

## 1. Organization and Function (Year 2019-20)

Sr. No.	Details of disclosure	
1.1	Particulars of its organizations, function and duties [Section4(1)(b)(i)]	
1.1.1	Name & Address of the Organization	Indian institute of Information Technology- Surat, SVNIT Campus, Ichchhanath, Surat, Gujarat-395007
1.1.2	Head of the Organization	Director: Prof. J. S. Bhat
1.1.3	<p>Mission : Imparting preeminent knowledge in the field of Information Technology to younger generations so that they can serve the Society and Nation through evolving excellence in technology and innovations.</p> <p>Vision: To develop a globally competitive Centre of Excellence in the field of Computer Science and Technology to inspire the younger generation of Engineers to realize the 'Make in India' dream a reality.</p> <p>Key Objectives : Enrich the upcoming young engineers with contemporary knowledge of Computer Science and Engineering and Electronics and Communication Engineering.</p> <ul style="list-style-type: none"> <li>• Evolve seamless acquaintance in various technical fields through innovation and research.</li> <li>• Cultivate the effective communication skill for establishing upbeat interaction to inspire leadership qualities in young Engineers.</li> <li>• Setting up excellent facility and create environment for advanced studies in Science and Technology for fostering the innovative ideas linked with globally competitive areas of research.</li> <li>• Nurture lifelong learning practices, ethical and human values in youngsters.</li> <li>• Conduct campus outreach programmes for facilitating solutions to practical problems in small scale industries and other occupations including agriculture.</li> </ul>	
1.1.4	Function & Duties	As per Act and Statute of IIIT Surat
1.1.5	Organization Chart	<a href="http://iiitsurat.ac.in/administration.html">http://iiitsurat.ac.in/administration.html</a>
1.2	The powers and duties of its officers and employees	As per Act and Statute of IIIT-Surat
1.3	Procedure followed in the decision making process, including channels of supervision and accountability	<ul style="list-style-type: none"> <li>• As per Act and Statute of IIT-Surat</li> <li>• Organization Chart</li> </ul>
1.4	Norms set by it for the discharge of its functions;	The norms set by the MHRD, Govt. Of India and Board of Governors are used for discharge of administrative functions of the Institute. However, all the norms and standards for all academic programmes are finally considered by the Senate.
1.5	The rules, regulations, instructions, manuals and records, held by it or under its control or used by its employees for discharging its functions	<ul style="list-style-type: none"> <li>• IIIT ACT 2017</li> <li>• Statues of IIIT-Surat</li> <li>• General Financial Rule 2017</li> </ul>

		<ul style="list-style-type: none"> <li>• Further Government of India Guidelines/ Norms/ Orders/ Procedures issued from time to time.</li> </ul>
1.6	Categories of documents that are held by it or under its control	<ul style="list-style-type: none"> <li>• Administrative Office Orders/ Decisions and Guidelines as approved by Governing Body</li> </ul>
1.7	Boards, councils, committees and other bodies constituted as part of the public authority	<ul style="list-style-type: none"> <li>• Following are the Main Statutory Committees/ Governing bodies of the Institute: <ul style="list-style-type: none"> <li>• Board of Governors</li> <li>• Finance Committee</li> <li>• Senate</li> </ul> </li> </ul>
1.8	Directory of its officers and employees	<ul style="list-style-type: none"> <li>• Institute Telephone Directory</li> </ul>
1.9	The monthly remuneration received by each of its officers and employees, including the system of compensation as provided in its regulations;	<ul style="list-style-type: none"> <li>• Provided in Monthly Remuneration</li> </ul>
1.10	Budget allocated to each of its agency, indicating the particulars of all plans, proposed expenditures and reports on disbursements made;	<ul style="list-style-type: none"> <li>• Provided in the Annual Reports</li> </ul>
1.11	The manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programmes;	<ul style="list-style-type: none"> <li>• No Such Programme Exists</li> </ul>
1.12	Particulars of recipients of concessions, permits or authorizations granted by it	<ul style="list-style-type: none"> <li>• Not applicable</li> </ul>
1.13	Details in respect of the information, available to or held by it reduces in an electronic form;	<ul style="list-style-type: none"> <li>• Website</li> </ul>
1.14	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;	<ul style="list-style-type: none"> <li>• Library is not available for public use.</li> </ul>
1.15	The name, designation and other particulars of the Public Information Officers	<p>Sri B.J. Savani Deputy Registrar IIIT Surat Phone: +91 (261) 2204322 E-mail: rti@iiitsurat.ac.in</p>
1.16	No. of employees against whom Disciplinary action has been proposed / taken	None
1.17	Such other information as may be prescribed; and thereafter update these publications every year	<ul style="list-style-type: none"> <li>• Website</li> </ul>

## 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)]

Financial year	Scheme	Component	Grant-in-aid received	Budget estimated
2018-19	Setting up of IITs in PPP mode	OH-31	2.00 cr	98 lakh
		OH-35	3.00 cr	50 lakh
2019-20		OH-31	33 lakh	2.13 cr
OH-35		1 cr.	2.22 cr	

## 3. Publicity and Public Interface

- Website of the Institute: [www.iiitsurat.ac.in](http://www.iiitsurat.ac.in)
- Facebook: <https://www.facebook.com/iiitsuratofficial>
- Twitter: <https://twitter.com/IIITSurat>

## 4. E-Governance:

- ERP solution being implemented
- Examination data processing package are being used

## 5. Information as may be prescribed

- Nothing is prescribed.

## 6. Information disclosed on own initiative

- Minutes of the meeting of the Governing body
- Minutes of the meeting of Senate

---0---