

Audit of Proactive Disclosure by Third Party

Name of the Institute: National Institute of Technical Teachers Training & Research, Sector - 26, Chandigarh

The audit of Proactive Disclosure by Third Party was carried out by Er. Manish Kumar, Registrar, PEC University of Technology, Chandigarh on 04.02.2015 and the detailed report is given below:

Items as per Office Memorandum from Government of India, Ministry of Personnel, Public Grievances & Pensions Department of Personnel & Training, North Block, New Delhi vide its letter No. No.1/6/2011-IR Dated the 15th April, 2013.	Institute Compliance	Observation of the Audit official
a) Defining the services and goods that the particular public authority/office provides directly (or indirectly through any other agency/contractor).	<p>The institute undertakes the following spectrum of activities to faculty, staff and students of technical institutions and working professionals from industries:</p> <ul style="list-style-type: none"> i) Education and Training Programmes ii) Curriculum Development iii) Instructional Material Development iv) Research and Development v) Extension Services vi) Consultancy in Technical Education and Technology areas 	<p style="text-align: center;">↑</p> <p style="text-align: center;">100%.</p> <p style="text-align: center;">Compliance at all given Parameters</p>
b) Detailing and describing the processes by which the public can access and/or receive the goods and services that they are entitled to, from the public authority/office along with the forms, if any prescribed, for use by both the applicant and the service providing agency. Links to such forms (online), wherever available, should be given.	<p>The detailed Operational Plan containing the schedule is uploaded in the institute website every year. In addition, information pertaining to recruitment, tenders, brochure cum application form for admission to ME and Ph.D. programmes, employee's property returns, Agenda & Minutes of meetings of BoGs, faculty & staff profile department-wise, list of members of various committees, facilities at guest house/hostels, video lectures at NCTEL etc.</p>	<p style="text-align: center;">↑</p>
c) Describing the conditions, criteria and priorities under which a person becomes eligible for the goods and services, and consequently the categories of people who are entitled to receive the goods and services.	<p>The eligibility criteria for participating in training progs, admission in ME and Ph.D. programmes is stated in Operational Plan, ME and Ph.D. Brochure.</p>	
d) Defining the quantitative and tangible parameters, (weight, size, frequency etc.) and timelines, that are applicable to the goods and services that are accessible to the public.	<p>Operational Plan, ME and Ph.D. Brochures are uploaded in the first week of April every year.</p>	<p style="text-align: center;">↑</p>

e) Defining the qualitative and quantitative outcomes that each public authority/office plans to achieve through the goods and services that it was obligated to provide.	As per Operational Plan, ME and Ph.D. Brochure etc. which are uploaded on the institute website.	↑ 100% compliance ↓
f) Laying down individual responsibility for providing the goods and services (who is responsible for delivery/implementation and who is responsible for supervision).	Responsibilities of the committees constituted are uploaded in the institute website.	

Recommendations of the Auditor:

I think it is Benchmark Institution.

Manish Kumar

(Er. Manish Kumar)
Registrar, PEC University of Technology, Chandigarh

CPJO

Please upload the information on institute website.

Basu
4/2/15