

**Self appraisal report for Year (2022-23)**

**Auditor Agency: K. K. Jain(NITTTR, Bhopal)**

**Ministry Name: Ministry of Education**

**Department Name: Department of Higher Education**

**Public Authority Name: School of Planning and Architecture (SPA), Bhopal**

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
<b>1</b>	<b>Organisation and Function</b>							
<b>1.1</b>	<b>Particulars of its organisation, functions and duties[Section 4(1)(b)(i)]</b>							
1.1.1	Name and address of the Organization	Fully Met	1.28	1.28	<a href="https://spabhopal.ac.in/contact_us.aspx">https://spabhopal.ac.in/contact_us.aspx</a>	Fully Met	1.28	Sought information available
1.1.2	Head of the organization	Fully Met	1.28	1.28	<a href="https://spabhopal.ac.in/Director.aspx">https://spabhopal.ac.in/Director.aspx</a>	Fully Met	1.28	Sought information available
1.1.3	Vision, Mission and Key objectives	Fully Met	1.28	1.28	<a href="https://spabhopal.ac.in/institute.aspx">https://spabhopal.ac.in/institute.aspx</a>	Fully Met	1.28	Sought information available
1.1.4	Function and duties	Fully Met	1.28	1.28	As per SPA Act 2014 and Statutes <a href="https://spabhopal.ac.in/SPA_act.aspx">https://spabhopal.ac.in/SPA_act.aspx</a> <a href="https://www.spab.ac.in/pdf/Statutes%20of%20SPA%20Bhopal.pdf">https://www.spab.ac.in/pdf/Statutes%20of%20SPA%20Bhopal.pdf</a>	Fully Met	1.28	Sought information available

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
1.1.5	Organization Chart	Not Met	1.28	0	empty	Fully Met	1.28	Sought 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	As per SPA Act 2014 and Statutes <a href="https://spabhopal.ac.in/SPA_act.aspx">https://spabhopal.ac.in/SPA_act.aspx</a> <a href="https://www.spab.ac.in/pdf/Statutes%20of%20SPA%20Bhopal.pdf">https://www.spab.ac.in/pdf/Statutes%20of%20SPA%20Bhopal.pdf</a>	Partially Met	0.64	Need to provide details
<b>1.2</b>	<b>Power and duties of its officers and employees[Section 4(1) (b)(ii)]</b>							
1.2.1	Powers and duties of officers (administrative, financial and judicial)	Fully Met	1.54	1.54	As per SPA Act 2014 and Statutes <a href="https://spabhopal.ac.in/SPA_act.aspx">https://spabhopal.ac.in/SPA_act.aspx</a> <a href="https://www.spab.ac.in/pdf/Statutes%20of%20SPA%20Bhopal.pdf">https://www.spab.ac.in/pdf/Statutes%20of%20SPA%20Bhopal.pdf</a>	Fully Met	1.54	Sought information available
1.2.2	Power and duties of other employees	Fully Met	1.54	1.54	As per SPA Act 2014 and Statutes <a href="https://spabhopal.ac.in/SPA_act.aspx">https://spabhopal.ac.in/SPA_act.aspx</a> <a href="https://www.spab.ac.in/pdf/Statutes%20of%20SPA%20Bhopal.pdf">https://www.spab.ac.in/pdf/Statutes%20of%20SPA%20Bhopal.pdf</a>	Fully Met	1.54	Sought information available

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
					ww.spab.ac.in/pdf/Statutes%20of%20SPA%20Bhopal.pdf			
1.2.3	Rules/ orders under which powers and duty are derived and	Fully Met	1.54	1.54	As per SPA Act 2014 and Statutes https://spabhopal.a c.in/SPA_act.aspx https://w ww.spab.ac.in /pdf/Statutes %20of%20SPA%20Bhopal.pdf	Fully Met	1.54	Sought information available
1.2.4	Exercised	Fully Met	1.54	1.54	As per SPA Act 2014 and Statutes https://spabhopal.a c.in/SPA_act.aspx https://w ww.spab.ac.in /pdf/Statutes %20of%20SPA%20Bhopal.pdf	Partially Met	0.77	Need to provide details
1.2.5	Work allocation	Fully Met	1.54	1.54	As per SPA Act 2014 and Statutes https://spabhopal.a c.in/SPA_act.	Partially Met	0.77	Need to provide details

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
					aspx <a href="https://www.spab.ac.in/pdf/Statutes%20of%20SPA%20Bhopal.pdf">https://www.spab.ac.in/pdf/Statutes%20of%20SPA%20Bhopal.pdf</a>			
<b>1.3</b>	<b>Procedure followed in decision making process [Section 4(1)(b)(iii)]</b>							
1.3.1	Process of decision making Identify key decision making points	Fully Met	1.54	1.54	As per SPA Act 2014 and Statutes <a href="https://spabhopal.ac.in/SPA_act.aspx">https://spabhopal.ac.in/SPA_act.aspx</a> <a href="https://www.spab.ac.in/pdf/Statutes%20of%20SPA%20Bhopal.pdf">https://www.spab.ac.in/pdf/Statutes%20of%20SPA%20Bhopal.pdf</a>	Fully Met	1.54	Sought information available
1.3.2	Final decision making authority	Fully Met	1.54	1.54	As per SPA Act 2014 and Statutes <a href="https://spabhopal.ac.in/SPA_act.aspx">https://spabhopal.ac.in/SPA_act.aspx</a> <a href="https://www.spab.ac.in/pdf/Statutes%20of%20SPA%20Bhopal.pdf">https://www.spab.ac.in/pdf/Statutes%20of%20SPA%20Bhopal.pdf</a>	Fully Met	1.54	Sought information available
1.3.3	Related provisions, acts, rules etc.	Fully Met	1.54	1.54	As per SPA Act 2014 and Statutes <a href="https://www.spab.ac.in/pdf/Statutes%20of%20SPA%20Bhopal.pdf">https://www.spab.ac.in/pdf/Statutes%20of%20SPA%20Bhopal.pdf</a>	Fully Met	1.54	Sought information available

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
					//spabhopal.a c.in/SPA_act. aspx https://w ww.spab.ac.in /pdf/Statutes %20of%20SP A%20Bhopal. pdf			
1.3.4	Time limit for taking a decisions, if any	Fully Met	1.54	1.54	As per SPA Act 2014 and Statutes https: //spabhopal.a c.in/SPA_act. aspx https://w ww.spab.ac.in /pdf/Statutes %20of%20SP A%20Bhopal. pdf	Not Met	0	Information not provided
1.3.5	Channel of supervision and accountability	Fully Met	1.54	1.54	As per SPA Act 2014 and Statutes https: //spabhopal.a c.in/SPA_act. aspx https://w ww.spab.ac.in /pdf/Statutes %20of%20SP A%20Bhopal. pdf	Fully Met	1.54	Sought information available
<b>1.4</b>	<b>Norms for discharge of functions[Section 4(1)(b)(iv)]</b>							
1.4.1	Nature of functions/ services offered	Fully Met	1.54	1.54	As per SPA	Fully Met	1.54	Sought

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL information available
					Act 2014 and Statutes <a href="https://spabhopal.ac.in/SPA_act.aspx">https://spabhopal.ac.in/SPA_act.aspx</a> <a href="https://www.spab.ac.in/pdf/Statutes%20of%20SPA%20Bhopal.pdf">https://www.spab.ac.in/pdf/Statutes%20of%20SPA%20Bhopal.pdf</a>			
1.4.2	Norms/ standards for functions/ service delivery	Fully Met	1.54	1.54	As per SPA Act 2014 and Statutes <a href="https://spabhopal.ac.in/SPA_act.aspx">https://spabhopal.ac.in/SPA_act.aspx</a> <a href="https://www.spab.ac.in/pdf/Statutes%20of%20SPA%20Bhopal.pdf">https://www.spab.ac.in/pdf/Statutes%20of%20SPA%20Bhopal.pdf</a>	Fully Met	1.54	Sought information available
1.4.3	Process by which these services can be accessed	Fully Met	1.54	1.54	As per SPA Act 2014 and Statutes <a href="https://spabhopal.ac.in/SPA_act.aspx">https://spabhopal.ac.in/SPA_act.aspx</a> <a href="https://www.spab.ac.in/pdf/Statutes%20of%20SPA%20Bhopal.pdf">https://www.spab.ac.in/pdf/Statutes%20of%20SPA%20Bhopal.pdf</a>	Fully Met	1.54	Sought information available

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
1.4.4	Time-limit for achieving the targets	Fully Met	1.54	1.54	As per SPA Act 2014 and Statutes <a href="https://spabhopal.ac.in/SPA_act.aspx">https://spabhopal.ac.in/SPA_act.aspx</a> <a href="https://www.spab.ac.in/pdf/Statutes%20of%20SPA%20Bhopal.pdf">https://www.spab.ac.in/pdf/Statutes%20of%20SPA%20Bhopal.pdf</a>	Not Met	0	Information not provided
1.4.5	Process of redress of grievances	Fully Met	1.54	1.54	As per SPA Act 2014 and Statutes <a href="https://spabhopal.ac.in/SPA_act.aspx">https://spabhopal.ac.in/SPA_act.aspx</a> <a href="https://www.spab.ac.in/pdf/Statutes%20of%20SPA%20Bhopal.pdf">https://www.spab.ac.in/pdf/Statutes%20of%20SPA%20Bhopal.pdf</a>	Fully Met	1.54	Sought information available
<b>1.5</b>	<b>Rules, regulations, instructions manual and records for discharging functions[Section 4(1)(b)(v)]</b>							
1.5.1	Title and nature of the record/ manual /instruction.	Fully Met	1.92	1.92	<a href="https://spabhopal.ac.in/manuals.aspx">https://spabhopal.ac.in/manuals.aspx</a>	Fully Met	1.92	Information Available
1.5.2	List of Rules, regulations, instructions manuals and records.	Fully Met	1.92	1.92	<a href="https://spabhopal.ac.in/manuals.aspx">https://spabhopal.ac.in/manuals.aspx</a>	Fully Met	1.92	Information Available
1.5.3	Acts/ Rules manuals etc.	Fully Met	1.92	1.92	<a href="https://spabhopal.ac.in/manuals.aspx">https://spabhopal.ac.in/manuals.aspx</a>	Fully Met	1.92	Information Available

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
1.5.4	Transfer policy and transfer orders	Fully Met	1.92	1.92	<a href="https://spabhopal.ac.in/OfficeOrder.aspx">https://spabhopal.ac.in/OfficeOrder.aspx</a>	Partially Met	0.96	Internal order uploaded .
<b>1.6</b>	<b>Categories of documents held by the authority under its control[Section 4(1)(b) (vi)]</b>							
1.6.1	Categories of documents	Fully Met	3.85	3.85	Available in respective Departments	Fully Met	3.85	documents available
1.6.2	Custodian of documents/categories	Fully Met	3.85	3.85	Respective departments	Fully Met	3.85	details available
<b>1.7</b>	<b>Boards, Councils, Committees and other Bodies constituted as part of the Public Authority [Section 4(1)(b)(viii)]</b>							
1.7.1	Name of Boards, Council, Committee etc.	Fully Met	0.96	0.96	Following are the Main Committees / Governing body of the Institute : Board of Governors Senate Finance Committee Building and Works Committee Internal Complaints Committee Selection Committees ( <a href="http://spabhopal.ac.in/Governance.aspx">http://spabhopal.ac.in/Governance.aspx</a> )	Fully Met	0.96	details available



Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
1.7.2	Composition	Fully Met	0.96	0.96	Following are the Main Committees / Governing body of the Institute : Board of Governors Senate Finance Committee Building and Works Committee Internal Complaints Committee Selection Committees ( <a href="http://spabhopal.ac.in/Governance.aspx">http://spabhopal.ac.in/Governance.aspx</a> )	Fully Met	0.96	details available
1.7.3	Dates from which constituted	Fully Met	0.96	0.96	After enactment of SPA Act, 2014	Fully Met	0.96	details available
1.7.4	Term/ Tenure	Fully Met	0.96	0.96	As per SPA Act, 2014	Fully Met	0.96	details available
1.7.5	Powers and functions	Fully Met	0.96	0.96	As per SPA Act 2014 and Statutes <a href="https://spabhopal.a">https://spabhopal.a</a>	Fully Met	0.96	details available

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
					c.in/SPA_act.aspx https://www.spab.ac.in/pdf/Statutes%20of%20SPA%20Bhopal.pdf			
1.7.6	Whether their meetings are open to the public?	Not Met	0.96	0	empty	Not Met	0	Saying -No
1.7.7	Whether the minutes of the meetings are open to the public?	Fully Met	0.96	0.96	Available in the Institute Library	Fully Met	0.96	details available
1.7.8	Place where the minutes if open to the public are available?	Fully Met	0.96	0.96	Institute Library	Not Met	0	meetings data need to be displayed .
<b>1.8</b>	<b>Directory of officers and employees[Section 4(1) (b) (ix)]</b>							
1.8.1	Name and designation	Fully Met	3.85	3.85	https://www.spab.ac.in/rti/2022/OfficersDirectory240622.pdf	Fully Met	3.85	details given in RTI link :
1.8.2	Telephone , fax and email ID	Fully Met	3.85	3.85	https://www.spab.ac.in/rti/2022/OfficersDirectory240622.pdf	Fully Met	3.85	details given
<b>1.9</b>	<b>Monthly Remuneration received by officers &amp; employees including system of compensation[Section 4(1) (b) (x)]</b>							
1.9.1	List of employees with Gross monthly remuneration	Fully Met	3.85	3.85	https://www.spab.ac.in/rti/2020/PayStructureofInstituteemployee.pdf	Fully Met	3.85	details given
1.9.2	System of compensation as provided in its	Fully Met	3.85	3.85	As per 7th	Fully Met	3.85	details given

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
	regulations				CPC and GOI Rules			
<b>1.10</b>	<b>Name, designation and other particulars of public information officers[Section 4(1) (b) (xvi)]</b>							
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	First Appellate Authority Shri Shaju Varghese Registrar Tele. : 0755-2526816 E-mail: registrar[at]spabhopal[dot]ac[dot]in Central Public Information Officer (CPIO) for all matters. Dr. Rachna Khare, Professor, Department of Architecture Tele. : 0755-2526833 E-mail: rachna khare[at]spabhopal[dot]ac[dot]in	Fully Met	3.85	Information displayed on the website.
1.10.2	Address, telephone numbers and email ID of each designated official.	Fully Met	3.85	3.85	First Appellate Authority Shri Shaju	Fully Met	3.85	Information displayed on the website.

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
					Varghese Registrar Tele. : 0755-2526816 E-mail: registrar[at]spabhopal[dot]ac[dot]in Central Public Information Officer (CPIO) for all matters. Dr. Rachna Khare, Professor, Department of Architecture Tele. : 0755-2526833 E-mail: rachna khare[at]spabhopal[dot]ac[dot]in			
<b>1.11</b>	<b>No. Of employees against whom Disciplinary action has been proposed/ taken(Section 4(2))</b>							
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	Sought Information displayed
1.11.2	(ii) Finalised for Minor penalty or major penalty proceedings	Fully Met	3.85	3.85	Nil	Fully Met	3.85	Sought Information displayed
<b>1.12</b>	<b>Programmes to advance understanding of RTI(Section 26)</b>							
1.12.1	Educational programmes	Fully Met	1.92	1.92	Training/	Partially Met	0.96	Need to

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
					Educational programmes have been proposed and are in pipeline.			upload details with evidence
1.12.2	Efforts to encourage public authority to participate in these programmes	Fully Met	1.92	1.92	Training/ Educational programmes have been proposed and are in pipeline.	Fully Met	1.92	Sought Information displayed
1.12.3	Training of CPIO/APIO	Fully Met	1.92	1.92	Training/ Educational programmes have been proposed and are in pipeline.	Fully Met	1.92	Sought Information displayed
1.12.4	Update & publish guidelines on RTI by the Public Authorities concerned	Fully Met	1.92	1.92	<a href="https://spabhopal.ac.in/rti.aspx">https://spabhopal.ac.in/rti.aspx</a>	Partially Met	0.96	Need to upload details with evidence
<b>1.13</b>	<b>Transfer policy and transfer orders[F No. 1/6/2011- IR dt. 15.4.2013]</b>							
1.13.1	Transfer Policy And Transfer Orders[F No. 1/6/2011- IR Dt. 15.4.2013]	Fully Met	7.69	7.69	<a href="https://spabhopal.ac.in/OfficeOrder.aspx">https://spabhopal.ac.in/OfficeOrder.aspx</a>	Partially Met	3.85	Transfer policy not visible
<b>Total</b>			<b>100</b>	<b>98</b>		<b>100</b>	<b>86</b>	
<b>2</b>	<b>Budget and Programme</b>							
<b>2.1</b>	<b>Budget allocated to each agency including all plans, proposed expenditure and reports on disbursements made etc.[Section 4(1)(b)(xi)]</b>							
2.1.1	Total Budget for the public authority	Fully Met	10	10.00	<a href="https://www.s">https://www.s</a>	Fully Met	10.00	Information

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
					pab.ac.in/rti/2023/RE%202022-23%20and%20BE%202023-24.pdf			Information provided in the given link
2.1.2	Budget for each agency and plan & programmes	Fully Met	10	10.00	https://www.pab.ac.in/rti/2023/RE%202022-23%20and%20BE%202023-24.pdf	Fully Met	10.00	Information provided in the given link
2.1.3	Proposed expenditures	Fully Met	10	10.00	https://www.pab.ac.in/rti/2023/RE%202022-23%20and%20BE%202023-24.pdf	Fully Met	10.00	Information provided in the given link
2.1.4	Revised budget for each agency, if any	Fully Met	10	10.00	https://www.pab.ac.in/rti/2023/RE%202022-23%20and%20BE%202023-24.pdf	Fully Met	10.00	Information provided in the given link
2.1.5	Report on disbursements made and place where the related reports are available	Fully Met	10	10.00	https://spabho pal.ac.in/annual_report.aspx	Fully Met	10.00	Information provided in the given link
<b>2.2</b>	<b>Foreign and domestic tours(F.No. 1/8/2012- IR dt. 11.9.2012)</b>							
2.2.1	Budget	Fully Met	16.67	16.67	https://spabho pal.ac.in/annual_report.aspx	Fully Met	16.67	Information provided in the given link
2.2.2	Foreign and domestic Tours by ministries and officials of the rank of Joint Secretary to the	Fully Met	16.67	16.67	https://spabho pal.ac.in/annu	Partially Met	8.34	need to consolidated

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
	Government and above, as well as the heads of the Department.- (a) Places visited, (b) The period of visit, (c) The number of members in the official delegation, (d) Expenditure on the visit				al_report.aspx			required information
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	<a href="https://spabho pal.ac.in/tender.aspx">https://spabho pal.ac.in/tender.aspx</a>	Fully Met	16.67	Information provided in the given link
<b>2.3</b>	<b>Manner of execution of subsidy programme [Section 4(i)(b)(xii)]</b>							
2.3.1	Name of the programme of activity	Not Applicable	0	0	empty	Not Applicable	0	existing position may be indicated
2.3.2	Objective of the programme	Not Applicable	0	0	empty	Not Applicable	0	existing position may be indicated
2.3.3	Procedure to avail benefits	Not Applicable	0	0	empty	Not Applicable	0	existing position may be indicated
2.3.4	Duration of the programme/ scheme	Not Applicable	0	0	empty	Not Applicable	0	__do--
2.3.5	Physical and financial targets of the programme	Not Applicable	0	0	empty	Not Applicable	0	__do--
2.3.6	Nature/ scale of subsidy /amount allotted	Not Applicable	0	0	empty	Not Applicable	0	__do--
2.3.7	Eligibility criteria for grant of subsidy	Not Applicable	0	0	empty	Not Applicable	0	__do--
2.3.8	Details of beneficiaries of subsidy programme (number, profile etc)	Not Applicable	0	0	empty	Not Applicable	0	__do--
<b>2.4</b>	<b>Discretionary and non-discretionary grants [F. No. 1/6/2011-IR dt. 15.04.2013]</b>							
2.4.1	Discretionary and non-discretionary grants/ allocations to State Govt./ NGOs/other institutions	Not Applicable	0	0	empty	Not Applicable	0	existing position may

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
2.4.2	Annual accounts of all legal entities who are provided grants by public authorities	Not Applicable	0	0	empty	Not Applicable	0	be indicated existing position may be indicated
<b>2.5</b>	<b>Particulars of recipients of concessions, permits of authorizations granted by the public authority[Section 4(1) (b) (xiii)]</b>							
2.5.1	Concessions, permits or authorizations granted by public authority	Fully Met	25	25.00	Exemption in tuition fee for SC/ST students is provided as per Government of India guidelines. Students are also assisted for grant of Scholarships from Ministry of Social Justice and Ministry of Tribal Affairs, Govt. Of India. OBC scholarships from concerned State Government are also facilitated for	Fully Met	25.00	information available in the given link



Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
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	Fully Met	25	25.00	students. Exemption in tuition fee for SC/ST students is provided as per Government of India guidelines. Students are also assisted for grant of Scholarships from Ministry of Social Justice and Ministry of Tribal Affairs, Govt. Of India. OBC scholarships from concerned State Government are also facilitated for students.	Fully Met	25.00	information available in the given link
<b>2.6</b>	<b>CAG &amp; PAC paras [F No. 1/6/2011- IR dt. 15.4.2013]</b>							
2.6.1	CAG and PAC paras and the action taken reports (ATRs) after these have been laid on the table of	Fully Met	50	50.00	Action taken report	Not Met	0	Such Information

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
	both houses of the parliament.				available in Finance and Accounts Section of the Institute.			needs to be uploaded
<b>Total</b>			<b>200</b>	<b>200</b>		<b>200</b>	<b>142</b>	
<b>3</b>	<b>Publicity Band Public interface</b>							
<b>3.1</b>	<b>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]</b>							
3.1.1	Relevant Acts, Rules, Forms and other documents which are normally accessed by citizens	Fully Met	12.5	12.50	<a href="https://spabho pal.ac.in/rti.aspx">https://spabho pal.ac.in/rti.aspx</a>	Fully Met	12.50	Sought information available under RTI link
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	Not Applicable0		0	empty	Not Applicable0		existing position may be indicated
3.1.3	Public- private partnerships (PPP)- Details of Special Purpose Vehicle (SPV), if any	Not Applicable0		0	empty	Not Applicable0		existing position may be indicated
3.1.4	Public- private partnerships (PPP)- Detailed project reports (DPRs)	Not Applicable0		0	empty	Not Applicable0		--Do--
3.1.5	Public- private partnerships (PPP)- Concession agreements.	Not Applicable0		0	empty	Not Applicable0		--Do--
3.1.6	Public- private partnerships (PPP)- Operation and maintenance manuals	Not Applicable0		0	empty	Not Applicable0		--Do--
3.1.7	Public- private partnerships (PPP) - Other documents generated as part of the implementation of the PPP	Not Applicable0		0	empty	Not Applicable0		--Do--

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
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	--Do--
3.1.9	Public- private partnerships (PPP) -Information relating to outputs and outcomes	Not Applicable	0	0	empty	Not Applicable	0	--Do--
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	--Do--
3.1.11	Public- private partnerships (PPP) - All payment made under the PPP project	Not Applicable	0	0	empty	Not Applicable	0	--Do--
<b>3.2</b>	<b>Are the details of policies / decisions, which affect public, informed to them[Section 4(1) (c)]</b>							
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	<a href="https://spabho pal.ac.in/Home.aspx">https://spabho pal.ac.in/Home.aspx</a>	Fully Met	16.67	Sought information available under RTI link
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	<a href="https://spabho pal.ac.in/Home.aspx">https://spabho pal.ac.in/Home.aspx</a>	Fully Met	16.67	--Do--
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	<a href="https://spabho pal.ac.in/Home.aspx">https://spabho pal.ac.in/Home.aspx</a>	Fully Met	16.67	--Do--
<b>3.3</b>	<b>Dissemination of information widely and in such form and manner which is easily accessible to the public [Section 4(3)]</b>							
3.3.1	Use of the most effective means of communication - Internet (website)	Fully Met	50	50.00	<a href="https://spabho pal.ac.in/Home.aspx">https://spabho pal.ac.in/Home.aspx</a> <a href="https://www.facebook.com/spaboffi">https://www.facebook.com/spaboffi</a>	Fully Met	50.00	Sought information available under RTI link

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
					cial <a href="https://twitter.com/i/flow/login">https://twitter.com/i/flow/login</a>			
<b>3.4</b>	<b>Form of accessibility of information manual/ handbook[Section 4(1)(b)]</b>							
3.4.1	Information manual/handbook available in Electronic format	Fully Met	25	25.00	<a href="https://spabho pal.ac.in/rti.aspx">https://spabho pal.ac.in/rti.aspx</a>	Fully Met	25.00	Sought information available under RTI link
3.4.2	Information manual/handbook available in Printed format	Fully Met	25	25.00	<a href="https://spabho pal.ac.in/rti.aspx">https://spabho pal.ac.in/rti.aspx</a>	Fully Met	25.00	Sought information available under RTI link
<b>3.5</b>	<b>Whether information manual/ handbook available free of cost or not [Section 4(1)(b)]</b>							
3.5.1	List of materials available Free of cost	Fully Met	25	25.00	<a href="https://spabho pal.ac.in/rti.aspx">https://spabho pal.ac.in/rti.aspx</a>	Fully Met	25.00	Sought information available under RTI link
3.5.2	List of materials available At a reasonable cost of the medium	Fully Met	25	25.00	<a href="https://spabho pal.ac.in/rti.aspx">https://spabho pal.ac.in/rti.aspx</a>	Partially Met	12.50	Details not available
<b>Total</b>			<b>213</b>	<b>213</b>		<b>213</b>	<b>200</b>	
<b>4</b>	<b>E-Governance</b>							
<b>4.1</b>	<b>Language in which Information Manual/Handbook Available [F No. 1/6/2011-IR dt. 15.4.2013]</b>							
4.1.1	English	Fully Met	14.29	14.29	<a href="https://spabho pal.ac.in/Home.aspx">https://spabho pal.ac.in/Home.aspx</a>	Fully Met	14.29	sought Information available on the Institute Website
4.1.2	Vernacular/ Local Language	Fully Met	14.29	14.29	<a href="https://spabho pal.ac.in/Home.aspx#">https://spabho pal.ac.in/Home.aspx#</a>	Partially Met	7.15	Need to provide complete information

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
<b>4.2</b>	<b>When was the information Manual/Handbook last updated?[F No. 1/6/2011-IR dt 15.4.2013]</b>							
4.2.1	Last date of Annual updation	Fully Met	28.57	28.57	24.02.2023	Fully Met	28.57	Displayed
<b>4.3</b>	<b>Information available in electronic form[Section 4(1)(b)(xiv)]</b>							
4.3.1	Details of information available in electronic form	Fully Met	9.52	9.52	Alumni Caste-based discrimination complaints system CPGRAMS Portal ERP File Tracking System Recruitment Portal Student Feedback Convocation Guest House Online Booking Office Memorandum Academic Calendar Annual Property Return Annual Report Anti Ragging ARIIA Directory Fee Structure Forms	Fully Met	9.52	sought Information available on the Institute Website

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
					Holidays - 2023 Internal Complaint Committee Policies Library Catalogue Manuals Recruitment RTI Scholarship Sitemap Syllabus Tenders Webinar Series Women Cell Ordinance for UG & PG Events Internship Notice Annou ncements of GOI News & Updates Students			
4.3.2	Name/ title of the document/record/ other information	Fully Met	9.52	9.52	Alumni Caste- based discrimination complaints system CPGRAMS	Fully Met	9.52	sought Information available on the Institute Website

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
					Portal ERP File Tracking System Recruitment Portal Student Feedback Convocation Guest House Online Booking Office Memorandum Academic Calendar Annual Property Return Annual Report Anti Ragging ARIIA Directory Fee Structure Forms Holidays - 2023 Internal Complaint Committee Policies Library Catalogue Manuals Recruitment			

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
					RTI Scholarship Sitemap Syllabus Tenders Webinar Series Women Cell Ordinance for UG & PG Events Internship Notice Annou ncements of GOI News & Updates Students			
4.3.3	Location where available	Fully Met	9.52	9.52	<a href="https://spabho&lt;br/&gt;pal.ac.in/Hom&lt;br/&gt;e.aspx">https://spabho pal.ac.in/Hom e.aspx</a>	Fully Met	9.52	sought Information available on the Institute Website
<b>4.4</b>	<b>Particulars of facilities available to citizen for obtaining information[Section 4(1)(b)(xv)]</b>							
4.4.1	Name & location of the faculty	Fully Met	7.14	7.14	<a href="https://spabho&lt;br/&gt;pal.ac.in/Hom&lt;br/&gt;e.aspx">https://spabho pal.ac.in/Hom e.aspx</a>	Fully Met	7.14	Given the details of information
4.4.2	Details of information made available	Fully Met	7.14	7.14	<a href="https://spabho&lt;br/&gt;pal.ac.in/Hom&lt;br/&gt;e.aspx">https://spabho pal.ac.in/Hom e.aspx</a>	Fully Met	7.14	Given the details of information
4.4.3	Working hours of the facility	Fully Met	7.14	7.14	09 AM to 05:30 PM (Monday to	Fully Met	7.14	Given the details of information



Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
					Friday)			
4.4.4	Contact person & contact details (Phone, fax email)	Fully Met	7.14	7.14	<a href="https://www.spabho.ac.in/rti/2022/OfficersDirectory240622.pdf">https://www.spabho.ac.in/rti/2022/OfficersDirectory240622.pdf</a>	Fully Met	7.14	Given the details of information
<b>4.5</b>	<b>Such other information as may be prescribed under Section 4(i) (b)(xvii)</b>							
4.5.1	Grievance redressal mechanism	Fully Met	3.57	3.57	<a href="https://spabho.ac.in/CasteBasedDiscrimination.aspx">https://spabho.ac.in/CasteBasedDiscrimination.aspx</a>	Fully Met	3.57	Given the details
4.5.2	Details of applications received under RTI and information provided	Fully Met	3.57	3.57	Available on CIC portal <a href="https://rtionline.gov.in/RTIMIS/login/">https://rtionline.gov.in/RTIMIS/login/</a>	Fully Met	3.57	Given the details
4.5.3	List of completed schemes/ projects/ Programmes	Fully Met	3.57	3.57	<a href="https://spabho.ac.in/MoUs.aspx">https://spabho.ac.in/MoUs.aspx</a>	Fully Met	3.57	Given the details
4.5.4	List of schemes/ projects/ programme underway	Fully Met	3.57	3.57	<a href="https://spabho.ac.in/MoUs.aspx">https://spabho.ac.in/MoUs.aspx</a>	Fully Met	3.57	Given the details
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	<a href="https://spabho.ac.in/MoUs.aspx">https://spabho.ac.in/MoUs.aspx</a>	Fully Met	3.57	Given the details
4.5.6	Annual Report	Fully Met	3.57	3.57	<a href="https://spabho.ac.in/annual_report.aspx">https://spabho.ac.in/annual_report.aspx</a>	Fully Met	3.57	Given the details
4.5.7	Frequently Asked Question (FAQs)	Fully Met	3.57	3.57	<a href="https://spabho.ac.in/rti.aspx">https://spabho.ac.in/rti.aspx</a>	Not Met	0	Need to provide
4.5.8	Any other information such as - (a) Citizen's	Not Met	3.57	0	empty	Partially Met	1.79	Need to

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
	Charter, (b) Result Framework Document (RFD), (c) Six monthly reports on the , (d) Performance against the benchmarks set in the Citizen's Charter							provide the details
<b>4.6</b>	<b>Receipt &amp; Disposal of RTI applications &amp; appeals [F.No 1/6/2011-IR dt. 15.04.2013]</b>							
4.6.1	Details of applications received and disposed	Fully Met	14.29	14.29	417 Nos. from August 2009 to June 2023	Fully Met	14.29	sought Information available
4.6.2	Details of appeals received and orders issued	Fully Met	14.29	14.29	18 Nos.	Fully Met	14.29	sought Information available
<b>4.7</b>	<b>Replies to questions asked in the parliament[Section 4(1)(d)(2)]</b>							
4.7.1	Details of questions asked and replies given	Fully Met	28.57	28.57	Available in the concerned sections	Not Met	0	Sought information to be disclosed under RTI Link
<b>Total</b>			<b>200</b>	<b>196</b>		<b>200</b>	<b>159</b>	
<b>5</b>	<b>Information as may be prescribed</b>							
<b>5.1</b>	<b>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]</b>							
5.1.1	Name & details of - (a) Current CPIOs & FAAs, (b) Earlier CPIO & FAAs from 1.1.2015	Fully Met	20	20.00	First Appellate Authority Shri Shaju Varghese Registrar Tele. : 0755-2526816 E-mail: registrar[at]spabhopal[dot]ac[dot]in Central Public	Fully Met	20.00	sought Information available on the Institute Website

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
					Information Officer (CPIO) for all matters. Dr. Rachna Khare, Professor, Department of Architecture Tele. : 0755-2526833 E-mail: rachna khare[at]spabhopal[dot]ac[dot]in Earlier CPIO Ms. Deepali Bagchi, Assistant Registrar			
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	20.10.2022	Fully Met	20.00	sought Information available on the Institute Website
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	Fully Met	20	20.00	(a) 30.01.2023 (b) Dr. Rachna Khare Professor & HoD, Department of Design, SPA,	Fully Met	20.00	sought Information available on the Institute Website

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
5.1.4	Consultancy committee of key stake holders for advice on suo-motu disclosure - (a) Dates from which constituted, (b) Name & Designation of the officers	Not Applicable	0	0	Bhopal empty	Not Applicable	0	Sought information to be disclosed under RTI Link
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	Fully Met	20	20.00	(Since this is a small institution of around 105 employees, committee of PIOs was not constituted).	Partially Met	10.00	Details need to be provided
<b>Total</b>			<b>80</b>	<b>80</b>		<b>80</b>	<b>70</b>	
<b>6</b>	<b>Information Disclosed on own Initiative</b>							
<b>6.1</b>	<b>Item / information disclosed so that public have minimum resort to use of RTI Act to obtain information</b>							
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	<a href="https://spabho pal.ac.in/Home.aspx#">https://spabho pal.ac.in/Home.aspx#</a>	Fully Met	25.00	sought Information available on the Institute Website
<b>6.2</b>	<b>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</b>							
6.2.1	Whether STQC certification obtained and its validity	Partially Met	12.5	6.25	GIGW reports are uploaded periodically.	Not Met	0	STQC Certificate yet to be obtained
6.2.2	Does the website show the certificate on the Website?	Not Applicable	0	0	empty	Not Met	0	Not found
<b>Total</b>			<b>38</b>	<b>31</b>		<b>50</b>	<b>25</b>	
<b>Grand Total</b>			<b>830</b>	<b>818</b>		<b>843</b>	<b>682</b>	