

# INDIAN INSTITUTE OF TECHNOLOGY JAMMU

JAGTI, NH-44, NAGROTA – 181221

## A FRAMEWORK FOR TRANSPARENCY AUDIT (Updated as on 07.05.2024)

The RTI Act under section 4 provides a comprehensive framework for promoting openness in the functioning of the public authorities.

While Section 4(1) (a) provides a general guideline for record management, so that the information could be easily stored and retained, the sub-sections b, c and d of Section 4 relate to the organizational objects and functions. Sub-sections (b), (c) and (d) of Section 4 of the RTI Act and other related information can be grouped under six categories; namely, 1- organization and function, 2- Budget and programmes, 3- Publicity and public interface, 4- E. governance, 5- Information as prescribed and 6. Information disclosed on own initiative.

### 1. 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)
1.1	Particulars of its organization, functions and duties [Section 4(1)(b)(i)]	(i) Name and address of the Organization	<b>INDIAN INSTITUTE OF TECHNOLOGY JAMMU</b> Jagti, NH-44, Nagrota-181221
		(ii) Head of the organization	<b>Prof (Dr.) Manoj Singh Gaur, Director</b>
		(iii) Vision, Mission and Key objectives	<p><b>Vision</b> To create tomorrow's world through technological interventions which are humanistic, creative and futuristic.</p> <p><b>Mission</b> Learn, Engage, Invent, Create Impact</p> <p><b>Key Objectives</b> (a) The processes of IIT Jammu shall reflect the development of humanistic technology driven by the design thought. Hands-on educational systems shall be enriched through research and practicum. (b) To promote state-of-the-art research in thematic areas, sustainability at the state-of-the-art infrastructure will be demonstrated.</p>
		(iv) Function and duties	<a href="https://iitjammu.ac.in/homepage/IIT%20ACT/First%20Statutes-913-977%20-%20IIT%20JAMMU.pdf">https://iitjammu.ac.in/homepage/IIT%20ACT/First%20Statutes-913-977%20-%20IIT%20JAMMU.pdf</a>
		(v) Organization Chart	Available on the institute website <a href="https://www.iitjammu.ac.in/organizational-chart">https://www.iitjammu.ac.in/organizational-chart</a>
		(vi) 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	Written at the end of document

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)	Powers and duties of Chairman of the Board of Governors, Director contained in the First Statutes of the institute:  <a href="https://iitjammu.ac.in/homepage/IIT%20ACT/First%20Statutes-913-977%20-%20IIT%20JAMMU.pdf">https://iitjammu.ac.in/homepage/IIT%20ACT/First%20Statutes-913-977%20-%20IIT%20JAMMU.pdf</a>
		(ii) Power and duties of other employees	<a href="https://iitjammu.ac.in/homepage/IIT%20ACT/First%20Statutes-913-977%20-%20IIT%20JAMMU.pdf">https://iitjammu.ac.in/homepage/IIT%20ACT/First%20Statutes-913-977%20-%20IIT%20JAMMU.pdf</a>
		(iii) Rules/ orders under which powers and duty are derived and	<a href="https://iitjammu.ac.in/homepage/IIT%20ACT/First%20Statutes-913-977%20-%20IIT%20JAMMU.pdf">https://iitjammu.ac.in/homepage/IIT%20ACT/First%20Statutes-913-977%20-%20IIT%20JAMMU.pdf</a>
		(iv) Exercised	Yes
		(v) Work allocation	<a href="https://iitjammu.ac.in/homepage/IIT%20ACT/First%20Statutes-913-977%20-%20IIT%20JAMMU.pdf">https://iitjammu.ac.in/homepage/IIT%20ACT/First%20Statutes-913-977%20-%20IIT%20JAMMU.pdf</a>
1.3	Procedure followed in decision making process [Section 4(1)(b)(iii)]	(i) Process of decision making Identify key decision making points	Decision making including channels of supervision and accountability as per the rules of the Government of India or approved by Ministry of Education (MoE), Govt. of India/BoGs
		(ii) Final decision making authority	The institute follows the <b>Process of Decision Making</b> as per Act and Statutes. The decisions are at different levels mainly at BoG/ Senate, Director/HoD and, in some cases it is at the ministry (MoE). <b>Final Decision-Making Bodies:</b> Policy matters are decided at the level of BoG, Senate, other statutory committees and Ministry of Education(MoE) as per Rules.
		(iii) Related provisions, acts, rules etc.	
		(iv) Time limit for taking a decisions, if any	<b>Time limit</b> for taking decisions varies as per project/ programme. The routine correspondence, etc. received from different departments are of time bound nature and disposed of within the given time limit by the institute. Likewise, the time limit for dispose of RTI letters and appeals is as per RTI Act, 2005.
		(v) Channel of supervision and accountability	As per allocation of Work (BoG to Director to HoD to Faculty and staff). In addition, the Organizational Chart at Manual 1 shows the Channel of Supervision & Accountability. In Academic Department, each department is headed by HoD, who supervises the work of the staff of their departments and reports to the Director of the institute. In Establishment and Accounts Section, Assistant Registrar supervise the work of the staff of their sections and reports to the Registrar/Director (as the case may be).
1.4	Norms for discharge of functions [Section 4(1)(b)(iv)]	(i) Nature of functions/ services offered	IIT Jammu being Institute of National Importance, offers degree in Bachelors, Masters, Ph.D.
		(ii) Norms/ standards for functions/ service delivery	As per norms laid by the MoE is followed by the institute while executing various activities/ programmes i.e. proposal received from the faculty, departments and students asking for permission for financial assistance/sanction under various schemes, etc. are submitted to the Director for administrative approval and decisions/ sanctions/approvals are implemented.
		(iii) Process by which these services can be accessed	Detail on Academic Function list <a href="https://www.iitjammu.ac.in/academics/function-list">https://www.iitjammu.ac.in/academics/function-list</a> <a href="https://www.iitjammu.ac.in/academics/academics- rules-and-regulations">https://www.iitjammu.ac.in/academics/academics- rules-and-regulations</a> <a href="https://www.iitjammu.ac.in/ug-admissions">https://www.iitjammu.ac.in/ug-admissions</a> <a href="https://www.iitjammu.ac.in/phd">https://www.iitjammu.ac.in/phd</a> <a href="https://www.iitjammu.ac.in/academics/academics-specialisation-and-courses">https://www.iitjammu.ac.in/academics/academics-specialisation-and-courses</a> <a href="https://www.iitjammu.ac.in/pmrf">https://www.iitjammu.ac.in/pmrf</a>

		(iv) Time-limit for achieving the targets	The routine Correspondence, etc. received from different departments are of time bound nature and disposed of within the given time limit by the institute. The time limit For conduct of Short Term Training Programmes and ME/Ph.D. programmes
--	--	---	--

			are detailed under the tab Students and available at: <a href="https://www.iitjammu.ac.in/calendar-schedule-time-table">https://www.iitjammu.ac.in/calendar-schedule-time-table</a>
		(v) Process of redress of grievances	<p>The ICC is responsible for receiving grievance/ complaints of sexual harassment and conducting inquiries into them. It acts as an internal mechanism for redressal and plays a vital role insensitizing employees about their rights and educating them about the prevention of sexual harassment. The ICC's duties extend beyond addressing complaints; it also plays a proactive role in promoting awareness, preventing sexual harassment, and creating a work culture that is respectful and free from harassment.</p> <p>Details of Internal Complaint Committee is available at: <a href="https://www.iitjammu.ac.in/internal-complaint-committee">https://www.iitjammu.ac.in/internal-complaint-committee</a>.</p> <p>Details of Anti Ragging is available at: <a href="https://www.iitjammu.ac.in/anti-ragging">https://www.iitjammu.ac.in/anti-ragging</a> Detail of Equal Opportunity Cell: <a href="https://www.iitjammu.ac.in/equal-opportunity-cell">https://www.iitjammu.ac.in/equal-opportunity-cell</a></p>
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. (ii) List of Rules, regulations, instructions manuals and records. (iii) Acts/ Rules manuals etc. (iv) Transfer policy and transfer orders	<p>Act and First Statutes, Fundamental Rules, Supplementary Rules, Service Rules, General Financial Rules, Purchase Manual as per Government of India, Recruitment Rules &amp; Quarters Allotment Rules and other CCS rules for administrative matter and as per decision/ amendment by BoG/ Senate.</p> <p>Transfer of employees is done as per requirement. The IIT Jammu is a Central Autonomous Body under the Department of Higher Education, Ministry of Education, Govt. of India. There is no provision for transfer from one Autonomous Body to other Autonomous Body. As such, there is no transfer policy for Employees of the Institute. However, internal transfers of the employees of Institute have been made from time to time for internal management. The Competent Authority (CA) constitutes committees consisting of administrative &amp; academic authorities, on whose recommendations and acceptance by the CA, the decision for handling of additional charge to employees are taken in addition to their existing duties. On transfer of a staff from one section to another, he/she has to handover the charge to another person and take charge of his/her respective section. In case of additional charge is assigned to an employee, he/she has to perform additional duties of additional charge assigned in addition to his/her existing duties. Transfer Orders are circulated internally.</p>
1.6	Categories of documents held by the authority under its control [Section 4(1)(b)(vi)]	(i) Categories of documents (ii) Custodian of documents/categories	<p>Service Register, Pay Ledger, Confidential Reports, Cash Book, Annual Reports, Agenda/ Minutes of BoGs Meetings, Agenda/Minutes of Senate Meetings, Consumable &amp; Non-consumable Stock Registers, Inward &amp; Dispatch Register, Attendance Register, Hostel/Guest House Room occupancy, Journal of Engineering &amp; Technology Education, Newsletter, etc</p> <p>Registrar Office for Administrative matters. As the custodian of all academic affairs of the Institute, the Senate is empowered to sanction academic programs and courses, approve their contents and any changes Thereof, and oversee their conduct.</p>
1.7	Boards, Councils, Committees and other Bodies constituted as part of the Public Authority [Section	(i) Name of Boards, Council, Committee etc. (ii) Composition (iii) Dates from which constituted	<ul style="list-style-type: none"> <li>Members of the Board of Governors of the institute uploaded on the institute website: <a href="https://www.iitjammu.ac.in/board-of-governors">https://www.iitjammu.ac.in/board-of-governors</a></li> <li>Members of the Finance Committee of the institute uploaded on the institute website: <a href="https://www.iitjammu.ac.in/finance-committee">https://www.iitjammu.ac.in/finance-committee</a></li> </ul>

	4(1)(b)(viii)]	(iv) Term/ Tenure	<ul style="list-style-type: none"> <li>Members of the Senate of the institute uploaded on the institute website: <ul style="list-style-type: none"> <li><a href="https://www.iitjammu.ac.in/member-senate-academic-council">https://www.iitjammu.ac.in/member-senate-academic-council</a></li> </ul> </li> <li>Members of the Internal Complaints Committee of the institute uploaded on the institute website: <a href="https://www.iitjammu.ac.in/internal-complaint-committee">https://www.iitjammu.ac.in/internal-complaint-committee</a></li> <li>Members of the Anti-Ragging Committee of the institute uploaded on the institute website: <a href="https://www.iitjammu.ac.in/anti-ragging">https://www.iitjammu.ac.in/anti-ragging</a></li> <li>Members of the Equal Opportunity Cell of the institute uploaded on the institute website: <a href="https://www.iitjammu.ac.in/equal-opportunity-cell">https://www.iitjammu.ac.in/equal-opportunity-cell</a></li> </ul>
		(v) Powers and functions	
		(vi) Whether their meetings are open to the public?	
		(vii) Whether the minutes of the meetings are open to the public?	
		(viii) Place where the minutes if open to the public are available?	
			Details available on <a href="https://www.iitjammu.ac.in/additional-information">https://www.iitjammu.ac.in/additional-information</a>
1.8	Directory of officers and employees [Section 4(1) (b) (ix)]	(i) Name and designation	Profile of employees of the institute uploaded on institute website <a href="https://www.iitjammu.ac.in/faculty">https://www.iitjammu.ac.in/faculty</a> <a href="https://www.iitjammu.ac.in/staff-page">https://www.iitjammu.ac.in/staff-page</a>
		(ii) Telephone, fax and email ID	A Communication Directory Welcome Contacts of the institute along with their phone numbers and email-id uploaded on institute website <a href="https://www.iitjammu.ac.in/welcome-contacts">https://www.iitjammu.ac.in/welcome-contacts</a> <a href="https://www.iitjammu.ac.in/voip-directory">https://www.iitjammu.ac.in/voip-directory</a>
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	Profile of employees of the institute uploaded on Institute website <a href="https://www.iitjammu.ac.in/faculty">https://www.iitjammu.ac.in/faculty</a> <a href="https://www.iitjammu.ac.in/staff-page">https://www.iitjammu.ac.in/staff-page</a> Attached as per Annexure – I
		(ii) System of compensation as provided in its regulations	Employee are entitled Leave encashment, LTC, Child Care Leave, Transportation allowance, Medical, Gratuity etc. as per Govt of India rules.
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	FAA: Dr. RTD Prabhakaran CPIO: Dr. Shrivnath Mazumder
		(ii) Address, telephone numbers and email ID of each designated official.	<a href="mailto:cpio@iitjammu.ac.in">cpio@iitjammu.ac.in</a> <a href="mailto:faa@iitjammu.ac.in">faa@iitjammu.ac.in</a>
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	NIL
		(i) Pending for Minor penalty or major penalty proceedings	
		(ii) Finalised for Minor penalty or major penalty proceedings	NIL
1.12	Programmes to advance understanding of RTI (Section 26)	(i) Educational programmes	The institute has arranged short term training programmes and expert sessions (online mode).
		(ii) Efforts to encourage public authority to participate in these programmes	Employees and students are encouraged to participate in the programmes
		(iii) Training of CPIO/APIO	Short term training of CPIO has been done
		(iv) Update & publish guidelines on RTI by the Public Authorities concerned	Guideline of RTI are updated and published on Regular intervals and the last updated is on 17/05/2024

1.13	Transfer policy and transfer orders [F No. 1/6/2011-IP dt 15.4.2013]		Transfer of employees is done as per requirement. The IIT Jammu is a Central Autonomous Body under the Department of Higher Education, Ministry of Education, Govt. of India. Thereis no provision for transfer from one Autonomous Body to other Autonomous Body. As such, there is no transfer policy for Employees of the Institute. However, internal transfers of the employees
------	---	--	--

			<p>of Institute have been made from time to time for internal management. The Competent Authority (CA) constitutes committees consisting of administrative &amp; academic authorities, on whose recommendations and acceptance by the CA, the decision for handling of additional charge to employees are taken in addition to their existing duties. On transfer of a staff from one section to another, he/she has to hand over the charge to another person and take charge of his/her respective section. In case of additional charge is assigned to an employee, he/she has to perform additional duties of additional charge assigned in addition to his/her existing duties. Transfer Orders are circulated internally.</p>
--	--	--	---

## 2. 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)
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	Rs. 458.30 crores
		(ii) Budget for each agency and plan & programmes	(a) OH-31: Rs. 28.50 Cr (b) OH-35: Rs. 395.14 Cr (c) OH-36: Rs. 34.66 Cr
		(iii) Proposed expenditures	747.89 crores
		(iv) Revised budget for each agency, if any	546.14 crores
		(v) Report on disbursements made and place where the related reports are available	Available in the Annual Report
2.2	Foreign and domestic tours (F. No. 1/8/2012-IR dt. 11.9.2012)	(i) Budget	No separate budget is allotted for Foreign and domestic tours
		(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	a) Bangalore, Bhubaneswar, Hyderabad, Ahmedabad, Delhi, IIT Mandi, Bhopal, Jaipur, Srinagar, Birmingham, UK, Washington, DC, Mumbai, Chennai & Nagpur b) Period of visit ranges from 1 to 8 days c) One person d) Expenditure as per Institute rules
		(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 above-and d) The rate /rates and the total amount at which such procurement or works contract is to be executed.	Notice/tender enquires, and corrigendum if any thereon, details of the bids awarded comprising the names of the suppliers of goods/ services being procured, the works contracts concluded – in any such combination of the above-and, the rate/ rates and the total amount at which such procurement or works contract is to be executed, is open to public on GeM and CPPP portal  The tender information is available under the link, 'Tenders' on the institute website: <a href="https://www.iitjammu.ac.in/tender/active">https://www.iitjammu.ac.in/tender/active</a> and <a href="https://www.iitjammu.ac.in/tender/archive">https://www.iitjammu.ac.in/tender/archive</a>
2.3	Manner of execution of subsidy programme [Section 4(i)(b)(xii)]	(i) Name of the programme of activity	NOT APPLICABLE
		(ii) Objective of the programme	
		(iii) Procedure to avail benefits	
		(iv) Duration of the programme/ scheme	
		(v) Physical and financial targets of the programme	
		(vi) Nature/ scale of subsidy /amount allotted	



		(vii) Eligibility criteria for grant of subsidy	NOT APPLICABLE
		(viii) 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]	(i) Discretionary and non-discretionary grants/allocations to State Govt./ NGOs/other institutions	NOT APPLICABLE
		(ii) Annual accounts of all legal entities who are provided grants by public authorities	
2.5	Particulars of recipients of concessions, permits and authorizations granted by the public authority [Section 4(1) (b) (xiii)]	(i) Concessions, permits or authorizations granted by public authority a) For each concessions, permit or authorization granted 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 authorisations 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]	CAG and PAC paras and the action taken reports (ATRs) after these have been laid on the table of both houses of the parliament.	
			Attached as per Annexure – II

### 3. Publicity Band Public interface

S.No.	Item	Details of disclosure	Remarks/ Reference Points(Fully met/ partially met/ not met-Not applicable will be treated as fullymet/ partially met)
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]	<p>Arrangement for consultations with or representation by the members of the public</p> <p>(i) Relevant Acts, Rules, Forms and other documents which are normally accessed by citizens</p> <p>(ii) Arrangements for consultation with or representation by</p> <p>a) Members of the public in policy formulation/ policy implementation</p> <p>b) Day &amp; time allotted for visitors</p> <p>c) Contact details of Information &amp; Facilitation Counter (IFC) to provide publications frequently sought by RTI applicants</p> <p>Public- private partnerships (PPP)</p> <p>(i) Details of Special Purpose Vehicle (SPV), if any</p> <p>(ii) Detailed project reports (DPRs)</p> <p>(iii) Concession agreements.</p> <p>(iv) Operation and maintenance manuals</p> <p>(v) Other documents generated as part of the implementation of the PPP</p> <p>(vi) Information relating to fees, tolls, or the other kinds of revenues that may be collected under authorisation from the government</p> <p>(vii) Information relating to outputs and outcomes</p> <p>(viii) The process of the selection of the private sector party (concessionaire etc.)</p> <p>(ix) All payment made under the PPP project</p>	NOT APPLICABLE
3.2	Are the details of policies/decisions, which affect public, informed to them [Section 4(1) (c)]	<p>Publish all relevant facts while formulating important policies or announcing decisions which affect public to make the process more interactive;</p> <p>(i) Policy decisions/ legislations taken in the previous one year</p> <p>(ii) Outline the Public consultation process</p> <p>(iii) Outline the arrangement for consultation before formulation of policy</p>	

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)	Yes Details available on <a href="https://www.iitjammu.ac.in/rti">https://www.iitjammu.ac.in/rti</a>
3.4	Form of accessibility of information manual/ handbook [Section 4(1)(b)]	Information manual/handbook available in (i) Electronic format (ii) Printed format	Yes, it is available with CPIO
3.5	Whether information manual/ handbook available free of cost or not [Section 4(1)(b)]	List of materials available (i) Free of cost (ii) At a reasonable cost of the medium	Yes, All material available free of cost on Institute website. List of information available at reasonable cost. All the information accessible (except exempted material under provision of RTI) as per RTI Act 2005, can be accessible from CPIO Office as per the provisions of RTI Act and its rules.

#### 4. 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)
4.1	Language in which Information Manual/Handbook Available [F No. 1/6/2011- IR dt. 15.4.2013]	(i) English	Yes, it is available
		(ii) Vernacular/ Local Language	
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	07.05.2024
4.3	Information available in electronic form [Section 4(1)(b)(xiv)]	(i) Details of information available in electronic form	Details available on <a href="https://www.iitjammu.ac.in/rti">https://www.iitjammu.ac.in/rti</a>  Further, record is maintained in RTI Office, North Side, IIT Jammu, Jagti
		(ii) Name/ title of the document/record/ other information	
		(iii) Location where available	
4.4	Particulars of facilities available to citizen for obtaining information [Section 4(1)(b)(xv)]	(i) Name & location of the faculty	Detail regarding RTI is available on <a href="https://www.iitjammu.ac.in/rti">https://www.iitjammu.ac.in/rti</a> Detail regarding Library is available on <a href="https://www.iitjammu.ac.in/library">https://www.iitjammu.ac.in/library</a> <a href="https://www.iitjammu.ac.in/library/services">https://www.iitjammu.ac.in/library/services</a> Detail regarding Brochures is available on <a href="https://www.iitjammu.ac.in/brochures">https://www.iitjammu.ac.in/brochures</a> Detail regarding MoUs is available on <a href="https://www.iitjammu.ac.in/mous">https://www.iitjammu.ac.in/mous</a> Working hours: Monday to Friday 9:00am to 5:30pm In addition, e-journals/e-books are available for 24 x 7 days.
		(ii) Details of information made available	
		(iii) Working hours of the facility	
		(iv) Contact person & contact details (Phone, fax, email)	
4.5	Such other information as may be prescribed under section 4(i) (b)(xvii)	(i) Grievance redressal mechanism	<b>Detail of Internal Complaint Committee is available at:</b> <a href="https://www.iitjammu.ac.in/internal-complaint-committee">https://www.iitjammu.ac.in/internal-complaint-committee</a> <b>Detail of Anti Ragging is available at:</b> <a href="https://www.iitjammu.ac.in/anti-ragging">https://www.iitjammu.ac.in/anti-ragging</a>
		(ii) Details of applications received under RTI and information provided	Details available on <a href="https://www.iitjammu.ac.in/rti">https://www.iitjammu.ac.in/rti</a>
		(iii) List of completed schemes/ projects/ Programmes	Details available on <a href="https://www.iitjammu.ac.in/social-outreach">https://www.iitjammu.ac.in/social-outreach</a>
		(iv) List of schemes/ projects/ programme underway	
		(v) Details of all contracts entered into including name of the contractor, amount of contract and period of completion of contract	
		(vi) Annual Report	Details available on <a href="https://www.iitjammu.ac.in/annual-report">https://www.iitjammu.ac.in/annual-report</a>
		(vii) Frequently Asked Question (FAQs)	Details available on <a href="https://www.iitjammu.ac.in/faq-main-website">https://www.iitjammu.ac.in/faq-main-website</a>

		(viii) Any other information such as	Formulation of Citizen Charter is in process.
		a) Citizen's Charter	
		b) Result Framework Document (RFD)	The institute is in the process of developing RFD.
		c) Six monthly reports on the	
		d) Performance against the benchmarks set in the Citizen's Charter	The institute records performance in Annual Action Plan Meetings on the targets achieved through its programmes and activities.
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	Details available on <a href="https://www.iitjammu.ac.in/rti">https://www.iitjammu.ac.in/rti</a>
		(ii) Details of appeals received and orders issued	Details available on <a href="https://www.iitjammu.ac.in/rti">https://www.iitjammu.ac.in/rti</a>
4.7	Replies to questions asked in the parliament [Section 4(1)(d)(2)]	Details of questions asked and replies given	Details available on <a href="https://www.iitjammu.ac.in/additional-information">https://www.iitjammu.ac.in/additional-information</a>

5. 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)
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	Current CPIO: Dr. Shivnath Mazumder Current FAA: Dr. RTD Prabhakaran Earlier CPIO: Dr. Ashok Bera Earlier FAA: Dr. Pankaj Chauhan
		(ii) Details of third party audit of voluntary disclosure  (a) Dates of audit carried out (b) Report of the audit carried out	22/09/2023
		(iii) Appointment of Nodal Officers not below the rank of Joint Secretary/Additional HoD  (a) Date of appointment (b) Name & Designation of the officers	Officiating Registrar Cdr Avinash Barthwal (Retd.)
		(iv) Consultancy committee of key stake holders for advice on suo-motu disclosure  (a) Dates from which constituted (b) Name & Designation of the officers	(a) Dean (Admin) - Chairman (b) FAA - Member (c) CPIO - Member (d) Liaison Officer of SC/ST - Member (e) Liaison Officer of OBC - Member (f) Liaison Officer of PwD - Member (g) One Ph.D scholar (only in certain cases) - Member
		(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	(a) Dean (Admin) - Chairman (b) FAA - Member (c) CPIO - Member (d) Registrar - Member Convener

#### 6. 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)
6.1	Item / information disclosed so that public have minimum resort to use of RTI Act to obtain information		Information can be sought as per RTI Act.
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?	STQC certificate has been obtained <a href="https://www.iitjammu.ac.in/rti/CERT-IN%20Certificate.pdf">https://www.iitjammu.ac.in/rti/CERT-IN%20Certificate.pdf</a>

**Name of Head of Departments:**

Ser.	Name	Department
1	Dr. Yogesh Madhukarrao Nimdeo	HoD, Chemical Engg.
2	Dr. Shantanu Vijay Madge	HoD, Material Engg.
3	Dr. Kushmanda Saurav	HoD, Elect. Engg.
4	Dr. Nitin Joshi	HoD, Civil Engg.
5	Dr. Shiva S	HoD, Mech. Engg.
6	Dr. Vinit Jakhetiya	HoD, CS&E
7	Dr. Subhas Samanta	HoD, Chemistry
8	Dr. Rahul Raghunath Salunkhe	HoD, Physics
9	Dr. Rahul Dattatraya Kitture	HoD, Mathematics
10	Dr. Joby Varghese	HoD, H&SS

**Name of Deans/Associate Deans/ Advisors/ Coordinators:****Table I: Deans, Associate Deans, Advisors and Coordinators**

Ser.	Functional Domain	Name
1	<b>Director Office</b>	-
1.1	Associate Dean: Rankings, Accreditation, Brand Building	Dr. Navneet Kumar Dr. Quleen Kaur Bijral, Dr. Arun Verma, Dr. Amitash Ojha, Dr. Nilesh Kumar, Communication Officer)
1.2	Associate Dean: Media, Website, and PR Cell	Dr. Arun K Verma (with Working Group)
1.3	Associate Dean: EGS, IID Management and Analytics	Dr. Ankit Kathuria
1.4	Advisor: Strategy, IDP and Incubation	Prof Manoj Aggarwal
1.5	Coordinator: Horticulture and External Development	Dr. Yogesh Nimdeo
2.	<b>Dean, Academic Affairs</b>	<b>Prof. Kannan Iyer</b>
2.1	Associate Dean: Under Graduate Programs	Dr. Prasant Singh
2.2	Associate Dean: Post Graduate Programs	Dr. Shanmugadas K P
2.3	Associate Dean: Research Programs	Dr. Badri Subudhi
2.4	Associate Dean: Interdisciplinary Programs	Dr. Surendra Beniwal
2.5	Associate Dean: Students Advising	Dr. Subhasis Bhattacharjee
2.6	Associate Dean: Policies and Learning Analytics	Dr. Sameer K Sarma Pachalla
2.7	Coordinator: JEE Office	Dr. Roshan Udaram Patil



2.8	Coordinator: JAM Office	Dr. Biswanath Chakraborty
2.9	Coordinator: GATE Office	Dr. Samrat Rao
3.	<b>Dean, Student Affairs</b>	<b>Prof. R. Uma Shankar</b>
3.1	Associate Dean: Hostel Affairs	Dr. Ravi K Arun
3.2	Associate Dean: Mess Management	Dr. Srishilan C
3.3	Associate Dean: Students Activities	Dr. Sartaj Ul Hasan
3.4	Associate Dean: Sports	Dr. Ankit Tyagi
3.5	Associate Dean: Students Wellness	Dr. Tanmay Sarkar
3.6	Coordinator: Ek Bharat Shreshth Bharat(EBSB)	Dr. Rajkumar V
4.	<b>Dean, Research &amp; Consultancy</b>	<b>Prof. Suresh Devasahayam</b>
4.1	Associate Dean: Projects	Dr. Dharitri Rath
4.2	Associate Dean: Consultancy & Testing	Dr. Satya Shekhar
5.	<b>Dean, Faculty Affairs</b>	<b>Prof Prabhat Munshi</b>
5.1	Associate Dean, Faculty Selections	Dr Ajeet Kumar Sharma
5.2	Associate Dean, Faculty Relations and Peer Review	Dr Harish P
5.3	Coordinator: Faculty Onboarding and Hosting	Dr Samaresh Bera
6.	<b>Dean, Continuing Education Programs/ Skills and Outreach</b>	<b>Prof. Rakesh Singhai</b>
6.1	Associate Dean, Outreach Programs Including UBA, DGR etc	Dr Riya Bhowmik
6.2	Associate Dean: Skill Development, FDP and STTP	Dr Vijay Kumar Pal
6.3	Associate Dean: Online Education and External Programs	Dr Amitash Ojha
7.	<b>Dean, Infrastructure, Planning &amp; Management</b>	<b>Prof. Anurag Misra</b>
7.1	Associate Dean: Infrastructure Projects	Dr. Vinay Chembolu
7.2	Associate Dean: Quality Control	Dr. Deepak Yadav
7.3	Associate Dean: E&M Infrastructure	Dr. Arun K Verma
7.4	Associate Dean: Waste Water and Solid Waste Management	Dr. Pratik Kumar

7.5	Advisor: Estate Management and Maintenance	Col P S Rathore
8.	<b>Dean, International Relations and MoUs</b>	<b>Prof. Bljoy H. Boruah</b>
8.1	Associate Dean (International Relations)	Dr. Vinay Sharma
9.	<b>Dean, Corporate Relations and Alumni Relations</b>	<b>Prof Prabhat Munshi</b>
9.1	Associate Dean (Alumni Relations)	Dr. Gaurav Varshney
9.2	Associate Dean(Corporate Relations)	Dr. Sudhakar Modem
9.3	Advisor (Resource Generation)	Prof Manoj Aggarwal
10.	<b>Dean, Strategy and Institute Development</b>	<b>Prof. Suresh Devasahayam</b>
10.1	Associate Dean (Research Strategy)	Dr. Mithu Baidya
10.2	Advisor (Academic Innovations)	To be notified by Dean(SID)
10.3	Advisors and Coordinators	To be notified by Dean(SID)
11.	<b>Dean, Administration, Operations, Budget, and Procurement</b>	<b>Prof. Pallippattu Krishnan Vijayan</b>
11.1	Associate Dean (Procurement)	Dr. Suman Sarkar
11.2	Associate Dean (Inventory Control)	Dr. Pankaj Chauhan
11.3	Associate Dean (Budget Planning and Implementation)	Dr. Biswanath Chakraborty
11.4	Associate Dean (Staff Recruitment, Onboarding and Training)	Dr. Pervaiz Fathima Khatoon M.
11.5	Coordinator: Grievance Cell	Dr. Anup Shukla

**Table II: Different Operational Groups**

Ser.	Domain	Name
1	Coordinator: I2EDC and Maker Space	Dr. Ankit Dubey
2	Institute Coordinator for I3C	Dr. Ashutosh Yadav
3	Associate Dean: C3I	Dr. Sanat Tiwari
4	Associate Dean: CDS	Dr. Ankit Dubey
5	Coordinator: Centre of Essential Skills (CeS)	Dr. Arnitash Ojha
6	Coordinator Convenor: ICC	Dr. Sukanya Mondal
7	Chief Vigilance Officer	Dr. Goutam Dutta
8	RTI (CPIO)	Dr. Shivnath Mazumdar
9	RTI(FAA)	Dr. Dural Prabhakaran R T
10	Coordinator: Saptrishi (CIF)	Dr. Ashok Bera
11	Coordinator: NCC	Dr. Sukanya Mandal
12	Coordinator: Central Workshop	Prof. Abhay Sharma
13	Coordinator: National Education Policy	Dr. Sameer Kumar Sarma Pachalla

**ANNEXURE -I**

Sr. No.	Emp Name	Designation	Department	Pay Level 7th CPC	Appointment type
1.	Abhay Sharma	Professor	Mechanical Engineering	14A	On Probation
2	Debapriya Mandal	Professor	Chemical Engineering	14A	On Probation
3	Goutam Dutta	Professor	Mechanical Engineering	14A	On Probation
4	Meenakshi Rajeev	Professor	Humanities and Social Sciences	14A	On Probation
5	Arun Kumar Verma	Associate Professor	Electrical Engineering	13A2	On Probation
6	Ashok Bera	Associate Professor	Physics	13A2	On Probation
7	Badri Narayan Subudhi	Associate Professor	Electrical Engineering	13A2	On Probation
8	Durai Prabhakaran R T	Associate Professor	Mechanical Engineering	13A2	Confirmed
9	Pankaj Chauhan	Associate Professor	Chemistry	13A2	On Probation
10	Rahul Raghunath Salunkhe	Associate Professor	Physics	13A2	On Probation
11	Sanat Kumar Tiwari	Associate Professor	Physics	13A2	On Probation
12	Sartaj Ul Hasan	Associate Professor	Mathematics	13A2	On Probation
13	Shantanu Vijay Madge	Associate Professor	Materials Engineering	13A2	Confirmed
14	Shivnath Mazumder	Associate Professor	Chemistry	13A2	On Probation
15	Subhas Samanta	Associate Professor	Chemistry	13A2	On Probation
16	Subhasis Bhattacharjee	Associate Professor	Computer Science and Engineering	13A2	Confirmed
17	Aditya Shankar Sandupatla	Assistant Professor	Chemical Engineering	12	On Probation
18	Ajay Kumar	Assistant Professor	Mathematics	13A1	Confirmed
19	Ajay Singh	Assistant Professor	Electrical Engineering	13A1	Confirmed
20	Ajeet Kumar Sharma	Assistant Professor	Physics	13A1	Confirmed
21	Akash Subhash Awale	Assistant Professor	Mechanical Engineering	10	On Scale contract
22	Alok Kumar Saxena	Assistant Professor	Electrical Engineering	13A1	Confirmed
23	Ambika Prasad Shah	Assistant Professor	Electrical Engineering	12	On Probation

24	Amitash Ojha	Assistant Professor	Humanities and Social Sciences	13A1	Confirmed
25	Amlan Kumar Pal	Assistant Professor	Chemistry	12	Confirmed
26	Anand Kumar Subramaniyan	Assistant Professor	Mechanical Engineering	13A1	Confirmed
27	Ankit Dubey	Assistant Professor	Electrical Engineering	13A1	Confirmed
28	Ankit Kathuria	Assistant Professor	Civil Engineering	13A1	Confirmed
29	Ankit Tyagi	Assistant Professor	Chemical Engineering	12	On Probation
30	Ankur Bansal	Assistant Professor	Electrical Engineering	13A1	Confirmed
31	Anup Shukla	Assistant Professor	Electrical Engineering	13A1	Confirmed
32	Archana Rajput	Assistant Professor	Electrical Engineering	12	On Probation
33	Arpita Paul	Assistant Professor	Physics	12	On Probation
34	Arvind Kumar	Assistant Professor	Mathematics	12	On Probation
35	Arvind Kumar Rajput	Assistant Professor	Mechanical Engineering	13A1	Confirmed
36	Ashutosh Yadav	Assistant Professor	Chemical Engineering	12	On Probation
37	Bidhan Biswas	Assistant Professor	Electrical Engineering	10	On Scale contract
38	Biswanath Chakraborty	Assistant Professor	Physics	13A1	Confirmed
39	Chandan Yadav	Assistant Professor	Electrical Engineering	12	On Probation
40	Chembolu Vinay	Assistant Professor	Civil Engineering	12	On Probation
41	Deepak Yadav	Assistant Professor	Civil Engineering	10	On Scale contract
42	Devi Lal	Assistant Professor	Materials Engineering	12	On Probation
43	Dharitri Rath	Assistant Professor	Chemical Engineering	13A1	Confirmed
44	Divyesh Varade	Assistant Professor	Civil Engineering	12	On Probation
45	Gaurav Ashok Bhaduri	Assistant Professor	Chemical Engineering	13A1	Confirmed
46	Gaurav Varshney	Assistant Professor	Computer Science and Engineering	12	Confirmed
47	Guru Brahamam Ramani	Assistant Professor	Chemistry	13A1	Confirmed
48	Hardeep Singh	Assistant Professor	Humanities and Social Sciences	10	On Scale contract
49	Harkeerat Kaur	Assistant Professor	Computer Science and Engineering	10	On Scale contract

50	Jayaramulu Kolleboyina	Assistant Professor	Chemistry	13A1	Confirmed
51	Joby Varghese	Assistant Professor	Humanities and Social Sciences	12	Confirmed
52	Kancharla Hari Krishna	Assistant Professor	Materials Engineering	10	On Scale contract
53	Kankat Ghosh	Assistant Professor	Electrical Engineering	12	Confirmed
54	Karan Nathwani	Assistant Professor	Electrical Engineering	13A1	Confirmed
55	Kousik Dhara	Assistant Professor	Mathematics	12	On Probation
56	Kushmanda Saurav	Assistant Professor	Electrical Engineering	13A1	Confirmed
57	Mir Faizan Ul Haq	Assistant Professor	Civil Engineering	10	On Scale contract
58	Mithu Baidya	Assistant Professor	Biosciences and Bioengineering	12	On Probation
59	Moni Kumari	Assistant Professor	Mathematics	12	On Probation
60	Nalin Kumar Sharma	Assistant Professor	Electrical Engineering	12	On Probation
61	Navneet Kumar	Assistant Professor	Mechanical Engineering	13A1	Confirmed
62	Nitesh Kumar	Assistant Professor	Materials Engineering	12	On Probation
63	Nitin Joshi	Assistant Professor	Civil Engineering	13A1	Confirmed
64	Nitin Kumar	Assistant Professor	Mathematics	10	On Scale contract
65	Nityananda Sahu	Assistant Professor	Chemistry	12	On Probation
66	Padmini Singh	Assistant Professor	Electrical Engineering	10	On Scale contract
67	Parveen Kumar	Assistant Professor	Physics	12	On Probation
68	Pervaiz Fathima Khatoon M	Assistant Professor	Civil Engineering	13A1	Confirmed
69	Pothukuchi Harish	Assistant Professor	Mechanical Engineering	12	Confirmed
70	Pragati Shrivastava	Assistant Professor	Computer Science and Engineering	10	On Scale contract
71	Prasant Singh	Assistant Professor	Mathematics	12	Confirmed
72	Prasun Halder	Assistant Professor	Civil Engineering	11	On Scale contract
73	Pratik Kumar	Assistant Professor	Civil Engineering	12	On Probation
74	Quleen Kaur Bijral	Assistant Professor	Humanities and Social Sciences	13A1	Confirmed
75	Rahul Dattatraya Kitture	Assistant Professor	Mathematics	13A1	Confirmed

76	Rajendra Kumar Varma	Assistant Professor	Civil Engineering	13A1	Confirmed
77	Rajiv Kumar	Assistant Professor	Mathematics	12	Confirmed
78	Rajkumar V	Assistant Professor	Mechanical Engineering	12	Confirmed
79	Rani Rohini	Assistant Professor	Materials Engineering	12	Confirmed
80	Ravi Kumar Arun	Assistant Professor	Chemical Engineering	12	Confirmed
81	Ravikant Saini	Assistant Professor	Electrical Engineering	13A1	Confirmed
82	Rimen Jamatia	Assistant Professor	Civil Engineering	12	Confirmed
83	Riya Bhowmik	Assistant Professor	Civil Engineering	12	On Probation
84	Rohit Buddhiram Chaurasiya	Assistant Professor	Electrical Engineering	10	On Scale contract
85	Roshan Udaram Patil	Assistant Professor	Mechanical Engineering	12	Confirmed
86	S. R. K. Chaitanya Indukuri	Assistant Professor	Physics	12	On Probation
87	Sahil Kalra	Assistant Professor	Mechanical Engineering	12	Confirmed
88	Samaresh Bera	Assistant Professor	Computer Science and Engineering	10	On Scale contract
89	Sameer Kumar Sarma Pachalla	Assistant Professor	Civil Engineering	13A1	Confirmed
90	Samrat Rao	Assistant Professor	Mechanical Engineering	13A1	Confirmed
91	Sarada Prasad Gochhayat	Assistant Professor	Computer Science and Engineering	12	On Probation
92	Sarah Mariam Abraham	Assistant Professor	Civil Engineering	10	On Scale contract
93	Satya Sekhar Bhogilla	Assistant Professor	Mechanical Engineering	13A1	Confirmed
94	Satyadev Ahlawat	Assistant Professor	Electrical Engineering	12	Confirmed
95	Saurabh Biswas	Assistant Professor	Mechanical Engineering	12	Confirmed
96	Sayantan Mandal	Assistant Professor	Humanities and Social Sciences	13A1	Confirmed
97	Sayantan Mukherjee	Assistant Professor	Computer Science and Engineering	12	On Probation
98	Shafkat Shafi Dar	Assistant Professor	Humanities and Social Sciences	10	On Scale contract
99	Shaifu Gupta	Assistant Professor	Computer Science and Engineering	12	On Probation
100	Shanmugasadas K P	Assistant Professor	Mechanical Engineering	12	Confirmed
101	Shirsha Bose	Assistant Professor	Biosciences and Bioengineering	10	On Scale contract

102	Shiva S	Assistant Professor	Mechanical Engineering	13A1	Confirmed
103	Sidharth Maheshwari	Assistant Professor	Computer Science and Engineering	10	On Scale contract
104	Sivakumar G	Assistant Professor	Civil Engineering	12	On Probation
105	Soumyadip Das	Assistant Professor	Mathematics	12	On Probation
106	Srinivasan N	Assistant Professor	Materials Engineering	12	on Probation
107	Srishilan C	Assistant Professor	Materials Engineering	12	Confirmed
108	Sudhakar Modem	Assistant Professor	Electrical Engineering	12	Confirmed
109	Sukanya Mondal	Assistant Professor	Humanities and Social Sciences	12	Confirmed
110	Suman Banerjee	Assistant Professor	Computer Science and Engineering	12	On Probation
111	Suman Sarkar	Assistant Professor	Materials Engineering	12	Confirmed
112	Sumit Kumar Pandey	Assistant Professor	Computer Science and Engineering	13A1	Confirmed
113	Sunil Kumar Kashyap	Assistant Professor	Materials Engineering	10	On Scale contract
114	Surendra Beniwal	Assistant Professor	Civil Engineering	13A1	On Probation
115	Tanmay Sarkar	Assistant Professor	Mathematics	13A1	Confirmed
116	Venkata Sathish Akella	Assistant Professor	Physics	13A1	Confirmed
117	Vijay Kumar Pal	Assistant Professor	Mechanical Engineering	12	Confirmed
118	Vinay Sharma	Assistant Professor	Biosciences and Bioengineering	12	Confirmed
119	Vinit Jakhetiya	Assistant Professor	Computer Science and Engineering	13A1	Confirmed
120	Yamuna Prasad	Assistant Professor	Computer Science and Engineering	13A1	Confirmed
121	Yogesh Madhukarrao Nimdeo	Assistant Professor	Chemical Engineering	13A1	Confirmed

#### NON-TEACHING EMPLOYEE

Ser.	Emp Name	Designation	Department	Pay Level 7th CPC	Appointment Type
1	Abhishek	Senior Assistant	Academics	5	Regular
2	Abhishek Gupta	Laboratory Officer	Media Cell	6	Contractual (Grade Pay)
3	Anish Koul	Caretaker-cum-Manager	Students Welfare	6	Contractual (Grade Pay)
4	Ankit Gupta	Technical Officer	Teaching Learning Unit	10	Regular

5	Apoorv Raj Agarwal	Laboratory Assistant	Electrical Engineering	5	Regular
6	Arjun Singh	Laboratory Assistant	Physics	5	Regular
7	Arul Benedict Xavier	Laboratory Assistant	Central Workshop	5	Regular
8	Arun Kumar	Assistant Workshop Officer	Central Workshop	10	Regular
9	Ashish Dawar	Senior Assistant	R and C	5	Regular
10	Ashish Sharma	Caretaker-cum-Manager	Infrastructure Planning and Management	6	Regular
11	Ashok Kumar Chib	Senior Audit Officer	Accounts and Audits	NA	Contractual (Consolidated Pay)
12	Avinash Barthwal	Deputy Registrar	Administration and Operations	12	Regular
13	Bhupinder Singh	Laboratory Officer	Chemistry	6	Regular
14	Boddu L V Satish Varma	Assistant Executive Engineer (Civil)	Infrastructure Planning and Management	10	Regular
15	Chander Mohan Saraf	Senior Account Officer	Accounts and Audits	NA	Contractual (Consolidated Pay)
16	Deepak Raj	Laboratory Officer	Materials Engineering	6	Regular
17	Desh Raj Meena	Senior Assistant	Establishment II	5	Regular
18	Dharmendra Kumar Singh	Fire and Safety Manager	Administration and Operations	8	Regular
19	Dhirendra Kumar	Senior Assistant	R and C	5	Regular
20	Dikshant Malhotra	Laboratory Officer	Mechanical Engineering	6	Regular
21	Dileep Kumar	Assistant Manager Accounts	Academics	NA	Contractual (Consolidated Pay)
22	Gautam Gupta	Laboratory Assistant	Materials Engineering	5	Regular
23	Gourab Verma	Laboratory Officer	C3I	6	Regular
24	Goverdhan Singh	Laboratory Officer	Chemical Engineering	6	Regular
25	Hans raj	Junior Assistant	Infrastructure Planning and Management	3	Contractual (Grade Pay)
26	Himanshi Singh	Institute Counsellor	Counselling Services	NA	Contractual (Consolidated Pay)
27	Jagath J.P.	Caretaker	Infrastructure Planning and Management	6	Regular
28	Jahnavi Gupta	English Language Instructor	Humanities and Social Sciences	NA	Contractual (Consolidated Pay)
29	Karunika	Medical Officer	Health and medical	10	Contractual (Grade Pay)
30	Kewal Krishan	Technical Officer	C3I	10	Regular
31	Krishan Kumar	Laboratory Officer	Central Workshop	6	Regular



32	Kritika Handoo	Senior Assistant	Academics	5	Regular
33	Lakhvinder Singh	Project Officer	Centre of Essential Skills	NA	Contractual (Consolidated Pay)
34	Lokesh Sharma	Laboratory Officer	Electrical Engineering	6	Regular
35	Madhu Pahal	Senior Assistant	Director Office	5	Regular
36	Mandeep Singh	Senior Office Assistant	Procurement	NA	Contractual (Consolidated Pay)
37	Mannu Virk	Security Officer	Administration and Operations	10	Regular
38	Meena Sharma	Senior Assistant	Accounts and Audits	5	Regular
39	Nandini Sharma	Senior Assistant	Academics	5	Regular
40	Nandita Sharma	Institute Counsellor	Counselling Services	10	Regular
41	Neeraj Kumar	Laboratory Officer	Central Workshop	6	Regular
42	Nilesh Kumar	Deputy Librarian	Library	AL-12	Regular
43	Nishbinder Singh	Assistant Registrar	Inventory	10	Contractual (Grade Pay)
44	Nitish Gupta	Laboratory Officer	Chemical Engineering	6	Contractual (Grade Pay)
45	Pirzada Gowhar Arfat	Technical Officer	C3I	10	Regular
46	Piyush Kumar	Laboratory Officer	Chemistry	6	Regular
47	Pratap Singh Rathore	Senior Project Officer	Infrastructure Planning and Management	NA	Contractual (Consolidated Pay)
48	Preeti Kapahi	Senior Assistant	Director Office	5	Regular
49	Prince Kumar	Junior Section Officer	Establishment II	6	Regular
50	Puja Rajyaguru	Assistant Registrar (SS)	Establishment II	11	Regular
51	Purvi Sarkar	Assistant Registrar (SS)	Accounts and Audits	11	Regular
52	Rahul Agarwal	Laboratory Assistant	C3I	5	Regular
53	Rahul Verma	Laboratory Assistant	Materials Engineering	5	Regular
54	Raj Srivastava	Assistant Sports Officer	Students Welfare	6	Contractual (Grade Pay)
55	Rajendra Kumar Solanki	Senior Scientific Officer	e-Governance System	12	Regular
56	Rakshit Rampaul	Assistant Engineer (Civil)	Infrastructure Planning and Management	8	Regular
57	Ram Prakash Prajapat	Assistant Registrar	Students Welfare	10	Regular
58	Ramesh Raina	Advisor (Projects)	Infrastructure Planning and Management	NA	Contractual (Consolidated Pay)
59	Ravi Kumar	Laboratory Assistant	Central Instrumentation Facility	5	Contractual (Grade Pay)

60	Rehana Rasool	Mess Manager	Students Welfare	6	Regular
61	Ridham Gupta	Senior Assistant	Career Development Center	5	Regular
62	Ripul Vaid	Junior Section Officer	Accounts and Audits	6	Regular
63	Sahil Dogra	Senior Assistant	Accounts and Audits	5	Regular
64	Sakshi Dubey	Junior Section Officer	Administration and Operations	6	Regular
65	Sarabjeet Singh	Junior Engineer (Civil)	Infrastructure Planning and Management	6	Regular
66	Satinder Singh	Laboratory Officer	Mechanical Engineering	6	Regular
67	Sheikh Nasiruddin	Project Officer	Mechanical Engineering	NA	Contractual (Consolidated Pay)
68	Shikha Malhotra	Assistant Registrar	Procurement	10	Regular
69	Shivani Begnehal	Senior Assistant	Accounts and Audits	5	Regular
70	Shrikarshan Pareek	Assistant Registrar (SS)	Academics	11	Regular
71	Shubham Gupta	Senior Assistant	Accounts and Audits	5	Regular
72	Sikha S	Junior Assistant	Civil Engineering	3	Regular
73	Sourabh Mahajan	Assistant Registrar (SS)	R and C	11	Regular
74	Suman Sarkar	Laboratory Officer	Central Instrumentation Facility	6	Regular
75	Sumit Raj Ghosh	Laboratory Officer	Physics	6	Contractual (Grade Pay)
76	Sunil Kumar	Senior Assistant	Procurement	5	Regular
77	Tanvi Sharma	Senior Assistant	Establishment II	5	Regular
78	Trilok Chand	Senior Assistant	Director Office	5	Regular
79	Vikash Kumar	Laboratory Officer	Electrical Engineering	6	Regular
80	Vikrant Guleria	Laboratory Assistant	Mechanical Engineering	5	Contractual (Grade Pay)
81	Vipen Sharma	Senior Assistant	Academics	5	Regular
82	Vishnu Deth J J	Assistant Executive Engineer (Electrical)	Infrastructure Planning and Management	10	Regular
83	Vishwajeet Kumar	Junior Library Information Assistant	Library	4	Contractual (Grade Pay)
84	Yashasvini Yadav	Assistant Librarian	Library	AL-10	Regular



भारतीय लेखापरीक्षा तथा लेखा विभाग  
कार्यालय महानिदेशक लेखापरीक्षा (केन्द्रीय), चण्डीगढ़  
Indian Audit & Accounts Department  
Office of The Director General of Audit (Central),  
Chandigarh



(34)

सं/No: डी.जी.ए. (सी)/के. व्यय/SAR IITJ/2022-23/23-24/ 743

दि०/Dated: 12/9/23

सेवा मे,

सचिव,  
उच्चतर शिक्षा विभाग,  
शिक्षा मंत्रालय,  
भारत सरकार,  
नई दिल्ली -110001

विषय: Indian Institute of Technology, Jammu के वर्ष 2022-23 के लेखाओं पर पृथक लेखापरीक्षा प्रतिवेदन

महोदय,

कृपया Indian Institute of Technology, Jammu के वर्ष 2022-23 के लेखाओं पर पृथक लेखापरीक्षा प्रतिवेदन (Separate Audit Report) संसद के दोनों सदनों के समक्ष प्रस्तुत करने हेतु सलग्न पायें। संसद में प्रस्तुत होने तक प्रतिवेदन को गोपनीय रखा जाए।

संसद में प्रस्तुत करने के उपरांत प्रतिवेदन की पांच प्रतियाँ इस कार्यालय को भी भेज दी जाएँ।

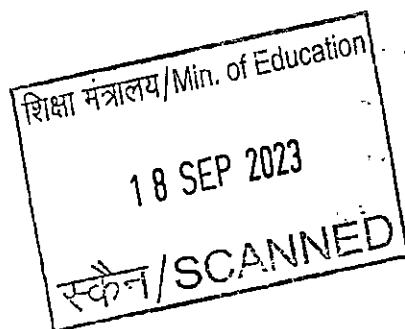
कृपया इस पत्र की पावती भेजें।

भवदीय,

संलग्न: उपरोक्त अनुसार

22.1.23

महानिदेशक



**Separate Audit Report of Comptroller & Auditor General of India on the accounts of the Indian Institute of Technology, Jammu for the year ended 31<sup>st</sup> March 2023.**

We have audited the Balance Sheet of the Indian Institute of Technology, Jammu as at 31 March 2023, Income & Expenditure Account and Receipts & Payments Account for the year ended on that date under Section 19(2) of the Comptroller & Auditor General's (Duties, Powers & Conditions of Service) Act, 1971 read with Section 23(2) of the Institutes of Technology Act, 2016. These financial statements are the responsibility of the Institute's management. Our responsibility is to express an opinion on these financial statements based on our audit.

2. This Separate Audit Report contains the comments of the Comptroller & Auditor General of India (CAG) on the accounting treatment only with regard to classification, conformity with the best accounting practices, accounting standards and disclosure norms, etc. Audit observations on financial transactions with regard to compliance with the Law, Rules & Regulations (Propriety and Regularity) and efficiency-cum-performance aspects, etc., if any, are reported through Inspection Reports/ CAG's Audit Reports separately.

3. We have conducted our audit in accordance with auditing standards generally accepted in India. These standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatements. An audit includes examining, on a test basis, evidences supporting the amounts and disclosure in the financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall presentation of financial statements. We believe that our audit provides a reasonable basis for our opinion.

4. Based on our audit, we report that:

- i) We have obtained all the information and explanations, which to the best of our knowledge and belief were necessary for the purpose of our audit;
- ii) The Balance Sheet and Income and Expenditure Account/Receipts and Payments Account dealt with by this Report have been drawn up in the uniform format prescribed by the Ministry of Human Resource Development, Government of India vide order no. 29-4/2012-FD dated 17 April, 2015.
- iii) In our opinion, proper books of accounts and other relevant records have been maintained by the Institute in so far as it appears from our examination of such books.
- iv) We further report that:

**A. General**

**A.1**Ministry of Education vide OM No. F.No. 19-1/2017-IFD dated 23.2.2022 has clarified that each Bureau may issue separate notification for implementation of Payment of Gratuity Act, 1972 in respect of autonomous Bodies under their administrative control. An accumulated provision amounting to Rs.2.70 core in respect of gratuity to the employees covered under NPS has been shown in annual accounts for the year 2022-23. However, gratuity can be given to the employees of the AB only after it is notified by the Ministry of Education. The fact of provisioning of gratuity should be disclosed in notes to accounts. Similar observation was also raised in the previous year SAR 2021-22. However, compliance has not made.

**A.2 Interest earned on grant funds**

(i)As per General Financial Rule Rule 230 (8), all interests or other earnings against Grants in aid or advances (other than reimbursement) release to any Grantee institution should be mandatorily remitted to the Consolidated Fund of India immediately after finalization of accounts.

Keeping in view the aforesaid GFR provision, the Institute should have investment of grant funds separately and thereafter interest earned/received on such funds investment should have been booked in respective fund.Although the Institute has made the investment of grant funds separately but interest earned/received on each fund investment has not booked in the each specified fund. Similar observation was also raised in previous year SAR. However, compliance hasnot beenmade.

(ii) The institute has adopted a policy to workout the interest earned on grant fund and repaid the interest amount for the period upto 31-03.2022. However, it has not worked out the interest earned on grant fund for the period 2022-23 which is to be remitted to consolidated fund of India.This observation was issued in previous year SAR. However, compliance has not made.

**A.3** As per policy at Sr. no. 5 under Significant Accounting Policies (Schedule-23) of the Institute, expenditure on chemicals, glass wares, publications, stationery & other stores are accounted for as revenue expenditure.The Institute has ascertained and accounted for the Inventory lying unconsumed as on 31.03.2023 by reducing the corresponding revenue expenditure as per the prescribed Accounting Policy.However, the fact regarding method of valuation of closing stock was not depicted in its Accounting Policy.

**A.4** The details of Bank Accounts,maintained by institute during 2022-23, has been depicted in Note at Sr. no. 6 under“Note on Accounts” forming part of the Schedule-7. However,one bank account No. 10049909307 (Saving) of Canara bank having balance of Rs 597244/- was not included in the said note.

### B. Grant-in-Aid

The position of the grants of the institute as on 31.03.2023 was as under:

Particulars	OH-35 Capital	OH-36 Salary	OH-31 General	OH-31 HEFA Loan Repayment	OH-31 HEFA Interest	Total
Opening Balance as on 01.04.2022	150.87	1.83	0	0	0	152.70
Grants received during the year	318.15	33.03	28.09	0	0	379.27
Total Funds available	<b>469.02</b>	<b>34.86</b>	<b>28.09</b>	<b>0</b>	<b>0</b>	<b>531.97</b>
Less: grants utilized	230.81	32.87	28.09	0	0	291.77
<b>Unutilized Grants</b>	<b>238.21</b>	<b>1.99</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>240.20</b>

Grant balance as worked out by the institute in the schedule 3(3)(h) was Rs.238.21 crore which is needed to be corrected in context to comment at Sr. no. B.1 (Annexure to Management Letter) to the extent of the provisions for retirement benefits amounting to Rs.1.99 crore (Rs.

1.83<sup>1</sup> crore during 2021-22 and Rs. 0.16<sup>2</sup> crore during 2022-23) booked as expenditure from grants in contravention of prescribed format.(Please refer to note no.1 & 2 given below)

### C. Management letter

Deficiencies which have not been included in the Audit report have been brought to the notice of the Institute's management through a management letter issued separately for remedial/corrective action.

v) Subject to our observations in the preceding paragraphs, we report that the Balance Sheet, Income & Expenditure Account and Receipts & Payments Account dealt with by this report are in agreement with the books of accounts.

vi) In our opinion and to the best of our information and according to the explanations given to us, the said financial statements read together with the Accounting Policies and Notes on Accounts, and subject to the significant matters stated above and other matters mentioned in Annexure to this Audit Report give a true and fair view in conformity with accounting principles generally accepted in India:

a. In so far as it relates to the Balance Sheet, of the state of affairs of the Indian Institute of Technology, Jammu as at 31 March 2023; and

b. In so far as it relates to Income & Expenditure Account, of the deficit for the year ended on that date.

For and on behalf of the C & AG of India



Director General of Audit

Place: Chandigarh

Dated : 11.09.2023

<sup>1</sup>28.82=30.65 (as per schedule no. 3(3)(h)-1.83 (as per comment at sl. No. A of management letter to the report issued separately during 2021-22.

<sup>2</sup>32.87=33.03 (as per schedule 3(3)(h)-0.16 as per comment at sl. No. B.1 of management letter to this report issued separately during 2022-23.

**Annexure to Audit Report****1. Adequacy of Internal Control System**

The internal control system was inadequate to following extent:

- (i) The Institute has not its Accounting Manual and Purchase/Procurement Manual.
- (ii) There is no laid down procedure for appointment of consultant on contract and review their performance during engagement.
- (iii) Physical verification of Fixed Assets & Inventories was not conducted for the year 2022-23.

**2. Adequacy of Internal audit System:**

The Internal Audit for the year 2022-23 was in progress.

**3. System of Physical Verification of Fixed Assets**

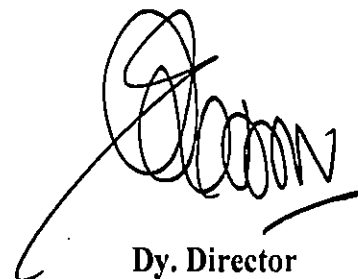
Physical verification of Fixed Assets was not conducted for the period 2022-23.

**4. System of Physical Verification of Inventories**

Physical Verification of Inventory was not conducted for the period 2022-23.

**5. Regularity in payment of statutory dues**

As per the records the institute is regular in depositing statutory dues except amount of Rs. 4.76 lakh payable towards employer and employee contribution of New Pension Scheme which could not be deposited due to non-availability of PRAN of some employees.



**Dy. Director**