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THE RIGHT TO INFORMATION ACT, 2005
(22 OF 2005)
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Manual 1: Particulars of Organization, functions and duties
{Section 4(1) b (i)}

About IIT (BHU)

The Indian Institute of Technology (Banaras Hindu University), Varanasi owes its existence to the far-sighted vision and relentless efforts of the founder of the Banaras Hindu University Bharat Ratna Mahamana Pandit Madan Mohan Malaviya ji. Three engineering and technological institutions were established by Malaviya Ji, viz, the Benaras Engineering College (BENCO) in 1919, the College of Mining and Metallurgy (MINMET) in 1923 and the College of Technology (TECHNO) in 1932, as the constituent units of Banaras Hindu University.

To provide strong integrated educational base, BENCO, MINMET and TECHNO & Pharmaceutical Engineering & Technology established in 1932 were merged to form the Institute of Technology (IT, BHU) in 1968. On June 29, 2012, the Institute of Technology, B.H.U. was converted into Indian Institute of Technology (Banaras Hindu University), Varanasi by an Act of Parliament.

At present, the Institute comprises 15 Departments and three Interdisciplinary Schools that include the newly established Department of Architecture, Planning and Design. Central facilities in the Institute include the recently established Supercomputing Centre, Computing and Information Services (CCIS), Central Instrumentation Facility (CIF), Main Workshop, Shreenivas Deshpande Library, and Industrial Consultancy & Testing Services. Teaching and Learning Cell continues to cover all aspects of pedagogy, course delivery, laboratory projects, assessment, and facilitating online courses. Institute has also started a two-year M.Sc. programs in Physics and Chemistry from the academic session 2019-20.

The Institute offers Ph.D. programmes in 15 departments, M.Tech. programme in 13 streams/specializations, M.Pharm. programme in one stream/specialization, B.Tech. programmes in 10 engineering departments, Dual Degree (B.Tech. and M.Tech.) programmes in 14 engineering departments/schools/science departments, B.Arch. programme in 1 department (Department of Architecture, Planning and Design, established in 2019-20), besides a preparatory course for SC/ST students during the year under report.

The current strength of regular faculty members of the Institute is 294. In addition to this, 14 visiting professors and 45 non-regular faculty members also contribute to the academic activities of the Institute. Furthermore, the number of technical/scientific staff is 241, and the

non-technical staff is 164. Faculty and students are actively engaged in frontier research and mission oriented activities. Institute has been witnessing realization of several significant academic and developmental programmes and new initiatives in all spheres of education and research.

Undergraduate Programmes:

IIT (BHU), Varanasi offers 4-Year B.Tech., 5-Year B. Arch. and 5-Year Dual Degree programmes to the Candidates who got selection through JEE (Advanced) and on the basis of the All India Rank. 2-Year M.Sc. programmes started from the session 2019-20 in the Department of Physics and Chemistry, the candidates were selected through JAM, jointly conducted by the IITs. 2-Year M.Tech./M.Pharm. programmes, candidates got admitted on the basis of GATE/GPAT score. Candidates were also selected for the M.Tech. programme under the Sponsored and Q.I.P. programmes through interviews and/or written tests. Selection for the Ph.D. programmes was done through tests/interviews, the candidates must have qualified the GATE or GPAT or UGC/CSIR-NET.

Courses in the undergraduate programmes:

Programmes	Courses
Bachelor of Technology (B.Tech.)	Ceramic Engineering, Chemical Engineering, Civil Engineering, Computer Science and Engineering, Electrical Engineering, Electronics Engineering, Mechanical Engineering, Metallurgical Engineering, Mining Engineering and Pharmaceutical Engineering & Technology, B.Pharm & IDD (B.Phar-M.Pharm/IMD degree prior to 2014-15.
Master of Pharmaceutical Engineering & Technology	Pharmaceutical Engineering & Technology
Bachelor of Architecture, Planning and Design	Architecture, Planning and Design
Dual Degree (B.Tech. and M.Tech.)	Biochemical Engineering with M.Tech. in Biochemical Engineering and Biotechnology, Bioengineering with M.Tech. in Biomedical Technology, Ceramic Engineering, Civil Engineering with M.Tech. in Structural Engineering, Computer Science and Engineering, Electrical Engineering with M.Tech. in Power Electronics, Materials Science and Technology, Mechanical Engineering, Metallurgical Engineering and Mining Engineering, Engineering Physics, Industrial Chemistry, Mathematics, Computer Science and Pharmaceutical Engineering & Technology, B.Pharm & IDD (B.Phar-M.Pharm/IMD degree prior to 2014-15.

IIT (BHU) follows semester system. An academic year consists of two semesters each of approximately 13 weeks duration. The odd semester begins in the third week of July and ends in the first week of December. The even semester begins in the fourth week of December and ends in the first week of May. Besides these a Summer Term is also included in an academic session. Each theory and laboratory course has certain number of credits assigned to it depending on its lecture, Practical and Tutorial, contact hours in a week. Each course is coordinated by a Coordination Committee, which has full responsibility for teaching the course, holding the periodical and end semester examinations and awarding of grades. A student's performance is measured by the number of credits that he/she has earned and also by the Semester Performance Index (SPI)/Cumulative Performance Index (CPI) earned by him/her for a semester/program.

Postgraduate programmes:

Postgraduate programs include Master of Technology (M.Tech.)/Master of Pharmacy (M.Pharm.) and Ph.D. degrees. Admissions to the M.Tech. programmes are made through the Graduate Aptitude Test in Engineering (GATE) conducted jointly by the IITs and to M.Pharm. programme through the Graduate Pharmacy Aptitude Test (GPAT) conducted by IISc, Bangalore.

Departments:

IIT (BHU) has 18 academic units including 10 Engineering Departments, 3 Science Departments, 3 Interdisciplinary Schools, 01 Department of Humanistic Studies and 01 Department of Architecture, Planning and Design. The academic departments at IIT (BHU) Varanasi are:

- **Engineering Departments:**

Ceramic Engineering, Chemical Engineering, Civil Engineering, Computer Science & Engineering, Electrical Engineering, Electronics Engineering, Mechanical Engineering, Metallurgical Engineering, Mining Engineering, Pharmaceutical Engineering & Technology.

- **Sciences Departments:**

Chemistry, Mathematical Sciences, Physics

- **Interdisciplinary Schools:**

Biochemical Engineering, Biomedical Engineering, Materials Science and Technology

- **Humanistic Studies:**

Department of Humanistic Studies

- **Architecture, Planning and Design:**

Department of Architecture, Planning and Design

The Departments of Metallurgical Engineering, Electronics Engineering, Mining Engineering and Chemical Engineering & Technology have been recognized as Centers of Advanced Studies (CAS) by the University Grants Commission (UGC) of India. The departments are supported under the FIST, SAP and DST schemes of the Government of India.

Facilities

The Institute has well equipped laboratories and workshops, computer facilities in all departments/schools in addition to a Central Computer Centre. In addition to departmental facilities, a Central Instruments Facility consisting of sophisticated instruments is available to support advanced research. The Institute has a Shreenivas Deshpande Library along with many Departmental Libraries. These libraries house more than 200,000 books and subscribe to a large number of scientific and technical journals. Online access of journals is available. All the students are provided with textbook bank facilities where limited number of books is issued to them for full semester.

Functions & Duties

IIT (BHU) is an Institute of national importance created by an act of the Parliament through the Institutes of Technology (Amendment) Act, 2012 vide Gazette Notification dated 29.06.2012. Subject to the provisions of this Act, thereby inserting the subsection (1A), after Sub-section (1) in Section 6 of the principal Act, the Institute shall exercise the following powers and perform the following duties, namely:

(a) To provide for instruction and research in such branches of engineering and technology, sciences and arts, as the Institute may think fit, and for the advancement of learning and dissemination of knowledge in such branches;

(b) To hold examinations and grant degrees, diplomas and other academic distinctions or titles;

(c) To confer honorary degrees or other distinctions;

(d) To fix, demand and receive fees and other charges;

(e) To establish, maintain and manage halls and hostels for the residence of students;

(f) To supervise and control the residence and regulate the discipline of students of the Institute and to make arrangements for promoting their health, general welfare and cultural and corporate life; (g) to provide for the maintenance of units of the National Cadet Corps for the students of the Institute;

(h) To institute academic and other posts and to make appointments thereto (except in the case of the Director);

(i) To frame Statutes and Ordinances and to alter, modify or rescind the same;

(j) To deal with any property belonging to or vested in the Institute in such manner as the Institute may deem fit for advancing the objects of the Institute;

(k) To receive gifts, grants, donations or benefactions from the Governments and to receive bequests, donations and transfers of movable or immovable properties from testators, donors or transferors, as the case may be;

(l) To co-operate with educational or other institutions in any part of the world having objects wholly or partly similar to those of the Institute by exchange of teachers and scholars and generally in such manner as may be conducive to their common objects;

(m) To institute and award fellowships, scholarships, exhibitions, prizes and medals; and

(n) To do all such things as may be necessary, incidental or conducive to the attainment of all or any of the objects of the Institute.

1(A) Subject to the provisions of this Act, every Institute may strive to meet the technological needs of the States and the Union Territories included in its zone by-

(a) Supporting and collaborating with technical education institutions located in the zone with a view to enhance their quality and capability;

(b) Advising the State Governments and the Union territories included in its zone in the matter of technical education and any technological issue referred by them to the Institute for advice.

Organization Chart:
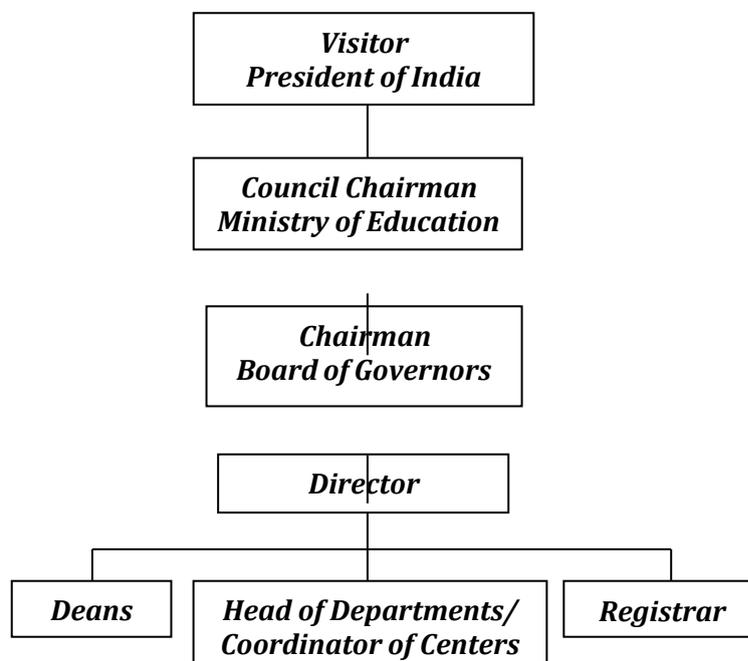
Address of Main Office
The Registrar
Indian Institute of Technology (B.H.U.), Varanasi
Varanasi -221005 (UP)
Ph. (O) 2367780
E mail : registrar@iitbhu.ac.in

Institute working hours:

- **Academic Departments:** Monday to Friday; 09:30 AM to 06:00 PM (lunch break of 2 hours in between; varies from department to department)

- **Administration:** Monday to Friday 09:30 AM to 06:00 PM (lunch break 1:30 PM to 2:00 PM)

- **Student Health Centre:** Health care facilities are available at University Student Health Care Complex of the Banaras Hindu University during day time and round the clock health care is available at Sir Sunderlal Hospital of the Banaras Hindu University.

- **Joint Chief Proctor Office:** Round the clock

- **Library:** Monday to Sunday: 08:00 AM to 11:00 PM

- **Workshop: For Office -** Monday to Saturday: 09:30 A.M. to 06:00 P.M. with half an hour lunch break from 1:30 P.M. to 2:00 P.M.

  For Academic, Workshop & Laboratory – Monday to Friday 8:00 A.M. to 5:30 P.M. with lunch break from 12:00 noon to 01:30 P.M.

- **Hostel:** Round the clock

- **Gymkhana:** Monday to Friday: 6:00 AM to 8:00 PM with usual lunch break.

Manual 2: Power and duties of officers and employees
{Section 4(1) b (ii)}

Director is the Principal Academic and Executive Officer of the Institute. The Director shall be responsible for the proper administration of the Institute and for the imparting of the instruction and maintenance of discipline therein. The Director has the power to incur expenditure in accordance with the procedure as may be laid by the Board/Ministry of Education from time to time.

Deputy Director is appointed by the Board on the recommendation of the Director, from among the faculty members of the Institute. The Deputy Director shall assist the Director in such academic and administrative work as may be considered necessary from time to time.

Dean(s) is appointed by the Board, from among the faculty members of the Institute, for performing such duties and functions and on such terms and conditions as the Board may decide from time to time.

Head of the Department is appointed by the Director, from among the Academic staff of the Institute. The Head shall be responsible for the activities under his/her charge subject to the direction and general control of the Director. It is the duty of the Head to see that the teaching,

research and development, administrative and other activities and the decisions of the authorities of the Institute and of Director are faithfully carried out.

Registrar is the custodian of records, funds of Institute and such other properties of the Institute.

Further, other officers of the Institute assumed power as per Statutes provisions [staff of the Institute assume powers, responsibilities and duties as assigned to them from time to time by the Competent Authority] *(English) (HIndi)*

Manual 3: Procedure followed in the decision making process, Including channels of supervision and accountability {Section 4(1) b (iii)}

The Institute has a Director, 5 Deans, 3 Associate Deans, Registrar, 15 Heads of the Departments and 3 Coordinators of the schools, who carry out the various functions of the Institute. The Deans, the Registrar, Heads of Departments and Coordinators report to the Director. The Deputy Registrars/Assistant Registrars report to the Deans/the Registrar as per the division of work. Requisite powers have been delegated to the Deans, the Registrar, Heads of Departments and Coordinators of Schools, who are accountable for their actions.

The following manuals/documents give details of the procedures being followed in taking various decisions

a) Institutes of Technology Act, 1961 (as amended from time to time)
b) First Statutes of IIT (BHU).
c) Senate Manual of IIT (BHU).
d) Purchase Manual of IIT (BHU)
e) Fundamental Rules & Supplementary Rules of Govt. of India as amended from time to time
f) General Financial Rules 2017, as amended from time to time
g) CCS (Conduct) Rules, 1964, as amended from time to time
h) CCS(CCA) Rules, 1965, as amended from time to time
i) CCS (Pension) Rules 1972, CCS (Commutation of Pension) Rules 1981, CCS (Medical Examination) Rules 1957, Arrears of Pension (Nomination) Rules 1983 and Pension Act 1871
j) General Provident Fund (Central Service) Rules 1960
k) Contributory Provident Fund Rules (India) 1962
l) New Pension Scheme (NPS), now termed as National Pension System, came in force with effect from 01.01.2004
m) CCS (LTC) Rules 1988
n) Compendium of Rules on Advances of General Financial Rules (GFR)
o) Ordinances & Regulations of all Courses
p) Further Government of India Guidelines/Norms/Orders/Procedures as applicable to IITs from time to time.
q) UGC guidelines, if adopted, in certain cases of CSIR/DST.

Time limit for taking decision: Depending upon the type of work and authorities involved the time taken for a decision varies the decisions are taken at deferent levels mainly at BoG/FC/B&WC/Director and in some cases it is at the level of Ministry of Education.

The channel of supervision and accountability also varies according to the concerned Authority. Citizen Charter of the Institute lay down broad guidelines for disposal of work at various level in the offices/departments. *(citizen charter)*

Manual 4: Norms set for the discharge of functions
{Section 4(1) b (iv)}

Nature of functions/services offered primarily the Institute is teaching/research organization imparting knowledge of B.Tech./M.Tech./Ph.D. students beside consultancy services are also offered.

Norms/standards for functions/service delivery Norms and standards for various activities of the Institute are those as laid down by the competent authority, such as, the BoG, the Senate, the Finance Committee. The Annual Report is prepared under the direction of the BoG & the Senate. The Annual Report of the Institute along with Audited Accounts are tabled in both the Houses of Parliament every year.

IIT (BHU) is an Institution of National Importance devoted to teaching and research. The Offices/Departments/Centres/Hostels, etc. are located in BHU Campus, which facilitate quick communication channels to and fro. Senior Officers meetings under the chairmanship of the Director are held to examine and suggest actions to be taken for regular and continuous improvement of the work process. The general code for discharge of its daily functions is to accomplish work on day to day basis with effectivity and efficiency, keeping in view the requirement and urgency of each case.

These services can be accessed by the stake holder's by addressing the concerned Head of the office/unit/department.

Process of redressal of grievances

The Institute has constituted separate grievance committees for faculty/non-faculty and students. These committees consider and examine grievances and recommend corrective action. The recommendations are considered by the Competent Authority and accordingly implemented as per approval.

Manual 5: Rules, Regulations, Instructions, Manuals & Records used for discharging its functions
{Section 4(1) b (v)}

   a) Institutes of Technology Act, 1961 (as amended from time to time)
   b) Decisions of IIT Council
   c) First Statutes of IIT (BHU).
   d) Senate Manual of IIT (BHU).
   e) Purchase Manual of IIT (BHU)
   f) Fundamental Rules & Supplementary Rules of Govt. of India as amended from time to time

g) General Financial Rules 2017, as amended from time to time
h) CCS (Conduct) Rules, 1964, as amended from time to time
i) CCS(CCA) Rules, 1965, as amended from time to time
j) CCS (Pension) Rules 1972, CCS (Commutation of Pension) Rules 1981, CCS (Medical Examination) Rules 1957, Arrears of Pension (Nomination) Rules 1983 and Pension Act 1871
k) General Provident Fund (Central Service) Rules 1960
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m) New Pension Scheme (NPS), now termed as National Pension System, came in force with effect from 01.01.2004
n) CCS (LTC) Rules 1988
o) Compendium of Rules on Advances of General Financial Rules (GFR)
p) Ordinances & Regulations of all Courses
q) Further Government of India Guidelines/Norms/Orders/Procedures as applicable to IITs from time to time.
r) UGC/ CSIR/DST guidelines, if adopted.

There is no transfer policy however, the transfer of non-faculty employees is need based and is done as per administrative requirement from time to time.

Manual 6: Categories of documents that are held or under its control
{Section 4(1) b (vi)}

The following are the categories of documents:

Category 1 Documents pertaining to Academics

- Academic curricula and syllabi of B.Tech/IDD/M. Tech/M. Pharm/Ph.D
    - Registration/Enrolment Record
    - Examination Records
    - Graduate Register
    - Tabulation Record

- UG & PG Ordinances & Regulations
- Annual Reports
- Minutes of Senate Meetings

Category 2 Documents pertaining to Sponsored Research & Consultancy

- Project Guidelines
- Industrial Consultancy Guidelines
- Booklets and Brochures Published from time to time
- Placement Brochure of Training & Placement Cell

Category 3 Documents pertaining to Finance and Accounts

- Purchase Rules
- Audit Reports
- Annual Accounts
- Donation and Endowment
- Delegation of financial power

Category 4 Documents pertaining to Administration

- Minutes of BoG Meetings
- Minutes of Finance Committee Meetings
- Minutes of Building and Works Committee Meetings
- Selection Committee Records
- Establishment/Leave/Record

The custodian of all the documents is Registrar. Further, the documents pertaining to individual department/unit are under the custody of concerned unit in-charge/head of the department.

Manual 7: The particulars of any arrangement that exists for consultation with, or representation by, the members of the public in relation to the formulation of its policies or implementation there of {Section 4(1) b (vii)}

a) There is a Central Body as per official gazette notified by the Central Government called as Council [Sec. 31(1) of the Act]. The Minister-In-Charge of technical education in the Central Government is the (ex-officio) Chairman of the Council [Sec 31(2a) of the Act]. The Council has three members of Parliament, of whom two are elected by the House of People from among its members and one by Council of States from among its members [Sec 31 (2k) of the Act]. The functions of the Council are described in The Institute of Technology Act.

b) Every rule made by the Central Government under Chapter III of The Institutes of Technology Act is required to be laid, as soon as, it is made, before each Houses of the Parliament while it is in session, for a total period of 30 days which may be comprised in one session or in two or more successive sessions, and if, before the expiry of the session immediately following the session or the successive session aforesaid, both house agree in making any modification in the rule or both house agree that the rule should not be made, the rule shall thereafter have effect only in such modified form or be of no effect, as the case may be. [Sec. 35(3) of the Act].

c) The accounts of the Institute as certified by the CAG of India together with the audit report are required to be forwarded annually to the Central Government and then the Government causes the same to be laid before each house of the Parliament. [Sec. 23(4) of the Act].

d) In the Board of Governors of the Institute, one person is nominated by the Government of each of the States comprising the zone in which the Institute is situated, from among persons who, in the opinion of that Government, are technologists or industrialists of repute; and four persons having special knowledge or practical experience in respect of education, engineering or science, are nominated by the Council.

e) In the Senate of the Institute three persons, not being employees of the Institutes, are nominated by the Chairman, Board of Governors in consultation with the Director, from among educationists of repute, one each from the fields of science, engineering and humanities.

**Manual 8: A statement of the boards, councils, committees
and other bodies constituted
{Section 4(1) b (viii)}**

- Council of IITs (Composition of the council as per the Chapter III of the Institutes of Technology Act 1961)
- Board of Governors
- The Senate
- Finance Committee
- Building and Works Committee

The details of composition and names of members of Board of Governors, Finance Committee, Building & Works Committee and Senate Committee is available on the Institute website. Further, the term and tenure of the Committee is as per regular provisions, acts and statutes.

**Manual 9: The directory of its employees and its officials
{Section 4(1) b (ix)}**

- Department wise Contact Details of Faculty are available on the Institute website. A consolidated list of all faculty is available on the link *https://iitbhu.ac.in/all/faculty*

- Contact Details of Non Faculty are available on the website.

**Manual 10: Monthly remuneration received by each officer
and employee, including the system of compensation
as provided in its regulations
{Section 4(l)b(x)}**

SL. No.	Designation	Pay (as per 7th CPC)	
		Level	**Initial Pay (IP)**
1.	Professor (HAG)	15	182200
2.	Professor	14A	159100
3.	Associate Professor	13A2	139600
4.	Assistant Professor Gr. I	12	101500
5.	Assistant Professor Gr. II	10	70900
SL. No.	**Designation**	**Pay (as per 7th CPC)**	
		Level	**Initial Pay (IP)**
1.	Registrar	14	144200
2.	Deputy Registrar	12	78800
3.	Assistant Registrar	10	56100
4.	Security Officer	10	56100
5.	Sr. Tech. Superintendent	8	47600
6.	Assistant Engineer	8	47600
7.	Technical Superintendent	7	44900
8.	Jr. Tech. Superintendent	6	35400

9.	Jr. Superintendent	6	35400
10.	Junior Engineer	6	35400
11.	Sr. Assistant	5	29200
12.	Sr. Technician	5	29200
13.	Junior Assistant	3	21700
14.	Junior Technician	3	21700

The list of employees with their pay level is available at
https://iitbhu.ac.in/contents/institute/admin/misc/doc/rti_manual_remuneration.pdf

System of compensation as provided in its regulations for system of compensation (like compassionate appointment/incentive for acquiring higher education) to its employees the Government of India norms are followed. Besides all the admissible allowances as per 7th CPC are also payable to the employees

Manual 11: The budget allocation to each Department indicating the particulars of all plans, proposed expenditure, and reports on disbursements made {Section 4(1) b (xi)}

The department plan their proposed expenditure as per the budget allocated by the Institute.
Details of Revised Budget Estimates 2021-22 and Budget Estimates 2022-23
OH-31 (Recurring)-Grant-in-aid General

`in Lakh

Sl. No.	Particulars of Heads	Actuals 2020-21	Budget Estimates 2021-22	Actuals for 2020-21 upto September, 2020	Actuals for 2021-22 upto Sep, 2021 (Tentative)	Revised Estimates 2021-22	Budget Estimates 2022-23
1	**Pension and Pensionary Benefits**						
(i)	Pension	932.60	1607.00	517.29	445.64	960.00	1797.00
	Total (Pension & Pen. Benefits)	**932.60**	**1,607.00**	**517.29**	**445.64**	**960.00**	**1,797.00**
2	**Scholarship/Fellowships**						
(i)	Fellowship/Scholarship/Stipend	4043.07	5000.00	1733.19	1637.08	4500.00	5,000.00
	TOTAL (Fellowship/Scholarship, etc.) :	**4,043.07**	**5,000.00**	**1,733.19**	**1,637.08**	**4,500.00**	**5,000.00**
3	**Foreign/Domestic Travels**						
(i)	Travelling expenses	2.20	50.00	1.56	0.01	50.00	50.00
(ii)	Students Travel Grant Support (STGS)	1.38	80.00	1.38	0.00	80.00	80.00
	Total (Foreign/Domestic Travels)	**3.58**	**130.00**	**2.94**	**0.01**	**130.00**	**130.00**
4	**Security/Housekeeping**						
(i)	Sanitary & Support Services-Misc Sanitary Materials	0.00	50.00	0.00	4.43	15.00	50.00
(ii)	Watch & Ward (Other Charges including Petrol)	8.08	20.00	1.99	1.22	20.00	20.00
(iii)	Wages to Security personnel	650.17	600.00	166.29	306.43	710.00	760.00
(iv)	Wages to Housekeeping staff	534.70	600.00	242.51	155.42	600.00	650.00
	Total (Security/Housekeeping)	**1192.95**	**1270.00**	**410.79**	**467.50**	**1345.00**	**1480.00**
5	**Exp. on Contractual Employees (Teaching and Non -Teaching)**						
(i)	Honorarium to Retd./Regular Teachers for taking extra classes	1.78	40.00	1.78	0.00	40.00	100.00
(ii)	Honorarium to Visiting Professors	51.50	175.00	26.46	33.91	70.00	200.00
(iii)	Salary to Re-employed teachers	63.62	250.00	48.45	12.84	90.00	300.00
(iv)	Wages to Hiring/Outsourcing staff	540.29	600.00	203.29	208.77	600.00	650.00
(v)	Salary to Re-employed Non Faculty staff	0.00	11.00	-	0.00	10.00	12.00

(vi)	Salary to Re-engaged Non Faculty staff	26.12	60.00	14.41	10.43	44.00	52.00
(vii)	Salary to Contractual/Daily Wagers	514.74	550.00	248.39	309.26	560.00	610.00
	Total (Exp. on Contractual Emp.)	**1,198.05**	**1,686.00**	**542.78**	**575.21**	**1,414.00**	**1,924.00**
6	**Other Expenses**						
A.	**ADMINISTRATIVE OFFICE/ INSTITUTE OPERATING EXPENSES**						
(i)	Director office - Other charges	0.79	4.00	1.14	0.00	4.00	4.00
(ii)	Deans office - Other charges	1.03	4.00	0.00	0.15	4.00	4.00
(iii)	Registrar office - Other Charges	0.01	2.00	0.00	0.00	2.00	2.00
(iv)	Maintenance of Generator set of Directorate	0.00	4.00	0.00	0.00	4.00	4.00
(v)	Maintenance of Computers & Consumables	5.82	5.00	1.13	1.30	5.00	5.00
(vi)	Advertisement	3.63	60.00	0.00	6.64	55.00	60.00
(vii)	Legal expenses	1.57	8.00	0.50	0.61	8.00	8.00
(viii)	Telephone expenses	22.68	55.00	7.62	10.29	50.00	55.00
(ix)	Repair and maintenance of office equipment	4.27	22.00	0.17	0.69	20.00	22.00
(x)	Purchase of copier papers & stationery items	5.82	25.00	0.95	0.63	22.00	25.00
(xi)	Printing of Annual Accounts and Annual Reports and other miscellaneous printing works	3.98	25.00	1.90	0.66	25.00	25.00
(xii)	AMC for Internet facilities	0.00	5.00	0.00	0.00	5.00	5.00
(xiii)	Functions and Ceremonies/Entertainment Expenses	0.80	15.00	0.15	1.37	15.00	15.00
(xiv)	Postage Expenses	0.69	5.00	0.42	0.29	5.00	5.00
(xv)	Audit Fee/Hiring of Chartered Accountant	33.60	25.00	6.87	1.05	25.00	25.00
(xvi)	Payment of service charges to Nagar Nigam	0.00	20.00	0.00	0.00	20.00	20.00
(xvii)	Payment of service charges to NSDL	0.81	2.00	0.41	0.39	2.00	2.00
(xviii)	Membership and Contribution Grant	2.51	25.00	1.59	11.59	25.00	25.00
(xix)	Miscellaneous office expenses	5.59	25.00	1.70	2.95	25.00	25.00
(xx)	Director's Discretionary Funds/Emergent & unforeseen Expenditure	0.26	30.00	0.00	0.03	30.00	30.00
(xxi)	Office Automation Grant	0.00	2.00	0.00	0.00	2.00	2.00
(xxii)	Training to Non-Faculty staff & Administrative Officers	0.00	10.00	0.00	0.04	10.00	10.00
(xxiii)	Expenses of Institute Committees (BoG, Senate, B & W Comm., FC, etc.)	1.67	50.00	0.24	0.86	50.00	50.00
(xxiv)	Hindi Cell	0.07	8.00	0.04	0.35	8.00	8.00
(xxv)	Institute Special Lecture Fund	0.24	20.00	0.19	0.10	20.00	20.00
(xxvi)	Conference/Seminar/Workshop, etc. of the Institute.	0.00	20.00	0.00	0.00	20.00	20.00
(xxvii)	Teaching & Learning Cell	0.00	15.00	0.00	0.00	10.00	15.00
(xxviii)	Faculty and Non Faculty Recruitment	12.78	40.00	3.31	3.56	40.00	40.00
(xxix)	Repair and maintenance of building (Minor civil work)	0.00	100.00	0.00	0.00	100.00	110.00
(xxx)	Repair and maintenance of building (Electrical)-Minor work	0.00	100.00	0.00	0.00	100.00	110.00
(xxxi)	Sewage works	0.00	15.00	0.00	0.00	15.00	15.00
(xxxii)	Guest House Miscellaneous Expenses	1.43	10.00	1.43	0.00	10.00	10.00
(xxxiii)	Horticulturist office -Other charges & Miscellaneous)	0.10	20.00	0.00	0.09	20.00	20.00
(xxxiv)	Institute Works Department (Other Charges)	3.33	7.00	0.66	0.49	7.00	10.00
(xxxv)	Operations, Maintenance and Hiring of Vehicles	10.76	30.00	1.29	0.00	30.00	30.00
(xxxvi)	Library Other Charges/Miscellaneous	1.00	9.00	0.00	0.00	8.00	9.00
(xxxvii)	Expenses towards Press & Publicity Cell	0.00	2.00	0.00	0.00	-	2.00
	Electric & Water Supply Services						
(xxxvii)	Purchase of Energy including maintenance, back- supply and water charges	1108.25	1700.00	594.11	461.79	1500.00	1700.00
	Total (6-A)	**1233.49**	**2524.00**	**625.82**	**505.92**	**2301.00**	**2547.00**
B	**ACADEMIC EXPENSES (DEPARTMENTAL OPERATING EXPENSES INCLUDING LABORATORY & WORKSHOP FACILITIES)**						
(i)	Laboratory grant including repair/replacement of laboratory instruments, working expenses (postage, stationary, emergent petty expenses, etc.), organizing of seminars/symposia/conferences including honorarium to speakers for the departments and maintenance/repair/spare parts of equipment for research labs	97.02	300.00	19.56	13.56	300.00	300.00

(ii)	Training and Placement Arrangement	3.24	10.00	0.25	0.05	9.00	10.00
(iii)	Material for Workshop	1.49	15.00	0.00	0.06	11.00	15.00
(iv)	CIF Operating Expenses	7.69	4.00	1.02	0.21	3.00	4.00
(v)	Examination Expenses including Academic Affairs	37.22	80.00	3.43	11.06	70.00	80.00
(vi)	Convocation expenses	10.45	50.00	0.00	0.00	40.00	50.00
(vii)	Computer Centre-Other Charges/ Contingency Expenses	1.44	25.00	0.44	0.00	20.00	25.00
(viii)	Research Support Grant to Faculty	14.91	200.00	7.90	0.06	100.00	200.00
	Total (6-B) :	**173.46**	**684.00**	**32.60**	**25.00**	**553.00**	**684.00**
C	**STUDENTS FACILITY**						
(a)	**Inter IIT Meet (Students/Staff)**						
(i)	Student (including inter IIT Aquatics)	3.25	70.00	3.25	0.00	5.00	70.00
(ii)	Staff	0.39	30.00	0.39	0.00	5.00	30.00
(iii)	Physical Training, Sports & Swimming	0.00	3.00	0.00	0.00	2.00	3.00
(iv)	Students Parliament Election	0.00	5.00	0.00	0.00	5.00	5.00
(v)	Subsidy to Student Gymkhana (including Inter IIT Tech, Inter IIT Cultural, Extra Curricular & Technical Activity, Youth Festival Expenditure, Tedx, Hult Prize, etc.)	18.17	65.00	12.96	0.24	30.00	65.00
(vi)	SPIC MACAY Events	2.26	10.00	2.26	0.00	10.00	10.00
(b)	**Other activities -**						
(i)	Subsidy to hostels messes on cooperative basis	0.00	5.00	0.00	0.00	5.00	5.00
(ii)	Subsidy to students participating in National/State championship, events, etc.	0.00	20.00	0.00	0.00	10.00	20.00
(iii)	Anti-Ragging cell	0.00	5.00	0.00	0.00	5.00	5.00
(iv)	Canteen and Cafeteria	0.00	10.00	0.00	0.00	10.00	10.00
(v)	Student Counselling Services	3.76	35.00	3.76	0.00	30.00	35.00
	TOTAL (6-C) :	**27.83**	**258.00**	**22.62**	**0.24**	**117.00**	**258.00**
D	**HOSTEL/HALLS**						
(i)	Other charges and miscellaneous expenses	5.76	20.00	1.11	0.09	20.00	20.00
	Total (6-D)	**5.76**	**20.00**	**1.11**	**0.09**	**20.00**	**20.00**
E	**EXPENDITURE FOR MANAGEMENT OF R & D ACTIVITIES**	0.00	10.00	0.00	0.00	10.00	10.00
	TOTAL (6-E) :	**0.00**	**10.00**	**0.00**	**0.00**	**10.00**	**10.00**
F	**Expenses to be paid by IIT (BHU) to BHU for Misc Common Services)**	0.00	50.00	0.00	0.00	50.00	50.00
	TOTAL (6-F) :	**0.00**	**50.00**	**0.00**	**0.00**	**50.00**	**50.00**
G	**Payment of Principal/Interest Components of HEFA Loan**						
(i)	Payment of Principal Components of HEFA Loan	0.00	0.00	0.00	0.00	0.00	0.00
(ii)	Payment of Interest Components of HEFA Loan	97.53	1400.00	33.98	187.24	600.00	900.00
	TOTAL (6-G) :	**97.53**	**1400.00**	**33.98**	**187.24**	**600.00**	**900.00**
	TOTAL (Other Expenses) (6-A to 6-G)	**1,538.07**	**4,946.00**	**716.13**	**718.49**	**3,651.00**	**4,469.00**
	G.TOTAL (OH-31)	**8,908.32**	**4,639.00**	**3,923.12**	**3,843.93**	**2,000.00**	**4,800.00**

Manual 12: The manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programmes
{Section 4(1) b (xii)}

a) Following concessions are available in the Tuition fee of Rs. 2 lakh per annum from the academic year 2016-17 onwards

   I. The SC/ST/PH students shall get complete fee waiver.

   II. The most economically backward students (whose family income is less than Rs. 1 lakh per annum) shall get full remission of the fee.

   III. The other economically backward students (whose family income is less than Rs. 1 lakh to Rs. 5 lakh per annum) shall get remission of 2/3rd of the fee.

b) Preparatory Course students are also given Exemption from Depositing Tuition Fee, Hostel Seat Fee and various other fees like Student Welfare Fund Fees, Placement Fees, Publication Fees, Institute Day/Convocation Fees, Orientation and Thesis Fees

c) For admissions to M.Tech/M.Pharm and Ph.D. the application fee charged from the students of SC/ST categories is Rs. 250/- as compared to Rs. 500/- charged from the Unreserved & OBC category candidates.

d) Stipend is given to all M. Tech/M. Pharm and 5th year GATE qualified IDD and IMD students.

e) Teaching Assistantship along with Admissible House Rent Support (HRS) and Contingency Grant to JRF and SRF respectively is made available to all Ph.D students except sponsored category admitted by IIT (BHU).

f) Travel Support for the Ph.D. Students and PG & UG Students for presenting their work (oral or poster Presentation) in National & International Conferences/ Symposia/Workshops will be supported by the Institute under following terms & Conditions:

 I. **National & International Conferences in India : Twice in Two Years**

 II. **International Conferences outside India : Once in Two Years**

Manual 13: Particulars of recipients of concessions, permits or authorizations granted by the Institute. {Section 4(1) b (xiii)}

Concessions as per directives of the Ministry of Education/Government of India are granted by the Institute to all concerned in admissions and appointments. Reservation in admissions and appointments are being given to backward classes and others as per directives of the Govt. of India.

A preparatory course of one year's duration is conducted for the SC/ST as well as PWD students, in order to prepare them for direct admission in first year of the 4 years B.Tech and 5 years IDD programmes.

Manual 14: Details in respect of the information, available to or held by it, reduced in an electronic form {Section 4(1) b (xiv)}

The admission test result for PG and Ph.D courses, Procedure of admissions, Curriculum structure, fee structure, results. Application forms status for appointment, Ordinances & Formats are available on Institute website www.iitbhu.ac.in.

All necessary information about the Institute functioning is also available at the Institute repository available at our website http://iitbhu.ac.in/institute-repository/ Efforts are continuously made to provide more and more information on this site.

Manual 15: The particulars of facilities available to citizens for obtaining information, including the working hours of a library or reading room, if maintained for public use {Section 4(l) b (xv)}

The information can be obtained by any citizen under the provisions of the RTI Act, 2005 by submitting an application either to the CAPIO or the concerned CPIO, Indian Institute of Technology (B.H.U.), Varanasi- 221005, along with the requisite fee. The application may also be submitted through the online RTI portal of the Govt. of India.

The Library of the Institute is primarily meant for the Faculty, Officers, Students and the Employees of the Institute. Library is not for general public use. The library remains open on Monday to Saturday: 9:00 AM to 9:30 PM and on Sunday: 10:00 AM to 5:00 PM

The following methods are also adopted by the Institute for the dissemination of the information

- Website (www.iitbhu.ac.in)
- Library
- Notice Boards
- Printed Materials

Manual 16: The names, designations and other particulars of the Public Information Officers; {Section 4(l) b (xvi}

Following officials of the Institute have been appointed as Central Public Information Officers under Sub-Sections (1) of Section 5 of the Right to Information Act, 2005.

Notification No: Ref. No. IIT(BHU)/ADM/157-RTI/Gen/8878 Dated: June 14, 2015

Ref. No.: IIT(BHU)/ADM/157-RTI/Gen/   Dated: 14.06.2022

NOTICE

In partial modification to this office Notification no. IIT(BHU)/ADM/157-RTI/Gen/857/L dated January 14/17, 2015 and in accordance with the provisions of Section 5 and Section 19 of the RTI Act, 2005 and as per order of the Competent Authority, the following officials of the Institute will work as Central Public Information Officers (CPIO) and First Appellate Authority (FAA) under the RTI Act, 2005, for the section/unit/centre as noted against each, to provide the information as expeditiously as possible as per provisions of the said Act:

Sl. No.	Office/Unit/Centre	CPIO	Appellate Authority
1.	Office of the Dean (Academic Affairs)	Assistant Registrar (Academic Affairs)	Dean (Academic Affairs)
2.	Departments/Schools	Head of the Department/ Coordinator of the School	
3.	Examination Unit, etc.	Assistant Registrar (Examination)	
4.	Admission through JEE etc.	Chairman, JEE/Vice-Chairman, JEE (as the case may be)	
5.	Teaching Learning Cell	Coordinator, TLC	
6.	Office of the Dean (Students Affairs)	Associate Dean (Students Affairs)	Dean (Students Affairs)
7.	Cafeteria - IIT(BHU)	Chairman, Cafeteria	
8.	Disciplinary cases of students	Associate Dean (Students Affairs)	
9.	Gymkhana	Office In-charge, Gymkhana	
10.	Office of the Dean (Research &	Assistant Registrar (R&D)	

	Development)		Dean (Research & Development)
11.	Central Instrument Facility	Professor In-charge, CIF	
12.	(R&D) - (Accounts)	Assistant Registrar (R&D)	
13.	Internal Audit Section	Assistant Registrar (R&D)	
14.	Office of the Dean (Faculty Affairs)	Assistant Registrar (FA)	Dean (Faculty Affairs)
15.	Office of the Dean (Resource & Alumni)	Joint Registrar (Accounts)	Dean (Resource & Alumni)
16.	Gandhi Technology Alumni Cell (GTAC)	Coordinator, GTAC	
17.	Training & Placement Cell	Professor In-charge, TP Cell	
18.	Guru Rabindranath Tagore Apartment (GRTA)	Coordinator, GRTA	Professor In-charge (Admin.)
19.	Hostels	Admin. Warden of the concerned Hostels	Chairman, Council of Wardens
20.	Council of Wardens Office	Assistant Registrar (Council of Wardens)	
21.	Proctorial Function	Security Officer	Joint Chief Proctor
22.	Main Workshop	Technical Officer, Main Workshop	Professor In-charge, Main Workshop
23.	Confidential Unit (BoG/VC&S/ Legal Cell)/RTI Cell	Joint Registrar (Admin.)-I	Registrar
24.	Main Library	Assistant Librarian	Deputy Librarian
25.	Administration Section (GAD/Leave/Estates/M.R. Cell/ Establishment	Assistant Registrar (Admin.)	Joint Registrar (Admin.)-II
26.	Budget Section	Assistant Registrar (Budget)	Joint Registrar (Budget)
27.	Non Faculty Recruitment Cell	Assistant Registrar (NFRC)	Joint Registrar (NFRC)
28.	Accounts-II (SB&P/LTC/ Rajbhasha)	Assistant Registrar (Accounts-II)	Joint Registrar (Accounts)
29.	Annual Accounts & Balance Sheet	Assistant Registrar (AA&BS)	
30.	Institute Development Fund	Assistant Registrar (IDF)	
31.	Institute Works Department	Junior Superintendent, IWD	Superintending Engineer, IWD
32.	All other Offices/Units/Centres etc.	Assistant Registrar/Junior Superintendent/Officer In-charge of the respective Office/Unit/Centre etc.	Head of the respective Office/ Unit/Centre etc.

The above orders come into force with immediate effect till further order.

REGISTRAR

Manual 17: Such other information as may be prescribed
{Section 4(l) b (xvii)}

Information about the following is also available on website the www.iitbhu.ac.in

- **Board of Governors**
- **Institutes of Technology Act, 1961, as amended from time to time**
- **Various Committees at Institute level**
- **Administrative office**
- **Anti Ragging**
- **RTI**
- **Circulars and Notifications**
- **Departments and Centres**
- **Admissions (Undergraduate, PG and Ph. D.)**
- **Central Units**
- **List of Schemes/Projects/Programmes -** are available on the Institute website.
- **Academic Calendar**
- **Campus Recruitment**
- **Faculty Openings**
- **Tenders**
- **Institute Repository**
- **Parliamentary Questions-** are available on the Institute website.
- **Disciplinary Action-** No disciplinary action is pending in the Institute at present.
- **Educational Programmes -**

SI. NO	Title of the Course	Name, Designation & Place of Working of Employee	Period	Place
1.	RTI-Record Management	I. Sri Deepak Kumar Singh, Junior Assistant, A.A & B.S.	14 - 18, August, 2017	ISTM, New Delhi
		II. Sri Gaurav Kumar, Junior Assistant, GAD Section	06 - 08, August, 2018	

- **Training of CPIOs:**

SI. NO	Title of the Course	Name, Designation & Place of Working of Employee	Period	Place
1	Workshop on Right to Information Public Information/ Right to Information Public Information Officer P/O	Sri Sachchida Nand Singh, Assistant Registrar (Faculty Affairs)	02nd to 03rd March 2015	ISTM, New Delhi
		Dr. Amit Kumar Singh, Assistant Registrar, IWD		
		Sri Sameer Ranjan Singh, Assistant Registrar (Academic Affairs).	27th to 28th April 2015	ISTM, New Delhi
		Sri Devendra Pratap Assistant Registrar, (Accounts) I		
		Sri Gangesh Shah Gondwana (Ganga Ram), Assistant Registrar (Admin) I		
		Sri Rohit Kumar Rai, Assistant Registrar, (Accounts) II (2nd time – 18.07.2016)		
		Sri Rajendra Kumar Gaur, Assistant Registrar (Admin)-II	09th to 10th May, 2016	ISTM, New Delhi
		Sri Sunil Kumar Dwivedi, Assistant Registrar (R&D)		
		Shri Ravi Kumar, Assistant Registrar (Audit)	7/18/2016	DoPT, Shastri Bhawan, New Delhi
		Shri Sudhanshu Shukla, Assistant Registrar (SB & Pension)		

		Ms. Anamika Kashyap, Assistant Registrar (Faculty Affairs & NFRC)	14th to 16th March, 2022	ISTM, New Delhi

Guidelines on RTI :-
   i.   RTI Act, 2005 is available on the Institute website in Hindi/English.
   ii. Applicant can submit RTI application through online portal or send application to the CAPIO & Nodal Officer of the Institute.

ANNUAL RETURN OF RTI OF INDIAN INSTITUTE OF TECHNOLOGY (BHU)

Annual Return for the period of 2021-22

*Block I (Details about the requests and appeals)

	Opening Balance as on beginning of	Progress in 2021-22 [Year Wise]				
		No. of application received as transfer from other PAs u/s 6(3)	Received during the Quarter (including cases transfer to other PAs)	No. of Cases transferred to other PAs u/s 6(3)	Decisions where requests/appeals rejected	Decision Where requests/appeals replied
Requests	60	96	183	09	0	287
First Appeals	10	N/A	23	N/A	0	23
		Total no. of CAPIOs designated **01**		Total no. of CPIOs designated **60**		Total no. of AAs designated **16**

*Block II (Details about fees collected, penalty imposed and disciplinary action taken)

Registration Fee Collected (in Rs.) u/s 7(1)	Addl. Fee Collected (in Rs.) u/s 7(3)	Penalty Amount Recovered (in Rs.) as directed by CIC u/s 20(1)	No. of Cases where disciplinary action taken against any Officer u/s 20(2)
1320	204	0	0

METHOD OF OBTAINING INFORMATION UNDER RTI ACT, 2005

A. ONLINE :- The applicant may submit online RTI application through *https://rtionline.gov.in*

B. OFFLINE:-

1. The person seeking information as per provisions of the *Right to Information Act, 2005* may apply on a plain paper giving particulars of information being sought and his/her correct address for communication to the Central Public Information Officer (CPIO) concerned.

2. Separate applications for seeking information on different subjects are required.

3. A request for obtaining information under Section 6(1) shall be accompanied by an application fee of rupees ten by way of cash against proper receipt or by demand draft or bankers cheque or Indian postal order, payable to the Registrar, IIT(BHU).

4. For providing the information under Section 7(1), the fees shall be charged by way of cash against proper receipt or by MICR demand draft or banker's cheque or Indian postal order, drawn in favour of the *Registrar, IIT(BHU)* payable at Varanasi, at the following rates:

    (a) Rupees two for each page (in A4 or A3 size paper) created or copied;
    (b) Actual charge or cost price of a copy in larger size paper;
    (c) Actual cost or price for samples or models;
    (d) For inspection of records, no fee for the first hour, and a fee of rupees five for each subsequent hour (or fraction thereof).

5. For providing information under Section 7(5), the fee shall be charged by way of cash against proper receipt or by MICR demand draft or banker's cheque or Indian postal order, in favour of the *Registrar, IIT(BHU)* payable at Varanasi at the following rates:

    (b) For information provided in diskette or floppy rupees fifty per diskette or floppy; and

    (c) For information provided in printed form at the price fixed for such publication or rupees two per page of photocopy for extracts from the publications.

6. Normal postal charges are not a charge on applicant under the RTI Act. The information may be dispatched to an applicant by a CPIO through Post Office under Postal Certificate. If postal charges are excessive because of the bulk of the information, the application may be informed so that he/she can have the choice of seeking postal delivery or collect the information himself/herself from the concerned CPIO.

7. The fees to be charged under Section 7(1) & 5 and the postage charges, as mentioned above, will be intimated to the applicant concerned and may be paid through cash receipt/demand draft/banker's cheque. However, the period intervening the dispatch of the said intimation and payment of fees shall be excluded for the purpose of calculating the period of supply of information, as provided under Section 791) of the RTI Act 2005, of 30 days.

8. The fees charges can be deposited in *cash in between 10:00 AM to 5:00 PM* on all working days in the cash section of the Institute or by MICR demand draft or banker's cheque or IPO, drawn in favour of the *Registrar, IIT(BHU)* payable at Varanasi, to be submitted to the concerned CPIO or CAPIO along with the application.