
Self appraisal report for Year (2020-21)**Auditor Agency: ISTM****Ministry Name: Ministry of Human Resource Development****Department Name: Department of Higher Education****Public Authority Name: Tezpur University**

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
1	Organisation and Function							
1.1	Particulars of its organisation, functions and duties[Section 4(1)(b)(i)]							
1.1.1	Name and address of the Organization	Fully Met	1.28	1.28	http://www.tezu.ernet.in/contactus/contactus.html	Fully Met	1.28	Information Available.
1.1.2	Head of the organization	Fully Met	1.28	1.28	http://www.tezu.ernet.in/admin/vc.html	Fully Met	1.28	Information Available.
1.1.3	Vision, Mission and Key objectives	Fully Met	1.28	1.28	http://www.tezu.ernet.in/vision-and-mission-of-tu.htm	Fully Met	1.28	Information Available.
1.1.4	Function and duties	Fully Met	1.28	1.28	The function and duties are explained in the Tezpur University Act 1993 as well as in the Statutes and	Fully Met	1.28	Information Available.

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
					Ordinances. The Act is available on the website under the link: http://www.tezu.ernet.in/download/tuact.pdf Page 2 of 23 The Statutes and Ordinances are available in the link: http://www.tezu.ernet.in/notices/StatutesOrd.pdf			
1.1.5	Organization Chart	Fully Met	1.28	1.28	http://www.tezu.ernet.in/admin/Organisational_Chart_TU.pdf	Fully Met	1.28	Information Available.
1.1.6	Any other details-the genesis, inception, formation of the department and the HoDs from time to time as well as the committees/ Commissions constituted from time to time have been dealt	Fully Met	1.28	1.28	-Tezpur University was established on January 21, 1994 by an Act of Parliament of India, The Tezpur	Fully Met	1.28	Information Available.

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					University Act, 1993 (Act No. 45), as a non-affiliating and residential Central University. Tezpur University is currently offering 73 programmes through 25 departments and 12 centres under four Schools of Studies. The University also offers 11 programmes through its Open and Distance learning mode. Details of the genesis, inception, formation of department and the HoDs,			

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					name of past HoDs are available in the respective webpages of the Departments. Details of administrative heads are also available in the website. The University forms various committees from time to time and details of these committees are available off-line. http://www.tezu.ernet.in/download/tuact.pdf http://www.tezu.ernet.in/contact/heads.html			
1.2	Power and duties of its officers and employees[Section 4(1) (b)(ii)]							
1.2.1	Powers and duties of officers (administrative, financial and judicial)	Fully Met	1.54	1.54	-The powers and duties of officers are	Fully Met	1.54	Information Available.

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					explained in the Tezpur University act, Statutes and Ordinances which are available on the website under the link: http://www.tezu.ernet.in/download/tuact.pdf http://www.tezu.ernet.in/notices/StatutesOrd.pdf			
1.2.2	Power and duties of other employees	Fully Met	1.54	1.54	-Powers and duties of other employees are prescribed in the University Act, Statutes and Ordinances of the University. The statutes and ordinances are available on the website under the link:Page 3 of	Fully Met	1.54	Information Available.

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
					23 http://www.tezu.ernet.in/notices/StatutesOrd.pdf http://www.tezu.ernet.in/download/tuact.pdf			
1.2.3	Rules/ orders under which powers and duty are derived and	Fully Met	1.54	1.54	-Powers/Duties are derived and Exercised from the University Act, Statutes and Ordinances of the University. The Fully met-University Act, Statutes and Ordinances are available on the website under the link: http://www.tezu.ernet.in/notices/StatutesOrd.pdf http://www.tezu.ernet.in/download/tuact.pdf	Fully Met	1.54	Information Available.
1.2.4	Exercised	Fully Met	1.54	1.54	-Powers/Duties are derived and Exercised	Fully Met	1.54	Information Available.

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1.3.1	Process of decision making Identify key decision making points	Fully Met	1.54	1.54	To promote and encourage outstanding research work by enabling research facilities to the faculty and researchers. 2. To conduct free/transparent and quality examinations to enrol meritorious students 3. To organise and to undertake extra-mural studies, training and extension services 4. To appoint persons of excellent academic credentials as faculty 5. To institute and award	Fully Met	1.54	The six points mentioned in the transparency framework should be specifically provide on the website of the university. As citizens are expected to look at the website and not necessarily on the assessment framework.

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
					fellowships, scholarships, studentships, medals and prizes 6. To promote inclusive education http://www.tezu.ernet.in/notices/StatutesOrd.pdf http://www.tezu.ernet.in/download/tuact.pdf			
1.3.2	Final decision making authority	Fully Met	1.54	1.54	-The Board of Management is the principal executive body of the University.	Partially Met	0.77	Composition of the board of management as the principal executive body of the university need be mentioned on the website. And the link thereof should be shown against this column.
1.3.3	Related provisions, acts, rules etc.	Fully Met	1.54	1.54	Tezpur	Fully Met	1.54	Information

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL Available.
					University Act, 1993 http://www.tezu.ernet.in/download/tuact.pdf			
1.3.4	Time limit for taking a decisions, if any	Fully Met	1.54	1.54	No such time limit defined	Not Met	0	It is not appropriate to say that no time limit is defined. The university need to work out time limits for its various functions and decisions thereon. And indicate them on its website appropriate link thereof should be shown against this column.
1.3.5	Channel of supervision and accountability	Fully Met	1.54	1.54	The University follows the procedure laid down in the University Act 1993 and as prescribed in the Statutes	Partially Met	0.77	It is suggested that relevant part of the university Act / status / ordinance may be extracted and

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					and Ordinances. http://www.tezu.ernet.in/download/tuact.pdf			shown on the website. To meet the information need of the citizens. It is not proper to mention the act/ statue / ordinance in general terms and expect the citizens to go through them for all the information.
1.4	Norms for discharge of functions[Section 4(1)(b)(iv)]							
1.4.1	Nature of functions/ services offered	Fully Met	1.54	1.54	-In accordance with the Tezpur University Act 1993, and as prescribed in the Statutes and Ordinances. http://www.tezu.ernet.in/download/tuact.pdf	Fully Met	1.54	Available in the Act / statutes / ordinances.
1.4.2	Norms/ standards for functions/ service delivery	Fully Met	1.54	1.54	-The	Fully Met	1.54	Available.

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
					University and its employees discharge their functions and duties in accordance with the Tezpur University Act 1993, and as prescribed in the Statutes and Ordinances. http://www.tezu.ernet.in/download/tuact.pdf http://www.tezu.ernet.in/notices/StatutesOrd.pdf			
1.4.3	Process by which these services can be accessed	Fully Met	1.54	1.54	The University services are open and transparent. Detailed activities of the university are highlighted in Annual Reports/Newsletters/	Fully Met	1.54	Available.

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
					Annual Accounts of the University, which are available in the website. http://www.tezu.ernet.in/notice/reports.html http://www.tezu.ernet.in/Newsletter/			
1.4.4	Time-limit for achieving the targets	Fully Met	1.54	1.54	No such time is fixed	Not Met	0	It is not appropriate to say that no time limit is defined. The university need to work out time limits for its various functions and decisions thereon. And indicate them on its website appropriate link thereof should be shown against this column.
1.4.5	Process of redress of grievances	Fully Met	1.54	1.54	-Online	Fully Met	1.54	Available.

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					Grievance Registration System and presence of Internal Complaints Committee. Information is available online under the links: The University is also registered with the public grievances portal of Gol (http://pgportal.gov.in/) http://uit.tezu.ernet.in/Online-Grievance-Registration-System/index.php Page 5 of 23 http://uit.tezu.ernet.in/grievance/index.php			
1.5	Rules, regulations, instructions manual and records for discharging functions[Section 4(1)(b)(v)]							
1.5.1	Title and nature of the record/ manual /instruction.	Fully Met	1.92	1.92	All rules and regulations are available	Fully Met	1.92	Available.

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
					on the University's website. http://www.tezu.ernet.in/download/tuact.pdf http://www.tezu.ernet.in/notices/StatutesOrd.pdf			
1.5.2	List of Rules, regulations, instructions manuals and records.	Fully Met	1.92	1.92	All rules and regulations are available on the University's website. http://www.tezu.ernet.in/download/tuact.pdf http://www.tezu.ernet.in/notices/StatutesOrd.pdf	Fully Met	1.92	Available.
1.5.3	Acts/ Rules manuals etc.	Fully Met	1.92	1.92	Available in the University website. http://www.tezu.ernet.in/download/tuact.pdf http://www.tezu.ernet.in/notices/StatutesOrd.p	Fully Met	1.92	Available.

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
					df			
1.5.4	Transfer policy and transfer orders	Fully Met	1.92	1.92	http://www.tezu.ernet.in/rti/Suo_Moto_Disclosures/TRANSFER%20POLICY.pdf	Fully Met	1.92	Available.
1.6	Categories of documents held by the authority under its control[Section 4(1)(b) (vi)]							
1.6.1	Categories of documents	Fully Met	3.85	3.85	Vital - Act, Statute, Ordinance, Land related documents, UGC approval letter, Fund sanction/ release order by UGC, fund sanction/ release order by MHRD and other Funding agencies. Decision of the authorities: (a) Proceeding of the meeting of the Board of Management (b) Proceeding of	Fully Met	3.85	Available.

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
					the meeting of the Finance Committee (c) Proceeding of the meeting of the Planning Board & Academic Council (d) Proceeding of the meeting of the School Board, Board of Studies, Master Plan of the University (e) Assets Register (f) Stock Register (g) Building Register (h) Annual Accounts with AG (Audit) Report. (i) Personal files/ Service records of all employees Page 6 of 23 (j) Contract /			

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
					<p>Agreement / Memorandum of Understandings (MoUs)</p> <p>(k) Students information (l) Examination results (2)</p> <p>Routine :- (a) Correspondence with Public (b) Other Organizations (c) Employees (d) Minutes of meetings http://www.tezu.ernet.in/download/tuact.pdf http://www.tezu.ernet.in/notices/StatutesOrd.pdf http://www.tezu.ernet.in/statutory_bodies/minutes-bom.htm http://www.tezu.ernet.in/statutory_bodies/minutes-ac.htm http://www.tezu.ernet.in/statutory_bodies/minutes-ac.htm</p>			

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					net.in/notice/reports.html			
1.6.2	Custodian of documents/categories	Fully Met	3.85	3.85	Registrar, Finance Office, Controller of Examinations and Concerned Heads of Departments.	Fully Met	3.85	Available.
1.7	Boards, Councils, Committees and other Bodies constituted as part of the Public Authority [Section 4(1)(b)(viii)]							
1.7.1	Name of Boards, Council, Committee etc.	Fully Met	0.96	0.96	The information is available on the website under the head “ Administration- Statutory bodies” http://www.tezu.ernet.in/	Fully Met	0.96	Available.
1.7.2	Composition	Fully Met	0.96	0.96	-Information is available on the website	Fully Met	0.96	Available.
1.7.3	Dates from which constituted	Fully Met	0.96	0.96	-Information is available on the website	Not Met	0	Dates from which Boards, Council, Committee have been created need

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL be indicated.
1.7.4	Term/ Tenure	Fully Met	0.96	0.96	As per Statutes and Ordinances http://www.tezu.ernet.in/notice s/StatutesOrd. pdf	Fully Met	0.96	Available.
1.7.5	Powers and functions	Fully Met	0.96	0.96	In accordance with the Statutes and Ordinances http://www.tezu.ernet.in/notice s/StatutesOrd. pdf	Fully Met	0.96	Available.
1.7.6	Whether their meetings are open to the public?	Fully Met	0.96	0.96	No. However minutes of the meetings are in public domain http://www.tezu.ernet.in/statutory _bodies/minut es-bom.htm http://www.tezu.ernet.in/statut ory_bodies/mi nutes-ac.htm http://www.tez u.ernet.in/stat utory_bodies/	Fully Met	0.96	Available.

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
					minutes-pb.htm http://www.tezu.ernet.in/statutory_bodies/minutes-fc.htm			
1.7.7	Whether the minutes of the meetings are open to the public?	Fully Met	0.96	0.96	Yes. http://www.tezu.ernet.in/statutory_bodies/minutes-bom.htm http://www.tezu.ernet.in/statutory_bodies/minutes-ac.htm http://www.tezu.ernet.in/statutory_bodies/minutes-pb.htm http://www.tezu.ernet.in/statutory_bodies/minutes-fc.htm	Fully Met	0.96	Available.
1.7.8	Place where the minutes if open to the public are available?	Fully Met	0.96	0.96	Tezpur University website. http://www.tezu.ernet.in/statutory_bodies/minutes-bom.htm http://www.tezu.ernet.in/statutory_bodies/minutes-fc.htm	Fully Met	0.96	Available.

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					_bodies/minutes-ac.htm http://www.tezu.ernet.in/statutory_bodies/minutes-pb.htm http://www.tezu.ernet.in/statutory_bodies/minutes-fc.htm			
1.8	Directory of officers and employees[Section 4(1) (b) (ix)]							
1.8.1	Name and designation	Fully Met	3.85	3.85	http://www.tezu.ernet.in/rti/Basic_Information/Directory-Officers-Employees.pdf	Fully Met	3.85	Available.
1.8.2	Telephone , fax and email ID	Fully Met	3.85	3.85	http://www.tezu.ernet.in/rti/Basic_Information/Directory-Officers-Employees.pdf	Fully Met	3.85	Available.
1.9	Monthly Remuneration received by officers & employees including system of compensation[Section 4(1) (b) (x)]							
1.9.1	List of employees with Gross monthly remuneration	Fully Met	3.85	3.85	http://www.tezu.ernet.in/rti/Basic_Information/Pay-Structure_jan2021.pdf	Fully Met	3.85	Available.
1.9.2	System of compensation as provided in its regulations	Fully Met	3.85	3.85	The monthly remuneration	Fully Met	3.85	Available.

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					of regular staff of Tezpur University is fixed as per 7th CPC			
1.10	Name, designation and other particulars of public information officers[Section 4(1) (b) (xvi)]							
1.10.1	Name and designation of the public information officer (PIO), Assistant Public Information officer (APIO) & Appellate Authority	Fully Met	3.85	3.85	http://www.tezu.ernet.in/rti/Basic_Information/Names_designation_other_particulars_of_Public_Information.pdf	Fully Met	3.85	Available. It is advisable that link PIO and link AA may also be designated and their details are disclosed on the website.
1.10.2	Address, telephone numbers and email ID of each designated official.	Fully Met	3.85	3.85	http://www.tezu.ernet.in/rti/Basic_Information/Names_designation_other_particulars_of_Public_Information.pdf	Fully Met	3.85	Available.
1.11	No. Of employees against whom Disciplinary action has been proposed/ taken(Section 4(2))							
1.11.1	No. of employees against whom disciplinary action has been (i) Pending for Minor penalty or major penalty proceedings	Fully Met	3.85	3.85	Nil	Fully Met	3.85	Available.
1.11.2	(ii) Finalised for Minor penalty or major penalty proceedings	Fully Met	3.85	3.85	Nil	Fully Met	3.85	Available.
1.12	Programmes to advance understanding of RTI(Section 26)							
1.12.1	Educational programmes	Fully Met	1.92	1.92	From time to	Fully Met	1.92	Available. It is

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					time officers and stakeholders have been undergoing training/workshops related to understanding of RTI			suggested that inhouse educational programmes may also be organised on regular basis.
1.12.2	Efforts to encourage public authority to participate in these programmes	Fully Met	1.92	1.92	From time to time officers and stakeholders have been undergoing training/workshops related to understanding of RTI	Fully Met	1.92	Available. It is suggested that inhouse educational programmes may also be organised on regular basis.
1.12.3	Training of CPIO/APIO	Fully Met	1.92	1.92	From time to time officers and stakeholders have been undergoing training/workshops related to understanding of RTI http://www.tezu.ernet.in/rti/Basic_Information/Train	Fully Met	1.92	Available. It is suggested that inhouse educational programmes may also be organised on regular basis.

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					ing_on_RTI.pdf			
1.12.4	Update & publish guidelines on RTI by the Public Authorities concerned	Fully Met	1.92	1.92	http://www.tezu.ernet.in/rti/Basic_Information/Useful_Links.pdf	Partially Met	0.96	Tezpur University may prepare an RTI Manual specific to their university based on their experiences in implementation of RTI Act since 2005. As of now only DoPT manual is available.
1.13	Transfer policy and transfer orders[F No. 1/6/2011- IR dt. 15.4.2013]							
1.13.1	Transfer Policy And Transfer Orders[F No. 1/6/2011- IR Dt. 15.4.2013]	Fully Met	7.69	7.69	http://www.tezu.ernet.in/rti/Suo_Moto_Disclosures/TRANSFER%20POLICY.pdf	Partially Met	3.85	Transfer orders effected in the university in the last few years may also be disclosed.
Total			100	100			90	
2	Budget and Programme							
2.1	Budget allocated to each agency including all plans, proposed expenditure and reports on disbursements made etc.[Section 4(1)(b)(xi)]							
2.1.1	Total Budget for the public authority	Fully Met	10	10.00	http://www.tezu.ernet.in/rti/Suo_Moto_Disclosures/TRANSFER%20POLICY.pdf	Fully Met	10.00	Available.

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
					u.ernet.in/notice/reports.html			
2.1.2	Budget for each agency and plan & programmes	Fully Met	10	10.00	http://www.tezu.ernet.in/notice/reports.html	Fully Met	10.00	Available.
2.1.3	Proposed expenditures	Fully Met	10	10.00	http://www.tezu.ernet.in/notice/reports.html	Fully Met	10.00	Available.
2.1.4	Revised budget for each agency, if any	Fully Met	10	10.00	http://www.tezu.ernet.in/notice/reports.html	Fully Met	10.00	Available.
2.1.5	Report on disbursements made and place where the related reports are available	Fully Met	10	10.00	http://www.tezu.ernet.in/notice/reports.html	Not Met	0	Link mentioned is not responding.
2.2	Foreign and domestic tours(F.No. 1/8/2012- IR dt. 11.9.2012)							
2.2.1	Budget	Fully Met	16.67	16.67	http://www.tezu.ernet.in/rti/Suo_Moto_Disclosures/Foreign%20and%20domestic%20tours%20of%20Vice%20Chancellor.pdf	Fully Met	16.67	Available.
2.2.2	Foreign and domestic Tours by ministries and officials of the rank of Joint Secretary to the Government and above, as well as the heads of	Fully Met	16.67	16.67	http://www.tezu.ernet.in/rti/Suo_Moto_Disc	Fully Met	16.67	Available.

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	the Department.- (a) Places visited, (b) The period of visit, (c) The number of members in the official delegation, (d) Expenditure on the visit				losures/Foreign%20and%20domestic%20tours%20of%20Vice%20Chancellor.pdf			
2.2.3	Information related to procurements- (a) Notice/tender enquires, and corrigenda if any thereon, (b) Details of the bids awarded comprising the names of the suppliers of goods/ services being procured, (c) The works contracts concluded – in any such combination of the above-and, (d) The rate/ rates and the total amount at which such procurement or works contract is to be executed.	Fully Met	16.67	16.67	http://www.tezu.ernet.in/rti/Suo_Moto_Disclosures/LIST%20WORK%20ORDERS.pdf	Fully Met	16.67	Available.
2.3	Manner of execution of subsidy programme [Section 4(i)(b)(xii)]							
2.3.1	Name of the programme of activity	Not Applicable	0	0	empty	Not Applicable	0	Not applicable.
2.3.2	Objective of the programme	Not Applicable	0	0	empty	Not Applicable	0	Not applicable.
2.3.3	Procedure to avail benefits	Not Applicable	0	0	empty	Not Applicable	0	Not applicable.
2.3.4	Duration of the programme/ scheme	Not Applicable	0	0	empty	Not Applicable	0	Not applicable.
2.3.5	Physical and financial targets of the programme	Not Applicable	0	0	empty	Not Applicable	0	Not applicable.
2.3.6	Nature/ scale of subsidy /amount allotted	Not Applicable	0	0	empty	Not Applicable	0	Not applicable.
2.3.7	Eligibility criteria for grant of subsidy	Not Applicable	0	0	empty	Not Applicable	0	Not applicable.
2.3.8	Details of beneficiaries of subsidy programme (number, profile etc)	Not Applicable	0	0	empty	Not Applicable	0	Not applicable.

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
2.4	Discretionary and non-discretionary grants [F. No. 1/6/2011-IR dt. 15.04.2013]							
2.4.1	Discretionary and non-discretionary grants/ allocations to State Govt./ NGOs/other institutions	Not Applicable	0	0	empty	Not Applicable	0	Not applicable.
2.4.2	Annual accounts of all legal entities who are provided grants by public authorities	Not Applicable	0	0	empty	Not Applicable	0	Not applicable.
2.5	Particulars of recipients of concessions, permits of authorizations granted by the public authority[Section 4(1) (b) (xiii)]							
2.5.1	Concessions, permits or authorizations granted by public authority	Not Applicable	0	0	empty	Not Applicable	0	Not applicable.
2.5.2	For each concessions, permit or authorization granted - (a) Eligibility criteria, (b) Procedure for getting the concession/ grant and/ or permits of authorizations, (c) Name and address of the recipients given concessions/ permits or authorizations, (d) Date of award of concessions/ permits of authorizations	Not Applicable	0	0	empty	Not Applicable	0	Not applicable.
2.6	CAG & PAC paras [F No. 1/6/2011- IR dt. 15.4.2013]							
2.6.1	CAG and PAC paras and the action taken reports (ATRs) after these have been laid on the table of both houses of the parliament.	Fully Met	50	50.00	http://www.tezu.ernet.in/rti/Suo_Moto_Disclosures/CAG%20paras.pdf	Fully Met	50.00	However, the information available is for the year 2017/2018. Information relating to the subsequent year may also be uploaded, if any.
Total			150	150			140	
3	Publicity Band Public interface							
3.1	Particulars for any arrangement for consultation with or representation by the members of the public in relation to the formulation of policy or implementation there of [Section 4(1)(b)(vii)] [F No 1/6/2011-IR dt. 15.04.2013]							
3.1.1	Relevant Acts, Rules, Forms and other	Fully Met	12.5	12.50	All relevant	Fully Met	12.50	Available.

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
	documents which are normally accessed by citizens				Acts, Rules, Regulations, Forms are made available on the website, which can be accessed by public at any time. http://www.tezu.ernet.in/rti/Suo_Moto_Disclosures/Other%20useful%20information.pdf			
3.1.2	Arrangements for consultation with or representation by - (a) Members of the public in policy formulation/ policy implementation, (b) Day & time allotted for visitors,(c) Contact details of Information & Facilitation Counter (IFC) to provide publications frequently sought by RTI applicants	Fully Met	12.5	12.50	There is no direct provision for consultation with or representation by the members of the public in relation to the formulation of its policy or implementation thereof. However, there is scope	Fully Met	12.50	Available.

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
					for inclusion of members of the public in the statutory authorities viz Board of Management, Planning Board, Academic Council, Finance Committee , Building Committee as nominated members to the authority/ authorities of the University who enjoy full status of a member and they enjoy equal rights and privileges with others members			
3.1.3	Public- private partnerships (PPP)- Details of Special Purpose Vehicle (SPV), if any	Not Applicable	0	0	empty	Not Applicable	0	Not applicable
3.1.4	Public- private partnerships (PPP)- Detailed project reports (DPRs)	Not Applicable	0	0	empty	Not Applicable	0	Not applicable

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
3.1.5	Public- private partnerships (PPP)- Concession agreements.	Not Applicable	0	0	empty	Not Applicable	0	Not applicable
3.1.6	Public- private partnerships (PPP)- Operation and maintenance manuals	Not Applicable	0	0	empty	Not Applicable	0	Not applicable
3.1.7	Public- private partnerships (PPP) - Other documents generated as part of the implementation of the PPP	Not Applicable	0	0	empty	Not Applicable	0	Not applicable
3.1.8	Public- private partnerships (PPP) - Information relating to fees, tolls, or the other kinds of revenues that may be collected under authorisation from the government	Not Applicable	0	0	empty	Not Applicable	0	Not applicable
3.1.9	Public- private partnerships (PPP) -Information relating to outputs and outcomes	Not Applicable	0	0	empty	Not Applicable	0	Not applicable
3.1.10	Public- private partnerships (PPP) - The process of the selection of the private sector party (concessionaire etc.)	Not Applicable	0	0	empty	Not Applicable	0	Not applicable
3.1.11	Public- private partnerships (PPP) - All payment made under the PPP project	Not Applicable	0	0	empty	Not Applicable	0	Not applicable
3.2	Are the details of policies / decisions, which affect public, informed to them[Section 4(1) (c)]							
3.2.1	Publish all relevant facts while formulating important policies or announcing decisions which affect public to make the process more interactive - Policy decisions/ legislations taken in the previous one year	Fully Met	16.67	16.67	Minutes of Decisions/resolutions taken in the different statutory bodies, such as, Board of Management, Academic Council, Planning Board, Finance	Fully Met	16.67	Available.

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
					Committee, Building Committee are made available to the University for public access. http://www.tezu.ernet.in/statutory_bodies/minutes-bom.htm http://www.tezu.ernet.in/statutory_bodies/minutes-ac.htm http://www.tezu.ernet.in/statutory_bodies/minutes-pb.htm http://www.tezu.ernet.in/statutory_bodies/minutes-fc.htm			
3.2.2	Publish all relevant facts while formulating important policies or announcing decisions which affect public to make the process more interactive - Outline the Public consultation process	Fully Met	16.67	16.67	The visitor nominates four persons of distinction of academic and public life to the last	Fully Met	16.67	Available.

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
					<p>policy making body of the University. The Vice-chancellor nominates a lady of distinction and public life to the Board of Management</p> <p>The Visitor nominates three persons to the Finance Committee. The Board of Management also nominates three persons to the Finance Committee. Three distinguished academicians are nominated by the Board of Management to the Academic</p>			

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
					<p>Council. Two eminent persons from the field of education or industry are nominated by Board of Management to the Planning Board. The Board of Management nominates two experts to the Building Committee. These experts may be from the members of the Public. It appears from above that, in the policy formulation, Page 16 of 23 members of the public by virtues of their being a</p>			

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
					member of any of the authorities of the University have involvement in policy formulation. http://www.tezu.ernet.in/statutory_bodies/minutes-bom.htm http://www.tezu.ernet.in/statutory_bodies/minutes-ac.htm http://www.tezu.ernet.in/statutory_bodies/minutes-pb.htm http://www.tezu.ernet.in/statutory_bodies/minutes-fc.htm			
3.2.3	Publish all relevant facts while formulating important policies or announcing decisions which affect public to make the process more interactive- Outline the arrangement for consultation before formulation of policy	Fully Met	16.67	16.67	http://www.tezu.ernet.in/statutory_bodies/minutes-bom.htm http://www.tezu.ernet.in/statutory_bodies/minutes-ac.htm http://www.tezu.ernet.in/statutory_bodies/minutes-pb.htm http://www.tezu.ernet.in/statutory_bodies/minutes-fc.htm	Fully Met	16.67	Available.

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
					_bodies/minutes-ac.htm http://www.tezu.ernet.in/statutory_bodies/minutes-pb.htm http://www.tezu.ernet.in/statutory_bodies/minutes-fc.htm http://www.tezu.ernet.in/statutory_bodies/minutes-bom.htm http://www.tezu.ernet.in/statutory_bodies/minutes-ac.htm http://www.tezu.ernet.in/statutory_bodies/minutes-pb.htm http://www.tezu.ernet.in/statutory_bodies/minutes-fc.htm			
3.3	Dissemination of information widely and in such form and manner which is easily accessible to the public [Section 4(3)]							
3.3.1	Use of the most effective means of communication - Internet (website)	Fully Met	50	50.00	Mostly through the University Website and	Fully Met	50.00	Available.

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
					through Social Media Platforms of the University http://www.tezu.ernet.in/ http://www.facebook.com/TezpurUniversity/ https://twitter.com/TezpurUniv			
3.4	Form of accessibility of information manual/ handbook[Section 4(1)(b)]							
3.4.1	Information manual/handbook available in Electronic format	Fully Met	25	25.00	The University Annual Reports, Annual Accounts, Prospectus are available online as well as in Printed format. http://www.tezu.ernet.in/rti/Suo_Moto_Disclosures/Other%20useful%20information.pdf	Fully Met	25.00	Available.
3.4.2	Information manual/handbook available in Printed format	Fully Met	25	25.00	The University Annual Reports, Annual	Fully Met	25.00	Available.

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
					Accounts, Prospectus are available online as well as in Printed format. http://www.tezu.ernet.in/rti/Suo_Moto_Disclosures/Other%20useful%20information.pdf			
3.5	Whether information manual/ handbook available free of cost or not [Section 4(1)(b)]							
3.5.1	List of materials available Free of cost	Fully Met	25	25.00	Since, the documents are available online, it is free of cost. http://www.tezu.ernet.in/rti/Suo_Moto_Disclosures/Other%20useful%20information.pdf	Fully Met	25.00	Available.
3.5.2	List of materials available At a reasonable cost of the medium	Not Applicable	0	0	empty	Not Applicable	0	Not applicable
Total			200	200			200	
4	E-Governance							
4.1	Language in which Information Manual/Handbook Available [F No. 1/6/2011-IR dt. 15.4.2013]							
4.1.1	English	Fully Met	14.29	14.29	Annual Reports and	Fully Met	14.29	Available

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
					Annual Accounts are available in both English and Hindi. Admission Prospectus is in English only http://www.tezu.ernet.in/rti/Suo_Moto_Disclosures/Other%20useful%20information.pdf			
4.1.2	Vernacular/ Local Language	Not Applicable	0	0	empty	Not Applicable	0	TU is advised to prepare their various reports which are currently available in English also in vernacular / local language and upload them. It is not correct to say that this parameter is not available .
4.2	When was the information Manual/Handbook last updated?[F No. 1/6/2011-IR dt 15.4.2013]							
4.2.1	Last date of Annual updation	Fully Met	28.57	28.57	updated every	Fully Met	28.57	Available.

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
					year.			
4.3	Information available in electronic form[Section 4(1)(b)(xiv)]							
4.3.1	Details of information available in electronic form	Fully Met	9.52	9.52	Annual Accounts, Annual Reports, Salary, P. F. Accounts Income Tax/ Examination Results/ Grade card/ Transcript/ Entrance Examination Results Minutes of the meetings of the different statutory bodies, Construction Related Decisions Library Collection/ Issue. http://www.tezu.ernet.in/rti/Suo_Moto_Disclosures/Other%20useful%20informa	Fully Met	9.52	Available.

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
4.3.2	Name/ title of the document/record/ other information	Fully Met	9.52	9.52	tion.pdf Annual Accounts, Annual Reports, Salary, P. F. Accounts Income Tax/ Examination Results/ Grade card/ Transcript/ Entrance Examination Results Minutes of the meetings of the different statutory bodies, Construction Related Decisions Library Collection/ Issue. http://www.tezu.ernet.in/rti/Suo_Moto_Disclosures/Other%20useful%20information.pdf	Fully Met	9.52	Available.

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
4.3.3	Location where available	Fully Met	9.52	9.52	-Maintained on the website http://www.tezu.ernet.in/rti/Suo_Moto_Disclosures/Other%20useful%20information.pdf http://www.tezu.ernet.in/	Fully Met	9.52	Available.
4.4	Particulars of facilities available to citizen for obtaining information[Section 4(1)(b)(xv)]							
4.4.1	Name & location of the faculty	Fully Met	7.14	7.14	The University provides all relevant information through its website. However, one may approach the following officials for obtaining information. About courses offered by the University -Office of Controller of Examinations/TUEE/PRIO/Concerned Department	Fully Met	7.14	Available.

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
					,Admission and admission related -TUEE/Office of Controller of Examinations, Recruitment - Registrar/recruitment cell, Purchase Registrar –JR(GA), Assistant Registrar (Purchase) Construction works - Registrar /University Engineer Financial -Office of the Finance Officer			
4.4.2	Details of information made available	Fully Met	7.14	7.14	http://www.tezu.ernet.in/rti/Suo_Moto_Disclosures/Other%20useful%20information.pdf	Fully Met	7.14	Available.

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
4.4.3	Working hours of the facility	Fully Met	7.14	7.14	The teaching departments and administrative offices of the University function five days a week from Monday to Friday as per Central Government working hour pattern. Normal working hours is 9.00 a.m. to 5.30 p.m. However, the Central Library remains open on all days except the national holidays. (B) Library working hours : - 9.00 a.m. to 12.00 (All days) The Library facility	Partially Met	3.57	Working hours could not be located on the website. It is desire that the information may be uploaded on the website.

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
					(reading only) is Page 19 of 23 available to the members of the public. Any persons may visit the Library with permission of the Librarian and use the reading room facility on all working days.			
4.4.4	Contact person & contact details (Phone, fax email)	Fully Met	7.14	7.14	http://www.tezu.ernet.in/rti/Basic_Information/Directory-Officers-Employees.pdf	Fully Met	7.14	Available.
4.5	Such other information as may be prescribed under Section 4(i) (b)(xvii)							
4.5.1	Grievance redressal mechanism	Fully Met	3.57	3.57	Online Grievance redressal mechanism: http://uit.tezu.ernet.in/Online Grievance-Registration System/index.php	Fully Met	3.57	Available.
4.5.2	Details of applications received under RTI and information provided	Fully Met	3.57	3.57	http://www.tezu.ernet.in/rti/S	Fully Met	3.57	Available.

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
					uo_Moto_Disclosures/RTI%20replies%20date.pdf			
4.5.3	List of completed schemes/ projects/ Programmes	Fully Met	3.57	3.57	http://www.tezu.ernet.in/project_reports/project_completion_reports.htm	Fully Met	3.57	Available.
4.5.4	List of schemes/ projects/ programme underway	Fully Met	3.57	3.57	http://www.tezu.ernet.in/project_reports/project_completion_reports.htm	Not Met	0	Details of undergoing schemes / projects / programme underway could not be found on the website. Only completion reports are available on the website.
4.5.5	Details of all contracts entered into including name of the contractor, amount of contract and period of completion of contract	Fully Met	3.57	3.57	http://www.tezu.ernet.in/rti/Suo_Moto_Disclosures/LIST%20WORK%20ORDERS.pdf	Fully Met	3.57	Available.
4.5.6	Annual Report	Fully Met	3.57	3.57	http://www.tezu.ernet.in/Ann	Fully Met	3.57	Available. Annual report

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
					ual_Reports/annual_reports.htm			of 2020-21 may also be uploaded.
4.5.7	Frequently Asked Question (FAQs)	Fully Met	3.57	3.57	https://cic.gov.in/faq	Not Met	0	Link provided relates to CIC website. Whereas the intention is that TU prepares it own FAQs based on their experience of implemented the RTI Act in the University since 2005.
4.5.8	Any other information such as - (a) Citizen's Charter, (b) Result Framework Document (RFD), (c) Six monthly reports on the , (d) Performance against the benchmarks set in the Citizen's Charter	Fully Met	3.57	3.57	http://www.tezu.ernet.in/notice/RFD-2014-15.pdf	Fully Met	3.57	Available.
4.6	Receipt & Disposal of RTI applications & appeals [F.No 1/6/2011-IR dt. 15.04.2013]							
4.6.1	Details of applications received and disposed	Fully Met	14.29	14.29	http://www.tezu.ernet.in/rti/Suo_Moto_Disclosures/RTI%20replies%20date.pdf	Fully Met	14.29	Available.
4.6.2	Details of appeals received and orders issued	Fully Met	14.29	14.29	http://www.tezu.ernet.in/rti/Suo_Moto_Disc	Not Met	0	Details of appeals received is not

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
					losures/RTI%20replies%20date.pdf			available. Link in parameter 4.6.1 and 4.6.2 is the same. On opening it provides information on RTI application and not on appeals. The same need to be worked out and uploaded.
4.7	Replies to questions asked in the parliament[Section 4(1)(d)(2)]							
4.7.1	Details of questions asked and replies given	Fully Met	28.57	28.57	http://www.tezu.ernet.in/rti/Suo_Moto_Disclosures/Replies%20to%20questions%20asked%20in%20the%20parliament.pdf	Fully Met	28.57	Available.
Total			186	186			161	
5	Information as may be prescribed							
5.1	Such other information as may be prescribed [F.No. 1/2/2016-IR dt. 17.8.2016, F No. 1/6/2011-IR dt. 15.4.2013]							
5.1.1	Name & details of - (a) Current CPIOs & FAAs, (b) Earlier CPIO & FAAs from 1.1.2015	Fully Met	20	20.00	http://www.tezu.ernet.in/rti/Basic_Information/Names_de	Fully Met	20.00	Available.

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
					signation_oth er_particulars _of_Public_Inf ormation.pdf			
5.1.2	Details of third party audit of voluntary disclosure -(a) Dates of audit carried out , (b) Report of the audit carried out	Fully Met	20	20.00	http://www.tez u.ernet.in/rti/T ransparency% 20Audit%20of %20Disclosur es%20Under %20Section% 204%20of%2 0the%20RTI% 20Act%20by %20the%20P ublic%20auth orities.pdfTran sparency-Audi t-of-Disclosure s-Under-Secti on-4-of-the-R TI-Act-by-the- Public-authorit ies.pdf	Not Applicable	0	This is the first third party audit being carried out.
5.1.3	Appointment of Nodal Officers not below the rank of Joint Secretary/ Additional HoD - (a) Date of appointment , (b) Name & Designation of the officers	Not Applicable	0	0	empty	Not Met	0	Not available. As per the DoPT OM of 15th April, 2013 every public authority is require to

[illegible]

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
6.1	Item / information disclosed so that public have minimum resort to use of RTI Act to obtain information							
6.1.1	Item / information disclosed so that public have minimum resort to use of RTI Act to obtain information	Fully Met	25	25.00	All pertinent information is made available on the website so that public can access the information without resorting RTI act http://www.tezu.ernet.in/r ti/Suo_Moto_Disclosures/O ther%20useful %20informatio n.pdf	Fully Met	25.00	Available.
6.2	Guidelines for Indian Government Websites (GIGW) is followed (released in February, 2009 and included in the Central Secretariat Manual of Office Procedures (CSMOP) by Department of Administrative Reforms and Public Grievances, Ministry of Personnel, Publ							
6.2.1	Whether STQC certification obtained and its validity	Partially Met	12.5	6.25	The website is designed in such a way that it closely complies with the STQC norm	Not Met	0	The STQC certification may be obtained and shown on the website.
6.2.2	Does the website show the certificate on the Website?	Not Met	12.5	0	empty	Not Met	0	The STQC certification may be obtained and

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
								shown on the website.
Total			50	31			25	
Grand Total			766	747			635	