



## **RTI HANDBOOK**

**Prepared under Section 4(1)(b) of the Right to Information Act, 2005**

**Indian Institute of Science Education and Research (IISER) Kolkata**

---

### **1. About the Act**

**Name & Title of the Act:** Right to Information Act, 2005

**Definition:**

The Right to Information includes:

1. Inspection of work, documents, records
2. Taking notes, extracts or certified copies of documents or records
3. Taking certified samples of material
4. Obtaining information through electronic means or printouts

**Objective:**

To provide information to Indian citizens as per the RTI Act provisions on payment of prescribed fees.

**Users:** Citizens of India

---

### **2. Particulars of the Organization, Functions and Duties**

**Name & Address:**

Indian Institute of Science Education and Research (IISER) Kolkata  
Mohanpur – 741 246, District Nadia, West Bengal

**Head of the Organization:** Prof. Sunil Kumar Khare, Director

**Objective of the Institute:**

To provide quality science education and research, integrating teaching and research in a vibrant academic environment.

**Main Functions & Duties:**

- Conduct instruction and research in science and related disciplines
- Grant degrees and academic titles
- Frame and execute Statutes and Ordinances
- Institute posts and make appointments
- Receive grants, donations, and gifts
- Collaborate with national/international institutions
- Provide residential and welfare facilities to students

### **Brief History:**

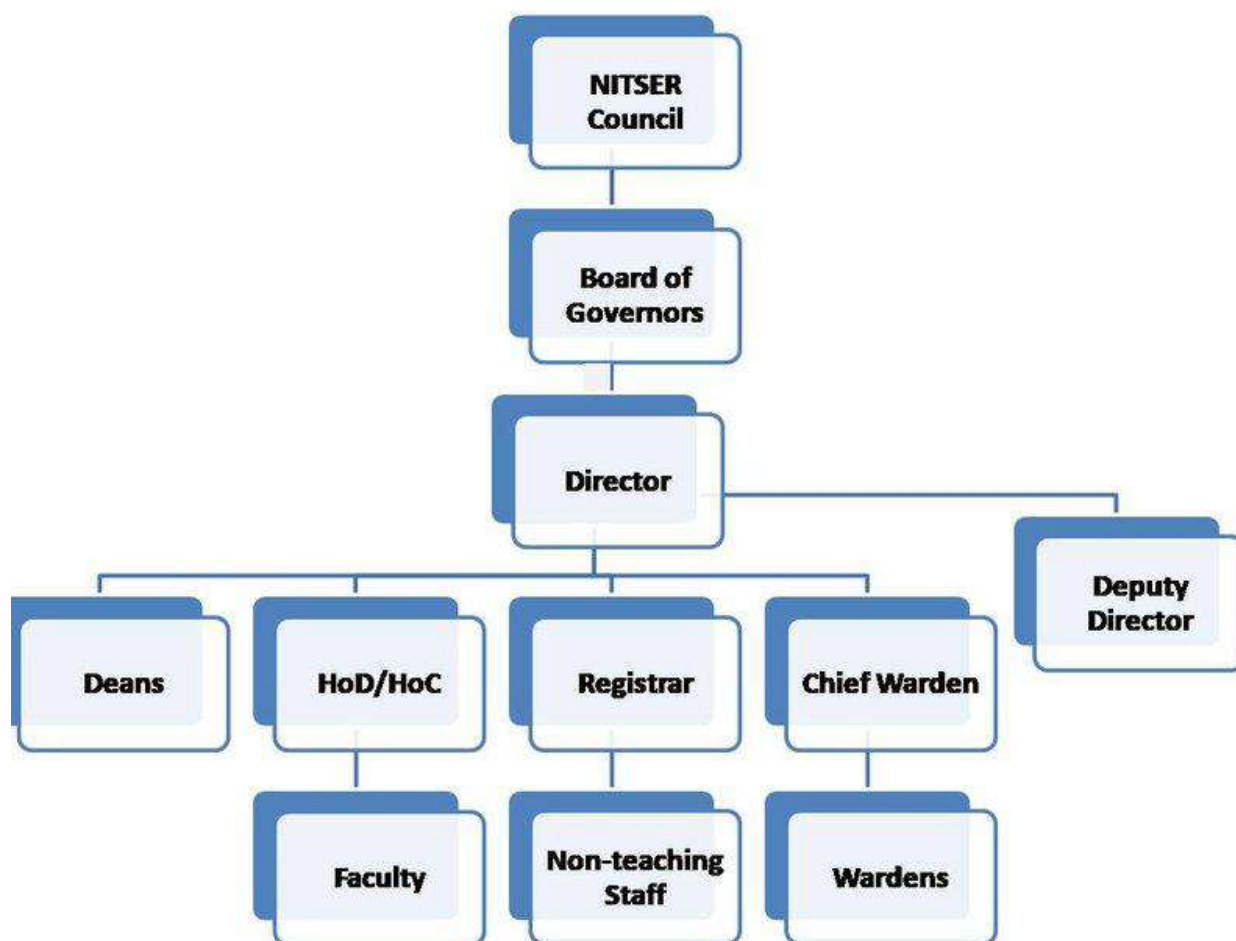
Established in 2006 by the Ministry of Human Resource Development. Initial operations began in Kolkata, and the Institute moved to its own campus in Mohanpur in 2014.

### **Vision/Mission:**

To integrate education and research at undergraduate and postgraduate levels and encourage interdisciplinary learning.

### **Organizational Structure:**

Includes Board of Governors, Senate, Director, Deans, Registrar, HoDs, and various committees.



### **Monitoring Mechanism:**

Service delivery and grievances are monitored by relevant committees and the Board of Governors.

### **Working Hours:**

- Academic Departments: 8:00 AM – 1:00 PM; 1:30 PM – 5:30 PM
- Administration: 9:00 AM – 1:00 PM; 1:30 PM – 5:30 PM

### **3. Powers and Duties of Officers and Employees**

As defined by the Act and Statutes. The Director is the chief executive. Deans, Registrar, HoDs, and other officers support governance and operations.

---

### **4. Procedure Followed in Decision-Making**

Decisions are made in accordance with the Act, Statutes, and decisions by the Board, Senate, and Committees. Communication via notices, orders, and website.

---

### **5. Norms for Discharge of Functions**

Set by Board of Governors and Senate. Includes expenditure norms, curriculum design, academic monitoring, and financial policies.

---

### **6. Rules, Regulations, Instructions, Manuals, and Records**

Includes the RTI Act, Institute Statutes, GFR, Academic Calendar, Teaching Plans, Recruitment Rules, Leave Rules, and GoI orders.

---

### **7. Statement of Categories of Documents**

Act, Statutes, Office Orders, Recruitment Rules, Annual Reports, Audit Reports, MoUs, Anti-Ragging Measures, etc.

---

### **8. Consultation with Public in Policy Formulation**

Through the Council constituted under the NIT (Amendment) Act, 2012. Includes Members of Parliament. Public participation is encouraged through their representatives.

---

### **9. Boards, Councils, and Committees**

- Board of Governors
- Finance Committee
- Senate
- Building and Works Committee

Meetings are not open to the public. Minutes are not publicly accessible.

---



## 10. Directory of Officers and Employees

Available on Institute website.

---

## 11. Monthly Remuneration

Pay structure available on the Institute website.

---

## 12. Budget Allocation and Expenditures

Budget and accounts approved by the Finance Committee. Details available in Annual Statement of Accounts.

---

## 13. Subsidy Programmes

100% tuition fee waiver for SC/ST students.

---

## 14. Concessions and Authorizations

Includes facilities to Banks/ATM, Customs Duty exemption, GST exemption (till 18.07.2022).

---

## 15. Information in Electronic Form

Most institutional data and updates are available on [www.iiserkol.ac.in](http://www.iiserkol.ac.in)

---

## 16. Facilities for Obtaining Information

Information can be obtained from the Public Information Officer. Library access is allowed to external users with permission.

**Library Hours:** 9:00 AM – 5:00 PM (working days)

Dissemination channels include website, notice boards, press releases, and printed manuals.

---

---

## 17. Public Information Officers

### (a) Appellate Authority and Nodal Officer

Mr. Joydeep Sil  
Registrar, IISER Kolkata  
Phone: +91 - 33 – 6136 0022  
Email: [registrar@iiserkol.ac.in](mailto:registrar@iiserkol.ac.in)

### (b) Public Information Officer

Mr. Suraj Narayan Bordoloi  
Assistant Registrar, IISER Kolkata  
Phone: +91 - 33 - 6136 0062  
Email: [pio@iiserkol.ac.in](mailto:pio@iiserkol.ac.in)

---

## 18. Other Information

Available on the Institute website:

- Departments and Centres
- Admissions
- NIRF Data
- Campus Facilities
- Recruitment
- Course and Academic Information
- Fee Structure
- Phone Directory

---

## 19. Frequently Asked Questions

FAQs on RTI available as PDF on the website.

---

## 20. RTI Application Form

Available for download on the website.

---

## 21. Third-Party Audit of Mandatory Disclosure

Conducted as per DoPT OM No. 1/6/2011-IR dated 15.04.2013. Report available under Proactive disclosure.