.iiitagartala.ac.in

1.12.4 Update & publish guidelines on RTI by the Public Authorities concerned -
<https://www.iiitagartala.ac.in>



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1.13 Transfer policy and transfer orders [F No. 1/6/2011- IR dt. 15.4.2013] - [Not applicable](#)



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1.13.1 Transfer Policy and Transfer Orders [F No. 1/6/2011- IR Dt. 15.4.2013] – [same as 1.5.4](#)

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: [Preparation of annual reports & accounts for the year 2023-24 is under process.](#)

2.1.2 Budget for each agency and plan & programs: [Same as 2.1.1](#)

2.1.3 Proposed expenditures: [Same as 2.1.1](#)

2.1.4 Revised budget for each agency, if any – [Same as 2.1.2](#)

2.1.5 Report on disbursements made and place where the related reports are available: [same as 2.1.1](#)

2.2 Foreign and domestic tours (F.No. 1/8/2012- IR dt. 11.9.2012)

2.2.1 Budget – [Specific sub allocation in the budget is not allocated for Foreign and Domestic Tours.](#)

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 - [Not met.](#)

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. [Not applicable](#)

2.3 Manner of execution of subsidy programme [Section 4(i)(b)(xii)]

2.3.1 Name of the programme of activity <https://www.iiitagartala.ac.in>

2.3.2 Objective of the programme [Same as 2.3.1](#)

2.3.3 Procedure to avail benefits [Same as 2.3.1](#)

2.3.4 Duration of the programme/ scheme [Same as 2.3.1](#)



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2.3.5 Physical and financial targets of the programme [Same as 2.3.1](#)



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2.3.6 Nature/ scale of subsidy /amount allotted [Same as 2.3.1](#)

2.3.7 Eligibility criteria for grant of subsidy [Same as 2.3.1](#)

2.3.8 Details of beneficiaries of subsidy programme (number, profile etc) [Same as 2.3.1](#)

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.

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.

[Annual Accounts for the FY 2023-24 was sent to the CAG audit and thereafter the same will be send to the ministry in order to place before both the houses of parliament.](#)

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.](#)

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.](#)



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3.1.3 Public- private partnerships (PPP)- Details of Special Purpose Vehicle (SPV), if any - **Not Applicable.**

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 sectorparty (concessionaire etc.)- **Not Applicable**

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 course details, guidelines etc. are available on public domain. Please <https://www.iiitagartala.ac.in> fordetails.

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 - **Not applicable.**

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 - **Not applicable**

3.3 Dissemination of information widely and in such form and manner which is easily accessible to the public [Section 4(3)]



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3.3.1 Use of the most effective means of communication - Internet (website) - [The information dissemination primarily happens through the Institute's Website. Please click here to visit the Institute's Website.](#)

3.4 Form of accessibility of information manual/ handbook [Section 4(1)(b)]

3.4.1 Information manual/handbook available in Electronic format- www.iiitagartala.ac.in

3.4.2 Information manual/handbook available in Printed format - [Same as 3.4.1](#)

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 -

[All the information manual / handbook are provided free of cost. https://www.iiitagartala.ac.in to visit the Institute's Website.](#)

3.5.2 List of materials available at a reasonable cost of the medium - [Same as 3.5.1](#)

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](#)

4.1.2 Vernacular/ Local Language : [Not met](#)

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 – [partially Met](#)

4.3 Information available in electronic form [Section 4(1)(b)(xiv)]

4.3.1 Details of information available in electronic form- [https://www.iiitagartala.ac.in](http://www.iiitagartala.ac.in) to visit the Institute's Website.

4.3.2 Name/ title of the document/record/ other information : [Same as 4.3.1](#)

4.3.3 Location where available [https://www.iiitagartala.ac.in](http://www.iiitagartala.ac.in) to visit the Institute's Website.

4.4 Particulars of facilities available to citizen for obtaining information [Section 4(1)(b)(xv)]



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- 4.4.1 Name & location of the faculty www.iiitagartala.ac.in
 - 4.4.2 Details of information made available [Same as 4.4.1](#)
 - 4.4.3 Working hours of the facility [Same as 4.4.1](#)
 - 4.4.4 Contact person & contact details (Phone, fax email) [Same as 4.4.1](#)
 - 4.5 Such other information as may be prescribed under Section 4(i) (b)(xvii)
 - 4.5.1 Grievance redressal mechanism- www.iiitagartala.ac.in
 - 4.5.2 Details of applications received under RTI and information provided www.iiitagartala.ac.in
 - 4.5.3 List of completed schemes/ projects/ Programmes- www.iiitagartala.ac.in
 - 4.5.4 List of schemes/ projects/ programme underway- www.iiitagartala.ac.in
 - 4.5.5 Details of all contracts entered into including name of the contractor, amount of contract and period of completion of contract - www.iiitagartala.ac.in
 - 4.5.6 Annual Report - www.iiitagartala.ac.in
 - 4.5.7 Frequently Asked Question (FAQs)- www.iiitagartala.ac.in
 - 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- www.iiitagartala.ac.in
 - 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 : [Same as 4.5.2](#)
 - 4.6.2 Details of appeals received and orders issued : [Same as 4.5.2](#)
 - 4.7 Replies to questions asked in the parliament [Section 4(1)(d)(2)]
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4.7.1 Details of questions asked and replies given : [Not Applicable](#)

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]

a) Current CPIO and FAA

[Col. \(Dr.\) Ashish Badola, First Appellate Authority \(FAA\)](#)

[E-Mail: registrarnita@rediffmail.com, registrar@nita.ac.in](#)

[Mr. Tanmoy Ghoshal, Central Public Information Officer \(CPIO\)](#)

[E-Mail: cpio.nita@nita.ac.in](#)

5.1.1 Name & details of - (a) Current CPIOs & FAAs, (b) Earlier CPIO & FAAs from 1.1.2015

[Dr. Rajib Saha, CPIO, from 05.11.2018 to 15.01.2023](#)

5.1.2 Details of third party audit of voluntary disclosure - (a) Dates of audit carried out, (b) Report of the audit carried out – www.iiitagartala.ac.in

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- <https://www.iiitagartala.ac.in>

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 – <https://www.iiitagartala.ac.in>

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 – <https://www.iiitagartala.ac.in>

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- www.iiitagartala.ac.in

6.1.1 Item / information disclosed so that public have minimum resort to use of RTI Act to obtain information - [Same as 6.1](#)

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 Pension

6.2.1 Whether STQC certification obtained and its validity - [Not Met](#)



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6.2.2 Does the website show the certificate on the Website- [Not Met](#)



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