

A FRAMEWORK FOR TRANSPARENCY AUDIT

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. Organisation 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. Organisation and Function

Sr. 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	National Institute of Educational Planning and Administration (NIEPA) (Deemed to be University), 17-B, Sri Aurobindo Marg, New Delhi-110016	Fully Met
		(ii) Head of the organization	Vice Chancellor	Fully Met

		<p>(iii) Vision, Mission and Key Objectives</p> <p>Vision: Evolving a human learning society through advancement of knowledge</p> <p>Mission: To become a centre of excellence in educational policy, planning and management by promoting advanced level teaching, research and capacity building in national and global contexts.</p> <p>Objectives: -</p> <ul style="list-style-type: none"> ▪ To organize pre-service and <u>in</u>-service training programmes in the area of educational planning and administration and allied disciplines; ▪ To undertake, aid, promote and coordinate research in various aspects of educational planning and administration and allied disciplines, including comparative studies in planning techniques and administrative procedures in the different States of India and in other countries of the world; ▪ To provide academic and professional guidance to agencies, institutions and personnel engaged in educational planning and administration; ▪ To offer M. Phil, Ph. D. and Post-Doctoral Programmes and award degrees in educational planning, educational administration, educational finance, comparative education, school education, higher education, professional education, policy research, gender in education, discrimination in education, education and globalization, educational management and information system, etc., ▪ To act as a clearing house of ideas and information on research, training and extension in educational planning and administration services and other programmes; ▪ To prepare, print and publish papers, periodicals and books in furtherance of these objectives and specially to bring out a Journal of Educational Planning and Administration; - 	Fully Met

		<ul style="list-style-type: none"> ▪ To organize training, conferences, workshops, meetings, seminars and briefing sessions for educational personnel of the Central and State Governments and Union Territories; ▪ To offer, on request, consultancy service to Governments, including State Governments, educational institutions and institutions/organizations in India & abroad. - ▪ To organize orientation and training programmes and refresher courses for teacher-educators and for University and College Administrators engaged in educational planning and administration. To organize orientation programmes, seminars and discussion groups for persons including legislators in the field of educational planning and administration at the level of policy making in Central and State Governments; ▪ To award consultancy work/services to other organizations/individuals; ▪ To collaborate with other agencies, institutions and organizations, including the University Grants Commission, the Universities, Institutes of Management and Administration and other allied institutions in India and abroad, in such way as may be considered necessary for the promotion of these objectives: ▪ To provide, on request, facilities for training and research in educational planning and administration to other countries, especially of the Asian Region, and collaborate with them in programmes; ▪ To offer fellowships, scholarships and academic awards in furtherance of the objects of the National Institute; ▪ To confer honorary fellowships on eminent educationists for their contribution in the field of educational planning and administration; 	
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		<ul style="list-style-type: none"> ▪ To undertake extra mural studies, extension programme and field outreach activities to contribute to the development of society; ▪ To disseminate and advance knowledge by providing instructional, research and extension facilities in such branches of learning as it may deem fit and to provide to students and teachers the necessary facilities and atmosphere for the promotion of innovations in education leading to restructuring of courses, new methods of teaching and learning, and integral development of personality, studies in various disciplines, inter-disciplinary studies, and National integration & International understanding; ▪ To conduct the above-mentioned programmes and courses in its off Campuses, and off-shore campuses; and to do or perform all such other acts, functions and things as may be deemed necessary, desirable or incidental by the National Institute in furtherance of the above objectives of the National Institute. 	
	(iv) Function and duties	<ul style="list-style-type: none"> ▪ Providing leadership in reforming educational policy, planning and management at all tiers of the education system and structures; ▪ Shaping the research agenda and undertaking, aiding, promoting and coordinating research in various aspects of educational policy, planning and administration; ▪ Developing specialized human resources in the areas of educational policy, planning and administration through its inter disciplinary interventions, especially advanced level teaching and research; <hr/> <ul style="list-style-type: none"> ▪ Assessing and analyzing emerging trends in educational development and identifying emerging challenges in educational planning and management to facilitate formulation of appropriate policy options and state-specific programmatic interventions; 	Fully Met

	<ul style="list-style-type: none"> ▪ Providing technical support to Central and State Governments in educational policy and planning; ▪ Organizing professional development programmes in educational planning and administration for education professionals of the country; ▪ Developing expertise among young scholars through programmes of M.Phil. and PhD, as well as other capacity-building activities; Conducting research in all aspects of school and higher education; ▪ Extending advisory services to national and international organizations; ▪ Functioning as a Dearing house for dissemination of knowledge and information; and providing a forum for the exchange of ideas and experiences among policymakers, planners, administrators and academics. 	
(v) Organization Chart	<u>Annexure 'A'</u> (chart) (reference NIEPA at a Glance Pg. No. 9)	Fully Met
(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.	<p>Genesis: The NIEPA has its origin dating back to 1962 when UNESCO established the Asian Regional Centre for Educational Planners Administrators and Supervisors with its nomenclature chaining to the Asian Institute of Educational Planning and Administration in 1965. The AIEPA was later merged with Govt. Of India's National Staff College for Educational Planners and Administrators</p>	Fully Met

			<p>as its Asian Programmes division in 1973. Subsequently, with the increased roll and functions of the National Staff College, particularly in capacity building, research and professional support services to the Central and state governments, it was rechristened as the National Institute of Educational Planning and Administration (NIEPA) in 1979. In recognition of the pioneering work done by the organization in the field of educational policy, planning and administration, the Ministry of Human Resource Development Govt. of India has empowered it to award degrees by conferring on it the status of 'Deemed to be University' in August 2006 Section-3 of the UGC Act, 1956. like any Central University in India, NIEPA is fully maintained by the Government of India. The National Institute is a premier organization dealing with research, teaching, capacity building and supporting professionals in policy, planning and management of education not only in India but also in South Asia.</p>	
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)	<p>Powers and Functions of the Vice-Chancellor</p> <p>(i) The Vice-Chancellor shall be the Principal Academic and Executive Officer of the National Institute and shall exercise general supervision and control over the affairs of the National Institute and implement the decisions of all the authorities of the National Institute.</p> <p>(ii) The Vice-Chancellor may, if he/she is of the opinion that immediate action is called for on any matter, exercise any power conferred upon any Authority of the National Institute under the Memorandum of Association and the Rules and Regulations/Bye-laws, take such action or proceed to take such action and shall report to the concerned authorities on the action taken by him/her on such matters. Provided that if the Board of Management is of the opinion that such action ought not to have been taken, it may refer the matter to the</p>	Fully Met

		<p>President whose decision thereon shall be final. Provided further that if any person in the service of the National Institute is aggrieved by such action taken by the Vice-Chancellor under the said clause, he/she shall have the right to appeal against the action to the Board of Management within 30 days from the date on which such action is communicated to him and thereupon the Board of Management may confirm, modify or reverse the action taken by the Vice-Chancellor.</p> <p>(iii) The Vice-Chancellor shall be the ex-officio Chairman of the Board of Management, the Academic Council, the Finance Committee and the Selection Committee.</p> <p>(iv) It shall be the duty of the Vice-Chancellor to ensure that the Memorandum of Association, the Rules, Bye-laws and Regulations of the National Institute are duly observed and implemented and he/she shall have all the necessary powers in this regard.</p> <p>(v) The Vice-Chancellor shall exercise general control over the affairs of the National Institute and shall be mainly responsible for implementation of the decisions of the various authorities of the National Institute.</p> <p>(vi) All powers relating to the proper maintenance and discipline of the National Institute shall be vested in the Vice-Chancellor.</p> <p>(vii) The Vice-Chancellor shall exercise such other powers and perform such other functions as may be prescribed by the Rules, Bye- laws and Regulations.</p> <p>(viii) The Vice-Chancellor shall exercise all other powers as may be delegated to him by the Board of Management.</p> <p>(ix) The Vice-Chancellor shall have the power to re-delegate some of his/her powers to any of his/her subordinate officers with the concurrence and approval of the Board of Management.</p>	
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		<p>(x) The Vice-Chancellor shall have the power to convene or cause to be convened meetings of the various bodies of the National Institute.</p> <p>(xi) The Vice-Chancellor shall have the power to reorganize the existing Units of the National Institute of Educational Planning and Administration as Departments of the National Institute in order to make those existing Units commensurate to the needs and requirements of the National Institute.</p> <p>(xii) The Vice-Chancellor shall also take steps through appropriate mechanism for re-designating the existing faculty positions in accordance with the structure prevalent in the University system.</p> <p>Registrar</p> <p>(i) The Registrar shall be a whole-time salaried officer of the National Institute and shall be appointed by the Board of Management on the recommendations of the Selection Committee consisting of the following:</p> <p>(a) Vice-Chancellor – Chairman;</p> <p>(b) One nominee of the President of the National Institute;</p> <p>(c) One member of the Board of Management to be nominated by the President; and</p> <p>(d) One expert to be nominated by the Vice-Chancellor of the National Institute.</p> <p>(ii) The emoluments and other terms and conditions of service of the Registrar shall be as may be prescribed by the By-laws.</p> <p>(iii) When the office of the Registrar is vacant or when the Registrar is absent by reason of illness or any other reason, the duties and functions of the Registrar shall be performed by such other person as the Vice-Chancellor may appoint for the purpose.</p> <p>(iv) The Registrar shall be the ex-officio Secretary of the Council, the Board of Management and the Academic Council but shall not be deemed to be a member of any of these authorities.</p>	
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			<p>(v) The Registrar shall be directly responsible to the Vice-Chancellor of the National Institute.</p> <p>(vi) The following shall be the duties of the Registrar:</p> <ul style="list-style-type: none"> (a) To be custodian of the records of the National Institute and such other property of the National Institute as the Board of Management may commit to his charge; (b) To conduct the official correspondence on behalf of the authorities of the National Institute; (c) To issue notices convening meetings of the authorities of the National Institute and all Committees and Sub-Committees appointed by any of these authorities of which the Registrar is the Secretary; (d) To keep the minutes of the meetings of all the authorities of the National Institute and all the Committees and Sub-committees appointed by any of these authorities; (e) To make arrangements for and supervise the examinations conducted by the National Institute; (f) To represent the National Institute in suits or proceeding by or against the National Institute in Courts of Law, sign powers of attorney and perform pleadings or depute his representatives for this purpose; (g) To enter into agreements, MoUs, etc. sign documents and authenticate records on behalf of the National Institute; (h) To hold in special custody books, records and documents of the National Institute; (i) To safeguard and maintain the buildings, gardens, office, canteen, cars and other vehicles, laboratories, libraries, reading rooms, equipment and other properties of the National Institute; (j) To perform such other duties as may be specified in the Rules and Bye-laws or as may be specified by the Board of Management or the Vice-Chancellor from time to time. 	
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		<p>Finance Officer The Finance Officer shall be the full-time salaried officer of the National Institute and shall be appointed by the Board of Management on the recommendation of the Selection Committee consisting of the following:</p> <ol style="list-style-type: none"> i. Vice-Chancellor – Chairman; ii. One nominee of the President of the National Institute; iii. One expert to be nominated by the Vice-Chancellor; and iv. Financial Advisor, MHRD, Government of India. v. The emoluments and other terms and conditions of service of the Finance Officer shall be as may be prescribed by the By-laws. vi. The Finance Officer shall work under the supervision of the Vice-Chancellor and is accountable to the Board of Management through the Vice-Chancellor. vii. He would be ex-officio Secretary to the Finance Committee of the National Institute and he would be an advisor to the Vice-Chancellor for financial matters. viii. Subject to the control of the Board of Management to manage property and investment of the National Institute, he shall be responsible for the preparation of annual estimates and statements of account for submission to the Finance Committee and the Board of Management. ix. Any other function(s) as may be prescribed by the Bye-laws, Rules & Regulations of the National Institute. x. When the office of the Finance Officer is vacant or when the Finance Officer is absent by reason of illness or any other reason, the duties and functions of the Finance Officer shall be performed by such other person as the Vice-Chancellor may appoint for the purpose. <p>Delegation of Powers Subject to the provisions of these Rules and Bye-laws, any officer or Authority of the National Institute may delegate</p>	
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			his or its powers to any other officer or Authority or person under their respective control and subject to the conditions that the overall responsibility for exercise of the powers so delegated shall continue to rest in the officer or Authority delegating such powers.	
		(ii) Power and duties of other employees	As designated by the Head of the Institution	Fully Met
		(iii) Rules/ orders under which powers and duty are derived.	Memorandum of Association as per link below http://www.niepa.ac.in/rti/download/RR&SR.pdf	Fully Met
		(iv) Exercised	As per MoA	Fully Met
		(v) Work allocation	As per MoA	Fully Met
1.3	Procedure followed in the decision-making process [Section 4(1) (b) (iii)]	(i) Process of decision making Identify key decision-making points	CCS conducts rules for Non-Teaching and UGC Regulations norms and guidelines for teachers.	Fully Met
		(ii) Final decision-making authority	Vice Chancellor as authorized by the Finance Committee, Board of Management and NIEPA Council.	Fully Met
		(iii) Related provisions, acts, rules etc.	As per CCS conduct rules and UGC Regulations	Fully Met
		(iv) Time limit for taking a decision, if any	Decisions at the level of the Vice Chancellor are taken immediately however, the major decisions taken by BoM depend on the nature of the case.	Fully Met
		(v) Channel of supervision and accountability	Chancellor, Vice Chancellor, Registrar, Finance Officer, Administrative Officer, Section Officer	Fully Met
1.4	Norms for discharge of functions [Section 4 (1) (b) (iv)]	(i) Nature of functions/ services offered	Please see Item -1.1 (iv)	Fully Met
		(ii) Norms/ standards for functions/ service delivery	Norms: - as per Govt. Of India & UGC norms/guidelines Capacity building/training Research, Teaching and supervision Consultancy & Advisory Service	Not Applicable
		(iii) Process by which these services can be accessed	The selection process of trainees is done by Institutions Universities and State Govt. at their level and a list is provided to NIEPA for training.	Not Applicable
		(iv) Time limit for achieving the targets	-	Not Applicable

		(v) Process of redress of grievances	-	Fully Met
1.5	Rules, regulations, instructions manual and records for discharging functions [Section 4(1)(b)(v)]	(i) Title and nature of the record/ manual/ instruction.	MoA & R.R. Rules	Fully Met
		(ii) List of Rules, regulations, instructions manuals and records.	CCS rules adopted	Fully Met
		(iii) Acts/ Rules manuals etc.	Recruitment rules as per Govt. Of India norms and UGC guidelines.	Fully Met
		(iv) Transfer policy and transfer orders	Transfer only within the Department as the office is situated in one place.	Partially Met
1.6	Categories of documents held by the authority under its control [Section 4 (1) (b) (vi)]	(i) Categories of documents		Fully Met
		(ii) Custodian of documents/ categories	Respective Sections/Departments/ Documentation Officer/ Library/ Registrar's office & Finance & Accounts Officer.	Fully Met
1.7	Boards, Councils, Committees, and other Bodies constituted as part of the Public Authority [Section 4(1)(b)(viii)]	(i) Name of Boards, Council, Committee, etc.	NIEPA Council, Board of Management, Academic Council, Finance Committee, Board of Studies Selection Committee	Fully Met
		(ii) Composition	Composition of the Board of Management The Board of Management of the National Institute shall consist of:	Fully Met

		<p>(a) Vice-Chancellor of the National Institute – Chairman – ex-officio; (b) Three nominees of the President of the National Institute; (c) One nominee of the MHRD, GoI; (d) One nominee of the Chairman, UGC; (e) Dean of Faculty of the National Institute; and (f) Two members of the faculty (Professor and Associate Professor or Assistant Professor) of the National Institute by rotation according to fitness/ suitability-cum-seniority. The Registrar of the National Institute shall be the Secretary of the Board of Management.</p>	
		<p>Academic Council The Academic Council shall be the principal academic body of the National Institute and shall, subject to the provisions of the Memorandum of Association and the Rules and Bye-laws, have the control over and be responsible for the maintenance of standards of education, training, research and consultancy; inter-departmental co-ordination, examinations and tests, etc. within the National Institute and shall exercise such other powers and perform such other duties and functions as may be prescribed or conferred upon it by the Rules and By-laws.</p> <p>Membership of the Academic Council The Academic Council shall consist of the following: (a) Vice-Chancellor – Chairman – ex-officio; (b) Dean of Faculty of the National Institute; (c) HoD (s) of the National Institute; (d) Three persons, from amongst eminent educationists from the field related to the activities of the National Institute, who are not in the service of the National Institute to be nominated by the President; (e) One Associate Professor from the National Institute other than the Head of the Departments by rotation and fitness/suitability-cum- seniority to be nominated by the Vice-Chancellor;</p>	

		<p>(f) One Assistant Professor from the National Institute by rotation and fitness/ suitability-cum-seniority to be nominated by the Vice- Chancellor; and</p> <p>(g) Three persons, who are not members of the teaching staff co-opted by the Academic Council for their specialized knowledge.</p> <p>The term of members other than ex-officio members shall be for three years.</p> <p>Finance Committee</p> <p>The Finance Committee shall consist of the following members:</p> <ol style="list-style-type: none"> a) Vice-Chancellor Chairman – ex-officio b) Two persons to be nominated by the President Member c) One person to be nominated by the Vice-chancellor Member d) Financial Advisor, MHRD, Government of India Member e) A representative of the UGC Member f) Finance Officer Secretary: g) The Registrar of the National Institute shall be a Special Invitee <p>Selection Committee</p> <p>(1) There shall be a Selection Committee for making recommendations to the Board of Management for appointment to the posts of Professor, Associate Professor and Assistant Professor and such other posts as may be prescribed by the Bye-laws.</p> <p>(2) Every Selection Committee for the appointment to the posts of regular Professor, Associate Professor and Assistant Professor shall consist of the following members:</p> <ol style="list-style-type: none"> (i) Vice-Chancellor– Chairman – ex-officio; (ii) to (iv) Three outside experts (two experts in case of appointment to the posts of Associate Professor & Assistant Professor) to be nominated by the President; and 	
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	(v) to (vi) Two experts to be nominated by the Vice-Chancellor from a specialized area related to the post. Board of Studies There shall be a Board of Studies of the National Institute consisting of: (i) Vice-Chancellor – Chairman; (ii) Dean of the Faculty; (iii) HoD(s); (iv) One Associate Professor and one Assistant Professor to be nominated by the Vice-Chancellor; and (v) To begin with, not more than two persons to be co-opted for their expert knowledge by the Vice-Chancellor. Subsequently, the co-option may be done by the Board of Studies. The powers and functions of the Board of Studies shall be prescribed under the By-laws of the National Institute.	
(iii) Dates from which constituted	Since inception i.e., 2006	Fully Met
(iv) Term/ Tenure	Term of Board of Management All members, other than ex-officio, shall hold office for a period of three years and shall be eligible for reappointment. Terms of Office of the Members of the Finance Committee All members of the Finance Committee other than ex-officio members shall hold office for a term of three years.	Fully Met
(v) Powers and functions	Delegation of Powers of the Board of Management The Board of Management may by a resolution, delegate to the Vice-Chancellor or any other officer of the Standing Committee or the Ad- hoc Committee such of its powers as it may deem fit, subject to the condition that the action taken	Fully Met

		<p>by the Vice-Chancellor or the officer concerned or the Standing Committee or the Ad-hoc Committee concerned in the exercise of the powers so delegated shall be reported at the next meeting of the Board of Management.</p> <p>Powers and Functions of the Academic Council: The Academic Council shall be the principal academic body of the National Institute and shall, in addition to all other powers and duties vested in it, have the following powers and duties, viz.:</p> <p>(i) To exercise general supervision over the academic work of the National Institute and to give direction regarding selection of candidates for research and other programmes (MAED, Ph.D., Post- Doctoral, etc.), methods of instructions, evaluation or research or improvements in academic standards etc.</p> <p>(ii) To promote research within the National Institute, require reports on such research from time to time.</p> <p>(iii) To consider and ensure relevance, quality and effective delivery of training and other capacity building programmes, conferences, seminars, etc. of the National Institute.</p> <p>(iv) To consider matters of academic interest either on its own initiative or at the instance of the Board of Management and to take proper action thereon.</p> <p>(v) To make arrangements for the conduct of examinations in conformity with the By-laws.</p> <p>(vi) To maintain proper standards of the examinations.</p> <p>(vii) To recognize diplomas and degrees of universities and other institutions and to determine equivalence with the diplomas and degrees of the National Institute.</p> <p>(viii) To prescribe courses of study leading to degrees and diplomas of the National Institute.</p> <p>(ix) To appoint examiners, moderators, tabulators and other personnel for different examinations.</p> <p>(x) To suggest measures for departmental coordination.</p>	
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		<p>Memorandum of Association and Rules 27</p> <p>(xi) To make recommendations to the Board of Management on:</p> <p>(a) Measures for improvement of standards of teaching, training, consultancy and research;</p> <p>(b) Institution of Fellowships, Visiting Professorships, Scholarships, Medals, Prizes, etc.;</p> <p>(c) Establishment or abolition of Departments/Divisions/Centres; and</p> <p>(d) By-laws covering the academic functioning of the National Institute, discipline, residence, admissions, examinations, award of fellowships and studentships, free ships, concessions, attendance, etc.</p> <p>(xii) To appoint sub-committees to advise on such specific matters as may be referred to it by the Board of Management.</p> <p>(xiii) To consider the recommendations of the sub-committees and to take such action (including making of recommendations to the Board of Management) as the circumstances on each case may require.</p> <p>(xiv) To make periodical review of the activities of the Departments and to take appropriate action (including making of recommendations to the Board of Management) with a view to maintaining and improving the academic standards.</p> <p>(xv) To exercise such other powers and perform such other duties as may be conferred or imposed upon it by the Rules and Byelaws.</p> <p>(xvi) To recommend institution of teaching posts - Professor, Associate Professor and Assistant Professor, etc. to the Board of Management in consultation with the Finance Committee.</p> <p>(xvii) To recommend to the Board of Management to fix the emoluments and travelling allowances of course writers,</p>	
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	<p>course coordinators, counselors, moderators, tabulators and such other personnel appointed for examinations.</p> <p>(xviii) To prescribe admission requirements, revise curricula and syllabi for courses of studies.</p> <p>(xix) To supervise discipline, progress and health of students and trainees.</p> <p>(xx) To fix fee for various courses and research programmes of the National Institute in accordance with the UGC norms and subject to the Bye-laws and regulations of the National University.</p> <p>Powers and Functions of the Finance Committee</p> <p>(i) The Finance Committee shall meet at least twice a year to examine the accounts and to scrutinize proposals for expenditure.</p> <p>(ii) The annual accounts and financial estimates of the National University shall be placed before the Finance Committee for consideration and thereafter submitted to the Board of Management together with the comments of the Finance Committee for approval.</p> <p>(iii) The Finance Committee shall fix limits of the total recurring expenditure and the total non-recurring expenditure of the year based on the income and resources of the National Institute.</p> <p>(iv) No expenditure other than that provided in the Budget shall be incurred by the National Institute without the approval of the Finance Committee.</p> <p>(v) To recommend to the Board of Management the creation of all types of posts.</p>		
	(vi) Whether their meetings are open to the public?	No	Not Applicable
	(vii) Whether the minutes of the meetings are open to the public?	Yes	Fully Met

		(viii) Place where the minutes if open to the public are available?	The minutes are publicly available at https://www.niepa.ac.in/RTI/gov_mngt	Fully Met
1.8	Directory of officers and employees [Section 4(1) (b)(ix)]	(i) Name and designation Prof. Shashikala Wanjari	<p>Officers of the National Institute The following shall be the officers of the National Institute:</p> <p>(a) President – Union Minister for Human Resource Development; (b) Chancellor; (c) Vice-Chancellor; (d) Dean of Faculty; (e) Registrar; (f) Finance Officer; and</p> <p>Such other officers as may be declared by the By-laws to be the officers of the National Institute. Name and Contact No. & Email ID Prof. Shashikala Wanjari, Vice Chancellor -011-26544801 vc@niepa.ac.in Dr. Sandeep Chatterjee, Registrar (I/c)- 011-26544806 registrar@niepa.ac.in Dr. D.S. Thakur, Administrative Officer (I/c)- 011-26544833, ao@niepa.ac.in Mr. Bharat Bhushan, Section officer-011-26544831 bharat@niepa.ac.in Mr. Satish Kumar Section Officer (GA)-011-26544892 admingen@niepa.ac.in Mr. Kamal Kumar Gupta, Section Officer (A&F)- 011-26544824 kamalkr@niepa.ac.in Ms. Sonam Anand Sagar, Section officer (Student Cell)- 011-26544823 studentcell@niepa.ac.in Heads of Department Dr. K. Biswal, Professor (Educational Planning) 011-26544839/989 kkbiswal@niepa.ac.in Dr. Kumar Suresh, Professor (Educational Administration) 011-26544855/988 kumarsuresh@niepa.ac.in</p>	Fully Met

			<p>Dr. Mona Khare, Professor (Educational Finance) 011-26544865 monakhare@niepa.ac.in</p> <p>Dr. A.K. Singh, Professor (Educational Policy) 011-26544856/986 aksingh@niepa.ac.in</p> <p>Dr. Pranati Panda, Professor (Department of School & Non-Formal Education) 011- 26544838/985 pranatipanda@niepa.ac.in</p> <p>Dr. Aarti Srivastava, Professor (Higher & Professional Education) 011-26544864 aarti@niepa.ac.in</p> <p>Dr. Vineeta Sirohi, Professor (Training and Professional Development in Education)(I/C) 011- 26544862 vineetasirohi@niepa.ac.in</p> <p>Dr. K. Srinivas, Professor (Head ICT & PMU) 011-26544883 drksvasu@gmail.com, ksrinivas@niepa.ac.in</p> <p>UNITS CPRHE:- Prof. Pradeep Kumar Misra SSE: Prof. Pranati Panda PMU: Prof. K. Srinivas ICT: Prof. K. Srinivas</p>	
		(ii) Telephone, fax and email ID	Under the EPBAX 26544800. Fax No. 011-26853041, niepa@niepa.ac.in	Fully Met
1.9	Monthly Remuneration received by officers & employees including system of compensation [Section 4(1) (b) (x)]	(i) List of employees with Gross monthly remuneration	As per the list enclosed (Annexure 'A')	Fully Met
		(ii) System of compensation as provided in its regulations	As per Govt. Of India Rules	Fully Met
1.10	Name, designation and Other particulars of public information officers [Section 4 (1) (b) (xvi)]	(i) Name and designation of the public information officer (PIO), Assistant Public Information (s) & Appellate Authority	Dr. D. S. Thakur Documentation Officer, (PIO) Sh. Sunil Kumar, (APIO) Registrar, (Appellate Authority)	Fully Met
		(ii) Address, telephone numbers, and email of each designated official.	NIEPA, 17-B, Sri Aurobindo Marg, New Delhi-110016 011-26544833 ao@niepa.ac.in 011-26544818 registrar@niepa.ac.in	Fully Met

1.11	No. Of employees against whom Disciplinary action has been proposed/ taken (Section 4(2))	No. of employees against whom disciplinary action has been (i) Pending for Minor penalty or major penalty proceedings	As per the records of the Establishment Section, no disciplinary action has either been pending or proposed for minor or major penalty proceedings in the year 2023-2024 (From 1.4.2023 to 31.3.2024)	Fully Met
1.12	Programmes to advance understanding of RTI (Section 26)	(ii) Finalised for Minor penalty or major penalty proceedings	Major penalty proceedings against Shri G. Veerabahu, Administrative Officer, NIEPA have been finalised in the year 2023-24. After completion of the departmental inquiry conducted in accordance with the provisions contained in the rules and with the due approval of the Board of Management, which is the disciplinary authority, Shri G. Veerabahu was awarded the penalty of dismissal from the services of NIEPA with immediate effect. The said order of dismissal from the services of NIEPA was passed by the disciplinary authority on 17 th October 2023.	Fully Met
		(i) Educational programmes	-	Not Met
		(ii) Efforts to encourage public authority to participate in these programmes		Not Met
		(iii) Training of CPIO /ACPIO	By ISTM	Fully Met
		(iv) Update & publish guidelines on RTI by the Public Authorities concerned	The institute maintains the RTI Portal which is available on the NIEPA website.	Fully Met
1.13	Transfer policy and transfer orders [F No. 1/6/2011-IR dt. 15.4.2013]		As per Govt. of India Rules (The office is located/situated in one place at New Delhi; hence only transfers are from one department to other departments, and units.)	Fully Met

2.		Budget and Programmes		
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 expenditures and reports on disbursements made etc. [Section 4(1)(b)(xi)]	(i) Total Budget for the public authority	66.88 Crore	Fully Met
		(ii) Budget for each agency and plan & programmes	-	Not Applicable
		(iii) Proposed expenditures	66.88 Crore	Not Applicable
		(iv) Revised budget for each agency, if any	-	Not Met
		(v) Report on disbursements made and place where the related reports are available	Annual report available at NIEPA website i.e., http://www.niepa.ac.in/Annual%20Reports.aspx	Fully Met
2.2	Foreign and domestic tours (F.No. 1/8/2012-IR dt. 11.9.2012)	(i) Budget	-	Fully Met
		(ii) Foreign and domestic Tours by ministries and officials of the rank of Joint Secretary to the Government and above, as well as the heads of the Department. (a) Places visited (b) The period of visit (c) The number of members in the official delegation (d) Expenditure on the visit		Fully Met

		<p>(iii) Information related to procurements</p> <p>a) Notice/tender enquires, and corrigendum if any thereon,</p> <p>b) Details of the bids awarded comprising the names of the suppliers of goods/ services being procured,</p> <p>c) The works contracts concluded – in any such combination of the above.</p> <p>d) The rate /rates and the total amount at which such procurement or works contract is to be executed.</p>	<p>General Administration Tenders</p> <ol style="list-style-type: none"> 1. AMC of Security Services 2. AMC of Housekeeping 3 AMC of Photocopying 4 AMC of AC & geyser, water Cooler etc. 5. Hostel mess & office Canteen 6. Hiring of taxi 7. AMC of conference facilities 8. AMC of Computers 	Fully Met
			b): details of bids awarded as per the list enclosed. (Annexure 'B')	
2.3	Manner of execution of subsidy programme [Section 4(i)(b)(xii)]	(i) Name of the programme of activity	Not applicable	Not Applicable
		(ii) Objective of the programme	Not applicable	Not Applicable
		(iii) Procedure to avail benefits	Not applicable	Not Applicable
		(iv) Duration of the programme/ scheme	Not applicable	Not Applicable
		(v) Physical and financial targets of the programme	Not applicable	Not Applicable
		(vi) Nature/ scale of subsidy /amount allotted	Not applicable	Not Applicable
		(vii) Eligibility criteria for grant of subsidy	Not applicable	Not Applicable

		(viii) Details of beneficiaries of subsidy programme (number, profile etc)	Not applicable	Not Applicable
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	As per list (Annexure 'C')	Partially Met
		(ii) Annual accounts of all legal entities who are provided grants by public authorities	Mentioned against each case As per the list enclosed (<u>Annexure 'C'</u>)	Fully Met
2.5	Particulars of Recipients of concessions, permits of authorizations granted by the public authority [Section 4(1) (b) (xiii)]	1. Concessions, permits or authorizations granted by public authority		Not Applicable
		2. For each concession, 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 recipient's 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]	CAG and PAC paras and the action taken reports (ATRs) after these have been laid on the table of both houses of the parliament.	46 paras are pending.	Fully Met

3.		Publicity and Public Interface	
S. No.	Item	Details of disclosure	Remarks/ Reference Points (Fully Met/partially met/ Not Met- Not applicable will be treated as fully met/partially met)
3.1	Particulars for any arrangement for consultation with or representation by the members of the public in relation to the formulation of policy or implementation there of [Section 4(1)(b)(vii)] [F No 1/6/2011-IR dt. 15.04.2013]	Arrangement for consultations with or representation by the members of the public (i) Relevant Acts, Rules, Forms and other documents which are normally accessed by citizens	Fully Met
		(ii) Arrangements for consultation with or representation by a) Members of the public in policy formulation/ policy implementation b) Day & time allotted for visitors c) Contact details of Information & Facilitation Counter (IFC) to provide publications frequently sought by RTI applicants.	Not Applicable
		Public- private partnerships (PPP) (i) Details of Special Purpose Vehicle (SPV), if any	Not Applicable
		(ii) Detailed project reports (DPRs)	Project reports Not Applicable
		(iii) Concession agreements.	Not Applicable

		(iv) Operation and maintenance manuals	-	Not Applicable
		(v) Other documents generated as part of the implementation of the PPP	-	-
		(vi) Information relating to fees, tolls, or the other kinds of revenues that may be collected under authorisation from the government	-	Not Applicable
		(vii) Information relating to outputs and outcomes	-	Not Applicable
		(viii) The process of the selection of the private sector party (concessionaire etc.)	-	Not Applicable
		(ix) 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)]	Publish all relevant facts while formulating important policies or announcing decisions which affect public to make the process more interactive; (i) Policy decisions/ legislations taken in the previous one year	-	Not Applicable
		(ii) Outline the Public consultation process	-	Not Applicable
		(iii) Outline the arrangement for consultation before the formulation of the 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)]	Use of the most effective means of communication, Internet Website	Publication of Journal, Reports, Research Papers and website: https://www.niepa.ac.in/Publications.aspx	Fully Met
			<p>Compendium of Research Publications and Training Activities 2016-2021 is available online. Click Here.</p> <p>Unpriced Publications, Reports, Lectures about 50 Unpriced publications and Reports are available online. Click Here.</p> <p>NIEPA Research Reports Series: NRRPS 001 and NRRPS 002 Reports are available online. Click Here.</p> <p>CPRHE Research Papers, Reports and CPRHE Policy Briefs - All research papers, Reports and policy briefs published till date are available online. Click Here.</p> <p>NCSL Publications: All the Publications i.e., Handbook, Curriculum Framework and Reports in English, Hindi and other Indian regional Languages are available online. Click Here.</p> <p>SHAALA SIDDHI: All the Publications i.e., Information Brochure, Programme Documents, School Standards and Evaluation Framework and Dashboard, Guidelines for Evidence-based School Improvement (English and Hindi) are available online. Click Here.</p> <p>NIEPA Foundation Day Lectures, Eminent Scholar Lectures and Important Speeches: - All are available online. Click Here.</p> <p>Guidelines For NIEPA Publications – 2020, Click Here.</p>	Fully Met

			<p>Various Notifications, Approvals, Schedule of Rates for Editing, Designing, Translation, Typesetting, Miscellaneous & Digital Printing and Offset Printing etc.: All are available Online. Click Here.</p> <p>Modules: Various Modules published by the Institute on School Leadership and Higher Education etc. - All are available online. Click Here</p>	
3.4	Form of accessibility of Information manual/handbook [Section 4(1) (b)]	Information manual/handbook available in (i) Electronic Format	YES	Fully Met
		(ii) Printed Format	YES	Fully Met
3.5	Whether the Information manual/handbook is available free of cost or not [Section 4(1)(b)]	List of materials available (i) Free of cost	Unpriced	Fully Met
		(ii) At a reasonable cost of the medium	Reasonably Priced	Fully Met

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-IRdt. 15.4.2013]	(i) English	-	Fully Met
		(ii) Vernacular/ Local Language	-	Partially Met
4.2	When was the information Manual Handbook last updated? [F No. 1/6/2011-IRdt 15.4.2013]	Last date of Annual updation	-	Fully Met
4.3	The information available in electronic form [Section 4(1) (b) (xiv)]	(i) Details of information available in electronic form	-	Fully Met
		(ii) Name/ title of the document/record/ other information	-	Fully Met
		(iii) Location where available		Fully Met
4.4	Particular facilities available to citizens for obtaining information [Section 4(1)(b)(xv)]	(i) Name & location of the faculty		Fully Met
		(ii) Details of information made available		Fully Met
		(iii) Working hours of the facility	Working hours facility from 9:00 AM to 5:30 PM	Fully Met
		(iv) Contact person & contact details (Phone, fax email)	-	Fully Met

4.5	Such other information as may be prescribed under section 4(i) (b)(xvii)	(i) Grievance redressal mechanism	The institute maintains a Grievance redressal portal which is available on the NIEPA website.	Fully Met
		(ii) Details of applications received under RTI and information provided	Immediate steps are taken to provide information under RTI as and when the application is received. It is also ensured that the information should reach the application within the minimum time.	Fully Met
		(iii) List of completed schemes/ projects/ Programmes	-	Fully Met
		(iv) List of schemes/ projects/programmes underway	-	Fully Met
		(v) Details of all contracts entered into including the name of the contractor, amount of contract and period of completion of the contract	-	Fully Met
		(vi) Annual Report	-	Fully Met
		(vii) Frequently Asked Questions (FAQs)	-	Not Applicable
		(viii) Any other information such as Citizen's Charter	-	Not Applicable
		(ix) Result Framework Document (RFD)	-	
		(x) Six monthly reports on the	A quarterly RTI statement is submitted online.	Fully Met
4.6	Receipt & Disposal of RTI applications & appeals [F. No 1/6/2011-IR dt. 15.04.2013]	Performance against the benchmarks set in the Citizen's Charter	Not applicable	Not Met
		(i) Details of applications received and disposed	366 received and disposed (From 1.4.2011-Till Date)	Fully Met
		(ii) Details of appeals received and orders issued	40 (First Appeal) and 6 (Second Appeal) received and orders issued by the First and Second Appellate Authority respectively.	Fully Met

4.7	Replies to questions asked in the parliament [Section 4(1)(d)(2)]	Details of questions asked and replies given	All Parliament Questions were replied to the Nodal Ministry.	Fully Met
5.	Information as 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. D.S. Thakur, NIEPA, New Delhi Current FAA – Mr. Nishant Sinha Registrar (I/c) NIEPA, New Delhi	Fully Met
		(ii) Details of third-party audit of voluntary disclosure (a) Dates of audit carried out (b) Report of the audit carried out		Fully Met
		(iii) Appointment of Nodal Officers not below the rank of Joint Secretary/Additional HoD (a) Date of appointment (b) Name & Designation of the officers	Administrative Officer	Fully Met
		(iv) Consultancy committee of key stakeholders for advice on Suo-motu disclosure Dates from which constituted (iv) Name & Designation of the officers		Not Met

		(v) Committee of PIOs/FAAs with rich experience in RTI to identify frequently sought information under RTI (a) Dates from which constituted, Name & Designation of the Officers.		Not Met
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	<ol style="list-style-type: none"> 1. Members of the NIEPA Council 2. NIEPA's Organisation Chart 3. Board of Management 4. Academic Council 5. Finance Committee 6. Board of Studies 7. Telephone Directory of Faculty & Staff 8. Memorandum of Association and Rules 9. Public Information Officers 10. Annual Budget 11. Office Hours 12. Student Counselling Centre 13. Anti-Ragging Committee 14. House Allotment 15. Rules, NIEPA 	Fully Met	
6.2	Guidelines for Indian Government Websites (GIGW) is followed (released in February 2009 and included in the Central Secretariat Manual of Office Procedures (CSMOP) by the Department of	(i) Whether STQC certification obtained and its validity.	Not Applicable	

	Administrative Reforms and Public Grievances, Ministry of Personnel, Public Grievance and Pensions, Govt. of India)		
		(ii) Does the website show the certificate on theWebsite?	Not Applicable