



Indian Institute of Management, Bodh Gaya

Suo Moto Disclosures/RTI Manuals

(Updated as on 22.07.2024)

Sr.No.	Details of Disclosure	Organization information
1	Organization and Function	
1.1	Particulars of its Organization, Functions and Duties[Section 4(1)(b)(i)]	
1.1.1	Name and address of the Organization	<p>Indian Institute of Management, Bodh Gaya, Uruvela, Prabandh Vihar, Bodh Gaya – 824234, Gaya (Bihar); India (https://iimbg.ac.in/)</p> <p>The Indian Institutes of Management have been the archetype of management schooling in India since their foundation after our independence in 1947. IIMs are perceived as the most prestigious and elite B-schools in India which lay emphasis on practical experience and critical thinking instead of rote learning and conventional academic schedule. Building on the grand heritage of the IIM brand, IIM Bodh Gaya fosters a culture and curriculum whose sole purpose is to create socially responsible managers and emotionally mature leaders. A dynamic curriculum in consonance with academics and industry experts provides the students with the opportunities to master new skills and explore diverse perspectives. Apart from the conventional classroom setup, IIM Bodh Gaya lays emphasis on practical learning as students partake in case studies, sessions with industry experts, live projects, etc. The institute's thrust on meaningful research is evident through the credentials and accomplishments of its faculty that has publications in ABDC and Scopus listed journals of repute. In a short span of time, IIM Bodh Gaya has strengthened its position in the corporate world, with its students contributing in illustrious business organizations of the country.</p> <p>IIM Bodh Gaya acknowledges the significance of exposure to global standards and contemporary trends for enrichment of its students' learning experience. In order to bring that international exposure and cultural diversity to the campus, the institute has established collaborations with several reputed institutions in France, Venezuela, Russia, Mexico, Italy and S. Korea while discussions are underway with many other international universities across the globe.</p> <p>Historically, the eastern part of the country has been an eminent seat of learning with ancient universities of Nalanda and Vikramshila where learners from all over the world congregated for pursuit of knowledge. Having been recognized as a key Buddhist destination, Bodh Gaya attracts</p>

		millions of tourists every year. An ancient seat of learning that represents one of the prominent paths to enlightenment, Bodh Gaya is home to Mahabodhi Temple, a UNESCO World Heritage Site and several other notable temples and monasteries. Nestled in Bodh Gaya is the iconic 80 ft. statue of Buddha and Indosan Nippon temple that was constructed in 1972 and has a gallery of Japanese art. This land of enlightenment continues to serve as a source of inspiration for IIM Bodh Gaya in its journey to become The Enlightening IIM.
1.1.2	Head of the organization	Prof. (Dr.) Vinita S Sahay, Director (https://iimbg.ac.in/institute/directors-message/)
1.1.3	Vision, Mission and Key objectives	It is available at: https://iimbg.ac.in/institute/our-mission-core-values-and-culture/ ;
1.1.4	Function and duties	It is as per IIM Act, available at: http://iimbg.ac.in/iim-act-and-rules/ ; Main activities/functions of the Institute are comprised of teaching, management development, research, consulting. Its major educational programs are: 1. MBA 2. MBA-DBM 3. MBA-HHM 4. DOCTORAL 5. EMBA 6. MDP Services being provided by the Institute: 1. Teaching (including Executive Education) 2. Research 3. Consulting
1.1.5	Organization Chart	It is available at: https://iimbg.ac.in/wp-content/uploads/2021/08/Organization-Chart-of-IIM-Bodh-Gaya.pdf ;
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.	Earlier Directors: (from 01.01.2015 till date) Prof. Dr. Vinita S Sahay (from Feb.2018 till date) Research & Publication Ethical Committee (https://iimbg.ac.in/rpec/); Purchase Committee, Prevention of Sexual Harassment Committee, Internal Complaint Committee (https://iimbg.ac.in/internal-complaints-committee-icc/), Accreditation Committee, Building Committee, Departmental Promotion Committee, Performance Assessment Committee.
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)	It is available at: https://iwai.nic.in/sites/default/files/Power%20and%20duties.pdf ; http://iwai.nic.in/sites/default/files/7840133883ACTs%20Book-1%20Hindi%20and%20Eng.pdf ;
1.2.2	Power and duties of other employees	
1.2.3	Rules/ orders under which powers and duty are derived and	http://iwai.nic.in/sites/default/files/7840133883ACTs%20Book-1%20Hindi%20and%20Eng.pdf ;
1.2.4	Exercised	Powers and duties are exercised and work allocated as per the order given at: https://iwai.nic.in/sites/default/files/04042024%20Office%20Order%20reg.%20Duties%20and%20responsibilities%20of%20Admin%20%26%20Establishment.pdf ;
1.2.5	Work allocation	

1.3	Procedure followed in Decision Making Process [Section 4(1)(b)(iii)]	
1.3.1	Process of decision making Identify key decision making points	As per the organization chart and delegation of financial powers. The decisions are at different levels mainly at BoGs/Director/HoD. Policy matters are decided at the level of BoGs, Academic Council, and Director. https://iwai.nic.in/sites/default/files/Power%20and%20duties.pdf ; http://iwai.nic.in/sites/default/files/7840133883ACTs%20Book-1%20Hindi%20and%20Eng.pdf ; https://iwai.nic.in/node/89181 ;
1.3.2	Final decision making authority	Director
1.3.3	Related provisions, acts, rules etc.	It is available at: http://iimbg.ac.in/iim-act-and-rules/ ;
1.3.4	Time limit for taking a decisions, if any	Time limit for taking decisions varies from project/programme to project/programme. The routine Correspondence, etc. received from different departments are of time bound nature and disposed of within the given time limit by the institute.
1.3.5	Channel of supervision and accountability	(1) Channel of supervision is as per the Organization Structure of IIM Bodh Gaya. (2) Every employee is accountable towards the duties assigned by the authorities from time to time.
1.4	Norms for discharge of functions[Section 4(1)(b)(iv)]	
1.4.1	Nature of functions/ services offered	The Nature of functions/services offered are given below: • Teaching, • Management • Development • Research • Consultancy
1.4.2	Norms/ standards for functions/ service delivery	It is available at: http://iimbg.ac.in/iim-act-and-rules/ ; Normal procedure as per norms laid by the BoGs/Academic council/Director is followed by the institute while executing various activities/ programme i.e. proposal received from the faculty, departments and students asking for permission for financial assistance/sanction under various schemes, etc. are submitted to the Director for administrative approval and decisions/sanctions/ approvals are implemented.
1.4.3	Process by which these services can be accessed	As per the nature of the services, different approach is there to access these services. Normal procedure as per norms laid by the BoGs/Academic council/Director is followed by the institute while executing various activities/ programme i.e. proposal received from the faculty, departments and students asking for permission for financial assistance/sanction under various schemes, etc. are submitted to the Competent Authority as per DoP for administrative approval and decisions/sanctions/approvals are implemented.
1.4.4	Time-limit for achieving the targets	Targets are achieved as per the Scheduled Plan for every year.
1.4.5	Process of redress of grievances	Grievances are redressed amicably. All aggrieved students, staff and others may approach to the Internal Committee of the institution in the first instance, and if they are not satisfied with the decision of the committee, they may send their appeals to the concerned authority and shall exercise its powers to hear those grievances and ensure its disposal within one month of the receipt of the appeal. It is given at: https://iimbg.ac.in/internal-complaints-committee-icc ;

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.	The institute follows GFR of Govt. of India for all finance/purchase related matters and CCS 10 rules for administrative matter as per decision/amendment by BoGs. Available on the intranet. It is available at: http://iimbg.ac.in/iim-act-and-rules/ ;
1.5.2	List of Rules, regulations, instructions manuals and records.	
1.5.3	Acts/ Rules manuals etc.	
1.5.4	Transfer policy and transfer orders	
1.6	Categories of documents held by the authority under its control[Section 4(1)(b) (vi)]	
1.6.1	Categories of documents	<p>Documents related to Administration & Establishment, Finance, Policies, Projects, DPRs, Tenders, Important Notices/Circulars etc. Each Department/Centre/Section at the institute holds different categories of document relating to the work allocated to them by the competent authority.</p> <p>The documents held by the institute are categorized in terms of the different Department holding them. As such, the documents may be categorized as follows: Director's office Documents; Establishment/Board office Documents; Dean's Office Documents; Academic Documents; Financial Documents; Examination Documents; Library Documents; Engineering (Land & Building) Documents; Purchase Documents; Various Meetings / Committees Documents; Admission Documents; etc.</p> <p>And other documents such as Documents relating to setup of institute; IIM Act, IIM Rules; documents related to regulations as approved by BOG; documents related to BOG agenda & minutes; documents related to accounts such as books of accounts, annual reports, annual accounts, vouchers etc.; documents related to academic activities such as programme manuals, office manuals, faculty manual etc; documents related to HR such as personal files, APAR, HR policies etc. documents related to stores & purchase.</p>
1.6.2	Custodian of documents/categories	Custodians of these documents/categories are the respective Section In charges.
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.	<p>It is available at: https://iimbg.ac.in/institute/board-of-governors; https://iimbg.ac.in/wp-content/uploads/2023/12/All-Committees_Dec2023.pdf;</p> <p>Board of Governors, Academic Council, Program Council, Faculty Council, Purchase Committee, Prevention of Sexual Harassment Committee, Internal Complaints Committee (https://iimbg.ac.in/internal-complaints-committee-icc/), Accreditation Committee, Campus Construction Committee, Performance Assessment Committee.</p>
1.7.2	Composition	The composition is different for all bodies. Members of the Board of Governors of the institute (https://iimbg.ac.in/institute/board-of-governors), Program Council consists of the Program Chairpersons, Chairperson-Placement, Chairperson Admissions and Chairperson

		Student Affairs. Faculty Council comprises of all the Faculty members of the Institute, Academic council consists of all faculty members, accreditation committee consists of selected faculty members, Campus Construction Committee consists of project construction manager, Director and other dealing officers,
1.7.3	Dates from which constituted	
1.7.4	Term/ Tenure	
1.7.5	Powers and functions	IIM, Bodh Gaya is an autonomous body governed by act of Parliament called IIM, Act, 2017 and follows the rules provided under the said act. It is as per IIM Act, available at: http://iimbg.ac.in/iim-act-and-rules/ ;
1.7.6	Whether their meetings are open to the public?	The meetings are open only for members.
1.7.7	Whether the minutes of the meetings are open to the public?	Minutes are not open to public.
1.7.8	Place where the minutes if open to the public are available?	
1.8	Directory of officers and employees[Section 4(1) (b) (ix)]	
1.8.1	Name and designation	It is available at: https://iimbg.ac.in/wp-content/uploads/2023/12/Employee-Directory_Dec2023.pdf ; Faculty Details: https://iimbg.ac.in/faculty-research/faculty/ ;
1.8.2	Telephone, fax and email ID	
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	The monthly remuneration received by each of regular officers and employees is as per 7 th CPC.
1.9.2	System of compensation as provided in its regulations	Employees are entitled for LTC, Leave Encashment, Medical Benefit, Gratuity, Provident Fund, House Building Loan, Vehicle Loan and Pension Benefits, etc.
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	a. Ms. Priyanka Deepak, CPIO and Assistant Administrative Officer (MBA); priyanka@iimbg.ac.in ; b. Dr. Madan Lal Yadav, FAA and Assistant Professor; madan.l@iimbg.ac.in ;
1.10.2	Address, telephone numbers & email ID of each designated official.	
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	Not Available
1.11.2	(ii) Finalized for Minor penalty or major penalty proceedings	
1.12	Programmes to advance understanding of RTI(Section 26)	
1.12.1	Educational programmes	There is RTI Cell at IIM Bodh Gaya. The organization organizes RTI Awareness Programmes. Last year, the CPIO arranged one Session on RTI on 04.03.2024.

1.12.2	Efforts to encourage public authority to participate in these programmes	IIM Bodh Gaya issues circulars/emails to employees for participating in the RTI programmes. The Circulars and Notifications received from Central Information Commission from time to time are shared and made available to the employees.
1.12.3	Training of CPIO/APIO	
1.12.4	Update & publish guidelines on RTI by the Public Authorities concerned	IIM Bodh Gaya updates & published Guidelines on RTI on regular intervals and it was last updated in the website on 26.07.2024
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]	Since IIM, Bodh Gaya is an autonomous body, none of the non-teaching staff has been transferred.
2	Budget and Programme	
2.1	Budget allocated to each agency including all plans, proposed expenditure and reports on disbursements made etc.[Section4(1)(b)(xi)]	
2.1.1	Total Budget for the public authority	
2.1.2	Budget for each agency and plan & programmes	The budget is proposed by the HoD/Section Incharge based on their requirement which is then evaluated by the institute level committee and finally submitted to Finance Committee and BoGs for consideration and approval. The activities approved by the BoGs are carried out and budget allocated for activities are utilized by the department.
2.1.3	Proposed expenditures	
2.1.4	Revised budget for each agency, if any	
2.1.5	Report on disbursements made and place where the related reports are available	It is available at: https://iimbg.ac.in/annual-reports/;
2.2	Foreign and domestic tours(F.No. 1/8/2012- IR dt. 11.9.2012)	
2.2.1	Budget	There is no separate Budget for Foreign and domestic tours. It is met out of General Budget as detailed under 2.1.1 above.
2.2.2	Foreign and domestic Tours by ministries and officials of the rank of Joint Secretary to the Govt. 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.	Institute provides a Car with driver to the Hon'ble Director as per the provisions of institute norms or TA. The Officers of the institute may use institute vehicles upon the approval of competent authority for official travel purposes.
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,	https://iimbg.ac.in/category/tenders/;

	(d) Therate/ rates and the total amount at which such procurement or workscontract is to be executed.	
2.3	Manner of execution of subsidy programme [Section 4(i)(b)(xii)]	
2.3.1	Name of the programme of activity	Not Applicable as IIM Bodh Gaya does not offer Subsidy Programme
2.3.2	Objective of the programme	
2.3.3	Procedure to avail benefits	
2.3.4	Duration of the programme/ scheme	
2.3.5	Physical and financial targets of the programme	
2.3.6	Nature/ scale of subsidy /amount allotted	
2.3.7	Eligibility criteria for grant of subsidy	
2.3.8	Details of beneficiaries of subsidy programme (number, profile etc.)	
2.4	Discretionary and non-discretionary grants [F. No. 1/6/2011-IR dt. 15.04.2013]	
2.4.1	Discretionary and non-discretionary grants/ allocations to State Govt./ NGOs/other institutions	Not Applicable as IIM Bodh Gaya does not allocate any Discretionary and non-discretionary grants/State Govt./ NGOs/other institutions
2.4.2	Annual accounts of all legal entities who are provided grants by public authorities	
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 as IIM Bodh Gaya does not provide Concessions, permits or authorizations. IIM Bodh Gaya is a premier educational institute and as such it does not grant any concessions, permits or authorizations
2.5.2	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 recipients given concessions/ permits or authorizations, (d) Date of award of concessions/ permits of authorizations	
2.6	CAG & PAC paras [F No. 1/6/2011- IR dt. 15.4.2013]	
2.6.1	CAG and PAC paras and the action taken reports (ATRs) after these have been laid on the table of both houses of the parliament.	
3.	Publicity Band Public Interface	
3.1	Particulars for any arrangement for consultation with or representation by the members of the public in relation to the formulation of policy or implementation thereof [Section 4(1)(b)(vii)] [F No 1/6/2011-IR dt. 15.04.2013]	
3.1.1	Relevant Acts, Rules, Forms and other documents which are	http://iimbg.ac.in/iim-act-and-rules/ ; https://iimbg.ac.in/policy_manuals/ ; https://iimbg.ac.in/category/pr-

	normally accessed by citizens	events/events/annual-events/;
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	a. Available on appointment systems by intimation of concerned official, b) 0900hrs to 1730hrs from Monday to Friday, c) through RTI portal of Government of India or at email id of the institute: director_office@iimbg.ac.in . (https://iimbg.ac.in/right-to-information/) or to CPIO of the institute: cpio@iimbg.ac.in
3.1.3	Public- private partnerships (PPP)- Details of Special Purpose Vehicle (SPV), if any	Not Applicable
3.1.4	Public- private partnerships (PPP)- Detailed project reports (DPRs)	
3.1.5	Public- private partnerships (PPP)- Concession agreements	
3.1.6	Public- private partnerships (PPP)- Operation and maintenance manuals	
3.1.7	Public- private partnerships (PPP) - Other documents generated as part of the implementation of the PPP	
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	
3.1.9	Public- private partnerships (PPP) - Information relating to outputs and Outcomes	
3.1.10	Public- private partnerships (PPP) - The process of the selection of the private sector party (concessionaire etc)	
3.1.11	Public- private partnerships (PPP) - All payment made under the PPP Project	
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	http://iimbg.ac.in/iim-act-and-rules/; https://iimbg.ac.in/annual-reports/; https://iimbg.ac.in/policy_manuals/; IIMBG Innovative & Startup Policy) https://iimbg.ac.in/wp-content/uploads/2022/07/NISP-IIM-Bodhgaya-V.pdf);
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	IIMBG HR Policy (http://iimbg.ac.in/iim-act-and-rules/); https://iimbg.ac.in/institute/iimbg-journal/ ; https://iimbg.ac.in/category/pr-events/events/annual-events/ ;
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	
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)	Website of IIM Bodh Gaya: https://iimbg.ac.in/
3.4	Form of accessibility of information manual/ handbook[Section 4(1)(b)]	
3.4.1	Information manual/handbook available in Electronic format	Yes, it is available in the website of https://iimbg.ac.in/ (https://iimbg.ac.in/ ;))
3.4.2	Information manual/handbook available in Printed format	Yes, the printed format of Information manual/handbook is available in the office of CPIO/APIO
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	http://iimbg.ac.in/iim-act-and-rules/ ; https://iimbg.ac.in/policy_manuals/ ; https://iimbg.ac.in/category/pr-events/events/annual-events/ ; IIMBG Innovative & Startup Policy) https://iimbg.ac.in/wp-content/uploads/2022/07/NISP-IIM-Bodhgaya-V.pdf); IIMBG HR Policy (http://iimbg.ac.in/iim-act-and-rules/); https://iimbg.ac.in/institute/iimbg-journal/ ; Annual Reports (https://iimbg.ac.in/annual-reports/); The Softcopy of Annual Report, Finance Report, RTI Information Manual, Important Notifications, Details of Faculty & Staff, IIM Act & Rules and other manuals can be downloaded free of cost from the institute's website.
3.5.2	List of materials available At a reasonable cost of the medium	The certified copy of the above listed material can be obtained by citizen by paying reasonable fee as per RTI Act, 2005.
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	Yes, it is uploaded in the website
4.1.2	Vernacular/ Local Language	The institute has initiated to provide Information Manual/Handbook in Hindi and will be uploaded soon
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	26.07.2024
4.3	Information available in electronic form[Section 4(1)(b)(xiv)]	
4.3.1	Details of information available in electronic form	Detail of Information is made available under 3.5.1 above. The information can be accessed at the company's website: https://iimbg.ac.in/
4.3.2	Name/ title of the document/record/ other information	
4.3.3	Location where available	
4.4	Particulars of facilities available to citizen for obtaining information[Section 4(1)(b)(xv)]	
4.4.1	Name & location of the facility	There is RTI Cell at the IIM Bodh Gaya
4.4.2	Details of information made available	As listed under 3.5.1 above; Interested people can visit the website for desired information. If the required information is not available on the website they can send email to CPIO at email id pio@moil.nic.in seeking the required information as per RTI Act, 2005. If the required information is available, same shall be provided within prescribed time as per act. Any citizen of India who desires to obtain any information under the Right to

		Information Act, 2005 (Act) may make a request preferably in the application format in writing or through electronic means to the Public Information Officer/Assistant Public Information Officer.
4.4.2	Working hours of the facility	9.30AM to 5.30PM
4.4.3	Contact person & contact details (Phone, fax email)	Ms. Priyanka Deepak, CPIO and Assistant Administrative Officer (MBA); cpio@iimbg.ac.in
4.5	Such other information as may be prescribed under Section 4(i) (b)(xvii)	
4.5.1	Grievance Redressal Mechanism	Grievances are redressed amicably. All aggrieved students, staff and others may approach to the Internal Committee of the institution in the first instance, and if they are not satisfied with the decision of the committee, they may send their appeals to the concerned authority and shall exercise its powers to hear those grievances and ensure its disposal within one month of the receipt of the appeal. It is given at: https://iimbg.ac.in/internal-complaints-committee-icc;
4.5.2	Details of all contracts entered into including name of the contractor, amount of contract and period of completion of contract	https://iimbg.ac.in/category/tenders/ ; IIM Bodh Gaya is procuring most of the services, goods from Government e Marketplace (GeM) and Central Public Procurement Portal (CPPP) which is publicly accessible to all the individuals.
4.5.3	Annual Report	It is available at: https://iimbg.ac.in/annual-reports/ ;
4.5.4	Frequently Asked Question (FAQs)	Annexure – I
4.5.5	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	A Citizens' Charter represents the commitment of the institute towards standard, quality and time frame of service delivery, grievance redress mechanism, transparency and accountability. As such the key components of a meaningful Citizen's Charter are clear statement of Vision and Mission Statements, Programmes and Activities, Client Groups/Stakeholders, Specification of Time Frame for each service being rendered by the institute.
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	Not Available
4.6.2	Details of appeals received and orders issued	
4.7	Replies to questions asked in the parliament[Section 4(1)(d)(2)]	
4.7.1	Details of questions asked and replies given	Not Available
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	Current CPIO & FAA: a. Ms. Priyanka Deepak, CPIO and Assistant Administrative Officer (MBA); cpio@iimbg.ac.in b. Dr. Madan Lal Yadav, FAA and Assistant Professor; faarti@iimbg.ac.in ; Earlier FAA: Dr. Pooran Mal Gupta
5.1.2	Details of third party audit of voluntary disclosure -(a) Dates of audit carried out , (b) Report of the audit carried out	Third Party Audit of IIM Bodh Gaya is being carried out for the first time for the year 2023-24

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	
5.1.4	Consultancy committee of key stakeholders for advice on suo-motu disclosure - (a) Dates from which constituted, (b) Name & Designation of the officers	Dr. Madan Lal Yadav, FAA and Assistant Professor; faarti@iimbg.ac.in Ms. Priyanka Deepak, CPIO and Assistant Administrative Officer (MBA); cpio@iimbg.ac.in Mr. Abhijeet Singh- Nodal Officer and Assistant Administrative Officer (Administration); nrti@iimbg.ac.in
5.1.5	Committee of PIOs/FAAs with rich experience in RTI to identify frequently sought information under RTI - (a) Dates from which constituted, (b) Name & Designation of the Officers	Dr. Madan Lal Yadav, FAA and Assistant Professor; faarti@iimbg.ac.in Ms. Priyanka Deepak, CPIO and Assistant Administrative Officer (MBA); cpio@iimbg.ac.in Mr. Abhijeet Singh- Nodal Officer and Assistant Administrative Officer (Administration); nrti@iimbg.ac.in
6	Information Disclosed on own Initiative	
6.1	Item / information disclosed so that public have minimum resort to use of RTI Act to obtain information	
6.1.1	Item / information disclosed so that public have minimum resort to use of RTI Act to obtain information	Item / information, is disclosed in the website of IWAI, Noida which is updated on regular intervals (https://iimbg.ac.in/)
6.2	Guidelines for Indian Government Websites (GIGW) is followed (released in February, 2009 and included in the Central Secretariat Manual of Office Procedures (CSMOP) by Department of Administrative Reforms and Public Grievances, Ministry of Personnel, Public Grievances & Pensions	
6.2.1	Whether STQC certification obtained and its validity	Not yet obtained
6.2.2	Does the website show the certificate on the Website?	Same as above

Indian Institute of Management, Bodh Gaya

FREQUENTLY ASKED QUESTIONS (FAQs) ON RTI

Q.1. What is Information?

Information is any material in any form. It includes records, documents, memos, e-mails, opinions, advices, press releases, circulars, orders, logbooks, contracts, reports, papers, samples, models, data material held in any electronic form. It also includes information relating to any private body which can be accessed by the public authority under any law for the time being in force.

Q.2. What is a Public Authority?

A "public authority" is any authority or body or institution of self government established or constituted by or under the Constitution; or by any other law made by the Parliament or a State Legislature; or by notification issued or order made by the Central Government or a State Government. The bodies owned, controlled or substantially financed by the Central Government or a State Government and non-Government organizations substantially financed by the Central Government or a State Government also fall within the definition of public authority. The financing of the body or the NGO by the Government may be direct or indirect.

Q.3 What is a Public Information Officer?

Public authorities have designated some of its officers as Public Information Officer. They are responsible to give information to a person who seeks information under the RTI Act.

Q.4. What is the Fee for Seeking Information from Central Government Public Authorities?

A person who desires to seek some information from a Central Government Public Authority is required to send, along with the application, a demand draft or a banker's cheque or an Indian Postal Order of Rs.10/- (Rupees ten), payable to the Accounts Officer of the public authority as fee prescribed for seeking information. The payment of fee can also be made by way of cash to the Accounts Officer of the public authority or to the Assistant Public Information Officer against proper receipt. However, the RTI Fee and the mode of payment may vary as under Section 27 and Section 28, of the RTI Act, 2005 the appropriate Government and the competent authority, respectively, by notification in the Official Gazette, make rules to carry out the provisions of this Act.

Q.5. What is the Fee for the BPL applicant for Seeking Information?

If the applicant belongs to below poverty line (BPL) category, he is not required to pay any fee. However, he should submit a proof in support of his claim to belong to the below poverty line.

Q.6. Is there any specific Format of Application?

There is no prescribed format of application for seeking information. The application can be made on plain paper. The application should, however, have the name and complete postal address of the applicant.

Q.7. Is it required to give any reason for seeking information?

The information seeker is not required to give reasons for seeking information.

Q.8. Is there any provision for exemption from Disclosure of Information?

Sub-section (1) of section 8 and section 9 of the Act enumerate the types of information which is exempt from disclosure. Sub-section (2) of section 8, however, provides that information exempted under sub-section 3 (1) or exempted under the Official Secrets Act, 1923 can be disclosed if public interest in disclosure overweighs the harm to the protected interest.

Q.9. Is there any assistance available to the Applicant for filing RTI application?

If a person is unable to make a request in writing, he may seek the help of the Public Information Officer to write his application and the Public Information Officer should render him reasonable assistance. Where a decision is taken to give access to a sensorily disabled person to any document, the Public Information Officer, shall provide such assistance to the person as may be appropriate for inspection.

Q.10. What is the Time Period for Supply of Information?

In normal course, information to an applicant shall be supplied within 30 days from the receipt of application by the public authority. If information sought concerns the life or liberty of a person, it shall be supplied within 48 hours. In case the application is sent through the Assistant Public Information Officer or it is sent to a wrong public authority, five days shall be added to the period of thirty days or 48 hours, as the case may be.

Q.11. Is there any provision of Appeal under the RTI Act?

If an applicant is not supplied information within the prescribed time of thirty days or 48 hours, as the case may be, or is not satisfied with the information furnished to him, he may prefer an appeal to the first appellate authority who is an officer senior in rank to the Public Information Officer. Such an appeal, should be filed within a period of thirty days from the date on which the limit of 30 days of supply of information is expired or from the date on which the information or decision of the Public Information Officer is received. The appellate authority of the public authority shall dispose of the appeal within a period of thirty days or in exceptional cases within 45 days of the receipt of the appeal.

Q.12. Is there any scope for second appeal under the RTI Act?

If the first appellate authority fails to pass an order on the appeal within the prescribed period or if the appellant is not satisfied with the order of the first appellate authority, he may prefer a second appeal with the Central Information Commission within ninety days from the date on which the decision should have been made by the first appellate authority or was actually received by the appellant.

Q.13. Whether Complaints can be made under this Act? If yes, under what conditions?

If any person is unable to submit a request to a Public Information Officer either by reason that such an officer has not been appointed by the concerned public authority; or the Public Information Officer has refused to accept his or her application or appeal for forwarding the same to the appellate authority, as the case may be; or he has been refused access to any information requested by him under the RTI Act; or he has not been given a response to a request for information within the time limit specified in the Act; or he has been required to pay an amount of fee which he considers unreasonable; or he believes that he has been given

incomplete, misleading or false information, he can make a complaint to the Information Commission.

Q.14. What is Third Party Information?

Third party in relation to the Act means a person other than the citizen who has made request for information. The definition of third party includes a public authority other than the public authority to whom the request has been made.

Q.15. What is the Method of Seeking Information?

A citizen who desires to obtain any information under the Act, should make an application to the Public Information Officer of the concerned public authority in writing in English or Hindi or in the official language of the area in which the application is made. The application should be precise and specific. He should make payment of application fee at the time of submitting the application as prescribed in the Fee Rules.

Q.16. Is there any organization(s) exempt from providing information under RTI Act?

Yes, certain intelligence and security organizations specified in the Second Schedule, are exempted from providing information excepting the information pertaining to the allegations of corruption and human rights violations. Courtesy – Guide on Right to Information Act, 2005 issued by the department of personnel and training Ministry of Personnel, Public Grievances and Pension Government of India.

